

Employment in the 501 CSW Community

A GUIDE TO ON- & OFF-BASE EMPLOYMENT IN THE UK FOR
U.S. COMMAND- SPONSORED FAMILY MEMBERS





501 CSW MILITARY & FAMILY READINESS CENTER (M&FRC)

Locations:

RAF Croughton

Bldg 72

Hours: M, T, Th, F 0800-1600

W 1130–1600

Telephone: 01280708158

DSN: 314-236-8158

RAF Alconbury

Bldg 671

Hours: M, T, Th, F 0800 - 1600

W 1130-1600

Telephone: 01480843557

DSN: 314-268-3557

Closed 1230-1300 daily.

Closed Federal Holidays & Family Days

The Military & Family Readiness Center is here to make the search for employment base as smooth as possible. The M&FRC can assist military, civilian, and contractor spouses and family members with obtaining and maintaining employment.

Services provided by the M&FRC Employment Program:

- Short-Term Job Searches
- Long-Term Job Searches
- Interview Prep
- On/Off Base Job Search
- Personal Branding
- Career Coaching
- Entrepreneurship
- Networking
- Opportunities for transitioning members & their families
- Educational workshops
- LinkedIn
- Scholarships
- Resume Assistance

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ON BASE EMPLOYMENT OPPORTUNITIES:

RAF MILDENHALL CIVILIAN PERSONNEL OFFICE (CPO):

Serves RAF Alconbury, RAF Croughton, RAF Menwith Hill, RAF Fairford, and Stavanger, Norway

Hours: 0800-1500 Monday–Thursday

0800-1000 Friday

Telephone: +4401638543540/ DSN: 314-238-3540

Website: <https://www.mildenhall.af.mil/Home/Info/Civilian-Personnel/>

Facebook: <https://www.facebook.com/MildenhallCPO>

For list of current vacancies see: <https://www.usajobs.gov>

Local National Direct Hire Program

Eligibility: UK citizens, Nationals of European Community Countries, Commonwealth Citizens, Other Foreign Nationals, and Stateless Persons. All LNDH employees will work under UK law.

Telephone: +4401638544955

Email: 100fss.fsmc6@us.af.mil

For a list of current vacancies see: <https://www.mildenhall.af.mil/About-Us/Fact-Sheets/Display/Article/759969/civilian-personnel-start-your-job-search-here/>

*Positions NOT managed by CPO: NAF, AAFES, DECA, & DoDEA, **

Non-Appropriated Fund (NAF):

RAF Alconbury:

Location: Bldg 671

Telephone: +4401480843065/ DSN: 314-268-3065

NAF Positions primarily consist to support DoD Morale, Welfare, and Recreation programs and services, such as the bowling center, coffee shops, lodging, child/youth programs, community center, outdoor recreation, etc.

Eligibility:

- US Citizen or NATO citizen (other than UK)
- Active-Duty military member
- Federal Service Employee
- Dependents of active-duty military or civilian employees (spouse, dependent children)
- Must NOT be an “ordinary resident” (someone who has indefinite leave to remain in the UK), and possess a US passport.

**If you are a dual US/UK citizen and traveling on US passport and selected for a position, this will affect your UK citizenship and component entitlements.

ON-BASE EMPLOYMENT OPPORTUNITIES:

ARMY & AIR FORCE EXCHANGE SERVICE (AAFES):

AAFES is responsible for the following facilities: BX, Shoppette, & Gas Station.

Location:

RAF Alconbury Bldg 594

Telephone: DSN: 314-268-3264/ +4401480843264

RAF Croughton: Bldg 76

Telephone: DSN: 314-236-1494/ +4401869811494

RAF Menwith Hill: Bldg 633

Telephone: DSN: 314-262-7714/ +4401423-777714.

Stavanger AB: Bldg. 27

Telephone: DSN: 314-224-0678 / 00475157-0092

Email: hrsc@aafes.com

Telephone: 314-312-6190 (HRO)

For a list of current vacancies see: applymyexchange.com

Eligibility: US Citizens and Local Nationals 18 years and older.

DEFENSE COMMISSARY AGENCY (DECA):

DeCA operates commissaries (grocery stores) on installations and positions include store cashiers, support clerks, produce managers, general managers, etc.

