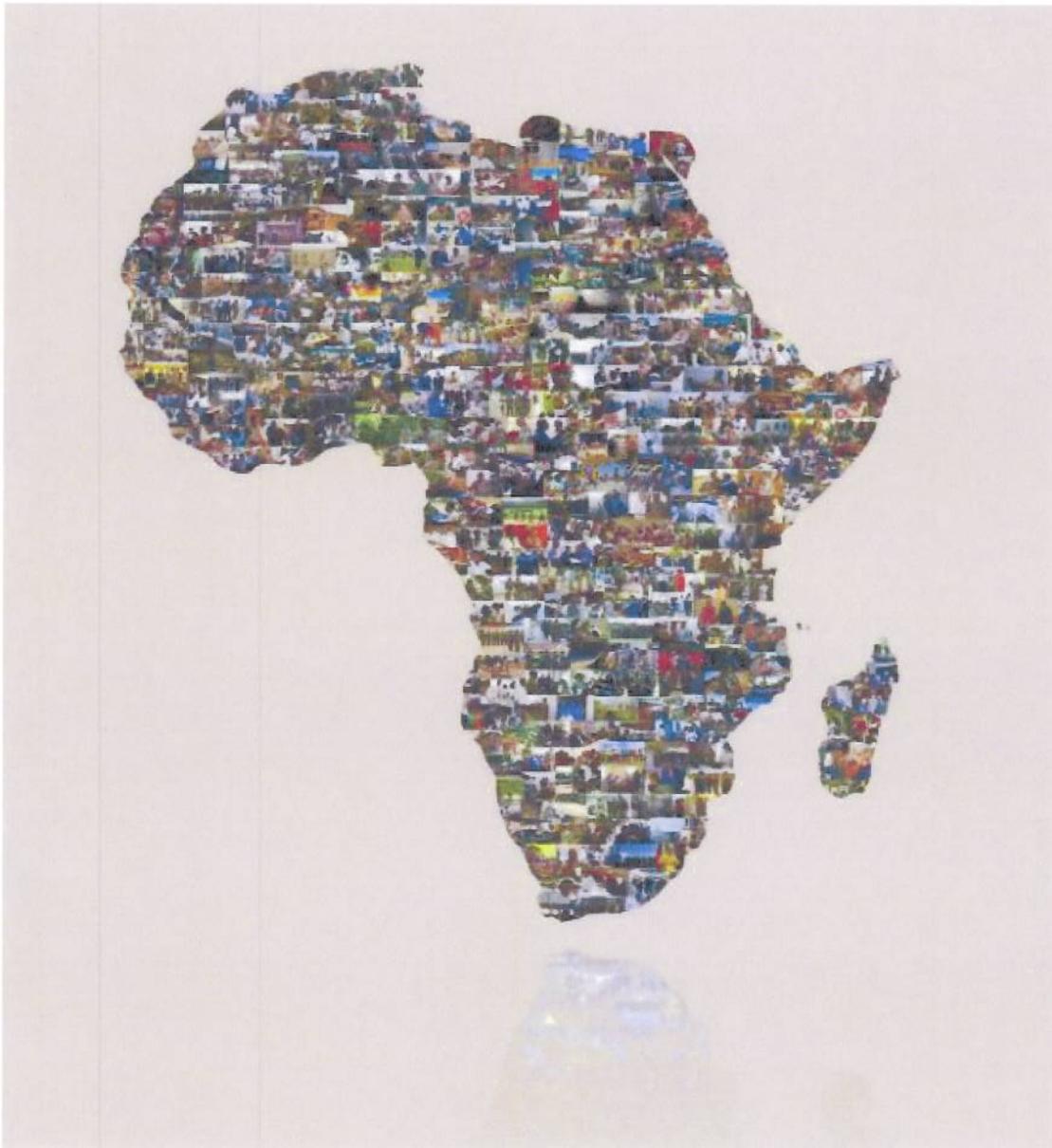


*WELCOME TO U.S. AFRICA COMMAND  
INTELLIGENCE AND KNOWLEDGE  
DEVELOPMENT DIRECTORATE  
AT RAF MOLESWORTH*



*NEWCOMER'S DIRECTORY*

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**UNITED STATES AFRICA COMMAND**  
Intelligence & Knowledge Development- Molesworth  
UNIT 5620  
APO AE 09469-5620

