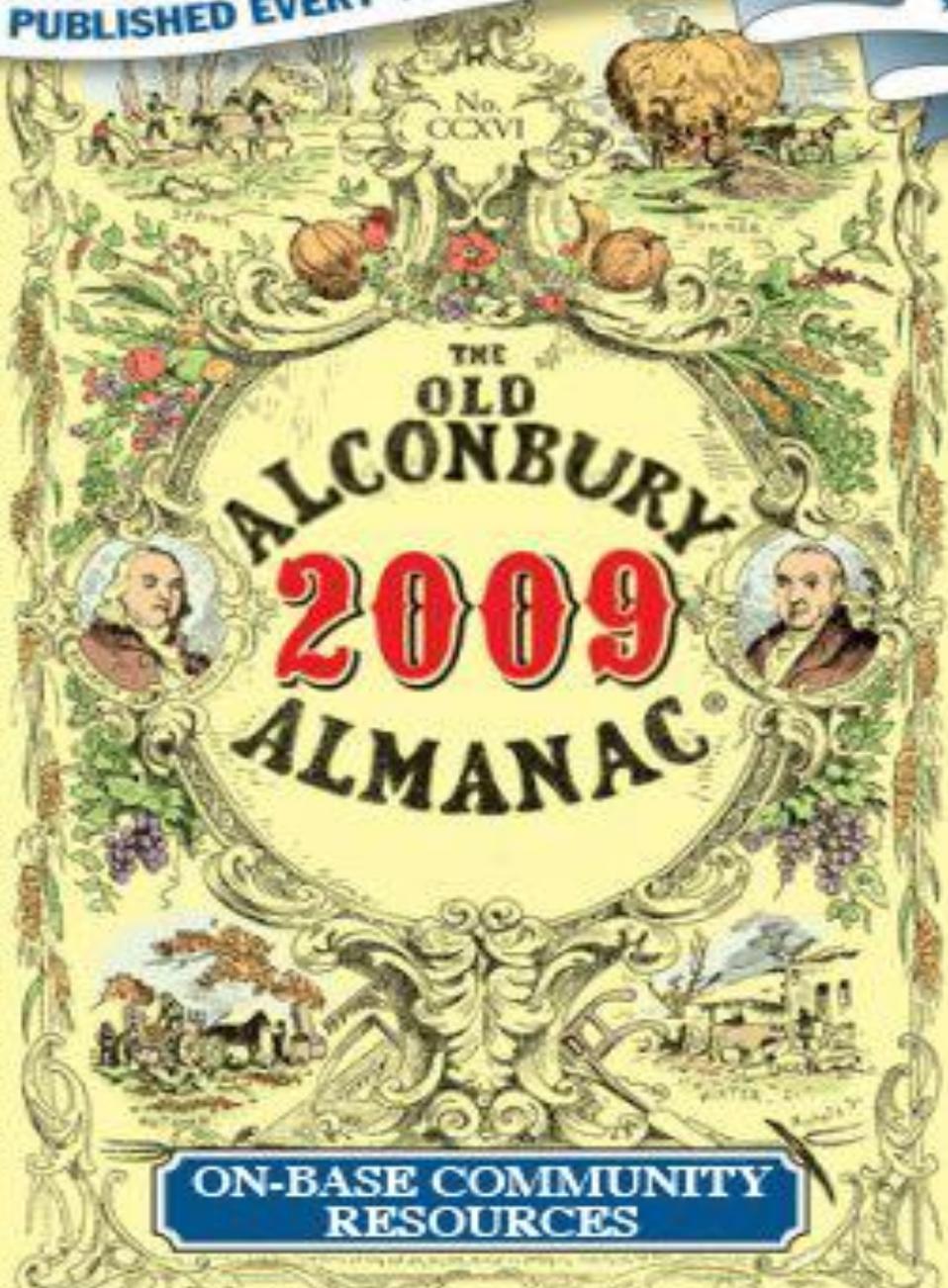


**The Original Alconbury Almanac**  
★ PUBLISHED EVERY YEAR SINCE 2008 ★

THE ORIGINAL ROBERT S. THOMAS FARMER'S ALMANAC, FOUNDED IN 1792

ALSO FEATURING ASTRONOMICAL TABLES, TIDES, HOLIDAYS, ECLIPSES, ETC.



**ON-BASE COMMUNITY  
RESOURCES**

**RAF ALCONBURY AIRMEN & FAMILY READINESS CENTER**  
DSN: 208-3557 OR 01480-823557

[www.423svs.com](http://www.423svs.com)

7 January 2010

## TABLE OF CONTENTS

### I. ON-BASE COMMUNITY RESOURCES

- ❖ Telephone/Postal Information
- ❖ Counseling Services
- ❖ DoDDS
- ❖ Family Resources
- ❖ Spouse Education
- ❖ Emergency Assistance Services
- ❖ Key Spouse/Family Readiness Group
- ❖ Driver's Licensing
- ❖ Vehicle Registration
- ❖ Legal Office/Tax Assistance
- ❖ Medical/Dental/Tri-Care
- ❖ DEERS
- ❖ Housing Office
- ❖ On-Base Taxi Service
- ❖ Traffic Management Office
- ❖ Picking Up Your POV
- ❖ Security Forces Installation Policies
- ❖ Relocation Assistance
- ❖ Financial
- ❖ Annual Expenses in the UK
- ❖ Thrift Shop/Enlisted Spouses Club
- ❖ Officer and Civilian Spouses Club
- ❖ 423d Services Squadron
- ❖ Veterinary Information
- ❖ Volunteer Opportunities
- ❖ American Red Cross

### II. OFF-BASE RESOURCES

- ❖ British Schools
- ❖ Local Transportation
- ❖ Transportation to London
- ❖ Using the British Telephone
- ❖ English Heritage/National Trust
- ❖ Discount Airlines
- ❖ Courier Services
- ❖ Utility Companies
- ❖ Car Rental
- ❖ Telephone Companies
- ❖ Satellite TV
- ❖ Out and About in the Local Area
- ❖ Emergency Numbers

### III. EMPLOYMENT

- ❖ On-base Employment
- ❖ Off-Base Employment

### IV. MISCELLANEOUS

- ❖ Oven Temperature Guide
- ❖ Clothing Conversion Chart

- ❖ Enlisted Insignia
- ❖ Officer Insignia
- ❖ RAF Alconbury Base Map
- ❖ RAF Lakenheath Map
- ❖ RAF Mildenhall Map
- ❖ Shuttle Timetable
- ❖ Pet Information

<b>Inclement Weather Radio/Television Stations</b>
--

Community Information Line 01480 844 636

Anglia TV Channel 3

BBC Radio Suffolk FM Band 104.5; 95.5 &  
103.9

BBC Cambridgeshire FM Band 96

CN Radio FM Band 103

Radio Bury St. Edmunds FM Band 96.4

Radio Ipswich FM Band 96.4

## Address Formats

### RAF Alconbury

Name  
PSC 47 Box XXX  
APO AE 09470

### RAF Molesworth

Name  
PSC 46 Box XXX  
APO AE 09469

Your correct address format for UK correspondence:

### RAF Alconbury

Name  
PO Box XXX  
RAF Alconbury  
Huntingdon CAMBS  
PE28 4DA

### RAF Molesworth

Name  
PO Box XXX  
RAF Molesworth  
Huntingdon CAMBS  
PE28 0QB

## Telephone Calling Guide

### Calling from US to UK

When telephoning from the United States to the United Kingdom:

Direct Access	011
Country Code	44
Area Code	XXXX
Telephone Number	XX XXXX
Your number will be Dialed	011 44 XXXX XX XXXX
UK DSN Access	314-XXX-XXXX

### Calling within the UK

When telephoning from within the United Kingdom, you must dial:

Area Code	0XXXX
Telephone Number	XX XXXX
Your Number will be Dialed	0XXXX XX XXXX

### Calling from the UK to the US

When telephoning from within the United Kingdom, you must dial:

Direct Access	00
Country Code	1
Area Code	XXX
Telephone Number	XXX XXXX
Your Number will be Dialed	001 XXX XXX XXXX
US DSN Access	312 XXX-XXX



## COUNSELING

### ANGER MANAGEMENT

Mental Health provides instructional material to participants on how to evaluate their own anger, how anger can be used to control others, and methods of controlling anger escalation.

Mental Health.....DSN 268-4552 Commercial 01480 -845552

### FAMILY VIOLENCE PREVENTION AND AWARENESS

The Family Advocacy Program provides crisis counseling and educational services to individuals, couples and families in an effort to prevent family violence.

Mental Health.....DSN 268-4552 Commercial 01480-844552

### CHILD ABUSE

The Family Advocacy Program provides crisis counseling and educational services to individuals, families, schools and community organizations in an effort to prevent child abuse.

Mental Health.....DSN 268-4552 or Commercial 01480-844552

**CHAPEL**.....DSN 268-3343 Commercial 01480 84 3343

Confidential counseling for individuals, couples, or families.

**LEGAL**.....DSN 268-3535 Commercial 01480-843535

The Legal Office provides legal assistance and counseling for estate planning, wills, Powers of Attorney, divorce, legal document review, consumer issues, etc.

### AREA DEFENSE COUNSEL (ADC)

The Area Defense Counsel is responsible for defense services to all Air Force members. We represent military members in interrogation situations; UCMJ Article 32 investigations; pretrial confinement hearings; summary, special, and general courts-martial; and all post-trial and clemency matters. We also serve as counsel in involuntary discharge, demotion, and non judicial punishment proceedings; flying evaluation, physical evaluation, and medical credentials boards; along with various, other adverse personnel actions. In our overseas location, we may also act as military legal advisors in foreign jurisdiction cases. The ADC is located at RAF Lakenheath.

ADC.....DSN 226-3608 Commercial 01638-523608

### MILITARY FAMILY LIFE CONSULTANT(MFLC)

Licensed professional counselors to provide short-term consultations at NO CHARGE. No records are kept. Consultations are provided on a confidential\* basis to assist personnel and their family members with individual and family issues such as: work related stress, deployment issues, relationships, anger management, parenting, transitions, combat stress and more. Office located at Airman & Family Readiness Center, RAF Alconbury, Bldg 671.

MFLC.....Cell 07766-623560 or 07748-255664, DSN 268-3295

\*Exceptions are duty to warn

### SPOUSE ABUSE/DOMESTIC VIOLENCE

The Family Advocacy Program provides individual and couples counseling for domestic violence. We also offer awareness and prevention briefings to the community.

Mental Health.....DSN 268-4552 Commercial 01480-844552

**SEXUAL ASSAULT RESPONSE COORDINATOR (SARC):**

The sexual assault response coordinator (SARC) manages a sexual assault prevention and response program of education, prevention, reporting, response, and accountability. The SARC appoints the resources and services necessary for victims' recovery and is a confidential reporting source to military victims who decide whether or not an investigation is opened. In all cases, victims are afforded the avenues to seek professional help and medical treatment following sexual assault.

SARC mobile.....07921 94 0844; MOBEX 247 3020.

**SUICIDE PREVENTION:**

The Mental Health Clinic provides awareness and prevention briefings as well as assessment of those at risk. People with concerns for themselves or love ones are encouraged to contact the clinic. Active duty members may be command directed for evaluation.

Mental Health.....DSN 268-4552 Commercial 01480 -844552

**VETERAN'S SUICIDE PREVENTION HOTLINE:**

Round the clock access to trained professionals for suicide prevention for veterans provided by the Veterans Administration.

.....001800273 TALK(8255)

**DODDS SCHOOLS**

**ALCONBURY ELEMENTARY SCHOOL**

AES has over 200 children in grades Sure Start through fifth. We are accredited by the North Central Association of Schools. In addition to our regular classrooms, we have specialists to help children with reading, English as a second language, communication problems and learning impaired disabilities. We have computers in every classroom and are connected to the World Wide Web at: <http://www.alco-es.eu.dodea.edu>

Alconbury Elementary School.....DSN 268- 3620 Commercial: 01480-843620

**ALCONBURY MIDDLE HIGH SCHOOL** –Alconbury Middle/High School is comprised of approximately 250 students in grades 6-12. It is accredited by the North Central Association of Schools. It meets all of the requirements as found in other secondary schools in the US. For more details, visit our website:

<http://www.alco-hs.eu.dodea.edu>

Alconbury Middle/High School.....DSN 268- 3769 Commercial: 01480-843769

**SCHOOL LIAISON OFFICER**

The School Liaison Officer improves transitional support for school children of 501 CSW personnel by establishing partnerships between other military installations in the United Kingdom area and local schools, advocating for military children, increasing awareness of the unique needs of military children, and providing a process to address and resolve military-specific education issues. Children can be registered before a house is found.

School Liaison Officer .....DSN 268-3232 Commercial 01480-843232

**FAMILY RESOURCES**

**ADHD PARENT SUPPORT GROUP-** Alconbury ADHD Parent Support Group provides a venue for parents of children with the diagnosis of Attention Deficit Disorder to share their unique parenting concerns and successes.

The group meets in the elementary school library. POC: School Nurse 01480-823309

## AIRMAN AND FAMILY READINESS CENTER-

Specialized workshops, seminars and classes are available for you, and to sign up just call DSN 314-268-3557, or commercial 01480 843 557. Here's some further information on the services we can offer you:

Information and Referral Program's core function is to link individuals and families with the right resource to meet their needs. Whether you are new to the United Kingdom and/or Air Force - you may have questions about living overseas or about different base agencies. The Airman & Family Readiness Center has a database of on- and off-base resources available to active duty and family members. Our goal is to make this an easy experience you enjoy.

Personal Financial Management program is designed to aid individuals in financial matters such as budgeting, debt reduction/ liquidation, goal setting, and basic investment planning.

**Air Force Aid Society:** The Air Force Aid Society is also in the center. This service provides emergency financial assistance, educational assistance, and several community enhancement programs, such as Bundles for Babies, Give Parents a Break, and many more, to active duty Air Force members, retirees, and their families. Additionally, the AFA office is able to support the financial concerns for our Army, Navy, and Marine Corps service members. Agreements are maintained with Army Emergency Relief and Navy Marine Corps Relief Society to provide emergency financial assistance.

Family readiness programs provide advice and resources on family readiness issues and assistance to family members before, during and after times of mobilization, deployments/separation or evacuation. The family readiness coordinator promotes preparedness for these situations through family education and development of assistance programs such as pre-deployment, deployment and reintegration seminars, spouse support groups, Hearts Apart program, Give Parents a Break and Car Care Because We Care programs. In addition, the coordinator helps families maintain contact during separations through morale calls and e-mail.

Volunteer Resource Program maintains a job bank of volunteer positions where volunteers will gain new skills, obtain work experience, and help the overall morale and well being of the community.

**Spouse Employment :** One of the first things spouses are concerned about is employment in their new location. The overall goal of the spouse employment program is to enhance the marketability and employability of family members at RAF Alconbury. Achieving this goal means assisting in career planning; helping family members learn job-search skills; increasing opportunities for paid and volunteer employment; increasing opportunities for vocational and educational development and increasing access to employment information.