Location:

RAF Alconbury Bldg 648

Telephone: DSN: 314-268-3799/01480843799

RAF Croughton Bldg 76

Telephone: DSN: 314-236-8789/ 01280708785

RAF Menwith Hill: HG3 2RF

Telephone: DSN: 314-262-7714/ 01423-777714

Telephone: DSN: 314-687-8508/(804) 734-8000 x48508 (HRO)

Email: HRWebPOC@deca.mil

For a list of current vacancies see: www.usajobs.gov

Eligibility: Retirees & Dependents of Command-Sponsored Members ages 16 and older.

ON-BASE EMPLOYMENT OPPORTUNITIES

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA):

Within the 501CSW, there are DoDEA schools located at RAF Alconbury: Alconbury Elementary (PreK-5) and Alconbury Middle/High School (6-12).

AES: Phone: DSN: 314-236-4360 / 01480-84-4360

AMHS: Phone: DSN: 314-236-4400/ 01480 844 400

Open continuous positions available are posted on: www.usajobs.gov. These are positions such as substitute teachers, education aids, and administrative officers.

To see a list of teaching positions see: www.dodea.edu/offices/human-resources/work-dodea

Note: Employment in these positions is subject to a successful completion of a background security investigation and favorable adjudication. If you have any questions or require assistance please contact the DoDEA HRO at:

Email: HQAdvisory@dodea.edu or www.dodea.edu/about/contact-us

COMMUNITY BANK:

RAF Alconbury Bldg 586 DSN: 314-268-3160/ 314-268-3662 / +4401480453146/ +4401480413567

RAF Croughton Bldg 38 DSN: 314-236-8397/ +4401869810777

RAF Molesworth Bldg 346 Phone: 01832710462

For current vacancies, see: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7fc32fe1-05d1-4cba-acbe-502abec3fa28&cclid=2647558131_6386&type=MP&lang=en_US

KEESLER FEDERAL CREDIT UNION:

RAF Alconbury: Bldg 582 DSN: 314-268-3861/ +4401480451892

For current vacancies, see: <https://www.kfcu.org/about/careers>

ON-BASE EMPLOYMENT OPPORTUNITIES

JOINT WARFARE CENTER (JWC)

Here you can access information related to NATO International Civilian positions at the JWC and NCI Agency CSU in Stavanger, Norway and NEC CCIS SSC in Kolsås, Norway.

Staff employed by JWC are broken down into a number of grades:

- NATO grades 15, 17 and 20 (A grades) are professional-level posts, such as: Information Systems Engineers, Finance Officers, Personnel Officer etc.
- NATO grades 8, 10 and 12 (B grades) are typically technicians or assistants, such as: Information Systems Technicians, Finance Assistants, Administrative Assistants etc.

Please note that although NATO has two official languages (English and French), work at the JWC is conducted mainly in the English language.

Nationals of the following countries are eligible to apply:

Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Montenegro, The Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden, Türkiye, United Kingdom, United States of America.

Website: <https://www.jwc.nato.int/index/php/organization/employment>

Email: civ.recruitment@jwc.nato.int

Phone: Tel: +47 5287 9217 Fax: +47 5287 9009

LOCAL CONTRACT POSITIONS

There are multiple contracting companies that work out of RAF Molesworth. A majority of them are based in fields such as technology analysis & consulting, cyber & geospatial positions, defense, engineering, and intelligence.

- **General Dynamics:** <https://gdit.dejobs.org>
- **MITRE:** <https://careers.mitre.org/>
- **Booz Allen:** <https://careers.boozallen.com/>
- **Mission Essential:** <https://careers.missionessential.com>
- **VIVO:** <https://careers.serco.com/VIVO>
- **Joint Analysis Center (JAC):** Call 01480841717

ON-BASE EMPLOYMENT OPPORTUNITIES

Other Civilian UK Based Contract Jobs:

- L-3 Communications: <https://www.l3t.com/careers>
Recent openings include: IT Specialist, QA/QC Specialist, Communications Technician, Engineer
- Computer Science Corporation: <https://www.csglobal.com/service/careers/job-openings/>
Recent openings include: Accountant, Business Analyst, Sales Operations, Data Analyst, Document Control
- Northrop Grumman: <http://www.northropgrumman.com/Careers/Pages/default.aspx>
Recent openings include: Human Resources Project Manager, Desktop Support Technician, Systems Administrator
- Sterling Medical: www.sterlingmedcorp.com
Recent openings include: Nurse, Psychological Nurse, Wounded Warrior Care Manager

48th Contracting Squadron

Based out of RAF Lakenheath. For more information & to view announcements: www.fbo.gov. Type in "Lakenheath" in the Keyword/Solicitation Box.

