

SO YOU ARE POSTED TO GERMANY

Introduction

This booklet is produced to assist you in adjusting to living and working in Germany. British Forces Germany (BFG) has the largest military community outside the United Kingdom, and is situated mainly in the North West of Germany in an area roughly the size of Scotland.

Much of the style of life in Germany is similar to the United Kingdom but there are differences. The German people are well known for their orderly lifestyles and for their tolerance of the rights of others. Everyday rules of living are taken for granted in the United Kingdom and are sometimes ignored, but in Germany they are regarded as important and they are strictly observed. For example there are specific times when Germans are not permitted to use their lawn-mowers or hang up washing and as guests in their country they expect us to observe their rules. Moreover, care of the environment is also very important to the German people and they go to great lengths to protect it.

BFG is a busy but interesting posting. There are many Service facilities covering a wide variety of sports and activities to suit all tastes and ages. Enjoy your tour in Germany but remember we are guests and as such we must respect the German way of life and culture.

This booklet has been prepared by
HQ UKSC(G) G1 (Personal Services).
Errors, omissions or suggestions should
be forwarded to the G1 Information Manager
(JHQ Extension 2037)
This booklet is to be issued to all personnel
posted to BFG.

SO YOU'RE POSTED TO GERMANY QUICK START GUIDE

Before leaving UK:

Refer to Service Families Task Forces Relocation Guide.

If you are employed and having to leave your job because of your spouse's posting see Chapter 9 of this booklet for details of how to register for Job Seeker's Allowance in Germany.

On Arrival in BFG:

- New Arrivals Guides are available in your local HIVE
- New Arrivals information is on BFBS 1 TV Forces Text Page 600. (particularly useful if you arrive out of hours or at a weekend)
- Obtain ID cards and NAAFI shopping permits from Unit Welfare Office.
- Open German bank account.
- Register your car(s)/motorbike(s) with the BFG Office
- Register dog with HCSO (proof of insurance for dog(s) required).
- Register at Medical Centre (note the emergency contact no's).
- Arrange Phone/Internet connections (details from HIVE).
- Register with GLSU (if you require dependant employment).
- Register at German Arbeitsamt within 7 days if you are seeking Job Seeker's Allowance.
- Contact school(s)
- Check refuse disposal system and calendar

Information points: www.hive-bfg.co.uk
www.bfgnet.de

Forces Text: Teletext page 600 BFBS 1
Unit Welfare Office

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ABBREVIATIONS USED IN THE PUBLICATION

| | | |
|---------|---|--|
| AEC | - | Army Education Centre |
| AFF | - | Army Families Federation |
| AGAI | - | Army General Administration Instruction |
| ALS | - | Army Legal Service |
| ARRC | - | Allied Command Europe Rapid Reaction Corps |
| BFBS | - | British Forces Broadcasting Service |
| BFG | - | British Forces Germany |
| CB | - | Child Benefit |
| CEA | - | Continuity of Education Allowance |
| CEAS | - | Children's Education Advisory Service |
| COLA | - | Cost of Living Allowance |
| CSSRA | - | Countries to which Special Security Regulations Apply |
| DGP | - | Designated German Provider Hospital |
| DMWS | - | Defence Medical Welfare Service |
| DWP | - | Department for Work and Pensions |
| FFR | - | Forces Fixed Rate |
| GAR | - | General Accounting Rate |
| GFA | - | Government Freight Agency |
| GLSU | - | Garrison Labour Support Unit |
| GOC | - | General Officer Commanding |
| HIVE | - | Information Service |
| JSP | - | Joint Service Publications |
| LOA | - | Local Overseas Allowance |
| MMA | - | Motor Mileage Allowance |
| MDHU | - | Ministry of Defence Hospital Units |
| MOD | - | Ministry of Defence |
| NAAFI | - | Navy, Army, Air Force Institute |
| NATO | - | North Atlantic Treaty Organisation |
| QRs | - | Queen's Regulations |
| SCE | - | Service Children's Education |
| SIBA(G) | - | Standing Instructions for the British Army (Germany) |
| SOBA(G) | - | Standing Orders for the British Army (Germany) |
| SOFA | - | Status of Forces Agreement |
| SSAFA | - | Soldiers, Sailors', Airmans' and Families Association Forces |
| SSVC | - | Services Sound and Vision Corporation |
| UKSC(G) | - | United Kingdom Support Command (Germany) |
| UKBC | - | United Kingdom Based Civilian |
| USO | - | Unit Security Officer |
| VHF | - | Very High Frequency |
| WRVS | - | Women's Royal Voluntary Service |

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GERMANY

Geography

1.01 Germany has a mix of landscapes, ranging from the sandy lowlands of the north and the forests and terraced vineyards of the centre to the Bavarian Alps in the south. The country is divided into three main regions. The North German Plain, where most of the British Forces are based, is mainly low level and consists of relatively featureless country broken by canals, attractive sandy heath and woodlands such as Lüneburge Heide. The plain then gives way to the Central Uplands, an area of moor land and forests rising from 2000 to 4000 metres. Here, valleys are deep cut and large rivers such as the Rhine and Mosel flow between spectacular rugged cliffs, terraced vineyards and wooded slopes further south. The Bavarian Alps offer magnificent scenery with mountains, forests and lakes. Germany's weather is broadly similar to that of the UK, with high annual rainfall, although winters tend to be cooler and summers slightly warmer.

History

1.02 Up until 1871, the area of present-day Germany consisted of rival states such as Prussia, Saxony, Württemberg and Bavaria. During the Franco-Prussian war, however, Bismarck, the Prussian Minister, united the various states and formed the German Reich. With this new-found unity, commerce and industry flourished. In the reign of Wilhelm II, the country developed a powerful navy which became a threat to Britain. In 1914 the assassination of Archduke Franz Ferdinand of Austria sparked off World War I, in which the British, French and Russians and (eventually) the Americans joined forces against Germany. In 1918 the German Empire was defeated, Wilhelm II abdicated, and Germany was proclaimed a Republic. However, social and economic problems, including unemployment, inflation and poverty, created a situation which allowed Hitler and his National Socialist movement to take control. German power and aggression strengthened, and in 1939 the country was at war again. Following defeat and widespread devastation in 1945, Germany, with hard work and American financial assistance, recovered to become one of the world's major industrial powers. although it has begun to suffer some economic decline in recent years, largely as a result of the strain placed upon the economy after the re-unification of the former states of East and West Germany.

Constitution and Government

1.03 The Federal Republic of Germany (FRG) is a federation of 16 states or Länder (pronounced "Lender"). The German Länder are as follows:

Schleswig-Holstein, Hamburg, Berlin, Bremen, Niedersachsen (Lower Saxony), Nordrhein-Westfalen (North-Rhine Westfalia), Hessen, Rheinland-Pfalz, Saarland, Baden-Württemberg, Bayern (Bavaria), Thüringen, Sachsen, Sachsen-Anhalt, Brandenburg and Mecklenburg-Vorpommern.

1.04 Germany's capital is Berlin, but until the unification the seat of government was Bonn. Throughout the Länder, the people directly elect the members of the Bundestag, or Lower House, by a method of proportional representation. The Länder themselves are represented in the Bundesrat or Upper House.

1.05 The Federal Chancellor, as Head of Government, must be able to rely upon a majority in the Bundestag, and all laws have to be approved by the Bundesrat before going on to the President of the Republic for final ratification.

1.06 In general, the Bundestag is the equivalent of the British House of Commons, while the Bundesrat performs a function similar to that of the House of Lords. There are three main political parties: the Social Democrats (SDP) who broadly equate with the Labour Party, the Christian Democrats (CDU) are akin to the Conservatives and the Free Democrats (FDP) who roughly match the Liberal Democrats. Other political parties

include the influential Green Party, the Party of Social Democracy (PDS) (formerly SED-the East German Communist Party) and the right wing Republicans.

Why We Are Here

1.07 The British Forces are now stationed in Europe for reasons of national and NATO security with the agreement and support of the German government. The presence of British and American troops in Germany provides mutual security and is a visible display of the UK's support for its NATO allies.

1.08 The UK has been a member of the North Atlantic Treaty Organisation since 1949.

1.09 1st (United Kingdom) Armoured Division units are earmarked for assignment to NATO's High Readiness Forces. UK also provides framework support for the HQ Allied Command Europe (ACE) Rapid Reaction Corps (ARRC).

1.10 In summary, NATO forces based in Germany are geographically well-placed to respond to events which could disrupt unity in Europe, while at the same time our presence in Germany has valuable economic and cultural benefits which are an important spin-off for the UK.

British Forces Germany (BFG)

1.11 The British Forces in Germany number some 22,500 Service personnel and approximately 23,000 civilian staff and dependants. They comprise the United Kingdom Support Command (Germany) based in Rheindahlen, 1st (United Kingdom) Armoured Division with its HQ at Herford and troops in North Rhine Westfalia and Lower Saxony. UK is also the framework nation for the NATO HQ ARRC based at Mönchengladbach-Rheindahlen.

Passports and Status Stamps

2.01 Spouses, Civil Partners and dependant children must have valid standard passports. The only exception is for those children endorsed on their mother's passport who may continue to travel whilst the passport remains in date, however even in these cases you are strongly advised to obtain individual passports for children, especially if they are likely to be travelling separate to the family within Europe for example on school trips. All members of a family (serving soldiers and their dependants, who are non UK passport holders, and who are travelling under their own arrangements from outside the UK direct to Germany, must have a valid visa to enter Germany. Once the family is residing in BFG they are to forward their passports with the relevant application through either their Unit Admin or Welfare Office to G1 Comp, HQ UKSC(G), BFPO 140 for the insertion of a BFG Status Certificate (Statusbescheinigung). If travelling from the UK to Germany the "Status Certificate" should be obtained through Defence Passenger Reservations Centre (DRPC). All members of a family, who are non UK passport holders, should be aware that this "status certificate" is not a visa for other EEC countries and they will require the appropriate visa for travel to most countries within Europe.

2.02 The Defence Passenger Reservation Centre (DPRC) will endorse passports with the Status Stamp. If your family has already been called forward by DPRC, or aim to travel under private arrangements, the passports should be sent for endorsement through your Admin/HR Office to:

Defence Passenger Reservation Centre
5th Floor, St Georges Court
2-12 Bloomsbury Way
LONDON
WC1A 2SH

2.03 The immediate members of your family, including dependant children in full time education in UK, are given "Dependant Status". Such status is recognised by the issue of a civilian identity card, similar to the Services identity card, to spouses, partners and dependant children aged 8 to their 25th birthday. A dependant who has attained their 25th birthday and who has not been granted extended status may reside with the family provided the Commanding Officer and Housing Community Support Officer (HCSO) agree. Such dependants must register with the German authorities and are not entitled to any tax free facilities or Service support. Medical cover (see Chapter 6) is only provided for dependant children up to the age of 23 years of age. Beyond that they are issued with a Non-Med ID Card and are responsible for taking out medical insurance and making private arrangements with the German Authorities.

2.04 Serving military personnel intending to travel under private arrangements must either have a valid passport, or an MOD form 90 Identity Card plus a NATO Travel Order (obtainable from the parent BFG unit).

Identity Cards

2.05 All Civilian personnel, spouses, partners and dependant children over the age of 8 years, including those attending school in the UK, or elsewhere, who visit their parents during their school holidays, require civilian identity cards. It is important that these cards are carried at all times because it confirms that the holder is either a member/dependant of the Force/Civilian Component of the British Armed Forces stationed in the Federal Republic of Germany, and that they are entitled to medical treatment (not dependant children over the age of 23).

2.06 You should ask your RAO (Regimental Administrative Office) immediately upon arrival for application forms. One passport size photograph is required; reimbursement of the costs will be made, providing you produce a receipted bill from the photographer.

NAAFI Shopping Permit and Ration Card (BFG Form 55)

2.07 NAAFI Shopping Permits and Ration Cards are required for all members of the family (over 16 years of age) who are granted dependant status (see paragraph 2.03). This enables them to shop in the NAAFI and to purchase the various controlled items: coffee, cigarettes, gin and whisky. (Gin, whisky and cigarette allocations are only available to those over the age of 18). Your RAO or Families Office will issue the shopping permits and ration cards on request.

CHAPTER 3 - PAY, ALLOWANCES AND CURRENCY EXCHANGE

General

3.01 This section briefly explains the existing arrangements for pay, allowances, and currency exchange facilities on posting to BFG.

3.02 The information given below is confined to basic details. Your RAO will advise you where to get the full information.

Rate of Exchange

3.03 The rate of exchange of Sterling (£) to Euros (€) or vice versa may vary. Various rates are explained below.

- a. Forces Fixed Rate (FFR). The FFR is used when converting pay and allowances into Euros. It remains constant for a minimum of one calendar month, and only changes when it is sufficiently different from the commercial rate.
- b. Commercial Rate. The commercial rate of exchange is used by the banking world and fluctuates daily. The FFR was introduced to avoid such fluctuations.
- c. British Forces Post Office Accounting Rate (POAR). This is the rate used by the British Forces Post Office for the purchase of stamps and postal orders and the encashment of personal GIRO cheques. It changes weekly.
- d. NAAFI Rate. NAAFI use an exchange rate which closely follows the commercial rate.

Currency Exchange Facilities

3.04 All exchanges, including cash, have to be made through commercial channels. The unit imprest account may not be used to exchange currency after your pay starts being paid into your German account.

Pay and Allowances

3.05 If you have not already done so in the UK, you will need to elect how you wish your pay and allowances to be distributed. Your RAO will explain the procedure.

Bank Accounts

3.06 Under JPA all personnel must have a bank account to which pay and allowances can be credited to. You are advised to maintain both UK and German bank accounts. A UK bank can have sums, either main pay or allotments, credited directly to it by Service Personnel & Veterans Agency (SPVA). Retaining your UK bank account would be useful to meet the needs of regular debits, such as standing orders or Direct Debits for insurance, mortgage repayments, hire purchase etc.

UK Bank Cards

3.07 Cards with the VISA, MasterCard, Cirrus and various other symbols may be used at German ATM machines to obtain cash from your UK accounts. There may, however, be a service charge raised by your bank for using this facility.

German Banks

3.08 You and your spouse may operate local German accounts, the opening of which is a relatively simple operation. Before any pay may be credited to your German bank account, you will have to complete a change of bank details through your individual JPA record.

Personal Sterling Cheques

3.09 Up to the last day of the month following your arrival date in Germany, officers and soldiers may cash UK personal cheques through their unit imprest account at FFR, provided the total of any amounts drawn is within the individual's net pay and allowances earned whilst serving with BFG. This facility is to cover the period during which a new arrival is making local banking arrangements.

