



Strategic
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Global Support Organisation

Location Guide

Brunssum



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Foreword by
Warrant Officer Julian Spalding MBE
Head of Location
National Support Element Netherlands



Welcome,

Congratulations on your forthcoming assignment to The Netherlands. There will undoubtedly be many points of similarity between your Host Nation and the United Kingdom, yet there will also be areas of profound difference. May I strongly encourage you to enjoy what is common to both and to embrace the differences.

There are numerous administrative, preparatory and planning tasks to complete for your assignment. This guide provides an overview of the actions required of you on receipt of your assignment order, during pre-arrival and finally on arrival. Please use the guide as a handrail for preparing for your Netherlands assignment. I hope that you will find the guidance useful in preparing for your move; however, if you do have any queries, or require our help or advice please do not hesitate to contact the support team by email or telephone, we are available to assist.

Please let us know if there are any gaps in the information provided and what else we might usefully include regarding future location-specific requirements. Your lived-experience and feedback are invaluable in enhancing our ability to support your future colleagues and their families.

This guide should provide all the information you need in order to arrive with 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.

Please email GSO-EJSU-Netherlands-NSE-Mailbox (MULTIUSER) GSO-EJSU-Netherlands-NSE-Mailbox@mod.gov.uk and a member of the team will get back to you asap.



Brunssum - Welcome

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WELCOME TO BRUNSSUM

This guide is designed to answer some of the questions that may arise as you prepare for assignment and when you first arrive at Brunssum, particularly if it's your first assignment to The Netherlands (NL).

GEOGRAPHY

The town of Brunssum (population 27,773 in 2024) is located at the southernmost area of NL, in the province of Limburg. South Limburg is adjacent to the Belgian Ardennes and German Eifel mountain ranges. The fertile soils of this softly rolling area are cut by the Valleys of the Maas and its tributaries, the Jeker, Geul and Geleenbeek. Near Vaals on the Eperheide (Eperheath) and in Ubachsberg, the hills reach a height of approximately 300 meters above sea level. The Province of Limburg can boast of many historical and recreational places. The two major towns in the most southern part of Limburg are Maastricht and Heerlen. Other places of interest in the area are Sittard, Geleen, Valkenburg, Kerkrade, Vijlen, Vaals and Stein. All are within easy reach of Brunssum, the hometown of JFC HQ Brunssum.

BRUNSSUM

Brunssum is an old town, which at the turn of this century developed from a quiet parish into an internationally-oriented municipality. The mining industry attracted many foreign workers who settled here during the period 1918-1966 and from 1967, the Allied Joint Force Command (JFC) Brunssum international community. The International Folklore festivities taking place every four years highlights the international character of Brunssum. Brunssum is well known for its beautiful heath, a favourite place to go walking or jogging, where heather and woods stretch out over an area of 2,000 hectares. Brunssum offers many indoor and outdoor recreational and sports parks and facilities.



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JFC BRUNSSUM

Allied Joint Force Command (JFC) Brunssum is one of three headquarters in NATO at the operational-level, together with JFC Naples (Italy) and JFC Norfolk (United States). JFC Brunssum plans, executes and supports military operations within its assigned missions and tasks to deter and defend against all threats across all domains, in order to preserve freedom and security, national sovereignty and peace of NATO Members and Partners.

Over 1500 people work in the Brunssum HQ and NATO agencies in the area (NCIA, NAPMA and AFNORTH International School) consisting of both military and civilian personnel, drawn from NATO, PfP nations and the local community.

JFC Brunssum is in the heart of Northwest Europe - an area which is often referred to as "the balcony of Europe", or "land without frontiers" because of its easy access to several countries. JFC Brunssum was built upon the former HQ Allied Forces Central Europe's (HQ AFCENT) infrastructure. Two factors had led to the establishment of HQ AFCENT in Brunssum: when France withdrew from NATO's integrated military structure in 1966, it became necessary for AFCENT to vacate its headquarters in the French town of Fontainebleau where it had been established since its inception in 1953.

At the same time, the closure of Limburg's coalmines following the discovery of large natural gas reserves in Groningen, led to the Dutch NL government offering NATO the use of the former Hendrik Mine infrastructure in Brunssum. Consequently, AFCENT moved into its new home in 1967. In 2000 HQ AFCENT stood down and the new Regional Headquarters Allied Forces North Europe (RHQ AFNORTH) assumed command. The AFNORTH Area of Responsibility kept its regional focus in Northern Europe.

In 2004 Allied Forces North Europe (AFNORTH) ceased to exist and became Allied Joint Force Command (JFC) Headquarters Brunssum and in 2012 Headquarters Allied Joint Force Command (HQ JFC) Brunssum.

[JFC BRUNSSUM | Home \(nato.int\)](#)



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NATIONAL SUPPORT ELEMENT NETHERLANDS

During your assignment you will be supported by NSE Netherlands, a small tri-Service Unit located on base and led by an RAF WO Head of Location (HoL). NSE Netherlands is a subordinate Element of HQ Global Support Organisation (GSO) which is located at the Supreme Headquarters Allied Powers Europe (SHAPE) in Belgium. GSO is part of UK Strategic Command.

NSE Netherlands' mission is to provide Real Life Support across the J1-J9 spectrum to all UK Service Personnel, UK Based Civil Servants and their immediate families whilst serving with NATO in the Netherlands. The NSE also provides J1 Support to the Liaison and Exchange Officer NL diaspora. Due to its geographical proximity, the NSE also supports the UK Community at NATO Air Base Geilenkirchen (GK) in Germany.

NSE Netherlands is located in Building H-603.

COMMUNITY LIAISON OFFICERS (CLOs)

Two CLOs provide a two-way link between the community and the Chain of Command. As a point of contact for families and SP, the CLOs can share information and resources to support people throughout their assignment. The CLOs provide feedback to the HoL on the community's perspective, sit on various committees and represent the community by communicating and advertising events and services.

In conjunction with the HIVE, the CLOs ensure up-to date information is distributed throughout the community, the CLOs facilitate events to enhance community spirit and also assist members of the community to organise their own community events.

The CLOs office is located on the ground floor of the NSE Building H-603.

Working Hours: Mon - Fri 0900-1400hrs

Tel:+31 (0) 45 526 2615

Email: gso-ejsu-netherlands-community@mod.gov.uk

Facebook

"*Brunssum and Geilenkirchen British Community*" is a dedicated and secure Facebook page used to communicate news, important information and events. It is the only Facebook page where you will find UK-specific information for Brunssum. You can join this group up to 4 months before your assignment. Send a friend request to Emma CLO Brunssum or Sophie CLO Brunssum and answer the group questions. You'll then get an invitation to join the group.



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HIVE

The HIVE is an information centre for the community including single and married SP, MOD employees and their immediate family. Its aim is to provide a professional information and referral service. It endeavours to answer your queries and find the information you need or to point you in the right direction for the best possible help and support.

The HIVE holds many leaflets and guides (including city guides) containing useful information on things to do in the local area. The HIVE also holds maps and walking or cycling routes. Please visit the HIVE to pick up local area information.

The HIVE office is in EJSU Building H-603 (ground floor).

Working Hours: Mon–Thu 0900–1300 hrs and Fri 0900-1200 hrs

Tel:+31 (0)45 526 2891

Email: rc-pers-hive-brunssum-0mailbox@mod.gov.uk

HIVE BLOG

Keep your finger on the pulse and sign up for regular updates of current and local information. Read about health, education, employment, what's on, discounts, charities, welfare, housing and relocation. It's all covered!

www.brunssumhive.blogspot.com

www.ihiveinfo.blogspot.com

Go to the top left-hand corner of the Blog and enter your email address in the box (not MODNET).

Respond to the confirmation email which will be sent to you automatically

You will now receive email alerts summarising posts to the Blog. Just click on links to read more!

Other HIVE Blogs can be accessed through the Army website at: www.army.mod.uk/hives

WALKING TOUR

The UK NSE offer a walking tour around HQ JFC Brunssum.

These will take place weekly* each Monday from 11am ('immediately after Tea and Toast') and will showcase the following facilities; UK NSE Building, Chapel, Gym and Cinema, Dutch Medical Centre, Duty Free, Arts & Craft Centre, Library & Swimming Pool, Pass Offices, Brit Bar.

The tours will take approx. 1 hour and are led by CLO's. They will conclude with a coffee/lunch in the Miners rest. For further information please contact the CLO's*.

*Walking tours may be cancelled in cases of inclement weather and/or staff absences. This will be communicated in advance on the Brunssum & GK Community WhatsApp group.



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INTRODUCTION

The NSE Netherlands' mission is to provide Real Life Support across the J1-J9 sphere to all UK Service Personnel, UK Based Civil Servants and their immediate families whilst serving with NATO in the Netherlands. The NSE also provides J1 Support to the Liaison and Exchange Officer NL diaspora. Due to its geographical proximity, the NSE also supports the UK Community at NATO Air Base Geilenkirchen (GK) in Germany.

NSE Netherlands is located in Building H-603 at JFC Brunssum.

Email - gso-ejsu-netherlands-nse-mailbox@mod.gov.uk

J1 HR (Personnel)

The NSE Netherlands (NL) J1 HR Team is comprised of:

Chief Clerk - RAF Sergeant

Host Nation Liaison Officer (HNLO) - Dutch Civilian

HR Clerk 1 - Adjutant General Corps (SPS) Corporal

HR Clerk 2 - RN AB1 Writer

Arrivals and Departures Clerk – UK Immediate Family position

Audits and Appraisals – UK Immediate Family position

The J1 HR Teams primary function is to deliver J1 support to UK Service Personnel and their immediate families in NL and GK. Host Nation administrative support is also provided to UK Civilians working in AFNORTH International School and DIO.

Supportability Overseas

Prior to your assignment, it is essential that you read and digest the GSO EJSU Supportability DIN which contains vital information about welfare, schooling, and medical support available in country.

Action:

Read [2023DIN01-091-Support Available to Service Personnel Assigned to GSO Europe and Turkiye Supported Posts](#)

Read [2020DIN01-137 - Health Service Support for Personnel Assigned to European Joint Support Unit \(EJSU\)](#)

Read [Assessment of support needs for accompanied assignments overseas](#)

To keep up to date with the latest information that the NSE publishes such as Unit Routine Orders, announcements and other useful information, please sign-up to Defence Gateway -

[Group: JFC Brunssum](#).



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Brunssum – Pre Arrivals

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Global Support Organisation – Support & Management System (SAMS)

The [GSO - SAMS application](#) (MODNet only) is used to capture all of the relevant information required by the NSE, your Sponsor, the School, CLOs and DIO prior to your arrival. The provision of this information is essential to your in-processing with the NSE, the NSE Arrivals Clerk will guide you through the SAMS registration.

NATO SOFA Application

A NATO SOFA ID Card is required for all except children under 8 years of age. The NSE Arrivals Clerk will guide you through the process no earlier than 3 months prior to your arrival - [SOFA Application](#).

Authority to Travel

PSTAT 1 or 2 - The DSCOM Families Section have been notified of your assignment and they will be in touch in due course. On receipt of their email, you are to complete the mandatory documentation and return it to DSCOM (UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk). DSCOM are the sole authority for your call forward into Country; failure to complete the documentation will result in a delay to your authority to travel and entitlement to allowances. 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.

Single/Unaccompanied - The same applies to book travel this should only be done once you are cleared to go. Seek advice from your local HR unit and Travel Cell. Should you have any specific overseas questions please do contact the NSE.

Medical Clearance

The Global Medical Supportability Cell (GMSC) is a functional area of the Defence Global Practice and responsible for conducting your pre-assignment medical supportability assessments. The DSCOM Families Section will initiate the assessment and guide both you and your family through this mandatory process.

