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NAEW&C Force E-3A Component Geilenkirchen, Germany



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Welcome to the E-3A Component





I n t r o d u c t i o n

The E-3A Component Newcomers' Guide provides newly assigned and soon-to-be assigned Component members with information about the NATO Airborne Early Warning and Control Force Command's E-3A Component (NAEW&CF E-3A Component), its mission, geographical information about the Geilenkirchen area, information about base facilities and general information about living in Germany. Since this guide is internationally oriented, information of national nature will be made available through respective National Support Units (NSUs) or Senior National Representatives (SNRs).

Although this guide is updated periodically, some of the facts and figures provided, such as opening hours, locations of facilities and similar information, may have changed since the last revision. Updated information can normally be obtained through the NSUs, intranet Portal, the weekly Component Bulletin or the bi-weekly base newspaper, the NATO Skywatch.

Suggestions for additions or changes to this guide are welcome and should be sent to Public Affairs Office, e-mail: pao@e3a.nato.int.

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NATO Air Base Geilenkirchen

Chapter
1

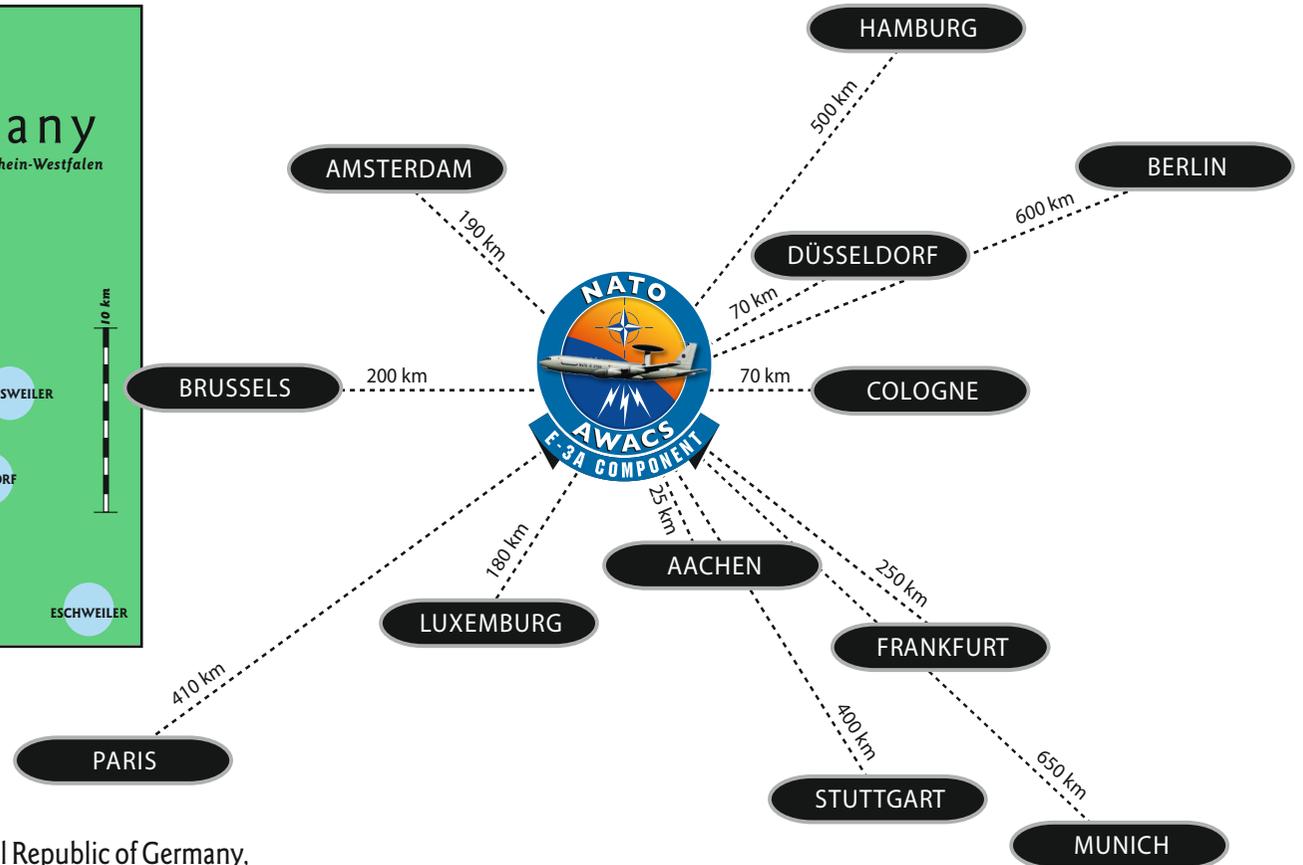




Location

NATO Air Base Geilenkirchen is situated four kilometers west of the city of Geilenkirchen, which has a population of about 25,000 people. This is in the most western part of the Federal Republic of Germany, adjacent to the Netherlands border. NATO Air Base Geilenkirchen is home to NATO's E-3A Component and is often referred to as "the Component".

Geilenkirchen is only 25 km north of Aachen and 70 km west of Köln, or as it is known in English and French, Cologne. The town of Brunssum, the Netherlands, lies 8 km west of the base, and is the location of Joint Force Command (JFC) Headquarters Brunssum. Maastricht, an ancient Dutch city, lies along the Maas River about 30 kilometers from the Component. Liège, the centre of French-speaking Belgium, lies about 50 km southwest of the Component.



The E-3A Component is located only 10 minutes from the Dutch border, a 30-minute drive from Belgium and another two hours from the French border. Luxembourg is also a two-hour drive. Some of the major western European cities are within a day's drive: Brussels, 200 km; Luxembourg, 180 km; Paris, 410 km; Amsterdam, 190 km; Rotterdam, 200 km; and Bonn, 100 km. Also the world-famous wine-growing Rhein and Mosel Valleys are only a two-hour drive from Geilenkirchen.



Weather

Geilenkirchen has a cool, maritime climate, influenced by moisture-laden winds from the Atlantic Ocean, sweeping across the lowlands of Belgium and the Netherlands.

Partly cloudy to cloudy skies are common with most cloudiness between October and March. During this period, frequent storms, originating in the North Atlantic, bring gusty westerly winds and periods of wet weather. There are also periods of heavy fog and possible black ice on the roads.

During mid-winter, around January and February, northeasterly winds may prevail bringing temperatures below 0 degrees Celsius from Siberia (Russia) to Western Europe and Geilenkirchen.

Except for winter storms, winds are generally around 10 knots from the southwest to west. Most thunderstorms occur during the summer, averaging five to seven days per month. The greatest amount of annual precipitation is also received during this time.

Precipitation occurs on an average of six to eight days a month throughout the year, with annual totals averaging 769 mm (30.3 in). Most of the precipitation is rain, with snow occurring less than 20 days per year. Despite its northerly location, Geilenkirchen has a relatively mild climate.

Access to the Component

NATO Air Base Geilenkirchen maintains a 100% ID check at all times. All military and civilian Component members and their family members are issued E-3A Component ID cards or entry passes (depending on their status). Holders of a NATO member-nation military ID card can enter the base without a pass from the Visitor Pass Office. However, a temporary parking permit is required. The parking permit has to be displayed visibly in the vehicle while on base. Access can be denied if an individual does not have an ID card. Domestic animals (dogs, cats, etc.) are only allowed on the Component for brief periods of time, provided they are on a leash and under the immediate control of the owner.

Driving on base (driving on base)

German traffic rules apply on NATO Air Base Geilenkirchen. The speed limit on base is 35 km/h unless otherwise posted. The traffic rules are the same as those throughout Germany, including yielding to the right at unmarked intersections. Stickers, tags, plates, or other objects of a political nature in any language are prohibited on the Component. Washing of privately owned vehicles on the premises of the NAB is not allowed. You are encouraged to use the car wash facilities available in the neighbouring communities. Vehicles must be parked in designated parking areas; parking on grass areas is strictly prohibited.

Stopping on the roadway is prohibited, except for loading and unloading passengers or cargo. This must be accomplished without any delay (3 minutes maximum). The IMP runs a point system for traffic violations on base. Drivers who accumulate a certain number of points within a prescribed period of time will lose their base driving privileges for 14 days to 12 months. There is also a parking violation system. If drivers accumulate 3 parking violations or more within a year, base driving privileges may be withdrawn for one to three months.



Work (personnel)

The working language at the Component is English, although many languages may be heard. Working/office hours are based on a five-day week from 0800 to 1700 hours, including a 30-minute lunch break, Monday through Thursday. Friday 0800 to 1430. However, some activities operate extended hours, or even in shifts around the clock. Since 1992, the Component has also approved the use of a base-wide flextime system for all military, NATO civilian and Local Wage Rates/Non-Appropriated Fund (LWR/ NAF) personnel. The NAEW&CF E-3A Component, its members and their family members must follow German law.

There are additional duties and privileges, such as tax-free purchases, covered under the “Agreement between the Parties of the North Atlantic Treaty regarding the status of their Forces” signed in 1951. These privileges are also covered under the “Protocol on the Status of International Military Headquarters, set up pursuant to the North Atlantic Treaty” from 1952 and the “Supplementing Agreements” of March 1967 and the latest supplement of March 1993.

**NORTH ATLANTIC COUNCIL
(BRUSSELS, BE)**

**MILITARY COMMITTEE
(BRUSSELS, BE)**

**SACEUR
(SHAPE, MONS, BE)**

**COMNAEW&CF
(SHAPE, MONS, BE)**

**E-3A COMPONENT
(NAB GEILENKIRCHEN, GE)**

**E-3D COMPONENT
(RAF WADDINGTON, UK)**

Mission and Organisations

During the early 1970s, NATO's major commanders conducted a series of studies to determine the potential contribution an airborne early warning force could make to the Alliance's defensive capability. The studies identified certain deficiencies in NATO's air defence system and confirmed introduction of airborne early warning (AEW) aircraft as a solution.

Various AEW systems were considered before NATO selected the E-3A aircraft. As a result, the Alliance established the NATO AWACS Program Management Organisation (NAPMO) and an executive agency (NAPMA), to plan and organise the acquisition of 18 E-3A aircraft, the necessary infrastructure and other related matters.

The NATO Airborne Early Warning Force Command was created in January 1980 and the headquarters is co-located with the Supreme Headquarters Allied Powers Europe (SHAPE), Belgium. The NAEW&CF is commanded by an Air Force major general, and the post rotates between the United States and Germany. The deputy force commander's post is filled by a British commodore. The staff totals approximately 70 personnel.

The NAEW&CF Command was granted full status as a NATO Headquarters by NATO's Defence Planning Committee on 17 October 1980. Flying operations began in February 1982 with the delivery of the first E-3A aircraft. The Component was officially activated on 28 June 1982 and reached "Full Operational Capability" by the end of 1988. The mission is "to provide a multinational and immediately available airborne surveillance, warning and control capability in support of Alliance objectives."



In 1999, the Force officially changed its name to the NATO Airborne Early Warning and Control Force to better reflect the evolving capabilities and roles of the NATO E-3A fleet. The executive agent for the NAEW&C operations is the Supreme Allied Commander Europe (SACEUR), also one of the Command's primary "customers".

