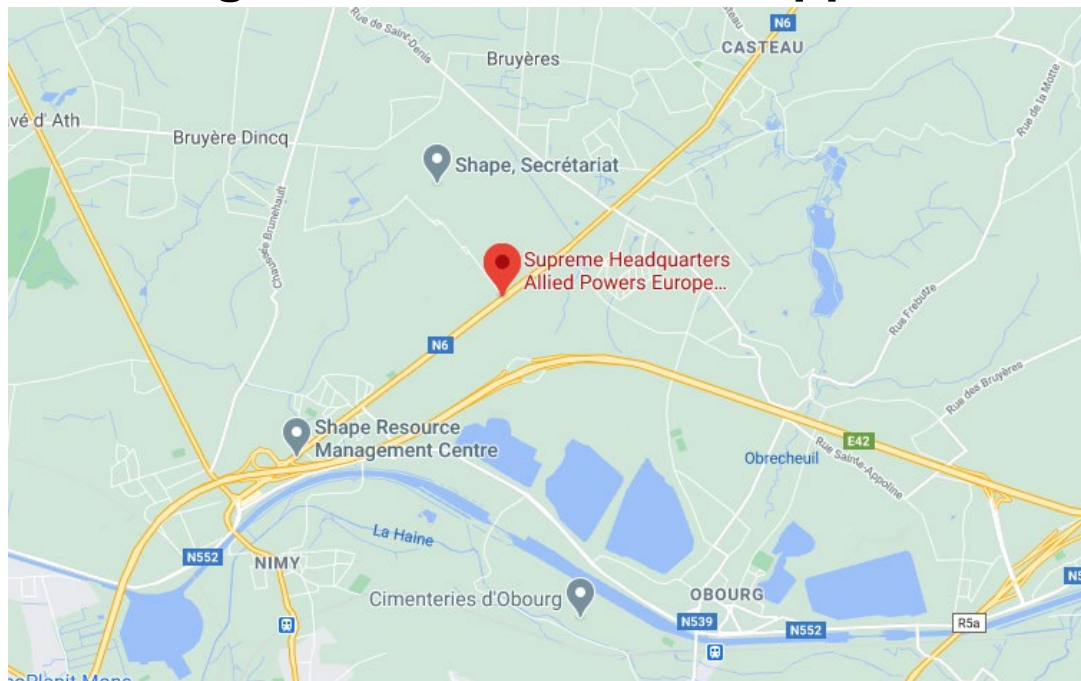


# SHAPE, Belgium

## B CO, AFNORTH BN, USANATO BDE

### Admin Agent & Newcomers' Support Guide



(Last Updated April 2021)

## Contact Information

**B CO Commander Cell: +32 (0) 4788 08087**

**1st Sergeant Cell: +32 (0) 4708 72529**

B CO, AFNorth BN  
+32 (0) 4767 61603

### Supported Organization

B CO, AFNORTH BN  
ALLIED CMD OPS  
SACEUR SUPPORT  
SHAPE HQ



# WELCOME TO BRAVO COMPANY, AFNORTH BATTALION (SHAPE), BELGIUM



Congratulations on your new assignment to SHAPE, Belgium! This welcome package will provide you with general information to help facilitate a smooth transition for the arrival of you and your family. The Shape2Day website has a wealth of information on what you can expect upon your arrival in the Newcomers guide <https://www.shape2day.com/arrivingleaving>

This package offers a quick summary to the SHAPE2DAY website and other useful information. If you have any other questions outside of the Newcomers Guide or this package, please do not hesitate to contact me. I can be reached at:

Work Email: [usarmy.shape.hq-usanato-bde.list.afnorth-bn-bravo-co@mail.mil](mailto:usarmy.shape.hq-usanato-bde.list.afnorth-bn-bravo-co@mail.mil)

DSN: 314-423-5884

COMM: +32.477.16.76.07

## Company FRG

Soldier and Family Readiness are both integral to the success of our Army and unit. B CO SFRG is here to assist families with the transition to this challenging and rewarding OCONUS assignment. As you prepare to PCS please have your spouse reach out to the Bravo Company FRG Leader at [afnorth.bco.sfrg@gmail.com](mailto:afnorth.bco.sfrg@gmail.com). Additionally, we will be happy to integrate you and your family into the Bravo Company Facebook page for information which will be beneficial during your time in Bravo Company.