IKD-M

15 July 2010

MEMORANDUM FOR NEW IKD-M CIVILIANS AND MILITARY PERSONNEL

SUBJECT: Welcome Aboard

On behalf of the more than 300 team members of the Intelligence and Knowledge Development Directorate (IKD) at RAF Molesworth, I would like to personally congratulate you on your assignment to the United Kingdom. I truly believe your job here will prove to be both exciting and fulfilling. As a part of our team, you will work alongside Soldiers, Sailors, Airmen, Marines, civilians and contractors, as well as our campus partners from the U.S. European Command Joint Intelligence Operations Analytic Center (JAC) and the NATO Intelligence Fusion Center (IFC).

Our mission is to conduct analysis and production, intelligence operations, and partner nation capacity building activities in collaboration with our mission partners. We directly support IKD at Stuttgart and U.S. Africa Command along with the Defense Intelligence Enterprise and the Secretary of Defense.

Our headquarters, U.S. Africa Command, is located at Kelley Barracks in Stuttgart-Moehringen, Germany. U.S. Africa Command is the sixth regional combatant command in the U.S. Department of Defense. It is staffed with professionals from across the U.S. Defense Department and other U.S. governmental agencies, with a high emphasis on interagency cooperation and cultural awareness.

Shortly, you will be hearing from a sponsor who has been designated to make your transition to the United Kingdom as smooth as possible. You will also receive a welcome package that is loaded with facts and websites to answer most of your questions before you arrive.

If you have further questions, please contact our sponsor coordinator, Mr. David Romett: DSN 314-268-2831, commercial 011-441-480842831 or [david.romett@jac.eucom.mil](mailto:david.romett@jac.eucom.mil). Again, welcome to the Intelligence and Knowledge Development Directorate-Molesworth. I look forward to your arrival and am confident your tour will be both professionally challenging and personally rewarding.

A handwritten signature in red ink, appearing to read "Michele M. Cook".

MICHELE M. COOK  
Colonel, USAF  
Commander, IKD-M

## **WELCOME ABOARD**

Being assigned to the IKD-M, located on Royal Air Force Base (RAF) Molesworth, UK is a unique and rewarding experience. RAF Molesworth is about 70 miles north of England's capital city London, and 25 miles northwest of the beautiful historic city of Cambridge. The closest town is Huntingdon, which is ten miles northeast. RAF Molesworth is part of a tri-base community along with RAF Alconbury (13 miles away) and RAF Upwood (20 miles away). All support (BX, commissary, VOQ/VEQ, etc.) is on RAF Alconbury. The medical and dental clinics are on RAF Upwood. There are many small towns, which are called villages, scattered throughout the area. We are on Greenwich Mean Time (GMT), five hours ahead of EST in the States.

## **GETTING TO RAF MOLESWORTH/RAF ALCONBURY**

For transportation from one of London's Airports to RAF Alconbury, it is best to arrange for a courier service. This service is reimbursable on your travel voucher.

You should not get a rental car at the airport as it has been deemed a safety issue for inexperienced UK drivers. DO NOT allow anyone else to drive your rental car unless this person is on your agreement and you take out the insurance with the rental car company.

An ATM is available at RAF Alconbury and RAF Molesworth. Your best rate of exchange is on your credit/debit card. U.S. dollars are used on base; English pounds are used on the economy.

Do not wear your uniform when traveling by commercial or military aircraft. Upon arrival at the airport please do the following:

- 1) Passport Control
- 2) Retrieve your baggage from baggage reclaim
- 3) Proceed through Customs (this can take about an hour)

You will then walk into the receiving area. If you have arranged a courier service, you will meet the courier at the receiving area and they will drive you to RAF Alconbury.