Detailed information on health/medical assessment is accessed from the GMSC by emailing at: UKStratCom-DMS-DPHC-GMSCGrp@mod.gov.uk

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.

Once you have received your Assignment Order, you will be able to process your online removals application via [Agility Removals](#). Once Agility has received your removals application, they will email you with all the necessary documentation. The timescale between your personal effects being packed to delivery in location can vary, so please do engage with Agility at the earliest opportunity to avoid any undue delays.

The Brunssum DIO team will allocate housing based upon your UK SFA/SLA entitlement. Please do not confirm removal dates until you have fixed your march in appointment with dio-brunssum-generalenquiries@mod.gov.uk.



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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.

Housing Allocations Administration – Defence Infrastructure Organisation (DIO) contactable via DIOSDOS-ESG-Housing-Enquiry@mod.gov.uk

Travel & Passports

When making your travel arrangements, it is important to note that NATO Pass and Privileges processing includes strict adherence to NATO Work Force policy on Double Incumbency of posts. Service Personnel (SP) must not plan to arrive any earlier than necessary and certainly not plan to exceed the permissible 10-day period for handover / takeover from their predecessor. To do so will jeopardise access to essential NATO support functions for both the incoming and outgoing SP and their families.

Please note that your current Unit are responsible for your administration and welfare until you physically arrive in location. The NSE will arrive SP on JPA for pay and allowances on your Report for Duty Date (RDD) unless there are Service reasons to deviate from the RDD.

Passports can be renewed through Unit HR using your Assignment Order as the authority. You will need 3 months' validity (6 months for children) on your passports, from the date of travel. It should be noted that some passports have more than 10 years validity; if your passport is more than 10 years old from original issue it is no longer valid.

You should make sure that your passport meets the '10-year rule':

- The passport issue date is less than 10 years before day of arrival in the EU.
- The passport expiry date is at least three months after intended day of departure.

[Netherlands travel advice - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Renew or replace your adult passport: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk)



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Dental Treatment

The Netherlands and Geilenkirchen is a location where the Defence Primary Healthcare (Dental) (DPHC(D)) do not deliver your dental care. All Service Personnel and their accompanying eligible family members must be dentally fit prior to arriving and are responsible for remaining so throughout their assignment. No routine treatment will be permitted within the first 6 months of your assignment, emergency treatment can be undertaken within this period. Full details on the policy relation to dental treatment can be found in this linked DIN. [2023DIN01-020](#).

Funding is provided to ensure personnel can access the same level of dental care overseas as would be available under the general NHS Dental Services. If you are not entitled to free dental treatment, you must pay a patient contribution towards the cost of the treatment. This patient contribution is identical to the NHS patient contribution you must pay when receiving treatment in the UK. There are three NHS charge bands, see the NHS Website for details: [How much will I pay for NHS dental treatment? -Health questions - NHS Choice](#)

Information Portals

The British community make wide use of Facebook, WhatsApp and Defence Connect (work in progress). As you approach your expected arrival date you will be invited to join Brunssum and Geilenkirchen British Community and you can request to join USAG, JFC, GK, NATO Classified Page and GK/AFNorth/JFC Friends and Faux on Facebook. These sites provide a wide range of communications relating to a wide variety of issues affecting personnel living predominantly within the local area. Official communications are increasingly being pushed through MODNet/NATO systems. There are plans in place for this to be pushed through Defence Connect.

Your Sponsor

All personnel assigned into JFC Brunssum and Geilenkirchen will be provided with a sponsor. It is their responsibility to ensure you are fully prepared and arrive with the minimum of fuss. Your sponsor will ideally be similar in rank to you and in similar circumstances (families with similar age children, with/without pets, etc) with the aim of ensuring you have someone who is as familiar as possible with the issues you may come across. This is not always possible to achieve, but your sponsor will be fully briefed and prepared to assist you. It is critical that you liaise with your sponsor as soon as you have been assigned one.



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Brunssum – Pre-Arrivals Checklist

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Time Sensitivity	Action	Remarks
3 months prior to move	<p>Apply for a SOFA Status card prior to arrival, this cannot be done until receipt of SFA/SSSA allocation.</p> <p><u>SOFA Status App</u></p>	<p>You must complete one application per eligible family member.</p> <p>SOFA Card only for eligible pers, non-dependent children are not entitled. Speak with NSE if in doubt.</p>
Immediately	<p>Supportability Clearance (IMPORTANT) Contact FamSec UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk</p>	<p>Once you have made contact with the Family Section, if applicable, get in touch with DCS for educational clearances.</p>
30 days prior to move	<p>Confirm allowance entitlement</p> <ul style="list-style-type: none"> • Advance of Pay 	<p>You can claim up to 4 month's salary. This must be paid back within 24 months.</p>
Prior to receiving an AO	<p>Education</p> <ul style="list-style-type: none"> • Check the local area for schooling or the policy on CEA. 	<p>JSP 752 Ch 14 for further details for CEA.</p>
Immediately	<p>Assignment Order Issued Contact the GMB GSO-EJSU-Netherlands-NSE-Mailbox@mod.gov.uk</p>	<p>Arrivals clerk will send you a welcome email on how to register.</p>
Prior to arrival	<p>Personal Vehicle/s</p> <ul style="list-style-type: none"> • Car insurance - You must have NL car insurance and valid MOT dated within 3 months. If not, you need to get an APK (MOT equivalent) before registering your vehicle. • EU Matrix test 	<ul style="list-style-type: none"> • On arrival you are limited to car insurance providers until you received NL plates. • EU Matrix will help with driving on the right-hand side of the road.
Prior to arrival	<p>JFC Brunssum – community page</p> <ul style="list-style-type: none"> • Group: JFC Brunssum Defence Connect (mod.uk) <p>Immediate family members can also access the group but will need to provide the NSE with their email address to receive an invite.</p>	<p>You will have access to routine orders and latest information specific to serving in the overseas space.</p>
Prior to arrival	<p>DIO Complete a F1132 and submit to DIOSDOS-ESG-Housing-Enquiry@mod.gov.uk</p>	<p>Submit your application within 14 days in receipt of an Assignment Order.</p>
Prior to arrival	<p>When you are assigned a sponsor, please make sure the following has been covered:</p> <ul style="list-style-type: none"> • NATO ID appointment booked. • Vehicle Registration (if applicable) appointment booked. (NL insurance only) • FNRO appointment booked. • Banking, Internet and Dental. 	<p>When you receive your NATO ID card and registered your vehicle you will then be able to register with FORAX to gain access to the tax-free perks whilst assigned to The Netherlands.</p>



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Time	Action	Supporting Comments	Action by
45 days prior to move	Confirm allowance entitlement • Disturbance Expense	Do not claim for children in CEA or those going to University. If in doubt, contact Unit HR.	Service Person.
On arrival	Personal Administration	<p>Please ensure you have the following documents with you to undertake the arrivals process:</p> <ul style="list-style-type: none"> *Passport (for each family member) *MOD ID Card *V5 Logbook (for each vehicle) <p>You will need to:</p> <ul style="list-style-type: none"> *Update your Residence at Work address, Emergency Contacts and Next of Kin information on JPA *Complete arrivals paperwork with the Arrivals Clerk <p>You will receive:</p> <ul style="list-style-type: none"> *Proof of residency *Allowance information *HQ JFCBS ID Card application form *Form for the Foreign National Registration Office (FNRO) *NATO Travel order 	If coming accompanied with immediate family you will all need to come to the NSE for the arrivals process.
On arrival	Register with the Central European Practice	<p>You should register as soon as possible on arrival with the Central European Practice.</p> <p>ukstratcom-dms-dphc-ejsu-cepgrp@mod.gov.uk</p>	As above
Within 14 days	SLA / SFA '14 day report'	Once you have moved into your SLA / SFA, you need to complete the DIO 14 Day Report to highlight any defects.	Service Person / Spouse
Within 28 days	Register vehicles	All vehicles, including trailers and caravans need to be registered at the Passes and Registration Office. Your sponsor should book an appointment for you to do this and you will be given a vehicle registration application in your arrivals pack.	Service Person
Within 6 weeks of arrival	JPA Checks	<p>Check your pay statement:</p> <ul style="list-style-type: none"> *Correct LOA rate *Correct accommodation charge *Respite days have been added <p>Report any issues to the J1 team immediately</p>	Service Person
Other arrivals considerations	<p>Apply for a BSN - this is like a National Insurance number. If you want to work in the Netherlands (including non-UK roles) you will need a BSN.</p> <p>Residence Card - make an appointment to have your biometrics done. Having a residency card will make travel in and out of the Schengen zone much easier (i.e. returning to the UK).</p>		Service Person / Immediate family

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Allowances

While you are assigned to NL, you will attract at least one of the following allowances or pay events. The definitive regulations for pay and allowances are in JSP 752. Please be aware that you are responsible for checking your Statement of Earnings and reporting any anomalies to the J1 staff.

Split Pay

You have the option to split your monthly salary between your UK and Euro bank account; the percentage of the split is individual choice, and this can be actioned in the J1 office. Report to J1 once you have your Euro account details and complete a JPA E016b. You will also need to confirm which bank account you want any JPA expense claims to be paid into. This can be amended during your tour but only using the JPA Self Service Employee function.

Local Overseas Allowance (LOA)

LOA is a non-taxable allowance which is designed to compensate for the differences in cost of living between the UK and the overseas location; it is not compensation for serving overseas. Single and Married Unaccompanied personnel receive the single rate. Married Unaccompanied personnel receive LSA depending on their separated status. Married accompanied personnel receive the Married Accompanied rate of LOA plus an addition for the number of children who are continuously resident in their SSFA. Personnel with children at Boarding School in the UK will receive additional LOA for the periods when the children join them. Please contact J1 to receive the latest LOA rates.

Get You Home (Overseas) (GYH(O) Allowance

Eligible SP on an overseas assignment of 12 months or longer are entitled to a single GYH(O) warrant which contributes to the cost of returning the SP (and accompanying family) to the UK or, in the case of non-British passport holders, to the country of domicile. This can only be used to visit family or friends at an address registered on JPA. This allowance will be renewed on the anniversary of the arrival date on assignment if the expectation is to serve another 12 months. Journey applications and GYH(O) claims are made on JPA; further guidance should be sought from the J1 staff. Please note that unused GYH(O) entitlements cannot be carried forward to the next entitlement year and they cannot be used for reverse journeys i.e. family visiting NL from the UK.



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Respite Provision (RP)

The aim of Respite Provision (RP) is to contribute towards travel and accommodation costs of Service personnel and their accompanying immediate family (see para 02.0124) permanently assigned to an overseas station in order to achieve overnight respite from their duty station. RP is awarded annually, irrespective of a FAD falling short of the entitlement anniversary. The current allowance is 4 days per year and claims can be made for travel and accommodation up to a certain monetary limit for each person. For the latest information on claiming respite days and the monetary limits, consult JSP 752, Chapter 9, Section 5.

Home to Duty Travel (HDT) Allowance

HDT allowance is designed to compensate for the use of a private vehicle or bicycle to travel to work. The mileage is calculated by the actual distance travelled by the most direct route to the Main Gate at HQ JFC Brunssum provided by 'Google Maps', subject to a personal contribution of 3 miles (or 1 mile if cycling). The allowance is set up by the J1 staff during the arrivals process.

Longer Separation Allowance (LSA)

LSA is paid to VOLSEP married unaccompanied SP as a measure to enhance the attractiveness of overseas service to those whose families cannot accompany them. LSA for VOLSEP SP is paid at Level 1 throughout the overseas assignment. It is not affected by nor does it contribute to LSA days accrued over a military career. INVOLSEP personnel are paid at full LSA rate. More information can be found in JSP 752, Annex B, Section 1.