The NAEW&C mixed force consists of two operational elements (Components): the NATO E-3A Component with 17 NATO E-3A aircraft and a second component, No. 8 (Airborne Early Warning) Squadron of the British Royal Air Force (RAF) at RAF Waddington, Lincolnshire, the United Kingdom, with 7 E-3D aircraft. The E-3D Component became operational on 1 July 1992 and operates exclusively with RAF members.

Eighteen of NATO's 28 member nations are financial partners in the program and 16 provide personnel. While Luxembourg is a financial contributor, it does not provide the command with personnel; however, all E-3A aircraft are registered under the Luxembourg flag.

The NATO E-3A aircraft are flown by integrated multinational crews from 16 nations: Belgium, Canada, Czech Republic, Denmark, Germany, Greece, Hungary, Italy, the Netherlands, Norway, Poland, Portugal, Romania, Spain, Turkey and the United States. The E-3A Component's main operating base is NATO Air Base Geilenkirchen, Germany. This is NATO's first multinational operational flying unit.

The French fly their own AEW fleet of 4 E-3Fs from Avord, France.



Key Historical Dates regarding flying operations at Geilenkirchen

1932 - 1937	Germany's Lufthansa landings.	1980	Construction programme begins to prepare for the AWACS. NATO Airborne Early Warning Force is established.
1951	British Royal Air Force begins construction of RAF Station Geilenkirchen	1981	German Missile Wing 2 moves to Niederheid Selfkant Kaserne.
May 1953	Base is officially opened. Belgian fighter aircraft are first to use the base.	Feb 1982	The first E-3A arrives at NATO Air Base Geilenkirchen.
Jan 1968	Royal Air Force Station Geilenkirchen closes with the ending of flying operations.	May 1985	The last of 18 E-3A aircraft arrives on base.
Mar 1968	The Air Base is turned over to the German Air Force.	1988	The first Trainer Cargo Aircraft (TCA) is delivered to the Component.
Aug 1968	German Missile Wing Number 2 arrives as the new base occupant.	Dec 1989	The final TCA is received.
1978	NATO decides to buy and operate AWACS aircraft.	Dec 2011	End of TCA era.
		Jan 2012	TNT services start

Component Organisation

The Component consists of five main functional areas: the Operations Wing, Logistics Wing, Training Wing, Information Technology Wing and Headquarters. The position of the Component Commander alternates between a German and American brigadier general. The Deputy Component Commander is a Dutch Colonel's position and the Chief of Staff a German Colonel's position.

The Operations Wing is commanded by a Canadian colonel; the Logistics Wing, by an American colonel; the Training Wing, by an Italian colonel; the Information Technology Wing, by a Spanish colonel. The overall number of Component members is about 2,900 multinational military and civilian personnel. This figure includes military and civilian personnel in support functions, such as base civil engineering, national support units, and morale and welfare activities.

Seventeen E-3A aircraft are assigned to the Component. Normally only a portion of the E-3As are at NATO Air Base Geilenkirchen at any given time. The remainder of the aircraft deploy to the Component's Forward Operating Bases in Aktion, Greece; Trapani, Italy; and Konya, Turkey; and its Forward Operating Location at Oerland, Norway or other airfields. Each of the forward facilities is located on a national installation; the Component has about 20 personnel at each site. Although they are NATO personnel assigned to the Component, all of them are from the respective host nations.

Thirty multinational aircrews from 16 of NATO's 28 nations are assigned to the Component's three operational E-3A squadrons. The Training Wing has a flying squadron as well, the Aircrew Training Squadron.



The **Operations Wing** (OW) is responsible for the Component's flying mission. The OW accomplishes it employing 17 E-3A AWACS aircraft. The OW team of dedicated professionals are trained to perform a variety of missions, ranging from peacetime missions to wartime operations as part of the NATO Response Force.

The Canadian OW commander acts as the Senior National Representative for the Canadian contingent to the Component.

The OW consists of a headquarters staff, three divisions and three flying squadrons. The three E-3A squadrons are led by lieutenant colonels. **Squadron One** is commanded by an American; **Squadron Two** by a Canadian; **Squadron Three** by a German.

Over the last 25 years, the OW has participated in many milestone operations. During the final decade of the Cold War, the E-3A played an important role in the defense of NATO, and it was clear that the international crew concept was essential to the Alliance. After the Cold war ended, the OW continued to make history with their participation in the Yugoslavia crisis. In 1993, Operations Sharp Guard and Deny Flight proved that the Component was an important contributor to NATO operations. As the new century began, NATO AWACS was there again for Operation Eagle Assist following the terrorist attacks in the U.S. on 11 September 2001. At the end of 2009, NATO AWACS began to assist in NATO's Operation Active Endeavour,

a continuous operation monitoring the Mediterranean Sea for terrorism and piracy. At the start of 2011 NATO AWACS began Operation Afghan Assist, flying missions over Afghanistan in support of ISAF operations.

Shortly afterwards, Operation Unified Protector was launched to enforce the no-fly-zone and arms embargo imposed on Libya, and to protect Libyan civilians.

The Component also provides security support to important events like NATO Summits, heads of state visits throughout Europe, and more. Through it all, the Operations Wing has been ready to serve. It will undoubtedly continue to carry NATO's torch in the future. Quærimus! Vigilance! Coniuncti in Opere!

LW is comprised of the following divisions: Logistics Management, Maintenance Control, Maintenance Quality Assurance, Training Management and the PILS Programme. The unit also has the Aircraft Maintenance, Electronics Maintenance and Supply Squadrons.

The LW's **Aircraft Maintenance Squadron** serves as the heart of the maintenance complex. Squadron personnel work two to three shifts in all types of weather.

The **Electronics Maintenance Squadron** provides two shift operations to maintain the aircraft flight avionics, mission systems, complex radar and communications systems on the E-3A aircraft.

The **Supply Squadron** provides the spares, equipment, repair parts, consumable items, aircraft fuel and Cargo Movement Capability to satisfy the Component's operational tasks and base support requirements.

Modernization keeps the aircraft up-to-date. And it also requires logistics personnel to be trained to do their jobs with the new technology.

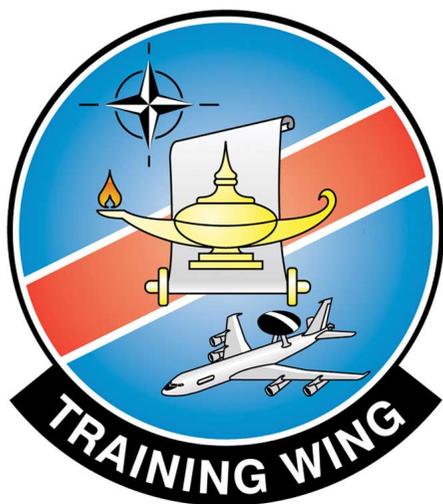


More than just an organization symbolic of the unified determination of NATO member states, the E-3A Component is an operational unit, which provides a genuine and measurable service in support of Western security and freedom.

The Logistics Wing (LW) serves as the pillar of this collective effort. The unit's mission is to provide unparalleled supply

and maintenance support to the Component and supporting organisations to ensure the rapid mobilisation of NATO AWACS. The bottom line is the Logistic Wing keeps the E-3As flying.

The LW commander is a U.S. Air Force colonel, also serves as the Senior National Representative for the United States at the Component.



The Training Wing (TW) serves as the central point of training for all Component aircrew personnel. The unit is comprised of an Administrative Support Group, two divisions and one squadron. An Italian Air Force Colonel commands the wing. The TW leader also serves as the Senior National Representative of Italy to the Component.

No matter what their professional background is, every potential NATO E-3A crew member is initially trained by the TW's **Aircraft Training Squadron** to complete Basic Qualification Training (BQT) in his or her crew position.

The TW's **Training Development Division** administers the development, review and update of all training courses related to the NATO E-3A flight and mission crew BQT, Staff Aircrew Training, Upgrade Training and Instructor Training.

The **Simulator Operations Division** maintains, operates and schedules the Flight Simulator, Mission Simulators, Radar Simulator and Cockpit Procedures Trainer, in order to assist the TW and OW in Basic, Combat Ready and Continuation Training. Simulation is a significant tool for the accomplishment of the TW mission and serves as a fundamental foundation for readying Component aircrews to carry out normal procedures and apply corrective actions to any emergency scenario, which otherwise could not be trained in flight.



Established in October 2003, the **Information Technology Wing's (IW)** mission is to design, develop, implement and maintain all data systems for the Component including the forward operating bases/forward operating location, both on and off the aircraft and to provide software-related mission support for NATO operations.

Commanded by a Spanish Air Force colonel, the IW consists of four staff offices Resource, Service, INFOSEC Ops Planning and Administrative Support and the Mission Systems Engineering Division and the Communications and Information Systems Squadron. The IW commander also holds the position of Senior National Representative for Spain to the Component.

The **Operational Programming Division** is responsible for the efficient and effective maintenance (both in-house and contracted) and user assistance of operational software including E-3A airborne operational central mission system software and databases, related software for equipment sustainability, related ground support software, etc.

The IW's **Operational Sensor Software Division** manages the development and maintenance of the Surveillance Radar software and Electronic Support Measures (passive detection) software on the E-3A aircraft, as well as associated test and diagnostic equipment.

The **User Domain CIS Division** provides direct mission and contingency support on-board and post-mission data, mission planning and data analysis, as well as supporting software maintenance facilities, local area network and the Internet.

The **Management and Facility Support Division** performs software development and maintenance for user-specific (MIS) software, offering general information services to Component users and integrating and customising Commercial Off-The-Shelf (COTS) software packages.

Last, but not least, the IW's **Network Domain and IT Security Division** administers the operation and maintenance of E-3A ground communication and all Information Security (INFOSEC) concerns related with Communications Security (COMSEC), security of information (document/media security) and Computer Security (COMPUSEC).

In addition, the IW team maintains professional contacts with software Contractors, the research and development community, the NAEW&CF Command on system development and other national E-3 fleets and NATO ground environment software maintenance organizations.



The **Command Group** consists of the Commander and Deputy Commander and the Chief of Staff whom receive support from their executive and administrative offices.

The various Headquarters Divisions and Offices assist and support the Component's operational mission.

The **Office of Transformation (DCOMT)** is the primary Component office for process improvement, supported by a network of representatives in the Wings and HQ Divisions.

The office uses Lean methodology which is a process of continuous improvement and a standardized method for identifying and reducing waste in processes. Lean is based on three principles:

- see things from a customer's perspective
- small empowered teams from the workforce
- a continuous strive for improvement

DCOMT provides Lean Awareness Training, Lean Facilitator Training, Project Management Training and Facilitator support for Value Stream Analysis (VSA) events (analyze current process, identify root causes for problems, identify possible process improvements, develop action plan).

The **Base Support Division** provides a wide range and variety of services to all organizational elements and personnel. The Division comprises an Administrative Services Section, the Language Services Office, as well as the Medical, Security, Services and Motorpool Branches.

To meet the needs of its multinational team, the Component requires standardized administrative processes. The **Administrative Services Section** controls and monitors these specific functions. Services provided include management of records, documents, publications, forms and mail services. The Section also manages the Component's reproduction facilities and a professional photographic, graphics and video studio.