## Telephone Calling Guide

### Calling from US to UK

When telephoning from the United States to the United Kingdom:

|               |                     |
|---------------|---------------------|
| Direct Access | 011                 |
| Country Code  | 44                  |
| Entire Number | 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         |
| Entire Number    | 001 XXX XXX XXXX |
| UK DSN Access    | 312 XXX-XXXX     |

### Sponsorship Assignment Coordinator

If you can't get in contact with your sponsor in a reasonable time frame, please contact the Sponsorship Assignment Coordinator at DSN: 314-268-2831 or Commercial from the U.S.: 011-44-1840-84-2831.

### RAF Alconbury Lodging

If you would like to set up your lodging prior to arriving, you can call DSN: 314-268-6000/6087 or commercial: 011 44 1840 84 6000/6087.

## **HOUSING INFORMATION**

Location        Bldg 572 RAF Alconbury  
Telephone      268-3518/3519 DSN: (314) 268-3518

### **Hours of Operation**

Monday - Thursday 0830-1600  
Friday 0830-1200 (Closed Friday afternoon for training)

The housing office can help make your transition to the UK as smooth as possible by familiarizing you with local customs and laws. Please contact them immediately after arrival. The waiting list for government controlled housing varies. Waiting time for government controlled housing is dependent upon several factors i.e., number of bedrooms, rank, etc. There are 359 government controlled quarters. The limited number of existing quarters makes it impossible to house all military families on base. Government-controlled housing is located on RAF Alconbury. Finding suitable off-base accommodations within your housing allowance will undoubtedly be your highest priority. Your success in finding property that meets your needs depends on many factors, i.e., how much you want to pay and the area in which you want to live. Before you begin your search, we suggest you attend the off-base housing briefing, is given every Monday and Thursday at 1030L at the Housing Office.

### **SERVICES OFFERED**

The housing office maintains waiting lists for government quarters. They provide individual counseling referencing the different housing areas and forecast dates for assignment to housing. They provide rental information, assist with tenancy agreements for off-base housing and arbitrate disputes between members and landlords. They also provide temporary loaner furniture and permanent appliances and will assist you with any housing related problems.

The housing office will provide transportation to view rental properties. You can schedule an appointment to view off-base housing with them. They will provide free travel to ease your search for a property.

The housing office also provides a bulletin board of current available off-base housing and rental properties.

### **GOVERNMENT HOUSING**

There are several types of government controlled family housing currently administered by the RAF Alconbury Housing Office with 209 units located at RAF Alconbury and 28 units located at RAF Brampton (officer housing) which is approximately 5 miles from RAF Alconbury and 10 miles from RAF Molesworth.

***\*All units have both 240 and 110 outlets***

## **APPLIANCES**

All government-controlled quarters are furnished with an American-type refrigerator, range, washer, dryer and dishwasher.

American or British appliances (washers, dryers and refrigerators) are available from the Furnishing Management Office (FMO) on a permanent loan basis for off-base quarters. FMO is located in the Housing Office at RAF Alconbury.

## **COMMUNITY HOUSING**

The housing office displays listings of available off-base housing. They inspect every unit listed to ensure it is suitable. Off-base housing in the Tri-base community area is always in short supply and the demand for it remains high, especially for that rare large size unit. When shipping furniture to the UK, please keep in mind that houses here are smaller in size than US houses, so your American furniture may not fit into the doorway of your home. It is a fact of life that the majority of available rentals are smaller than most houses in the states and most do not have closets and inside storage areas. The relationship between military tenant and landlord is extremely important due to the fact that laws and customs regarding these relationships vary around the world. Therefore, before beginning your search for off-base housing, we encourage you to attend the off-base housing briefing, which is given every Monday and Thursday at 1030L at the Housing Office.

## **UTILITIES**

You will be billed quarterly for most utilities or you may choose to have a standing order or direct debit at your banking facility that pays a monthly estimate. The cost of utilities varies greatly depending on size of home, method of heating and usage. The utility allowance for members with dependents is £314 and without dependents is £235.50.

## **DORMITORIES**

Dormitory accommodation is situated on RAF Alconbury. There is one permanent party dormitory for single/unaccompanied members (E-1 through E-4, with less than 36 months time in service) which are single occupancy rooms with a shared bathroom suite.