Advance on Posting

3.10 You can be paid an advance of pay to cover your first few weeks in BFG. You should see the RAO for this advance of pay prior to your posting.

Allowances

3.11 The following information on allowances applies to all Service personnel posted to BFG. More detailed information is available from your RAO.

Local Overseas Allowance (LOA)

3.12 The aim of LOA is to contribute towards the necessary additional cost of day to day living when Service personnel are required to serve overseas. LOA recognises the amount by which average essential expenditure on day to day living in a particular overseas location differs from that in the UK, taking into account the differences in the local lifestyle. On arrival in BFG you should report to your RAO in order that your LOA may be started. The LOA rate you receive will vary, depending on whether you are single or married, whether or not you are accompanied by your spouse and/or children, and the number of children you have. LOA is not part of salary and can go down as well as up and should therefore not be considered as income when considering entering into any form of financial commitment.

Child Benefit (CB)

3.13 Families in receipt of CB who proceed overseas continue to have an entitlement to CB regardless of whether or not the eligible child(ren) live with their parents overseas. Entitled personnel should ensure they have a UK bank account into which the CB may be paid. For further information on CB entitlement see HMRC website: www.hmrc.gov.uk

Kindergeld

3.14 Kindergeld is the German equivalent to UK Child Benefit and may be claimed by a spouse of a Serviceman/woman and spouse of the Civilian Component (UKBCs, UKBTs and sponsored contractors who have been granted BFG Dependant status etc). Advice may be sought on arrival in Germany from your RAO.

Maternity Pay

3.15 For details of Maternity payments contact your Pay Office (if employed) or your nearest GLSU (if you are a dependant employee) or the Overseas Benefits Office on 0044 191 225 4811.

Unemployment Benefit

3.16 A Service spouse who pays full National Insurance Contributions whilst working in the UK and then leaves employment on going abroad with, or to join, their spouse may be entitled to up to 3 months employment benefit, providing he/she has registered as unemployed in the UK not more than 4 weeks before departure from UK (including day of departure), and on arrival in Germany registers with the German Employment Office (Arbeitsamt) within 7 days of departure from the UK (including day of departure). Contact the nearest GLSU for the address of the Arbeitsamt. Entitled personnel need to make early contact with their local Job Centre for advice.

DWP Benefits- Information

3.17 Information leaflets are available from British Forces Post Offices (BFPOs), HIVE Information Centres and any detailed advice may be obtained from RAO's or directly from the DWP.

Continuity of Education Allowance (CEA)

3.18 This allowance may be claimed, if appropriate, in the normal way under the terms laid down in JSP 752. CEA may not be paid into an overseas bank account. To ensure that Service personnel have considered all requirements and have been advised on the best options for the education of their child(ren) all Service personnel must contact the Children's Education Advisory Service (CEAS) for advice before an initial claim for CEA is submitted or when any change of school is being planned. Parents should consider carefully all the domestic and financial implications when choosing a boarding school and seek advice from their local education centre or via the CEAS at:

Children's Education Advisory Service
Building 190, Trenchard Lines
UPAVON
Pewsey
Wiltshire
SN9 6BE

Telephone:
01980 618244 (civilian)
94344 8244 (military)

Fax:
01980 618245 (civilian)
94344 8245 (military)

The allowance may not continue if the child changes schools, unless it is a recognised stage in the child's education i.e. primary to secondary or acceptance has been sought and given by MOD. To change schools without due cause may result in a breach of continuity and loss of entitlement to this allowance. You should seek AGC(ETS) or SPS advice if you wish your child/children to change boarding schools.

Disturbance Allowance

3.19 You may be eligible for Disturbance Allowance in respect of your move overseas. The basic rate together with the child element (if applicable) may be submitted up to 30 days before the family move. See your RAO for further details.

Removal Expenses Transit Insurance

3.20 You are advised to insure any transit baggage to be moved through GFA (M&S Shipping) facilities under the schemes detailed in AGAI Vol. 3, Chap 90, which is held by your RAO. Personnel may not, however, reclaim the transit insurance premium paid as it is included in the Disturbance Allowance. For single personnel a scheme exists for transit insurance costs to be reclaimed up to a specified amount. Proof of cover will be required. You will not normally be able to claim any damages or losses back from the service authorities, so it is best to insure your effects.

Travel under Private Arrangements

3.21 You may obtain authority from your Commanding Officer to travel to Germany under private arrangements. However, UK to Germany is fully covered by the air trooping service and there is no shortage of seats. The refund payable is therefore limited, and exact details are available from RAO's.

Movement of Baggage by Private Arrangements

3.22 If you intend to move any baggage to Germany by private arrangement, i.e. other than by the GFA (M&S Shipping), then you should be aware that you are responsible for ensuring that you comply with the Customs requirements, not only for entering Germany but for all of the countries through which you may pass en route. To enter Germany you will require a special importation licence, BFG Form 80, for:

- a. Motor vehicles, trailers, watercraft or aircraft not previously registered by the BFG Licensing Office.
- b. Expensive items such as washing machines, vacuum cleaners, television or radio sets and tape recorders.
- c. Horses and dogs (in addition to other documents).
- d. Items imported through the German postal system or commercial channels.

To obtain a BFG Form 80, you must complete an application form (BFG Form 60) which you can obtain from your RAO. Your application should then be sent, with a self-addressed label to:

C & I BFLO(G)
BFPO 40

Insurance

3.23 The benefits payable from Public Funds in the event of injury, death, or loss of property, cannot take into account the whole range of personal liabilities. You should therefore consider whether your individual circumstances make it desirable for you to obtain insurance to supplement any benefits payable from official sources.

3.24 When dealing with insurance brokers and companies, you should make it clear that you are a member of the Armed Forces, and should pay particular attention to the effects of exclusion clauses e.g. war risks, passenger flights in service and charter aircraft, geographical limitations etc. FORCES FINANCIAL offer a full range of policies and have life insurance representatives based in Germany. Details available from your local Forces Financial branch or free phone 0044 1782 793470 and www.forcesfinancial.com.

Personal Accident Insurance

3.25 Attributable benefits under DWP and Service regulations may not be payable to you for accidents which occur when you are not on duty. You should take particular care that you are adequately insured if you take leave out of Germany.

As a general rule, all soldiers and their families on the posted strength of a Germany unit are covered for medical expenses anywhere within Germany. Medical expenses in Europe are high and you need to ensure that you and your family are adequately covered, particularly when travelling through France, Belgium or Holland en route to Germany. European Health Insurance Cards (EHIC) should be obtained before leaving UK; application forms are available at Post Offices and online at www.ehic.org.uk.

Public Liability Insurance

3.26 The MOD does not accept liability for damage arising from the negligence of Service personnel when off duty or from the negligence of their dependants. A third party or public liability policy is a necessary requirement, is not expensive, and can cover all members of the family. You are strongly advised to take out such insurance cover. Some examples of liability are:

- a. Damage caused in a married quarter hiring by the misuse of electrical equipment
- b. Damage arising from the trespass or misbehaviour of children e.g. a child runs into the road and causes an accident: the parents of the child could be liable for damages.
- c. If you are importing dogs into Germany you should obtain some form of insurance cover, as any accident or injury caused by a dog to a third person is the liability of the dog's owner at the time.
- d. Accidents with bicycles.
- e. Accidents due to non or late removal of snow/ice from the pavement in front of your house.

Insurance of Personal Effects and Household Insurance

3.27 Insurance of personal effects is entirely your own responsibility. Claims for compensation from Public Funds will be met only in very exceptional circumstances, and are inadmissible for loss or damage in transit. You are strongly advised to insure your personal and private property adequately.

General

4.01 If you intend driving in Germany, please read this section carefully. If you have not driven in Europe before and are apprehensive about doing so, write to your new unit and ask them to send you a copy of "A Guide to Driving in Germany, Belgium and Holland" (BFG Publication B6). You will have to study this manual later to enable you to pass the written British Forces European Traffic Regulations Test (Tick Test).

4.02 If you propose to buy a new tax free vehicle in the UK before you arrive in Germany, you should obtain a BFG Form 80. The BFG Form 80 "Special Import Certificate" is required under British Army (Germany) Standing Orders before you can initially BFG register a car. Having ordered the new tax free vehicle, and when you are in possession of the new vehicle's chassis number, you should submit a BFG Form 60 (obtainable from your future unit) which is the application form for a BFG Form 80. BFG Form 60 should be sent to Customs and Immigration BFPO 40 who will issue the BFG Form 80. If you are bringing in a UK registered tax paid vehicle with a V5C registration document, you should send part 11, Notification of Permanent Export of the V5C to the DVLA. **Do not send the entire V5C log book to the DVLA.**

4.03 When you arrive at your new duty station, if you have driven over or intend to buy a motor vehicle when you are in Germany, you must familiarise yourself with Standing Order for the British Army in Germany (SOBAG) Number 3213 which covers Registration and Operation of BFG Registered Vehicles in Germany. The Unit BFG Registration Officer of your new unit/organisation will be able to advise you on the correct procedures to follow.

4.04 Under the NATO Status of Forces Agreement the General Officer Commanding (GOC) UKSC(G) is authorised to grant facilities in Germany for the operation of private vehicles. These facilities comprise:

- a. The BFG registration of vehicles, caravans and trailers.
- b. The issue of BFG Driving Permits.
- c. Roadworthiness inspections.

BFG Vehicle Licensing Office

4.05 The BFG Vehicle Licensing Office (BFG VLO) is responsible for arranging all matters concerning BFG vehicle registration. Due to the volume of business involved, applications are dealt with only by post. There is currently no charge to the individual in obtaining BFG vehicle registration. BFG driving permits are issued by your Unit BFG Registration Officer (see para 4.07 below).

Vehicle Registration Obligations (See SOBAG(G) 3213)

4.06 Initial Importation. Provided you are in possession of a copy of your posting order and your Service identity card (and assuming your car documents are in order) you should be allowed to import your vehicle into Germany unhindered.

Vehicle Registration

4.07 The vehicle registration process in BFG is as follows:

- a. A vehicle imported into Germany, which is currently registered with some other Licensing Authority and has a valid roadworthiness certificate and insurance, may be used under such registration for a period of **not exceeding 30 days from the date of importation**. It should be noted though, that you are not permitted to obtain or use BFG duty free fuel coupons before your vehicle is BFG

registered. Caravans and trailers must also be registered separately from the towing vehicles. Mopeds are also classed as BFG vehicles.

b. The method of registration differs slightly from the UK system and all new arrivals must consult their Unit BFG Registration Officer and familiarise themselves with Standing Orders before making an application for BFG registration. Particular attention is drawn to the insurance requirements (see below).

c. A vehicle can only be BFG registered for the period for which insurance cover can be proved. This requires an International Green Card issued in respect of a policy valid in Germany or a cover note on the official form of the company, endorsed for use in Germany. The cover note can be valid for up to 60 days and must cover a minimum of 30 days. From a German Insurance Company you will need the insurance policy and schedule with evidence that the premium had been paid together with a Double White Card. **Green Cards from German Companies are not acceptable as they do not cover driving in Germany.** BFG registration will only be given for the period of the insurance cover provided. Persons wishing to tow a caravan or other trailers must ensure that they are covered in their vehicle policy.

d. On arrival in Germany you no longer require your road fund licence. Therefore it will be of financial benefit to you to return it to the appropriate motor vehicle taxation authorities, in order to obtain a refund. Refund forms are available from Forces Post Offices (only whole months refunded).

e. When applying to the BFG VLO for BFG registration, in addition to the Log Book and proof of insurance as above, you will also need to produce your BFG Form 80 Special Import Certificate, the Type Approval Number of the car and your Driving Licence Number. Vehicle owners bringing a vehicle in from outside the EU (mainly Cyprus or N.America) are advised to check whether their vehicle is EU Type Approved, or what needs to be done to enable it to be inspected and become EU Type Approved.

Driving Licence

4.08 If you possess a current UK or EU National Driving Licence that is valid in Germany, you may drive a vehicle, which you are authorised to drive under such a licence, for a period of 30 days from the date of your arrival in Germany. However, in accordance with SOBA(G) 3213, all drivers, after this first month, must obtain a BFG Driving Permit (BFG Form 57). In order to obtain this you will have to take, and pass, a written examination in European traffic laws and road signs. To assist you, you can obtain the booklet described in paragraph 4.01

Roadworthiness

4.09 You must not drive a BFG registered vehicle in Germany unless it is, in all respects, roadworthy. This includes having the appropriate dipping headlights for continental motoring. You must have your lights tested within 30 days of arrival in BFG. All applications for BFG registration concerning vehicles which are over 3 years old must also be accompanied by a Roadworthiness Inspection Report. Roadworthiness inspections and light tests are carried out under the Service arrangement free of charge. If your vehicle does not have a current BFG registration or valid light test stamp on the BFG registration document, you are not permitted to purchase duty free fuel coupons (see below).

Fuel Coupons

4.10 BFG registration of your vehicle and issue of a BFG Vehicle Registration Card enables you to purchase duty free pre-paid coupons from your unit.

Driving Rules for Motorists

4.11 Conduct on the roads in Belgium, Germany and Holland is dictated by law. Drivers of these countries expect these laws to be obeyed and take action on this assumption.

4.12 The following are a few basic rules:

- a. Keep to the right hand side of the roadway. The use of the left lane is permitted for overtaking only. This also applies when driving on autobahns.
- b. If not indicated by traffic signs, traffic from the right has priority. Cyclists proceeding along a cycle track have the same priority as drivers on the road. Thus a driver turning across a cycle track must look both ways to see if a cyclist is approaching and must give way. This is particularly true to cyclists approaching from behind who must be allowed to proceed before the motorist turns.
- c. Drive only at a speed, which allows you to be in constant control of your vehicle. Keep an adequate distance from the vehicle in front. Should visibility be reduced to less than 50 mtrs as a result of fog, falling snow or rain, you must not drive faster than 50 kph (31 mph) where a lower speed limit is not in operation.
- d. The speed limits in Germany (if not otherwise indicated) are:
 - Built-up areas - 50kph (31mph)
 - Outside built-up areas - 100kph (62mph)
 - On autobahns recommended maximum speed - 130kph (81 mph)

However, in other European countries the rules are different. Before leaving UK you should consult the AA or RAC and find out the speed limits for all the countries you are going to drive through on your way to Germany. Additionally, there is the book "A Guide to Driving in Germany, Holland and Belgium" which gives good sound advice on a number of motoring topics within Europe. Contact your new unit if you would like a copy sent to you.