Vendors are required to complete a one-time registration to provide basic information relevant to procurement & financial transactions. Visit: <https://uscontractregistration.com/>

Phone number: 01638523090

A DUNS number (Dun & Bradstreet) is required for registration in Central Contractor Registration. Please visit: www.dnb.co.uk

Federal Employment & Civil Service Positions

- Department of State: <https://www.state.gov/careers/>
- Secret Service: <https://www.secretservice.gov/join/careers/>
- Central Intelligence Agency: <https://www.cia.gov/careers/index.html>
- Defense Intelligence Agency: <https://www.dia.mil/Careers-Internships>
- National Academy of Sciences: www.nasonline.org/about-nas-careers
- Intelligence Careers: <https://www.intelligencecareers.gov>
- Navy Civil Service: www.secnnav.navy.mil/donhr

EXEMPTION VIGNETTE & NATIONAL INSURANCE NUMBER

DOD Military members and command-sponsored dependents do not require a visa upon entry or for their duration of time in the United Kingdom. Instead, they require an exemption vignette. The exemption vignette which acts as a Visa allows dependents (spouses and children under 21 years of age) of military members to show immigration exemption for the duration of their sponsors' tour. An exemption vignette is highly encouraged for military dependents who will be seeking off-base employment, schooling, renting property, etc. **It is required for employment on the local UK economy.** The vignette is free and will be placed in the no-fee passport or official passport. The checklist on the RAF Alconbury Passport site (see page 8) will work for both passport locations as there is not an associated application.

POC: 423 CSS/Military Personnel Office

Location: Bldg. 671 @ RAF Alconbury

Telephone: DSN: 314-268-4932 / +4401480844932

Email: 423fss.csscommanderssupportstaff@us.af.mil

Appointments can be made here: <https://423fsscscs.setmore.com/>

Sometimes, DOD Civilian dependents do not need the exception vignette, but it is highly encouraged.

You must also apply for a National Insurance Number (NIN) when hired for work for off-base employment. This number is a unique identifier used by the UK government to keep a record of your tax and benefits entitlements. Your National Insurance Number remains the same for life. It's made up of 2 letters, 6 numbers and a final letter. It can take up to 4 weeks to get your NIN. *You can start work before you receive your assigned NIN if you can prove the right to work in the UK

For more information:

Website: <https://www.gov.uk/apply-national-insurance-number/how-to-apply>

Telephone: 0800 141 2079





EXEMPTION VIGNETTE CHECKLIST



Book now

RAF Alconbury, Bldg 671, CSS

Hours of Operation: Mon-Weds & Fri 0900-1500

Appointments are Mandatory <https://423fsscss.setmore.com/>

For DOD Military Dependents

For All Applicants:

- Dependent(s) no-fee passport (s)
 - Tourist is ONLY acceptable in two circumstances:
 - A Non-U.S. citizen who has a non-U.S. tourist passport
 - Separated/retired mil-to-mil member who has become a dependent
- TWO (2) visa photos (45mm high x 33 mm wide) for each applicant
- TWO (2) special delivery envelopes with postage paid up to 500 grams each (silver/grey from a British post office) - no matter the number of vignettes being requested, only two envelopes are necessary
 - Postage can be annotated on the envelope or individual stamps can be placed on the envelope to meet weight requirement
- Sponsor's PCS orders to United Kingdom
- Sponsor's SURF from AMS or Career Data Brief from vMPF
 - For applicants whose sponsor belongs to another branch of service - we need a system generated document from your personnel system of record that includes the following information for you:
 - Date of Birth
 - Date Arrived on Station in the UK
 - DEROS (end of UK tour date)

PHOTO GUIDANCE

Must be taken within the last 6 months, no glasses, no hair obscuring the face, no military uniform, off/white background, collared shirt
Cannot be the same photo taken for passport

Locations to Obtain Photos:

Base Public Affairs office:

DSN: 268-3810 / Comm: 01480 843810

TESCO Photo Booth

Additional Requirements For Dependent(s) Not On Original PCS Orders:

A. Children Born in the United Kingdom

- British birth certificate (long green form) or Consular Report of Birth Abroad (CRBA)
- Approved command sponsorship memorandum (from MPF Career Development) or sister service equivalent

B. Mil-to-Mil Member Who Separates/Retires and Becomes a Dependent

- Applicant's approved separation/retirement orders
- Approved command sponsorship memorandum (from MPF Career Development) or sister service equivalent

C. Acquired Dependent (s) - i.e. new spouse, adopted, step-child, secondary dependency determination, etc.

- Approved command sponsorship memorandum (from MPF Career Development) or sister service equivalent

Please note: We will not hold on to any documents or complete any forms online for the member. Failure to provide all required documents correctly filled out will result in appointment being rescheduled.