Each room is 180 square feet and is fully furnished with a range of fitted furniture providing a computer unit, writing desk, entertainment unit, full size bed, coffee table, recliner chair, full size refrigerator and microwave. The unaccompanied dormitory also has one common kitchen, laundry room, and two dayrooms.

All rooms have dual voltage outlets, ceiling fans, and window screens. Individual exterior doors have an electronic locking system. For inquiries concerning the dormitory program, please contact the Dorm Manager at DSN 314-268-3115 or the

unaccompanied Housing Manager at DSN 324-3506. If you have any questions or challenges remember the dormitory staff will certainly help you.

### **THINGS TO BRING/THINGS NOT TO BRING**

There are some things you can certainly bring to the UK and others you may want to store while stationed at RAF Molesworth. Remember, most housing accommodations may be smaller than you're used to. Listed below are some common household items you may want to consider bringing or leaving behind.

#### **Things to Bring**

Household Lamps (Can be used with an adapter and UK bulb)

Lawn Mower (If small and meets local transport criteria)

Vacuum Cleaners (Can be used with transformers)

#### **Things to Consider Leaving Behind**

Large Furniture Items (Can't fit through most UK doors)

Washers/Dryers (Not compatible with UK specs)

Large Beds/Bedroom Furniture (may not be able to transport up narrow stairs)

Televisions (unless multi-system, they won't pick up British signals, but you can use them with transformers for DVD/VHS)

**NOTE: See section on transformers for more appliances that can be used in the UK.**

## **FINANCIAL INFORMATION**

Relocating to the UK is expensive, much of it up front. Though you will be reimbursed for many of these expenses, plan on saving between \$3,000 and \$5,000 for the move. For many, that means starting a savings account early.

Some anticipated costs are:

1. Traveling expenses
2. Rental car fees (after you get your 3<sup>rd</sup> Air Force Driver's License)
3. Dining out expenses while waiting for permanent housing
4. Rent deposits (usually one month's rent)
5. Utility deposits and telephone hookup charges
6. Car registration fees and Insurance
7. Television Tax approximately \$270 \*

\* TV tax can be reimbursed by providing proof of purchase to Finance (Active Duty members only).

Money can easily be changed from pounds to dollars and vice versa at all Bureau de Changes. Currency can also be exchanged at off-base banks. Credit/debit cards can be used to withdraw pounds from both on and off-base automatic teller machines. When credit or debit cards are utilized, the daily international exchange rate is the rate charged.

Using your debit card can save you money by charging you only the international currency rate, unlike a Bureau de Change, which normally charges the international rate plus a fee. If using a credit card, check to make sure the credit company will not charge you a conversion charge. Major credit cards and debit cards with the Visa or MasterCard logo are accepted at many establishments off base.

### **Exchange Currency**

The UK monetary unit is the pound Sterling and like dollars is available in both paper and coin. The dollar to pound exchange rate varies daily with international events. Individuals may contact a bank for an exact exchange rate.

Paper money comes in 5, 10, 20 and 50-pound notes. There is no 1-pound note. Unlike the dollar, paper currencies increase in size with the value of the note. Just like the dollar, the pound is divided into 100 pence. There are two copper coins, one and two pence, and four silver coins, 5, 10, 20 and 50 pence. In addition, the one and two pounds currencies are coins. Currency rates fluctuate daily. Your Cost of Living Allowance (COLA) will help make higher exchange rates more manageable. For more information on currency, COLA and OHA please check the following web sites:

<http://www.defensetravel.dod.mil/> and <https://mypay.dfas.mil/mypay.aspx>

## MEDICAL FACILITY

### Clinic

#### **423D MEDICAL SQUADRON at RAF UPWOOD**

**Hours: 0730 – 1630 Mon-Tues, Thurs-Fri  
0730 – 1200 Wed**

#### **Closed Federal Holidays and USAFE Days**

The Air Force's 423d Medical Squadron provides routine medical and dental care for all persons stationed at RAFs Molesworth, Alconbury and Upwood. A modern family practice clinic is located at RAF Upwood, staffed with two military family practice physicians, one OB/GYN nurse practitioner and four dentists. The facility is located 17 miles from RAF Alconbury and 22 miles from RAF Molesworth.