- e. The minimum lighting from the onset of darkness, or when weather conditions demand it, is DRIVING LIGHTS, which means dipped headlights. Driving on sidelights is forbidden and is a fineable offence. The law states that drivers must drive with dipped headlights in rain, snow, fog, poor visibility or darkness. If rear fog lamps are fitted these must only be operated if visibility falls below 50mtrs. If you have only one rear fog lamp fitted this must be positioned on the left of the centre line of the vehicle.
- f. Pedestrians have right of way as you turn at a crossing EVEN THOUGH THE LIGHTS ARE IN YOUR FAVOUR.
- g. Be very careful in heavy rain as roads in Europe are more susceptible to aquaplaning than roads in the UK.

Legal Requirement for Cars

4.13 You will, of course, need your car to be registered and insured but you will also need:

- a. An authorised warning triangle of an approved German pattern.
- b. Unopened first aid box (to DIN 13164 German Government Standard) which also contains 2 pairs of disposable rubber or plastic gloves.
- c. Safety belts for the front seats and the rear seats.

- d. External rear view mirrors.
- e. One rear fog light on the left hand rear of the vehicle or one on each side of the rear of the vehicle.
- f. You are also invited to carry a tow rope, fire extinguisher, and spare fuel can (5lts)
- g. German standard yellow jacket (for all travellers).

4.14 There is a legal requirement for you to carry the following documents with you when driving:

- a. Proof of insurance
- b. Identity card (military or family(civilian)).
- c. Driving licence and BFG Driving Permit
- d. BFG Form 73 (Vehicle Registration Card)
- e. Euro 25

Towing of Trailers or Caravans

4.15 The maximum speed limit when towing trailers or caravans on all roads in Germany is 80 kph (50 mph), unless a lower speed limit is in force.

Rules for Cyclists

4.16 Cyclists must ride in single file. Cycle paths must be used when provided. When crossing the road from one cycle path to another, no traffic should be endangered or impeded. When turning left, priority must be given to oncoming traffic and a cyclist must remain to the right of a motor vehicle turning in the same direction. Cyclists over the age of sixteen years may transport children under the age of six years, but only if the bicycle has been specifically adapted for this purpose.

Legal Requirements for Bicycles

4.17 A bicycle must have:

- a. Brakes fitted at the front and rear of the bicycle operating on the front wheels or rims. The rear brakes can be of the back pedal type.
- b. Dynamo operated lights (3 watt), interconnected so that the front (white) light and rear (red) light can be switched on together. They must not be able to be used independently of each other. The front beam must be angled down so that at 5 metres it is only half the height it was when it left the light.
- c. Rear reflectors (red) which may be positioned in one unit with the rear (red) light.
- d. Front reflector (white) facing forward.
- e. Pedal reflectors (yellow) facing front and rear.
- f. Either:
 - (1) Two spoke reflectors diametrically opposed on front and rear wheels, or

(2) A white reflective strip forming a continuous ring on the walls of both front and back tyres.

g. A bell.

Rules for Pedestrians

4.18 Pedestrians must use footpaths. The roadway may only be used on streets without a footpath. Within a built up area pedestrians may walk on the right or left side of the roadway; outside built-up areas they must walk on the left side facing oncoming traffic. Roads should be crossed at a proper place by the shortest route. Pay attention to road traffic before crossing. Look first to the left and then to the right. It is safer to use pedestrian crossings or to cross at crossroads or junctions. At pedestrian crossings it is illegal to cross when the pedestrian signal is at red. However, once on the crossing, keep going. If the pedestrian traffic lights change to amber or red there is sufficient time to clear the crossing as the lights are phased to do this.

Traffic Accidents

4.19 Unfortunately traffic accidents can happen to you just the same as everybody else; so if a traffic accident happens the priorities are:

- a. Stop immediately.
- b. Prevent others being involved (put out warning triangle(s) and, if available, flashing yellow lamp(s)).
- c. Secure access to the scene of the accident (if the road is completely blocked this may not be possible).
- d. Take care of the injured.
- e. Call the Police. This is a legal requirement.
- f. Obtain assistance.
- g. Insist on "no smoking" if there is a spillage of fuel.

4.20 In order to prevent others becoming involved, warning is essential and must take the form of warning triangles and/or flashing yellow lamps. Failure to do this could be an offence under the law "Endangering Life". Siting of these warnings is important and depends on local circumstances, e.g. an accident round a corner needs warning signs before the corner. On the autobahn a warning is needed about 200 metres away because of the speed at which vehicles are travelling. Warning signs should lead traffic away from the accident: the furthest sign being on the edge of the road, the sign nearest the accident being a sufficient distance out from the roadside to indicate the extent of the obstruction to other traffic. Failure to warn other road users is an offence in German law.

4.21 Care of the injured includes movement of the injured person from the road to the verge, but knowledge of first aid is essential before taking this action as movement could cause greater injury to the injured person. Keep the injured warm.

4.22 Calling for assistance requires knowledge of available facilities. On the autobahn the siting of emergency telephones is shown by small black arrow heads on the wayside distance posts and they are not normally more than 2km apart. Emergency services are summoned in Germany by phoning 112. Otherwise a local person will know the location of the nearest telephone, or a passing motorist may help by taking a message.

4.23 On two way roads a driver must pull to the nearside to facilitate the passage of emergency vehicles. On the autobahn traffic must pull to the left and right to allow the middle lane to be used by vehicles with special priority.

4.24 The driver of a BFG vehicle involved in an accident must stop and if any of the following circumstances apply he must report to, and await the arrival of, the civil police:

- a. In case of death or injury.
- b. In case where the cost of damage to any of the parties exceeds €500.
- c. When any of the parties involved insists on calling the civil police, inform the RMP.
- d. When in doubt inform the civil police and your unit authorities as soon as possible.

NOTE: When the civil police are called and language difficulties arise, call the RMP.

4.25 In cases where the civil police are not called, the BFG driver must exchange names, addresses and insurance details with other persons involved. Note too, that a driver is “involved” in a traffic accident when through his actions, other people have a collision.

4.26 Whilst it is the duty of everyone to assist police investigations a driver should consider carefully before making a statement admitting liability. A driver of Service vehicle is forbidden to make such a statement, and must comply with the service procedure for accidents. A BFG driver should know the terms of his insurance policy and bear in mind the need to notify the accident to his insurers.

Minor Traffic Offences

4.27 Under German law, the German police and traffic wardens are empowered to warn an alleged offender for a minor infringement of German law, such as in the cases of slightly exceeding the speed limit or for jaywalking, and to charge a warning fee of between €10 and € 50. The procedure is for the German policeman to warn the alleged offender of the offences and to invite him to pay an on the spot fine. If you are without money at the time, you have up to one week to pay. The warning is complete if the fine is paid immediately.

4.28 Members of the forces and entitled civilians, when driving BFG registered vehicles may, if they wish, pay the fine. They have the right, however, to decline to pay. The policeman then records the necessary particulars and reports the offence to the German Public Prosecutor. This alternative action may well result in heavier punishment.

4.29 German Civil Police are also empowered to impose “on the spot” driving bans for certain traffic offences. When a driver has an “on the spot” ban it is effective from the moment the policeman removes the licence.

4.30 If you are confused or unsure of the action that you should take do not be afraid to ask the civil police for advice, and report the incident to your unit authorities as soon as possible. Members of the forces, dependants and entitled civilians are advised to be polite and courteous to the German civil police at all times.

Children's Education

5.01. In areas of North West Germany where there are significant military populations, the Ministry of Defence provides school and pre-schools for the children of Service personnel, UK Based Civilians (UKBC) and other MOD employees. The schools provide the same pattern of education as that provided by local education authorities in England and Wales and therefore follow the National Curriculum (England and Wales) as defined by the Education Reform Act 1988. The schools are administered by Service Children's Education (SCE), whose Headquarters are based in Wegberg, BFPO 40.

5.02. Primary school facilities for children aged 5 to 11 years are provided in all garrisons. Enrolment at primary schools is arranged by the parents making an appointment with the head teacher of the school. In large garrisons, advice on local schools may be obtained from Unit Welfare Officers, the local Army Education Centre, or the schools themselves. Children starting school are normally admitted into primary schools in September and January.

5.03. Children of secondary school age will attend either a local day school or a SCE boarding school, depending on the area in which they live. All SCE secondary schools are comprehensive and co-educational. They offer a wide range of GCSE and A level courses, and GNVQ vocational courses.

5.04. In some areas (Osnabrück and Sennelager), middle schools are provided for children between the ages of 8 (Osnabrück) or 9 (Sennelager) and 13 years.

5.05. Details of schools for children in the garrisons/station in which you are going to live can be obtained from your new unit.

5.06. Application forms for admission to SCE boarding schools may be obtained from the relevant school. On completion, the forms are to be returned to the school.

5.07. Parents seeking admission of eligible children to secondary day schools and middle schools should telephone the school as soon as possible after arrival in Germany, to make an appointment to visit the school with their child(ren).

5.08. Under the terms of the Education Act 1944 (as amended), parents are responsible for ensuring that their children attend school regularly. British Army (Germany) General Routine Orders apply the provisions of this Act to those serving in Germany. The attendance requirement applies to all children of statutory school age. Children reach statutory school age at the beginning of the term after the term in which they have their 5th birthday. School leaving age is the Last Friday in June of the academic year in which a pupil attains his/her 16th birthday.

Nursery Education

5.09. The Government's initiative to provide free nursery for three and four year olds in the UK is matched in BFG by the offer of nursery places either in SCE schools or in local pre-schools. Entitlement to a free nursery place is from the beginning of the school term in which the child has his/her 3rd birthday. The entitlement is to one free session (either morning or afternoon) of at least two and a half hours per day for at least 33 weeks a year. School nursery classes are available in Detmold, Hameln, Herford, Mönchengladbach and Paderborn. Provision elsewhere is in the local pre-school.

In isolated detachments (ISODETS) where publicly-funded nursery places are not available, parents are able to claim an allowance towards the cost of any local alternative provision, e.g. German kindergarten, up to a maximum equivalent to the level of central Government funding for nursery age children.

Pre-School Education

5.10. Most stations run Pre-Schools for children who are not yet of school age. With the exception of free places for nursery age children (see above) in designated pre-schools parents are required to pay for their child's attendance, as is the case in UK pre-school. Full details of the pre-schools in your area are available from your Unit Welfare Officer.

Facilities for Adult Education

5.11. In Germany the Adjutant General's Corps (Education and Training Services) (AGC(ETS)) provides a wide range of activities for Service personnel, dependants and UKBCs. Over 75 day and evening activities are held in Army and RAF Education Centres covering vocational, recreational and commercial interests. The Services Civilian Examinations Board can arrange for almost any UK examination to be sat in Germany, and application should be made through your local army education centre. Correspondence courses may also be followed under AGC(ETS) guidance. All garrison areas have libraries provided under AGC (ETS) auspices, and German language training courses at all levels for both military personnel and dependants.

5.12. Army Education Centres advertise their programmes well in advance for the three sessions run per year. For vocational courses there is no charge for serving personnel, UKBC or dependants. For further information, contact the Officer Commanding the Army Education Centre in your local garrison/station.

The Open University

5.13. The Open University is a scheme of adult education offering courses leading to its own BA, BSc and BA BSc (Hons) degrees. The university is open to anybody who is prepared to fulfil the commitments of home study and in some cases a summer school of 1 week duration at a British university. No qualifications are required for entry and an extensive choice of courses builds up credits towards the final degree. Courses are offered at different levels of study – foundation, second, third and fourth levels. In addition, short Community Education Courses can be applied for and obtained in Germany.

5.14. Certain Foundation Year courses are available under the BFG sponsored scheme for entitled personnel i.e.,

- a. Servicemen and Servicewomen
- b. MOD UK Based Civilians
- c. Dependant Children of 'a' and 'b' up to the age of 19 years.

5.15. There are 3 study centres where study skills sessions are held and audio-visual supportive material for most Foundation Year courses is available: at 51 AEC Gütersloh, 42 AEC Hohne, and 34 AEC Rheindahlen. You do not have to live near one of these to participate.

5.16. Except for Modern Languages there is at present no official provision for second and subsequent level courses under the sponsored scheme, but continuing students pursuing these courses may claim certain allowances.

5.17. Further information as to which courses are available at the Centres listed above, and details of financial arrangements, including refund of fees for entitled personnel, may be obtained at Army Education Centres.

Army Welfare Service (AWS) Youth Centres

5.18. The AWS provides Youth Centres and projects for young people between the ages of 10 and 25 years, in all major Garrisons and Stations in Germany. These centres open during weekday evenings and weekends, are designed to enable young people to meet together socially and participate in an informal educational programme, ensuring they make full and effective use of their time in Germany.

5.19. If you have any suggestions or questions, please do not hesitate to contact the AWS Youth Centre. Your Garrison HQ will be able to inform you of one in your locality. Alternatively, you may be interested in joining the Youth Service yourself as a voluntary Youth Worker, in which case, the Youth Service will provide you with University accredited training in Youth Work.

Scouts and Guides

5.20. There are Scout groups, catering for boys and girls from the age of 6 to 20 years, (there are Beavers, Cubs Scouts and Venture Scouts) throughout BFG, Holland and Belgium. Details of your nearest Scout group can be obtained from you local Army Education Centre (AEC) or HIVE Information Centre.

5.21. The Girl Guides Association has Rainbow Groups, Brownie Packs, Guide Companies and Ranger Units in BFG, Holland and Belgium. Further details can be obtained from your local Army Education Centre or HIVE.

Medical and Dental Care

6.01. British Forces Health Services in Germany (BFGHS) are provided for military personnel based in Germany, the civilian support, their dependants and other entitled personnel as determined by UKSC(G). Currently health care is provided through contracts with SSAFA Forces Help for Primary and Community Care and Guy's and St Thomas NHS Hospital Trust (GST) for Secondary Health Care.

6.02. The Health Service is free to all entitled personnel including prescriptions, except for NHS statutory contributions for spectacles. Medicines are available from dispensaries attached to Medical Centres that are overseen by Pharmacists.

6.03. Primary and Community Care services are provided in all Garrisons across BFG and the service provided is similar to that which you would receive from the NHS in the UK. All Medical Centres are staffed by military and civilian GPs, practice nurses, health visitors, midwives, speech therapists, physiotherapists and social workers and community psychiatric nurses. Dental services are also provided through military and civilian Dental Officers and supporting staffs. With the exception of Service personnel, everyone is required to pay statutory contributions for certain dental treatments.