For additional information or questions, please email 423fss.csscommanderssupportstaff@us.af.mil

Call DSN: 268-4357 opt. 1 or Comm: 01480 844357 opt. 1

VOLUNTEERING

Volunteering is an excellent way to gain additional experience and to “get your foot in the door” for potential job opportunities. Please contact the Military & Family Readiness Center for the latest resources and opportunities. To be added to our mailing distribution list, email us at: 423fss.dpf@us.af.mil

M&FRC: The Military & Family Readiness Center has opportunities to help set up and tear down various workshops or events, as well as help with front desk information and referral. For more information, please reach out to either M&FRC offices.

Community Chitchat: For unique, one-off, off-base volunteering opportunities, you may also contact the Community Relations Adviser at DSN: 314-268-3762 / +4401480843762, or join their Facebook group to stay up to date with special volunteering opportunities.

Website: <https://www.facebook.com/groups/2102077290007370/>

Volunteer opportunities available through Lakenheath at 501CSW Installations:

Red Cross: Volunteers provide home comforts and critical services on bases and in military hospitals around the world, as well as support military families during deployments and emergencies. They also provide babysitting and CPR classes to the military community.

Website: <https://www.redcross.org/sso/vc.html>

Location: RAF Lakenheath Bldg. 872 & RAF Mildenhall Bldg 447

Phone: +4401638-52-1855 or +4401638-54-3742

USO: Organization to help strengthen military families and communities through community engagement and events.

Website: [USO United Kingdom](http://www.uso.org)

Location: RAF Lakenheath, Bldg 670

Phone: +4401638 52-2291

OFF-BASE EMPLOYMENT OPPORTUNITIES

As part of the Status of Forces Agreement (SOFA) command sponsored family members (military or civilian) with a visiting forces dependent visa and no employment restrictions on their passport are able to work on the British Economy without a work permit. You must apply for a National Insurance Number when hired for work.

If you are NOT command sponsored, you may receive comonency status, which allows you to purchase gas on base and shop at the BX and commissary by working a certain number of hours per week for AAFES, HRO, and DECA. Contact these agencies to get more information on comonency. If you choose to work off-base you will not have entitlement to the base, and you will have to obtain a work permit and work visa.

It is important to note, when you are PCSing back to the US, you must do the following:

Obtain a P-45 from your employer. Go to www.hmrc.gov.uk. Go to individual forms and under "Leaving the UK" sections, print out the P-85 Form. Find out where your employer's tax office is located and send the P-85 and -45 forms. It takes 6-8 weeks to get a refund. Refunds are either directly deposited into your pound sterling account or a pound sterling check may be mailed to your forwarding address. For information, go to www.dwp.gov.uk and look up SA33 or call 4401912254833.

There are many options for finding jobs and information about businesses-off base. Resources may include the following:

- Local Job Centres
- Online job listings
- Staffing Agencies

Job Centres

Job Centres are government operated employment offices located all over the UK. They provide job-seekers with information on current part and full time jobs. Jobs are posted in the centre and are changed frequently. If you find a job that interests you, you can print the receipt of the job on computer stations that are available to use at the Job Centre.

For more information contact: <https://www.gov.uk/contact-jobcentre-plus>

The nearest Job Centres to Alconbury or Molesworth are:

Huntingdon

Pathfinder House
Saint Marys Street
Huntingdon

United Kingdom
PE29 3TN

Peterborough

45 Bridge Street
Peterborough
Cambridgeshire

United Kingdom
PE1 1HF

Cambridge

Henry Giles House
73-79 Chesterton Rd
Cambridge

United Kingdom
CB4 3BQ

Kettering

Derbyshire House
Lower Street
Kettering

United Kingdom
NN16 8BG

OFF-BASE EMPLOYMENT OPPORTUNITIES

Online Job Listings

The following are a few of the numerous online resources available for local job resources:

- **Gov.uk:** <https://www.gov.uk/find-a-job>
- **Indeed:** <https://uk.indeed.com>
- **LinkedIn:** <https://uk.linkedin.com/jobs>
- **Reed:** <https://www.reed.co.uk>
- **Monster:** <https://www.monster.co.uk>

Staffing Agencies

There are numerous employment agencies listed online offering assistance in finding temporary and permanent employment in areas such as computer/tech, the labor and industrial sector, sales, and office administration.