Fuel & Light (Overseas) Scheme

In lieu of standard utility charges (gas/electric/oil), a daily charge is deducted from the pay of married accompanied SP who occupy SSFA. This charge equates to the estimated average liability of a householder in the UK and is based on SSFA size. Actual utility usage is balanced annually (in the autumn). If usage exceed charges, a bill will be raised against the SP. If charges exceed usage, a refund will be made to the SP through pay.

Council Tax

As part of the enhanced overseas package, SP are not charged council tax (formerly known as Charge In Lieu Of Council Tax (CILOCT)) whilst serving overseas.

Accommodation Charges

As part of the enhanced overseas package, SSFA charges levied against SP serving overseas are 2 bands lower than for equivalent accommodation in the UK.



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Leave

Relocation Leave

You are entitled to 10 working days Relocation Leave if assigned in from the UK or a theatre other than NW Europe; this leave is borne by the losing unit but may be taken either in the UK or at your new overseas location depending on accommodation arrangements. LOA is not payable for periods of relocation leave spent overseas prior to the assignment in date. Unless it is for Service needs you will not be assigned into location until your Report for Duty Date (RDD).

Annual Leave Allowance

All SP are entitled to 30 days annual leave + 8 days for UK public holidays (PH). In recognition of the extra PH taken across Europe, all SP within the HQ GSO AOR are credited with an extra 4 days to accommodate these PH. These days will be added to individual leave records by J1 staff. Any leave taken, whether Public Holidays or Annual Leave MUST be recorded on JPA by the individual.

Travelling Time

- Travel time credit of leave. SP who spend a significant amount of time travelling when proceeding on leave may be compensated a re-credit of leave. Travel time will be permitted under the following conditions:
- The journey is to a JPA registered address (NOK, Emergency Contact, additional nominee or privately maintained home).
- The journey must be beyond the borders of the country of assignment.
- In any period of leave, no more than one day will be credited to leave accounts for SP stationed within NWE, and two days for SP stationed outside of NWE.
- The leave period must be for a minimum of one working day more than any day(s) to be recredited to leave accounts. (I.e. where a SP is entitled to one day credit of leave, a minimum of two days leave must be submitted.)
- Travel time claims will be limited to a maximum of three per year for each SP. Whilst not restricted to specific periods, this is designed to compensate for travel for normally recognised block leave periods (Easter, Summer, and Christmas).
- The policy applies to SP only.

J1 staff will credit TT on JPA however it is the SP's responsibility to request this.



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Boarding Schools/University Immediate Family

Continuity of Education Allowance (CEA)

Prior to or on joining a new duty unit, all CEA claimants must complete a new CEA Eligibility Certificate on JPA. This is imperative as without this authority CEA payments will be delayed. The Chief Clerk is on hand to assist on your arrival if required.

School Children Visits

The aim of School Children's Visits (SCVs) is to contribute towards the cost of reuniting children of SP with their parents at their duty station during some school holidays. It is a principal condition that there will be a parental contribution made towards all SCVs. In NW Europe the entitlement is for 6 return SCVs at public expense per year. Children studying for a university first degree are entitled to 3 return SCVs at public expense per academic year. SCV journeys must be pre-authorised through the Chief Clerk.

Accommodation in NL

Service Accommodation at Brunssum for married accompanied personnel is Substitute Service Families Accommodation (SSFA); for single and married unaccompanied personnel it is Substitute Single Living Accommodation. Both are sourced from the local rental market by DIO. SSFA and SSLA is predominantly spread in clusters around Brunssum and Heerlen. An F1132 must be completed prior to arrival which you will receive by email as part of your Arrival Pack. The F1132 must be returned direct to DIO at SHAPE. Please do not attempt to complete an e1132 as you would in the UK.

DIO-BRUNSSUM-GENERAL ENQUIRIES (MULTIUSER) <DIO-BRUNSSUM-GENEALENQUIRIES@mod.gov.uk>



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Passport Fees

Ensure your passport is valid for at least 6 months prior to any travel overseas. During your assignment to NL, passports can be renewed through the J1 staff. You will be required to provide up-to-date passport photos. Passport Application forms can be obtained from the J1 staff and are to be returned completed for onwards action. Passports for all eligible SP will be publicly funded and JPA Expense claims for photos are acceptable.

Tax Free Goods

Tobacco and alcohol are rationed if you are buying them tax free. Your NATO ID card acts as a 'ration card', and will be scanned by staff in the on-site Aelia store when making a purchase. You can ask staff to check your remaining allowance. You may not claim tax back on alcohol and tobacco bought locally.

For fuel, you will be issued with a Forax card, which enables you to purchase up to 150 litres of tax-free fuel per month. You can also use Forax to claim tax back on local purchases over €50.

[Forax | The diplomatic fuel card for those with tax-free privileges](#). For more information on how the system works and your entitlements, please contact the Customs Officers in the Passes and Permits office.

Unit Routine Orders

Unit Routine Orders (UROs) are promulgated weekly by the NSE. All SP should read these as failing to read Orders is not an excuse for non-compliance.

Compulsory Drug Testing (CDT)

CDT of UK SP does take place at HQ JFC Brunssum and is coordinated by the NSE. There is no Unit testing size quota for CDT hence up to 100% of UK SP at Brunssum on the testing day may be called forward for testing.

Service Discipline

While assigned to NL, all SP and immediate family in permanent residence, are subject to UK Military Law and Host Nation law.



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Compassionate Cases

Compassionate cases requiring JCCC intervention is a priority task for the NSE. All enquiries of a compassionate nature should be referred to the HoL or Chief Clerk.

HQ JFC UK Duty NCO

All UK SP at HQ JFC Brunssum of OR-8 and below are to perform HQ JFC UK Duty NCO. a one week on-call duty.

J2 (Intelligence)

NSE Netherlands does not have a dedicated J2 Point of Contact; however, reach-back support is provided by GSO J2 at SHAPE. All UK security matters should be highlighted to HoL who will refer the matter to GSO J2 SMEs. HQ GSO J2 will also advise on such issues as counter-terrorism alert states, CSSRA travel and security clearances.

All NATO security matters are dealt with by the HQ Branch Security Officer. Base security is the responsibility of the International Military Police (IMP) and Dutch MOD security guards.

J3 (Operations)

NSE Netherlands does not have a dedicated J3 POC.

J4 (Logistics and Medical)

The NSE Netherlands J4 element is comprised of:

- MT Manager
- MT Driver
- BFPO Registry

Supply

A limited supply service is provided via the Registry with reach-back to the RQMS department at EJSU SHAPE J4. All Service clothing requests are to be made via the app [DOB-GSO-CD – PowerApps](#)

R2 stocks of deployable kit that are not on permanent personal loan are controlled by the NSE.



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MT (Motor Transport)

NSE Netherlands has a small fleet for national taskings. MT requests should be submitted through the online MT request form [DOB-GSO-MT-USER - PowerApps](#) (MODNET only). An MT driver is available on a part-time basis although most MT usage is self-drive.

Action: [European Highway Code \(Matrix\) Test](#)

J5 (Plans)

NSE Netherlands has no dedicated J5 POC; however, all UK J5 action for GSO purposes at Brunssum is undertaken via HoL.

J6 (Communications and IT systems)

All personnel are to ensure they have a working MODNET Laptop and account prior to their arrival. EJSU Brunssum has MODNET ports for Service Personnel to use their own issued MODNET laptops. These are available during NSE working hours only and used on a free-flow basis.

J7 (Training)

The NSE Netherlands J7 element is comprised of:

1 x e-Learning Centre civilian Learning Adviser

The role of the Learning Centre is to signpost and provide support on Resettlement and Learning Credits for Service Personnel. The centre also delivers the International Certification of Digital Literacy (ICDL), through online learning, exam invigilation, and advice on funding for local language training, available to both Service and Civilian personnel.

NATO Military Skills Course

All HQ JFC Brunssum UK SP are to undertake the NATO Military Skills Course (NMSC) annually, delivered by GSO HQ J7 at SHAPE. It is one week-long and is a PJHQ-endorsed course which replaces single Service military skills training. Bookings can be made with GSO EJSU J7.

Fitness Testing

Tri-Service fitness testing (including Rockport Walk) is undertaken by all UK SP at JFC Brunssum. This is delivered either on Day 1 on NMSC or by the GSO J7 PTI when visiting Brunssum or locally FT qualified SP at Brunssum.



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J8 (Finance)

Provided centrally by GSO J8 at SHAPE.

J9 (Policy, Legal and Media)

Civilian Personnel Support is provided by GSO at SHAPE. Enquiries should be addressed to HoL who is the local Civilian Legal Employer for NSE civilian recruitment.



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Brunssum – Health

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HEALTHCARE INFORMATION

Your healthcare during this assignment will be delivered by Host Nation providers, with secondary care co-ordinated by Healix in conjunction with the Central European Practice. You may also be referred into NHS services where appropriate.

Central European Practice manages your NHS registration and records if you are fully registered. The CEP also conducts military occupational health clinics and can provide UK MoD clinical advice and support for our patients and to Healix.

Healix Healthline

+44 (0)2084 817800

healthline@healix.com

Central European Practice

Practice Manager | Central European Practice (CEP)

Headquarters European Joint Support Unit (HQ EJSU) | SHAPE | 7010 Mons | Belgium | BFPO 26

BT Tel: +32 6544 2280

CEP Group UKStratCom-DMS-DPHC-EJSU-CEPGrp@mod.gov.uk

Supportability Overseas

Read [2020DIN01-137 - Health Service Support for Personnel Assigned to European Joint Support Unit \(EJSU\) Locations](#)



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ACCESSING HEALTHCARE

In an Emergency - call 112

Primary Healthcare

You are free to choose your own GP although the CEP is more likely to be able to maintain your records and arrange direct billing system with practices commonly used by the UK population. Primary care services have traditionally been provided to Brunssum and Geilenkirchen by the following practices:

Dutch Military Medical Centre

Building H308, JFC HQ
Rimburgerweg 30
6445 PA Brunssum
Reception: +31 (0)88 950 27 17
Monday - Thursday 0800-1700, Friday 0800-1500

Huisartsenpraktijk (GP Practice) Dr Roos

Prins Hendriklaan 376 (1st floor)
6443 AE Brunssum
Reception: +31 (0)45 525 2217
Monday - Friday 0800 – 1700

Please call to make an appointment before attending. The Practice will ask you for a letter to confirm that you are entitled to attend. You will be provided with a letter when you register with the healthcare coordinator at Brunssum. You may also be given a computer printout of your medical records to take to Dr Roos. The practice will forward any bills to Brunssum Healthcare Coordinator where they will be logged and forwarded to the EJSU Medical Finance cell for payment.

Out of Hours

If you require care that cannot wait until the next working day, then attend the local accident and emergency department.

NB. If you attend A and E or are admitted to hospital unexpectedly call Healix

If you need the support of a clinical team out of hours the Healix Healthline is 24/7. They may be reached on **+44(0)208 481 7800** and can also reach the CEP clinical team.



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Central European Practice - Telemedicine

You can reach the CEP on telephone or email. If you wish to discuss a local healthcare pathway, military occupational medicine, submit your bills or send the CEP a secure and confidential message, eConsult and video-consulting are available.

Before use, it is essential to highlight that the CEP is not set up to provide direct care as we have no referral or investigation rights in your location so this is not a replacement for your host nation providers.

Video-consulting

Attend Anywhere is a video consulting site. If it is safe and appropriate the CEP staff can give you a time and send you a link to the secure online waiting room to speak with a clinician.

eConsult

eConsult allows you to describe your issue and attach pictures using secure software.

<https://centraleuropean.webgp.com/>

How to...