The Upwood Clinic is an outpatient facility. All 423d Medical Squadron activities are scheduled through an appointment system. Specialty services are limited and require referral to either military or civilian facilities. The Upwood Clinic is not equipped with an Emergency Room. In case of a true medical emergency, patients must be seen at the nearest civilian Accident and Emergency Room (A&E) or the US Air Force hospital at RAF Lakenheath. Peterborough District Casualty Hospital and Hinchingsbrooke Hospital in Huntingdon are the nearest civilian hospitals to the tri-base area. A 423d Medical Squadron physician is available after hours for medical questions at 07711-071-779.

### HOW TO OBTAIN CARE

To obtain care at the Upwood Clinic you must be registered in the Upwood Clinic database. Submitting an enrollment form obtained from the Upwood Clinic Records Section or the Upwood TRICARE Enrollments Office can complete this registration. In addition, you must ensure that you and your family members are enrolled as eligible for medical care in the Defense Eligibility Enrollment Reporting System (DEERS) and that all DEERS information is up to date. This information can be updated at Bldg 412, RAF Molesworth. Once properly registered at the Clinic, you may call the appropriate section to make an appointment. Enrollment forms are also available at Newcomer's Orientation.

### TRICARE EUROPE BENEFITS

Health care benefits for active duty and retired military members and their families are provided under **TRICARE Europe**. Most active duty members and their families are covered under **TRICARE Europe Prime**. The **Prime Program** brings together the health care resources of each of the military services and supplements them with networks of civilian health care professionals to provide better access and high quality service while maintaining the capability to support military operations. **Prime** is not

currently available for military retirees living overseas, although they may be seen on a space available basis at military medical facilities throughout the region. For further TRICARE related questions, contact the tri-base TRICARE Service Center at RAF Upwood at DSN 268-4561.

### **SERVICES OFFERED AT THE UPWOOD CLINIC**

**Primary/Medical Care:** There are two family practice physicians. An OB/GYN nurse practitioner is available to active duty and active duty family members. For any specialty care not available at the Upwood Clinic, patients will be referred by their Primary Care Manager to either local host nation providers or the 48<sup>th</sup> Medical Group at RAF Lakenheath.

An optometrist from RAF Lakenheath visits once per quarter to perform routine eye exams for active duty and their family members. Pharmacy and laboratory facilities are also available. For persons and families with special needs, the Upwood Clinic houses professionals in Family Advocacy, the Exceptional Family Member Program (EFMP) and Educational and Developmental Intervention Services (EDIS).

A 423d Medical Squadron physician is also available after-hours for medical questions on cell phone 07711 071 779.

**Dental Care:** Routine care, including an annual dental examination and cleaning for active duty and family members (children over 4-years-old), is provided at the Upwood Dental Clinic. Historically, specialty dental care has been available to meet most family members' needs (dental crowns, root canals and teeth extractions). Any patient who is experiencing dental pain/injury or has a dental concern may call the Upwood Dental Clinic and schedule an acute appointment to address their special need. These appointments are available Mon-Tues and Thurs-Fri (not available on Wed). If a dental emergency occurs outside of normal duty hours (evenings and weekends), ID care holders can report to the RAF Lakenheath emergency room for evaluation and treatment.

Orthodontics is extremely limited due to the fact that there are no orthodontists assigned to the Upwood Dental Clinic. Those patients in active treatment (fixed braces) started prior to notification of assignment overseas receive the highest priority and utilize most of the limited available appointments. Another option for orthodontic care is through the TRICARE Dental Program. For more information on this program, contact the Upwood Dental Clinic or call the TRICARE Europe Office at DSN 496-6358 or Civilian (49)-(0) 6302-67-6358.

**TRICARE Dental Program.** For more information on this program, contact the Upwood Dental Clinic or call the TRICARE Europe Office at DSN 496-6358 or Civilian (49)-(0) 6302-67-6358.