Near RAF Alconbury/ Molesworth:

Point Professional Rec LTD

102 High Street

Huntingdon

United Kingdom

PE29 3LB

Tel: 01480431888

First Choice Recruitment

90 High Street

Huntingdon

United Kingdom

PE29 3DP

Tel: 01480459141

Recruit Mint LTD

17 Church Walk

Peterborough

United Kingdom

PE1 2TP

Tel: 01733802300

Blue Arrow

2 Broadway

Peterborough

United Kingdom

PE1 1RS

Tel: 01733342766

Pure Cambridge

Workspace Vision Park

Chivers Way, Histon

Cambridge, UK

CB24 9PT

Tel: 01223209888

Wills Consultants

Broughton Grange

Headlands

Kettering

NN15 6XA

Tel: 01536512202

OFF-BASE EMPLOYMENT OPPORTUNITIES

Staffing Agencies (cont'd)

Near RAF Croughton:

Silver Stone Search & Selection

1-2 House View

Bicester

OX27 7SG

Tel: 01869 341200

JM&Co. Recruitment

39 High Street

Brackley

NN13 7BW

Tel: 01280 830999

Quest Employment

Suite 1, Borough House

Marlborough Road

Banbury OX16 5TH

Tel: 01295 477170

Near RAF Menwith Hill:

Bluewaveselect

Windsor House

Cornwall Road

Harrogate

HG1 2PW

Tel: 01423559559

Travail Employment Group

8 Princes Street

Harrogate

HG1 1NH

Tel: 01423 530138

Si Recruitment

Windsor House

Cornwall Road

Harrogate

HG1 2PW

Tel: 01423508736

Near RAF Fairford/Welford:

The Burford Recruitment

Unit 2, Woodgrove Farm

Fulbrook Hill

Fullbrook, Burford

OX18 4BH

Tel: 01993255055

Robert Half Recruitment Agency

Suite B, Ground Floor

Swindon

SN5 6NX

Tel: 01793571900

HR Recruitment

Kingston House

Great Western Way

Swindon

SN5 8UB

Tel: 01793 265677

Near RAF Blenheim Crescent:

Sheridan Ward Recruitment Ltd.

123 High Street

Uxbridge

UB8 1JT

Tel: 01895231155

Blue Arrow

9 High Street

Uxbridge

UB8 1AQ

Tel: 01895254455

Uxbridge Employment Agency

Premier House

4 Windsor Street

Uxbridge UB8 1AB

Tel: 01895520700

OFF-BASE EMPLOYMENT OPPORTUNITIES

Licensed professions

Nursing

Many nurses who have obtained US degrees are not automatically granted reciprocity for the UK. To work in England, nurses must be registered with and accredited by the UK Nursing and Midwifery Council (NMC). The website listed will provide information about having qualifications evaluated (“Foreign trained nurses”)

Visit: www.nmc-uk.org

Prestige Nursing: Open to hiring US educated Nurses for temporary & permanent positions once they are registered with the NMC and Royal College of Nursing.

Visit: www.prestige-nursing.co.uk

Education & Teaching Profession

If you are already a qualified teacher, you do not need to retrain to teach in England.

To apply for English ‘qualified teacher status’, or be able to demonstrate strong non-UK qualifications and experience, the following is needed: a high standard of written and spoken English, to pass criminal and professional safeguarding checks (these will be organised by your employer), & a visa or immigration status allowing you to work in the UK.

Please visit: <https://www.gov.uk/guidance/qualified-teacher-status-qts>

Or call: 44 0800 389 2500 for guidance on the UK equivalents of your qualifications

UK ENIC—UK National Information Centre for the recognition & evaluation of international qualifications & skills.

Please visit: <https://www.enic.org.uk>

Vision for Education—This website facilitates teacher recruitment & encourages overseas teachers seeking work in the UK to register.

Please visit: <https://www.visionforeducation.co.uk>

OFF-BASE EMPLOYMENT OPPORTUNITIES

Military Friendly Companies

Military Friendly: This website has the most up-to-date information about companies who intentionally seek out military spouses and veterans, and understand the unique challenges with which military families cope.

