



Top 10 Things to do before moving to the Benelux

1. **Request a Sponsor** - It is imperative that personnel assigned to the Benelux have a sponsor appointed by their gaining unit so they can ask the necessary questions and be fully acquainted with what to expect.
2. **Visit the Military Installation Website** - <http://www.militaryonesource.mil/> and access the installation of your choice. Installation Contacts, Installation Overview, Major Units, Services provided and more can all be found on this website.
3. **Command Sponsorship/Passport** - Make sure your spouse/family has command sponsorship. Also, for Military it is OK to enter the host country with ID and orders (check "Foreign Clearance Guidance" at your HR Office) but for travelling purposes it is highly recommended to obtain a Tourist Passport before departing the USA. Dependents need a "No-Fee" passport and must have a Tourist Passport for travelling purposes in Europe. For additional information and clarification contact the Military Personnel Division of the Benelux 011-32-68-27-5998 DSN 314-361-5998
4. **Stateside & International Driver's License** - Make sure yours as well as your Family Member's Stateside Driver's Licenses are renewed so that they will not expire while you are overseas. For International Driving Permit contact the SHAPE Transportation Driver testing Branch at 0032-65-326543.
5. **Hotel reservation** - For Brussels contact the housing office TLA section who will provide you the necessary information 011-32-2-717-9731 DSN 314-368-9731 usarmy.brussels.imcom-europe.list.dpw-housing@mail.mil
For SHAPE/Chievres community on official travel orders, reservations may be made 180 days in advance of arrival at 011-32-68-26-7111/6704 DSN 314-361-7111/6704 usarmy.benelux.imcom-europe.mbx.hotel-reservatinos@mail.mil
For Schinnen contact your sponsor to make arrangements at local hotels.
6. **Set up CMR Box** - Inbounds must be within 90 calendar days of arrival to set up a box in advance. The sponsor stops by the APO with a set of orders of the incoming personnel and an advanced assignment receptacle will be issued. If no sponsor is available, the requesting member themselves may scan a copy of the orders (for Brussels) to usarmy.brussels.imcom-europe.mbx.dhr-apo@mail.mil & (for SHAPE/Chievres) to usarmy.benelux.imcom-europe.list.dhr-post-office@mail.mil and a receptacle will be issued. To obtain a postal box in Schinnen via online at: <http://www.usa.schinnen.mil/local/postal.asp> or at <http://www.eur.army.mil/>

7. **Housing information** - For Brussels contact the Housing Office In Processing section who will provide you the necessary information 011-32-2-717-9734 DSN 314-368-9734 usarmy.brussels.imcom-europe.list.dpw-housing@mail.mil
For SHAPE/Chievres contact Housing Office at 011-32-65-32-6393 DSN 314-366-6393 usarmy.benelux.imcom-europe.mbx.dpw-housing@mail.mil
For Schinnen contact the Housing Office at 046-443-7287/7340/7449/7222 or <https://www.homes.mil/homes/DispatchServlet/HomesEntry>
8. **Health Records/ School Records/ Educational Records/EFMP Records** - If leaving from a military installation, export CYS paperwork for dependent children including valid immunization forms. Hand carry immunization records/important medical records and school records. Do not ship these items.

Ask your current school for a copy of your child's complete educational records. Be sure to get a copy of your child's latest Individual Education Plan (IEP) and Individual Family Service Plan (IFSP) if your child is enrolled in the Early Developmental Intervention Service (EDIS). Contact the School Liaison Officer for more information on transitioning.

The EFMP is a mandatory enrollment program, based on carefully defined rules. If applicable, please ensure that you have your EFMP medical enrollment form (DA form 2792) or EFMP educational enrollment forms (DA form 2792-1) from your local health center and/or school.

9. **Pets** - If you will be bringing pets make sure to consult the "Shipping Pets" tab on the Brussels, SHAPE, or Schinnen Military Installation Website.
10. **Employment** - While there are some employment opportunities for spouses in the Benelux, there are far fewer than what you may be used to. Contact the ACS Benelux Employment Readiness Program Manager for further assistance at 011-32-65-32-6815

For more information contact the **Brussels Relocation Manager** at 011-32-2-717-9729, the **SHAPE Relocation Manager** at 011-32-65-32-6817 or the **Schinnen Relocation Manager** at 011-31-46-443-7512.