The Transition Assistance Program (TAP) provides tools and training to retiring or separating military members, DoD civilians and their family members, necessary to help them make a successful transition from military to civilian life. It provides individualized transition counseling in an effort to assist clients in exploring and assessing their employment skills and strengths.

TAP also insures that service members separating or retiring receive their Congressionally Mandated Pre-Separation Counseling (DD 2648), 1 year prior for those separating and 2 years for those retiring. In addition to assisting with career exploration and guidance for those leaving military or government service, we also assist spouses who are seeking employment or a career change. We offer individualized assistance with resume/CV writing, interviewing, Individual Transition Plans (ITP), and career search tips and tools.

**TAP Seminar-** This 5-day seminar is intended to assist military members, who are six to twelve months from their separation or retirement date, in planning their transition from military to civilian life. The class, which is

facilitated by a representative from the Department of Labor, includes information on self assessment, job search, financial preparedness, resume writing, interviewing, and negotiation skills. Spouses are highly encouraged to attend this seminar.

Airman and Family Readiness Center..... DSN 268-3557 Commercial 01480 84 3557

ALCONBURY PLAYGROUP- Meets every Tuesday and Thursday from 10-12 in Building 699, which is in the BX parking lot. Activities include stories and songs as part of circle time, crafts, playing with different toys, and of course having fun, fun, fun. A light snack is served around 11:00. For more information, call Tonya at 01832-710-828.

### **CHILD CARE (Child Development Center)**

The CDC offers full-time care for children 6 weeks to age five as well as drop in care on a first come first served basis for children age 1 to 5 years. Registration is accomplished by filling out AF Form 2606.

CDC.....DSN 268-3527 Commercial 01480 843 527

### **FAMILY CHILD CARE PROGRAM**

The RAF Alconbury Family Child Care Program is administered in accordance with AFI 34-276 1.3 which states: Any individual caring for other families' children a total of more than 10 hours a week on a regular basis must be licensed to provide care in on-base quarters. The Air Base Group Commander may revoke housing privileges of individuals who do not comply with this regulation. If you are currently providing care without a license, you must cease and apply for a FCC License. (Note: if you care for 2 children for 5 hours each, that equals 10 hours of child care) Licensing is available for those living off base.

The FCC Program recruits providers to provide care for evenings, weekends, before and after school, swing shifts and to care for children with special needs including mental and physical impairments. The FCC Program accepts children and providers with chronic health problems. Advantages of becoming a licensed Air Force Family Child Care Provider: set your own hours, be with your own children and care for other children in the comfort of your own home, care for military/DOD dependent children, be self-employed, have playmates for your own children, have FREE use of an extensive Family Child Care lending library with all the toys and materials you need for your home business, receive excellent child development training-FREE, be helping meet the needs of your military family community.

The need for quality child care for military families has never been greater and working with children is a career where one person really does make a difference! Please contact the FCC Office located in the Child Development Center building 700 for more information about the FCC Program, for a current list of providers, to become a licensed provider or to report unauthorized care. Phone DSN: 268-3675 Phone Commercial: 01480-843675 Office hours are Monday-Friday 08:45-17:45. Closed Federal Holidays and Joint Down Days.

**EXCEPTIONAL FAMILY MEMBER PROGRAM-EFMP** is a mandatory enrollment program that provides placement officials the information they need in order to assign families to duty stations that can support their special needs.

EFMP/SNAIC.....DSN 268-4504 Commerical: 01480-844504

## EDUCATIONAL AND DEVELOPMENTAL INTERVENTION SERVICES (EDIS)

The EDIS Early Intervention program serves family and children, birth to age 3 and the EDIS related services program serves children 3-21 and works in conjunction with DODDS school. Children may be referred to EDIS for assessment or treatment of a suspected developmental delay such a communication disorder or a fine or gross motor delay, learning difficulties or they may be referred for a behavioral or emotional concern.

EDIS.....DSN 268-4513 Commercial: 01480- 844513

## FAMILY READINESS

The Airman and Family Readiness Center is the point of contact for all assistance and support during times of separation. The program promotes preparedness through education, publication and participation in readiness support. The program includes family readiness deployment package, morale calls, and monthly Hearts Apart Event (a support group for spouses whose partners are deployed).

Airman and Family Readiness Center..... DSN 268-3557 Commercial 01480 84 3557

## GIVE PARENTS A BREAK/SISTER CARE

The purpose of these wonderful programs is to offer U.S. Active Duty Families a FREE four hour break (pre-scheduled dates) from the stresses of parenting, dealing with a deployment, serving overseas, working longer hours and surviving in a high ops tempo force. Families are often separated from spouses as well as from extended family members who might otherwise offer support. This program provides a great alternative in helping to relieve some of the stressors of parenting. A referral certificate is required and can be obtained from the following individuals and/or offices:

1. Airman & Family Readiness Center
2. Child Development Center
3. Youth Center
4. Chaplain
5. Commander
6. Family Advocacy
7. Mental Health
8. PCM
9. SECA/First Sergeant

Certificates can also be accessed and downloaded from the following webpage: [www.423svs.com](http://www.423svs.com)  
Once issued, the certificate is valid up to three months. Deployed families must attach deployment orders to certificate.

## NEW PARENT SUPPORT PROGRAM:

Located on the first floor of the Lakenheath Hospital, New Parent Support offers home visits for new parents and classes on breast feeding, basic infant care, and for dads only.

.....DSN: 226-8070 Commercial: 01638-52-8070

.....Email: [48MDOS.SGOHF@lakenheath.af.mil](mailto:48MDOS.SGOHF@lakenheath.af.mil)

## YOUTH CENTER

Provides before and after school care for elementary school age children. A wide range of activities in such areas as science, cooking, arts and crafts, outdoor play and access to a fully equipped computer center. A full day program is available in the summer and on school holidays.

Youth Center.....DSN 268-3184 Commercial: 01480 843 184

## WOMEN INFANT AND CHILDREN (WIC):

The Women, Infants and Children Overseas (WIC Overseas) Program is a Department of Defense nutrition education and supplemental food program offered to Active Duty military, Department of Defense employees, DeCA employees, DoDEA personnel and their dependents. WIC Overseas provides services for pregnant, breastfeeding, and postpartum women, infants and children up to age 5. Qualification is based on family size and income. If you qualify for the program, you will receive benefits, such as nutritional education and drafts for healthy foods to enhance the quality of health and wellness for you and your family.

WIC Alconbury.....DSN: 268-3158 Commercial: 01480-82-3158

## EDUCATION

The Education Center at RAF Alconbury offers: TESTING, (CLEP/DANTES, PME, DLPT, CDC, SAT/ACT, PEARSON VUE and College tests), CAREER PLANNING & ADVISEMENT, TUITION ASSISTANCE FOR MILITARY MEMBERS AND THEIR SPOUSES, VA EDUCATIONAL BENEFITS INFORMATION, and COMMISSIONING PROGRAMS INFORMATION. On-site colleges are: University of Maryland University College offering undergraduate and graduate programs and Central Texas College offering vo-tech programs.

Education Center.....DSN 268-3306 Commercial 01480 84 3306

## SPOUSES TUITION ASSISTANCE PROGRAM

The purpose of the Spouse Tuition Assistance Program (STAP) is to provide partial tuition assistance for spouses of active duty, who accompany members to overseas locations and will be attending college programs at those overseas locations. The focus of the program is on the completion of degree or certificate programs that provide increased occupational opportunities for spouses. All services offer a program for spouses.

Education Office.....DSN 268-3306 Commercial 01480 84 3306

## SKILLSOFT

SkillSoft is an Air Force centrally funded e-Learning Program that provides all Active duty Air Force, and Department of Defense Civil Service employees access to over 2,000 IT, Business, Leadership, and Personal courses & books 24x7 from anywhere there is an internet connection.

In an effort to assist spouses of active duty Air Force members, the A&FRC(s) proposes to offer basic through advanced computer skills computerized training classes through SkillSoft. AF active duty and DoD civilians currently are able to access web-based training at no cost through SkillSoft (called SmartForce). Skillsoft classes offer user friendly, step-by-step instructions through the Internet that will allow the participant to train at his/her skill level. Skills tests on-line will be used to determine the most appropriate course placement.

Education Center..... DSN 268-3306 Commercial 01480 84 3306

## SPOUSE ON-LINE COMPUTER KNOWLEDGE SKILLS (SOCKS)

The technology of today's job market is vast and diverse. Keeping up with the changes is constant, and requires ongoing training. Your Airman and Family Readiness Center is eager to assist every military, DoD and civilian spouse in developing and improving their professional skills at no cost to you! Virtual computerized training will allow you to acquire beginning through advanced skills to enhance future career opportunities for spouses. There are currently over 270 courses to choose from. At the completion of every module you will be able to print a certificate of completion for your personal portfolio. The certificates are a great way to strengthen your resume and overall skillsets. Please call 268-3557 or 01480-843557 for more details on Sign-up.

## EMERGENCY ASSISTANCE

Air Force Aid Society, Navy Marine Corps Relief Society, and Army Emergency Relief Society

The Air Force Aid Society provides emergency financial assistance, educational assistance, and several community enhancement programs to active duty Air Force members, retirees, and their dependents. The AFA office is able to support the financial concerns of our Army, Navy, and Marine Corp servicemen and women. Agreements are maintained with Army Emergency Relief and Navy Marine Corp Relief Societies to provide emergency support services. All cases are reviewed on a case by case basis. Applications for aid can be obtained at [www.afas.org](http://www.afas.org) <<http://www.afas.org/> and is located under the Emergency Assistance Tab.

Please call the Airman and Family Readiness Center for more information at DSN 268-3557 Commercial 01480 84 3557.

## KEY SPOUSE/FAMILY READINESS GROUP

Peer-to-peer spouse support is provided by the 423 ABG Key Spouse Program and the Family Readiness Group for each service at the JAC. Both of these groups have motivated and empathetic spouses willing to assist you with your transition to the Tri-base community and are excellent resources for both information and referral assistance. For more information, please contact 268-3557.

## DRIVER'S LICENSING

USAFE Driver's License

Driving Permit: All personnel, to include civilians, contractors, spouses and dependents that are permanently assigned or TDY to the Tri-Base community for 30 days or more, must receive Course II, Local Conditions brief and complete the USAFE Driver's License computer based examination (if driving is desired) within 30 days of arrival in the U.K. Individuals that successfully complete these requirements should be eligible for the USAFE Driver's License/Fuel Permit.

The Newcomers program is now a one-stop shop for all your in-processing needs. If you are a sponsor, please contact the Airman and Family Readiness Center-(268-3557) to schedule your newcomer for this mandatory briefing.

To obtain the USAFE 3rd AF Drivers Fuel Permit you will need to complete a computer based examination and receive Course II, Local Conditions brief. The UK driving manual (The Highway Code) can help you prepare to take this test. The manual can be found electronically at the following web address:  
<http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/index.htm>

This computer based examination can be completed at Lodging, Education Center, Library or the Airman and Family Readiness Center. You can (recommended) complete the test prior to the Newcomers Orientation. Please bring examination results with you for validation/signature. If you take the test after having attended Newcomers, you may bring it by the safety office in building 669, Rm 135 or 136 for validation/signature. In either case the licensing paperwork will not be validated until Completion of Course II. Only a printed copy of the test results constitutes a satisfactory record of completion. Print screens of the test results are not acceptable. "The Grind" coffee house has a copy of the licensing software/test, but it's for "study only" as they do not have the capability to print examination results.

## REGISTERING YOUR VEHICLE

Step 1. For vehicles being shipped, complete Customs and Excise Form 941 at Pass & Registration. Bring your certificate of registration or title before your vehicle arrives at the port of entry. It is possible to contact Brandon at 01842 813999, via email at [www.whereismypov.com](http://www.whereismypov.com), or call TMO to find out when your vehicle is ready to be picked up. Pass and Registration will generate the 941 and hand you an envelope with the Brandon Vehicle Processing Center's address. It is your responsibility to send this envelope through Royal Mail (British Post) with a British postage stamp. British postage stamps are available at all Royal Post Offices or many supermarkets (Tesco, Sainsbury's, etc.). After the VPC receives the envelope the documents must remain with the vehicle 24 hours before they can release it to you.

Note: All civilian employees must provide Pass & Registration with a letter from their Civilian Personnel Office verifying they are eligible and have applied for a civilian component stamp if they do not already have one in their passport.

For vehicles driven into the UK, proceed to Step 3.

Step 2. To pick up your vehicle you will need the following: proof of UK insurance (policy letter or green card does not count) ID card, 3AF drivers permit and DD Form 788 (shipping document). Please ensure you receive the original C&E Form 941 from the port.

Step 3. Report to Pass & Registration within 72 hrs of picking up the vehicle along with your original copy of the C&E form 941 (or certificate of registration if you drove into the UK.) You will be given a 30 day fuel ration card. Please remove any previous base installation decal from your vehicle.

Note: If your vehicle does not have any license plates, it can only be driven from the port to home and from home to a scheduled MOT site. There are no temporary plates. It is illegal to drive without plates and you will be given a fine.

Step 4. Within the 30 day period you need to ensure that your vehicle is roadworthy and the lights are adjusted to the UK standards. You will need to arrange for and SVA/MoT Certificate from the Auto Hobby Shop on 268-3701. Vehicles under 3 years old will require an SVA (Single Vehicle Acceptance) Certificate and those over three years will require an annual MoT (Ministry of Transport) Test Certificate.

Note: If your vehicle fails its inspection or you do not get it inspected after the 30 day period, it must be stored or parked off-road until it passes the required inspection. Driving is only permitted to and from a pre-arranged inspection.

Step 5. Return to Pass & Registration with the following original documents for UK registration:

\*C&E Form 941 (pink form)

\*UK Certificate of Insurance (not green card or policy paperwork) They require a white, double-sided "Certificate of Motor Insurance".

\*Inspection Certificate (MOT or SVA) (ensure VIN is accurate) \*Certificate of Registration or Title (Marriage certificate required if not in the sponsor's name). If you do not have this (you have an auto loan) then provide a lien (loan) letter from the bank with the vehicle information and VIN number included.

Step 6. After completing step 5, you will receive your road tax disc through the mail. Your UK plate number is annotated on both your road tax disc and on top of the MOT/SVA. It is then your responsibility to have the

plates made up and put on the vehicle as soon as possible. This can be done at the RAF Alconbury Service Station 268-3435, you will need to have your documents from DVLA to order the plates.

After you receive the road tax disc paperwork, you will then receive the V-5 Registration document (4 page blue document) about two to four weeks later. If you do not receive by this time frame contact Pass and Registration for them to trace.

