



European  
Joint  
Support Unit

# Pre-Arrivals

SHAPE





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**Warrant Officer Class 1 Deborah Fairclough**  
**Head of Location**  
**National Support Element SHAPE**



As the Head of Location SHAPE I would like to offer my congratulations on your selection for your assignment to SHAPE. Our posts are highly sought after, and notoriously difficult to get, so you are one of the very lucky ones.

During your assignment my team in the NSE will look after you for in-processing, service administration, appraisals, changes in personal circumstances, some career and manning advice/guidance and eventually out-processing as you move on to future assignments. My Community Hub team consists of the Community Liaison (CLOs) team, the Host Nation Liaison Officer (HNLO) and our HIVE Information Support Officer (HISO) all of whom are available to all UK Service Personnel, UKBC's, MOD supported civilian staff and their eligible dependants. There is a wealth of knowledge, and no question is too small so please engage with them at the earliest opportunity.

You will shortly be receiving an email from the SHAPE NSE to inform you of what actions you need to do in order to prepare for the start of your assignment. This process will require you to fill out a plethora of forms for various departments, it will be painful, but it is imperative that you read everything and complete the forms in a timely manner to ensure you receive the relevant supportability clearances before you move. These supportability checks are vital to ensure that both you, and any family members, can be looked after here in Belgium. It is equally important that you check the current COVID rules for Belgium, you should be prepared for differences to the country from which you are arriving, the current rules can be checked [here](#).

This pre-arrival booklet should lay out all the information you need in order to get to us in good order, however if there is something we have not covered then please send us an email and we will endeavour to get you the answer. For all administrative/financial questions please contact the NSE on [GSO-EJSU-Belgium-NSE-Mailbox@mod.gov.uk](mailto:GSO-EJSU-Belgium-NSE-Mailbox@mod.gov.uk). If it is location or family related, please email [GSO-EJSU-Belgium-CommunityHub@mod.gov.uk](mailto:GSO-EJSU-Belgium-CommunityHub@mod.gov.uk) and a member of the team will get back to you.



## **SHAPE National Support Element**

### Key NSE information:

1. A NATO ID Card / associated privileges cannot be obtained prior to your JPA Assignment Order date.
1. If you are Military or UKBC your current unit must arrange your NATO security certificate for you. This must be sent through to the NSE prior to arrival in order to ensure that the relevant paperwork is raised. If you do not have a NATO Security Clearance valid for 12 months, you cannot be issued with a SHAPE ID – a screenshot of your clearance will not be accepted.
1. Your housing application (manual 1132) should be submitted as soon as possible, please note that all housing is privately rented and is not available for those personnel in Long Term relationships. Consideration will be given to requests but housing is at a premium so choices may not always be available.
1. You should arrange for an International Driving Permit prior to your assignment to SHAPE. Whilst not mandatory in Belgium, it is advised for all members of the family who will be driving whilst in Europe. Only Service Personnel/MOD Civilians are able to reclaim the cost of this.
1. If you are assigned into a NATO post you are required to undertake mandatory Cyber Security training prior to your assignment to SHAPE. A certificate will be issued upon completion, which must be passed to your department to activate a NATO login and email address.
2. You will be allocated a Sponsor before your arrival. They will be responsible for ensuring you have the relevant passes to access SHAPE for your NSE appointment, show you around in the initial stages and assist you during any quarantine period. Please ensure you keep your sponsor informed of your travel and arrival date/time. You cannot access SHAPE without a SHAPE ID or a 'Green visitors pass'!

Please do not hesitate to contact this office via email on [GSO-EJSU-Belgium-NSE-Mailbox@mod.gov.uk](mailto:GSO-EJSU-Belgium-NSE-Mailbox@mod.gov.uk) should you require any further information or assistance.

The Community Hub would also love to hear from you [GSO-EJSU-Belgium-CommunityHub@mod.gov.uk](mailto:GSO-EJSU-Belgium-CommunityHub@mod.gov.uk) and your family in advance of your assignment. They can assist with any personal questions you may have regarding the accommodation (curtains/carpets etc), childcare, local activities, internet, phones etc etc – there are no silly questions.