Facebook Page: Bravo Company, Allied Forces North Battalion, US Army NATO Brigade  
<https://www.facebook.com/thebeastmasters/>

## Mailbox Addresses

If you wish to ship any items in advance of your arrival, your personal Mailbox will be established by your sponsor and sent to you via email. After it is established the mailing address will be as follows:

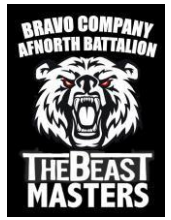
- Personal APO Mailbox: **CMR 450 BOX XXXXX APO AE 09705**

The official mailbox are for the unit:

- Official Unit Mail Address: **Unit 21420 APO AE 09705**



# WELCOME TO BRAVO COMPANY, AFNORTH BATTALION (SHAPE), BELGIUM



## Chievres Army Base and SHAPE

**General information about Chievres Army Base (CAB).** The following can be found on the base: Auto Skills, PX, Burger King, Bun B's, Anthony's Pizza, Women's Hair Salon, Barber Shop, Andrews Federal Credit Union, Commissary, Car Wash, Grandma's Attic, Lodging, Library, Gym, Kennel, Dry Cleaners in the Pextra.

**General information about SHAPE.** The following can be found on the base: Healthcare Facility, Post Office, Legal Office, International Library, Arts & Crafts shop, Business Center, Bowling Alley, Alliance Cinema Auditorium, Rationed Item Store, Dry Cleaners, Flower Shop, Gas Station, Carrefour Market, Optical shop, SHAPE Inn Lodging, Hair Salon, Barber shop

(SHAPE HQ), ION Bank (SHAPE HQ), SHAPE Trips and Tours, Rendezvous Café, Youth and Teen Centers, and Internationals Schools.

## Lodging Accommodations

Your sponsor will make arrangements and your family to stay at Chievres AB for at least 30 days. **Confirmation Number: TBD** Check-in begins at 1400 hours and Check-out is before 1100 hours.

**Website:** <http://army.dodlodging.net/propertys/Chievres-Lodging>

**Reservations Desk: DSN 361-6704 / 6711; Commercial: +32 (0) 6826 7404/7111**

**Guest Information:** <https://usagbeneluxfmwr.com>

## Transportation from the Airport

Per regulations, government vehicles are not authorized for airport pickups. Depending on the amount of luggage you and your family intend to bring, some options available include:

1. **Rental Car:** Recommended for any local travel until your vehicle arrives; located just outside SHAPE Berlin Gate is the rental car company:
  - Europcar: <https://www.europcar.com/location/belgium/mons-maisieres>  
**Rental Cars available at Brussels Airport**  
[http://www.brusselsairport.be/en/passngr/to\\_from\\_brussels\\_airport/rental\\_car/](http://www.brusselsairport.be/en/passngr/to_from_brussels_airport/rental_car/)

### **Authorized Taxi for SHAPE:**

#### **Taxi Willy**

0479/49.60.00 English speaking dispatcher

#### **Taxi Stop**

065/84.84.06 English speaking dispatcher

#### **Taxi Phillippe SA**

**St Ghislain** 0473/79.89.23

**Mons** 0474/69.22.72

#### **HG Travel-Autos (Airport Shuttle Service)**

068/28.51.36 (English speaking dispatcher)



# WELCOME TO BRAVO COMPANY, AFNORTH BATTALION (SHAPE), BELGIUM



## SHAPE Shuttle Program

Frequently used by personnel who need to travel to SHAPE or other USAG Benelux locations, there is a free SHAPE Shuttle Bus which can be taken during the weekday. It does not run on weekends or SHAPE holidays.