Step 7. Finally, return to Pass & Registration with your UK plate number, V-5 registration form, proof of insurance, ID card, 3AF license, and MOT/SVA Certification to obtain your permanent base registration. If you need additional information, please contact Pass and ID at DSN 268-2525/2910 or Commercial 01480-842525/2910

## LEGAL OFFICE/TAX ASSISTANCE

**501 CSW LEGAL OFFICE**-The base legal office offers assistance with legal assistance to all military members and their family members; retirees and their family members; and eligible Department of Defense (DoD) employees. Legal assistance is limited to personal, civil legal issues. They cannot assist you with business contracts or criminal matters, nor can they assist you on any matter that you have previously seen another attorney. The legal office is permitted to give advice on wills, powers of attorney, consumer laws, and income taxes.

501 CSW Legal Office.....DSN 268-3535 Commercial 01480 -843535

## MEDICAL/DENTAL/TRI-CARE

**TRICARE QUESTIONS**-Health benefits advisors are individuals able to answer questions about TRICARE. Tricare Health Benefits Advisor.....DSN 268-4561 Commercial 01480 84 4561

**423D MEDICAL FLIGHT**- Provides general medical support to members of the Tri-base community. Clinic hours are 0900-1700 and visits are arranged on an appointment basis by calling the appointment line. Anyone requiring specialized care may be referred to Lakenheath or into the local community. Lab and pharmacy services are also available.

Appointment Line.....DSN 268-4503 Commercial: 01480 -844503

### DENTAL CLINIC

The dental clinic at RAF Upwood has the capabilities to maintain good oral care of active duty, their families and other beneficiaries throughout the Tri-base. Services include preventative (exams and cleaning), basic restorative (silver fillings), oral surgery (extractions), and limited specialty care (crowns, bridges and roots canals). Urgent care appointments are available during normal duty hours to relieve swellings, trauma, bleeding or severe pain. Emergency dental care after hours is available at RAF Lakenheath emergency room.

Dental Clinic.....DSN 268-4585 Commercial: 01480- 844585

### TRI-CARE PERSONAL HEALTH ADVISOR

Free health care information and advice available 24 hours a day. If you are unsure you need to see a doctor, this advisor can help you make health care decisions. ....0800-896409

## DEERS

### DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS)

A computerized information service used to verify enrollment and confirm eligibility for those individuals entitled to uniformed services benefits. The DEERS office also issues Common Access ID Cards (CAC). The office is located on RAF Molesworth in Bldg 334 and is open 0800-1500 M-F.

RAF Molesworth DEERS Station.....DSN 268-2225 Commercial 01480-842225

Beneficiary Telephone Center.....001800 538 9552

## HOUSING OFFICE

The housing office maintains waiting lists for government quarters and provides individual counseling referencing the different housing areas and forecast dates for assignment to housing. Local rental information, assistance with tenancy agreements for off-base housing and arbitrate disputes between members and landlords. Local area housing briefs held on Mondays and Thursdays at 1030, appointments not necessary.

Housing Office.....DSN: 268-3518 Commercial: 01480-843518

## FURNISHINGS MANAGEMENT

The Furnishings Management Office is located inside the Housing Office and offers temporary loaner furniture and permanent appliances to eligible DoD personnel.

Furnishings Management.....DSN 268-3436 Commercial: 01480-843436

## ON-BASE TAXI SERVICE

The taxi drivers listed below have been approved to enter RAF Alconbury in order to drive personnel to and from billeting, on-base housing, and for other prearranged trips. Only the drivers listed below are permitted on the installation, and this authorization only allows them permission to enter RAF Alconbury. Taxi drivers are authorized on the base for prearranged bookings only, so please call in advance to book your trip. This announcement is for information purposes only, the federal government does not sponsor or endorse these companies or drivers.

Colin's Courier (07813-136038)

Approved drivers: Nicholas Beck, John (Colin) Beck, Mohammad Asmfaq, Andrew Jaconelli, Trudi Pothecary and Brian Thompson

Godfray's Private Hire (01480-455799)

Approved drivers: Andrew Giles and Carl Gregory

Steve's Taxi (01480-413222)

Approved drivers: Deren Anstey, Stephen Glazier, Carl Marshall, Warren Norton, Nigel Sumpter, and Ronald Wyatt

Halycon Executive Cars (01832-710732)

Approved driver: Benjamin Paddick

Airport Direct (07779-062838)

Approved driver: Mirza Rehman

## TRAFFIC MANAGEMENT OFFICE/PICKING UP YOUR POV

**Inbound Personnel:** Please contact us as soon as possible [423abs.lgrt@alconbury.af.mil](mailto:423abs.lgrt@alconbury.af.mil) We will contact you as soon as your shipment arrives and assist you in scheduling a delivery date.

**POV:** You can check the status of your vehicle at [www.whereismypov.com](http://www.whereismypov.com) or call the Brandon Vehicle Processing Center @ 01842-813999. Before you can take delivery of your vehicle, you must have completed the UK Customs Form 941. It is your responsibility to send this envelope through Royal Mail (British Post) with a British postage stamp.

Also, if you shipped a moped or motorcycle in your household goods, BEFORE THE VEHICLE CAN CLEAR UK Customs and BE SCHEDULED FOR DELIVERY, you must go to Pass & ID with the vehicle's documentation to complete the Customs Form 941 and BRING ALL 3 COPIES TO THE TMO PERSONAL PROPERTY OFFICE

## SECURITY FORCES INSTALLATION POLICIES

### Vehicle Registration

All personnel assigned or working in the Tri-base Community will register privately owned vehicles (POVs) with the Pass and Registration Office (423 SFS) in Bldg. 344 on RAF Molesworth or Bldg 697 on RAF Alconbury within 72 hours. You must have your registration paperwork available to gain access to any of the bases with your vehicle.

### Speed Limits

The speed limits on RAF Alconbury and RAF Upwood are 20 mph, unless otherwise posted. The speed limit on RAF Molesworth is 25 mph, unless otherwise posted. The speed limit in the housing areas, parking lots, and school zone is 15 mph.

### Seatbelts and Child Safety Seats

Seatbelts must be worn by all occupants in vehicles fitted with seatbelts. Children under 3 years of age must be in an appropriate child restraint. Children between 3 and 11 years of age and under 5 feet in height must be in an appropriate child restraint if available, or a seatbelt must be worn. In all cases, responsibility rests with the driver. Drivers must ensure that all children wear seat belts or sit in approved child restraints. This should be a baby seat, child seat, booster seat or booster cushion appropriate to the child's weight and size, fitted to the manufacturer's instructions. The driver is responsible for ensuring all children are suitably restrained with an appropriate restraint device in accordance with the age, height and weight of the child. All child restraint devices need to carry the BS "Kitemark", United Nations "E" Mark, or US manufactured item approved by the US Department of Transportation (DoT). The term "suitably restrained" includes the following:

- Infants under 1 year of age. An infant carrier or a carrycot that is held by straps in the back seat area of the vehicle. If the rear seats are not fitted with restraints, the infant carrier will be fastened with an adult seat belt in the front passenger seat.
- Children 1 to 3 years of age. In the front or rear seat, an appropriate child seat must be used.
- Children aged 4 or older, under 5 feet in height and under 50 pounds, recommend an appropriate child restraint or booster seat, adult seat belt must be used. Children aged 4 or older, over 5 feet in height and over 50 pounds, adult seat belt must be worn.

### School Zone

POVs are not allowed to drive on Colorado Street in front of the RAF Alconbury Schools between 0755 and 0825 and 1445 and 1530, Monday through Friday, to provide a safe environment for children to load and unload from the school buses.

### Parking

Vehicles will only be parked in designated areas defined by painted lines or curb markings. Vehicles will not be parked curbside adjacent to double yellow lines, on the grass, sidewalks, within 15 feet of a fire hydrant, within 15 feet of an intersection, or in a manner restricting the flow of traffic. Vehicle may not be parked in the same public parking space for more than 72 hours. Reserved parking is 24-hours a day for handicapped and designated persons and during hours of business for customer or time allocated spaces.

### Unattended Vehicles

All parked or unattended vehicles must have the motor turned off and the ignition keys removed. This does not apply to emergency vehicles parked at the scene of an emergency, government vehicles with front and rear tires properly chocked, or refrigerated vehicles delivering goods.

### Child or Pet Neglect

Leaving a child under the age of 10 unattended in a residence or motor vehicle is prohibited. With the exception of housing areas and school zone, children under the age of 10 must be accompanied by an adult or a responsible person over the age of 12 years at all times while on the installation. Leaving a pet unattended in a vehicle is discouraged and may subject a pet owner to charges of animal cruelty if the vehicle is not well ventilated or the animal's basic needs are not met.

### Vehicle Repairs

With the exception of changing a flat tire, vehicle repairs on base may not be conducted at residences or in public parking places. Contact the Auto Hobby Shop or the AAFES Service Station for information about hours and services.

### Vehicle Accidents

All persons involved in an on-base accident must immediately report the accident to Security Police. Vehicles will not be moved from the scene of an accident until directed by Security Police. All persons involved in an off-base accident must comply with British reporting procedures. Also report the accident to the nearest US military police unit as soon as possible. Request the information be relayed to RAF Molesworth Security Forces Control Center.

### Arrest By Civil Authorities

All U.S. military personnel and citizens must inform their sponsoring unit of an arrest by civil authorities.

### Abandoned Vehicles

Suspected abandoned vehicles will be cited by Security Police. The owner has 72 hours to correct the problem or remove the vehicle from the installation. After 72 hours, the vehicle is subject to being towed and impounded. Security Police will attempt to identify and contact the registered owner. If the vehicle remains unclaimed by the owner for 45 days, the vehicle becomes the property of the contracted towing service IAW applicable policy and procedures. Note: The cost for towing and storage of impounded vehicles is determined by the contracted towing service and is the sole responsibility of the vehicle owner. The towing service is responsible for any damage to vehicles being towed and stored.

### Vehicle Sale Lot

The Vehicle Sale Lot is located on the north side of the Commissary on RAF Alconbury and spaces are specifically designated. Vehicle maintenance will not be permitted in the area. Vehicles must be properly registered on the installation. Owners must proceed to 423 Services to obtain the color coded "Sale Lot" registration form. The form must be displayed while parked on the lot. Owners are asked to notify 423 Services once the vehicle is permanently removed from the lot so the slot may be re-issued.

### Curfew

Is in effect from 0001 to 0600, daily, for all persons under 18 years of age. Examples of exceptions to the policy are: when accompanied by parent or sponsor or when specifically authorized by the installation commander for events such as a school dance or AYA activity. Persons under the age of 18 are not authorized in the dormitories.

### Important Telephone Numbers

SF Control Center (24-Hours): 268-2400 RAF Alconbury Main Gate: 268-3311 Pass and Registration: 268-2525  
RAF Molesworth Main Gate: 268-2184  
Investigations: 268-3062 Ministry of Defense Police: 268-3819

## RELOCATION ASSISTANCE

The Airman and Family Readiness Center offer services to assist mobile military families entering or leaving the Tri-Base area. All personnel are encouraged to take advantage of the relocation assistance programs which provides services and resources to aid personnel and their families in all aspects of relocation. A variety of very basic kitchen and other survival items are available for loan to assist families awaiting their household goods.

Airman and Family Readiness Center..... DSN 268-3557 Commercial 01480 84 3557

Military Homefront.....<http://militaryinstallations.dod.mil/>

Air Force Community.....<http://www.afcommunity.af.mil>

## FINANCIAL

### **ALLOTMENTS, DIRECT DEPOSIT SYSTEM (DDS)**

The following resources will provide more information about allotments, including how to set up or discontinue an allotment.

DFAS website.....<https://mypay.dfas.mil/mypay.asp>

Defense Finance Accounting Service

(DDS-A/D Customer Service Cleveland).....001888-332-7411

### **CREDIT REPORTS REVIEWING/INDENTY THEFT**

The Airman and Family Readiness Center has individuals that certified in both credit reviewing and identity risk.

Airman and Family Readiness Center..... DSN 268-3557 Commercial 01480 84 3557

### **CREDIT REPORTING AGENCIES**

Credit reporting agencies are clearing houses for credit information on business and individuals. They sell credit history to creditors and individuals. Individuals can obtain free 1 credit report a year from each of the 3 major credit reporting agencies through the annual credit report website listed below or by calling the phone number for free reports. Individual credit reporting agencies should not be contacted for free reports.

Equifax.....001800 685 1111

Experian.....001888 397 3742

Trans Union..... 001800 8884213

**FINANCIAL/DEBT COUNSELING AND FINANCIAL EDUCATION**

The A&FRC offers a wide range of financial services. Services include debt management, credit report reviewing, identity theft risk management specialist, and basic investing education.

Airman and Family Readiness Center..... DSN 268-3557 Commercial 01480 84 3557

**ANNUAL EXPENSES IN THE UNITED KINGDOM**

1. TV LICENSING - You will need to renew your TV License every year. All televisions capable of receiving a signal must be licensed even if it is never turned on. British law requires members of the visiting forces stationed in the United Kingdom who own equipment capable of receiving television signals to purchase a television license. This law applies to televisions that can receive any kind of signal, including American Forces Network (AFN) programming. This also applies to any other equipment capable of receiving a television signal, i.e., personal computers with broadcast cards, video recorders, and set-top boxes.

One television license covers all sets used in one household. The current fee for color TVs is £139.50; the fee for black & white TVs is £47.00. Using television equipment to receive or record broadcast television programs without the correct license is a criminal offense subject to prosecution and fines up to £1,000.00. Additional information may be found at the TV Licensing website at [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk).

2. VEHICLE REGISTRATION AND INSPECTIONS:

- a. MOT (Ministry of Transport Test) - Every vehicle in the UK needs to be tested each year to ensure that it complies with at least the minimum road safety and environmental standards. If you have a vehicle that is more than three years old, it will need an MOT test. The first test is required once a vehicle is three years old.
- b. SVA (Single Vehicle Approval) - If your vehicle is under 3 years old, this is a pre-registration inspection for vehicles that have not been type approved to British or European standards. The main purpose of the scheme is to ensure that these vehicles have been designed and constructed to suitable safety standards before they can be used on public roads.

If you need additional information, please contact Pass and Registration at  
 DSN 268-2525/2910 Commercial 01480-842525/2910

3. ROAD TAX - UK Vehicle Excise License (road tax) must be paid on all tax-free vehicles 1 year from the date the vehicle arrives at port.