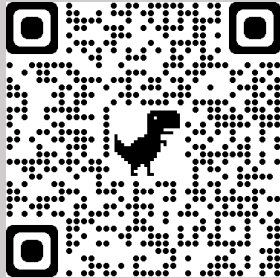
## Assignment Checklist (for your ease print these pages off)

Time	Action	Comments	✓
On Notification Immediately	<p>Assignment Order Received on JPA</p> <ul style="list-style-type: none"> <li>- Read and action EJSU. <a href="#">Supportability DIN</a></li> <li>- DESCOM Families Section should have made contact if you are serving accompanied</li> </ul> <p><a href="mailto:UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk">UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk</a></p> <ul style="list-style-type: none"> <li>- Contact the Overseas Education and Supportability Team if you have children of school age. <a href="#">RC-DCS-HQ-OES@mod.gov.uk</a></li> <li>- Ensure Passport(s)/Visa(s) are in date, apply for <a href="#">Schengan Visa</a> if necessary.</li> <li>- <a href="#">Check your inbox/spam for contact from the NSE</a></li> </ul>	<p>Contact the Community Hub to be added to the community mailing list:</p> <p><a href="mailto:GSO-EJSU-Belgium-CommunityHub@mod.gov.uk">GSO-EJSU-Belgium-CommunityHub@mod.gov.uk</a></p> <p>Contact can be made by SP/UKBC/HoH and/or the spouse/partner.</p> <p><a href="mailto:GSO-EJSU-Belgium-NSE-Mailbox@mod.gov.uk">GSO-EJSU-Belgium-NSE-Mailbox@mod.gov.uk</a></p>	
	<p>Submit manual MOD F1132 to DIO <a href="mailto:DIOSDOS-ESG-Housing-Enquiry@mod.gov.uk">DIOSDOS-ESG-Housing-Enquiry@mod.gov.uk</a></p> <p>Required for SFA and SLA..</p> <p>SNCOs and Officers requiring SLA will live off base in flats.</p>	<p>Dependants &lt;18, 18 year olds taking a gap year or those 18-23 in full time education will be taken into consideration. 18-21 year olds are required to have PACCC authority for Immediate Family Status if not in full time education or undertaking a gap year between ages of 18-19 .</p>	
On receipt of Assignment Order	<p>Personal Administration Considerations</p> <ul style="list-style-type: none"> <li>- CEA</li> <li>- Family Welfare</li> <li>- Medical – Register with HEALIX</li> <li>- EHIC/GHIC/E106/Travel Insurance/</li> <li>- Child Benefit/Tax Credits</li> <li>- Marriage Tax Allowance</li> <li>- Change of Postal address</li> <li>- Broadband contracts</li> <li>- Cancel utility bills/standing orders/direct debits</li> <li>- Personal/Family Insurance/PAX cover</li> <li>- Complete NSE arrival proformas</li> <li>- Medical insurance for any child over 18 not in full time education (without PACCC approval).</li> <li>- Pet travel /Pet vaccinations/insurance</li> </ul>	<ul style="list-style-type: none"> <li>- Reapply for CEA on assignment iaw JSP 752</li> <li>- Do you have any ongoing welfare concerns?</li> <li>- Registration with HEALIX once supportability has been confirmed.</li> </ul> <p>Change Driving Licence/Bank - use BFPO 26</p> <p>Contact Community Hub for internet support in BEL</p> <p>-Contact NSE for further information if planning to bring child(ren) over 18 but not in education or undertaking a gap year.</p> <p>Check the rules post-BREXIT for any animals coming with you.</p>	
	<p>Schooling considerations</p> <ul style="list-style-type: none"> <li>• Apply for school places / Complete educational clearance</li> <li>• Inform DCYP/CEAS/NSE if you wish to consider Elective Home Education (EHE).</li> <li>• Contact Overseas Education and Supportability Team.</li> </ul>	<p>3-11 – <a href="#">SHAPE International</a></p> <p>12+ - <a href="#">British School of Brussels</a></p> <p>Home Education requests requires further supportability checks contact the NSE</p> <p><a href="mailto:RC-DCS-HQ-OES@mod.gov.uk">RC-DCS-HQ-OES@mod.gov.uk</a></p>	
	<p>Spousal Employment considerations</p> <ul style="list-style-type: none"> <li>• BREXIT rules for Employment – we are no longer EU citizens.</li> <li>• Registration with HN for local employment.</li> <li>• Self-employment tax implications</li> <li>• Speak with a tax advisor UK and HN.</li> </ul>	<p>Check Tax rules if planning to retain UK employment working from BEL.</p> <p>Accompanied status may need to be reviewed if Spouse spends more than 91 days out of Belgium contact NSE for further guidance.</p> <p>Check the Tax Free vehicle entitlement at <a href="#">SHAPE2DAY   VAT in Belgium</a>.</p>	
	<p>Personal Vehicle considerations</p> <ul style="list-style-type: none"> <li>- Tax Free Vehicles</li> <li>- Insurance</li> <li>- Transfer ownership of all vehicles not registered in the SP or UKBC's name.</li> <li>- Enquire as to entitlement for Overseas Private Vehicle Provision (OPVP).</li> </ul>	<p>Check which export scheme is best for you: <a href="#">VAT 410</a> OR <a href="#">VAT 703</a> The Personal Transport Unit (PTU) should be contacted directly if further information is required - 0300 3227071</p> <p>Ensure Insurance covers for residency in Belgium. A green Card is mandatory in Belgium, ensure your company will provide one per vehicle/trailer/motorbike.</p>	