**Shuttle Bus Schedule:** <http://www.shape2day.com/page13103267.aspx>

## Commissary/Exchange

The Commissary and Exchange are located at Chievres AB just a short distance from lodging. They are open Tuesday-Sunday, and closed on Mondays. Hours of operation can be found at:

**Commissaries website:** <http://www.commissaries.com/stores/html/store.cfm?dodaac=hqce3k>

**Exchange website:** <https://www.shopmyexchange.com/exchange-stores/Belgium/BEL/Chievres/Chi%C3%A8vres-1366125>

## Banking in Belgium

You have several options at your disposal for moving money from the U.S. to Belgium:

**International Direct Deposit Enrollment:** The Air Force Finance Office can offer more guidance.

**SHAPE Cash Cage:** U.S. Dollars can be converted to Euros.

**AION Bank** is used by many personnel assigned to SHAPE as it is conveniently located directly in the SHAPE HQ's building. AION is generally used to establish accounts to hold security deposits, standing orders for monthly rent and other utilities. They also have an ATM for obtaining Euros.

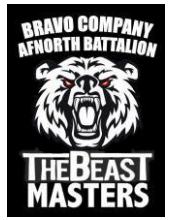
**Note:** Most transactions throughout Europe and Belgium require a chip and pin card. If you're a USAA member, they now offer Chip Cards. For more information about the USAA Chip Card: [https://www.usaa.com/inet/pages/bk\\_cc\\_chipcardLP\\_landing\\_mkt?SearchRanking=1&SearchLinkPhrase=chip and pin](https://www.usaa.com/inet/pages/bk_cc_chipcardLP_landing_mkt?SearchRanking=1&SearchLinkPhrase=chip and pin)

**Andrews Federal Credit Union** is located at Chievres AB: <https://www.andrewsfcu.org/>.

An ATM is also located on SHAPE at the Post Office, and will allow you to withdraw money in Euros and US dollars. AFCU offers a Euros bill paying service.



# WELCOME TO BRAVO COMPANY, AFNORTH BATTALION (SHAPE), BELGIUM



For more information about Online Europe Bill Pay, you can visit AFCU' s website:  
[https://www.andrewsfcu.org/military-and-europe/europe-bill-pay/smartsuite.html#goto\\_1](https://www.andrewsfcu.org/military-and-europe/europe-bill-pay/smartsuite.html#goto_1)

## What to Expect In-Processing Day

There will be three locations you will visit when you arrive for in-processing: the Air Force Element, the SHAPE Central Processing Centre and SHAPE HQ building. Many of the forms can be prepared in advance, and I will be working to establish appointments to avoid any lengthy delays.

The **Army-Bravo Company, AFNORTH Battalion S-1/SHAPE Finance office** handles all military personnel and finance actions to officially gain you and your family in Belgium. You should bring a copy of any pcs-related receipts to complete your travel voucher in the finance office.

The **SHAPE Central Processing Centre** handles all other in-processing: Housing, TMO, SHAPE ID badges, Belgian ID Registration, and Vehicle Registration.

Documentation you want to have readily available to process your Belgian IDs include:

- SHAPE FORM 94
- SHAPE FORM 1
- SHAPE FORM 107
- NATO CLEARANCE DOCUMENT
- Marriage certificate
- 2 copies of Birth Certificates (each family member)
- 2 color copies of Passports (each family member) can be made at SHAPE Central Processing

At the **SHAPE HQ** building, ION Bank will establish an account to hold your housing security deposit. Generally, to open the account you will need a copy of a signed lease. SHAPE Housing office will walk you through these requirements.

The military member will also complete additional security requirements associated with the SHAPE ID badge (different from the CAC). Your sponsor will be required to sign you into the installation and get you a pass until your SHAPE ID is complete with access. Cheivres AB access is granted with the CAC card, however Soldiers and Family will have to register these cards at the security office to prevent gate delays.



# WELCOME TO BRAVO COMPANY, AFNORTH BATTALION (SHAPE), BELGIUM



## Vehicle Licensing & Registration

**Website:** <https://www.shape2day.com/arriving--leaving-shape/vehicles/vehicle-registration-procedures>

The SHAPE2Day website has detailed information on the vehicle registration process whether your vehicle is imported or purchased used/new in Belgium.