First year of road tax is free if the vehicle is imported into the UK (shipping a vehicle from the US to the UK). Road tax cost is dependent upon engine size:

Cars registered BEFORE 1 March 2001 (based on engine size)

Private/light goods (TCII)

Engine size (cc)	12 months rate	6 months rate
------------------	----------------	---------------

Not over 1549	£120.00	£66.00
Over 1549	£185.00	£101.75

**Cars registered ON OR AFTER 1 March 2001 (based on fuel type & CO2 Emissions)**

**Petrol car (TC48) and diesel car (TC49)**

Band	CO2 emission (g/km)	12 months rate	6 months rate
A	Up to 100	Not applicable	Not applicable
B	101-120	£35.00	Not applicable
C	121-150	£120.00	£66.00
D	151-165	£145.00	£79.75
E	166-185	£170.00	£93.50
F	Over 185	£210.00	£115.50
G	Over 225 – for cars registered on or after 23/03/06	£400.00	£220.00

**Alternative fuel car (TC59)**

Band	CO2 emission (g/km)	12 months rate	6 months rate
A	Up to 100	Not applicable	Not applicable
B	101-120	£15.00	Not applicable
C	121-150	£100.00	£55.00
D	151-165	£125.00	£68.75
E	166-185	£150.00	£82.50
F	Over 185	£195.00	£107.25
G	Over 225 – for cars registered on or after 23/03/06	£385.00	£211.75

To calculate your vehicle's emissions, please visit: <http://www.vcacarfueldata.org.uk/ved/>

The second years road tax must be done through Pass and Registration and ensure you bring your V-10, proof of insurance, V-713, MOT and V-5 documentation.

#### 4. RENEWING VISAS FOR US CIVILIANS AND DEPENDENTS –

Currently, for visa extensions you need to submit Border and Immigration Form (FLRO) (which is obtained from Ms. Emma Pratley or Mr. Paul Kyberd, our visa representatives). Applicants, spouses and dependent children under the age of 18 are put on one form – dependent children over the age of 18 complete their own application forms.

In addition to the application form each person requiring a visa extension needs to submit the following if applicable:

- All passports
- 2 passport pictures – British size as opposed to US size – can be obtained from photo booths
- Copy of original PCS orders to the states – listing all dependents – if not listed than need original birth certificates, marriage certificate or command sponsor paperwork – whichever is applicable
- Copy of DEROS extension RIP
- Fee is £665 for single applicant plus £50 for each additional dependent applying payable via a UK Bankers Draft (available from Community Bank) made payable to Home Office Leave to Remain.

In most cases the fee is reimbursable; however there are instances when the fee is not reimbursable (For example if you have applied for command sponsorship.)

Full details and up to date information regarding the visa process is available from either of the below individuals:

Ms. Emma Pratley, DSN 236-8292, [emma.pratley@croughton.af.mil](mailto:emma.pratley@croughton.af.mil)

Mr. Paul Kyberd, DSN 236-8650, [paul.kyberd@croughton.af.mil](mailto:paul.kyberd@croughton.af.mil)

#### **THRIFT SHOP/ENLISTED SPOUSES CLUB**

The Enlisted Spouses Club is a social organization dedicated to charitable causes. ESC membership is comprised of spouses of Enlisted United States Active & Retired Military stationed at RAF Alconbury, RAF Molesworth and RAF Upwood, United Kingdom. Through funds raised by the ESC Thrift Shop and our annual Holiday Bazaar, the ESC is able to make monetary donations to on-base organizations as well as neighboring UK charities. Consider becoming one of us! Dues are \$35 for 12 months or \$18 for 6 months.

The ESC Thrift Store is open Tuesdays (0930-1430), Thursdays (1600-1900), Fridays (0930-1430) and the first Saturday of the month (1000-1400). For more information, please contact 01480-823041.

#### **OFFICER AND CIVILIAN SPOUSES CLUB**

The OCSC is a social support and community service organization. It is open to all USID card holder spouses and widows of Officers, Government Civilians (GS9+), Contractors (GS9+ equivalent), Retirees (Officer or GS9+). NATO and RAF Officer spouses may be Associate Members.

### Auto Hobby Center

Opening hours: Monday - Friday 1100-1800 (note: open until 2000 on Thursdays) and Saturday 0900-1800  
Full time mechanics and parts ordering service to meet all of your automotive needs. In addition, annual MOT testing available, light conversion concessionaire and car wash services available. Auto detailing service available.

Commercial Phone: 01480 843701

DSN Phone: 268-3701

### Spartan Lanes Bowling Center

Commercial Phone: 01480 843682

DSN Phone: 268-3682 Open 7 days a week. Monday, Tuesday,

Thursday, Friday & Saturday from 0900 to 2300. Wednesday from 0900 to 2200

and Sunday from 1100 to 2300. Pinspotter Café: Open 7 days a week. Monday to Thursday from 0730 to 2100.

Friday from 0730 to 2200. Saturday from 0900 to 2100. Sunday from 1100 to 2100. The Bowling Center has

twelve synthetic lanes for open and league bowling, QubicaAMF Bowling Entertainment System, cosmic bowling, video games and slot machines and AFN Television. Our Pro Shop is fairly well stocked for a small center and anything we don't have we can order.

### Fitness and sports center

The RAF Alconbury fitness center has multi-purpose gym floor ready to accommodate basketball, volleyball, dodgeball, and hold unit PT sessions. A 1/4 mile all weather outdoor running track, two racquetball courts, a parent & child workout room, a climbing wall, and three group exercise rooms that comprise of free weight, selectorized, and cardiovascular complimented with the most up to date exercise equipment. All rooms are boosted with LCD TV's for viewing while working out. We also offer a wide range of Intramural & Extramural Sports programming, self paced incentive based programs, not to mention we hold quarterly special events plus an aggressive no fee aerobics program. We also have an on-site fitness director that can assist with scheduling exercise programs and provide healthy eating advice by appointment. For more information contact the fitness center at 268-3531 or commercial 01480-843531.

### Stukeley Inn

Commercial Phone: 01480 843382

DSN Phone: 268-3382

The Stukeley Inn facility offers a ballroom, function room, lounge, slot machines, video games, and bar areas for your convenience. The club has a rotating lunch and dinner buffet and a Sunday breakfast buffet.

### Information, Tickets and Travel (ITT)

Commercial Phone: 01480 843704

DSN Phone: 268-3704

Hours: Monday-Friday 1000-1700

Offers full travel services to meet all your vacation needs including air fares, overseas travel, package tours, theater tickets, travel brochures and general information. Weekly organized trips to local historical and family attractions. Get out with ITT and see the country.

### Library

The Library has 6 computers, wireless, and printers for use by valid ID card holders and meet age requirements. Adult and Children's books along with A/V materials including books on CD, DVD's, and CD's. Educational, job-related, enriching or recreational books for all ages are available. Facility includes reading areas and children's area. On-line databases for research and word-processing/printing available along with Internet

access including wireless. Call Commercial Phone: 01480 843680 or DSN: 268-3680.  
Hours Monday-Thursday 1000-1900, Saturday and Sunday 0900-1600

#### The Daily Grind Coffee Shop

Commercial Phone: 01480-843009

DSN Phone: 268-3009

Opening Hours: Monday - Thursday 0600-2000, Friday 0600-2100, Saturday 0800-2100, and Sunday 1000-1900

The Daily Grind proudly brews Starbucks coffee and has a selection of paninis, soup of the day and delicious pastries available.

#### Community Activities Center

Commercial Phone: 01480-843754

DSN Phone: 268-3754

The Community Activities Centre has a ballroom facility suitable for children and private party bookings

Opening Hours: Monday - Thursday 0600-2000, Friday 0600-2100, Saturday 0800-2100, and Sunday 1000-1900

#### Movie theater

The Base Theater shows recent releases from the US.

#### Outdoor Recreation Center

Commercial Phone: 01480 843734

DSN Phone: 268-3734

See the Great Britain you only see in travel posters, organized trips and outdoor fun. Activities include camping, kayak/canoeing, white water rafting, rock climbing, mountain biking, horse riding and much more. Facilities include Paintball site, Resale clothing and equipment shop, Rental equipment, Golf Range and Indoor Climbing Wall. Rentals: Camping, sports, tools, lawn & garden, bouncy castles, party canopies, trailers, carpet cleaners, and much, much more.

#### Arts and Crafts Center

Commercial Phone: 01480-843867

DSN Phone: 268-3867

Order engraved souvenirs for military members or gifts for family. Hours are Monday-Friday 1000-1630, open late on Wednesday until 1800, and Saturday 1000-1400.

Youth Center 268-3604/3601

CDC 268-3527/3675

### VETERINARY INFORMATION

The Tri-base community is serviced by RAF Feltwell for veterinary services. Please visit their website for further information:

<http://www.48fss.com/dnn/MoreForceSupport/RAFFeltwellVeterinaryClinic/tabid/108/Default.aspx>

NOTE: You must register in order to be placed on the e-mail distro list to notify of you of when they will be at RAF Alconbury.

## VOLUNTEER OPPORTUNITIES

To register for any volunteer opportunities in the Tri-Base area, please stop by the Airman and Family Readiness Center for a volunteer registration packet.

### Youth Programs

Please contact 268-3601/2/3184.

Sports Coaches, Homework Tutors, Instructors, Club Leaders, Front Desk Clerks, Special Interest/Skill Areas (Gardening, Woodworking, Sewing, Photography, etc...), Program Support (Chaperones, Drivers, Set-Up, Clean-Up, Dances, Parties, etc...)

### CDC

Please contact 268-3212

Front Desk Clerk, Reading to Children, Caregiver Assistant, Kitchen

### Library

Please contact 268-3683

Story Hour, Summer Reading Program, Front & Back House Assistance

### Community Programs

Please contact 268-3758/3754

Large Community Programs (Spring Fayre, Holiday Extravaganza, 4<sup>th</sup> of July, etc...), Alconbury Community Theatre, Clerical, Program Support (Flea Market, Quiz Night, Conference, etc...)

### Additional locations and contacts:

Auto Hobby Shop – 268-3701

Bowling Center – 268-3595

Fitness Center – 268-3554

Marketing – 268-3550

Outdoor Recreation – 268-3709

Arts & Crafts – 268-3495

Stukeley Inn – 268-3502

## AMERICAN RED CROSS

### AMERICAN RED CROSS

Red Cross supports and supplements activities of the military affecting the health, welfare, and morale of service members and their families. Services offered include:

Emergency financial assistance: The Red Cross, in partnership with the military aid societies, provides access to interest-free loans and grants to military and their families when an urgent personal or family crisis arises.

Information and referral service: Counseling services are available to provide military families with information and referral services to various agencies, including legal aid, medical or psychiatric care, housing, and family and child welfare. No referral is made by the Red Cross without permission of the service member.

Disaster services: Service members who have disaster-related needs may be assisted by the Red Cross with a disaster grant. Disaster education courses, briefings, and orientations are provided to individuals who have an interest in the program. Training and registration for the Red Cross Disaster Services Human Resources System are provided.

Red Cross Offices Mildenhall.....DSN: 238-2107 Commercial: 01638-542107

## OFF-BASE RESOURCES

If you are considering the option of sending your child to a British school here are some frequently asked questions that will help your decision-making. For detailed information on Education and Learning in Britain the Government public service website will provide you with all you need to know. You can access it by following this link [www.direct.gov.uk/en/EducationAndLearning/index.htm](http://www.direct.gov.uk/en/EducationAndLearning/index.htm).

### How do I find information on British schools?

Education is a service provided by the County Councils in England. Suffolk, Norfolk and Cambridgeshire all have comprehensive websites which include a whole section on education in their area. This is a good place to start for general information. Look at [www.suffolkcc.gov.uk/education/schools](http://www.suffolkcc.gov.uk/education/schools) ; [www.cambridgeshire.gov.uk/education/](http://www.cambridgeshire.gov.uk/education/) or [www.norfolk.gov.uk/education](http://www.norfolk.gov.uk/education)

### Types of School

Mainstream State schools are free of charge and all children in England between the ages of 5 and 16 are entitled to a place. Most state schools admit boys and girls however some schools can be single sex.

The four main types of state school all receive funding from the Local Authority, they all follow the National Curriculum and are inspected by Ofsted ([www.ofsted.gov.uk](http://www.ofsted.gov.uk)).

Community Schools – look to develop strong links in the community and offer their facilities for use in the community.

Foundation and Trust Schools – are run by their own Governing body which sometimes forms a charitable trust with an outside business or educational partner enabling them to build resources and raise standards.

Voluntary Aided Schools – Mainly religious or faith schools although anyone can apply for a place.

Voluntary Controlled Schools – Similar to Voluntary Aided Schools but run by the local authority.

Specialist Schools – follow the National Curriculum but focus on a particular area e.g. Sports or Technology.

Independent schools – are fee-paying schools. An old term you may still hear for an independent school is a 'public' school, which is slightly misleading because only the minority attend fee-paying schools.

### Will I have to pay to send my child to a church school?

If the church school is a State school, no fees are required. Voluntary-aided schools are run in partnership with the Roman Catholic Church and Church of England. The school governors decide which children can go to the school and how religion is taught.

### At what age do children start school?

Children usually start Primary School at the age of 4 or 5, and many schools now have reception years for 4 year olds. Children would normally leave at the age of 11 and move onto Secondary school. British children must begin full-time education at the start of the term after their fifth birthday. In Suffolk, all children can get full-time education from the start of the term during which they become five. For example, children born in March can start full-time school in January if their parents want them to. Each County Education Office will be able to tell you when your child can start their education. Some children may be able to start schooling on a part-time basis for a term before going for full days.

### What is a catchment area?

Most children attend the school in their immediate local area, *providing there is space*. This school is called the catchment school. Every school serves an area of streets or villages, but sometimes this is different for church schools. Parents have a right to ask for a place at a different school. This is called a 'preferred' school. However, it may not be possible to obtain a place if the preferred school is full – this is the overriding factor. If your catchment area school is full then the education office will find you a place at the next nearest. School's are not able to vary the government's regulations on class sizes.

### When does the school year start and how is it divided up?

The school year starts at the beginning of September and is divided into three 'terms' with holidays (vacations) of two weeks at Christmas and Easter and a six-week holiday in the summer. Each term is sub-divided into two 'half-terms' by a week's vacation.

### Do I have to register?

You will need to enroll your child with a school to secure a place. You can apply for a place at a school by filling in your Local Authorities common application form, which can be completed online or in hard copy and then posted. The form will ask you to list your preferred schools often asking for more than one option in case your first choice is full.

You will need to make sure you apply in good time as places can fill up quickly. Although it is possible to start mid way through a year the application process usually starts in the Autumn term prior to the September you want your child to go to school. If you miss your Local Authorities deadline for application you would be less likely to get a place at your preferred school.

In order to enroll at a British school you will need to have a British address in the local area.

### How will my child progress through school?

The National Curriculum sets out stages and core subjects your child will be taught during their time at a British School, it forms a framework to ensure that teaching and learning is balanced and consistent. It is mandatory for children in state schools to be taught the National Curriculum.

Within the national curriculum there are Key Stages of learning. Key Stage 1 is Years 1 and 2, Key Stage 2 - up to Year 6, Key Stage 3 - up to Year 9 and Key Stage 4 - Years 10 and 11. Key Stage 4 is the time when external examinations are taken with a view to entering further education, either college or university.