**Families Section Email:**  
[UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk](mailto:UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk)  
**Community Hub Email:**  
[GSO-EJSU-Belgium-CommunityHub@mod.gov.uk](mailto:GSO-EJSU-Belgium-CommunityHub@mod.gov.uk)

**SHAPE NSE**  
**Room 138, Building 309**  
**SHAPE, BFPO 26**  
**Email:** [GSO-EJSU-Belgium-NSE-Mailbox@mod.gov.uk](mailto:GSO-EJSU-Belgium-NSE-Mailbox@mod.gov.uk)  
**Tel no: 0032 6544 5548/2868/5274/2860/2220**

## Support Unit

Time	Action	Comments	✓
<b>Fams Section email</b>	Complete all forms received in a timely manner, these are used to ensure you, and any family members, are supportable overseas.	No movement to Belgium is to be booked before supportability has been granted.	
<b>3 Months Prior to move</b>	Apply for a SOFA Status card prior to arrival, <b>this cannot be done until receipt of SFA/SSSA allocation.</b>  <a href="#">SOFA Status App</a>	You must complete one application per eligible family member.  SOFA Card only for eligible pers, non-dependant children are not entitled. Speak with NSE if in doubt.	
<b>45 Days prior to move</b>	Confirm allowance entitlement - Disturbance allowance	Overseas rate. Do not claim for children for whom CEA is in place or for those at Uni.	
<b>30 Days prior to move</b>	Confirm allowance entitlement - Advance of Pay (if required)	Up to 4 months' salary. Consider tax implications.	
<b>4 Weeks prior to arrival</b>	Make the necessary arrangements for 'non-dependant' adult children where necessary	Medical/Travel Insurance. Application for HN Residency must be made on arrival – bring key personal documents.	
<b>4 Weeks prior to arrival</b>	Confirm SFA/SLA allocation - Postal address - Occupation date/Removals arrival date - Is Proxy 'March in' required? - Personal contents insurance - Arrange internet appointment with Belgium company (VOO or Proximus) for arrival date.	- Book through your Sponsor - HNLO can assist through the Community Hub email.	
<b>4 Weeks prior to arrival</b>	Personal administration - Check statement of earnings - Unit clearance certificate - Change of address Royal Mail/Unit - UK broadband contract – use BFPO 26 address. - Bills/Standing Orders/Direct Debits - Personal/Family Insurance/PAX cover - Check HN rules for COVID. - Check EJSU Net for up-to-date information.		
<b>NSE Arrival</b>	Personal Administration - Attend NSE, SHIPPS (SHAPE ID & Protocol ID) appts as arranged by the NSE. - Register with Medical/Dental Centre - Open local bank account - Collect BFBS box if required. - Book into relevant mess - Arrange CT for all vehicles and register vehicles with SHIPPS. - Complete assignment expense claims as necessary. - You should ensure that your GBT profile is working and up to date when you arrive. We will need this to book your national business travel. You may also need it to book your NATO travel. GBT can be accessed by following this link: <a href="https://uk.hrgsuite.com/dtd/Logon?returnurl=%2fdtd">https://uk.hrgsuite.com/dtd/Logon?returnurl=%2fdtd</a>		
<b>1-2 Month after arrival</b>	Personal administration check statement of earnings - Are you on the correct: - Rate of pay / LOA rates / Accn charge? - Apply for Second Vehicle Supplement (SVS) if entitled.		