Ignore pop up window saying 'looks like you are overseas' and **continue**

Input a UK telephone number (not overseas). Use Defence Global Practice (DGP) phone number if required – 01543 434705

Use a UK postcode (not BFPO). Use DGP postcode if required; WS14 9PY

If you are diverted to 999/A&E/UTC/111 this is because you need a more urgent review and will need to use your local equivalent services

Time zones are UK based so you will need to convert these to local (the eConsult will have a UK time on it and not the local time)



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Prescriptions

If you receive a prescription for medication from a Dutch doctor you can take it to:

Service Apotheken Parkstad
Prins Hendriklaan 376 - B060
(1st Floor)
6443 AE Brunssum

Tel: +31 (0)45 569 79 07

Email: brunssum.sap@ezorg.nl



Opening times: Monday-Friday 0800-1800 and Saturday 0900-1300

You will receive instructions in English but please ask if written instructions are not automatically offered. You will not be required to pay the Apotheek.

If you are prescribed medication for the first time, the Apotheek is only permitted to issue you with a 15-day supply. Most medication can be supplied for up to 3 months. Personnel who are not exempt from prescription charges, will be required to pay for the initial issue, but not for the supply over the 15-day period. If you have any questions regarding the above, please contact the healthcare coordinator on +31 (0)455 26 2497.

If you attend a German doctor and redeem a prescription at a German Apotheke you may pay and reclaim the cost on JPA via the CEP. If there are frequent requirements to use German pharmacists, we will review a direct billing option.

Repeat Prescriptions

Please follow your Apotheke's guidance regarding ordering repeat prescriptions.



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CHILDREN

Paediatrician (English spoken)

If your child requires an appointment the following host nation paediatrics service is well known to British personnel and also supports our vaccination program:

Consultatibureau
Prinshendriklaan 376
6444 AE Brunssum

Parental and Children's needs will largely be met by Dutch or German services, but we have a UK trained Health visitor based at SHAPE who can provide UK support should it be requested by the CEP.

Childhood Immunisations
Monitoring growth & development
Nutrition and feeding
Sleep, routines and toilet training
Behaviour management and parenting questions

Immunisations

You should maintain a red book and be aware on assignment of when your child is due any immunisations.

The nasal flu immunisation is not available in the Netherlands, so the intention is to continue visiting clinics for children.

As well as the consultatibureau, the Ease Travel Clinic can offer some of our immunisations.

Notably, children attending *German* Kindergarten or schools must have had chickenpox after the age of one or have the Varicella (chickenpox) vaccination. The measles vaccination is also mandatory for all children attending *German* Kindergarten or schools. Please ensure that your child's red health book is kept current with all vaccinations and assessments.

Other Child-Focused Organisations

The CEP also work closely with the Department for Children and Young People (DCYP) for Speech and Language services; Educational Psychology and Educational Social work. We also have links to the British Forces Social Work Service when children or families need additional support.



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SPECIALIST SERVICES

Cervical screening

You will receive a reminder letter if you are due Cervical Cytology. Please book your appointment with the local clinic or we can arrange for you to attend a DMS practice.

It is important, if electing to have your cervical screening overseas, that you recognise that although the service may be of good quality, the continuity of information is less coherent that continuing with UK screening.

The CEP should be forwarded any results of screening undertaken in the Netherlands or Germany in order that the basics may be entered on the national screening system.

Pregnancy

It is important that you let Healix know of your pregnancy in order that you can be linked into the local service. Ensuring your baby is registered with us will allow the CEP and Healix to ensure you are supported after birth. The NHS pregnancy and baby guide offers information about all stages of pregnancy, birth and the first months with your child. A majority of pregnancies have been looked after by local community midwives who also support the hospital-based delivery.

Verloskundigenpraktijk Marja en Nicole
Heerlerbaan 146
6418 Heerlen
+31 455421529



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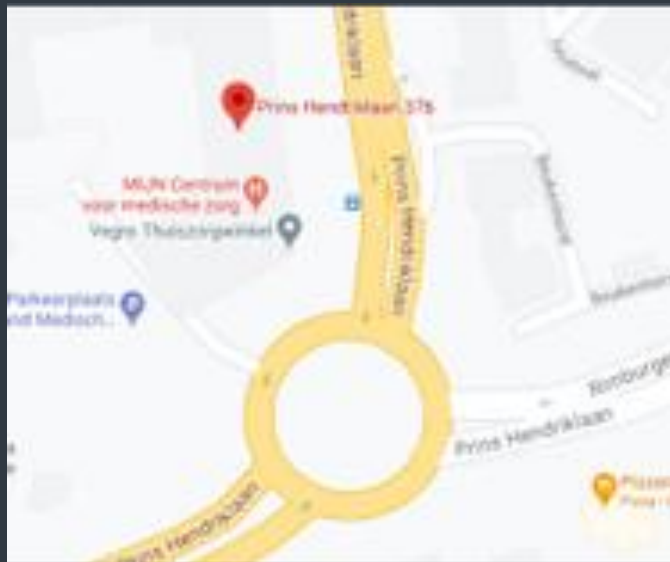
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Physiotherapy and Rehabilitation

Once you have received a referral for physiotherapy from the Host nation GP, Healix should be informed and will provide you with a note of authorisation or link you to a provider with whom they have an invoicing relationship so that you can proceed with treatment.

Please ensure you have obtained an authorisation letter prior to commencing physiotherapy treatment so that you do not become liable for the bill. Physio is most frequently undertaken at the:

Stosberg Fysiotherapie
Prinshendriklaan 376
6443 AE Brunssum
+31 (0)45 564 1112



Occupational Health

Regular clinics will continue in Brunssum, conducted by an MoD GP.

Preparedness for military employment, deployment and routine medicals, including aircrew and other specialist medicals, is managed between the chain of command and the CEP.

Audiometry will also continue. Immunisation status is now available to commanders and individuals for the operational immunisations, but the CEP will also review readiness for role and highlight deficiencies where possible.



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Opticians and eye tests

Adults and children aged 16 or over who require routine eye tests:

Most low-risk patients should have their eyes checked every two years. If a patient is considered at low risk, your employer will refund eye test charges every two years via Host Nation provision. If a patient is at higher risk, but still considered suitable for Host Nation testing, you can reclaim the cost of more frequent eye testing. The maximum refund provided will be in line with UK costs - i.e., up to a maximum of c€36.

Please speak to the healthcare coordinator for the CEP who can offer you the correct paperwork in advance. If you are military is very important that you return the completed FMed79 to the CEP staff to ensure records are maintained.

You may make an appointment with a local optician of your choice.

You may pay for sight test charges incurred but retain an itemised receipt to reclaim the cost of the eye test and send it to the CEP.

Eye Tests for Children

Any child under the age of 16 should be seen by a GP or Health Visitor for advice on sight tests. Any children under the age of 8 (for whom parents or teacher / other have vision concerns) are advised to discuss these concerns with the paediatrician or School Health Team. The maximum claim here is £70. (see UK HC12).



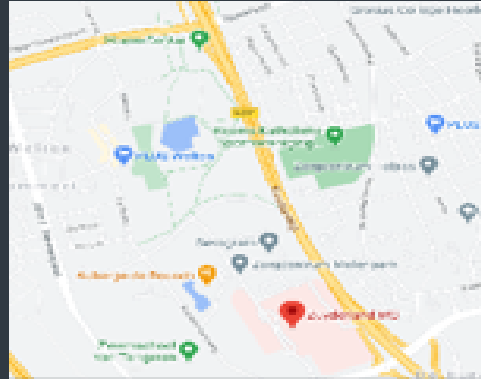
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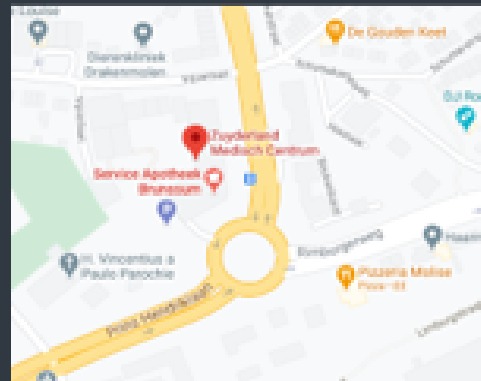
Main Hospital Sites

Hospital locations:

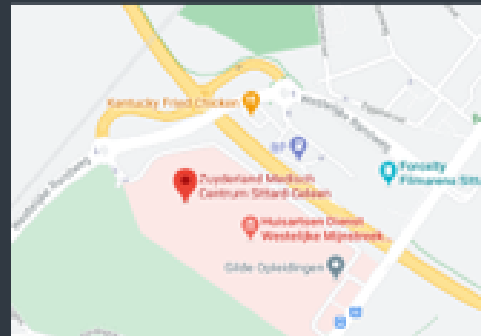
Zuyderland Medisch Centrum - Heerlen
Henri Dunantstraat 5
6419 PC Heerlen
Reception: 088 459 7777
www.zuyderland.nl/



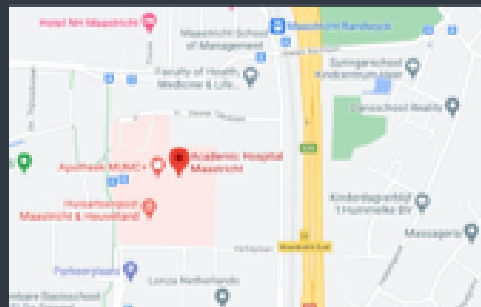
Zuyderland Medisch Centrum - Brunssum
Brunssum
Prins Hendriklaan 376
6443 AE Brunssum
Reception: 088 459 7777
www.zuyderland.nl/brunssum



Zuyderland Medisch Centrum – Geleen
Dr H van der Hoffplein 1
6162 BG Sittard-Geleen
Reception: 088 459 77 77
www.zuyderland.nl/



Academisch Ziekenhuis Maastricht (AZM)
P. Debyelaan 25
6229 HX Maastricht
Reception 043 387 65 43
www.mumc.nl/



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SECONDARY CARE

Referrals to Hospital / outpatient clinics

Should a GP refer you to another clinician, please make sure you let Healix know as soon as possible.

All referrals require approval prior to arranging an appointment at the hospital. This is partly to allow you to obtain a UK perspective on the treatment plan and also to ensure that billing is organised with the provider. Once approved, Healix will contact you to send you a guarantee of payment letter.

If your hospital clinician recommends surgery or any other significant intervention, you should contact Healix following the appointment to ensure the plan is authorised, safe and coherent with NHS standards. They will support you in arrangements and payment.

Please send any reports or invoices relating to approved hospital care directly to Healix.

Consultant Advisors and Clinical Review

If a specialist recommends surgery or other significant treatment which may have an impact on your operational fitness, Defence Consultant Advisor (DCA) opinion may be sought. DCAs are military clinical specialists who provide decision support in terms of ensuring treatment is in line with UK best practice and also advising on any impact on occupational fitness.

Should the DCA decide that your long-term career prospects may be best served by a different approach, a referral to a UK-based team may be recommended.

The CEP runs multi-disciplinary team meetings weekly between the doctors, medics, nurses and, if required, UK physio or health visitor. This allows more complex management to be discussed as necessary in an experienced team. We recognise it can be challenging to have care overseas in a different language and culture. The aim is always to ensure that your treatment is safe, effective and in line with NHS standards.



Dental

Before you arrange any Dental appointments, please read all this information and refer to 2023DIN01-037:

As there is no Service provision for dental care by Defence Primary Healthcare (DPHC) (Dental) in Brunssum, personnel are authorised to seek dental treatment from local civilian dental practitioners. Routine treatment can be provided by local Host Nation dental practitioners and dental bills should be presented to the HNLO in EJSU Brunssum.

Unless exempt¹ dependants will pay NHS patient contribution costs towards their dental treatment, with these costs being reclaimed from the unit admin. The patient contribution paid to the MOD is equivalent to [NHS dental charges](#). Prior approval for all dental treatment must be obtained from HEALIX (one HMG) before the treatment can be carried out.