Your child's teacher will carry out regular tests on their progress in each subject they are taught as a normal part of their teaching. This helps to determine your child's performance and grading in each of the Key Stages. This assessment is used alongside National tests and at the end of each Key Stage you will receive a report to let you know what level your child is at. Testing at Key stage 1 will include ability in Reading, Writing, Speaking, Listening, maths and Science. At Key stage 2 your child will also be tested on handwriting, and spelling. The final Key stage incorporates a variety of further subjects including Geography, history, Foreign languages, IT, art and design, music, PE and Religious Education.

### Will my child get free transport to school?

Free bus transportation to and from school is not automatic. The head teacher may ask for a commitment from you as parents to ensure that your child is delivered to school and picked up from the school.

Also, in England we do not have distinctive school buses. Drivers over here are not required to stop behind a school bus but to proceed with caution, so it is essential that children are aware of the dangers of crossing the road when getting off a school bus.

### Will my child have to wear a school uniform?

In British schools you will usually be required to wear a uniform. The top (most often a sweatshirt) has the school logo on it and can often be purchased at the school. The bottom (pants – say ‘trousers’ or skirt) must be a certain colour but can be bought in any store. Uniform is worn most days, except ‘non-uniform’ days sometimes known as ‘mufti days’.

### What Are The School Times?

Typically the school day will commence at 9 a.m and will conclude at 3.p.m. The lunch break normally runs from noon till 1.00pm. There is normally the option of the children having a hot lunch (for a small fee), going home, or bringing in a packed lunch. Parents should follow any guidelines on the contents of packed lunches. The morning and afternoon sessions are normally broken up by a 15 minute playtime (recess).

### Are There Places Where I can Find Additional Information?

The best places to find out about the specific schools in your area is to call the Education Office in your area. If you live in Suffolk call 01284 352136, Norfolk call 01603 222593 or Cambridgeshire 01223 717985. They will want to know your full British Address including your post (zip) code along with the date of birth of your child/children. They will be able to give you the current situation on the schools in your area and will give you advice on what procedure you have to follow.

The following websites are also very useful sources of information:

[http://www.bbc.co.uk/schools/websites/4\\_11/](http://www.bbc.co.uk/schools/websites/4_11/)

<http://schoolsfinder.direct.gov.uk/>

<http://www.direct.gov.uk/en/EducationAndLearning/index.htm>

<http://www.ofsted.gov.uk/>

## LOCAL TRANSPORTATION

If you are without a vehicle, you should not let that hinder you in enjoying the local community. Your first venture into the local community should be a visit to the nearest market town, Huntingdon, located 3.5 miles from RAF Alconbury. The bus stop is outside of the front gate on your left. The bus route number is 46 (1A on Sundays and holidays) and single fare is £1.50 (children under 5 are free, up to 15 travel at reduced rate.) The bus will take you to the Huntingdon Bus Station which is just a short walk from the high street (main shopping promenade.) For more information on Huntingdon, please visit <http://www.visitcambridgeshire.org/huntingdon/>

For your second venture out in the community, a visit to the nearby cathedral city of Peterborough is highly recommended. Peterborough is the nearest city and boasts a population of 167,000 according to the 2006 census. Steeped in history and dominated by its Norman cathedral, this modern city provides

all the amenities one would expect from a bustling city – shopping centers, cafes, restaurants, etc. The same bus route (46 and 1A on Sundays and holidays) travels from outside the front gate to Peterborough. A “dayrider” ticket is available for £3 per adult or £5.50 for the entire family for a day’s travel to and around Peterborough. The bus drops you off at the Queensgate Shopping Center which is an American-style shopping mall in the heart of Peterborough. The cathedral, high street shops, cafes, etc. are all within a very short walking distance. For more information on Peterborough, please visit <http://www.visitpeterborough.com/>

Timetables for the 46 route and additional bus information can be found at the following website: <http://www.stagecoachbus.com>

**LOCAL TRAIN SERVICE-** The nearest train station to RAF Alconbury is in Huntingdon. Trains leave the Huntingdon train station twice an hour and depending on the number of stops, the journey to King’s Cross Station in central London will take between 53 and 66 minutes. There is a 24 hour car park available at the train station and tickets must be purchased in advanced (available either at the ticket office, self-service ticket machine or on-line). Children under 5 travel free and children up to 15 pay half-price.

The Travel Card is valid for one day and can be bought any time after 0930 M-F with no restrictions on Saturdays and Sundays. The ticket provides round trip rail service from Huntingdon to London as well as unlimited travel on both the London Underground and bus services. The cost is £20.50 and discounts are available for groups.

The Network Southeast Card is a discount card valid for 12 months from date of purchase. The card discounts your train fare by one-third but can only be used in southeastern England with Huntingdon it’s most northern point. You and up to three other adults are eligible for the discount and up to four children (5-15 years) can enjoy a discount of 60%. By using the Network Southeast Card, can the discount the price for travel to London

There are many other rail card options and specials. For further information, please visit [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

## TRANSPORTATION TO LONDON

While driving in London is strongly discouraged, some people do choose to drive their car to the northern outskirts of London and catch the tube (aka London Underground) from there. The most well known and with the largest car park is Cockfosters, the last stop on the Picadilly line. To get to Cockfosters, take the A1 South (direction London) and exit at Junction 1. At the roundabout take the 2<sup>nd</sup> exit onto the M25 (signposted Stansted Airport). Exit the M25 at Junction 24 (first exit upon joining the M25) and follow the A111 into Cockfosters – the car park will be on your left as you enter Cockfosters. Parking is £1 on the weekends and holidays. The day travel card to central London costs approximately £7 and is for unlimited travel.

## USING THE BRITISH PAY PHONE

The major telephone network in the UK is run by British Telecom (BT). Alternative networks such as those run by Mercury do exist, and while independent of British Telecom, are interlinked as far as making a call is concerned. That is to say you can make a call to a British Telecom owned line from an alternatively owned phone box and vice versa.

When making a call from a public telephone you have a choice in the way that you pay; either by inserting coins at the beginning of your call and then more as your call progresses; by means of a credit card at a limited number of designated booths; or by means of a pre-purchased phone card. The phone card has tracks of call charge units, which are erased, automatically from the card during the call. These cards, which are available in 10, 20, 40, 100 and 200 units, can be purchased from news agents, post offices, railway and bus station, and other outlets which advertise "phone cards sold here". Do remember that to use a phone card you will need to use a designated phone card phone.

Remember that there is no such thing as a free phone call and that recorded information calls can be expensive.

You do not need to use a phone card if making an Emergency call, but dial 999 only when it really is an emergency.

If you make social calls after 6pm or at weekends, it will save you money.

If you are unsure of the national code and do not have access to a phone book, dial 100 and ask the operator.

## ENGLISH HERITAGE/NATIONAL TRUST

English Heritage is a government-funded organization to protect and promote historical sites throughout England. The vast majority of castles in England are associated with English Heritage, who have over 400 historic properties protected under their stewardship and available for the public to access. Annual membership to English Heritage provides you unlimited access to all of their sites and discounts at special events hosted or associated with English Heritage. Current membership fees are approximations.:

Adult - £42 (children free up to age 19)

Couple - £73 (children free up to age 19)

For further information, please visit <http://www.english-heritage.org.uk/>

The National Trust is a charity organization completely independent of the government that protects and provides public access to over 300 historic houses and gardens. In addition, many areas of outstanding national beauty are under the stewardship and protection of the National Trust. The NT depends upon membership fees and donations to operate the properties and areas under their control. Current membership fees are as follows:

Adult - £46

Couple - £77

Family - £82

For more information, please visit <http://www.nationaltrust.org.uk/>

## DISCOUNT AIRLINES

The two biggest discount airlines servicing Great Britain are Ryan Air and Easy Jet. Both airlines offer discount travel to most major destinations in Europe with substantial savings compared to the major airlines. In order to travel on both airlines, you need to have a valid tourist passport. To take advantage of upcoming sales, it is highly recommended to sign up to their e-mail distribution list.

For more information, please visit:

[www.ryanair.com](http://www.ryanair.com)

[www.easyjet.com](http://www.easyjet.com)

<http://www.euroflights.info/>

Both airlines fly out of airports located within an hour's drive from RAF Alconbury. The main hub for Ryan Air is Stansted Airport approximately 45 miles from Huntingdon. To get to Stansted Airport from RAF Alconbury, take the A14 direction Cambridge and then the M11 to London – the airport is well signposted on both motorways.

The other airport popular with budget airlines is Luton Airport located approximately 49 miles from RAF Alconbury. To get to Luton Airport from RAF Alconbury, take the A1 (direction London) to the A421 (direction Bedford) and finally the M1 (direction London). Luton Airport is signposted on the M1.

#### COURIER SERVICES

Please note there is no base shuttle service to/from London airports. If your sponsor is unable to provide transportation to RAF Alconbury, on and off-base courier services are available and reimbursable as PCS travel expenses. Please coordinate on the prices and specific travel needs:

ITT  
DSN 314- 268-3189

Collins Courier Service  
07813-136038

Norwood Private Hire  
01832-273585

Steve's Taxi  
01480-413222

Terry's Private Hire  
01480-413132

#### UTILITY COMPANIES

If you plan to reside off-base, you will have the option of choosing who your utility company will be. Most companies now offer dual fuel supplies (i.e. gas/oil and electricity) and you can shop around on-line to find the best option for you. Please see below for the major utility companies in the UK:

[www.BritishGas.co.uk](http://www.BritishGas.co.uk)  
[www.npower.com](http://www.npower.com)

[www.scottishpower.co.uk](http://www.scottishpower.co.uk)  
[www.edfenergy.com](http://www.edfenergy.com)

[www.eonenergy.co.uk](http://www.eonenergy.co.uk)

#### CAR RENTAL

In addition to AAFES Car Rental (DSN 268-3165 or Commercial: 01480-843165) on base, there are three local car rental agencies:

Auto Rent, Stanton Way, 01480-414222

Enterprise, Stukeley Meadows Industrial Estate, 01480-482999

Willhire Vehicle Rentals, 1 Walden Road, 01480-437734

## TELEPHONE COMPANIES

While there is a plethora of telephone service providers in the UK, the telephone infrastructure is still owned by British Telecom and the line must be rented through them if you decide to utilize another telephone service provider. Many companies offer telephone services, satellite TV services and broadband internet services in a package deal. The two biggest companies offering this service are Sky and Virgin Media.

[www.bt.com](http://www.bt.com)

[www.talktalk.co.uk](http://www.talktalk.co.uk)

[www.02.co.uk](http://www.02.co.uk)

[www.sky.com](http://www.sky.com)

[www.t-mobile.co.uk](http://www.t-mobile.co.uk)

[www.virginmedia.com](http://www.virginmedia.com)

[www.vodafone.co.uk](http://www.vodafone.co.uk)

## SATELLITE TV

Rupert Murdoch's Sky satellite service has dominated the satellite TV industry in the UK, but Virgin Media is currently the main competitor. Sky's main attraction has always been its sports coverage and movie selection. Freeview is a service that offers up to 48 digital channels for free with the use of a Freeview box/receiver. If you reside on base, you can receive AFN via cable service support provided to on-base residents. For further information, please visit the sites below:

[www.sky.com](http://www.sky.com)

[www.freeview.co.uk](http://www.freeview.co.uk)

[www.virginmedia.com](http://www.virginmedia.com)

## OUT AND ABOUT IN THE LOCAL AREA

In addition to Huntingdon and Peterborough, there are many things to see and do in the local area. The historic university town of Cambridge is only 20 miles south of Huntingdon and is very highly recommended for a great day out regardless of the season. Compact and easy to get around, there's always something new to see and do in the city. Historic and modern buildings to visit, world-renowned museums, fantastic theatre and live music - Cambridge is an incredibly family-friendly place with a host of attractions to keep everyone happy. When visiting Cambridge, it is highly recommended to utilize the Park and Ride service as parking is very limited. The Park and Ride locations are sign posted on all routes leading into Cambridge. For more information, please visit [www.visitcambridge.org](http://www.visitcambridge.org)

If you are interested in historic houses, there are several within a short driving distance. The most famous is Burghley House, the largest and most impressive house of the first Elizabethan Age, is a must see and is located just north of Peterborough on the A1. For more information, please visit [www.burghley.co.uk](http://www.burghley.co.uk).

There are two country estates located near Cambridge. The first, Wimpole Hall is an NT property (and Cambridgeshire's largest and grandest Georgian mansion) set in a fine wooded park with grounds originally designed and landscaped by Capability Brown. For more information, please visit [www.nationaltrust.org.uk](http://www.nationaltrust.org.uk).

The other stately home is Audley End located near Saffron Walden and a property belonging to English Heritage. The mansion was originally an abbey belonging to the Crown and was lavishly decorated and furnished in the early 19<sup>th</sup> century. For further info, please visit [www.english-heritage.org.uk](http://www.english-heritage.org.uk)

There are several notable castles within a relatively short drive from RAF Alconbury to include:

Castle Rising - One of the largest, best preserved and most lavishly decorated keeps in England, surrounded by 20 acres of mighty earthworks. Begun in 1138 by William d'Albini for his new wife, the widow of Henry I, in the 14th century it became the luxurious exile-place of Queen Isabella, widow (and alleged murderess) of Edward II.

Framlingham is a magnificent example of a late 12th-century castle. Built by Roger Bigod, Earl of Norfolk, the castle, together with Framlingham Mere, was designed both as a stronghold and as a symbol of power and status - as befitted one of the most influential people at the court of the Plantagenet kings.. It was at the centre of the struggle between the Bigod barons and the Crown, and Mary Tudor mustered her supporters here in 1553, before being crowned Queen.

Kenilworth Castle - Take your family to one of England's most spectacular castle ruins in Warwickshire Kenilworth is most famously associated with Robert Dudley and Queen Elizabeth I. Elizabeth kept Dudley's last letter to her in a casket by her bed until she died. View a copy of this letter, and explore Leicester's gatehouse where Dudley courted his Queen - both part of a multi-million pound investment.

Warwick Castle - The ultimate preserved medieval castle and one of the Top 10 tourist attractions in England. In addition to the impressive towers and fortifications, there are numerous daily exhibitions and events to keep the whole family entertained. A must visit during your stay in England.

RAF Duxford - Duxford is Europe's premier aviation museum - as well as having one of the finest collections of tanks, military vehicles and naval exhibits in the country. This famous heritage site began as an airfield in the First World War and also played a vital role in the Second World War, firstly as an RAF fighter station and later as an American fighter base. RAF Duxford also includes the American Air Museum - an incredible day out for the military family!

Madingley American Cemetery - The World War II Cambridge American Cemetery and Memorial is located three miles west of Cambridge on the A1303 and sixty miles north of London. The site, thirty and a half acres in extent, was donated by the University of Cambridge. It lies on a north slope with wide prospect. Established on 7th December 1943, the American Cemetery at Madingley is the only American WWII burial ground in England. The 3,800 white crosses, and the Portland stone wall inscribed with 5,000 names, pay tribute to American servicemen and women who died in the war.