**Pharmacy:** Services are available at the Upwood Clinic. Please note that requests for refills will not be honored at the pharmacy window. A request for refill on a current

prescription must be done via telephone. The prescription may then be picked up at the pharmacy window or it may be sent to your PSC/Box.  
Refill telephone: 0800 91 91 21.

## **SERVICES NOT AVAILABLE AT THE UPWOOD CLINIC**

**Emergency Care:** The Upwood Clinic is not equipped to handle true medical emergencies. In case of a true medical emergency, patients must be seen at the nearest civilian Accident and Emergency Room (A&E) or the US Air Force hospital at RAF Lakenheath. Peterborough District Casualty Hospital, Kettering General Hospital NHS Trust and Hinchingsbrooke Hospital in Huntingdon are the nearest civilian hospitals to the tri-base area.

The British equivalent to an emergency room is called the Accident and Emergency department (A&E) or Casualty. A&E is for emergencies only (threat to life, limb or sight or undue pain or suffering). In true medical emergencies, any British emergency room will treat patients who arrive there for care. Persons stationed here on official orders are entitled to emergency care under the Status of Forces between the UK and the US. In non-emergencies, you may be referred back to your British General Practitioner (GP) or Primary Care Manager (PCM) for a routine appointment.

If you should need a visit to a civilian A&E, it is your obligation to identify yourself, if you are able, as a US active duty member or a DoD-sponsored beneficiary. Give them your sponsor's social security number for entry on any medical form generated from the visit. The civilian hospital needs this information in order to forward any medical documentation directly to the Upwood Clinic for filing in your medical records.

**\*\* Active duty members:** You must notify your Primary Care Management Team at the Medical Flight within the following 24 hours (next duty day) of any episode of inpatient or outpatient care to civilian health care providers. You may do this by calling your team's number or the Family Practice appointment number. This is necessary to complete any line of duty determination and any third party liability notifications that may be required.\*\*

**Radiology and Pediatrics:** The 48<sup>th</sup> Medical Squadron at RAF Lakenheath Hospital provides Pediatric and Radiology services.

**Inpatient Care:** The 48<sup>th</sup> Medical Squadron at RAF Lakenheath has an OB unit, Newborn Nursery, Medical-Surgical Unit and a Mental Health Unit.

## **BRITISH SYSTEM OF HEALTH CARE**

Department of Defense civilians, family members of active duty personnel and retirees can subscribe to the National Health Service (NHS) by registering at the nearest NHS clinic to where they live. The British system of health care is built around the General Practitioner (GP) or family doctor. Subscribers to the NHS are assigned to their own

GP. Many GPs will accept enrollment only upon agreement that the patient will go to them exclusively. Patients should consult him/her before seeking any other medical advice or treatment. Specialty care is obtained similarly to our system, with the GP initiating a letter of referral to the specialist on behalf of the patient.

## **VEHICLE INFORMATION**

When you arrive in the United Kingdom (UK), if you do not have personal transportation, here is some information you may find helpful. There is a **SHUTTLE SERVICE** that runs between RAF Alconbury, RAF Molesworth and RAF Upwood. You can pick up the schedule at Transportation, Information Travel and Tours, or at the Airman and Family Readiness Center.

Another option is **RENTING A VEHICLE**. AAFES rents cars on RAF Alconbury at the auto dealer next to the Shoppette. There are also places off-base where you can rent (or “hire” as the British say) a car. Check the Yellow Pages for more information. Please be aware that if you rent a car you are still bound to the driving regulations described below.

There is a listing of **COURIER SERVICES** at the Airman and Family Readiness Center. British courier services are equivalent to US taxi service.

## **WHAT YOU NEED TO KNOW ABOUT DRIVING IN THE UK**

**Driving Permit:** All personnel, to include civilians, contractors, spouses and dependents (with stateside licenses), permanently assigned, or TDY to the Tri-Base community, must complete the 3<sup>rd</sup> Air Force Driver’s Licensing Course within 30 days of arrival in the UK. Individuals that successfully complete this course will be eligible for the 3<sup>rd</sup> Air Force Driver’s License.

