

POSTING ORDER ADMINISTRATIVE INSTRUCTIONS – SHAPE - BELGIUM

1. **Movement.** Movement is to be in accordance with Part 1 of JSP 800 (Defence Movements and Travel Regulations).
2. **Travel Under Private Arrangements.** Should the individual wish to travel under his/her own arrangements, an application is to be submitted in accordance with JSP 752 Chapter 4 – a cost comparison will be actioned by the Claims Office to ensure correct entitlement.
3. **Action by Losing Unit.**
 - a. **Warning.** Warn the individual without delay and advise him/her that the details contained in this Assignment Order may be subject to change in the interest of the Service. Ensure that he/she has received a copy of this posting order. If married, arrange for family movement, as required, in accordance with current regulations.
 - b. **Change in Circumstances.** Any circumstances which prevent this order being executed on the correct date are to be reported at once to this MCM Div and the CO of the receiving unit. The date of posting may be varied by up to 28 days either side of the arrival, in agreement with the receiving unit. However, this MCM Div is to be informed of the new date.
 - c. **Documents.**
 - i. Personal documents are to be sent to the **Army/Royal Navy/RAF Desk, UAO, UKJSU SHAPE, BFPO 26.**
 - d. **Clothing and Equipment.** Dispatching units are to ensure that accompanied baggage includes the full scale of Service clothing and equipment in accordance with JSP 336, Vol 12.
 - e. **Funding.** All personnel are entitled to an Advance of Pay when Assigned to a new Unit. This can be up to a maximum of 30 days net pay – the advance will be repaid within 12 months although an individual may elect to pay off the debt more quickly if they choose. JSP 752 Chp2 Sect 5 refers.
 - f. **Relocation Leave.** Relocation Leave is granted to personnel posted between theatres on non-operational tours of duty. On posting between theatres for a normal tour, 10 working days Relocation Leave may be granted. Relocation Leave is to be taken as the last working day prior to reporting at the new duty station. Commanders, at their discretion may grant additional leave to individuals between postings with a single working day to be regarded as the mandatory minimum for inter theatre postings. JSP 760 refers.
 - g. **Education of Service Children.** Those personnel who require advice and information of the education of children within UK, or who experience difficulty in obtaining a place in the school of their preferred choice should contact HQ SEC(UK), Trenchard Lines, Upavon, Pewsey, Wilts SN9 6BE (Tel: 01980-618244 – fax 8245) E-mail: mod.sce.uk@gtnet.gov.uk.
 - h. **Special Educational Needs.** If on posting overseas you have a child that has

Special Educational Needs, either in mainstream schooling or elsewhere, or you consider that your child may require additional educational care, you should contact HQ SCE, BFPO 40 (Tel: 0049-2161-9082319 or mil 94867-2319). You are also reminded that you are obliged by AGAI 108 to inform your chain of command that you have a child with Special Needs so that your Record of Service can be updated. This ensures that your career management staff do not post you to an area that cannot provide effective support for your family.

i. Medical Care.

(1) Special Medical Conditions. If you are posted overseas and a member of your family is receiving specialist medical care for a medical condition, special medical clearance may be required. This process may take some time and you are advised to complete F/Mov/564 as soon as possible. The appropriate forms will then be sent to you.

(2) European Health Insurance Card (EHIC). If posted overseas (less Germany), personnel and their dependants are to be in possession of an EHIC that will provide the equivalent medical cover provided by the NHS in UK. A 'Health Advice For Travellers Booklet' is available from any Post Office. Health related travel advice is available via www.dh.gov.uk/travellers or by telephone +44 (0)20 7210 4850 (Mon – Fri 0900 – 1700 hrs UK time).

j. Notifying DHE/Housing Authority. In order that housing staffs can know what stock is available and give as much notice to new occupants, all those who occupy Service Family Accommodation (SFA) are required to inform their local DHE(UK) or SSO(NI/Overseas) office of their intended march-out date within 14 days of receiving their posting orders. If extended in post or employed at the same duty station they must also advise their current housing authority of these changes.

4. Action by Receiving Unit.

a. On arrival the individual is to visit their Single Service Desk and complete the full arrival routine in the presence of the HR Administrator – ensuring that JPA is updated ie Emergency Contact details.

5. UKJSU SHAPE.

a. Travel Under Private Arrangements. The official means of travel between UK and Belgium is Eurostar, refund of expenses is limited to half of the Flat Rate Refund (FRR).

b. Service Families Accommodation (SFA). Applications for SFA are to made on MOD F 1132 to OC FH, UKJSU SHAPE, BFPO 26. Occupation can be up to 14 days in advance of your assignment date, dependent upon SFA availability.

c. UKJSU SHAPE Arrivals Pack. On receipt of your Assignment Order, the UAO at SHAPE will send you an Arrivals Pack that contains detailed information on a very wide range of subjects, including forms specific to SHAPE.

d. Vehicles.