Ely - Ely is situated in the county of Cambridgeshire in England and was an island till the draining of the Fens in the seventeenth century. Ely is famous for its stunning cathedral that dominates the skyline for miles around. An abbey was founded in 673 and sacked by the Danes in 870. A new monastery was then built. Ely was the stronghold of Hereward the Wake against William the Conqueror. The Cathedral was begun in 1083 and completed in 1351.

Football (or soccer) is the biggest sport in England and there are numerous professional clubs within a short distance. The season begins in August and runs through May without any breaks except for national team qualifying matches. The closest club is League One side Peterborough United who are coached by the son of legendary Manchester United coach, Sir Alex Ferguson. For further information on schedules, tickets, etc. for Peterborough United, please visit [www.theposh.com](http://www.theposh.com)

There are numerous professional clubs in London and the big four are: Arsenal, Tottenham, Chelsea and West Ham United. A smaller club and heavily linked with the USA is Fulham with numerous Americans, past and present, gracing their starting line-ups. The London clubs are spread across the city geographically and include several smaller clubs who play in the lower leagues.

Other clubs within a relative short driving distance include Birmingham City, Aston Villa (Birmingham), Norwich City and Ipswich Town.

For more information, please visit each club's respective website.

## EMERGENCY NUMBERS

### AMBULANCE

From Government Phone 911  
Alconbury/Molesworth Housing 01480- 84 6911

CAMBRIDGESHIRE POLICE 01480- 45 6111

BASE OPERATOR 268- 3000

### FIRE DEPARTMENT

From Government Phone 911  
Alconbury/Molesworth Housing 01480- 846911  
All Others 999

HINCHINGBROOKE HOSPITAL 01480- 416416

LAKENHEALTH EMERGENCY ROOM 01638- 524226

RAF ALCONBURY MAIN GATE 268- 3311

RAF MOLESWORTH MAIN GATE 268- 2184

SECURITY POLICE 268- 2400

## ON-BASE EMPLOYMENT

### JOINT ANALYSIS CENTER

### CIVILIAN EMPLOYMENT OPPORTUNITIES

### US GOVT CIVIL SERVICE EMPLOYMENT

The JAC employs US civilians mostly in the intelligence and computer fields, occasionally administrative support positions are also available. Civilians are hired through the Department of the **Army's civilian personnel offices at Headquarters US Army Europe**. Vacancies are listed on the website <http://www.chra.eur.army.mil> (When the website comes up, click on Employment then on AP appropriated Funds, then Search By Location, then the United Kingdom symbol.) The website gives you extensive information on application procedures and allows you to apply for jobs online. The entire Job Kit is on the website.

The Points of Contact for more information on Army civilian employment at the JAC are:

POC: USAREUR Liaison/Recruitment

General application/employment questions Ms Diane Ugrin 01480-841717

Positions are also often available with civilian contractors at the JAC. For more information and Points of Contact, contact the Family Support Center.

### CIVILIAN CONTRACTORS OPERATING AT MOLESWORTH

#### L3/TITAN

- Website: [www.L-3com.com/titan](http://www.L-3com.com/titan)

- Look under Molesworth
- Director, UK Operations James Jeffries (Management and Operations Support). Email: [james.jeffries@L-3com.com](mailto:james.jeffries@L-3com.com) Phone: 01832710150

#### GENERAL DYNAMICS

- Mainly hardware applications and service
  - Job announcements listed at <http://www.gd-ns.com> click on *employment*
- POC: William Holmes, Marie Paulo, James Barnes  
(DSN 268-2292, 01480-842292) e-mail: [first.last@gdit.com](mailto:first.last@gdit.com)

#### COMPUTER SCIENCES CORPORATION

- Mainly software and support positions
  - Global Job Openings posted at <http://www.csc.com>
  - Submit resume to e-mail below
- POC: Victoria Tilson (01480-842713) e-mail: [vtilson2@csc.com](mailto:vtilson2@csc.com)

(OVER)

#### MITRE

- For information on MITRE, go to <http://www.mitre.org>
- POC: Ms. Margaret Scheid (DSN 268-2598, 01480-842598)
- [mscheid@mitre.org](mailto:mscheid@mitre.org)

#### NORTHROP GRUMMAN

- Provides training opportunities for USEUCOM personnel through the EUCOM Joint Regional Training Facility at RAF Molesworth
- POC: Mr. David Cromes (DSN 268-2223, 01480-842223)
- Email: david.cromes@ngc.com

#### ALSO CIVILIAN CONTRACTORS AT RAF MENWITH HILL

#### LOCKHEED MARTIN

- Jobs in IT and Telecommunications
- <http://www.lockheedmartin.com>

#### QSS

- Jobs in IT

<h4>OFF-BASE EMPLOYMENT</h4>
------------------------------

#### Local British Recruiters for the Tri-Base Community

**Monster.co.uk** – A good general website to look at to get a feel for the British job market. You can post your resume/CV here. In addition, you may sign up for emails which can assist you in your CV development as well as send you reminders on local jobs in your area and field of interest.

**Interaction Recruitment** – The region's leading recruitment agency with offices located in Cambridge, Huntingdon, Kettering, Letchworth, Milton Keynes, Northampton, Peterborough and Wellingborough. They specialise in providing office support and industrial staff on a temporary or permanent basis.

Contact Info: <http://www.irweb.co.uk/> St Johns House, 84a High Street, Huntingdon, PE29 3DA Tel 01480 436000, Fax 01480 411252 E-mail - [hn@irweb.co.uk](mailto:hn@irweb.co.uk)

**Lightning Recruitment** – Established in 1989, Lightning is a privately owned recruitment agency specialising in permanent and temporary recruitment for Office Support / Human Resources, Catering / Hospitality. Centrally based in Huntingdon – Lightning services companies in Huntingdon, St Ives, St Neots, Cambridge and surrounding areas. Contact Info: <http://www.lightningrecruitment.biz/home.asp> Lightning Recruitment 2 Chapel Court Ferrars Road, Huntingdon PE29 3DR Tel 01480 433474 Fax 01480 411755 Email: [enquiries@lightningrecruitment.biz](mailto:enquiries@lightningrecruitment.biz)

**Reed Employment** – The U.K.'s largest recruitment agency. Thousands of jobs located on this website. Offers the widest choice of temporary and permanent careers from top UK employers. Contact Info: <http://www.reed.co.uk/> Reed Employment Huntingdon, 101 High Street, Huntingdon PE29 3LB Phone: 01480 418398 Fax: 01480 418390

**Office Angels** – The UK's superbrand in office and secretarial recruitment and in the top twenty of The Sunday Times '100 Best Companies to Work For'.

Contact Info: <http://www.office-angels.com/Default.aspx> 53/54 Sidney Street CAMBRIDGE, CB2 3HX Ph: 01223 365165 Fax: 01223 368636  
Email: [cambridge@office-angels.com](mailto:cambridge@office-angels.com)

**Badenoch & Clark** – Accountancy, finance, legal and public sector professional services recruitment. Contact Info: <http://www.badenochandclark.com> Address: 3rd Floor, Janus House, St Andrews Street Cambridge, CB2 3AH Tel: 01223 366 003 Fax: 01223 305 205  
Email: [cambridge@badenochandclark](mailto:cambridge@badenochandclark).

**Kelly Services** – Kelly has over 100 high street locations across the UK, and places 10,000 people in permanent work every year and more than 21,000 people in temporary placements every week. Contact Info: <http://www.kellyservices.co.uk> 18-20 Regent Street Cambridge CB2 1DB Tel: 01223 329888 Fax: 01223 467367 Email: [cambridge@kellyservices.co.uk](mailto:cambridge@kellyservices.co.uk)

**Manpower** – Over 50 years of experience in staffing, recruitment, training, HR services, outsourcing and consulting. For all industries, skills and levels. Contact Info: Cambridge - Manpower UK Ltd Janus House 50 St Andrews Street Cambridge CB2 3AH Telephone: 01223 323133 Fax: 01223 323948 Email: [cambridge@manpower.co.uk](mailto:cambridge@manpower.co.uk)

**Brooke Street** – Brook Street specialises in all office and light industrial positions on both a temporary and permanent basis. They have offices spanning the whole of the UK and have developed long-standing relationships with key employers nationwide. Contact Info: <http://www.brookstreet.co.uk/> 10 Lower Street Kettering Northamptonshire NN16 8DH Tel: 01536 412812 Fax: 01536 415312 Email: [Kettering@brookstreet.co.uk](mailto:Kettering@brookstreet.co.uk)

## OVEN TEMPERATURE GUIDE

	Fahrenheit	Centigrade	Gasmark
Very Cool	225	110	¼
	250	130	½
Cool	275	140	1
	300	150	2
Moderate	325	170	3
	350	180	4
Moderately Hot	375	190	5
	400	200	6
	425	220	7
Very Hot	450	230	8
		240	9

### U.S. to Metric Conversions

U.S. Measure	Multiplied By	Equals Metric Measure
<b>Length</b>		
inches	x 2.54	= centimeters
feet	x 30.48	= centimeters
yards	x x 0.9144	= meters
miles	x 1.6093	= kilometers
<b>Area</b>		
sq. inches	x 6.452	= sq. cm.
sq. feet	x 0.0929	= sq. meters
sq. yards	x 0.8361	= sq. meters
sq. miles	x 2.59	= sq. kilometers
acres	x 0.4047	= hectares
<b>Weight</b>		
ounces	x 28.3495	= grams
pounds	x 0.4536	= kilograms
short tons	x 0.9072	= tonnes
<b>Volume</b>		
fluid ounces	x 29.574	= milliliters
pints	x 0.4732	= liters
quarts	x 0.9463	= liters
gallons	x 3.7853	= liters
cubic feet	x 0.0283	= cubic meters
cubic yards	x 0.7646	= cubic meters
<b>Temperature</b>		
Fahrenheit	-32(/1.8)	= centigrade

temperature

temperature

To calculate the approximate metric measure equivalent to a U.S. measure, simply multiply the U.S. quantity by the conversion factor in the center column. Example: 563 miles = 900 kilometers, approximately ( $563 \times 1.6093 = 906.04$ ).

## Clothing Conversion Chart

<b>MENS SUITS</b>										
United Kingdom	34	36	38	40	42	44	46	48		
Continental/European	44	46	48	50/52	54	56	58/60	62		
United States	34	36	38	40	42	44	46	48		
<b>MENS SHIRTS (collar size)</b>										
United Kingdom	14	14 ½	15	15 ½	16	16 ½	17			
Continental/European	35	36/37	38	39/40	41	42/43	44			
United States	14	14 ½	15	15 ½	16	16 ½	17			
<b>MENS SHOES</b>										
United Kingdom	5	6	7	8	9	10	11	12		
Continental/European	35	36/37	38	39/40	41	42/43	44	45/46		
United States	6	7	8	9	10	11	12	13		
<b>WOMENS DRESSES/SUITS</b>										
United Kingdom	8	10	12	14	16	20	22	24	26	28
Continental/European	36	38	40	42	44	46	48	50	52	54
United States	6	8	10	12	14	16	18	20	22	24
<b>WOMENS SHOES</b>										
United Kingdom	3 ½	4	4 ½	5	5 ½	6	6 ½	7	7 ½	8
Continental/European	36 ½	37	37 ½	38	38 ½	39	39 ½	40	40 ½	41
United States	5	5 ½	6	6 ½	7	7 ½	8	8 ½	9	9 ½
<b>PANTY HOSE</b>										
United Kingdom	Small	Medium	Large	X- Large						
United States	A	B	C/D	Plus E/F						
<b>CHILDRENS CLOTHES</b>										
United Kingdom (Height)	40	43	45	48	50	53	55	58	60	62
United Kingdom (Age)	3-4	4-5	5-6	6-7	7-8	8-9	9-10	11	12-14	14-16
United States	4T	4	5	6	6X	7	8	10	12	14

Rank Insignia of the United States Armed Forces

ENLISTED

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9
-----	-----	-----	-----	-----	-----	-----	-----	-----

AIR FORCE

no insignia													
Airman Basic (AB)	Airman (Amm)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSGt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM)	Chief Master Sergeant of the Air Force (CMSgt)

ARMY

no insignia												
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)	

MARINES

no insignia												
Private (Pvt)	Private First (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSG)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGSgt)	Sergeant Major (SgMaj)	Sergeant Major of the Marine Corps (SgMajMC)	

NAVY

no insignia											
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCP)	Master Chief Petty Officer (MCP)	Command Master Chief Petty Officer (FORMC) (FLTMC)	Master Chief Petty Officer of the Navy (MCPON)	

COAST GUARD

Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCP)	Master Chief Petty Officer (MCP)	Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCP-CG)

# Rank Insignia of the United States Armed Forces

## OFFICERS

0-1    0-2    0-3    0-4    0-5    0-6    0-7    0-8    0-9    0-10    Special

### AIR FORCE

 Second Lieutenant (2LT)	 First Lieutenant (1LT)	 Captain (CPT)	 Major (MAJ)	 Lieutenant Colonel (LTC)	 Colonel (COL)	 Brigadier General (BG)	 Major General (MG)	 Lieutenant General (LTG)	 General (GEN)	 (Reserved - wartime only) General of the Air Force (GAF)
--	---	--	--	---	--	--	---	---	--	--

### ARMY

 Second Lieutenant (2LT)	 First Lieutenant (1LT)	 Captain (CPT)	 Major (MAJ)	 Lieutenant Colonel (LTC)	 Colonel (COL)	 Brigadier General (BG)	 Major General (MG)	 Lieutenant General (LTG)	 General (GEN)	 (Reserved - wartime only) General of the Army (GA)
--	---	--	--	---	--	--	---	---	--	--

### MARINES

 Second Lieutenant (2LT)	 First Lieutenant (1LT)	 Captain (CPT)	 Major (MAJ)	 Lieutenant Colonel (LTC)	 Colonel (COL)	 Brigadier General (BG)	 Major General (MG)	 Lieutenant General (LTG)	 General (GEN)	
--	---	--	--	---	--	--	---	---	--	--

### NAVY

 Ensign (ENS)	 Lieutenant Junior Grade (LTJG)	 Lieutenant (LT)	 Lieutenant Commander (LCDR)	 Commander (CDR)	 Captain (CAPT)	 Rear Admiral Lower Half (RADM)(L)	 Rear Admiral Upper Half (RADM)(U)	 Vice Admiral (VADM)	 Admiral (ADM)	 (Reserved - wartime only) Fleet Admiral (FADM)
--	--	---	---	---	--	--	---	---	---	---

### COAST GUARD

 Ensign (ENS)	 Lieutenant Junior Grade (LTJG)	 Lieutenant (LT)	 Lieutenant Commander (LCDR)	 Commander (CDR)	 Captain (CAPT)	 Rear Admiral Lower Half (RADM)(L)	 Rear Admiral Upper Half (RADM)(U)	 Vice Admiral (VADM)	 Admiral (ADM)	
---	---	--	--	--	---	---	--	--	--	--