The 3<sup>rd</sup> Air Force Driver’s Licensing Course is conducted every Monday at the RAF Alconbury Airman and Family Readiness Center, Bldg 671. To schedule the class, please contact the Airman and Family Readiness Center at (DSN) 268–3557/ or (Com) 01480 84 3557.

Failure to attend will result in the driver losing all base driving privileges and vehicle registration until such time of successful course completion. Individuals here for 30 days or less are not required to attend.

Be sure to bring a valid driver’s license and your military ID. If you are a motorcyclist, you must bring proof of successfully completing a certified motorcycle safety course. The Safety Office is located on the first floor of the Airman and Family Readiness Center, 268-3323.

## **DRIVING CONDITIONS**

The UK has very unique driving conditions. The British drive on the left side of the road and for UK spec vehicles the steering wheel is located on the right side of the car. Roads are often narrow with many sharp turns and curves, and roadside shoulders are limited. During the winter months the nights are longer and the days are shorter, so therefore most of your driving will be done during the hours of darkness. Also during the winter months, there are various weather conditions that may affect driving. For example, there is very dense fog during the winter and the rain and cold weather may form black ice on the roadways. The motorways are usually cleared of the black ice during these conditions, but smaller roads can be very dangerous during these times.

## **IMPORTING AND REGISTERING YOUR VEHICLE IN THE UK**

**Step 1.** For vehicles being shipped, complete Customs and Excise Form 941 at Pass & Registration, RAF Molesworth. Bring your certificate of registration or title before your vehicle arrives at the port or entry. It is possible to contact the port at Brandon at 01842 813 999, 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.

**Step 2.** To pick up your vehicle you will need: proof of UK insurance (policy letter or green card does not count) ID card, DD Form 788 (shipping document). Make sure you receive the original C&E Form 941 from the port.

**Step 3.** Report to Pass & Registration (Bldg 344 on RAF Molesworth) 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 base pass. After receiving your temp pass, you can report to the information management office to obtain a fuel card in building 323. Remove any previous base installation decal from your vehicle.

**Note: If your vehicle does not have any license plates (British or American), it can ONLY be driven from the port to home and from home to a scheduled MOT site. There are NO temporary plates and no temporary base pass issued to your vehicle. It is illegal to drive without plates and you will be given a fine.**

**Step 4.** Within the duration of the 30-day base pass you need to ensure your vehicle is roadworthy and adjust your lights to conform to UK requirements. You may accomplish the work at garages out in the community or contact the Auto Hobby Shop 268-3701. The approximate cost will be \$200.

- \*Headlights dip to the left
- \*Amber turn signals front, rear and side
- \*White parking lights
- \*Rear fog light

**Step 5.** After these adjustments you will need one of the following safety inspections which can be completed by appointment at the Auto Hobby Shop at RAF Alconbury or any local garage:

- Over three years old..... MOT Inspection
- Under three years old.....SVA Inspection

**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 6.** Return to Pass & Registration with the following **original** documents for UK registration.

- \* C&E Form 941 (pink form)
- \* UK Certificate of Insurance (Not green cards or policy paperwork)
- \* Inspection Certificate (MOT or SVA) \*\* check VIN is accurate
- \* Certificate of Registration **or** Title (Marriage certificate required if not in the sponsor's name)

You must register the vehicle by the 6<sup>th</sup> day of the month following the month when you picked up the vehicle. This means that if you picked up your vehicle on the 10<sup>th</sup> of August, you have until the 6<sup>th</sup> of Sept to take care of step 6.)

**Step 7.** After completing step 6, 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 letters from DVLA at hand 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 one week to 10 days later.**

**Step 8.** 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. Questions? We are at DSN 268-2525/2910 or (01480) 842 525/910.

### **Road Tax**

First year of road tax is free if the vehicle is imported into the UK (shipping a vehicle from the US to the UK)

Cost for US spec cars

Road Tax: (under 1549ccs) £63.25 for six months  
£115.00 for a year  
(over 1549ccs) £99.00 for six months  
£180.00 for a year.