Further details can be found in [2023DIN01-020](#). Patients are strongly recommended to acquaint themselves with this document prior to booking any dental appointments. All treatment requires prior approval from HEALIX before undertaking the treatment. For cases requiring prior approval, supporting evidence must be provided by the local dentist (e.g. radiographs and photographs, case notes and study casts).

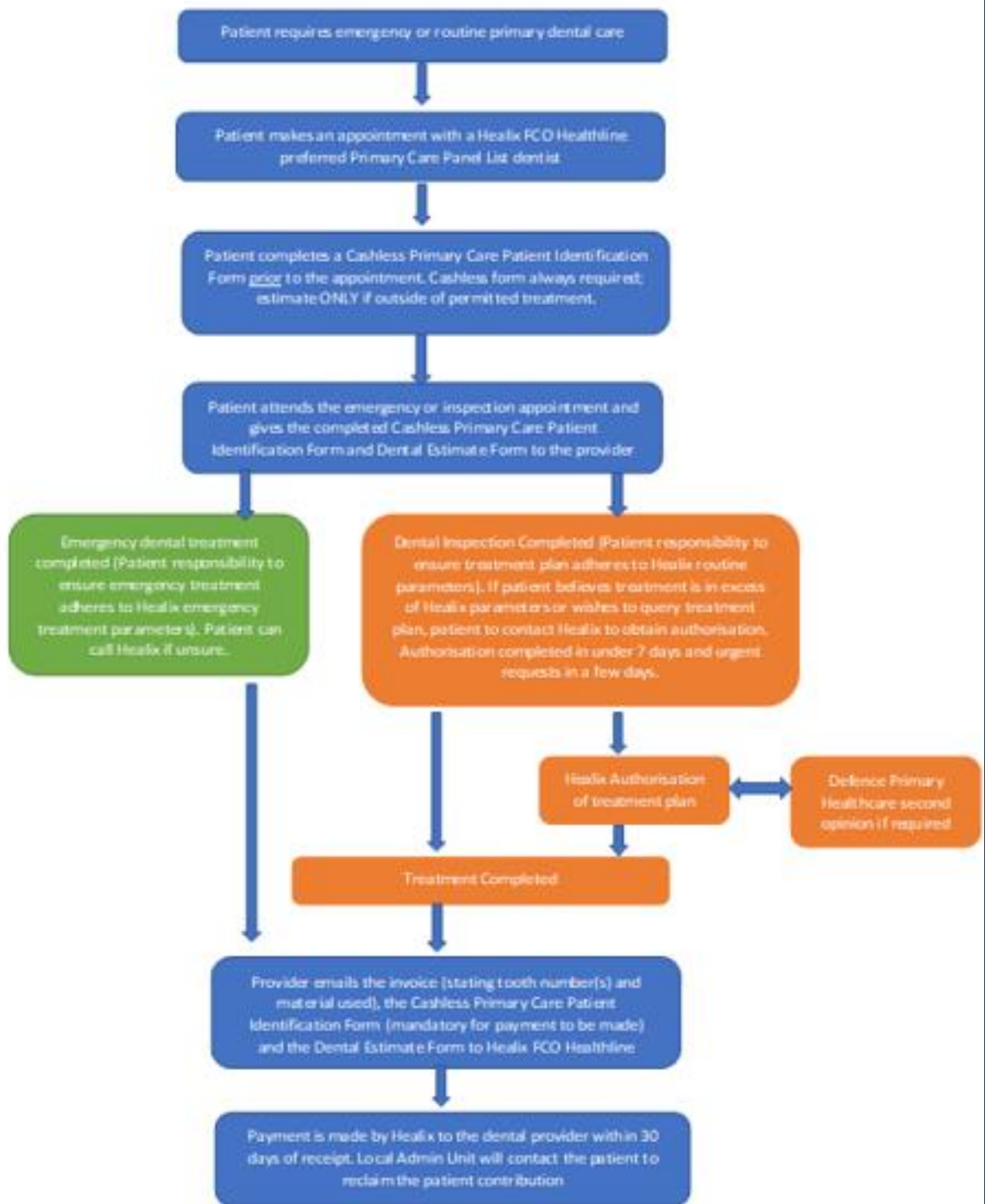
Emergency and routine treatment does not require prior approval. Treatment to alleviate pain, haemorrhage or infection is considered emergency treatment, however any follow-on treatment will require prior approval.

Bills generated from pre-approved treatment proposals may be passed to the EJSU Brunssum HNLO for processing. However, patients may be required to pay for the treatment and claim costs back through unit admin.

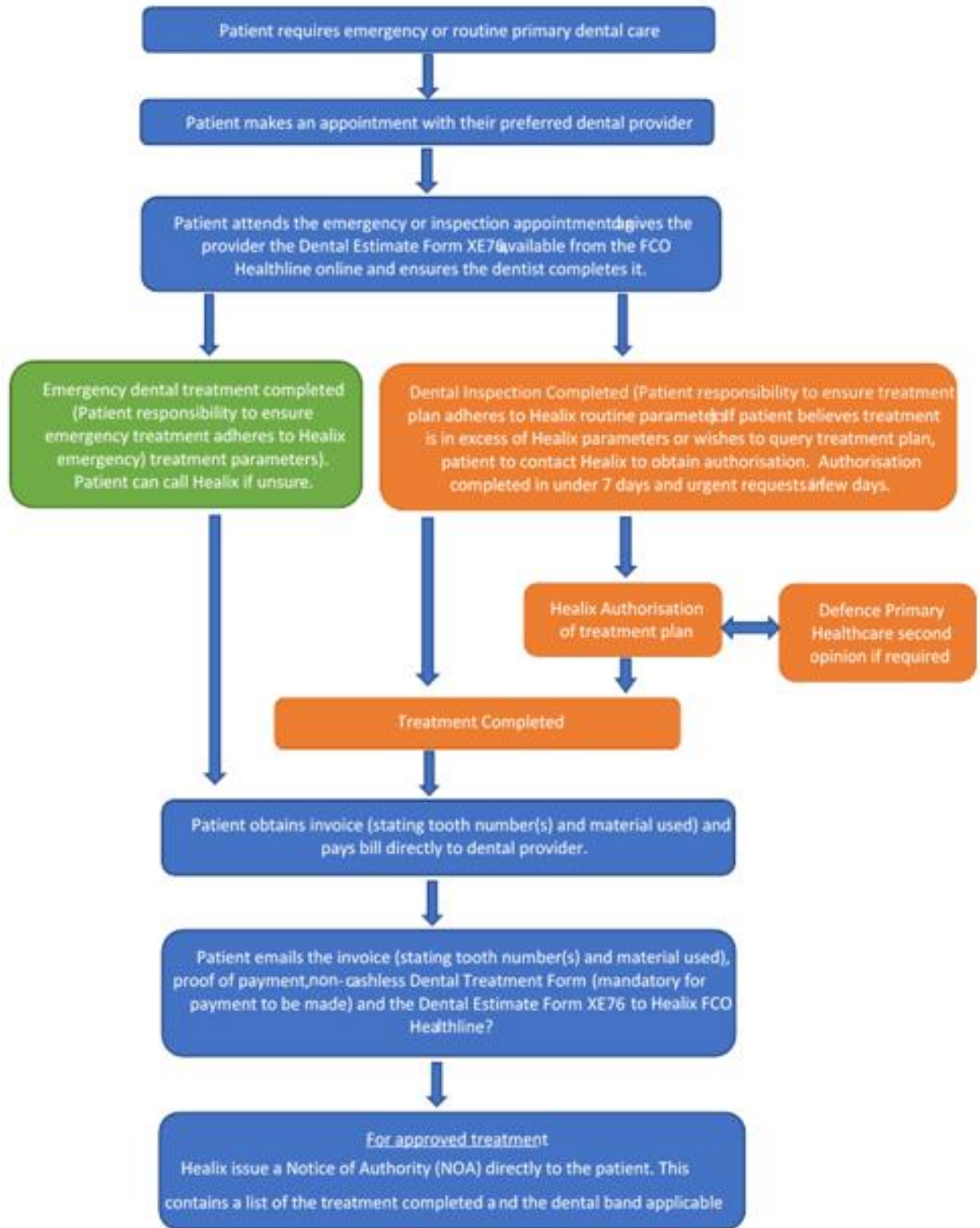
Note: Dental Practices can be recommended but not independently assured. Patients should determine themselves where they wish to receive dental treatment. If an alternative dental practice (to those listed below) is selected, the patient may be required to make direct payment for the treatment provided. The patient will need to submit the correct documentation and seek recovery of costs from their unit admin. Bills generated from the recommended practices below may be passed to the EJSU Brunssum HNLO for processing.



Healix make cashless payment direct to provider



Patient pays bill direct to Provider (Noncashless billing)



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Some of the local dental practitioners are listed below. All participate in a local out-of-hours emergency roster with other local practices.

Dental Clinics-Heerlen

Akerstraat 91

6417 BK Heerlen

Reception: +31 (0) 45 571 4552

<https://www.dentalclinics.nl/tandarts/heerlen/>

Dental Clinics-Maastricht

Koningin Emmaplein 10

6214 AC Maastricht

Reception: +31 (0) 43 325 1545

<https://www.dentalclinics.nl/tandarts/maastricht-centrum/>

Tandarts Schoffelen

Rumpenerstraat 42-44

6443 CE Brunssum

Reception: +31 (0) 45-525 2797

www.tandartsschoffelen.nl



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IAW 2023DIN01-037 Routine Treatments:

- 1: Dental examination/ inspection/ check-up.
- 2: Radiographs (intra-oral of no more than 1 x OPG, 2 x bitewings and 4 x periapical).
- 3: Routine restorations to a maximum of two. If more than two restoration are proposed, prior authorisation must be obtained before any fillings are carried out.
- 4: Non - surgical periodontal treatment (scale, polish - one course of treatment).
- 5: Straightforward extraction of no more than two teeth (excluding wisdom teeth).
- 6: Root canal treatment (non-surgical).
- 7: Repairs to dentures.
- 8: Fissure sealants for children.

Prior approval from HEALIX is not required for emergency and routine treatment. Emergency treatment required for the relief of acute pain, haemorrhage or infection can be undertaken without delay or prior notice being given. If non-routine treatment if required, you will need to contact HEALIX for prior approval for treatment.

For clarity on all routine procedures, please contact HEALIX on +44208 481 7800



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All non- routine requests must go through HEALIX for authorisation on +44208 481 7800.

IAW 2023DIN01-037 Non-Routine Treatments:

- 1: All requests for adult dental inspections at less than 12 – month intervals and less than 6-month intervals for Under 18's
- 2: All requests for more than two restorations proposed.
- 3: All requests for continued periodontal therapy following the first course of treatment and reviews.
- 4: All appliances made by a dental laboratory (veneers, inlays/onlays, crowns, bridges, full and partial dentures, soft and hard splints, anti-snoring devices and mouthguards.
- 5: Elective replacement of amalgam (silver) restorations with composite (tooth coloured, white) restorations.
- 6: Fissure sealants for adults.
- 7: All orthodontic treatment.
- 8: Extraction of all third molars (wisdom teeth).
- 9: Surgical periodontal therapy.
- 10: Surgical endodontic therapy.
- 11: Elective surgical procedures e.g., frenectomy, hemi section.

If non-routine treatment is initiated before approval is granted, treatment costs will not normally be refunded by MOD. Routine and non-routine treatment will not normally be authorised within the last 3 months of a tour.