(1) Export. If you intend to take your UK registered vehicle to Belgium, you must apply to DVLA Swansea for a Certificate of Export (V561), quoting the date the vehicle will leave UK. Application is made on Part C of the Vehicle Log Book (V5) or on the form V756 available from Vehicle Registration Offices, or from the Customer Enquiry Unit, DVLA, Swansea SA99 1BL (Tel 0870 240 0010). Applications should be made 2 months before departing the UK. The Certificate of Export is required to register your vehicle with SHAPE Vehicle License Office, which must be completed within 7 days of arrival.

(2) Car Under 10 Years Old. A car less than 10 years old must have GB or EU Type Approval. The detail is shown on the V5 Log Book or on a Certificate of Conformity. This can prove to be a problem with vehicles imported from Cyprus or N America.

(3) Insurance. Early advice should be sought on car insurance as only a limited number of UK Insurance Companies provide cover for personnel resident in Belgium.

(4) Tax Free Vehicles. The rules regarding Tax Free vehicles at SHAPE can be very complex and early advice should be sought via OC LS, UKSU SHAPE on 0032 6544 2697 (Civ) or 9205 423 2697 (Mil). If ordering a new vehicle, ensure that security window etching is of the chassis number, not the UK registration number.

(5) Vehicle Safety Aspects. Before departing the UK, ensure your vehicle has a warning triangle, first aid kit, fire extinguisher, hi-visibility vest and continental headlights or temporary headlight deflectors.

e. Education for Children of Secondary School Age. Personnel with children of Secondary School age should be aware that there are 3 options open to them:

(1) Boarding School in the UK.

(2) Weekly boarding at Windsor School (JHQ Rheindahlen).

(3) SHAPE International School (Belgian, German or US Sections). In most cases these sections will not be suitable for children approaching GCSE but, they may be an option for children aged 11-13 who prefer not to board and, can cope with a foreign language and a non-British environment.

f. Pets. Advance notice is advised if you intend bringing pets to Belgium as a great deal of the housing stock are private hirings and some Landlords will not allow pets. You are strongly advised to contact your vet with regard to Passports for Pets. The dogs listed below are subject to special registration procedures and controls on SHAPE. All of these breeds are to be fitted with a microchip identifier within 2 weeks of arrival or when microchips are available. The owners of dogs in the categories below are to register their animals with the 80th ASG Veterinary Service and also in the 'Potentially Dangerous Dog Register' at the SHAPE Federal Police Office (adjacent to the Berlin Gate). All breeds categorised as potentially dangerous are to be muzzled and kept on a leash whenever in public or communal areas on SHAPE. Failure to obey this requirement may result in the

dog being banned from the unit. The Commander, Headquarters Support Group (HSG) may add further dog breeds to this list as necessary. Owners of these dogs may not be allocated an SFA on one of the PBH Estates. Permission to own such an animal will not be granted to anyone whilst living in the PBH Estates

American Staffordshire Terrier
Pitbull Terrier
Tosa Inu
Dogo Argentino
Mastiff (every kind of)
Dog De Bordeaux
Rottweiler

English Terrier (Staffordshire Bull-Terrier)
Fila Brasileiro
Akita Inu
Bull Terrier
Rhodesian Ridgeback
Band Dog
Doberman Pincher

g. Funding. Ensure you carry or have access to sufficient funds to cover you for 2-3 weeks after arrival. Cash is available from cash points within SHAPE using UK Cash Cards. In addition, UK cheques can be encashed via the UKJSU SHAPE Cashier up to certain limits for the first 8 weeks of arrival up to a maximum of 1 cheque per month.

h. Social Security Benefits. If your spouse is accompanying you and is either in receipt of, or may qualify for Social Security Benefits or, he/she wishes to pay voluntary National Insurance benefits to protect his/her pension, they should contact the DSS immediately. Further information is contained in the Benefits Agency Leaflet FB5, or telephone Freeline Social Security on 0800-666555.

i. Status for Children. The rules for accompanying children over 18 years of age can be complex. Personnel posted to SHAPE with children in this category are advised to seek advice from UKJSU SHAPE as soon as possible.

j. Further Information:

(1) General advice on all aspects of posting, can be viewed on the Serving Soldier website www.army.mod.uk/soldierwelfare/posted/index.html

(2) The UKJSU Registry may be contacted on uksu.registry@skynet.be

(3) The HIVE is a valuable source of information. The SHAPE HIVE contact numbers are 0032 6544 3984 (Civ) or 9205 423 3984 (Mil).