The **Security Branch** provides 24/7 base entry, flight line, restricted area and base perimeter security control accomplished by a Civil Guard force. The members of the Component's International Military Police perform law enforcement, investigations and Customs duties. Physical, Industrial and ADP Security specialists oversee all pass control and ID matters, security clearances, train and educate Divisional Security Officers (DSO) and perform Physical Security inspections of all restricted areas. The Force Protection Training Section trains all military and civilian deployable Component members in the procedures and skills required to survive and continue to operate in a peacetime to war environment; this involves Individual Deployment Training (IDT) and Individual Common Core Skills (ICCS) training.

It is self-evident that the Component's international environment requires translation of information from various languages. The **Language Services Office** therefore provides centralized linguistic support, particularly translation from and into the official NATO languages (English and French), as well as from and into the Host

Nation language (German), and also from Dutch to English. Linguistic editing services are also provided.

The **Medical Branch** provides a crash crew medical response capability during MOB airfield hours of operation. It also provides emergency medical and dental care for all on-base personnel, conducts flight physical examinations and performs immunizations required for Component personnel. The Occupational Health Officer conducts physical examinations of the Component's military and civilian personnel, as required by Host Nation laws and regulations relating to occupational health, industrial safety and environmental protection. The Branch also runs a first aid training programme in English and German for all Component members.

The pace of activities at the Component can sometimes be very hectic. To offset this, the **Services Branch** provides high-quality on-base leisure facilities. An extensive Morale and Welfare Activities (MWA) programme is in place at the MOB, ranging from sport activities, an International Library, a Thrift Shop and a youth programme, as well as facilities for deployed personnel at the Forward Operating Bases/Location. Additionally, the Branch is responsible for the entire food service operation, including a centralized dining facility (Rotodome), an all-ranks club (E-3A Club) and a Flight Kitchen supporting flight and mission crews. Services Branch also provides a billeting and housing referral service.

Finally, the **Motorpool Branch** administers the Component's extensive vehicle fleet and provides ground transport for personnel and equipment. It is also responsible for issuing and monitoring E-3A Component Driving Permits. A Special Vehicles Cell supports flight line operations at the MOB by performing activities such as snow/ice

removal and runway sweeping. The Branch is also responsible for vehicle maintenance and the support of all Component vehicles.

A1 Personnel Division

The Personnel Division acts as the link between nations and all Component elements regarding the overall international management of authorized military and civilian personnel resources at the MOB, the FOBs and the FOL. This includes functions such as “hire & fire” decisions, re/assignments, tour-extensions, disciplinary actions, and more.

This Division is primarily responsible for all organizational and manpower issues concerning the approved Peacetime Establishment (PE). The PE is the overall table of authorized posts documenting nationality, grade, post number, organisational break down and the related statements of functions. These issues include changes to single posts, organizational elements, job descriptions and more. The PE is the most important personnel document for the Component.

A3 OPS Deployment Planning Division

The OPS Deployment Planning Division (A3) covers various programs. During crisis situations, it is responsible to the commander for the management of the Battle Staff. It coordinates Component involvement in NATO programs like Partnership for Peace and Mediterranean Dialogue. The office conducts site surveys before operations and exercises. In addition to these support activities, A5 manages planning for contingency operations including High Visibility Events. The office also manages operational and logistics plans.

A4 Infrastructure Division

People frequently visiting the Component find that construction projects are continuously in progress to ensure that the organisation’s infrastructure meets the standards and requirements stipulated in various Host Nation laws and regulations. The Infrastructure Division initiates, monitors and controls construction work at the MOB in Geilenkirchen and at the Component’s three forward operating bases and at the one forward operating location. It is also responsible for the operability of facilities and installations. The Infrastructure Division also acts as the Component’s focal point for cooperation with the German Garrison Administration and with host nation construction agencies.

A5 Requirements Division

The Requirements Division is responsible for the management and oversight of Component requirements, the execution of the Management Board process, and the Component’s program/project management of weapon system acquisitions and the modernization programs.

A7 Exercises and Training Division

The A7 - Exercise & Training Division, is responsible to the E-3A Component Commander through the Chief of Staff for coordinating and managing Component-wide preparations, exercises, and associated activities to ensure successful Component execution during Consolidated Inspections (CI), FOB’s/FOL Technical Support Visits (TSV) and Tactical/Capability Evaluations (FORCEVAL). A7 also manages the Lessons Learned and Main Issues Management Programs.

This Division is also the point of contact for the FOB/FOL Commanders. It coordinates and organizes the annual FOB/FOL Commanders Conference and is the Main Issues Management Program (MIMP) Coordinator.

A8 Budget & Finance Division

The Financial Controller is the principal advisor to the E-3A Component Commander and ultimately responsible for the control of all funds on the base and at the FOB's/FOL. In one way or another, you will utilize the services of A8 via the following branches.

The **Budget and Disbursing Branch** prepares and administers the annual “17 Nation funded” budget, disburses all international funds and prepares a financial planning document -all of which must be presented to, defended and approved by the Nations.

The **Accounting and Finance Branch** accounts for these international funds, manages all incoming and outgoing monies and provides fiscal analysis and reports to management. The staff also provides credit cards and cash to deploying commanders. Additionally as part of the branch, the Travel Office administers all NATO travel, including researching the most suitable and efficient transportation and processing of Travel Orders and Travel Claims.

The **Procurement and Contracting Branch** is responsible for the centralized procurement of all equipment and contract services required by Component organizations. These staff members are the only authorized representatives to execute procurement activities.

The **Internal Review and Analysis Branch** ensures that E-3A Component financial business meets the requirements of the International Board of Auditors for NATO by performing an annual program of scheduled and unscheduled reviews within the Component.

Public Affairs Office

Public Affairs Office (PAO) primary mission is to support communication, on and off base. As NATO's only integrated multi-national flying unit, the E-3A Component often generates media interest. Especially when the NATO E-3A supports operations and exercises, the media attention increases. The Component is routinely featured in print and broadcast media worldwide.

PAO maintains the start page of the base's intranet portal and provides internal and external media coverage. The monthly base newspaper “NATO Skywatch” is designed to provide a broad look at events and activities on base, ranging from operational to family and social events. To support the external audience, PAO maintains the Component's public website: www.e3a.nato.int, which is available in English, German and Dutch as well as Twitter and Facebook. The Community Relations program seeks to develop strengthened ties between our neighbors and the base. Each year PAO hosts about 4,000 visitors. The office offers a variety of products to support public education including pamphlets, fact sheets, posters and more.

The PA Office is located in Building 222, rooms 34, 11 and 12 or can be contacted at 02451-63-2476, 2480/3/5. Email: pao@e3a.nato.int

Legal Advisor's Office

The Legal Advisor's Office (LAO), is primarily responsible to provide legal advice to the E-3A Component Commander on a wide range of issues. LAO also works with SHAPE legal officials on issues that rise beyond the local level.

An important function for the LAO is conducting negotiations with civilian and military agencies on issues affecting the E-3A Component. The office also issues recommendations to Component leadership and staff ensuring thorough coordination and legal adequacy for all E-3A Component activities. Unlike the legal office on most national bases, the E-3A Component Legal Office cannot provide many services to individual Component members. However, there are some exceptions. For example, LAO supports Component members with claims for damages caused by NATO. Also, time permitting, LAO can offer guidance on issues pertaining to relocation to Germany for non-local Component members.

Safety Division Safety Division

"Safety is a mindset, not luck," captures the essence of the accident prevention program administered by the Component Safety Division. The Safety Division has overall responsibility for the management of the Flight Safety, Ground Safety and Environmental Protection programs on base. However, the Safety Division, with a staff of only nine, requires the help of every Component member to run an effective program.

How can you adopt a safety mindset?

- First, by sharing the safety knowledge that you have gained through both personal experience and the training provided by your military service or civilian background.
- Second, by learning and applying the safety concepts, directives, and policies of the E-3A Component. With 16 nations represented in the Component, differences in culture and safety concepts are to be expected. The Safety Division has worked to gather the various national safety directives and legislation into one set of recognized standards to be followed by all Component members. Training in different aspects of this can be expected when you arrive.
- Finally, you can gain the "safety mindset" by realizing that each person on the Component is expected to be a safety officer, and also by applying the principles of Risk Management in day-to-day work.

Hazards are present in everything we do, so we must work to prevent accidents, protect our personnel, preserve our equipment, and accomplish our mission.

We should also work to continually improve our attitude toward safety. Often when we hear the word safety, we focus on accidents, a set of rules or regulations, or merely first aid. However, the Component's safety program is better understood as a comprehensive "Loss Control Program", which focuses on bringing together elements such as safety leadership from all divisions, training, inspections, accident investigations and communication to identify all potential loss exposures. The key is identification and action prior to injury or accident. Safety requires teamwork, and we are all team players.

Your points of contact for the Component Safety Program are listed below:

SOC Flight Safety	02451-63-2461
SOC Ground Safety	02451-63-2462/64
SOC Environmental Protection	02451-63-2463
BMO Occupational Health:	02451-63-4612
OWAF Fire Department:	02451-63-4766
BSI Traffic Safety:	02451-63-4825

The Safety Division congratulates you on your assignment to NATO Air Base Geilenkirchen and wishes you a safe journey.

Standardisation & Evaluation Division (CSE)

The Standard and Evaluation Division (CSE) is responsible to the Commander to develop and implement the aircrew standardization and evaluation programme to ensure the highest possible standard of aircrew proficiency. This includes conducting scheduled flight and simulator evaluations, no-notice evaluations and written testing. Implementing the Trend Analysis programme to identify adverse performance trends and direct corrective action is CSE responsibility. CSE conducts Operational Support Programme assessments to validate aircrew training and represents the NAEW programme at technical reviews.

CSE authors, reviews and coordinates operational directives on a recurring basis. They also provide subject matter expertise and guidance on platform related documentations, modifications, safety, operational efficiency and unit readiness.

CSE assists Force Command with developments of documents and furthermore advises and consults FC on all flight relevant Technical Order issues for the E-3A and TCA, controls and monitors Functional Check Flight Acceptance flights. It is the advisor to the Commander for all authorization issues regarding testing and flights with non-standard configurations.

Useful phone numbers

The Component has both military and commercial telephone lines. The commercial number for the Component switchboard is 63-0, and base extensions are 63-followed by the on-base extension. The area code for Geilenkirchen is 02451. From outside Germany, dial the country code for Germany (normally +49) and drop the initial "0" from the area code. For example, a call to the German NSU from outside Germany would be: +49-2451-63-2132.

NATIONAL SUPPORT UNITS	ext.
Belgian National Support Unit	2471
Canadian Forces Support Unit (Europe)	2113
Danish National Support Unit	2124
German National Support Unit	2130
Greek National Support Unit	2164
Hungarian National Support Unit	2177
Italian National Support Unit	2170
Netherlands National Support Unit	2180
Norwegian National Support Unit	2186
Polish National Support Unit	2178
Portuguese National Support Unit	2194
Romanian National Support Unit	Vacant
Spanish National Support Unit	2190
Turkish National Support Unit	2196
United States National Support Unit	2210

ON BASE FACILITIES	ext.
Billeting Office (BOQ)	4961 / 4962
Chaplain	2229
Civilian Personnel Office	2324 / 2327
Command Post	5555
International Housing Referral Office	4961
IMP Desk Sergeant (Routine)	4819
Legal Advisor (NATO)	2470 / 2472
Military Personnel Office	2300
E-3A Club	4990
Public Affairs Office	2480 / 2483
Rotodome Dining Hall	4935
EMERGENCY NUMBERS	ext.
On Base:	
Fire Brigade	3333
Medical Emergency	4444
Police	2222
Off Base (Civilian services):	
Police	110
Fire / Medical	112

NATO Grading System

Ranks for military members are all very different. It can be confusing, so there is a standardisation agreement between the NATO nations which clearly defines the relationship between the different national ranks. The Component has charts on display with an overview of the NATO structure of ranks. NATO posts are identified as OF, or officer positions, and as OR, other ranks or enlisted positions. NATO civilians also have a ranking system that fits into the overall structure. For comparison see chart below.