Please visit: <https://www.militaryfriendly.com>

Listed below are some of these companies who either have or have recently had positions open in the UK:

Adecco: <https://www.adecco.co.uk/jobs>

Amazon: <http://www.amazon.jobs/en/>

AT&T: <http://att.jobs/careers>

Bank of America: <http://careers.bankofamerica.com>

Capital One: www.capitalonecareers.com/military

Citigroup: <http://careers.citigroup.com>

Concentrix: <https://careers.concentrix.com/careers>

Deloitte: <https://www.deloitte.com/uk/en/careers.html>

FiServ: www.careers.fiserv.com/location/united-kingdom-jobs/1758/2635167/2

Hilton: <https://jobs.hilton.com/us/en>

Johnson Controls, Inc.: <https://jobs.johnsoncontrols.com>

ManTech: <https://www.mantech.com/careers/transitioning-military-veterans-and-military-spouses>

PricewaterhouseCoopers: www.pwc.co.uk/careers

The GEO Group, Inc: <https://jobs.geogroup.com/working-at-geo/>

United Health Group: <https://careers/unitedhealthgroup.com>

REMOTE/TELEWORK

U.S. Government Telework

Dependents may also be eligible to work remotely for U.S. government agencies via Domestic Employee Teleworking Overseas (DETO). An approved DETO agreement allows U.S. Government direct-hire employees, that are assigned to U.S. domestic positions, to telework from an overseas location. DETOs are not assigned to the overseas location but are given a temporary duty location while overseas.

Visas

Dependents working under a DETO agreement will not require a visa. Exempt vignettes are recommended but not required.

National Insurance Number

Those working for the U.S. government under a DETO agreement will be working under U.S. conditions, and as such, are **not required** to obtain a national insurance number.

Taxes and National Insurance Payments

As individuals will be employed under U.S. conditions, they will remain in the U.S. tax and social security system, meaning there are no obligations to make additional payments into the UK system. For further information on DETO, visit the OPM site linked below. Additional guidance and assistance can also be obtained at a local Military & Family Readiness Center (M&FRC):

<https://www.opm.gov/policy-data-oversight/pay-leave/payadministration/fact-sheets/domestic-employees-teleworking-overseasdeto-locality-pay/>

U.S. Company Telework (Non-Government)

Dependents working privately in the U.S. may wish to continue working for their employer remotely while in the United Kingdom. This may be an attractive prospect for individuals and employers. However, it is important to understand that the employer will be responsible for ensuring that their employee is working legally in the UK. For example, this may require the employer to establish a business presence in the UK or transfer the employee to an established UK branch so that they can work under UK conditions. Dependents seeking this form of employment should discuss this with their employer, as the base legal offices will likely be unable to assist.

SELF-EMPLOYMENT

Self-Employment

Dependents may also wish to work for themselves, for example by starting a small business or continuing a trade. Those wishing to do so will need to ensure they comply with any applicable UK regulations and fully understand all the rules and obligations that may apply to them.

Visas

The same visa exemption applies to military dependents who wish to create or run their own business while in the UK. Obtaining an exempt vignette remains highly recommended so that the individual has an easy method of proving their right to work in the UK if required.

National Insurance Number

It will still be necessary to obtain a national insurance number so that payments and taxes can be properly filed.

Taxes and National Insurance Payments

Those who wish to work on a self-employed basis will usually need to register with the UK's tax authority, His Majesty's Revenue and Customs (HMRC). Individuals can register themselves as "Sole Traders." Sole traders will need to file UK tax returns, keep proper records and ensure that any obligations such as income tax and national insurance payments are met. Additional information on operating as a sole trader can be found on the UK government page linked below:

<https://www.gov.uk/guidance/tax-free-allowances-on-property-and-trading-income>

Alternatively, individuals can create "limited companies" or "business partnerships." These also require registration with the UK government agency "Companies House." The advantages and obligations associated with this require careful consideration.

Operating a business in the UK can be a very complex matter and may depend highly on individual circumstances. It is important to fully understand the obligations that come with each method of registration before commencing a business. As such, it is highly advisable to first obtain independent advice. More information can be found on the UK government site linked below:

<https://www.gov.uk/working-for-yourself>

NOTE: If running a business from home, it is important to ensure you are permitted to do so. For example if you are in a rental property/base housing, you may need to obtain your permission from the Legal office & your landlord.

IMPORTANT CONTACTS

501 CSW Legal Office:

RAF Alconbury

DSN: 314-268-3535

Comm: 4401480 843535

Bldg 582

RAF Croughton

DSN: 314-236-8650

Comm: 4401280 708650

Bldg 202

Email: 501cswja@us.af.mil

Military One Source:

Provides free Tax software, employment & career coaching support to the military community.

Website: <https://www.militaryonesource.mil/financial-legal/taxes/mil-tax-military-tax-services/>