## **Accommodation**

Regardless of your employer, publicly funded accommodation is allocated in line with DIO and MOD policy. Your entitlement and personal status are the deciding factors for the type of accommodation you are allocated. The housing allocations administration department should be contacted regardless of personal status.

Housing Allocations Administration – Defence Infrastructure Organisation (DIO) contactable on: Civ: +32 (0) 6544 4026, Mil: 9205 423 4026, [DIO SD OS Accm](#) or [DIO SD OS Accm 2](#)

If you have not received an email acknowledgment for your accommodation application, please call the numbers listed above as soon as possible.

Where will you be accommodated:

- Single/Married Unaccompanied JNCO'S – SLA within Bldg 309 on SHAPE camp (this is not Z Type accommodation and does not come with ensuite facilities).
- Single/Married Unaccompanied SNCO's & Offrs – SSLA off camp in local towns some can be up to 20kms from camp.

## **Removals**

The aim of Movement of personal effects is to enable service personnel and, where applicable, their accompanying dependants to move their personal effects at public expense within MOD limits. Respective application forms can be found at:

<https://grms.agilitylogistics.com/external/agilityLoginLoad.do?section=WELCOME>

Regardless of the type or size of property being moved into, the service person is limited to a cubic metre allowance based upon SFA/SLA to which the service person is normally entitled in accordance with housing regulations.

## **How to Get There**

No Travel should be booked until you have received an official 'CALL FORWARD' from either the NSE (single/unaccompanied personnel) or DSCOM Families Section for those coming with family. Hotel accommodation may be required for those coming with families, approval for any Belgium hotels should be obtained from the NSE by the losing unit prior to booking.

If driving from the UK you are entitled to Motor Mileage Allowance for two cars. You should also check your entitlement to the Overseas Private Vehicle Provision (OPVP) through your losing unit.



- **Passports** – check whether your passports are valid for more than 12 months from date of entry into Europe, if it isn't or will only be valid for less than 9 months speak with your admin office to apply for a new passport - <https://www.gov.uk/check-a-passport-travel-europe>.
- **UK Driving Licences** – ensure that your **driving licence has your BFPO address**, this can be done online, <https://www.gov.uk/change-address-driving-licence>, with the following information:
  - o SP - Number / Rank / Name / (Dept) EJSU SHAPE / BFPO 26 / BF1 2AG
  - o Dependents - First Name / surname C/O - Number / Rank / Name / (Dept) EJSU SHAPE / BFPO 26 / BF1 2AG
- **Pets** – check you have everything you need for your Pet for your assignment to Belgium. **The process can take up to 4 months** – plan ahead especially if you wish to visit the UK on a regular basis taking your pet with you during your assignment.
- **UK Bank Accounts** – ensure your **UK bank has your BFPO address** and not the address of your accommodation to avoid your bank cancelling your account as you will be resident outside of the UK.
- **UK Employment.** If your spouse plans on working for a UK company from your SFA in Belgium you must consult a UK Tax advisor to ensure that they remain eligible to work now the UK is not in the EU. This is a private matter and the NSE is unable to offer any advice after arrival.
- Citizens of a 3rd Country (not including UK) may need a Schengen Visa, check with the website at the earliest opportunity. [Schengen Visa Application Process - How to Apply for a Visa to Europe \(schengenvisainfo.com\)](#)
- UK is now classed as a Third Country and there are different rules for UK citizens, ensure you check the rules for non-EU personnel when researching anything to do with your move. A useful website is [Help and advice for EU nationals and their family - Your Europe \(europa.eu\)](#)
- UK Mobile phone companies are now starting to charge Roaming Costs, check with your phone company before you depart to ensure you know what charges you may incur. Companies should offer a cancellation with no charge on proof of assignment.



## **Healthcare for Personnel Assigned to European Joint Support Unit (EJSU) Locations.**

Medical screening is required for all civilians and any entitled dependants that will be accompanying them on assignment as laid out in [2020DIN01-137](#). If accompanied, and you have not already done so, please contact [UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk](mailto:UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk) for your FMOV64 pack which includes medical screening information. Failure to complete pre-screening or to declare any new health problems prior to arriving in country may result in you, or a member of your accompanying family, being returned to the UK if they are subsequently deemed to be unsupportable in location.

