

SHAPE, Belgium

HHC, AFNORTH BN, USANATO BDE

Admin Agent & Newcomers' Support Guide



(Last Updated April 2021)

Contact Information

HHC Commander Cell: +32 (0) 4767 61603

1st Sergeant Cell: +32 (0) 4759 08039

HHC, AFNorth BN
+32 (0) 4767 61603

Supported Organization

HHC AFNorth BN
NATO COM & INFO SYS (NCSA)
NCIA CSU MONS
NCIS GRP
NCIA HQ MONS
AFNORTH BN
ACT MONS
NATO AGS



Welcome to HHC, AFNORTH SHAPE, Belgium



Congratulations on your assignment to Headquarters and Headquarters Company, Allied Forces North Battalion, United States Army NATO Brigade. We take great pleasure and pride in welcoming you to Belgium. You have joined a unique unit with a variety of mission sets. We are a unit focused on supporting the Alliance, either directly due to duty position or indirectly by supporting NATO billeted Soldiers.

Our unit is spread across two countries and three different locations. We have the honor of being a part of the only Adjutant General Brigade in the US Army. This is not only a great unit to interact with and see our NATO partners, but also a perfect location for travel through Europe. Our goal is to see you integrated within the unit and community. Our unit boasts a variety of military occupational specialties (MOSs) and areas of concentrations (AOCs). This diverse composition allows, our unit to contribute heavily to NATO daily operations and the local community.

First, we want to ensure that your PCS is as smooth as possible and that you are prepared for the unique experience of life in Belgium. In this welcome packet you will find, the company command team contact information, point of contacts within the unit for new arrivals, a welcome packet from SHAPE and USAG Benelux, other pertinent websites, and contact information for our SFRG.

Begin preparing yourself now for the Belgian experience. Year round you will find things to do and see in Belgium alone. The uniqueness of this country cannot be understated. Start your research now to ensure a safe journey for you and your family. We recommend that you and your family get a standard passport in addition to an official passport prior to leaving the United States to facilitate personal travel to the many countries near Belgium. Once again, welcome to the HHC Head Hunters Family!

Command Team	
Company Command er	DSN: 314-423-3657
	Cell: +32(0)476761603
Company First Sergeant	DSN: 314-423-3656
	Cell: +32(0)475908039

Inbound POCs		
Training Room	DSN: 314-423-8102	HHC Distro Email: usarmy.shape.hq-usanato-bde.mesg.afnorth-bn-hhc@mail.mil
	DSN: 314-423-8165	

SFRG Facebook Link	
HHC, AFNORTH Group	https://m.facebook.com/groups/2636017193343627?group_view_referre=r=search

In-Processing/Out-Processing

The Shape2Day website should be your first stop. It provides a wealth of information on what you can expect upon your arrival in the Newcomers guide <https://www.shape2day.com/arrivingleaving>. Here you can find information on:

Regional Information

Arrival Procedures

Health and Safety Procedures

Belgian Protocol ID Cards

SHAPE International School

Customs Privileges

MWR/Travel

Next you should visit the USAG Benelux Website at [Chièvres Air Base and SHAPE area virtual In-processing :: U.S. Army Garrison Benelux](https://home.army.mil/benelux/index.php/my-fort/newcomer-orientation/welcome-belgium/chievres-shape-virtualinprocessing) or <https://home.army.mil/benelux/index.php/my-fort/newcomer-orientation/welcome-belgium/chievres-shape-virtualinprocessing>. This website will guide you through the day by day in-processing for USAG Benelux and has an extensive newcomers guide which covers information on:

Hospitals/Tricare/Dental

SHAPE ID Cards

POV Registration

Banking/ Finance

Housing

School/Child Care

US Mail

ASC Programs and Services including: spouse employment, Equal Opportunity, SHARP, and Army Continuing Education Programs

Company SFRG

Soldier and Family Readiness are both integral to the success of our Army and unit. HHC 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 HHC SFRG, so we can integrate your family with our families.

Facebook Page: HHC, AFNORTH Facebook group at https://m.facebook.com/groups/2636017193343627?group_view_referrer=search

Training

HHC, AFNORTH will facilitate all United States Army required training through monthly ranges and quarterly AR350-1 training. There is an indoor rifle range on Chievres Airbase where we will conduct all ranges. Other training opportunities are available through NATO and the United States Army. Funding NATO training is split with NATO funding school costs and transportation and the US funding meals and incidentals. The AFNORTH Schools NCO in the S3 Section will coordinate all professional military education. Please take advantage of other schools as they become available.

Clearances

US issued security clearances are transferable to their equivalent level in NATO. HHC, AFNORTH S2 will start the process for transferring your US security clearance to NATO, and they handle all other US security clearance requests and updates while you're assigned to NATO.

IT Support

HHC, AFNORTH provides a NIPR computer lab and will support all NIPR issued computers. However, NATO Communications Information Agency (NCIA) will support all NATO issued computers and devices. AFNORTH S6 can be reached at +32 65 44 8472.

UCMJ Authority

While serving in NATO, you are still subject to the UCMJ and are still required to maintain all standards of the United States Army. The HHC, AFNORTH Commander has summarized and Company Grade Article 15 Authority, while the AFNORTH BN Commander has Field Grade Article 15 Authority. The USANATO BDE Commander has Summary Court Martial Convening Authority and the Commanding General 21st Theater Sustainment Command (TSC) has General Martial Convening Authority.

Supply Requests

Hand Receipts are maintained at HHC, AFNORTH supply and they can coordinate for drawing of additional equipment as needed. Please let us know what additional supplies you might need to accomplish your mission. The HHC Supply Sergeant can be reached at +32 65 44 8191.

Passport and VISA Services

The US State Department operates an embassy out of Brussels that can facilitate all passport and VISA services for US Citizens and Green Card holders. Additionally, SHAPE has a passport office located in Building 253. They can be reached at +32 65 32 6294 and their website is at [Passport Services :: U.S. Army Garrison Benelux](https://home.army.mil/benelux/index.php/about/Garrison/directorate-human-resources/military-personnel-division/passportvisa) or <https://home.army.mil/benelux/index.php/about/Garrison/directorate-human-resources/military-personnel-division/passportvisa>

Facebook Community Links

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

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>