6.04. Secondary Health Care services (Hospital based care) are contracted to GST who operates contracts with 5 German hospitals – Designated German Provider (DGP) hospitals. These are located at Hannover, Osnabrück, Bielefeld, Paderborn and Viersen (near Rheindahlen). The DGPs provide a high standard of medical care with most of the doctors and many of the nurses speaking English. In addition, Hospital Liaison Officers are employed in the DGPs to assist patients and to overcome any language barrier. The community paediatric service continues to be provided directly by British Specialists, as does the psychiatric service. BFG Mental Health inpatient services are now contracted to a local provider based at the Gilead Hospital in Bielefeld. Regional Department of Community Mental Health Teams (DCMH) have increased in capability to offer a better standard of community care.

6.05. Use of non DGP hospitals. In an emergency you will be taken to the nearest German hospital and the medical bills will be paid by the MOD through the BFG Health Service. If you are travelling away from your duty station in Germany, either on duty or on authorised leave, you may use German Medical facilities for emergencies or urgent medical problems which cannot wait till you return home. Those medical bills will also be met by the MOD. However, if you are travelling on leave outside Germany you will have to make your own arrangements for the payment of medical expenses. For countries of the EC you may be entitled to free treatment if you are in possession of a European Health Insurance Card (EHIC) which is obtainable from the Department of Health – application forms are available at UK Civilian and Forces Post Offices. EHIC does not always entitle you to all your medical expenses being met and you are advised to take out medical insurance which, of course, is essential if you are visiting countries outside the EC.

6.06. The BFG HS enables you, your dependants and other entitled personnel to have much easier and quicker access to a high standard of health care for the duration of your tour in Germany.

DEFENCE DENTAL SERVICES (DDS)

6.07 Dental treatment in British Forces Germany (BFG) is provided by the Defence Dental Services (DDS). This is a tri service organisation which ensures that all the Garrisons in BFG have access to primary dental care. All Military personnel, their families and entitled civilians may access treatment provided by the DDS in Germany.

The DDS is in great demand. Its primary task is to ensure that all serving personnel are dentally fit to carry out their task on deployment. During periods of Force Preparation, therefore, dependants, other entitled civilians and Service personnel not deploying may

have to wait longer for routine appointments during these periods. Emergency care is always available to all patients.

6.08 Opening Hours. The times of opening vary from centre to centre however as a rule your Dental Centre will be open between 0830 – 1630 hrs. The most current opening times can be found on the internet.

6.09 Appointments. All personnel can arrange for a check up and routine dental appointments in person at their Dental Centre or by contacting the Dental Centre by telephone. If you require emergency treatment during normal working hours contact the Dental Centre as soon as possible ideally before 0830 hrs, so that an appointment can be arranged.

6.10 Emergency treatment out of hours, weekends and public holidays. Personnel requiring emergency treatment outside of normal working hours should contact the Dental Centre by telephone where an automated message will advise you on the local procedure for accessing emergency dental care. Unit guardrooms and medical centres will also hold this information.

6.11 Non attendance of appointments. Should there be a need to cancel an appointment, it is requested that this is done at least 24 hrs in advance so that the appointment may be offered to another patient. Appointments that are not kept waste time and money and also delay other patients' treatment. Patients who persistently fail to keep an appointment may be invited to see the Senior Dental Officer (SDO) before further appointments will be offered.

ENTITLEMENT TO TREATMENT

6.12 All Military Personnel, dependants and United Kingdom Based Civilians (UKBC) are entitled to routine dental treatment provided they carry the appropriate identification. Treatment for dependants and UKBCs is based on that available through the NHS in England. Visitors including close relatives are **not entitled** to dental care through the DDS unless specifically authorised. Emergency care is available through the local German system using the National Health Insurance Card.

BOARDING SCHOOL CHILDREN

6.13 Children at boarding school in the UK are entitled to emergency and routine dental treatment when visiting their parents. Parents who wish their children to have a check up should arrange appointments in advance of the school holidays to avoid disappointment and allow time for any further appointments found necessary.

Orthodontic treatment cannot be provided through the DDS to school children attending UK Boarding Schools. This care remains the responsibility of the National Health Service and should be accessed through local UK arrangements.

CHARGES FOR DENTAL TREATMENT

6.14 All Military Personnel receive free dental treatment. Treatment for dependants and UKBC's is subject to charge; however, there are a number of exemptions. Exemptions from dental charges are available to expectant mothers and those women who have had a baby within 12 months. All children in full time education and those families receiving income support are also entitled to free treatment.

Dental Charges are levied in line with those raised by the National Health Service in England. All treatment, including emergency treatment is liable to a patient charge. The most current charges are posted in your Dental Centre, local HIVE and the Unit Administration Office (UAO).

Payment of treatment is expected to be prompt and your Dental Centre will advise you how to do this via the UAO. Failure to pay for your dental treatment may also leave you

without access to a dental facility. It is important that you register with your Dental Centre on arrival in station.

The Defence Medical Welfare Service (DMWS)

6.15 DMWS Welfare Officers are committed to a patient led, informed and supportive welfare service, with duties ranging from routine day to day assessment of patient needs to practical and emotional support for long term patients and their relatives. The role of the Welfare Officer is flexible and is offered to all ranks in an impartial arena. Support is provided in hospital and in association with hospital staff in various locations to:

- a. Members of the Armed Forces
- b. Entitled civilians acting in support of the Armed Forces
- c. Dependant relatives

6.16 DMWS has a contractual commitment to provide support to Defence Medical Service personnel who work in hospitals in the UK and overseas. They also deploy on operations and exercises where they have a key role as an integral component of the Military Field Hospitals. Operational service delivery is effected by a peacetime establishment of 13 Senior Welfare Officers and 21 Welfare Officers. They are primarily located in 7 Ministry of Defence Hospital Units (MDHUs) in the UK, Northern Ireland, 5 Designated German Provider Hospitals (DGPs) and a Department in the Military Hospital in Cyprus.

6.17 DGPs are based in all five Garrison areas within BFG. Viersen/Dülken covers the Rheindahlen military complex, Joint HQ and ARRC as well as Javelin barracks in Elmpt and other smaller units. The BFG Mortuary and Military Cemetery are also based in this Garrison with a second Military Cemetery in Bergen-Hohne Garrison. Paderborn, Osnabrück, Bielefeld and Hannover also have DGPs. The German Medical system of care differs from that of UK and patients are often transferred to non-DGP hospitals for specialist treatment. The Welfare Teams in BFG consist of one Senior Welfare Officer and two Welfare Officers.

6.18 Role of DMWS.

- a. 24 hour personal response to in-patient crisis.
- b. Practical and emotional support for in patients and their relatives.
- c. Practical and emotional support for relatives involved in DILFOR (Dangerously Ill List Forwarding Overseas of Relatives)
- d. Intensive and ongoing support for listed patients and relatives.
- e. Support next of kin through the viewing process when a death has occurred.
- f. Secure and monitor relatives welfare accommodation.
- g. Preparation and training for deployment with Field Hospitals in the event of conflict.

DMWS contact numbers and e-mail addresses are available are available from the HIVE Information centres, bfgnet and Forces Text.

SSAFA Forces Help Community Nursing Services

6.19 Community Nursing Services are provided under contract by the BFG Health Service. This comprises of the following staff:

- a. Health Visitors
- b. Midwives
- c. Practice Nurses

d. Community Psychiatric Nurses

6.20 They are based in Medical Centres and provide the full range of services one would reasonably expect from the National Health Service. The one exception is District Nursing. The Health Visitors are also the designated school nurses.

6.21 On arriving in Germany, you should inform your new health visitor or midwife of the address in the UK that you have just left. This will enable us to request your relevant records.

SSAFA Forces Help

6.22 Throughout Western Europe, SSAFA Forces Help Service Committee provides help and support to all sectors of the military community. Currently there are Service Committees to cover the following areas: JHQ, Brunssum, Elmpt, Detmold, Bergen Hohné/Fallingbostel/Celle, Gütersloh, Hameln, Herford, Osnabrück/Münster/Dülmen, Paderborn, Ramstein and SHAPE. Committees identify needs within the local community and hold regular meetings to discuss applications for funding and other matters. Committees can use funds locally in several ways such as grants to single Service personnel and families in need. Help and advice is available from the Volunteer Projects Office on 02161 472 3176.

6.23 If you have a few hours to spare each week and would be interested in becoming a volunteer please get in touch. Volunteers are all ages and from all walks of life. The reason they join us is that we offer a uniquely rewarding experience with plenty of challenges and plenty of choice. SSAFA need fundraisers and community volunteers for schemes such as Victim Support. SSAFA Forces Help is committed to providing all volunteers with the appropriate training and support to fulfil their role.

6.24 Many people are surprised when they find out just how wide-reaching the help SSAFA can offer is. The organisation can, and does, make a real difference in people's lives and there are very few cases in which it cannot help. You too can make a difference. For more details telephone 02161 472 3392. You can also visit our website on www.ssafa.org.uk

Victim Support

6.25 The Victim Support Scheme in Western Europe is operated by SSAFA Forces Help and works to support victims of crime by offering confidential support and information. The aim of the Witness Service is to assist victims, witnesses, and their families before, during and after Court Martial hearings. Volunteers throughout Western Europe primarily provide this support and are managed by a Victim Support Co-ordinator based at JHQ. Contact telephone number is 02161 472 2272.

Army Welfare Service (Germany)

6.26 The Army Welfare Service (AWS) provides Community Support (CS) and Personal Support (PS) for the community in the UKSC(G) area of responsibility.

6.27 PS is delivered by training military and civilian Army Welfare Workers who operate under a code of confidentiality. They provide a second line service to the chain of command working closely with Unit Welfare Officers and related agencies in the welfare network.

6.28 PS has the ability to assist soldiers, their families and the civilian component with a range of occupational welfare issues such as relationship difficulties, financial problems, domestic crime, childcare and special needs, issues surrounding mental health and stress. This list is not exhaustive and cases are dealt with in confidence.

6.29 CS provides structured programmes in youth centres, access to UK initiatives such as the Duke of Edinburgh Award Scheme, **Millennium Volunteers**, Sport Leadership Courses and Basic Expedition Leader Awards.

6.30 In addition CS organises garrison Youth Forums, respite programmes for families and a wide range of holiday activities which include sports, arts and crafts, music, visits and much more. CS also advises their chain of command on youth and community matters and those affecting children and young people.

6.31 There is an AWS team in each garrison. Please contact them on arrival for further information. If you wish to volunteer to assist with community support, we can offer training and would be pleased to hear from you. Contact numbers are as follows:

| | |
|--------------|---------------|
| Rheindahlen | 02161 4723604 |
| Paderborn | 05251 1013846 |
| Gütersloh | 05241 843313 |
| Osnabrück | 05419 602495 |
| Bergen-Hohne | 05051 962949 |

Churches and Chaplains

6.32 The role of the Royal Army Chaplains' Department (RACHD) is to provide spiritual, pastoral, moral and liturgical support to all ranks of the Army, and where appropriate to the civilian component and all dependants.

6.33 Baptisms may be arranged by contacting your local Chaplains. Their telephone can be obtained through your Unit Welfare Office.

6.34 Marriages can be conducted by the Chaplain for Service personnel and their dependants. The administrative procedure for weddings is the responsibility of your RAO, but you should seek the advice of your Chaplain; do this as early as possible, as the paperwork involved can take some time.

6.35 RACHD run a Conference Centre at Lübbecke called Church House. This runs a variety of courses on religion and welfare related matters including one for young couples who are recently married. Details may be obtained from your chaplain, or by ringing the Warden at Church House on 05741 20384.

6.36 Chaplains are here to serve you. They are trained, experienced, and prepared to help you with any spiritual, domestic or personal problem. Never feel "nobody cares". Chaplains are here because they care. You can contact them directly by phone, or through your admin office or guardroom. You do not have to make an appointment through your unit.

WRVS

6.37 WRVS (Woman's Royal Voluntary Service) Services Welfare Officers are attached to a majority of units in BFG. Their role is to assist the Commanding Officer in maintaining morale in his unit by offering emotional and practical support to the Single Soldier. Each unit has a WRVS Club offering such recreational facilities as snooker, table tennis, TV Lounge and in some units Cyber Cafes, with plans for more of these in the future.

Relate BFG

6.38 Relate BFG is a confidential relationship counselling service for BFG entitled personnel. It offers an independent service to those who may be experiencing difficulty with their adult couple relationship and operates to UK standards laid down by Relate National UK.

6.39 Currently there are 9 centres across BFG which are staffed by a team of volunteer counsellors selected by Relate National in the UK. Each counsellor undertakes a two year programme of training leading to the Certificate of Marital and Couple Counselling. All adhere to the British Association of Counselling code of practice on confidentiality.

6.40 Relate BFG seeks to enhance the quality of couple relationships, help them avoid unnecessary relationship breakdown and limit any damage which might accompany any such breakdown.

6.41 All counselling appointments are made through a central appointment centre available by telephoning 181 from any military phone or 02161 472181 if using your civil phone. Relate BFG aim to offer clients an initial one off appointment (consultation) within 10 working days of first contact with the organisation.

HIVE Information Centres

6.42 The HIVE Organisation provides an important and valuable information and community support service within the context of the overall welfare provision for British Forces and their dependants. HIVEs will seek to:

- a. Offer a source of welcome and information for all new arrivals.
- b. Provide an easily accessible and topical source of information relevant to the local community.
- c. Act as a point of referral to professional welfare agencies.
- d. Encourage the development of a community spirit where appropriate.

HIVE Information Centres are open to everyone within the Service Community. This includes serving personnel both married and single, their families and dependants, as well as civilians employed by the Service.

6.43 Reliable and impartial information is the core element of the service provided by a HIVE Information Centre. All HIVE Information Centres in British Forces Germany (including those in Holland and Belgium) have access to the internet.

6.44 Each HIVE Information Centre is run by Information Officers, who have been selected by the HIVE Support Team BFG and who have undergone comprehensive training. The Information Officers may recruit volunteers from the local community to help in the HIVE, with the aim of providing the best possible service to the local community.

6.45 Contact details are:

HIVE Support Team
G1 Branch
HQ UKSC(G)
BFPO 140
Website address is www.hive-bfg.co.uk

Home-Start BFG

6.46 Home-Start is a voluntary organisation offering confidential support, friendship and practical help to families at home, especially those with young children. Families may need help for a variety of reasons such as loneliness, depression, feelings of isolation, perhaps brought about by a new baby, new area or partner's absence. Home-Start can provide a breathing space in any of these situations.

6.47 The Home-Start Organiser recruits volunteers from all backgrounds. They are selected for their warmth, reliability and caring natures. All volunteers are appropriately approved and all attend a course of preparation before being linked with families. Volunteers visit a family once or twice a week and are supported in their work by the Organiser.