NATO Civilian	NATO Military
B-1	OR 1 - OR 2
B-2	OR 3 - OR 4
B-3	OR 5 - OR 6
B-4	OR 7
B-5/6	OR 8 - OR 9
A-1	OF 1
A-2	OF 2
A-3	OF 3
A-4	OF 4
A-5	OF 5
A-6/7	OF 6

This comparison, however, is merely a guideline used by SHAPE; it is not official. Within NATO both civilian and military ranks are equivalent. Supervisors may be civilian or military depending on the job descriptions.

National matters

Chapter
2



In-processing

When arriving at the Component, there are certain procedures to follow.

- All military personnel will first report to their national authorities for national in-processing and the first steps of international in-processing.
- NATO Civilians and Local Wage Rate personnel are required to report to the Civilian Personnel Office, building 72.
- Contractor personnel will report to their respective contractor agencies or representatives on base.

It is beyond the scope of this guide to cover questions of a strictly national nature, but there are issues of national scope that need to be achieved before arriving at the Component (e.g. security clearances.)

Identification

There are requirements for passport and national identity papers, and these must usually be acquired before leaving home nation. It is recommended that all newcomers and their families have a tourist passport if they intend to travel outside of Germany during the tour. All newcomers, however, need a valid passport or national identity card, including members of the Component as well as their family members. If family members are too young to have their own passport, they should be registered in the passport of one of their parents. Military family members also need to have a “Status Certificate” indicating their NATO-status in their passports. Transportation arrangements for household and personal effects should be made before leaving home country.

Some of the Component’s participating nations have sponsorship programmes in which the National Support Unit nominates a sponsor for their military personnel to assist during the settling-in period. It is extremely valuable to contact that person before arrival for information and help. For NATO-civilians, sponsorship will be arranged by the Civilian Personnel Office. The Civilian Personnel Office informs the Component unit or organisation concerned as soon as the exact date of arrival is known. The unit then nominates a sponsor and informs AI accordingly.

All newcomers are encouraged to contact their respective National Support Units or sponsor before departing from their present post to make any necessary arrangements (e.g., transportation requirements, who to contact when arriving after duty hours or on a holiday, accommodation requirements, etc.).

Personnel assigned to the E-3A Component and their family members are subject to the “Agreement between the Parties of the North Atlantic Treaty regarding the status of their forces”, dated 19 June 1951 and other international agreements. The status of the various nationalities may be different. The National Support Units and the Component legal advisor have information and guidance.

Mail - Official and Personal

One of the first things anyone stationed at the E-3A Component should know is how to get mail. Because there are several different national military systems in use, this may become confusing. Below is a general guideline which can be used. If in doubt, do not hesitate to contact the Central Registry at base extension 4515 or via commercial telephone number +49 (0)2451 63 4515. The Central Registry Services is located in Building 5, Room 4.

The E-3A Component's mailing address for official use only is:

NAEW&CF E-3A Component / (insert office symbol)

Postbox 4xxx

D-52511 Geilenkirchen, Germany



At the E-3A Component no personal mail will be delivered to offices. National support units may provide additional information on how to get personal mail. Office symbols and Post Box numbers of the various National Support Units are listed below.

Unit	Office symbol	Postbox
Belgian National Support Unit	NSBE	633001
Canadian National Support Unit	NSCA	621000
Danish National Support Unit	NSDA	633002
German National Support Unit	NSGE	722600
Greek National Support Unit	NSGR	633003
Italian National Support Unit	NSIT	626000
Netherlands National Support Unit	NSNL	633004
Norwegian National Support Unit	NSNO	633005
Portuguese National Support Unit	NSPO	633006
Spanish National Support Unit	NSSP	633008
Turkish National Support Unit	NSTU	633007
US National Support Unit	NSUS	624000
Civilian Personnel Office	PECP	411001

Leave/Vacation

One of the major concerns of people moving to a foreign country is the opportunity to take leave and holidays to tour their new area. Although it is a NATO organisation, leave policy for the E-3A Component follows individual national entitlements. In the relevant E-3A Component Directives, the policies regarding leave/vacation are spelled out.



Holidays

The Component observes German national and legal holidays since it is located in Germany; this applies to all Component members. Holidays for each of the forward operating sites follow the holiday schedule of the nation in which they are located. A master listing is published for each year, stating the holidays in each of the countries.

German Holidays and Celebrations

New Year's Day

January 1st celebrates the beginning of the new year.

"Heilige Drei Könige"

This celebrates the feast of the three kings or Epiphany on January 6. This feast commemorates the arrival of the three kings in Bethlehem. In rural areas in Germany with a large number of Catholics, children, made up as the three kings go from house to house, carrying the star-shaped lantern on a stick; they are known as "star singers". They sing their traditional song and usually receive donations for various charities. They may mark the letters B-C-M in chalk near your door for the names of the three kings.

Carnival and "Fasching"

"The Crazy Time" officially opens 11 minutes after 1100 on the 11th day of the 11th month of the preceding year, but it reaches a fever pitch in the week leading up to lent. This is truly one of Germany's and Holland's most celebrated times of the year, dating back to pre-Christian times. There is a theme of costume balls, parades, lots of drinking, singing, and simply "letting loose" of the German and Dutch people. Be sure to wear old ties to work since a tradition is to snip all ties in half.

Good Friday, Easter and Easter Monday

Europe celebrates the Christian holidays of Good Friday, Easter and Easter Monday to commemorate the crucifixion and resurrection of Jesus Christ.

May Poles

In Germany, on the eve of the first of May, admiring unwed gentlemen place a birch tree decorated with colourful ribbons on the roof of their girlfriend's homes. Some roof tops may have multiple trees because more than one young lady lives in the house - or perhaps there is more than one admirer. The trees come in all sizes and shapes and are always affixed to the roof after dark so the girlfriend is "surprised" in the morning.

Labour Day.

In Europe, May Day, May 1, celebrates a workers' day.

Ascension Day

This day is celebrated 40 days after Easter as the day Christ ascended into heaven.

Whit Sunday and Monday

Also known as Pentecost, this festival commemorates the descent of the Holy Spirit on the Apostles.

Corpus Christi

This "Body of Christ" festival of the Catholic Church honours the presence of Christ in the sacrament of the Eucharist. Outdoor processions are usually held on this day, blessing the fields for a bountiful harvest.

Oktoberfest

Originally, this celebration was for the end of the harvest. Many towns, including Geilenkirchen, have Oktoberfest celebrations complete with beer, German folk bands, bratwurst, and fun.



German Unity Day

On October 3, Germans celebrate the re-unification of East and West Germany in 1990.

All Saint's Day

November 1 is All Saint's Day, the feast of all known and unknown saints. The lovely evergreen arrangements sold in the fall and early winter are placed on the graves.

St. Martin's Day

November 11 is the feast day of St. Martin. In Germany, you'll see children carrying bright paper lanterns through the streets as they sing songs about the sun, moon and stars and some towns have big lantern parades. Children then receive candy or goodies after the parade.

St. Nicholas Day

In The Netherlands, "Sinterklaasavond" and in Germany, "Nikolaus Tag" is celebrated on 5 December and December 6 respectively. This day commemorated Bishop Nicholas of Myra who lived in the Fourth century. According to legend, he gave enormous endowments to three daughters of impoverished noblemen. Children leave their shoes out of the night of December 5, hoping to receive gifts and sweets in them. In some villages, St. Nicholas comes to the home of children to bring small gifts or sweets.

Christmas Markets

In the weeks before Christmas, Christmas Markets are held in many German and Dutch towns and cities. A wide variety of hand-crafted and factory-made products are available at these markets. The Christmas Markets in Nürnberg, Aachen, and Köln are particularly well known. "Glühwein", a hot, spiced wine, is a popular drink during this time of year.

Christmas

Christmas is a time for family. Family members usually put up their Christmas tree on Christmas Eve and then the "Christ Child" brings gifts.

Boxing Day

December 26 is the day, traditionally, that gentry would give presents to servants and tradespeople. This day is also the Feast of St. Stephen, the first Christian martyr.

Housing

Chapter
3





Finding A Home

Since there is no on base housing at Geilenkirchen, Component members and families live in surrounding communities.

There are several factors to consider in making a housing decision. Houses may be up to 25 kilometres from the base (up to 15 miles). Rental prices are about five Euros per square meter for all recently constructed housing. A sum equivalent to one or two month's rent as deposit may be required when signing the contract. This money is refunded after subtraction of the cost of any necessary repairs.

Billeting Section

The Component Billeting Section will assist all newcomers in locating and renting adequate housing. For some people, it may be advisable to leave the family at their present home until quarters have been found. The normal time to find housing and move in is normally between 30 and 60 days; some of the nations have leased homes and apartments. Check with national support units for details.

Do not expect to get large individual houses with a large garden around it.

Most of the newly-constructed houses are row/town houses (attached houses) with a living space of approximately 100 square meters (often spread over two stories) but normally with a full basement.

Caution: When using a real estate broker to rent a house, the fee is normally up to two times of the monthly rent. This is negotiable, but only before the agent finds a house.

German houses and apartments normally do not have closets, light fixtures or kitchen facilities; sometimes they do not even have a kitchen sink. Generally, they are rented "completely empty". Furthermore, an accommodation may only be used in accordance with its designed purpose; a warehouse cannot be used as living quarters.

When moving out, the living quarters must be left in the same condition as at the beginning. For example, if the interior was completely repainted before arrival, painting must be done before leaving, usually at your own expense. Unless your contract states differently, or a special agreement exists, the normal term of notice of termination in Germany is three months.

Rent

Normally rent is divided into two parts: “Kaltmiete” or “Warmmiete”, simply meaning “Cold” or “Warm” rent. These expressions pertain to the two parts: “Kalt” means just the basic rent for a house or apartment. “Warm” means the amount of money really paid which includes the basic rent and other charges for utilities. These charges may include cold and warm water supply, heat, waste disposal, used water disposal, street cleaning charges, TV antenna, etc. These are paid for by monthly installments and are summed-up once a year.

The landlord is required by law to prove by a specified bill the exact amount of charges incurred and how they are divided between all the users.

Utilities

Electricity is 220 volt/50 cycles in Germany and the Netherlands, using fittings of a common European style. Electricity is moving towards 240 volts in increments throughout most of Europe to reach a common voltage. Electrical equipment is now being made for 240 volts but can still be used at the lower levels. To obtain electricity, the local company must be approached personally. Payment for electricity, in the local area, is in bi-monthly installments, determined by the last year’s amount while the exact reading is performed once a year. This is called reconciliation. When moving in, Component members can expect to pay what the previous tenants paid until reconciliation. Thereafter, the amount charged is balanced and possibly changed for the next year. If the bill is overpaid for the previous year, a refund is issued. If the bill isn’t paid in full, the amount is charged.