Your day to day healthcare needs (Primary Healthcare/GP Service) will be managed by the SHAPE Medical Centre. The medical centre staff may email you once they have received your medical screening clearance but if you have not heard from them, you should email the practice on [UKStratCom-DMS-DPHC-MON-Grp@mod.gov.uk](mailto:UKStratCom-DMS-DPHC-MON-Grp@mod.gov.uk) to request registration information. As well as practice registration information, you will also be provided a code for enrolment with the OneHMG Healix platform which you must complete in order to ensure access to hospital care, and payment for it at post.

We are currently updating all our healthcare information and making it more accessible. You can find the practice leaflet and details about how your healthcare will work in SHAPE or Brussels on EJSU Net at <https://www.ejsu.net/health/>.

## **Travel Health Insurance**

The MoD underwrites your healthcare in your country of residence but is not responsible for off-duty holidays or for (non-duty) trips which cross an international border. Please ensure you arrange personal Travel Health Insurance for any non-duty travel outside Belgium, including transiting through France or undertaking trips to surrounding countries after arrival. Confirm in writing that your provider understands that you will be beginning your journeys from inside Belgium as many UK policies only recognise journeys beginning in the UK.

## **European Health Insurance Card (EHIC)/Global Health Insurance Card (GHIC)**

An in-date EHIC/GHIC is highly recommended for all family members. You may request this through [www.gov.uk/global-health-insurance-card](http://www.gov.uk/global-health-insurance-card) (avoid any sites which ask for payment). The EHIC/GHIC offers some reciprocal healthcare benefits and subsidises the cost of emergency care when you are travelling out-with your country of residence, provided you register under your BFPO address.

This card should be carried when travelling in Europe (including in transit through France) and is required by some insurers to reduce the cost of emergency treatment. Check the expiry date on the card and diarise to renew it if it expires during your tour.

## Arrivals

To ensure a smooth arrival the SHAPE NSE will book an appointment for you either for the arrival date stated on your Assignment Order, or on completion of quarantine, for you to complete your initial arrival paperwork and the SHAPE ID Card Application Form. You will then proceed to 'SHIPPS' for the issue of your SHAPE ID Card, this appointment will be booked for you by the NSE. You will also be booked a Protocol ID appointment for as close to your SHAPE ID as is available.

Please ensure that you are on time for your appointment with the NSE and bring all of the documents listed below.

<b>NSE Appointment (please do not bring your family to this appointment)</b>
Passport or National ID Card or Military ID Card for yourself and all family members.
<b>You will be issued with the following for your SHAPE ID appointment – you must take your family (aged 8 and above) with you for this appointment:</b>
SHAPE FORM 1 (SF1) & Annex 001(A)
ACE FORM 107 (R)
SHAPE FORM 94 (SF94)
<b>The following will be required for your Protocol ID appointment – you must take ALL eligible family members to this appointment, an ID is required from age 0.</b>
<b>3x Colour photocopies of each passport</b>
<b>3x photocopies of the marriage certificate or certificate of legal partnership</b>
<b>3x photocopies of the birth certificates (long certificate) for each child</b>
<b>3x colour passport photos for each family member</b>



### Status of Forces Agreement (SOFA)

You and your family will require a SOFA Card whilst here at SHAPE. Following the UK exiting the EU it is this card that allows you and your family to live in and travel within the EU. You must apply for these cards prior to arrival. [This is done here](#) on MODNET. At your NSE appointment your entitlement will be confirmed and you will be issued a SOFA letter. Please ensure you bring your passport, and that of any dependants, with you on the day of your NSE appointment. On receipt of your SOFA card you will be required to come and sign for it at the NSE. Non-dependant adult children over the age of 18, not in full time education or with PACCC approval for Immediate Family Status, will not receive a SOFA card. If you are bringing adult children with non-dependant status, you must register them locally for residency on arrival. Please contact the NSE for more information if you are unsure of the status of your child(ren) aged 18+.

### Vehicle Registration

You will be required to register all vehicles and trailers (incl Caravans) brought with you to Belgium within 3 months of the vehicle being imported. All vehicles and trailers **MUST** be in the SP or UKBC's name, it is advised that you change the name on any vehicle/trailer before your arrival as the process in country can be a little painful. If in doubt please contact the HNLO (Mrs Nadia El Hamdi) for further advice/guidance on [Nadia.ElHamdi329@mod.gov.uk](mailto:Nadia.ElHamdi329@mod.gov.uk).