**Licensing Information:** You can apply for two types of license while at SHAPE

- **SHAPE Driving License:** Restricted to operating a SHAPE registered POV in Belgium only
- **International Driver's License:** This license is optional for driving outside of Belgium

A driver's test will be required to obtain the SHAPE driver's license. A copy of the basic signs and general driving information is attached. Detailed licensing guidance is located at: <https://www.shape2day.com/page10642947>

**Vehicle Registration Fee:** You must have a vehicle on-site prior to registration. Only one vehicle per household is deemed tax-free. The cost is 45 Euros whether importing or buying a new/used vehicle in Belgium. It will take approximately 2-3weeks for your plates to arrive in the Central Processing Centre-Registration Section. Required documentation can be located at: <https://www.shape2day.com/arriving--leaving-shape/vehicles/importing-a-vehicle>

**Fuel Rations Entitlement:** During registration, your SHAPE ID Card will be provisioned at the SHAPE Central Processing Centre to authorize you with the Fuel Rations entitlement. If driving a rental car, you can receive a temporary fuel rations card. Fuel Rations can be purchased through the Rationed Items Store across from TOTAL gas station.

**Website:** <https://www.shape2day.com/arriving--leaving-shape/vehicles/fuel-ration-cards>

**Purchasing Used Vehicles:** As previously mentioned, if you're looking to purchase a used vehicle when you arrive, you can find used vehicles available for sale on through the SHAPE Fast Sale Facebook page.

**Chievres VPC website:** [https://www.pcsmypov.com/Locations/Chievres%20VPC?hc\\_location=ufi](https://www.pcsmypov.com/Locations/Chievres%20VPC?hc_location=ufi)



# WELCOME TO BRAVO COMPANY, AFNORTH BATTALION (SHAPE), BELGIUM



## Getting Housing Set-Up

**Housing Hours:** M, W, F : 0900-1230; 1330-1600 / Thurs: 0900-1230; 1330-1500

Upon your arrival, the housing office will brief you regarding your individual responsibilities and require you to sign a few documents. At the very minimum, you are responsible for grass cutting and Internet/Cable TV/Phone services.

Presently, Proximus is the current internet/tv/phone provider in the barracks. This can be changed if it does not meet your needs.

**Proximus Website:** [http://www.proximus.be/en/id\\_zwpr\\_ps/personal/our-products.html](http://www.proximus.be/en/id_zwpr_ps/personal/our-products.html)

Voo is another internet/tv/phone provider located in Belgium. For more information regarding packages and cost, you can view their **website** at: <http://www.voo.be/en/>

**Television:** Both companies have some channels in English. However, the majority of shows are in French or Dutch. If you desire to have more English channels, another option available is purchasing Sky Satellite TV: <http://www.skyeurope.tv/sky-tv-belgium>. This offers both UK and USA channels. Some homes already have the satellite dish connected; if your home does not then you will first have to obtain approval from the landlord prior to installation/mounting.

AFN Decoders can be purchased at the Chievres PX. Most of these systems are now digital and run through your home internet service. AFN channel plans can be purchased monthly starting at approximately \$24.00. AFN digital EasyTV and satellite systems information can be found at: <http://www.afneurope.net/Portals/main/docs/AFN%20Satellite%20System%20Setup.pdf>

<https://www.tkscable.com/Television/easyTV.aspx>

## Personal Mobile Phone Providers

There are several mobile phone providers in Belgium to choose from: **Orange, Base, Proximus, Voo, Mobistar, Carrefour, Lycamobile, Mobile Viking**. You will find both contract or prepaid options. Choosing to go contract or prepaid is depending on your overall needs.

Some providers require that you pay to purchase their sim card and their services, such as Mobile Viking. Their sim card cost 15 Euros and monthly options offered range up to 60 Euros.