6.48 The Volunteer visits the family for as long as there is a need. The help varies according to the needs of each family and draws on the flexibility and life experience of the volunteer. The sharing of parenting skills is a key element.

6.49 Families may refer themselves or, with their full knowledge and agreement, be referred by Social Workers, Health Visitors, Padres, UWO's, HIVE Information Centres, doctors and many others.

Army Families Federation (AFF)

6.50 AFF is the independent voice of Army families, and works to improve life for all Army families. AFF is a recognised communication channel between families and the Army chain of command, and is consulted on most policy decisions affecting Service family life. AFF Central Office is based at Upavon in the UK and there are branches in Cyprus, Germany and Northern Ireland, with local representatives in Belize, Brunei, the Falkland Islands and Nepal. AFF has a worldwide network of Co-ordinators and representatives who speak to Army families to find out and represent their views and concerns to the policy makers on any aspect of Army family life, such as housing, education, special needs, health and employment.

6.51 AFF (Germany) has a local Co-ordinator in every Garrison across Germany. Their aim is to canvass local opinion on new and ongoing issues within their garrison. Co-ordinators also collate information from families by holding clinics and attending local committee meetings and coffee mornings. To contact your Co-ordinator, call AFF(G) head office on 05221 995 3180 or Herford mil (82) 3180.

6.52 AFF (Germany) holds a families' conference and local road shows to encourage dependants to voice their opinions on neutral territory. These events are attended by experts on the areas that affect Army families' lives, to provide answers and explanations. Information is fed back to AFF central office, which then uses it to provide the chain of command with reliable evidence on families' concerns.

6.53 AFF produces the **AFF Families Journal**, a free quarterly magazine delivered to all Army families worldwide. The Journal informs Army families about issues that are important to them as an Army family, and contains interesting articles and features on a range of issues, as well as fantastic reader giveaways and a letters page for you to express your opinion. To find out more about what the Army Families Federation does, visit our website www.aff.org.uk.

Visits of Children and Close Relatives Children

6.54 Children normally travel to BFG with their parents. However, children of families resident in BFG may join their parents AFTER posting, in one of the following ways:

- a. Deferred passages (if, for some good reason, they cannot accompany you when you first arrive).
- b. School Children's Visits (SCV) (for children undergoing full time education in the UK).
- c. Private arrangements. In this category, parents are reminded that 'Dependant Status' is normally only granted to those children who are under 25 years of age, unless they are in full time education (university etc.) or are totally dependant through a medical, physical or mental infirmity; MOD authority is required for children in these categories prior to arrival in Germany.

School Children's Visits

6.55 Full instructions on free visits for children who are at school in UK are given in JSP 752 & 800. Your RAO will be able to advise you on procedures.

Visit of Close Relatives

6.56 Full details are given in UKSC(G) Standing Order 3217, Part 3 Chapter 3, Section 1, Subsection 5. You can see these Orders when you get to your new unit. Families resident in Germany may be visited by close relatives of either the husband or wife, normally for a maximum of 3 months. Applications for periods in excess of this must be

forwarded to HQ UKSC(G) (G1 Comp) for authority, but for shorter stays application is made to your CO. Unless you do this, your relatives will not be sponsored and will not be covered for any medical treatment (see paragraph 6.57. below).

6.57 UK domiciled close relatives and dependants of Service personnel or their spouses, who are on official sponsored visits, are entitled to emergency treatment at a Medical Centre Only:

- a. Close relatives are not entitled to free treatment in a Designated German Provider (DGP) Hospital or any other German civilian hospital. The sponsor family should ensure that any visitors are covered by a European Health Insurance Card (EHIC) and medical insurance.
- b. Statutory charges are raised by the Army Medical Services for dentures, bridge work, spectacles and surgical appliances.
- c. Visitors are not entitled to free use of civilian facilities except those provided under the scope of EC EHIC.

Compassionate Leave

6.58 Unfortunately, serious illness, injury, or even death occurs to close relatives in UK. In these circumstances Service personnel and their accompanying spouses based in BFG are eligible for free compassionate travel to UK. An efficient system exists but it is important that the correct channels are gone through, not because of 'military correctness' but to facilitate the speedy passage of information, and where applicable movement of individuals, thus preventing further anxiety and suffering.

6.59 The Joint Casualty and Compassionate Centre (JCCC) provides a compassionate casework service world-wide. If circumstances should arise, while a Service person is overseas, families and relatives can apply for her/his return on compassionate grounds - for example in the event of a death in the family, serious illness or serious family crisis.

6.60 Details are provided on Form JPA P001 'Compassionate Leave Travel from Overseas'. This small credit-card sized form is designed to be issued to personnel deploying on operations so that they may give it to their families and relatives. It provides advice on how to get help in the event of a problem. Personnel are issued with copies of the form before proceeding overseas. As these cards are easily mislaid you are advised to send a replacement to your next of kin or alternative next of kin from time to time. You can obtain this card through your unit administrative office before you come out to Germany.

Very Seriously Ill Personnel in BFG

6.61 DILFOR is the term used for the arrangements under which Service personnel and their spouses, who are very seriously ill abroad, may on medical recommendation, be visited by relatives (see sub paragraph b) at public expense.

- a. The Serviceman/woman or spouse is likely to be still on the Very Seriously Ill List (VSI list when the visitor arrives).
- b. The possibility of the evacuation of the casualty to the UK before the visitors' arrival is remote.
- c. The people eligible to visit are the next of kin and a companion of single and married unaccompanied personnel or, for married accompanied personnel, a parent or child together with a companion. In case of a spouse a parent may visit.
- d. A second visit may be made, where recommended by a medical officer, when the health of the patient is likely to benefit from the visit.

6.62 The normal duration of the visit is 7 days, with an extension of up to 10 days on medical recommendations. The authorities may further extend the visit if the patient remains on the Very Seriously Ill List and they are satisfied that not only the presence of the visitors contributing to recovery but that departure might endanger the life of the patient.

Military and German Laws

Military Law

6.63 **Military Law** applies to the employees of UK contractors if they have been specifically made subject to it by the Defence Council.

6.64 Civilians who are subject to military law may be tried under military jurisdiction for any alleged offence which, if it had occurred in England, could have resulted in trial in the criminal courts there. They may also be tried under military law for the purely military offences of disobedience to Standing Orders, obstructing Service police, resisting arrest, escaping from custody, contempt of court and offences against sentries and those on traffic control duty. Whether a civilian is tried in German or Service court depends on a number of factors. Sometimes the German courts deal with cases where the offence is serious, e.g. murder, and the victim is a German national. Drink/driving cases and some other traffic offences dealt with by the German civil police are, as a matter of routine, handed over to the German courts.

German Law and Customs

6.65 Parents may be held responsible in the German civil courts for damage caused by their children, even if no proceedings are brought in the German criminal courts. It is very difficult to avoid liability for such claims. Heads of family are therefore advised to obtain insurance cover against such liabilities.

6.66 The same principles apply to damage caused by pet animals as apply to damage caused by children (see para 6.59. above) If a German suffers harm as a result of the activities of your children, dogs, cats etc they will expect you to be insured and would accordingly normally make a claim against you.

6.67 Occupants of married quarters and hirings are responsible for clearing snow and ice from the pavements outside their properties, and for scattering sand, ashes etc to prevent pedestrians from slipping. The cleaning of the pavements is not one of the free services to which the Forces are entitled. Failure to observe this obligation may lead to prosecution under German law, and compensation could also be claimed in the civil courts if a pedestrian is injured as a result of slipping on the pavement.

Community Relations

6.68 Occupants of married quarters and hirings should be aware of the following German laws which may affect their relationship with neighbours:

- a. Washing of private cars on the public highway is prohibited at any time. Caravans without the prime mover can only be parked in a public place (on the road in a parking area) for up to a maximum of 14 days. Caravans and mobile homes parked in a public place may not be used as accommodation.
- b. There are restrictions on the burning of garden rubbish and the beating of carpets at certain times of the week. The shaking out of bedding and carpets is not permitted in the street or from buildings facing streets.
- c. Washing is not to be hung outside to dry after 1400hrs (2pm) on Saturdays or at any time on Sundays or public holidays.
- d. Children are not permitted to play noisily in gardens or public areas after 1900hrs (7pm). Some games, such as football, skipping, hopscotch and roller staking, are prohibited on public roads.

e. Lawn mowers may only be used at the following times:

| | |
|-----------|-----------------|
| Mon – Sat | 0800 – 1300 hrs |
| Mon – Fri | 1500 – 1900 hrs |

Legal Aid and Advice

6.69 HQ Army Legal Assistance provide free legal advice and assistance to service personnel, UK based civilian personnel and the families of both these categories of personnel to deal with personal legal problems whilst serving outside of the UK. The main areas that we are able to assist in are Divorce, Children/Child Support, German Legal cases (Criminal and Civil), Medical Negligence in BFG, Criminal Injuries Compensation, Powers of Attorney, Change of Name, Consumer problems and most other legal issues in England and Wales. We are not able to undertake work involving PACE, CM Defence, Admin action, Property matters or Wills. The service is only provided to individuals not units, clubs, associated groups or other bodies. The office is based in Block 8, Catterick Barracks, Bielefeld. In the first instance the applicant should telephone the office on Bielefeld Mil 3191 or 3196 (Bielefeld Civil 0521 9254 3191/3196).

6.70 When telephoning Army Legal Assistance with a request for advice, it will be necessary in the first instance to give a brief outline of the problem, in order to ensure that they are put in contact with the correct person to assist them.

6.71 In cases where the problem is a matrimonial dispute, then civilian spouses of Service personnel or UKBCs may seek advice from RAF Legal Services in Herford (Tel No: Herford Mil 3518 or Civil 05221 995 3518. They should explain they are the dependants with a matrimonial problem and that their husband/wife is being advised by Army Legal Assistance.

6.72 In cases where both parties in a matrimonial dispute are serving personnel then the first applicant to apply for advice will receive advice from Army Legal Assistance and the other partner will be directed to RAF Legal Services. Dependants and UKBC personnel normally are no longer entitled to Army Legal Assistance after leaving Germany. Where parties to the marriage are living apart, a civilian spouse remaining in Germany will only be eligible to continue receiving legal advice and assistance whilst retaining dependant status in accordance with Standing Orders for the British Army in Germany, Order No 3340. The period for continued dependency after separation is normally limited to 3 months. Thereafter once dependency status ceases, the spouse would require to seek advice from a civilian lawyer.

6.73 Applicants who are already receiving advice from a solicitor are not entitled to assistance in the same manner from Army Legal Assistance (for professional reasons). Even if Army Legal Assistance is not able or empowered to give advice on certain subjects, they can normally point the applicant in the direction of the appropriate organisation. Persons who are interviewed as suspects in respect of any offences by the Service Police have certain rights to legal advice, which are explained by the police before the time of interview. At that stage, if the suspect wishes advice the RAF Legal Services will provide a legal officer to give such advice and if necessary to attend the interview. The suspect must say to the police that they wish to exercise their right to legal advice and the Service Police will then contact the duty legal officer.

Shops and Tradesmen

6.74 Be warned against the dangers of doing business with callers at the door. Some are genuine, some are not. Many sell goods of dubious quality at inflated prices.

6.75 Beware of signing any contract or agreement written in German unless you understand it. By doing so you may be binding yourself to obligations that you may not be aware of. The German courts will not accept ignorance of the language as a defence against a claim where a contract has been broken. Any person who has signed a contract in the German language and, as a result, finds himself subsequently in difficulties, should report this to their Commanding Officer without delay. Do be aware that assurances

made by the salesman have no effect legally unless they are included in writing within the contract.

6.76 It should be noted that there is no military jurisdiction over civilian tradesman. Action can only be taken against such persons as the result of a report made to the civilian police by the injured persons. Nevertheless, a report made to your garrison/station HQ may result in a remedy being obtained through the auspices of the appropriate trade guild.

6.77 NAAFI and other sponsored organisations may accept UK cheques for payment of goods, but the rate of exchange may differ from both the FFR and GAR.

6.78 Self drive car agreements and insurance policies must be carefully examined. Some hire agreements bind the hirer to pay the first Euro 250 of any claim arising from an accident. The insurance policy may not cover a person who holds only a BFG licence. In such a case, the insurance company could repudiate liability in the event of an accident, leaving the hirer to meet the full bill.

Motor Car Insurance

6.79 If using a German Insurance Company you are recommended to buy only from a company which provides a policy in the English language. You must know what you are undertaking (see also Section 4).

German Loans

6.80 German banks often provide loans at favourable interest rates but sometimes demand that the loan be guaranteed. If you are asked to act as a guarantor for someone taking out a bank loan, be warned that you will be responsible for repaying the balance of the loan should the borrower default, which may be a temptation if posted away from Germany or discharged from the Services.

NAAFI Facilities

6.81 NAAFI provides a more comprehensive shopping service in Europe than is now routinely available to the military in the United Kingdom.

6.82 In all major Garrisons, there are large shopping destinations offering a food hall and home and leisure dept. Where there are smaller concentrations of families, Neighbourhood and Express stores provide a convenience service. For those customers the military transport service gives regular access to the larger destination stores. NAAFI stores are available to all entitled customers. In most barracks there is also an Express store which caters for basic essentials.

6.83 NAAFI welcomes the opportunity to employ dependants and has an excellent career structure available to those who apply including a range of UK recognised qualifications.

Dogs

General

6.84 Any person in charge of a dog on public or private land must ensure that the dog does not endanger any persons or property. Dogs must be kept on leads in parks, and are not allowed in playgrounds or cemeteries. It is the responsibility of the person in charge of a dog to ensure that the dog does not foul the pavement (except gutters) and public areas. Dog owners must ensure that their dogs do not run loose or cause a disturbance by barking or howling. Dogs should not be let loose in open country. They may be shot in certain circumstances, such as if they are found on shooting land.

German Dangerous Dog Legislation

6.85 In July 2000 the German authorities enacted legislation on controls of dogs classified as dangerous. To avoid language and administrative difficulties BFG has been given permission by the North Rhine Westphalia and Lower Saxony authorities to run its own dog registration system for BFG dog owners.

The legislation affects all owners of named breeds of dog, and dogs of a designated size and weight in Germany. Dogs are divided into 4 categories in North Rhine Westphalia and 2 categories in Lower Saxony (listed below), depending on their breed and size. Registration will be compulsory for certain breeds. The controls involve banning particular breeds, keeping some dogs on leads and muzzled, microchipping, and expertise tests for owners. Character tests for dogs are only required for Category 1 dogs in Lower Saxony and dogs that have been trained to be, or have shown signs of being dangerous.