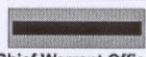
## WARRANT OFFICERS

W-1    W-2    W-3    W-4    W-5

### ARMY

 Warrant Officer (WO1)	 Chief Warrant Officer (CW2)	 Chief Warrant Officer (CW3)	 Chief Warrant Officer (CW4)	 Chief Warrant Officer (CW5)
--	--	--	--	--

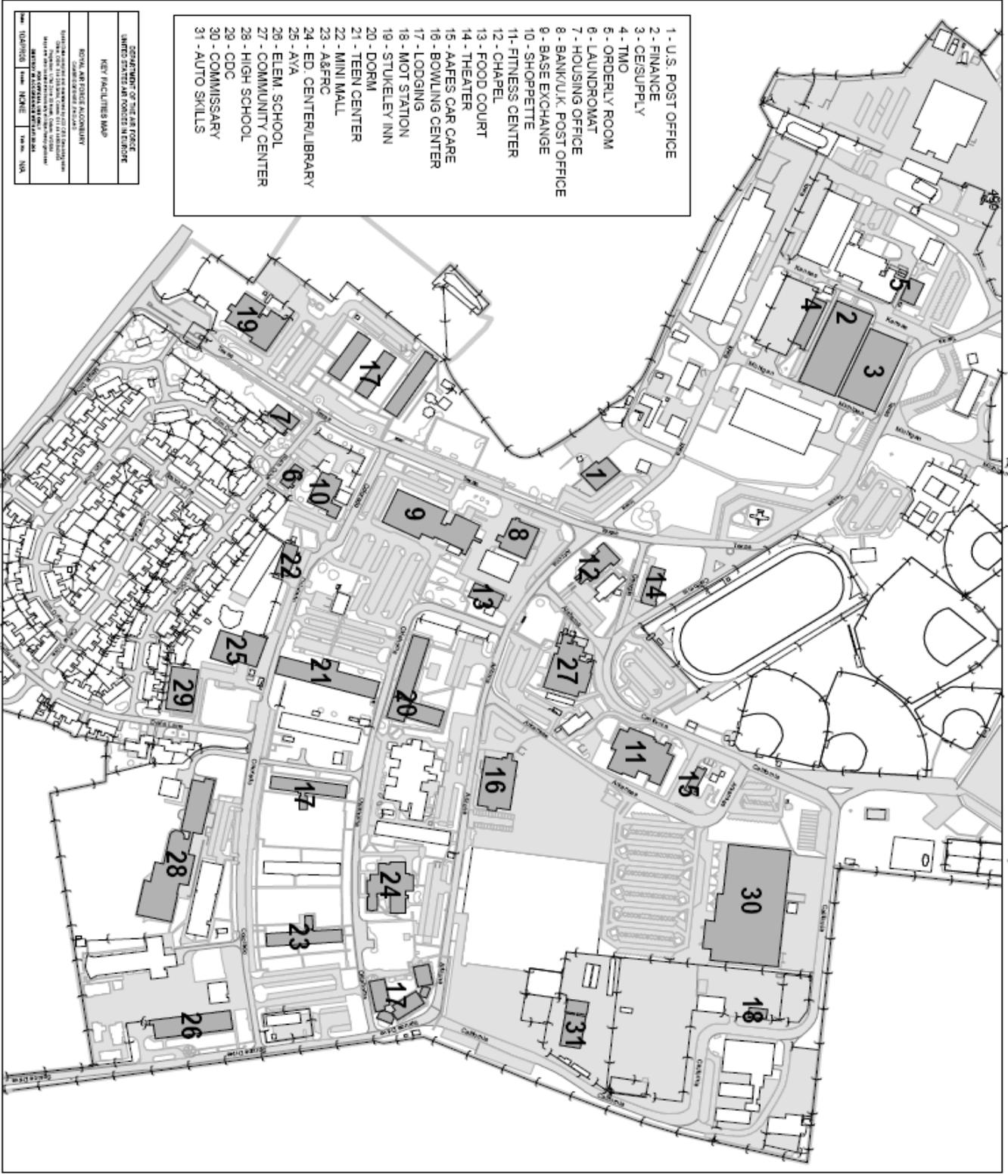
### MARINES

 Warrant Officer (WO)	 Chief Warrant Officer (CWO2)	 Chief Warrant Officer (CWO3)	 Chief Warrant Officer (CWO4)	 Chief Warrant Officer (CWO5)
---	---	---	---	---

### NAVY- COAST GUARD

The grade of Warrant Officer (WO) is no longer in use.	 Chief Warrant Officer (CWO2)	 Chief Warrant Officer (CWO3)	 Chief Warrant Officer (CWO4)	The grade of Chief Warrant Officer (CWO5) is no longer in use.
--	---	---	---	--

- 1 - U.S. POST OFFICE
- 2 - FINANCE
- 3 - CE/SUPPLY
- 4 - TMO
- 5 - ORDERLY ROOM
- 6 - LAUNDROMAT
- 7 - HOUSING OFFICE
- 8 - BANK/J.K. POST OFFICE
- 9 - BASE EXCHANGE
- 10 - SHOPPETTE
- 11 - FITNESS CENTER
- 12 - CHAPEL
- 13 - FOOD COURT
- 14 - THEATER
- 15 - AAFES CAR CARE
- 16 - BOWLING CENTER
- 17 - LODGING
- 18 - MOT STATION
- 19 - STU/KEY INN
- 20 - DORM
- 21 - TEEN CENTER
- 22 - MINI MALL
- 23 - A&FRIC
- 24 - ED. CENTER/LIBRARY
- 25 - AYA
- 26 - ELEM. SCHOOL
- 27 - COMMUNITY CENTER
- 28 - HIGH SCHOOL
- 29 - CDDC
- 30 - COMMISSARY
- 31 - AUTO SKILLS



COMPARTMENT OF THE AIR FORCE  
UNITED STATES AIR FORCE IN KENNESA

NEW FACILITIES MAP

SCALE AND DISTANCE

DATE: 10/15/03

BY: [illegible]

FOR: [illegible]

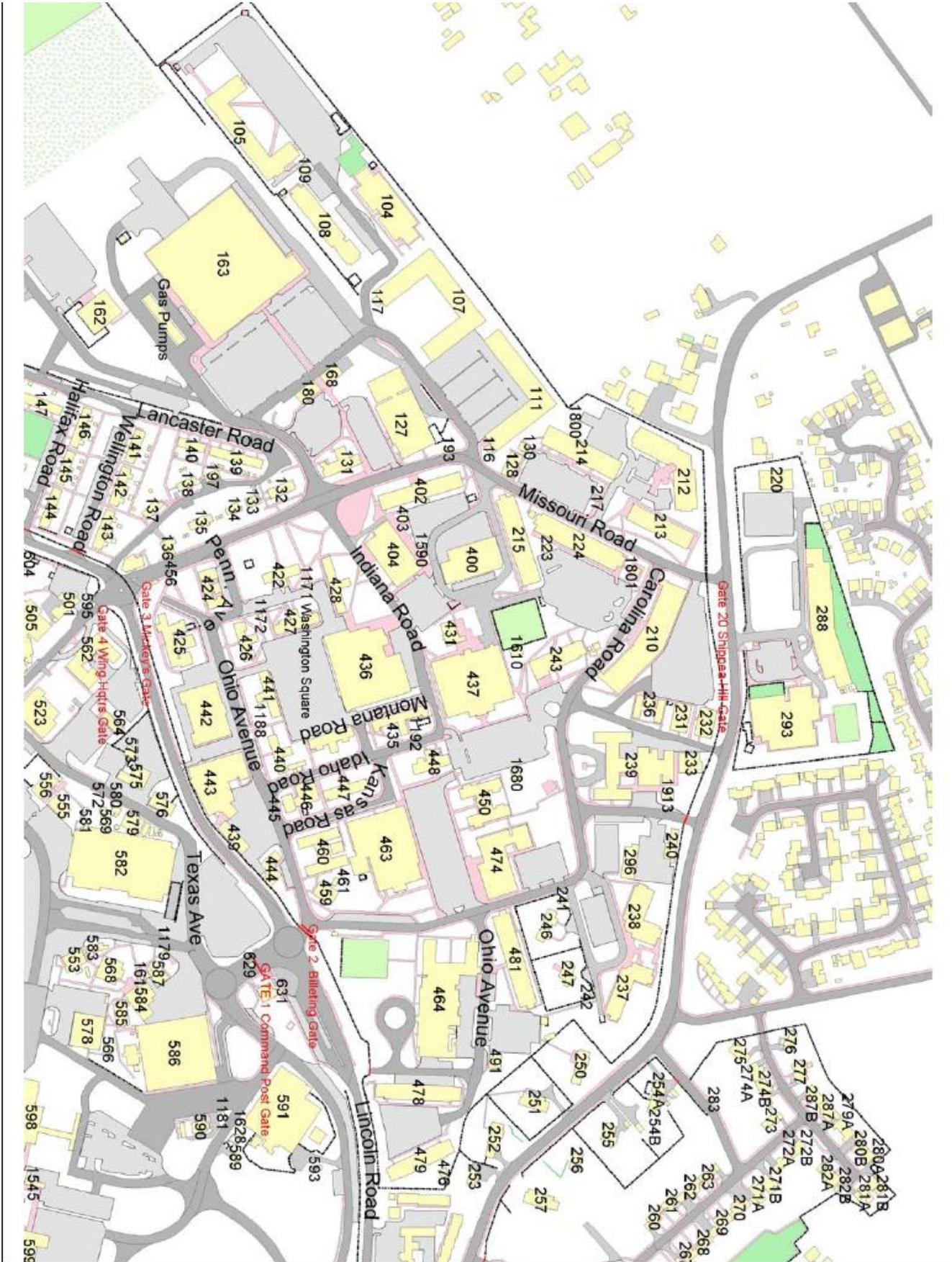
APP: [illegible]

REV: [illegible]

10/15/03



RAF MILDENHALL





## Shuttle Timetable

**Lakenheath Medical Shuttle** (transport for patients only; book through Upwood Clinic)

Runs Monday thru Friday. Departs RAF Upwood @ 0800.

Arrives RAF Alconbury 0830 (picks up passengers at bldg 671 @ 0845).

Arrives RAF Lakenheath 1000. Departs when patient appointments are complete. Returns to RAF Alconbury and then RAF Upwood.

### To RAF Molesworth

**MON thru FRI ONLY**

Depart RAF Alconbury Bldg. 674	Depart RAF Alconbury Bldg. 628	Arrive RAF Molesworth Bldg. 344	Arrive RAF Molesworth Bldg. 400	Arrive RAF Molesworth Bldg. 414	Arrive RAF Molesworth Bldg. 404
0630	0632	0700	0702		0705
0800	0802	0830	0832	0835	0840
1015	1017	1045	1047		1050
1200	1202	1230	1232		1235
1340	1342	1410	1412		1415
1545	1547	1615	1617		1620
1800	1802	1830	1832		1835
2015	2017	2045	2047		2050

### To RAF Alconbury

**MON thru FRI ONLY**

Depart RAF Molesworth Bldg. 414	Depart RAF Molesworth Bldg. 404	Depart RAF Molesworth Bldg. 400	Depart RAF Molesworth Bldg. 344	Arrive RAF Alconbury Bldg. 628	Arrive RAF Alconbury Bldg. 674
	0715	0717	0720	0748	0750
	0930	0932	0935	1002	1005
	1055	1056	1057	1125	1127
	1245	1247	1250	1315	1318
	1435	1437	1440	1508	1510
1715	1717	1719	1721	1750	1752
	1910	1912	1915	1945	1947
	2145	2147	2150	2218	2220

All arrival times are approximate.

Hazardous weather may cause delay or cancellation of shuttle services.

Busses pick up and drop off at designated stops only.



**To RAF Molesworth**  
**Weekends/ U.S Holidays ONLY**

<b>Depart RAF Alconbury Bldg. 674</b>	<b>Depart RAF Alconbury Bldg. 628</b>	<b>Arrive RAF Molesworth Bldg. 344</b>	<b>Arrive RAF Molesworth Bldg. 400</b>	<b>Arrive RAF Molesworth Bldg. 404</b>
<b>0630</b>	<b>0632</b>	<b>0700</b>	<b>0702</b>	<b>0705</b>
<b>0815</b>	<b>0817</b>	<b>0845</b>	<b>0847</b>	<b>0850</b>
<b>1545</b>	<b>1547</b>	<b>1615</b>	<b>1617</b>	<b>1620</b>
<b>1730</b>	<b>1732</b>	<b>1800</b>	<b>1802</b>	<b>1805</b>
<b>2015</b>	<b>2017</b>	<b>2045</b>	<b>2047</b>	<b>2050</b>

**To RAF Molesworth**  
**Weekends/ U.S Holidays ONLY**

<b>Depart RAF Molesworth Bldg. 404</b>	<b>Depart RAF Molesworth Bldg. 400</b>	<b>Depart RAF Molesworth Bldg. 344</b>	<b>Arrive RAF Alconbury Bldg. 628</b>	<b>Arrive RAF Alconbury Bldg. 674</b>
<b>0715</b>	<b>0717</b>	<b>0720</b>	<b>0748</b>	<b>0750</b>
<b>0945</b>	<b>0947</b>	<b>0950</b>	<b>1018</b>	<b>1020</b>
<b>1645</b>	<b>1647</b>	<b>1650</b>	<b>1718</b>	<b>1720</b>
<b>1910</b>	<b>1912</b>	<b>1915</b>	<b>1945</b>	<b>1947</b>
<b>2145</b>	<b>2147</b>	<b>2150</b>	<b>2218</b>	<b>2220</b>



Anyone requiring transportation to/from Upwood Clinic should call Vehicle Operations @ 268-3950 to ensure the shuttle will run. Any shuttle without passenger requirements will not be dispatched.