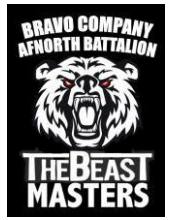
**Website:** <https://mobilevikings.be/en/offer/bundles/call-text-data/>

Lycamobile offers free Sim cards, Unlimited Minutes & Data bundle, and presently offers calls to the US. **Website:** <http://www.lycamobile.be/en/>





# WELCOME TO BRAVO COMPANY, AFNORTH BATTALION (SHAPE), BELGIUM



## SHAPE Education

**DoD Educational Activity** website also has a lot of good information for parents:

<http://www.dodea.edu/parents/index.cfm>

SHAPE International Schools are located on the base. US personnel with school aged children can enroll their children in the American Elementary, Middle, or High School. However, you are not limited to the American Schools. The Canadian School, British School, and Belgian School also accept children in the US on a space available basis.

- **Belgian School Website:** <http://www.ei-shape.be/en/>
- **Canadian School Website:** <http://www.shape-is.com/index.htm>
- **United Kingdom School Website:**  
[http://www.britishschool-shape.sceschools.com/page\\_viewer.asp?page=Home&pid=1](http://www.britishschool-shape.sceschools.com/page_viewer.asp?page=Home&pid=1)

Contact information for the above schools: <http://www.shape2day.com/page191824441.aspx>

## **2019/2020 School Calendars:**

[https://www.dodea.edu/schoolCalendarsDetail.cfm?customel\\_datapageid\\_172689=864676](https://www.dodea.edu/schoolCalendarsDetail.cfm?customel_datapageid_172689=864676)

## American School Liaison Officer

The **American School Liaison Officer (SLO)** is Ms. Bonnie Cornelison. Mr. Bonnie can offer assistance with school support services, tutoring services, student transitions, youth sponsorship just to name a few. He can be by phone or email at: DSN: 314-366-6870  
Comm: +32 (0) 6532 6870; Email: [bonnie.cornnelison.naf@mail.mil](mailto:bonnie.cornnelison.naf@mail.mil).

## American Schools Registration/Enrollments FY 2019-2020

Registration in the American Schools is completed in the summer. The Registrar Office requires all forms in their registration packet to be completed. A copy of your orders and current/up-to-date immunizations must also be provided. School Hours: 8:45-3:30; Office Hours: 8:00-4:00.

On-line pre-registration is optional: <http://www.dodea.edu/Europe/enrollment/index.cfm>





# WELCOME TO BRAVO COMPANY, AFNORTH BATTALION (SHAPE), BELGIUM



SHAPE American Elementary School: **Website:** <http://www.dodea.edu/SHAPEES/>

**Elementary School Points of Contact:** The ES School Counselors are Mrs. Theresa Lacovara. They can be reached by phone at DSN: 314-366-6934; Comm: +32 (0) 65 32 6934.

**Registrar Office:** DSN: 314-366-6931

## SHAPE Middle School

**Website:** <http://www.dodea.edu/SHAPEMS/registration.cfm>

**Middle School Points of Contact:** The MS School Counselor is Mr. Thomas J. Whitney. Mr. Thomas can facilitate in arranging classes for your child, and any other concerns you may have about your child's educational needs. She can be reached by phone or email:

- Email: ; DSN 314-366-6932; Comm: +32 (0) 6532 6932

**Elementary/Middle School Registration:** Tara Ostrander, [tara.ostrander@dodea.edu](mailto:tara.ostrander@dodea.edu)

**High School Registration:** Tiffany Aldridge, [tiffany.aldrige@dodea.edu](mailto:tiffany.aldrige@dodea.edu)

Student Transportation: The SHAPE School Bus office offers school bus pick-up/drop-off at specified locations. However, it is not a door-to-door service. The school bus will pick-up children from Chievres Lodging until you have moved into your permanent residence. They are located on SHAPE in Building 710, and can also be reached by phone at DSN: 314-423-4013; Comm: +32 (0) 65 32 4013. Customer Help Line for temporary changes/issues: 314-423-6033.