Heating

Most houses and apartment buildings use natural gas or fuel oil for heat. On rare occasions, there might still be coal burners in use. If renting a single house, Component members will have to take the necessary steps to be supplied with gas from a local company or with oil from one of the local suppliers. Oil companies have varied prices for oil so shopping around for the best price is wise. The price may also be different according to the amount ordered and is generally cheaper in the summer.

Water and Sewage

The cost of water is based on the amount of water used and its removal. Normally the landlord is charged for the used water removal and he or she, in turn, will charge the tenant(s).

Garbage

Garbage is generally picked up once a week - the landlord should provide all necessary information about the dates and the containers to be used. Communities throughout Germany have different schedules so check with neighbours or landlords. All communities in the local area of Germany have strict procedures for the separation of garbage.

There are several ways that garbage is separated, depending on the local communities. Bottles and tin cans and paper/cardboard boxes can be taken to special containers situated throughout the community or collected at home. “Grunschnitt,” or green garbage, such as grass or branches is handled differently in the communities. The last regular category of garbage is unofficially known as yellow bag. It comes in the form of either a yellow garbage container (could also be a normal container with yellow cover only) or as yellow plastic bags. Either one is for collecting all plastic/Styrofoam

materials, dual fabric containers/packing material, like the containers for milk and beverages, aluminium foils, etc. In general terms, everything bearing the markings “der grüne punkt” should be put in those containers (with one exception, and that’s paper.) Everything should be cleaned before disposal.

Telephone

“Telecom” is the German Telephone Service. The “Bundespost” - the German Post Office - registers Component members for telephone service. The Bundespost has telephones for rent or sale. Telephone bills can be itemised or one amount. Make a request for an itemised bill when registering for telephone service if wanted. A person from Telecom will activate the phone service by visiting the house. Bills can be automatically withdrawn from a German bank account or paid at the Bundespost. Each call made is charged. Rates are based in “units” on the distance of the call and the time of day. For long distance service (outside of Germany), most people use a separate long



distance company since the rates are cheaper. The Bundespost also has telephone books. The most important information contained in the German telephone book are the alarm numbers for fire (Feuer) 112 and police (Polizei) 110.

Utilities in The Netherlands

Depending on the municipality, Component members deal with either the “Nutsbedrijven” of the cities of Heerlen, Maastricht or Weert, or “Essent” (Gas, electric, internet connection and cable TV company) and “N.V. Waterleiding Maatschappij Limburg” (Water company). When moving into a house, a part of the assignment inspection is to take the meter readings of the utility meters. The readings will be passed to the applicable utility company by the Housing Referral Officer. A few weeks later, members receive a “accept-giro kaart” (bank transaction card) with name, a “verbruikersnummer” (registration number) and the amount owed. The bill is called a “voorschotnota” (advance bill). The amount to pay is estimated based on the consumption of the previous occupant. Bills are mailed once a month or once every two months. Once per year a person from the utility company will come to take the actual meter readings. With these readings, the end of the year bill will be computed, deducting the start readings from the actual readings, giving the actual units used times the cost per unit resulting in a total amount used. From this total amount, advance payments are deducted. As in Germany, if the amount paid is more than the use, a refund is issued. If the amount is too little, a charge is issued and must be paid.

Garbage

The fees for garbage collection are not normally included in the rent. There is a schedule of garbage collection dates. Contact the town hall or “gemeentehuis” with any questions. The municipality you live in will have provided your house with two garbage bins. One, which is normally brown or green, for “GFT” (“groente-, fruit, en tuinafval” or vegetable, fruit, and garden waste or the so-called “organic waste”). One, which is normally black, for “regular” waste or everything else. Both bins are normally

collected once a week, but in some towns the organic waste may be collected every two weeks.

Glass and paper are not emptied into the garbage bin. Every town in the Netherlands and in Germany provides glass containers, which can be found in central locations, such as near a supermarket or market square. The glass containers are green, brown, and white, each for their respective colour of glass. In very small villages, there might only be one colour glass container for all colours.

Paper is collected at least once a month. A notice in the mail box may announce the collection dates. Some municipalities do not collect paper but have a central point that collects it.

Once a month, municipalities will collect “groot vuil” or large household items such as old furniture, appliances, and other large items. There is usually a notice sent by mail about pickup.

Many supermarkets have boxes to dispose of old batteries; if not contact the town hall for the nearest disposal point. For other hazardous waste, such as kitchen and bathroom cleaning bottles, antifreeze/coolant bottles, or paint and paint thinner please contact the town hall.

Some supermarkets may have a bank for old clothes and shoes. Charity organisations, such as the Dutch Salvation Army “Leger des Heils” or the German Red Cross will also collect old clothes and shoes from your house. For this purpose, they may leave a plastic bag with their name and the collection date in the mailbox.



To keep waste and pollution to a minimum, many garbage issues will be recycled. Here's a short overview of the commonly used garbage collectors in Germany and The Netherlands. Please note that communities have different systems.

Germany



'Yellow bag' for plastic/styrofoam and aluminium foils.
Container for brown, white and green glass, container for paper/cardboard

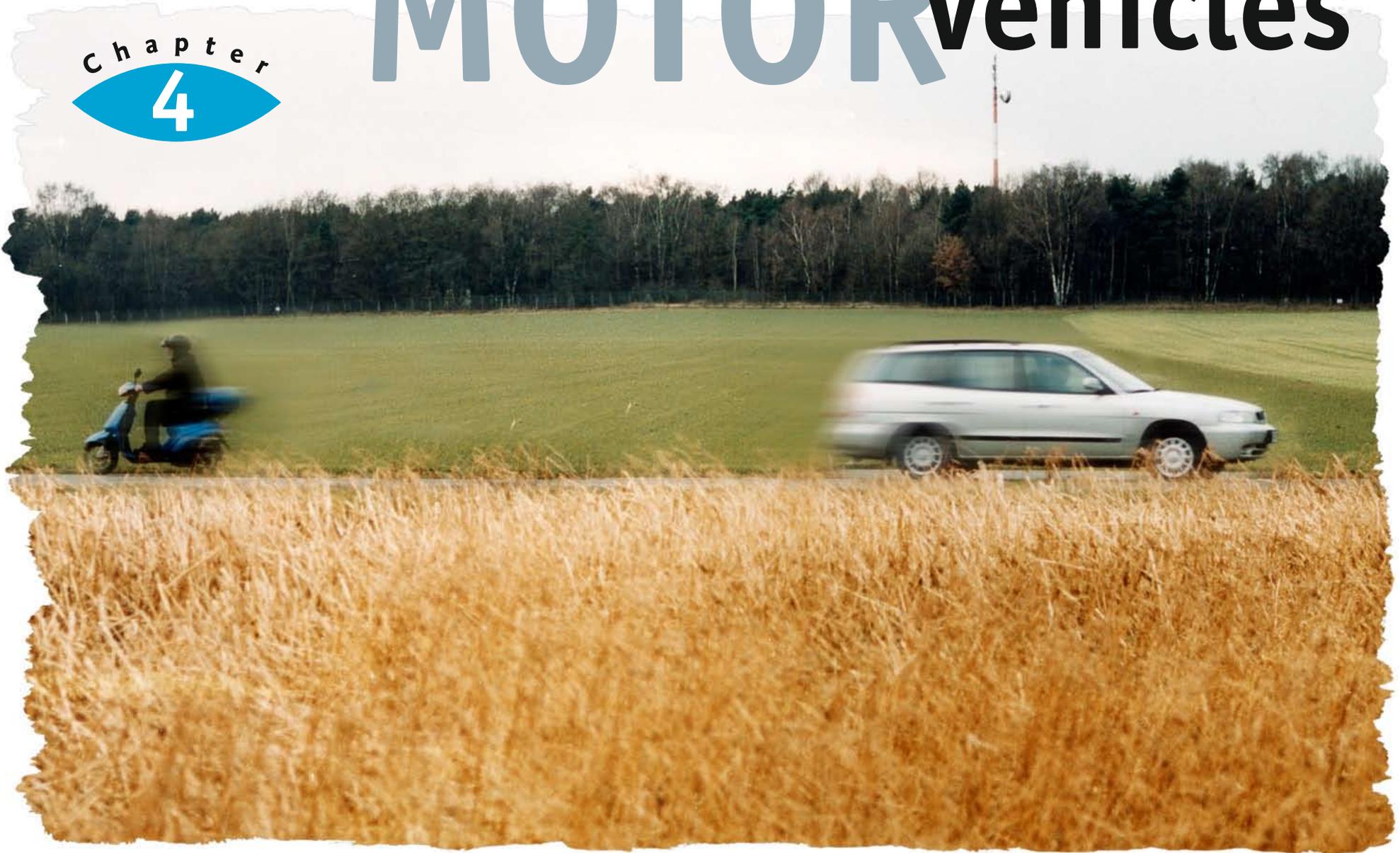
The Netherlands

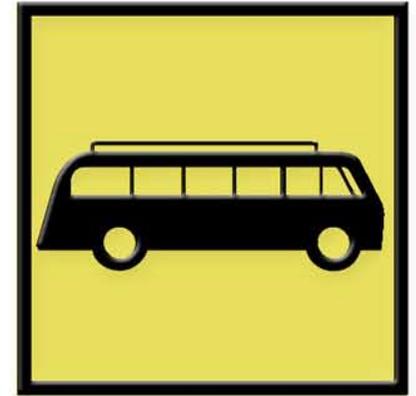
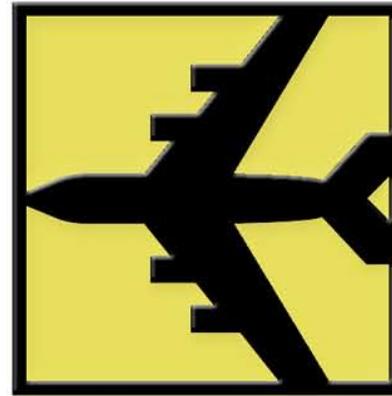
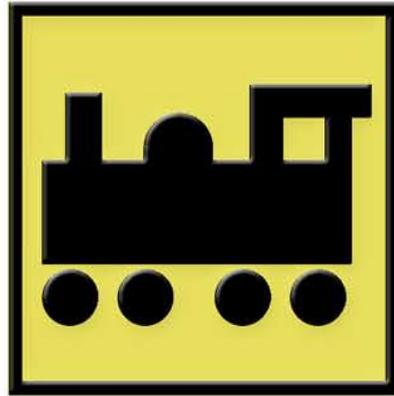


Container for brown, white and green glass.
'GFT/Groenbak' with two compartments; one for organic waste and one for 'normal' waste.

Privately owned MOTOR Vehicles

Chapter
4





Transportation

As mentioned earlier, personal transportation is needed, especially when living in the countryside. On the other hand, numerous local communities are very well connected by a widespread public bus service which includes the possibility of riding to adjacent major cities like Aachen, Mönchengladbach, Erkelenz, Düren, etc., or even across the border into the Netherlands. There are also train stations at Geilenkirchen, Übach-Palenberg and Erkelenz in Germany or Heerlen and Sittard in the Netherlands. These provide access to the European railway system, which is very convenient.