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CHILDREN'S EDUCATION

Please ensure when considering a posting to Brunssum that you read the Educational Supportability Assessment Information Leaflet https://afnorth-is.com/wp-content/uploads/2023/01/20220901-ESA_Info_Leaflet_100.pdf

In addition there is a guide to the 2 main options (AFNorth and UWC) which the CLOs can send to you (e-mail gso-ejsu-Netherlands-community@mod.gov.uk to request a copy)

Foundation Stage (3-4 Nursery)

The British Section at AfNorth International School offers Nursery provision for children the term after their 3rd birthday (August 31st, January 31st, March 31st)

Children are entitled to 15 Hours 0900-1200 Mon-Fri term time only . An additional 15 hrs Extended day care 1200-1500 is available free if both parents are working more than 16 hours per week (non-entitled parents can opt to pay for the additional 15 hrs on a space available basis)

It is the parental responsibility to transport children in Nursery/FS1 to and from school

For more information, please contact the school office on Tel: +31 (0) 45 527 8241 or email: british.office@afnorth-is.com

Primary Education

Primary school education is also available in the British Section. The British Section follows the English National Curriculum. Transport is provided by the school.

Universal Infant Free School Meals

Reception, Yr1 and Yr2 children are eligible for Universal Infant Free School Meals at AIS.

For further information or to start the admissions process, please contact the Admissions Officer in the British Section Office british.office@afnorth-is.com

Tel: +31 (0) 45 527 8241

<https://afnorth-is.com/>

Maastricht United World College (UWC) offers primary education. The primary education at UWC is not funded so fees will be applicable. There is no school transport for children attending UWC.



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Secondary Education

AFNORTH International School Secondary education is on a space available basis in the Canadian Middle/High School Section. The Middle/High school follows the Ontario Curriculum

All children must have confirmation of Educational Supportability from DCS and must complete the Canadian Section's admission process

For more information, please read Education Supportability Assessment

Information Leaflet https://afnorth-is.com/wp-content/uploads/2023/01/20220901-ESA_Info_Leaflet_100.pdf

Transport

There is a bus service for children at HQ JFC Brunssum. The buses pick up and drop off at various points. A bus pass can be obtained through the AIS bus office as part of your admissions process.

Contact details:

Canadian Middle/High School Office

Tel: +31 (0) 45 527 8201

Email: Canadian.office@afnorth-is.com

<https://afnorth-is.com/>

Maastricht UWC offers the Middle Years Programme for students aged 12-16 yrs and the International Baccalaureate Diploma programme for students aged 16–19 yrs. This is a very popular school and it is recommended that parents register their interest early to secure a place for their child(ren).

Contact details:

Tel: +31 (0) 43 241 0410

Email: admissions@uwcmaastricht.nl



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Childcare for Working Parents

There are US-led provisions for childcare available. Please note there is a priority order of placements and places cannot always be guaranteed. For more information please visit <https://brunssum.armymwr.com/programs/childcare>

You may also choose to access host nation kindergarten at personal expense.

Child, Youth and School Services (CYSS)

CYSS programmes are open to all NATO ID card holders, subject to availability. These are split into 2 sections:

Child Development Centre (CDC) at USAG Benelux-Brunssum

The CDC offers full day programmes for children 6 weeks to 5 years old which is located at JFC Brunssum.

They offer service from 0700 hrs to 1800 hrs Monday to Friday.

To start the process, contact the Parent Central Services on +31 45 534 0266

School Age Children Programme (SAC)

Before and after school care for children enrolled in AFNorth Internal School (AIS) from primary years to middle school years is available. SAC also provides full day care when AIS is not holding classes.

Contact details:

Tel: +31 (0) 45 526 2575/3004

Clubs & Activities

The Morale and Welfare Activities website (www.jfcbrunssum.com) is the best place to find out about clubs and activities for children and adults. CYS also has a Facebook group which advertises their programmes (look for 'Brunssum CYS' on Facebook).



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ADULT EDUCATION

e-Learning Centre (eLC)

The e-Learning Centre is part of EJSU Brunssum and provides the following:

International Computer Driving Licence (ICDL) – available to both SP and immediate family at reduced cost.

Use of in-house PCs for ICDL. Invigilation of ICDL exams.

Guidance on accessing language course funding from HQ GSO.

Signposting to resettlement resources and liaison with HQ GSO Resettlement Clk.

Loan of Dutch and German self-study language packs.

Provision of external courses such as Lifeworks and Mental Health First Aid.

Invigilation of some university exams.

Guidance with SLC and ELC.

The e-Learning Centre office is in EJSU Building H-603 (ground floor).

Working hours: Mon-Fri 0900-1400 hrs

Tel: + 31 (0) 45 526 3455



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FINANCE & LEGAL

Banking

You can open a Dutch bank account when you are assigned to NL. It can be difficult to enter a Dutch mobile phone or internet contract without a European bank account.

There is a wide range of banking options available including online banks – as with the UK, the number of physical branches of banks has decreased in the Netherlands and you may want to think about the distance you are prepared to travel should you need to go to your bank. Once you've opened an account, as in the UK, most business can be conducted online or over the phone. Please be aware that it can take several weeks to get an appointment to open an account with those banks who require an 'in person' appointment. It is worth trying to book this before you arrive.

[Expats can finally open a bank account without a BSN \(iamexpat.nl\)](#)

If you already have a Euro bank account, it is not necessary to open a Dutch account, the Single Euro Payment Area means that you can make cashless payments (including direct debits) in any country in the SEPA - [Single Euro Payments Area \(SEPA\)](#).

You should also consider the notes on credit / debit cards below.

Credit & Debit Cards

The Dutch have a different definition of credit and debit cards than we do in the UK. Here it is only the Maestro card which is classed as a debit card. UK debit cards are classed as credit cards here and while they are accepted in most large retail outlets, petrol stations, hotels and restaurants, there are some significant exceptions to this; it is worth checking before making purchases. Smaller establishments (e.g., vets, repair garages) may also not accept them, however, it is usually possible to pay by 'factuur' (invoice) and pay by bank transfer. The Maestro card is being phased out, which should lead to UK-style debit cards being accepted more widely.

It is also possible to withdraw cash with a UK credit/debit card from a large network of ATMs, but a charge may be applied; please check with your bank first.

Legal Support

For overseas matters: Guidance on overseas lawyers can be obtained from the Foreign and Commonwealth Office (FCO) published List of Lawyers Abroad.

[Professional services if you are abroad - GOV.UK \(www.gov.uk\)](#)



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Brunssum - Pets

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PETS

Pets & Registering Dogs

If you want to bring a dog, cat or ferret to the Netherlands from Great Britain:

- the animal must be at least 15 weeks old.
- The animal must be microchipped.
- The animal must be vaccinated at 12 weeks old.
- After the animal has been vaccinated against rabies, you must wait 21 days before bringing it to the Netherlands.
- The animal must have a valid Animal Health Certificate, or Pet Passport which has been issued in an EU country.

Speak to your vet at least 4 months in advance of relocation for up-to-date information and advice.

Here are some useful links to get the current guidelines;

<https://english.nvwa.nl/topics/travelling-to-the-netherlands-with-your-dog-or-cat>

<https://www.gov.uk/take-pet-abroad>

Apply for a Pet Passport in the Netherlands

You can either register with the municipality of Heerlen or use the booking system at JFCBS to obtain a BSN (unique number) or book an appointment at JFCBS using the booking system:

Gemeente in Heerlen: [click here to make an appointment](#)

Telephone: +31 (0)45 560 5040.

JFCBS Scheduling Portal: [Schedule Appointment with JFC Brunssum Services Scheduling Portal \(acuityscheduling.com\)](#).

Once you have a BSN, make an appointment in the same way to apply for a Digital Identification ([DigID](#)). You can then request a [UBN](#) from RVO (Netherlands Enterprise Agency). Request a UBN from RVO. If you have a [DigID](#), you can arrange this via the App. Otherwise, send an email to: ienrdieren@rvo.nl with your request; include the fact that you are NATO Personnel, BSN and your home address. A form will be emailed to you; complete and return then a UBN will be provided within 5 working days of receipt

The fee for UBN for non-commercially kept dogs is €19.

Once UBN has been received, take your dog and vaccination record to a vet to obtain a pet passport.

NATO personnel are exempt from paying Dutch Dog Tax. Should you receive verbal or written communication requesting payment, please contact the HNLO via:

GSO-EJSU-Netherlands-NSE-Mailbox@mod.gov.uk



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Brunssum – Postal Services

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Postal Services & Service Clothing Orders

Inbound and outbound mail services and the ordering of uniform are facilitated and managed by Central Registry, which is situated in Building H-603.

Please contact us with any enquiries regarding postal services through British Forces Post Office (BFPO) 28.

Telephone +31 (0) 45 526 2231

GSO-EJSU-Netherlands-CentralReg@mod.gov.uk

Working hours: Mon/Wed/Fri 0900-1400 hrs Tue/Thu – 1200-1400 hrs

All arriving personnel are required to complete a registration card, to ensure correct and timely services. Also, all personnel are required to provide a forwarding address on departure as part of the clearance process. Mail is redirected for a period of 6 months, after which it is returned to sender.

The correct address for BFPO designated mail is:

Name

Section

Brunssum

BFPO 28

BF1 2AH – may be required additionally for some senders/ merchants

NB: Do not designate mail intended for BFPO 28 to Netherlands, as it will enter the NL postal system, may be delayed or lost and the recipient could incur NL Customs charges.

NB: All parcels designated for BFPO 28 and parcels sent from BFPO 28 should have a CN22 Customs Declaration attached by the sender. Failure to do so may result in the item being refused into the BFPO system and returned to sender.



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BFPO Mail Receipt/Dispatch

All postal services offered by BFPO are maintained under and in accordance with JSP 367 [JSP367 Part1.pdf](#)

Mail addressed to BFPO 28 is delivered by contracted courier 2-4 times weekly.

The target delivery timescale to BFPO 28 is within 5 working days of receipt at BFPO London (RAF Northolt).

Once mail is received in Central Registry, personnel who have parcel mail are contacted as soon as possible by email, using the designated address given at registration/ arrival.

Outgoing BFPO mail is sent to BFPO London on Tuesday and Thursday each week, via Ayrshire Barracks, Monchengladbach and Sennelager BFPO (16), Germany. Please be advised that because of the routing, outbound mail can take 1-2 weeks to reach destination.

Online shopping

The BFPO receives store parcels and accepts returns for most online shopping companies from UK.

UK-style shadow postcodes have been assigned to BFPO numbers to enable easier ordering of items online. The shadow postcode for BFPO 28 is BF1 2AH.

Sending Mail

U.K. stamps are required in order to send letters and parcels. These are not available in the Central Registry. These can be purchased from UK or in person at the BFPO at SHAPE (BFPO 26).

Please note there are no facilities to send any recorded mail from BFPO.

Mail may also be sent by PostNL or via German Postal Services Deutsche Post (a subsidiary of DHL). Both services have an easily accessed range of online purchase options for both letters and parcels.



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Uniform Orders

The nearest Clothing Supply Point is SHAPE and clothing may be ordered directly through the portal [DOB-GSO-CD - PowerApps](#)

Telephone contact numbers are 0032 47058 x 1097/0958/1058

The Tailor at SHAPE does not always require an appointment to attend for measuring services etc.

Telephone number is 0032 6544 7075 x 2892

Opening hours are Mon-Thurs 0900-1200, 1300-1700

The Brunssum MT Driver makes regular trips to SHAPE to collect items.

Once ordered items are received in registry, we will email WRT collection.

Please contact us in case of difficulty in opening links and we can easily send the information to you by email.



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VEHICLE ENTITLEMENTS

An entitled person is eligible for import tax exemption for as many vehicles as they bring into the country if those vehicles remain in their possession. If an entitled person chooses to sell any of those vehicles after arrival, they may be subject to the import tax levy.

A member is entitled to road tax exemption for the first TWO Privately Owned Motor Vehicles (POMVs), regardless of type, registered within the system.