You can also obtain more detailed information on the Shape 2 Day website via the following link:  
<https://www.shape2day.com/arrivingleaving/vehicles>

The following paperwork will be required so ensure you have it to hand on arrival:

LESS THAN 4 YEARS OLD	MORE THAN 4 YEARS OLD
Vehicle registration document issued by country of origin (i.e. V5)	Vehicle registration document issued by country of origin
Motor insurance green card showing chassis	Motor insurance green card showing chassis
A Controle Technique will be required if the new vehicle has a tow bar fitted.	Valid Controle Technique (own country vehicle inspection certificate is not valid in Belgium)

## Overseas Private Vehicle Provision

The Overseas private vehicle provision is an entitlement for personnel arriving in Belgium where they may be able to claim an additional cost reimbursement for the sale/purchase of a car. Please liaise with your losing unit regarding the entitlement within JSP 752.

You must seek prior approval from SHAPE NSE before claiming for OPVP on JPA.

The three types of OPVP are:

**Overseas Private Vehicle Provision Selling/Buying (OPVP(S/B))** Two separate transactions are required for eligibility to be confirmed. On posting to SHAPE the sell action should occur in the UK and the buy action occur in Belgium, i.e. from a Belgium dealership. Variations also exist for Buy and Sell Overseas and Sell Overseas Buy UK.

**Overseas Private Vehicle Provision Cancelling Vehicle Lease (OPVP(CVL))**

Provides capped recompense if a vehicle lease agreement has been cancelled due to overseas assignment

**Overseas Private Vehicle Provision Shipping(OPVP(S))** If you choose to ship your vehicle on overseas posting you can receive capped recompense. This is not the same as driving from the UK to Belgium, if you choose to drive Motor Mileage Allowance for two cars and one day's subsistence is authorised.

If claiming OPVP you cannot claim for Motor Mileage Allowance on assignment.



### **Get You Home (Belgian Commuting Allowance)**

GYH (BCA) is a trial allowance beginning on 1 Dec 21 and lasting for two years. It is available to SP who will serve separated or those who are single.

It is an alternative to the ' standard ' issue of Get You Home (Overseas) and Longer Separation Allowance. Before arriving here at SHAPE you should read the information found on [this page](#) reference allowances here at SHAPE.

### **NATO Mandatory Cyber Awareness Training – NATO POSTS ONLY**

The impact of cyberspace attacks has become more intense in recent years and so with this in mind all personnel who will be working for NATO are now required to complete mandatory cyber awareness training prior to your arrival in SHAPE. All new NATO personnel to SHAPE are required to attain a minimum level of cybersecurity awareness. Once you have completed this course your certificate should be forwarded on to your relevant department for retention and to allow them to apply for a NATO account on your behalf. In order to complete the course please click on the document below and follow the link:

<https://jatl.act.nato.int/ILIAS/>

### **UK Personnel Deployed into NATO Appointments and Held at Readiness**

UK Tri-service personnel assigned to NATO appointments are required to meet host nation and NATO readiness standards. This is only applicable to those personnel who are assigned to NATO HQ within SHAPE. Please click on the document below for a full list of locations and the required clothing list.

[NATO clothing Authority Letter](#)

## Education

Ensure you read the Supportability DIN regarding the options available for meeting the educational needs of their children. All education queries should go to CEAS, in addition the SHAPE Education guide provides some information on the sources of education and how to proceed with applying for a school place. CEAS will issue a DCYP Form 001 for funding applications once educational clearance has been granted.

[SHAPE-GUIDES – European Joint Support Unit \(ejsu.net\)](http://ejsu.net)

The available schools are the SHAPE International School British Section which caters for those from FS1 up to completion of Year 6:

<http://britishsectionshape.com/>

British School of Brussels which caters for all children from Year 7 to 6<sup>th</sup> Form:

<https://www.britishschool.be/>

The application for Overseas Nursery Authority for children aged 3 & 4 yrs can be found in 2020DIN01-046. Further advice and guidance on the education provision in Belgium should be sought through DCS in the first instance [Education overseas for service children - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

## CHILDCARE

Childcare support is minimal on SHAPE and you should consider whether you will might need childcare support full time, part time or during school holidays. There is a US run Child Development Centre (CDC) on SHAPE and application is done through the US Military childcare program. If you feel that childcare support may be required during your assignment you should register at the following link:

<https://militarychildcare.csd.disa.mil/mccf/ui/#/>

Waiting lists can be long and a strict priority system is maintained so applying early is key.