The laws have been enacted individually by each of the 16 Länder (States) and differ between Länder immensely. This means that the restrictions facing dog owners in North Rhine Westphalia and Lower Saxony will be different from each other as well as from the other German Länder.

Enforcement and the issuing of permits and exemptions from muzzling will remain with the Local German Authorities. It is vital that the dog owners comply with the BFG Registration process if they are to avoid fines or other penalties under the new German Laws. The arrangements for BFG dog-owners are published in various orders. Any questions regarding this legislation should be put to the Station HCSO or his staff, for the Garrison/Station in which the individual will reside.

Owners of all dogs who are to reside in either Lower Saxony or North Rhine Westphalia should report to their local HCSO within 2 days of arrival to commence the registration process. They should bear in mind the following points:

- a. Personnel who fail to comply with the requirements of the BFG Registration process or commit any offence against the legislation (e.g. Category 1 or 2 dog not muzzled or on a lead outside of escape proof accommodation) will be in breach of German law and liable for penalties.
- b. Only Category 3 dogs in North Rhine Westphalia or Category 1 dogs in Lower Saxony are required to undergo a character test during the registration process, however all owners of categorised dogs (less Category 2 in Lower Saxony) and anyone else who might exercise the dog – must undertake an Expertise and Physical competence test. These will be conducted by 102 Military Working Dog Support Unit (102 WDU Sp Unit) on Tues/Thurs afternoons between 1330 and 1600hrs. Appointment should be booked with 102 WDU Sp Unit on Sennelager Mil (79) 2362.
- c. Tests for exemptions from muzzling exist for Category 1 and 2 dogs in North Rhine Westphalia and Category 2 dogs only in Lower Saxony: these tests will be conducted by 102 WDU Sp Unit but will prove time consuming, difficult and controversial.
- d. Personnel posted to North Rhine Westphalia Garrison or Station who own a Category 1 breed as shown below, and not listed within the Federal import ban, may only register the dog, if they are able to prove that it was owned prior to 06 July 2000. In all instances of doubt, the HCSO of the Garrison/Station to which the individual is posted should be consulted.

Particular Breeds to be banned outright

6.86 Dog owners in BFG should be aware that, besides the Länder controls, the Federal authorities have banned importation of the following dog breeds. These may not be brought into Germany:

- a. Pitbull Terriers.
- b. American Staffordshire Bull Terriers.
- c. Staffordshire Bull Terriers.
- d. Bull Terriers
- e. Cross Breeds from any of the above.

BFG Dog Owners residing in Isolated Detachments (ISODETS) outside of these 2 Länder will need to register 'dangerous dogs' directly with the local German Ordnungsamt. Any tests will need to be conducted (and paid for) within the local German registration system. Additionally, dogs taken on visits to other Länder will remain subject to the laws of the Länder in which they are registered. However, dogs that are usually muzzled should remain so, unless an exemption has been issued and a certificate proving that exemption carried.

A breakdown of the breeds affected is shown below by Länder, including the relevant regulations. These are complicated but owners should specifically check for the controls, which apply to their breed of dog.

Owners who are to reside in North Rhine Westphalia (NRW)

6.87 NRW includes Herford, Bielefeld, Gütersloh, Paderborn, Sennelager, Detmold, Münster, Dülmen, Elmpt, and Rheindahlen.

Category 1 Breeds

American Staffordshire Terrier, Pitbull Terrier, Staffordshire Bull Terrier, Bull Terrier, Neopolitan Mastiff, Spanish Mastiff, Dogue de Bordeaux, Argentinian Mastiff, Filo Brasileiro, Roman Fighting Dog, Chinese Fighting Dog, Bandog, Tosa Inu and Dogs bred above:

- a. To be registered within two days of arrival with the HCSO owners will be allowed 28 days to complete the registration process. Owners are to note that proof must be provided that it was owned before 06 July 2000 otherwise it cannot be brought into Germany (the exception being Pitbull Terriers, American Staffordshire Terriers and Staffordshire Bull Terriers and cross breeds of these three breeds as they are banned from importation into Germany).
- b. The owner, and anyone else who may exercise the dog, must be over 18 years of age.
- c. The owner and anyone else over the age of 18 who may also exercise the dog, must prove their expertise and physical competence by undergoing a text by an Army Veterinary Officer and Dog Handler at 1 Defence Animal Support Unit (DASU) Sennelager as part of the registration process.
- d. The owner must be able to satisfy the authorities of his/her dependability. This is confirmed by the Commanding Officer (CO) or Head of Establishment as part of the registration process. To do this the CO must be able to confirm whether the owner's character is acceptable and must satisfy themselves of the owner's criminal history.
- e. The dog must be kept in escape proof accommodation. This is confirmed by the CO as part of the registration process. Owners are to note that this is their responsibility and not that of the HCSO. No replacement or repairs to fencing will be undertaken at public expense just to ensure the accommodation is escape proof.
- f. The owner must demonstrate that he holds 3rd Party Liability insurance in respect of the dog. This will be confirmed by the Commanding Officer or Head of Establishment as part of the Registration process.

- g. The dog must be microchipped. The breed, weight, size, age, colour of coat and chip number is to be made known to the HCSO when commencing the Registration process.
- h. When taking the dog away from its accommodation, the dog must be kept on a lead of requisite quality and muzzled. The handler must be over 18, hold a valid permit to exercise the dog and be physically capable of restraining the dog.
- i. Breeding of Category 1 dogs is prohibited.
- j. Upon successful registration a permit authorising the keeping of the dog will be issued by the local Ordnungsamt.
- k. Any breach of regulations may result in conditions being imposed on keeping the dog, or the dog may be ordered to be destroyed. Any breach constitutes an administrative offence and maximum fine of Euro 1000.

Category 2 Breeds

6.88 Akbas, Briard, Berger de Beauce, Carpatin, Doberman, Estrela Mountain Dog, Kangal, Caucasian Ovcharka, Central Asian Ovcharka, Southern Russian Ovcharka, Karakatschan, Karshund, Komondor, Kraski Ovcar, Kuvasz, Liptak (Goralenhund), Maremma Sheepdog, Mastiff, Pyrenean Mastiff, Mioritic, Polski Owczarek Podhalanski, Pyrenean Shepherd Dog, Rafeiro do Alentejo, Rottweiler, Slovenski Cuvac, Sarplaninac, Tibetan Mastiff, Tornjak and Dogs bred from above:

- a. To be registered within two days of arrival with HCSO. Owners will be allowed 28 days to complete the registration process.
- b. Breeding of Category 2 dogs is allowed.
- c. All other regulations as for Category 1 breeds.

Category 3 Breeds

6.89 Dogs that have been bred or trained to be, or have demonstrated that they are dangerous (in general having attacked human or other animals) and dogs bred from above. All dog owners are to note that if your dog attacks or bites another animal or a human it automatically becomes a Category 3 dog, irrespective of its breed or size. Additionally all Category 3 dogs will be required to undergo a character/behavioural test.

- a. To be registered within two days of arrival with HCSO. Owners will be allowed 28 to complete the registration process.
- b. Breeding of Category 3 dogs is allowed.
- c. All other regulations as for Category 1 breeds.

Category 4 Breeds

6.90 Dogs reach a shoulder height of 40 cm or a weight of 20 kgs when fully grown.

- a. To be registered within two days of arrival with HCSO. Owners will be allowed 28 days to complete the registration process.
- b. Breeding of Category 4 dogs is allowed.
- c. All other regulations as for Category 1 breeds.

Owners who are to reside in Lower Saxony (LS)

6.91 Lower Saxony includes Bergen Hohne, Celle, Fallingbostel, Osnabrück and Hameln.

Category 1 Breeds

American Staffordshire Terrier, Bull Terrier Breeds(Less Staffordshire Bull Terriers), Pitbull Terrier and dogs bred from above.

- a. To be registered within two days of arrival with HCSO. Owners will be allowed 28 days to complete the registration process. Owners should note that American Staffordshire Terriers, Pitbull Terriers and cross breeds are banned from importation into Germany and cannot be imported. Owners of other Bull Terrier breeds must provide proof that the dog was owned prior to July 2000 otherwise it cannot be brought into Germany.
- b. The dog must undertake a character test by an Army Veterinary and Dog Handler at 1 Defence Animal Support Unit Sennelager (DASU) as part of the registration process. Owners should note that dogs who demonstrate exceptionally aggressive behaviour dangerous to humans will be reported to the German authorities and may be taken and destroyed.
- c. The owner and anyone else over the age of 18 who may also exercise the dog, must prove their expertise and physical competence by undergoing a test by an Army Veterinary Officer at DASU (see para b) as part of the registration process.
- d. The owner must be able to satisfy the authorities of his/her dependability. This is confirmed by the Commanding Officer (CO) or Head of Establishment as part of the registration process. To do this the CO must be able to confirm whether the owner's character is acceptable and must satisfy his/herself of the owners criminal history.
- e. The dog must be kept in escape proof accommodation. This is to be confirmed by CO as part of the registration process. Owners are to note that this is their responsibility and not the HCSO's. No replacement or repairs to fencing will be undertaken at public expense just to ensure the accommodation is escape proof.
- f. The owner must demonstrate that he holds 3rd party liability insurance in respect of the dog. This will be confirmed by the CO as part of the registration process.
- g. The dog must be microchipped. The breed, weight, size, age, colour of coat and chip number is to be made known to the HCSO when commencing the registration process.
- h. When taking the dog away from its accommodation, the dog must be kept on a lead of requisite quality and muzzled. The handler must be over 18, hold a valid permit to exercise the dog and be physically capable of restraining the dog.
- i. All Category 1 dogs in Lower Saxony must be neutered/spayed.
- j. Upon successful registration a permit authorising the keeping of the dog will be issued by the local Ordnungsamt.
- k. Any breach of regulations may result in conditions being imposed on keeping the dog, or the dog may be ordered to be destroyed. Any breaches constitute an administrative offence and a maximum fine of €500.

Category 2 Breeds

Bull Mastiff, Doberman, Dogo Argentino, Fila Brasileiro, Caucasian Ovcharka, Mastiff, Spanish Mastiff, Neopolitan Mastiff, Rottweiler, Staffordshire Bull Terrier, Tosa Inu and any dogs bred from above.

- a. Dogs are to be registered with HCSO within two days of arrival. Owners should note that Staffordshire Bull Terriers and cross breeds of these are banned from importation into Germany and cannot be imported.
- b. When taking the dog away from its accommodation, the dog must be kept on a lead of requisite quality and muzzled. The handler must be over 18 and be physically capable of restraining the dog.
- c. The owner must demonstrate to the HCSO that he holds 3rd party liability insurance in respect of the dog. Additionally, the dog must be microchipped and its breed, weight, size, age, colour of coat and chip number made known to the HCSO when registering.
- d. Any breach of regulations may result in conditions being imposed on keeping the dog, or the dog may be ordered to be destroyed. Any breaches constitute an administrative offence and a maximum fine of €500.

Import/Export of Live Animals between the United Kingdom and Germany European Pet Passport

6.92

- a. The European Commission has introduced regulations to standardise the documentation required for dogs, cats and ferrets travelling within the European Union (EU). From 03 Jul 04 the European Pet Passport (EPP) is required for travel between member states of the EU. The EPP is issued by all practising Germany Veterinary Surgeon only. Veterinary Offices in BFG are not authorised to issue the EPP. The EPP does not require any additional tests or procedures to be performed. It simply takes various pieces of information and collates it into one passport. The requirements under the UK Pet Travel Scheme **have not changed and remain in force**.
- b. Any owner travelling with a dog or cat across Continental Europe requires an EPP for each pet. Owners should contact their local civilian German Veterinary Surgeon to make arrangements for the EPP to be issued. Owners should continue to prepare their pets under the UK Travel Scheme as before. The PP contains information about the pet's microchip number, rabies vaccinations and details about any tick and tapeworm treatments. When owners travel they can use the information within the EPP to verify that the procedures required for the UK Pet Travel Scheme have been fulfilled. Owners are still required to visit the Stadt Vet to get the Pet Travel Document to be issued.
- c. Owners are recommended to check the DEFRA website for the most up to date information (www.defra.gov.uk).

Rabies

6.93 Rabies occurs in many parts of the world and is prevalent in Germany. It is a serious hazard, and rabies in humans is nearly always fatal once symptoms develop. The rabies virus lives in the saliva of infected animals such as foxes, dogs, cats and farm animals, and may be transmitted to humans by the bite of a rabies infected animal or by the saliva of such an animal entering a scratch or a fresh break in the skin. Individuals should avoid contact with strange animals and never allow their children to touch or fondle them. Pets should be kept under control.

6.94 The import and export of animals to and from the UK is strictly controlled and is subject to regulations and instructions laid down by various government departments.

Enquires should be made to the appropriate Ministry at least three months in advance of a move.

Requirements

6.95 Dog and cat owners are advised to carry out the following actions preferably before leaving UK (however pet travel documents can be applied for in Germany):

- a. **Microchip.** Pets must be fitted with a microchip conforming to ISO Standards.
- b. **Rabies Vaccinations.** After the microchip has been fitted the pet must be vaccinated against rabies using a recognised brand of vaccine. This must be recorded in a vaccination book, which must also contain a record of the microchip number. It is acceptable to vaccinate the pet on the same occasion as inserting the microchip but only after the microchip has been fitted.
- c. **Blood Sample.** After the last recognised rabies injection, a blood sample should be taken by the vet who will then send it to a recognised laboratory for analysis.

Pets Travel Document

6.96 After receiving the blood test results, owners should liaise with their local vet to apply for the pets travel document (in Germany they should arrange to take the pet to the local Stadt Vet (Local Government Vet) in the Landkreis in which they will reside). The vet will check the animal's microchip number together with the vaccination record and blood test result. If everything is in order, a Pet Travel Document will be produced which will allow the animal to enter UK without going through Quarantine, however see para 6.97. below.

Time Restrictions

6.97 Provided the blood test is acceptable, animals will have to wait 6 months from the date of sampling prior to being allowed to travel back into the UK. Anything less than 6 months will require the pet to be in quarantine for the balance of the 6 months.

Additional Requirements

6.98 Between 24 and 48 hours before leaving for the UK the pet must be treated for worms and ticks by a qualified vet (not necessarily a Stadt Vet).

Points of Entry into the UK

6.99 Only designated routes will be acceptable. Check with your travel agent before travelling.

Document Checks

6.100 Document checks will be undertaken by the Carrier operators. On arrival in the UK, all owners will be required to sign a document stating that the animal has not left qualifying European countries during the previous 6 months, the only exception being the current journey to the UK.