**To RAF Upwood/RAF Alconbury**  
**MON thru FRI**

<b>Depart RAF Alconbury Bldg. 674</b>	<b>Depart RAF Alconbury Bldg. 628</b>	<b>Arrive RAF Upwood</b>
0730	0732	0800
0930	0932	1000
1215	1217	1245
1330	1332	1400
1545	1548	1615

<b>Depart RAF Upwood</b>	<b>Arrive RAF Alconbury Bldg. 628</b>	<b>Arrive RAF Alconbury Bldg. 674</b>
0805	0833	0835
1015	1043	1045
1250	1318	1320
1415	1443	1445
1700	1728	1730

**Please call the Vehicle Operations Supervisor, 268-3950, with any shuttle issues.**

501<sup>st</sup> CSW  
PET INFORMATION

- Important information regarding registering new pets as well as other helpful information can be found at: <http://www.48fss.com/?TabId-108>
- At this website you will find the following Veterinary Clinic Documents:
  - Clinic Policies and Client Responsibilities
  - DD Form 2343
  - Emergencies
  - List of Local Groomers
  - Local Kennels and Catteries
  - OIE-Favn Importation of Pets
  - Pet Deregistration
  - Pet Passport
  - Pet Passport Application
  - Requirements for PCSing to the States (CONUS)
- Hours of Operation:
  - Monday – Friday 8:30am – 4:30pm
  - Closed for lunch everyday from noon – 1pm
  - Closed weekends, holidays, and family days
  - RAF Alconbury- First 10 days of the month (mission dependent)
  - RAF Croughton, RAF Fairford, RAF Menwith-Hill – every 2-3 months as needed
- Telephone, Fax, and electronic e-mail
  - DSN: 226-7097 Commercial: 44 (0)1638 52 7097 Fax: 226-7378
  - Electronic: [vet.clinic@lakenheath.af.mil](mailto:vet.clinic@lakenheath.af.mil)
- Vet Clinic Registration Checklist

The following checklist is for customers to ensure proper registration of their pets with the RAF Feltwell Vet Clinic. Services are only provided for customers that have completed the checklist.

Registration packets can be picked up at the Airman & Family Readiness Center or you can click on the link below to retrieve the equivalent DD2343 and follow the steps listed. At TAB 1 you will find the Clinic Policies and Client Responsibilities.

One copy of **DD Form 2343** is required per pet. Please include a PSC address, physical address, and email address if available. Please update your unit/squadron, installation, telephone numbers, and DEROS as soon as this information changes.

One copy of orders assigning the individual to the UK (front only is fine).

One photocopy of your ID card (front only is fine).

Please initial the first page and sign the second page of the **policy letter**

Medical history only if pet had special requirements. (e.g. diabetes, hyperthyroidism, etc.)

Registration packets can be hand-delivered to the Feltwell Vet Clinic, faxed, e-mailed, or mailed. Packets sent through the mail should be sent to the following address:

RAF Feltwell Veterinary Clinic  
Unit 5095 Box 280

➤ General Rules and Regulations

- Clinic discourages bringing children under the age of 12 into Clinic for safety reasons.
- Customers should be on time. Clients that are 15 minutes late may be rescheduled.
- All animals **must** be on a leash or in a carrier.
- All clients are **required to register** their pets **BEFORE** they can make an appointment. Registration may take up to one week to complete after the correct information is provided.

➤ Information in case of a Pet Emergency Tab 2

➤ Bringing your Pet to the UK

If you are PCSing into the UK, please see the DEFRA website ([www.defra.gov.uk](http://www.defra.gov.uk)) or call the DEFRA office (0-11-44-1228 5911999)

➤ Micro chipping Your Pet

British DEFRA Pet Scheme mandates that all animals entering the UK be micro chipped. Clinic offers both US and European spec microchips.

➤ Power of Attorney

If you need to have someone other than you or your spouse bring your animal into the Vet Clinic, you must have a special power of attorney filled out, signed and notarized.

➤ Re-homing or Deregistering Your Pet

If you re-home your pet, please provide the Vet Clinic a signed statement of release to the new owner including the new owner's name and contact information as well as the animals' identification information (name, microchip number, etc.) You must deregister your animal and the new owner must re-register the animal in their name. A copy of the deregistration paperwork is at TAB 3.

➤ Animal Welfare Officer and Lost Pets

Yvonne Chadwick is the Animal Welfare Officer for RAF Lakenheath, RAF Feltwell and RAF Mildenhall. Please contact her if you suspect animal abuse/neglect (DSN: 314-226-5796, email [Yvonne.chadwick.gbr.@lakenheath.af.mil](mailto:Yvonne.chadwick.gbr.@lakenheath.af.mil)) or you have other animal welfare related concerns/questions.

If your pet is lost the UK has a free helpline service where details of a lost pet can be placed, go to: [www.ukpetsearch.freeuk.com](http://www.ukpetsearch.freeuk.com). An additional checklist for lost pets can be found at TAB 3.

If the pet is lost in the Tri-base most likely it will be taken to Wood Green Animal Shelter in Godmanchester, their telephone number is: 08701 90 4090.

The Royal Society for Protection of Cruelty to Animals (RSPCA) is similar to the American Humane Society. The Cambridgeshire number is: 01223 24 7986.

Each council will have their own dog warden for the area, for Cambridgeshire the number is 01223 45 7898.

### How to Find Your Lost Pet

If you've lost your pet, don't waste any time – begin your search as soon as you notice that the animal is missing.

Here are some steps to take:

□□ Ask everyone: neighbours, children, mail carriers, passersby. Show them a photo of your pet. Even if they have not seen it, they may be willing to keep an eye out for you.

□□ Create a flyer with your pet's photo, a brief description and your phone number. Distribute the flyers and post them on telephone poles in the area where you lost your pet. If you can afford it, you might consider offering a reward.



□□ Put a “lost pet” ad in the local newspapers. The ad should be titled “Lost Cat” or “Lost Dog” and should include your phone number, the date that the animal was lost, where she was last seen, and a clear, brief description containing the animal's name, breed, color, sex, age, and whether she was wearing a collar. (Note: If you're offering a reward, you might want to leave out one detail, such as gender, in order to avoid scam artists.)

□□ Go to all the shelters in the area – don't just call them. Give them a colour photo of your pet with your phone number on it. Ask to see all the animals in the shelter and visit every cage.

□□ Go back and check all the shelters every day. Shelter employees are often very busy, so you can't depend on someone remembering that an animal like yours was brought in.

□□ Call area veterinary clinics and send them a photo of your pet. Ask each of them if any animal fitting your pet's description has been brought in.

□□ If you suspect that your pet may have been stolen, report your pet missing to the police. They may know if an animal fitting your pet's description has been hit by a car (or they may be able to direct you to the department that handles this).

□□ Read the “pet found” section in each of the local newspapers daily. Many papers run “found” ads for free. Follow up on any ad that describes an animal similar to yours, since you can't count on the finder to describe your pet exactly as you would.

□□ Look around your neighbourhood carefully (or wherever your pet was lost). Cats can wander into a neighbour's garage, fall asleep and accidentally get shut in.

□□ Late at night or very early in the morning, when the area is quiet, go to the place where your pet was lost. Bring its favorite food and a flashlight. Call its name and wait to see if it shows up. Try this repeatedly.

□□ If your pet is an indoor cat who does not usually get out, place her litter box outside, where she may smell her own scent and recognize her home. (Do not clean it out first!)

☐☐ If your pet is registered with a lost-pet network organization, call them right away.

☐☐ Don't give up! Persistence is often the key to finding a lost pet.

UK also has a free helpline service where details of a lost pet can be placed, go to:

[www.ukpetsearch.freeuk.com](http://www.ukpetsearch.freeuk.com)

If the pet is lost in this area its likely if its found it will be taken to Wood Green Animal Shelter in Godmanchester, their telephone number is *Tel: 08701 90 40 90*

The other major organization is the Royal Society for Protection of Cruelty to Animals (RSPCA), that probably is our version of your animal control officers, they have offices all over the UK but the Cambridge one is 01223 247986.

Each council will have their own dog warden for the area, for Cambridgeshire the number is 01223 457898.

**DEPARTMENT OF THE ARMY**  
SOUTHERN EUROPE DISTRICT VETERINARY COMMAND  
BUILDING 80, RAF FELTWELL  
FELTWELL THETFORD  
NORFOLK IP264HA  
DSN: 226-7097  
Commercial: 01638-52-7097

## MCVS-EUS-UK

### SUBJECT: EMERGENCIES

#### **BRANDON**

---

Old Golf House Vet  
71 High Street  
Tel: 01842 814043  
Fax: 01842 815862  
Hours: 0930-1030, 1200-1300, 1600-1830 M-F  
Emergency – call Thetford

#### **FELTWELL**

---

Jarman's Vets (Dr Jeremy)  
2 Short Beck  
Tel: 01842 828938  
Fax: 01842 829012  
Hours: 0900-0800 m-f, 0900 – 11 Sat  
Emergency – call same number  
<http://www.jarmanvets.co.uk/>

#### **BURY ST EDMUNDS**

---

East Gate  
Cotton Lane  
Tel: 01284 753961  
Fax: 01284 755593  
Hours: 0800-0900 walk in  
0900-1820 T,TH,F, 0900-2020 M,W  
Emergency – call same number

Swayne & Partners  
34 Southgate Street  
Tel: 01284 701444  
Fax: 01284 724365  
Hours: 0830-1900 M-F, 0830-1200 Sat  
Emergency – call same number

#### **ELY**

---

Pet Doctors  
31 St Mary's Street  
Tel: 01353 665925  
Fax: 01353 669417

Cathedral Veterinary Clinic  
64 Newnham Street  
Tel: 01353 662079  
Fax: 01353 669456

Hours: 0830 – 1500 M-F, 1300-1700 Sat  
Emergency – Soham Branch  
[www.petdoctors.co.uk](http://www.petdoctors.co.uk)

Hours: 0900-1900 M-F  
0900-1700 Sat, 0900-1200 Sun  
Emergency – Registered Customers Only!

---

### **MILDENHALL**

Aquarius Veterinary  
Field Road  
Tel: 01638 717871  
Fax: 01638 515025  
Hours: 0830-1830 M-F, 0900-1200 Sat  
Emergency – call same number  
[www.aquariusvet.co.uk](http://www.aquariusvet.co.uk)

Eastgate Riverside  
15 Mill Street  
Tel: 01638 713980  
Fax: call first  
Hours: 0830 – 1830 M-F  
Emergency – call same number

---

### **NEWMARKET**

Lida Vets  
Grosvenor Yard, High Street  
Tel: 01638 560000  
Fax: 01638 600601  
Hours: 0900-1830 M-F, Sat 0900-1300  
Emergency – 01638-600120

Swayne & Partners  
Malting Cottage Fordham Road  
Tel: 01638 662253  
Fax: 01638 666640  
Hours: 0830- 1900 M-F, 0830-1200 Sat  
Emergency – call the same number

---

### **THETFORD**

East Gate  
31 Bury Road  
Tel: 01842 753991  
Fax: 01842 752352  
Hours: 0800-1830 M-F, 0900-1300 Sat  
Emergency – call same number

Old Golf House Vet  
Brandon Road  
Tel: 01842 764244  
Fax: 01842 763717  
Hours: 0800-1830 M-F, 0800-1230 Sat  
Emergency – call same number

---

### **SOHAM**

Pet Doctors  
48 Fordham Road  
Tel: 01353 720422  
Fax: 01353 722777  
Hours: 0830-1900 M-F, 0900-1200 Sat  
Emergency – call same number

Aquarius Veterinary (Scampers)  
Northfield Road  
Tel: 01353 722711  
Fax: 01353 722766  
Hours: 0830-1800 M-F, 0830-1200 Sat  
Emergency – call same number  
[www.aquariusvet.co.uk](http://www.aquariusvet.co.uk)

---

### **CAMBRIDGE**

Cambridge University Veterinary School  
Madingley Road  
Tel: 01223 337621 (listen to choices)  
Fax: 01223 30848  
Hours: 0845 – 1715 M-F  
Emergency – call same number  
<http://www.vet.cam.ac.uk>

---

### **REFERRAL VETERINARY CLINIC**

Animal Health Trust  
Lanwades Park

Tel: 01638 751000

This clinic is for referrals for specialist veterinarians.

**ANIMAL WELFARE OFFICER**

---

Yvonne Chadwick

48 MSS / DPF

Bld 977 Rm 55 Tech office 2 or RAF Feltwell Bld 38

DSN 314-226-5796

[Yvonne.chadwick.gb@lakenheath.af.mil](mailto:Yvonne.chadwick.gb@lakenheath.af.mil)



**DEPARTMENT OF THE ARMY**  
 NORTHERN EUROPE VETERINARY DETACHMENT  
 UNITED KINGDOM DIVISION  
 BUILDING 56 RAF FELTWELL  
 FELTWELL THETFORD  
 NORFOLK IP26 4HA  
 DSN: 226-7097



MEMORANDUM

SUBJECT: PET DEREGISTRATION

This is to notify the RAF Feltwell Veterinary Clinic that I need to deregister my pet(s). The reason I need to deregister is:

*Please print legibly:*

I have rehomed my pet(s) to:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

I am PCS'ing with my pet(s) and am acquiring my health certificate(s) from  
 \_\_\_\_\_

My pet(s) have passed on. It can be verified by:  
 \_\_\_\_\_

**Sponsor's Name:** \_\_\_\_\_

**Address:** PSC \_\_\_\_\_ Box \_\_\_\_\_ APO AE 094 \_\_\_\_\_

**Unit:** \_\_\_\_\_

**Pet's Name(s):**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Printed Name: \_\_\_\_\_

I have authorization to sign. (Initial) \_\_\_\_\_



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
SOUTHERN EUROPEAN DISTRICT VETERINARY COMMAND  
UNITED KINGDOM BRANCH  
UNIT 5095 BOX 280  
APO AE 09461-5280

MCVS-EUS-UK

05 August 2008

MEMORANDUM FOR All Veterinary Treatment Facility (VTF) Clients

SUBJECT: Clinic Policies and Client Responsibilities

1. The primary missions of the U.S. Army Veterinary Corps are food safety/security and Military Working Dog (MWD) medical support. Privately owned animals (POAs) are seen as these missions allow. Military veterinary care for POAs are a privilege, and no services are free of charge. A list of off-base facilities is available for emergency care as the VTF is not equipped for this service. It is recommended that you have a client-veterinarian relationship with your nearest local veterinary facility for emergency care including vaccine reactions and chronic illnesses.
2. In accordance with local Air Force Instructions, all POAs are required to be registered within two weeks of arrival with UK Branch Veterinary Services. All POAs must also be de-registered upon PCS from the United Kingdom or if the animal is re-homed, dies, or permanently leaves the country for any reason.
3. All animals entering VTF will be on a leash or in a carrier. There are no exceptions to this policy, and you will be asked to purchase a leash or carrier or reschedule your appointment if you are not in compliance with this policy.
4. Bringing children into the VTF is *highly discouraged*. The VTF is not responsible for any injuries including bites or scratches from other client's pets. If you cannot find appropriate child care and we feel you cannot maintain control of your child, for safety reasons we may ask you to reschedule your appointment for another day when you have proper child care arrangements. ***Children must be supervised at all times. You are responsible for your child's actions.***
5. Appointments at the VTF are limited. Out of respect for other clients trying to get an appointment, provide adequate notification if you need to cancel or reschedule an appointment. The following is the clinic "No Show" policy:
  - I. Cancel your appointment as soon as possible, ideally prior to the day of the appointment.
  - II. You are considered a "No Show" if you are more than 15 minutes late for an appointment. If you are running late, contact the VTF so we can attempt to work you in or reschedule as appropriate.
  - III. "No Show" Policy