An entitled person may purchase ONE tax-free POMV (specifically, entitled person will receive VAT refund after registration is complete), regardless of type from a Customs-approved merchant every 12 calendar months. Any additional new vehicles purchased within the 12-month period will be subject to VAT.

An entitled person is entitled to a fuel rebate for up to 150 litres per month.

To find out more about your entitlement to Tax Free vehicle purchases and registration please visit the Customs and VAT office co-located with the Passes and Registration Office.

Service Personnel assigned to The Netherlands who have purchased a tax-free vehicle are to note that under current HMRC regulations, for onward assignments from Overseas to Overseas where you would prefer not to take the vehicle with you (i.e. USA, Cyprus, Rest of Europe) it cannot be placed into storage/left in the UK without incurring Import duty and VAT. Service Personnel who have utilised this service are strongly encouraged to engage with GSO GEO J1 - GSO-GEO-CI-GPMailbox@mod.gov.uk for guidance, prior to accepting another overseas assignment.

TRAVEL & TRANSPORT

Driving In NL

It is recommended that all drivers complete a European Highway Code Matrix Test for Driving in Europe, within 30 days of arrival. This can be found at: <http://bfgnet.de/matrix/index.php>. There are some interesting 'right of way' rules and this will help you to understand them.

It is advisable that all vehicles have a portable red reflective triangle, high visibility vest, fire extinguisher and first aid kit in the boot. If a car is stopped for any reason, the triangle must be placed 200 metres behind it if on the motorway and 100 metres behind it on all other roads. Please ensure you know what to do if you are involved in an accident.

A useful source of information is at:

<https://www.rac.co.uk/drive/travel/country/netherlands/>

Vehicle Registration

Vehicle registration onto Dutch plates is through the Passes and Registration office. This is to be completed within 28 days of arrival.



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UK Sticker Requirement

All **POV (Personnel Owed Vehicles)** with UK Plates require UK stickers from 28 September 2021, these stickers replace the GB stickers previously required.

So What

SP is posted in on assignment to a Host Nation in Europe, they will need to have an UK Sticker on their vehicle.

This also applies to SP that are at the end of their assignment and have handed back their Host-Nation vehicle Plates and put their UK Plates back on.

If you are driving a vehicle with a UK registration plate without a UK sticker, you could face a penalty fine.



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Fuel Card

All SP are entitled to 150 litres of tax-free fuel per calendar month; this is per SP, not per family car or per family member.

After your vehicle is registered, you will receive details on the process of applying for a FORAX card. You use the card at Esso or Shell stations in NL depending on which one you choose on your initial registration to purchase your fuel. Approximately 7 days after purchase the fuel payment (minus tax) will be taken from your bank account by direct debit. You may also claim manually. Please speak to the Customs office about how to do this.

Car Seats in NL

Dutch law states the following:

- Babies up to 13 kg (28 lbs) must be in a car seat in a backwards position.
- Children 13-18 kg (28-39 lbs) must be in a forward-facing car seat.
- Children 18-36 kg (39-79 lbs) must be in an adapted car seat using normal seatbelt.
- Children measuring less than 1.35 m must be in an adapted car seat.

[Rules for child car seats | Business.gov.nl](#)

Parking in NL

Parking in town centres is controlled by parking meters, or is free in 'blue zones' by using a special disc (showing the time of arrival), which can be bought from supermarkets, newsagents or tobacconists.

Be vigilant for temporary signs left by the commune to indicate that the road needs to be kept clear for road works etc.

Do not park a vehicle within 15 metres of tram and bus stops.

Winter Driving

Useful sources of information on winter driving (including tyres, particularly in Germany) can be found at:

<https://www.uniroyal-tyres.com/car/tyre-guide/winter-care/winter-tyres-mandatory>

<https://www.rac.co.uk/drive/travel/driving-abroad/winter/>



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International Driving Permit (IDP)

You do not require an IDP to drive in The Netherlands.

Priority to the Right

'Priority to the right' is practiced in NL. This means you must yield to traffic on your right. Often there are no designated signs at an intersection – you need to look out for painted triangles on the road to show whether you need to give way. At smaller junctions in towns, red coloured tarmac on the road indicates a junction where you must give priority to traffic on the right. The priority in a roundabout is given to those currently in the roundabout.

For more information on road signs:

www.traffic-rules.com/en/netherlands/traffic-signs/mandatory

Drink Driving

Dutch laws on alcohol and driving are strict. It is an offence to drive with a blood alcohol level of 0.05% or above (0.02% if a licence holder for less than five years). This lower limit also applies to people under the age of 24 who drive mopeds, motorised bicycles and scooters. Police automatically test the breath of *anyone* involved in a traffic accident.

Low Emission Zones

Many cities have introduced Low Emission Zones. Check online before you travel as you may be required to buy a permit or be restricted in where you can drive.



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Cycling in NL

Riding your bike in Netherlands requires you to have a road worthy bike with lights, reflectors, brakes and a bell to alert pedestrians that you are coming.

www.holland-cycling.com/tips-and-info/safety/road-signs-for-cyclists

Cyclists enjoy significant legal protection in NL; they usually have the right of way over vehicles. Be considerate – don't pass unless it is safe to do so.

Airports

Brunssum is well-served by international airports:

Maastricht Airport - 15 km

Dusseldorf Airport - 67 km

Eindhoven Airport - 70 km

Cologne (Köln) Airport - 82 km

Brussels Airport - 105 km

Rail

There is an excellent rail network in NL for domestic and international travel. The nearest railway station is in the centre of Heerlen.

For details, please refer to www.ns.nl/en

Buses

Brunssum and Heerlen are well supplied with bus routes.

For detail, please refer to www.9292.nl

Travel Insurance

While EJSU Brunssum cannot advise on specific policies, SP and dependants are strongly advised to obtain travel insurance.

The EHIC has now been replaced with the GHIC. You can apply for a GHIC here: [Apply for a UK Global Health Insurance Card \(GHIC\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/apply-for-a-uk-global-health-insurance-card-ghic)



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Brunssum - Visitors

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VISITORS

Visitors - SSFA or SSLA

Please notify visits over 28 days by non-dependants to the EJSU Brunssum Chief Clerk.

Visitors – Healthcare

Prior to travel, visitors should obtain a free UK Global Health Insurance Card (GHIC) from at the link below and have valid travel insurance. Please remind any visitors to bring enough medication to cover the duration of their stay.

[Applying for healthcare cover abroad \(GHIC and EHIC\) - NHS \(www.nhs.uk\)](http://www.nhs.uk)

Visitors – Accident & Emergency

In an emergency dial 112.

If your visitor needs to be seen urgently out of hours (1700-0800 hrs) call Nightcare Heerlen on +31 (0) 45 577 8844. By calling first you will avoid lengthy waiting times.

Non-Emergency Care

Should a visitor genuinely require non-emergency care, please contact your GP. A cost may be incurred, which is why it is vital that visitors have travel insurance. Pharmacies are widely accessible and English is usually spoken to an excellent level. For more information please contact the CEP.

UK Welfare Accommodation

Limburg House is the UK welfare house in Heerlen:

3 bedrooms, (sleeping 6 + 1 infant), 1 bathroom, TV, DVD player, Wi-Fi, free parking, washing machine, tumble dryer, bedding provided.

Prices from €10 - €20 per night.

No Pets and no smoking allowed.

For bookings please contact limburghouse@gmail.com

Note: Although Limburg House can be used by visiting family and friends, its primary purpose is to provide welfare support to Brunssum SP and their families. Visitors may therefore be asked to vacate the property early if it is required for urgent welfare cases.

Access to JFC Brunssum

Visitors can be signed onto camp by either a Service Person or immediate family. They will need their passport and the contact details of the Service Person's office (building number and telephone ext)



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Notification of Assignment Out

The trigger for your assignment out will be an Assignment Order; this will come to you via your JPA workflow and will also be copied to the Chief Clerk. Ensure you print your Assignment Order and take several copies. Your Assignment Order number can be found at the top left-hand corner and is annotated as ID. This Assignment Order number is essential for completing many of your Assignment Out tasks.

The NSE will send you an email covering the following detail

Link to Agility for your removals.

Link to apply for SFA using an e1132.

Application for Disturbance Expense.

Application for travel on assignment.

Notification of relocation leave.

Advance of Pay.

The Assignment Out process must be completed by the SP with assistance from J1.

Agility – Personal Effects (PE) Removals System

Using the link below, you will need to arrange the movement of your belongings (Personal Effects); the webpage also works as a guide book and has references to policies you will require. Once you have completed the online form, print and sign then bring it into J1 where HoL or the Chief Clerk will be the approval signature required on the form before sending it to Agility. Agility will then assign your removals to a removal company who will be in contact to arrange a video call and confirm the dates you have requested for collection and delivery. Please note you are not guaranteed the dates request on the application through Agility.

https://grms.agility.com/external/agilityLoginLoad.do?section=WELCOME_

For full details on entitlement please see;
JSP 752 Chapter 12 Para 12.0419 Movement of PE

Disturbance Expense (DE)

This is applied for via JPA Self Service (not as an expense) and can be claimed up to 45 days before date of Assignment Order. The amounts can be found in JSP 752 or on the notice boards in J1; the rate paid is based on your future assignment and not your current, so if you are returning to the UK from overseas you will receive the UK rate of Disturbance Expense. Once submitted on JPA the workflow will be forwarded to Chief Clerk for approval. Once approved this will be paid in your following monthly pay depending on payroll cut-off dates.



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Travel and Subsistence on Assignment

You are entitled to travel at public expense between assignments; this is booked by completing an Annex D HQ GSO Travel Authorisation Form with your requirement of hotels and travel means to your next assignment. SNR or UK OF-5 approval is required on the Annex, then forwarded to HQ GSO Travel Cell who will return with part B of the Annex complete which will inform you of your entitlement. The Travel Cell will book and prepay for sea crossings, but all other costs fall on you to be claimed back via JPA Expenses at your new unit. You are entitled to claim an advance of subsistence; for more details contact J1.

Relocation Leave

All SP are entitled to 10 days relocation leave when returning to the UK from overseas; this is added to your balance once J1 receive your Assignment Order. Relocation Leave is to be taken before joining your new unit; where this is not possible you will have to enter an agreement with your receiving unit. This is applied for in the same way as Individual Leave but ensure you select Relocation from the options before submitting to avoid using your ILA Balance. Please note, LOA ceases on the day before the date of departure from the LOA area. For further information check JSP 752 v58 Ch 9 Sec 7.

Advance of Pay

When assigned to the UK or to another Overseas Location you are entitled to an advance of up to 4 months pay to help with the initial setting up costs of the assignment. The advance is paid back over a maximum of 12 months. This is claimed by completing JPA Form E004 and returning to J1 to action. The advance will show in your next monthly pay, depending on payroll cut-off dates.

e1132 - Service Family Accommodation

If the Service Person is returning to Service Family Accommodation (SFA), they must complete a MOD e1132 form by following the link below via MODNET only. Once the application has been submitted you will receive notifications of what SFA is available at your new assignment for you to select. You will also have the option of selecting a march in date.

<https://e1132.domis-r.r.mil.uk/e1132/>



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Clearance Certificates

J1 will issue you with Clearance Certificates which are a mandatory requirement to complete before you leave Brunssum. There are two Clearance Certificates; one produced by NATO and one by J1. The J1 Clearance Certificate has been simplified and you will note many of the sections are content with an email of clearance rather than a face-to-face visit. Both Clearance Certificates must be returned to J1 as part of your assignment out process.

NATO Travel Orders

NATO travel orders have an expiry date however it is recommended for personal security reasons that these are destroyed on return to the UK.