Further Information

6.101 Further information is available from the following:

DEFRA Helpline: UK .0044 870 2411710

DEFRA website: www.defra.gov.uk/quarantine

DEFRA e-mail: pets.helpline@defra.gsi.gov.uk

6.102 Further assistance, if required, may be obtained from 1 DASU Hospital on 05254 85405. Should owners have concerns with their documents, DASU have kindly agreed to examine them. Envelopes should be marked with "PASSPORTS FOR PETS". Include a SAE and send to:

Veterinary Officer
1 DASU
RAVC
Normandy Barracks
BFPO 16

Import/Export of Plants

6.103 The regulations covering the movement of plants and plant produce are long and complicated. As a general rule, you may move without formality small quantities of cut flowers, flower bulbs, fruit and house plants intended for your own use. If you intend to bring a large quantity of plants, or have an exotic species originating outside the 'Euro Mediterranean' area, then you will require a health certificate issued by the Plant Protection Service of the country of origin of your journey. Further advice can be obtained from:

DEFRA
Plant Health Division
Foss House
King's Pool
1-2 Peasholme Green
YORK
YO1 7PX
www.defra.gov.uk/planth/travel
E-mail: planthealth.info@defra.gsi.gov.uk

Anti Pollution Policy

6.104 One of the greatest environmental problems in Germany today is pollution, particularly of the ground. Most of the drinking water supply of the Federal Republic is derived from underground sources such as wells and boreholes. Mechanisation is growing at a tremendous rate not only industrially but also individually with increasing numbers of vehicles on the roads. This is just as true of the military with barracks and installations becoming more and more crowded with military vehicles, equipment and private vehicles.

6.105 The greatest hazard these pose to the environment is pollution not only from exhaust gases, but particularly from the lubrication oils and the fuels they use and from their coolant liquids. A small number of complaints are made each year to BFG by the German authorities concerning pollution, by lubrication oils and coolant liquids, of the drainage system and water systems. Every Service person has a duty and obligation to ensure that they do not cause such pollution.

Dos and Don'ts

- a. Do clear up any accidental spillage immediately.
- b. Do dispose of waste products in the proper place.
- c. Do carry out oil and antifreeze changes in the proper place.
- d. Do clean vehicles only on approved washdown areas.
- e. Don't allow oil or any other hazardous or toxic waste or substance such as antifreeze or paint to run out on the ground or into the water drainage system.
- f. Don't dispose of waste oil and other toxic or hazardous substances in unapproved locations.

- g. Don't refuel vehicles in water catchment areas.
- h. Don't wash vehicles by lakes or streams.

Sorting out your Household Waste

6.106 Waste collection in Germany is regulated at the Town/Area level. Collection systems can differ between towns/areas; however, the basic rules are that waste is to be avoided if possible. If it cannot be avoided they you should consider whether the item can be reused. Most areas have separate collections for recyclable packaging (such as tin, plastic), glass, paper, garden rubbish and toxic waste. Details of these collections should be in your accommodation and is also available from your HCSO and HIVE.

Newspapers and Periodicals

UK Newspapers

7.01. These may be obtained in Germany on the same date of publication as in UK (weather conditions might affect time of arrival during the winter months).

7.02. The cost of your favourite daily newspaper, magazine or comic is more expensive than the cover price, however this additional cost is taken into account when calculating LOA rates.

Local Publications

7.03. The following local publications can be obtained:

- a. **Sixth Sense.** This is an officially MOD sponsored newspaper produced weekly, for sale to Service and civilian personnel employed within NWE. It includes full details of BFBS radio and television programmes, satellite TV programmes, items of interest from within BFG, a 'Need to Know' section, plus classified ads.
- b. **Garrison Handbooks and Magazines.** Most garrisons and stations provide a handbook and regular free magazines.
- c. **Army Families Federation Journal.** Available to all families. This is distributed quarterly by garrison/station staff and is also available in HIVES, Unit Welfare Offices etc.
- d. **Local Advertising Literature.** In some areas local super-markets and traders deliver 'fliers' to quartering areas.
- e. **Forcetxt.** If your TV set has teletext you will be able to use this facility. BFG have a dedicated teletext service covering a wide range of subjects from local area events to wider military and national issues. You will also be able to access BBC1 and BBC2 teletext as well as German TV teletext.

Note: The fact that a firm advertises in these publications does not mean that it is officially recommended or that the military are responsible in any way for the quality of its goods and services.

Telephone Service (At Home)

7.04. The German Public Telephone Operator is now a private telephone Company (Deutsche Telecom AG(DT)) and operates the service in a similar way to British Telecom.

Telephone services can be arranged by visiting the local DT high street telephone shop or a mobile DT shop that visits some Garrisons. In larger Garrisons such as Rheindahlen, telephone services can be arranged through the local German Post Office.

When you order your telephone you will have to complete a contract which covers the rental of the telephone line. This contract is not subject to a minimum period or cancellation fees. Two alternative methods for the payment of your telephone bill are available, either cash payment at any German Post Office (Postamt) or by direct debit from your German bank account.

You will also require telephone apparatus, which must have a suitable plug and be approved for use on the German Telephone System. This approval is indicated by a label containing a "Z" number together with a Post Horn or an Eagle which is normally attached on the underside of the telephone. This is also normally clearly indicated in the

packaging. A BT telephone bought in the UK usually does not meet these requirements and the design of the telephone sockets in Germany is different to those of the UK.

How do you obtain a telephone?

7.05. You may buy a telephone at most domestic electrical shops and large supermarkets, which stock a wide range of approved telephone equipment including answer machines and facsimile machines.

DT also offers a range of telephone equipment either for sale or on rental basis; a word of caution if you decide to rent telephone apparatus: this will involve the completion of a separate rental agreement for the telephone.

If you opt to rent a telephone from any source, please be aware that rental conditionals are governed by German contractual law which incorporates penalty clauses for breach of the contract by early termination. There are no overall concessions available to the British Forces to vary these contractual commitments.

These contracts normally fix the rented period at 1, 3, 5 or 7 years depending on the value of the equipment. Contractual penalties can obligate the customer to pay half the fees of the remaining contractual period should the agreement be terminated early. These contracts also automatically renew themselves for a further 12 month period on their expiry and each anniversary thereafter, unless notice of termination is given at least 3 months prior to their expiry date. Shorter contractual periods can sometimes be arranged (i.e. 12 months rather than 3 years) but this will normally involve a higher monthly payment for the same telephone equipment.

The option of buying your own telephone apparatus should be seriously considered as there are no strings attached to this and the telephone can be passed on when you leave Germany. You may also purchase the telephone using Tax Free concessions.

Note: It is against the law to use telecommunications equipment in Germany without complying with the applicable licensing requirements. Stiff financial penalties can be applied together with confiscation of the offending equipment for infringement of this regulation.

Telephoning outside of the home

7.06. Telephone boxes are available on most Garrisons for the making of private telephone calls. These, in common with most public telephones, are now predominantly card phones which require the pre-purchase of a DT phone card which can be obtained at any German Post Office (Postamt). NAAFI stores also stock these cards.

Telephone Chargecards

7.07. Private calls may also be made from any telephone or payphone using telephone charge cards which are issued by a number of telephone operators. Charges and conditions of use vary between operators. For example, the BT chargecards are associated with an existing telephone or a major credit card account. Most Operators supply call charge cards free of charge but apply a handling or surcharge to calls connected using their charge cards. This charge varies but is normally between 50p and £1.50 per call. The cost is often reduced below that of a normal callbox (cash or phonecard) charge. It is therefore strongly recommended that you familiarise yourself with the tariff that will be applied before using a telephone charge card on a regular basis.

Calling Home

7.08. When calling home from Germany it is necessary to modify the UK dialling code by removing the leading '0' and substituting 0044. Since deregulation of the German telephone network a large number of telephone companies offer reduced rates to UK if you use the 'Call by Call' system of dialling a special 5 digit (or more) code in front of the 0044. Details of these special 'Call by Call' rates are available on the internet.

Calling Germany

7.09. When calling Germany from the UK the procedure is similar to the above except in this case the prefix is 0049. Thus the telephone number for JHQ Rheindahlen which is Mönchengladbach, 02161 – 472 plus 4 digit extension number (02161 472-XXXX) becomes 0049-2161-472-XXXX when calling from the UK.

Cost

7.10. Like many other services, telephone charges change from time to time. It is advisable to obtain confirmation of charges applicable prior to making any firm commitments.

Postal Facilities

7.11. British Forces Post Offices (BFPOs) are located in most garrisons and stations throughout BFG and offer full counter and postal facilities to Service personnel, UK Based Civilians and other officially sponsored civilians and their dependants. You should be aware that not all mail order companies or internet shopping in the UK will deliver to BFPO addresses. Prior to ordering from these companies you should check on one of the following websites which list all companies and carriers which have a contract with the BFPO mailing service: www.postedoverseas.com or www.bfpo.mod.uk.

7.12. The BFPO offers a secure service for the transmission of mail to and from UK and to other destination worldwide. There is no need to use the services of the Deutsche Post. If you are unable to visit a BFPO, transactions can be carried out on your behalf by your Unit's accredited Post Orderly.

All transactions at BFPO counters are carried out in Euros using the Post Office Accounting Rate which is changed weekly to reflect fluctuations on the world's money markets. BFPOs provide a range of counter facilities which are normally available from UK Civil Post Offices. These include:

- a. Purchase of Postage Stamps
British Postal Orders
Priority Service Envelopes (Registered Mail)
International Reply Coupons
- b. Encashment of British Postal Orders.
- c. Acceptance of all letter, packet and parcel mails for worldwide addresses.
- d. Sale of Post Office Savings Stamps
- e. Transactions through Girobank accounts including encashment of personal cheques subject to normal UK Post Office regulations
- f. Encashment of other personal cheques drawn on most UK Banks subject to cheque card limit and the levying of statutory fee.
- g. Sale of Post Shop items i.e. envelopes, postal boxes, wrapping kits etc.

Philatelic Items

7.13. Full details of these and other services available are obtainable from your local BFPO.

Postal Rates

7.14. Postage rates from BFPOs in Germany to UK and vice versa are generally the same as UK inland rates. Forces Air Letter Forms (Blueys) may be obtained free of

charge at all BFPOs and may be sent to relatives serving on operations free of charge. The current postage rate for letters going from one BFPO to another within Germany or to a civilian German address is 5p (five pence).

Postal Address

7.15. To avoid delay to correspondence it is essential that the correct form of address is used and following are examples:

- | | | |
|----|---|---|
| a. | Service Personnel No, Rank, Name Branch/Section/Coy Unit BFPO No. | 12345678 LCpl Jones (1) B Company 1 Loamshire Regt (2) BFPO 61 |
| b. | Dependants. Mrs/Miss.etc. c/o No, Rank, Name Branch/Section/Coy Unit BFPO No | Ms E McSmith 123456789 LCpl Brown (1) G2 Branch HQ 41 Div (2) BFPO 71 |

Note:

1. The use of regimental numbers is unnecessary unless confusion with other soldiers' mail is likely to arise.
2. The use of barracks or town names is not required. BFPO staff only require to know your unit and BFPO indicator. Nothing else.
3. You should advise your correspondents never to add Germany beneath the BFPO address. To do so may result in delays and higher postage being charged.

Mail Delivered to Married Quarters

7.17. You should note the following:

- a. Deutsche Post deliver letter mail to married quarter addresses situated outside of a closed Barrack area. If you wish to receive mail this way you should contact your German civilian postal authority to obtain the correct civilian form of address for your quarter.
- b. Security. If you opt to have mail delivered to your married quarter you should advise your correspondents not to use your military rank in the address particulars. They should also be informed that mail so addressed will not attract the Forces concessionary rate of postage (UK inland rate) and would, depending on the class of mail, be more expensive.

Mail for Northern Ireland and Eire

7.18. Items of mail for civilian addresses in Northern Ireland and the Irish Republic must ALWAYS be handed directly to a member of the BFPO staff. Do not mark your correspondence to show that it has come from a member of the Forces or attached civilian component. Do not use the post box – ALWAYS hand it in at the BFPO.

7.19. The private use of the Internet in Germany is huge and the number of Internet Service Providers (ISP) continues to grow. Information on how to set up an Internet connection is abundant within BFG; as with any contract you are firmly advised to read it carefully before signing. If you receive a request to pay a "licence" fee for Internet use take it to your Service Liaison Officer(SLO) who will issue a letter in German that entitled personnel are exempt under the SOFA Agreement.

7.20. Most military units now have official and welfare Internet connections. The larger garrisons have fully established Internet Cafes for use by private customers.

Electrical Equipment

7.21. Newcomers to Germany should ensure that any electrical equipment purchased outside of Germany, such as the UK, or through any of the American BX/PX's, has the appropriate clearance from the German authorities. Alternately if no paperwork exists, the equipment should have a TUV sticker or some form of embossed TUV or Bugle markings on the apparatus. The main equipment used unwittingly by people arriving in BFG is Baby Intercoms, Cordless Telephones, Walkie-Talkies, Model Planes, Remote Cars etc. This may lead to interference to other users and leave the user open to prosecution with possible confiscation of equipment and a financial penalty.

Radio

8.01. The British Forces Broadcasting Service (BFBS), which is the Broadcasting Division of the Services Sound and Vision Corporation (SSVC), provides both full television service and two FM radio services in Germany primarily for the dissemination of Command Information. BFBS radio provides a 24 hour service, broadcasting music, entertainment and information programmes as well as relays of news and sport from BFG and from the UK. BFBS television provides full television coverage, including programmes from the UK and local news and sports items.

8.02 Radio Amateurs. Radio Amateurs who wish to operate in Germany on a permanent basis must register as required under the Status of Forces Agreement, through the FPCO, G6 Branch, HQ UKSC(G), BFPO 140. Details will be provided on request, either by letter or Telephone: Civil 02161 472 2237 or Rheindahlen Mil: 2237/2794.

8.03 There are two separate BFBS radio programmes, BFBS 1 and 2. Details of these can be found in the Sixth Sense Newspaper and on Forcestext. BFBS, together with many other continental services, broadcasts on FM only. In most parts of BFG, however, it is possible to receive BBC Radio 4 on Long Wave 198 and Radio 5 on Medium Wave.