Vehicle Registration in Germany

Newcomers must register their privately owned vehicles (POV) within three months after their arrival at the Main Operating Base (MOB.) The following registration systems are available at the MOB:

- German Civil POMV Registration System (GE)
- USAREUR Registration System (US)
- Canadian Forces POMV Registration System (CF)

The national support units or the Component Legal Advisor has details about eligibility for the above mentioned systems. For the de-registration of POVs and the transfer home, it is advised to collect the necessary information about the relevant laws of the home country and the above mentioned systems at least three months before leaving the Component.

Excessive amount of pollution may lead to driving limitations within entire cities or districts of Germany. A major cause of air pollution is the exhaust fumes from cars. During periods of cold weather, people tend to have their car engines running for extended periods of time to warm up before driving. This not only ruins the engine and creates unnecessary pollution; it's also an offence against German environmental law and may result in fines up to several hundred Euros.



Parking

Many cities in Germany and in The Netherlands identify parking lots with large blue “P” signs. The large blue “P” signs showing a parking disk indicate that you may park for free in the area designated for a certain length of time, but that you must display your parking disk in the front window of your car. There are several parking lots on base requiring the use of parking disks and have a time limit,

such as at the NATEX stores and Commerz Bank. Parking disks are available for a small cost at most gas stations, including the NATEX gas station.

To use a parking disk, set the dial so that the arrival time (to the nearest half hour) lines up with the arrow on the disk, and place the parking disk on the dashboard.

If involved in a car accident

Component members are subject to German traffic law and should keep these tips in mind if involved in a traffic accident.

- Above all, do not leave the scene of the accident! “Hit and Run” is a serious criminal offence. If you leave the scene of an accident, your insurance company may deny you coverage.

- Take necessary emergency steps. If someone is injured, call for medical assistance and make sure that traffic is warned by placing a warning triangle 100 meters in front of and behind the scene of the accident. Use your first-aid kit if needed.
- Call the police. If the accident occurs on a US or NATO installation, call the military police immediately. If the accident occurs off of a US or NATO installation, you must notify the local police, who may or may not respond to non-injury accidents. Whether or not the police respond, be sure to take all steps in the next paragraph.
- Get information from other drivers involved in the accident. Get the name, nationality, home address and phone number, work address and phone number, age, license number, vehicle registration number, type of vehicle and colour, and the name and address of the insurance company of other drivers involved. Give other drivers the same information about you. Get names and addresses of witnesses.
- Write down the facts surrounding the accident. Draw a diagram of the position of the vehicles involved, the direction vehicles were traveling, point of impact, and any other relevant information, such as position of traffic signs and signals near the scene. If a camera is handy, take pictures of the accident scene and of vehicle damage.
- Co-operate with the police, but be careful what you say. The police report may be important evidence in determining fault. Give yourself time to formulate answers to police questions; if you are not careful, you may say something that could be used against you later.

Chapter
5

Base activities



Medical Facilities

The International Medical Branch provides aeromedical emergency service, routine outpatient medical and dental care, annual physicals and immunizations to assigned personnel on flying status and air traffic controllers. The squadron also accomplishes other medical tasks required by and in accordance with host nation occupational, industrial, environmental and other appropriate laws, regulations and standards, including employment and annual physicals for civilian employees. The unit also possesses two ambulances.

The U.S. Clinic provides routine outpatient medical and dental care for US and Canadian military members and their families and routine outpatient medical care for military members and families of all other participating nations, except Germany.

The German Medical Branch gives medical service to German soldiers in accordance with national German regulations. It is collocated with the NATO Clinic.

Billeting

There are accommodations on base for both male and female personnel including bachelor enlisted quarters (BEQs), bachelor officers' quarters (BOQs) and visitors' quarters (VQs - VOQs/VEQs). Quarters are given on a space available basis. Guests and visitors may be entertained or stay overnight in the quarters, but family members cannot be accommodated on base other than for short periods. Telephone numbers for the Billeting section: ext. 4960.

Dining Facility/Club

The Component Club offers formal and informal social settings and activities for all personnel.



The Rotodome dining facility is located in Building 70. It is truly an international facility as the food demonstrates. Component personnel, National Support Unit members and their dependants may use the Rotodome. The Rotodome has no dress code. With the MWA card the discount will be approx. 30%. In the Rotodome we are serving breakfast, lunch and dinner along with a Pizza/Salad line.

MWA Card

Customers pay at the cash desk and show their MWA Card for approximately 30% discount. After eating, the serving trays are to be taken to the dishwashing area and placed on the conveyor belt system or the mobile tray rack.

Opening hours: Monday-Friday from 0600 - 1900 serving breakfast, lunch and dinner along with a fast food line.

The E-3A Club, located in Building 50.

Special events and regularly scheduled activities are published in a monthly calendar and publicity flyers distributed throughout the Component. For reservations, private functions, or questions call ext. 4990 for the club manager.

We have no advisory committee for the E-3A Club anymore. There is the MWA Council for all MWA matters including representatives from all nations which meets, at least, quarterly.

Opening hours E-3A Club: MON 11-2200 hrs; TUE - FRI 11-1800 hrs.

Opening hours Red Lion Bar: WED 16-2200 hrs

Opening hours Bavaria Keller: THU 16-2200 hrs



Thrift Shop

The thrift shop offers service selling and buying used items, such as books, records, transformers, appliances, clothes, toys, etc., with the exception of shoes, plants and anything flammable. The shop is located in Building 65S next to the gas station and is open on Tuesdays and Thursdays from 1000 to 1400.

Sports/Recreation Programmes

The Morale and Welfare Activities (MWA) Section of the Services Branch runs social, sports, youth, and recreational programmes for all Component members. Many of the activities and programmes are significantly subsidised by contributions from the NATEX and other concessionaires.

MWA strives to provide a well-rounded programme for the international interests of Component members.

There are also numerous private clubs and organisations which are officially registered with MWA. Details on their meetings and activities are publicised regularly in the NATO Skywatch, on bulletin boards throughout the base and in flyers. Some of these include Rod and Gun Club, Ski Club, Scuba Club, International Women's Club and the Golf Association. The Tennis Club maintains several excellent tennis courts for its members. Due to the constantly changing leadership of these groups, MWA or sponsors can help answer any questions.

Fitness

The Component has two gymnasiums. The Old Gym, located in Building 161, houses the NATO Wellness Centre and shower/changing rooms. The WC staff can help build a fitness programme and offer several health programmes such as weight management, stress management, and smoking cessation classes. The staff can be reached at 02451-99-3386.

The New Gym, located in Building 206, includes a separate pair of racquetball courts (Building 204). A new addition contains additional squash courts and a modern facility for dance/aerobics, martial arts as well as body building/weightlifting and aerobic equipment.

The Squash Court is located in Building 56 and is open Monday to Friday from 0900-2100 and Saturday and Sunday from 1000 to 1600; reservations can be made at the new gym.

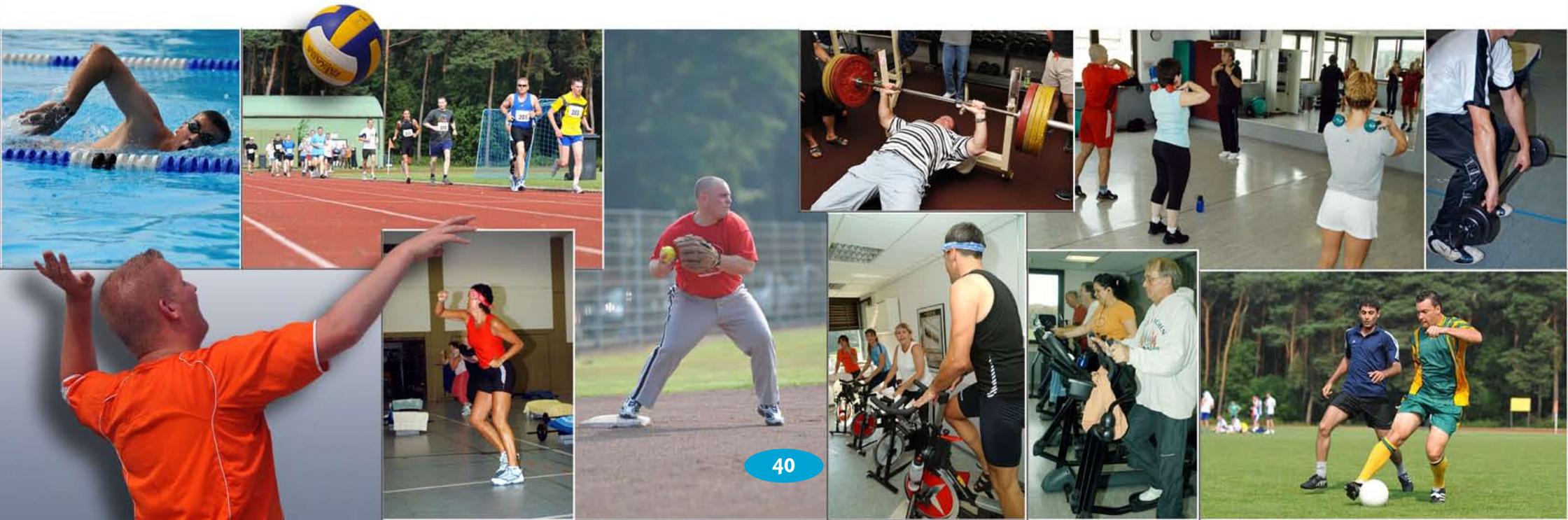
The Outdoor Swimming Pool is normally open in the summer period. A low daily-

use fee is charged, or individuals and families may purchase a season pass. Children under 12 years of age must have adult supervision. Bathing attire is required according to base regulations.

Along the E-3A circle stretches a large complex of sports fields. This is the centre of the base's athletic programme. In addition to a new state-of-the-art track and field complex, soccer, football, baseball, softball and rugby fields, it is the home of the Component Sports Day, held each summer. There is also a 3,5 kilometre and a 1,5 kilometre Jogging Cross in the southern part of the base.

The Sauna in Building 214 includes a Jacuzzi and solarium and is also open for mixed use at certain times. There are summer and winter hours. Check the Intranet Portal page for opening hours.

There is also a Picnic Area near Building 204 and the Sports Fields, which can be reserved for group outings. The area must be booked one week in advance at the Sports Department.

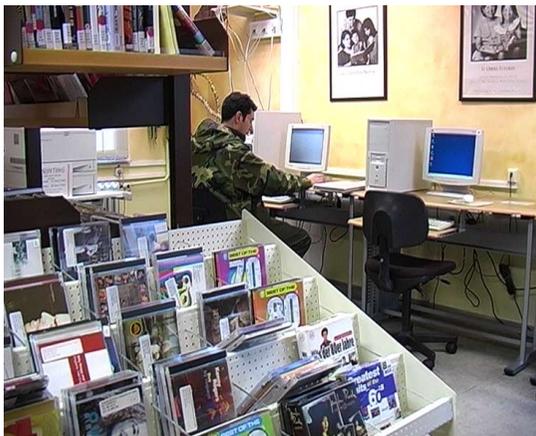


Library

The International Library, Building 96, is open from 1100 to 1500 Monday through Friday. This is truly an international library, having books in most of the major languages represented at the Component. Their collection includes approximately books in seven languages, newspaper and magazine subscriptions, compact discs, videotapes and DVDs on rotating basis for reference and loan.

The library offers many items for educational course work, such as language courses in several languages and a large collection of books from Troy State University and Embry Riddle University.