**Website:** <http://www.dodea.edu/SHAPEMS/transportation.cfm>

School Meal Program: Euros (preferred by lunch manager), but they also accept US dollars. A new account and initial funding can be created at the Chievres PX customer service counter. Thereafter, you can register the child's account on the My Payment Plus website: <https://www.mypaymentsplus.com/Register.aspx>. When signing up, the following information will be required:

State: EXCHANGE

District: AAFES – Spangdahlem

Student's ID

Student's Last Name



# WELCOME TO BRAVO COMPANY, AFNORTH BATTALION (SHAPE), BELGIUM



**Monitoring Grade Activity:** DoDEA offers a web-based program which allows parents to stay current on grades and attendance for students in grades 4-12. For more information about the program, you can visit their website at **Grade Speed Program:**  
<http://www.dodea.edu/GradeSpeed/>

After your child is registered in school, you can then sign up for the program at:

**Grade Speed Sign-up:** <https://dodea.gradespeed.net/pc/default.aspx?DistrictId=3000010>

## Army Community Service (ACS): Child Youth and School Services

ACS is responsible for the events and programs at Chievres and SHAPE bases. More information can be located at the below websites:

**Chievres Family and MWR website:** <http://chievres.armymwr.com/europe/chievres/>

**View List of CYSS Activities:** <https://webtrac.mwr.army.mil/webtrac/shapecysms.html>

**Summer Camp:** Currently being offered is an 8-week summer camp program for school aged children 5 years and above. Registration for any portion of the 8-week period can be done at the Parent Central Building 503. Children take weekly field trips in the program and payment is on a weekly basis.

### **Parent Central Requirements:**

- 1) Children must first be registered with CYSS
- 2) Have completed 1<sup>st</sup> grade and/or turned 6 by 1 September
- 3) Children who have completed grade 5 will transition to the Youth Program during Week 8.

Webpage: <https://chievres.armymwr.com/programs/cysreg>

Email: [info@shapeyouthclub.org](mailto:info@shapeyouthclub.org)

## Shopping in Belgium

Below are a few articles written by ex-pats which provides some insight on shopping on the local economy:

- [http://www.expatica.com/be/out-and-about/Shopping-in-Belgium\\_100112.html](http://www.expatica.com/be/out-and-about/Shopping-in-Belgium_100112.html)
- <http://www.xpats.com/furnishing-your-belgian-home>

Most importantly to be aware of is that most businesses are closed on Sundays.

**VAT Information:** <https://www.shape2day.com/arriving--leaving-shape/valueadded-tax-vat>



# WELCOME TO BRAVO COMPANY, AFNORTH BATTALION (SHAPE), BELGIUM



## SHAPE/Chievres Thrift Shops

There are two thrift shops where you can purchase used appliances, kitchen items, transformers, clothing, and other furnishing items. These are items donated for sale and consignment.

### **Chievres Grandma's Attic:**

[https://www.facebook.com/GrandmasAtticChievres?fref=pb&hc\\_location=profile\\_browser](https://www.facebook.com/GrandmasAtticChievres?fref=pb&hc_location=profile_browser)

**SHAPE Vintage Closet:** <https://www.shape2day.com/page120324545>

## Facebook Community Links

Bravo Company: <https://www.facebook.com/thebeastmasters>

AFN Benelux: <https://www.facebook.com/afnbenelux>

Chievres FMWR: <https://www.facebook.com/pages/Chievres-FMWR/109390335751209>

Shape Community Schools: <https://www.facebook.com/SHAPECS>

Shape PTSA: <https://www.facebook.com/pages/SHAPE-PTSA/306148416192064>

Shape Families: <https://www.facebook.com/groups/shapecommunity/>

Shape HealthCare Facility: <https://www.facebook.com/pages/SHAPE-Healthcare-Facility/123665951036966>

Shape International Library:

[https://www.facebook.com/shapeinternationallibrary?fref=pb&hc\\_location=profile\\_browser](https://www.facebook.com/shapeinternationallibrary?fref=pb&hc_location=profile_browser)

Shape Trips and Tours:

<https://www.facebook.com/pages/Shape-Trips-and-Tours/137960902920318>

US National Military Rep: <https://www.facebook.com/usnmrtoshape?fref=ts>