Television

8.04 The following are the possible sources of TV programmes:

- a. BFBS Television. Transmitted at UHF from a number of low power transmitters located to cover most areas that have single/married accommodation. The channel number will depend on your actual location.
- b. Direct to Home (DTH). DTH is an enhanced television service which will deliver 6 TV channels and 2 radio channels to the entitled BFG audience free of charge. DTH has been installed into Bergen-Hohne, Paderborn and Gütersloh. It is anticipated that installation will be completed into Münster Station and RESG by early 2008. The following TV and radio channels are provided:
 - (1) BFBS TV 1
 - (2) BFBS TV 2
 - (3) SKY News
 - (4) SKY Sports 1
 - (5) SKY Sports 2
 - (6) Music Channel
 - (7) BFBS Radio 1
 - (8) BFBS Radio 2
- c. German TV. There is normally no problem with receiving German TV channels, however the following points should be noted:
 - (1) Continental UHF television transmissions are not quite the same as in the UK. This means that although it is possible to obtain a picture using a UK UHF television, it is not always possible to receive the relevant sound transmission. Your UK television may need to be modified to receive these transmissions fully. Although it is possible to modify UK receivers, this can sometimes cost as much as £30.00. More information can be sought from your local SSVC shop.
- d. Dutch and Belgian TV. Up to 5 programmes are transmitted at either UHF or VHF. These can be received at some locations in BFG, particularly those locations near the Dutch and Belgian borders. The programmes consist of a

reasonable proportion of English language programmes, however the notes given in para 8.04b also apply to Dutch and Belgian TV.

8.05 If your accommodation is to be in a block of flats, you are likely to have a TV antenna socket through which you can receive BFBS TV and German TV. For technical reasons, in such communal television antenna systems the UHF reception from the actual antenna is sometimes changed to VHF before it reaches your wall socket. To take advantage of such communal systems it is essential that you have a television capable of receiving Continental VHF transmissions.

8.06 Most TV receivers, video cassette recorders and DVD players/recorders supplied by NAAFI or SSSVC in Germany are multi-standard and can be used in both Germany and the UK. They will receive the continental VHF or UHF transmission, BFBS television and UK UHF transmissions. These sets can be bought from SSSVC or from NAAFI. BFBS are rolling out Direct to Home (DTH) which is an enhanced service of satellite channels and UK terrestrial channels.

8.07 Externally mounted television aerials are generally necessary for good reception, particularly for BFBS transmitters whose radiated powers are low. The erection of an externally mounted aerial on Federal married quarters is not permitted unless it has been erected by DE(E) FM. Existing aerials are the responsibility of DE(E) FM to which all enquires should be addressed. BFBS are not in a position to provide assistance to occupants who encounter problems associated with poor TV reception.

Satellite TV

8.08 Satellite TV is now widely available through free standing personal satellite dishes or through Cable TV. If you purchase a satellite dish the following must be observed:

- a. The dish must be free standing.
- b. No damage to the fabric of the quarter is to be caused (i.e. drilling of holes) for leads etc.

Cable TV

8.09. Cable TV is now installed in some garrison areas. For more details contact your HCSO

Cinemas

8.10. Cinemas are provided in several garrison areas by the Units. Full details are published weekly in the Sixth Sense Newspaper. Film programmes are also advertised on BFBS radio, television, and Forcextext. Film previews appear from time to time on BFBS television.

CB Radio

8.11. Service personnel, UK Based Civilians, sponsored civilians and their dependants may purchase and operate CB radios in Germany subject to the conditions laid down in SO BA(G) 1806.

CHAPTER 9 EMPLOYMENT OF SERVICE DEPENDANTS

Employment General

9.01. Job opportunities exist in most garrisons and stations for the dependants of Service personnel and the civilian component with the Army, RAF and sponsored organisations (NAAFI, SSVC etc).

9.02. Application for employment is made to your Garrison Labour Support Unit (GLSU) who has offices located within each Station. A registration list is maintained at each GLSU, and you should register in person for employment at the earliest opportunity after your arrival in Germany. If you are seeking employment within a Service Children's Education (SCE) School the GLSU will direct you to the local school in the area to which you are posted. There is no automatic right to employment, as vacancies are filled by competition, but the GLSU and the school will try to fit you into a job vacancy for which you are suitably qualified. It is not possible for the GLSU or the School to offer you a job until you have arrived in Germany and have officially been granted dependant status. However, it is possible for you to lodge your details with your future GLSU. Once you have arrived in Germany you will still have to report in person to the GLSU but registration will be quicker.

9.03. The type of job available depends on where you are going to be stationed. The main types are:

| | | |
|-----------------------|------------------|------------|
| Clerical | Librarians | Industrial |
| Clerical (non-typing) | Cleaners | Bar work |
| Waitressing | Bus Escorts | |
| Kitchen Domestic | Domestic Cleaner | |

School employment includes: Classroom Support Assistants and Lunchtime Supervisors.

There is also a steady demand for nurses, and other medically qualified personnel through the GLSU. Teacher vacancies are recruited by HQ Service Children Education via individual schools.

9.04. Pay rates vary according to the type of employment and the grade. Because they are reviewed from time to time, rates are not quoted here but are available from GLSUs. Under current rules, the pay is tax free. However, National Insurance contributions are paid by the employer.

9.05. The hours of work are normally 38.5 hours per week spread over a 5 day week. However, you should be aware that employment within the industrial field will normally entail shift and weekend work. Part time employment is also available.

Employment on the German Economy

9.06. It is possible to obtain work within a German firm. You should be aware however that due to the current employment situation in German, a sound knowledge of the German language is, in most cases, essential. It should also be noted that if you take such employment you will be required to pay all German taxes and insurance and, in addition you may lose your dependant status and certain privileges given to the British Forces. Anyone contemplating such employment is advised to consult the local GLSU for advice, and to obtain that advice in writing.

Vocational Training Service (VTS)

9.07. Vocational Training Services offers young dependants aged 16-24 the opportunity to undertake the Life Skills Training Programme in Germany. The programme runs over periods of 3 months and is FREE. It will provide candidates with the chance to gain nationally recognised Key Skills Awards qualifications in:

Communications
Information Technology
Working with Others
Improving Own Learning Performance
Problem Solving.

Candidates will also be able to achieve the CLAIT qualification, Basic Health and Safety Certificate and First Aid Appointed Person Certificate.

9.08. The Programme has a two week residential module which includes a weekend of Outward Bound Activities. Following this, candidates will complete 14 weeks of work experience. An allowance is available during these parts of the programme for unemployed candidates.

9.09. The programme will finish with a two-day residential module, which will provide candidates with a gateway into the job market or further education and training.

For further information call our Helpline on:

Rheindahlen Mil: 2358, Civil: 02161 472 2358 or email us at HYPERLINK mail to:
VTS@bfgnet.de VTS@bfgnet.de.

Unemployment Benefit on Moving to Germany Job Seekers Allowance (JSA)

9.10 If you are in employment in the UK prior to accompanying your spouse on posting to Germany and you have had to resign your job involuntarily because of this posting, you *may* be able to claim Job Seeker's Allowance. Consult the LEC website for more information: www.army.mod.uk/lec/lec_pay_bureau .

9.11 Whilst still in UK, you should report to your local Job Centre to apply for Job Seeker's Allowance *at least* four weeks prior to your posting. You should be in receipt of the allowance four weeks before posting in order that it may continue in Germany. If the period between actual termination of employment in the UK and the date of posting is less than four weeks, then the UK Job Centre should be able to advise you.

9.12 Prior to departure from the UK, ask the Job Centre to give you a Form E303.

9.13 On arrival in Germany, contact the Services Liaison Office(SLO) and make an appointment. You will be issued with the relevant German forms and helped to complete them. The SLO will also issue you with a confirmation of NATO status.

9.14 You must register yourself, in person, with the Agentur für Arbeit (AfA) *within 7 Calendar days following departure from UK* in order to possibly become eligible for continuation of Job Seeker's Allowance.

9.15 The AfA will require you to show the following documents:

- a. Passport
- b. Services ID
- c. Form E303
- d. Confirmation of NATO status
- e. German Bank details, so that payments can be transferred
- f. Details of former employment or CV

9.16 You must be actively seeking employment (with AfA) in order to qualify for the continuation of the allowance.

9.17 Your application will be processed, but this may take up to six weeks.

9.18 Should your circumstances change, that is, should you take up employment, this will affect your eligibility to receive the allowance. Therefore you are legally required to inform the AfA of any change in your circumstances *immediately*. The SLO is able to assist in notifying any changes, on request.

N.B. Please be aware that any Military organisations involved in facilitating your application have no influence over your entitlement and allowance payments.

CHAPTER 10 - SECURITY AS IT AFFECTS INDIVIDUALS AND THEIR FAMILIES

Personal Security

10.01. Personal Security – Counter Terrorist.

a. You and your family's security is as important in Germany as in the UK. The threat from International and Irish extremist terrorists remains ever present. In Germany the anti-terrorist measures under Op KEENWIND are designed to counter this threat. Remember that the safety of our garrisons depends on the vigilance, alertness, and inquisitiveness of all members of our community. If, at any time, you should notice anything that makes you suspicious, REPORT IT TO YOUR NEAREST SERVICE POLICE OR VIA THE FREEPHONE BFG CRIMELINE 0800 – 1842222.

b. You can do much to frustrate the terrorist and improve your own security, and that of your family, if you apply the following simple rules:

- (1) Follow the current advice on wearing uniform in public.
- (2) Vary your routine to avoid targeting by terrorists.
- (3) Consider driving a Left Hand Drive car.
- (4) Be suspicious of bulky, unfamiliar, or unexpected mail.
- (5) Obtain a copy of the 'Personal Security Guide' (available from your USO).

Unit Security Officer (USO)

10.02. As a member of the British Forces Germany community, it is your responsibility to know who your USO is and how you can contact him/her. Every unit has its own USO and his/her details are published in unit orders. All matters affecting your security should be reported to your USO. Any incident of a suspicious nature which you consider might have a bearing on the security of yourself, your family, your unit, or any other person/unit within Germany, should also be reported to him/her. If in doubt report it, you could save your own or someone else's life.

Identity Cards

10.03. You and your family will be issued with different types of passes and permits, all of which are designed to ensure that you get the facilities to which you are entitled and unauthorised persons do not. Identity cards, passes and permits can be misused, and are of particular use to a terrorist; LOOK AFTER YOURS. Report any loss immediately to your USO and your local military police. Car passes, where issued, must be safeguarded as they can assist terrorists to gain access to military establishments.

Travel

10.04. There is plenty of opportunity for travel on the European Continent, but there are strict regulations governing travel to other countries to which special security regulations apply (CSSRA). Your Unit Admin Office and local MI Sect will have up to date details and will advise you on request.

10.05. Social Contacts.

a. You will, it is hoped, make many friends amongst the local population during your stay in Germany. You may even join civilian clubs or societies. Such friendships and contacts are encouraged, but you should be aware of the

possibility that you might be cultivated as an unwitting source of information. Should your suspicions be aroused, you should speak discretely to your USO as soon as possible.

- b. Pen friendships, including those developed via the Internet, have often been used by hostile intelligence services as means of making an approach.
- c. All contacts with nationals of CSSRA countries, however trivial, must be reported to your USO immediately.
- d. Ham Radio enthusiasts are to register with their USO on arrival in BFG.
- e. Be careful what information you place on the Internet, you should avoid identifying yourself as a member of the military community.

Careless Talk

10.06. You should be careful not to talk about your work or any other classified subject where the conversation could be heard by people not entitled to the information. The terrorist speaks our language and overheard conversations could target you or your unit.

Telephone Security

10.07 Speech on the telephone is not secure, and you should always recognised the possibility that there might be a third party on the line. You should not discuss any subject which might be of use to a potential enemy in his constant quest for knowledge about us, our capabilities and intentions.

Propaganda

10.08 It is possible that you may at some time or other receive through the post, unsolicited propaganda particularly on such subjects as Northern Ireland, Communism, disarmament, pacifism and other similar subjects. You should hand all this material to your USO as soon as possible. (You may also receive chain letters from time to time. If you are concerned about breaking the chain, pass the letter to your padre, who will deal with it – whether or not you go to church!)

Security of Private Cars

10.09 Never leave your car unlocked or the window open. If you do not have a garage which can be securely locked, always check the outside and particularly the underside of your car before getting into it. Also check under the bonnet. If any suspicious objects are seen attached to the car, leave well alone and call the Service Police. Leave nothing on display in your private car that would identify the vehicle as belonging to a military person, the terrorist is always looking for a soft target; do not offer yourself or your family. STAY ALERT AND STAY ALIVE to enjoy your tour.

Crime Reduction

10.10 Full crime reduction advice can be sought by contacting the RMP Crime Reduction Team on JHQ Mil 2334 **or** your local Provost Company. Listed below are some of the subjects that you can receive advice on:

Advice on Personal Safety
Building Security
Property Marking
Road Safety

Remember all their services are free of charge, act now before it's too late.

Security Advice/Problems

10.11 Contact your local MI Security Section. Never be reluctant to ask for advice or report any incident that you believe is suspicious or just seems odd to you.

Reporting Procedures

10.12 By working together to project a clear image of a security conscious community we will, without doubt, deter and frustrate the terrorist. Our best defence, therefore, is to remain vigilant. Whether a dependant or military, on or off duty, anything you deem suspicious should be reported immediately to the Service Police on 0800 1842222.

Firearms

10.13 If you intend to bring a privately owned Firearm with you to Germany you must be in possession of a valid UK Firearms Certificate, a valid European Firearms Pass (EFP) [issued free by application to your local Police Authority]. And have a certificate signed by your new Commanding Officer authorising your possession. A BFG Form 60 (Application to Import a private possession) must be sent to BFG C&I, BFPO 40 in order to gain a BFG Form 80 (authority to Import) 6 weeks prior to leaving the UK. On arrival privately owned firearms must be registered with your unit/Garrison and the German Authority from whom a Waffenbesitzkarte must be obtained (for a fee). Privately owned firearms and ammunition may be stored in Married Quarters or Hiring's but only with the permission of the Deputy Garrison Commander. All owners are advised to take out adequate Personnel Liability Insurance; Game shooters, by German law, must take out insurance. Further information is contained in SOBA(G) 5200.

10.14 Service personnel are presently unable to renew their annual firearm licences when serving in BFG. The current guidelines to Chief Police Officers require the applicant to be resident in the force area of the particular Chief Constable. This matter is being looked at by the Home Office in order to accommodate the needs of Service personnel posted outside of the United Kingdom. In the interim, if you are in possession of a firearm you may

- a. Leave the firearm with a Firearms Dealer who offers a depository service at a commercial charge. It is acceptable for such persons to possess a licence-expired firearm.
- b. Leave the firearm with a friend or family member who has a licence.