The collection is augmented by the McNaughton leased book collection with all the newest best sellers, and the ever-popular “paperback swaps” are still offered. Additionally, two CD ROM computers (offering a total of seventeen research programs), a typewriter, copy-machine, TV, and VCR are available for use.



Chapel - Religious Activities

The Component Chapel offers worship services and religious education classes. The Chapel also offers premarital/marital counseling, spiritual guidance, and relationship counseling. Various groups offer bible study, and religious education classes.



PROTESTANT SCHEDULE

General Protestant Services	Sun 1100
Sunday School	Sun 0930

CATHOLIC SCHEDULE

Roman Catholic Mass	Sat 1700
	Sun 0930
CCD	Sun 1100

JEWISH SCHEDULE

Contact Chapel Office

CHURCH OF CHRIST SCHEDULE

Sunday School	Sun 1330
Worship Service	Sun 1430

Services

At Building 81, a number of services are available to all Component personnel. The Commerz Bank offers all private account related transactions, credits, and various other services supporting all Component members. More information is available at the manager's office. The Barber & Beauty Shop are also there.

The Dry Cleaning Service offers a variety of cleaning services and international newspapers and magazines.

The DER Travel Service, is a fully licensed travel agency offering domestic and international train tickets, airline tickets, individual holiday and package tours, hotel reservations, car rentals, travel insurance, military travel, and other leisure travel services.





NATEX is a diversified retailer operating as the official concessionaire on the E-3A Component since 1985. The NATEX offers an international shopping experience in a one-stop, duty free, customer-focused, environment.

A focus of our partnership with the E-3A Component is to significantly contribute financially to your Morale & Welfare through royalties paid on all consumer sales; this to say, when a customer makes a purchase at any of the NATEX outlets/ services, a percentage of those sales are returned to the Component in royalties, ultimately assisting the many viable services provided to you by the E-3A Services Branch.

The 7 NATEX retail outlets/services on Base:

- **RETAIL Store:** offers a vast array of general merchandise, an inspiring cosmetic/ fragrance department, electronics, jewelry, giftware, leather goods/handbags, domestics and small appliances

- **CONVENIENCE PLUS:** With an international assortment of foods, wine selection, spirits and tobacco assortments
- **CASUAL MODE:** Brand name clothing for men, women and children, including footwear and accessories departments
- **SPORTS & OUTDOOR:** excellent range of bicycles and accessories, exercise equipment, athletic wear and footwear, and car maintenance products. There is a (car) Garage; for your convenience, we also do vehicle inspections daily. There is a SHELL Gas Station
- **RETAIL VIDEO PLUS:** offering a wide range of DVD new release movies, including BlueRay for many titles, TV series and more!

NATEX is open 7 days a week (with special holiday operating hours). Visit the website www.natex.de for details on flyers, events and special promotional activities, as well as employment opportunities and shopping eligibility.

Children

Chapter
6





Child Development Centre

The Child Development Centre (CDC), Building 82, is sponsored by the US National Support Unit.. It is open to all nationalities, and the programmes are English-speaking. Full-time childcare is open to children 12 months to 5 years

of age. Drop-in care is available on a space-available basis; call for details. There is no CDC-licensed family-day-care programme off base.

The part-day pre-school program and is open to children 3 to 5 years of age.

The program is offered 3 to 5 days per week. Sponsors can enroll a newcomer's child with a copy of the military orders. Before- and after-school care is offered for school age children. Priority is given as follows: single military, dual military, military with working spouse, civilian with working spouse, military with non-working spouse.

Schools

For children of school age, there is an international high school at Joint Force Command Brunssum, NL. This school, known as AFNORTH High School, offers secondary school programs for American, Canadian, German and British students.

International Youth Activities (IYA)

The IYA offers well-rounded leisure programmes for all children and families of the E-3A Component. Seasonal sports programmes include diamond sports, soccer and basketball. Instructional classes are offered in ballet, tap&jazz, taekwondo, hapkido, trampoline, swimming, callanetics, guitar, German and English.

Special events are organised year round including field trips, parties, shows, an Easter egg hunt, a Christmas colouring contest and train-rides with Santa Claus. During school terms a regular Afternoon Club is offered for children aged 5 and up. Break programmes are filled with games, arts and crafts, hikes, swimming, special projects, movies and many other fun activities.

Local area

Chapter
7



Currency

The Euro is the official currency in Germany as well as in Austria, Belgium, France, Finland, Greece, Ireland, Italy, Luxemburg, The Netherlands, Portugal and Spain.

Paper notes and metal coins are used. The common denominations are:

EURO COINS AND BILLS

- 500 Euro note
- 200 Euro note
- 100 Euro note
- 50 Euro note
- 20 Euro note
- 10 Euro note
- 5 Euro note
- 2 Euro silver / brass coin
- 1 Euro silver / brass coin
- 50 Euro Cent brass coin
- 20 Euro Cent brass coin
- 10 Euro Cent brass coin
- 5 Euro Cent copper coin
- 2 Euro Cent copper coin
- 1 Euro Cent copper coin



Value Added Tax

Value Added Tax (VAT) is the German tax added to all merchandise and services purchased on the economy. Relief from paying this tax is normally only granted to official NATO procurement agencies and not individual members of NATO forces. To extend this privilege to individual Component members, a special programme has been arranged. For the programme to work, the following regulations are extremely important. Anyone holding a NATO ID, shopping and ration card, except Germans, can use the VAT programme.

E-3A Component agencies and National Support Units (except Germany) may use the service also for tax savings when purchasing goods or services for non-appropriated purposes (special functions, etc.). The Services Branch's Accounting Office (Tax Office, Building 80) will verify the status of individual applicants to ensure only authorised personnel use the tax relief programme. Goods and services acquired must be for the sole use of the authorised personnel. Violations of the regulations may not only subject an individual to punishment but may also jeopardise a privilege for all. All goods and services must officially be procured through the Services NAF Procurement Office or the established tax relief programme. (Operating hours Monday through Friday: 0800 - 1200).

Participation in this programme by German vendors is entirely at their discretion. Since this requires additional administrative work with no benefit to the vendor, vendors may decline to participate, especially if the purchase is small. The tax free merchandise must cost at least 50 Euros.

Important Note: VAT exemptions must be established prior to the purchase. Contact the VAT Office at extension 4916 for questions.

Markets

Throughout this area of Germany and the Netherlands, there are food markets virtually every day in one town or another. Because this is an agricultural area, much of the product is exceptionally good and fresh. Outdoor food markets are the common method of buying food. Most markets throughout the area sell produce, meat, cheese, fish and flowers. Everything is sold in individual stalls, and in weekend markets there are often other items for sale, such as hardware, clothes, and costume jewelry. Below are the times for some of the markets in the area.

MARKETS IN THE NETHERLANDS

BRUNSSUM

Saturday 0900-1400

KERKRADE

Saturday 0800-1500

GELEEN

Thursday 1430-1800

SCHINVELD

Thursday 1330-1700

SITTARD

Thursday 0800-1300

Saturday 1000-1700

EYGELSHOVEN

Saturday 0900-1600

HOENSBROEK

Friday 0800-1230

NIEUWENHAGEN

Thursday 1530-1900

UBACH OVER WORMS

Friday 1400-1800

MAASTRICHT

Wednesday 0830-1400

Friday 0830-1400

HEERLEN

Tuesday 0900-1300

Thursday/

Saturday 0900-1300

MARKETS IN GERMANY

GEILENKIRCHEN

Tuesday 0700-1200

Friday 0700-1200

HEINSBERG

Tuesday 0800-1200

Friday 0800-1200

ÜBACH-PALENBERG

Thursday 1300-1830

Aachen

Aachen, a border city with around 245,000 inhabitants, is about a half hour's drive from the Component. Life here is a rich kaleidoscope ranging from the traditional to the futuristic and "as colourful as a painter's palette". The city is considered a spa resort, industrial city, university town, equestrian centre, congress city, and interface for international contact. The framework is green - Aachen well deserves its reputation as the city in a rural setting - with more than 2,500 benches for hikers and strollers to rest. The setting is cosmopolitan with Belgium and the Netherlands just next door. The hills of the Eifel and Ardennes ranges are visible.



2000 Years

Two millennia of lively history have left their traces here, as antiquity, Middle Ages and modern life jostle in the narrow confines. The Imperial cathedral with Charlemagne/Karl der Grosse's Palatine Chapel is but a step away from the variety of shops in the Roman colonnades. The lovingly restored alleys of the old city present a vivid picture of past cultures. And what could be more pleasant than to while away the time in the beautiful cafes and bars?

Many Markets

Another feature of Aachen is its colourful variety of markets: flea markets, art markets, the handicraft markets and the historic annual fair in the Kornelienmünster quarter lure visitors from near and far. The 40,000 students at the Technical University and Polytechnic add a special character to the city's business life.

Show Jumping

The most popular of Aachen's major events is the annual show jumping, riding and driving tournament in the world's largest equestrian stadium. Aachen has earned its title as "the Mecca of equestrianism", bestowed on it by newspapers and specialist magazines throughout the world.

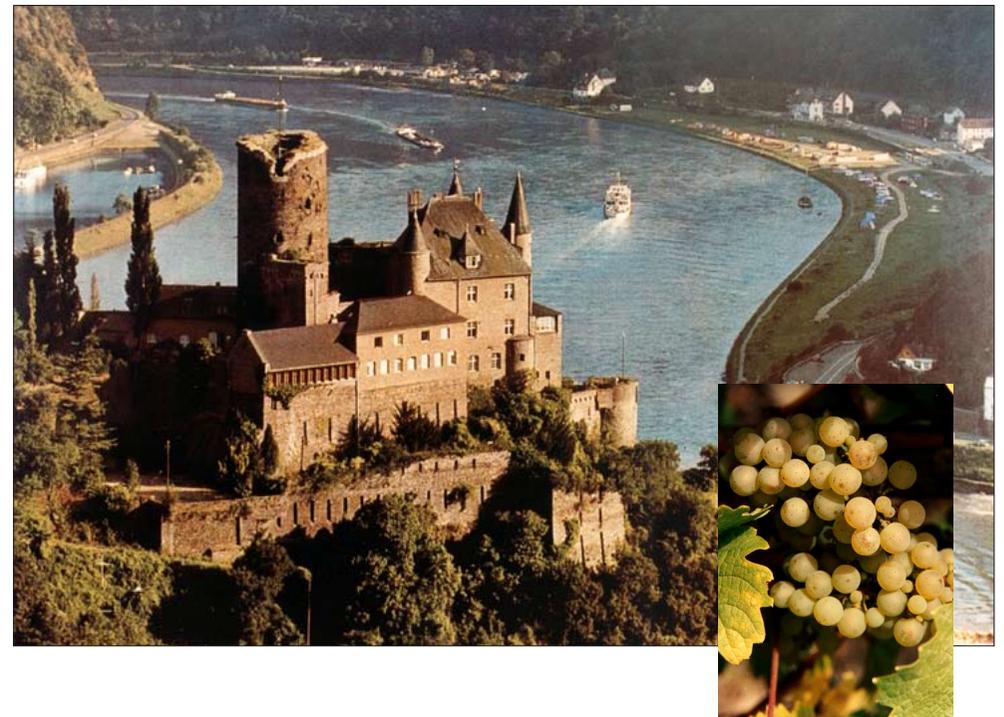
For all its inhabitants, there is no sense in the city of nature being driven out by concrete and steel. If anything, the reverse is true; the extensive city forests, the Burtscheid spa park and its counterpart on the Monheimsallee all offer a perfect setting for walking or simply loitering. Aachen's joie-de-vivre is reflected in the variety of springs that await the visitor at so many points throughout the city.