Further information can be obtained by contacting the CDC direct on [usarmy.benelux.id-europe.mbx.cyss-info@mail.mil](mailto:usarmy.benelux.id-europe.mbx.cyss-info@mail.mil).



## **Allowances**

Whilst you are based at SHAPE there are various allowances that you may be entitled to depending on your circumstances.

### **Local Overseas Allowance (LOA)**

The amount received is based on your personal circumstances, further information can be found in JSP 752.

### **Home to Duty (HDT)**

Those serving personnel who live over 3 miles from SHAPE may be entitled to HDT. This will be based on the location of your accommodation and its proximity to SHAPE. You will be given the forms to complete upon arrival and informed of your entitlement to this.

The current rates can be viewed via the following link:

<https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/JPA-Library.aspx#Top>

You will be given more information on other allowances, such as Get You Home (Overseas) (GYH(O)) and Respite Provision (RP), upon arrival.





### **Community Liaison Team**

SHAPE has 3 members of staff whose role it is to support the community, they are known as CLO's (Community Liaison Officers). Their office is in Building 309 which they share with the Hive. You are able to drop in at any time to say hi, they are there to support you and your family during your time in SHAPE. SHAPE also has a Facebook group that you can join up to 3 months before your LTA, please send a friend request to CLO Mons (teapot and cup with a Union Jack on it is the picture) and ask for an invite to the group. If you would like your spouse to receive communications from the CLO's please send a suitable email address to the Community Hub mailbox requesting the email be added to the mailing list. The email address is [GSO-EJSU-Belgium-CommunityHub@mod.gov.uk](mailto:GSO-EJSU-Belgium-CommunityHub@mod.gov.uk)

### **SHAPE House**

SHAPE House is a community space where events and activities are held. It is located off of SHAPE camp on a housing patch known as 'Brissee'. We have regular sessions for early years including rhyme time, craft and play and bumps to babies as well as adult only groups. We are always on the lookout for volunteers to run groups or share their ideas with us!

Please email us at: [GSO-EJSU-Belgium-CommunityHub@mod.gov.uk](mailto:GSO-EJSU-Belgium-CommunityHub@mod.gov.uk)

or add us on Facebook: [www.facebook.com/shape.house.3](https://www.facebook.com/shape.house.3) if you would like more information

### **Hive**

The HIVE would like to wish you a very warm welcome to SHAPE.

The HIVE Information Service is available to all members of the British community. It is here to provide information and answer questions you may have upon arrival or during your stay.

Feel free to drop into the Community Hub and HIVE's office in Building 309 (next to the post office) for a hot drink and chat.

Email on [shapehive@armymail.co.uk](mailto:shapehive@armymail.co.uk) or [hannah.smith174@mod.gov.uk](mailto:hannah.smith174@mod.gov.uk)

Phone: +32 (0) 471611678

Alternatively visit the HIVE's Blog at: [www.shapehive.blogspot.com](http://www.shapehive.blogspot.com) for up to date information.

Look forward to meeting you.



## Glossary of Terms and Abbreviations

Acc	Accompanied
Accn	Accommodation
AFF	Army Families Federation
BFC	British Forces Cyprus
BFBS	British Forces Broadcasting Service
BFPO	British Forces Post Office
CAT	Civil Air Travel
CEAS	Children's Education Advisory Service
CESSAC	Church of England Soldiers Sailors & Airman's Club
CILOCT	Contribution In Lieu Of Council Tax
CLO	Community Liaison Officer
DE	Disturbance Expense
EC	Emergency Contact
EHIC	European Health Insurance Card
FFR	Fixed Forces Rate
GHY(O)	Get You Home (Overseas)
HCSO	Housing Community Support Officer
HDT	Home to Duty Travel (Public or Private)
LOA	Local Overseas Allowance
LSA	Longer Separation Allowance
NOK	Next of Kin
PAP	Privately Arranged Passage
PAX	PAX Insurance
PE	Personal Effects
ROW	Rest of World
RWA	Resident at Work Address
SFA	Service Families Accommodation
SLA	Single Living Accommodation
UAO	Unit Admin Office
UKBC	United Kingdom Based Civilian
UKD	United Kingdom Dependent
UNMINS	Unaccompanied Minors