National Insurance (NI) Credits

For spouses who accompanied their partner overseas it is possible to apply for NI credits, which help fill the gap accrued during an overseas assignment. Class 1 credits can be applied for any overseas posting after 6 Apr 10, but there is a time limit. Class 1 NI credits count towards your State Pension and may help you qualify for some other benefits, for example new style Jobseeker's Allowance and new style Support and Employment allowance. This process must be completed prior to leaving the overseas location. For more information visit www.gov.uk/guidance/national-insurance-credits, HoL can complete the second section.

NATO ID Cards

All NATO ID cards must be returned as part of the out-processing procedure.

DIO

On receipt of your assignment order you should contact DIO to arrange your SSFA and SSLA March out Pre-March Out Advisory Visit (PMOAV); the PMOAV should take place approximately 6 weeks prior to the March Out.

Cindy McMahon:

Email: Cindy.Mcmahon108@mod.gov.uk

Tel:+31 (0) 45 526 3011



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Importing a Private Vehicle to the UK

PLEASE READ [20240306-PERSONAL EXPORTS-O.DOCX \(SHAREPOINT.COM\)](#)

Please use the link above to check the regulations regarding the export of vehicles back to the UK.

HMRC

All vehicles that are being returned to the UK are required to have a NOVA application completed.

Under no circumstances are members of HM Forces to complete the HMRC online application.

For guidance, please contact GSO-GEO-CI-GPMailbox@mod.gov.uk in the first instance.

You are strongly encouraged to start this process at a minimum of 28-days prior to departure.



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DVLA

Once HMRC NOVA confirmation is received, you can proceed to register your vehicle with the DVLA using form V55/5. For vehicles in excess of 3 years old, a MOT must also be carried out prior to the Form V55/5 being sent. To MOT the vehicle please request that the inspecting station use the vehicle chassis number as opposed to the European vehicle registration number. The Form V55/5 can be downloaded from the DVLA website:

[application-for-first-vehicle-tax-and-registration-of-a-used-motor-vehicle.pdf](#)

The fields on the example V55/5 that are not completed are not essential and intentionally blank. If you have the information feel free enter it, but the areas marked with crosses must be completed.

Once the V55/5 has been completed, the MOT successfully passed **and the vehicle insured for the UK**, please send the form, including the supporting documentation to the following address (you are strongly advised to use recorded delivery):

Specialist Registration Team
Floor D11
DVLA
SWANSEA
SA6 7JL

It usually takes between 5 to 14 (working days) for DVLA to process your application but depending on backlog has taken in excess of 45 days.

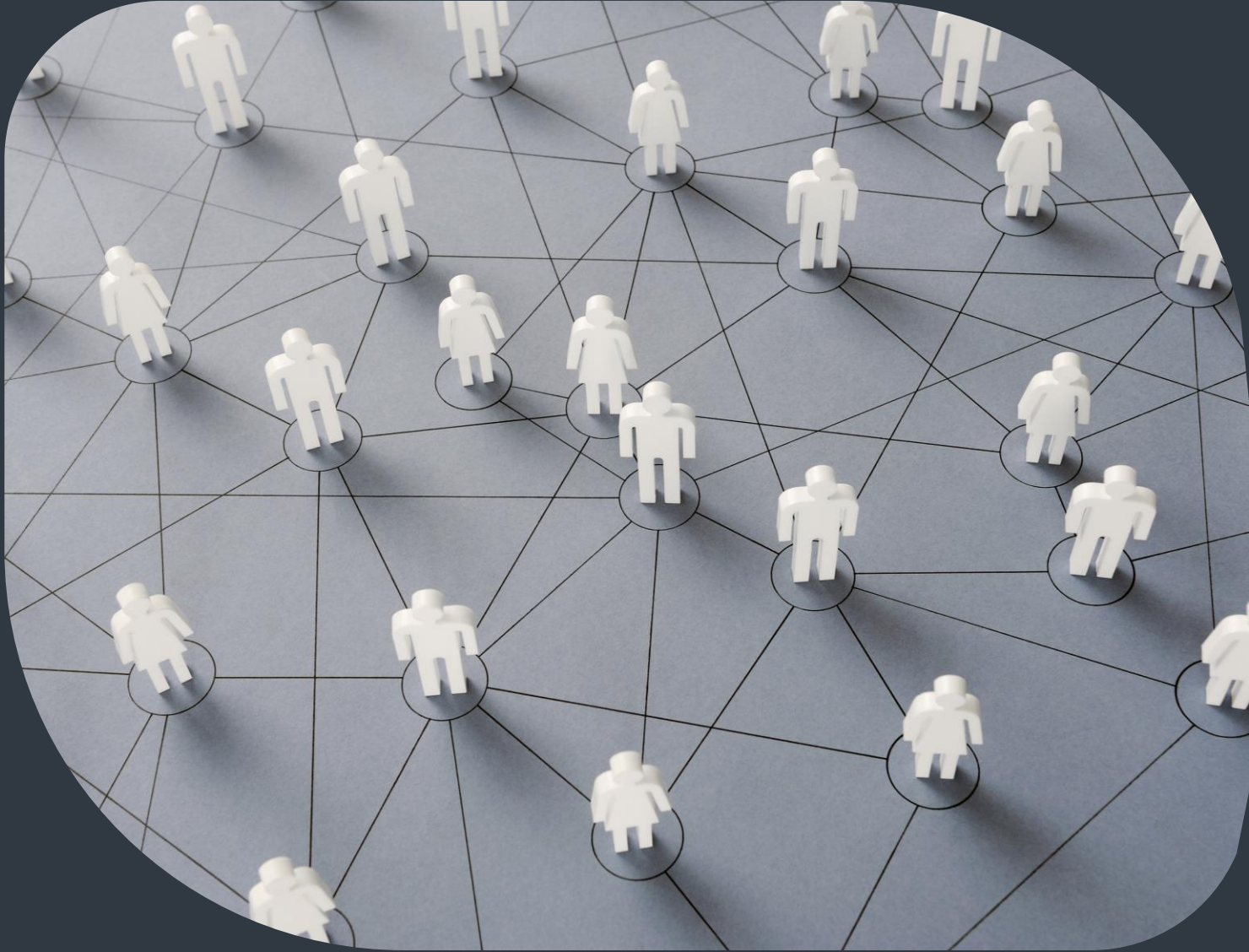
Once the V5 is received, the UK plates are to be fitted to the vehicle (The VRN is likely to be the original UK registration number if previously registered).



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GSO EMPLOYMENT

Employment opportunities for immediate family members are predominantly within NSE Netherlands and AFNORTH International School. As vacancies arise, they are advertised on the HIVE Blog and Community Social Media platforms.

HOST NATION EMPLOYMENT

Resident family members of JFC Brunssum personnel may register with local authorities to work on the Dutch economy, either employed or self-employed. They may be subject to Dutch tax regulations and will need to discuss this directly with the prospective employer or local authority.

TRADING FROM MOD ACCOMMODATION

Permission must be gained from GSO and Defence Infrastructure Organisation (DIO) before individuals can trade from home. Guidelines on Trading from Service Families Accommodation are contained within JSP464 which can be downloaded from MODNET.

dio-brunssum-generalenquiries@mod.gov.uk



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Brunssum – Useful Local Information

LOCAL AREA INFORMATION

RECYCLING

The Dutch are a very environmentally conscious nation.

Recycling (PMD) bags can be collected from information points in most supermarkets.

Compostable food bags can be purchased in supermarkets .

Bottle banks are widespread and easily accessible. Empty plastic bottles & cans can be returned to supermarkets through a dedicated machine; this will produce a receipt which when presented at the till, will return the deposit paid on the original full bottle

For more information on recycling please contact DIO - dio-brunssum-generalenquiries@mod.gov.uk

Brunssum – Useful Contacts and Local Phrases

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Useful Contact Numbers

Police, Fire Ambulance 112

Duty Officer on +31 (0)65 152 0896

Military Police/Security +31 (0)45 526 2616

CEP Administrator +31 (0)45 526 2497

CLO Office +31 (0)45 526 2615

DIO Helpdesk DIO-Brunssum-Helpdesk@mod.gov.uk

DIO Emergency Out of Hours - contact Duty Officer on +31 (0)65 152 0896

Dutch Medical Centre 0889 502 717 #3

EJSU Chief Clerk +31 (0) 45 526 2485

EJSU HoL +31 (0) 45 526 2506

European Welfare Officer +32 (0)478 97 02 80

Health Visitor +32 (0)65 44 58 24

HIVE +31 (0)45 526 2891

Joint Casualty and Compassionate Centre (JCCC) 0044 1452 519951

HQ JFC Main Gate +31 (0)45 526 4041

Padre +31 (0) 619 717 422



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Brunssum – Useful Contacts and Local Phrases

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ENGLISH – DUTCH TRANSLATION

English is widely spoken in NL and many Dutch bookshops stock English-language titles.

EVERY DAY WORDS	
Hello	Hallo (hah-low)
Hi	Hoi (Hoy)
See you later/Bye	Tot zien (toat seens / Hoi (hoai)
Good morning	Goedemorgen (khoo-der-mor-khern)
Good afternoon	Goedemiddag (khoo-der-mi-dakh)
Good evening	Goedeavond (khoo-der-aa-font)
Good night	Goedenacht (khoo-der-nahkht)
How are you?	Hoe goot het? (Hoo khaht ut)
I'm very well, thank you	Goed / Heel goed (khoot/ hayl khoot)
Yes	Ja
No	Nee
Please	Alsjeblieft (als-yer-bleeft)
Thanks	Bedankt (ber-dahnkt)
I'm sorry	Neem me niet kwalijk (naym mer neet kvoa-lerk)
Sorry	Sor-ree



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Brunssum – Useful Contacts and Local Phrases

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ACCOMODATION – At the hotel

Do you have a free room?

Heeft u een vrije kamer?

Do you speak English?

Spreekt u Engels?

I do not understand

Ik begrijp het niet

DIRECTIONS

Left

Links

Right

Rechtsaf

Opposite

Tegenover

Straight on

Rechtdoor

Traffic lights

Verkeerslichten

Roudabout

Rotonde

Crossroads

Kruispunt



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EMERGENCIES	
Help	Helpen
Fire	Brand
Please go away	Ga alsjeblieft weg
I'll call the police	Ik bel de politie
It's urgent	Het is urgent
I'm lost	Ik ben verwaald
I've lost	Ik heb verloren
My passport	Mijn passport
My car keys	Mijn autosleutels
I've had an accident	Ik heb ongeluk gehad



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Brunssum – Useful Contacts and Local Phrases

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HEALTH	
I need	Ik heb nodig
A doctor	Een dokter
A telephone	Een telefoon
An ambulance	Een ambulance
An interpreter	Een tolk
Where is the hospital	Waar is het ziekenhuis
I'm allergic to pencillin	Ik ben allergisch voor penicilline
I am	Ik ben
Diabetic	Diabetisch
Ashmatic	Astmatisch
A dentist	Een tandarts
It hurts here	Hier doet het pijn



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EATING OUT	
Breakfast	Ontbijt
Lunch	Lunch
Dinner	Avondeten
I have booked a table	Ik heb een tafel gereserveerd
A table for four, please	Een tafel voor vier alstublieft
May I have	Mag ik hebben
The menu	Het menu
The Bill	De rekening
I would like	Ik zou graag willen
Some bread	Wat Brood
Some beer	Wat bier
Some wine	Wat wijn



Strategic
Command

Brunssum – Useful Contacts and Local Phrases

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AT THE BANK	
Change	Wisselgeld
Money	Geld
I would like to change my English money into Euros please	Ik zou mijn Engels geld willen omwisselen in euro's alstublieft
How much money	Hoeveel geld?
I have a credit card	Ik heb een creditcard
The nearest Bank	De dichtstbijzijnde bank



Strategic
Command