Aachen, at the heart of Europe, the westernmost city of Germany, is a rich world of discovery.

Rheinland

This is perhaps some of the most notable country of Germany. People all over the world are familiar with "Rheinwein". The noble vintages of the Rhine region are found in vineyards located between Assmannshausen and Hochheim.

Hochheim gave its name to "hock" the English term for the German white wines. Erbach and Geisenheim are famous for the wine schools; Hattenheim, Keidrich and Rudesheim are the main towns of the late-ripening Riesling wines. These wines not only require a southern location and protection of the forests to thrive but also need the reflection of the sun on the Rhine and the inconsistencies of the autumn mists to develop its rich bouquet. Growing beside almonds, figs and Spanish chestnuts, the Riesling wines ripen to a heady, spicy sweetness, similar to the Traminer, Gewürztraminer, Ruländer and Sylvaner varieties.



Cathedrals And Castles On The Rhine

Between the old imperial towns of Speyer and Cologne on the middle reaches of the Rhine, one finds not only some of the most beautiful German landscapes but also the heartland of German history.

Here the course of the Rhine and the fashioning of its banks and man's architecture have created a unique variation out of the wooded hills and imperial towns, vineyards and cathedrals, cliffs, river islands and knights' castles.

Koblenz

Germany began in Koblenz. In its Carolingian cathedral of St. Kastor, the treaty dividing Charlemagne's empire was negotiated in 842 and ratified a year later in Verdun. The Balduin bridge, built in the 14th century, crosses the Mosel just before it flows into the Rhine; on the other side of the Rhine is the Ehrenbreitstein, the fortress of the archbishops of Trier.

At Koblenz two of Germany's most famous rivers merge, the Rhine and the Mosel, home to some of the greatest wines and picturesque landscape in all of Germany. From Koblenz to Trier the Mosel winds through steep and rugged valleys, covered with vineyards. Each village has its special wine festivals, and year-round wine tasting is a delight.

Colonia Agrippina (Cologne/Köln)

North from Bonn, the Rhine valley quickly broadens, and from far away it is possible to see the two gigantic towers of Cologne cathedral, the last great cathedral on the middle Rhine. Colonia Agrippina was the name of the Roman settlement and age-old metropolis of the Rheinland which today is the fourth largest city in Germany.

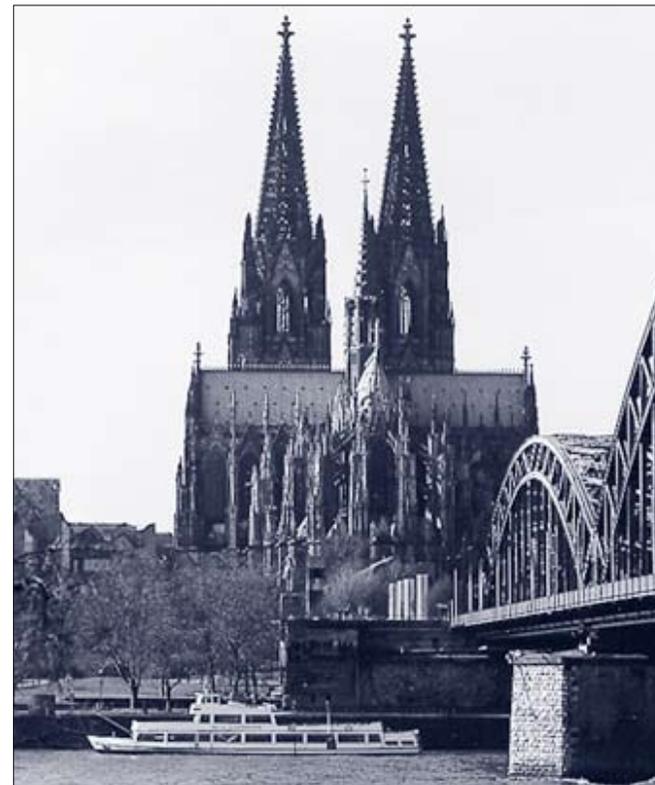
In the Middle Ages the town owed its power and influence to the church. Until

the 13th century, the Cologne archbishops were not only spiritual but also temporal princes who built more than 150 churches, monasteries and seminaries in their town and turned it into a magnificent centre of religious, intellectual and artistic life in western Germany. Ninety percent of the old town of Cologne was destroyed in the Second World War. The cathedral, although damaged, was preserved.

Further away

Further away, Berlin, the Alps, the Black Forest, the shores of the North Sea and the Baltic Sea and many other areas offer wonderful opportunities to enjoy and learn about Germany. There are 357,050 square kilometres to discover and almost 80 million people to meet. And, since Germany once again lies in the very heart of Europe, many streets

lead to the neighbouring countries to the north, south, west and east.

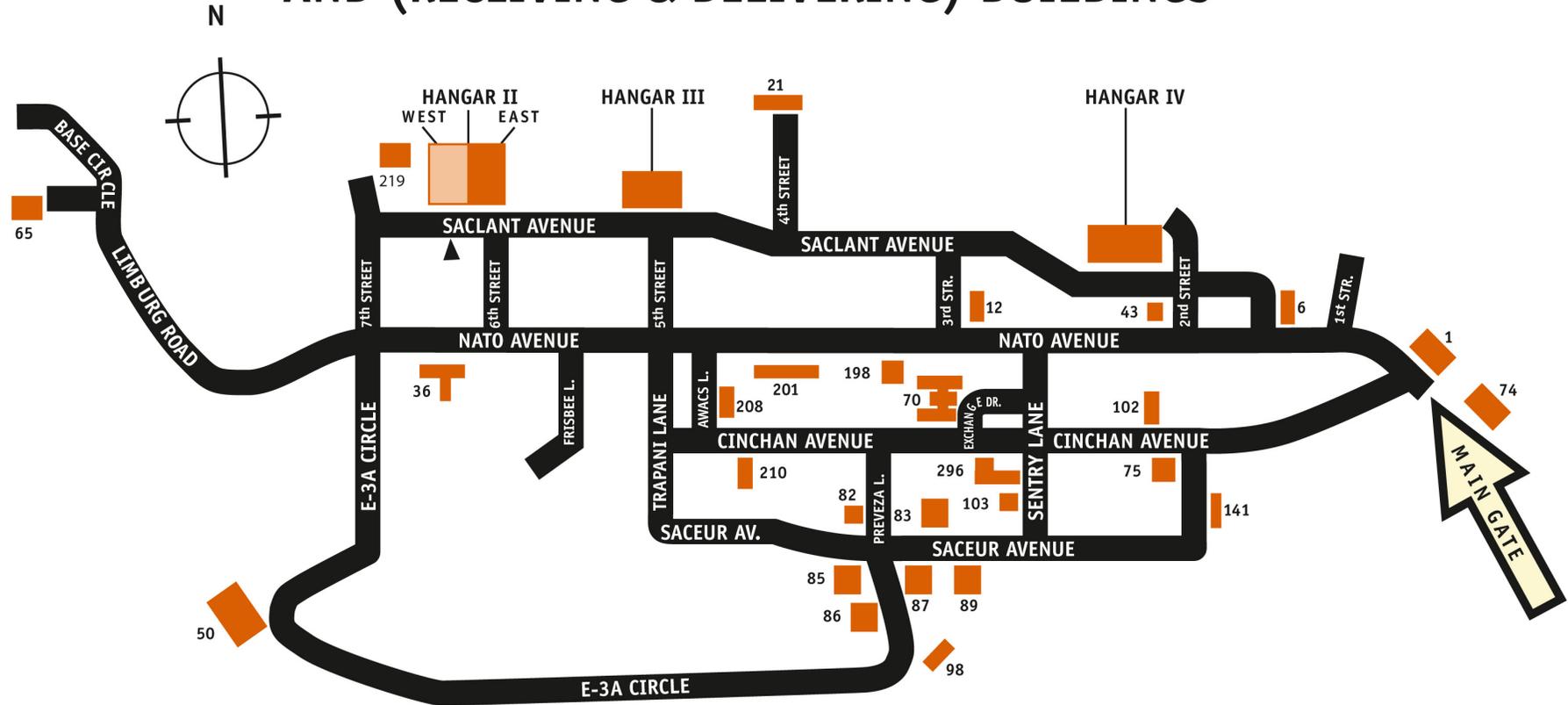


Cologne Cathedral

Useful German and Dutch phrases

English	German	Dutch
General		
Yes	Ja	Ja
No	Nein	Nee
Please	Bitte	Alstublieft
Thank you	Danke	Dank u
Excuse me	Entschuldigen Sie	Pardon
Good day	Guten Tag	Goedemorgen/middag
Good bye	Auf Wiedersehen/Tschuß	Dag
Do you speak English?	Sprechen Sie Englisch?	Spreekt u Engels?
I do not understand German or Dutch	Ich verstehe kein Deutsch	Ik versta geen Nederlands
Restaurant		
I would like a menu	Ich möchte die Speisekarte	Ik wil graag een menukaart hebben
I would like a Coke, please	Ich möchte eine cola, bitte	Ik wil graag een cola, alstublieft
...a beer	...ein Bier	...een bier
...a coffee	...ein Kaffee	...een koffie
...a mineral water	...ein Mineralwasser	...een spa
The bill, please	Die Rechnung, bitte	De rekening, alstublieft
Where is the restroom, please	Wo ist die Toilette, bitte?	Waar is de WC?
Numbers		
1	eins	een
2	zwei	twee
3	drei	drie
4	vier	vier
5	fünf	vijf
6	sechs	zes
7	sieben	zeven
8	acht	acht
9	neun	negen
10	zehn	tien

E-3A COMPONENT DIAGRAM OF MAIN ROADS AND (RECEIVING & DELIVERING) BUILDINGS



HANGAR II EAST SHIPPING AND RECEIVING
VEBEG
HANGAR III LOGISTICS WING
HANGAR IV NAMSA RECEIVING AND DELIVERING
NAMSA TRANSPORT SECTION
PASSENGER TERMINAL

1 MAIN GATE / YOU ARE HERE
6 SBA / BAULEITUNG
12 BwDLz (BUNDESWEHR-DIENST-
LEISTUNGSZENTRUM)
21 TNT
36 IMP STATION
43 INFRASTRUCTURE DIVISION

50 E-3A CLUB
65 NATEX SERVICE STATION
70 ROTODOME
74 NATEX ADMIN & PERSONNEL OFFICE
75 NATEX WAREHOUSE
82 US PRE-SCHOOL
83 SUPPORT UNITS GRC, NOR, POR, TUR, BEL

85 DEU SUPPORT UNIT
86 DEU SUPPORT UNIT
87 USA SUPPORT UNIT
89 USA EDUCATION CENTER
98 CAN SUPPORT UNIT
102 NLD SUPPORT UNIT
103 USA CLOTHING SHOP

141 BILLETING/HOUSING OFFICE
ITA SUPPORT UNIT
198 USA DENTAL CLINIC
201 MEDICAL SQUADRON
208 USA MEDICAL CLINIC
210 PROCUREMENT
219 SAFETY DIVISION
296 NATEX RETAIL STORE