**THE SECOND YEARS ROAD TAX MUST BE DONE THROUGH PASS AND REGISTRATION AND ENSURE YOU BRING YOU V-10, PROOF OF INSURANCE, V713, MOT AND V-5.**

## **EDUCATION**

All major USAF bases in the UK have DoDDs schools available. The DoDDS-Europe Non-DoD Schools Program has the responsibility to support dependent educational services at government expense to authorized command-sponsored dependents of military members and DoD civilian employees assigned to overseas areas where no DoD Dependents School is available within the commuting area.

RAF Alconbury has two schools located on the installation, Alconbury High school and Alconbury Elementary school. Dependents in grades sure start – 5<sup>th</sup> will attend Alconbury Elementary and dependents in grades 6<sup>th</sup> – 12<sup>th</sup> will attend Alconbury High school. For more information about the schools or the different programs call Alconbury Elementary School at DSN: 314-268-3620 or Alconbury High School at DSN: 314-268-3769 or visit them on the web at <http://www.alco-hs.eu.dodea.edu/> and <http://www.alco-es.eu.dodea.edu/>

For Information on the UK School system, please contact;  
OFSTED – Better education and care at <http://www.ofsted.gov.uk> or call  
+ 44 (0) 8456 404 045.

### **BRITISH SCHOOLS Q&A**

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

Education is a service provided by the county councils in England. All have comprehensive web sites that include a whole section on education in their area.

**What is the difference between a state and independent school?** State schools are free of charge and independent schools are fee-paying schools. An old term you may still hear for an independent school is a “public” school, which really is a contradiction in terms because only the minority attends 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?**

British children must begin full-time education at the start of the term (similar to US Trimesters) after their 5th birthday. Most children can get full-time education from the start of the term during which they become 5. For example, children born in March can start full-time school in January.

**What is a catchment area?**

Most children attend the school in their local area. 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.

**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 2 weeks at Christmas and Easter and a 6-week holiday in the summer. Each term is sub-divided into two “half-terms” by a 1-week vacation.

**Do I have to register?**

Registration in the UK is not the same as registration in the US. In the UK the term “enrollment” is used. When the head teacher confirms there is availability at the school, he or she will need pupil details. The information required will include a date of estimated rotation from overseas for the parent. This is required to help plan numbers related to future funding for the school. Should you take your child out of the school for any reason, notify the head teacher as soon as possible of the last day of attendance. In order to enroll your child at a British school, you will need to have a British address in the local area.

**How will my child progress through school?**

Teaching is based on the National Curriculum, which has a core of four subjects—English, Math, Science and Information Technology. Other subjects, such as languages, are introduced at different stages. Within the National Curriculum there are key stages of learning. Key Stage 1 is years 1-2, Key Stage 2 is year 3-6, Key Stage 3 is year 7-9 and Key Stage 4 is years 10-11. Key Stage 4 is the time when external examinations are taken to determine entering further education such as college or university.

**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 your child is delivered to school and picked up from the school. Also, in England school buses are not distinctive in appearance. Drivers are not required to stop behind a school bus, but are required to proceed with caution. It is essential children are aware of the dangers of crossing the road when getting off a school bus.

**Will my child wear a school uniform?**

In British schools the child 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 – called “trousers” or “skirt”) must be a certain color but can be bought in any store. The uniform is worn most days, except on “non-uniform” days. At some schools the uniform is more formal, and also more expensive.

**Who do I contact for more information on British Schools?**

RAF Alconbury Community Advisor at DSN 314-236-8761/ UK 01280 708 761.

**Military/Dependent Post-Secondary Education**

University of Maryland University College (UMUC) is headquartered in Adelphi, Maryland, and is regionally accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Central Texas College Europe is contracted to offer members of the military community in Europe an Associate in Applied Science degree and certificates in a variety of vocational-technical programs, and a certificate of completion in Microsoft Certification preparation. CTC and UMUC offer online classes. For more information please refer to the following websites.

<http://www.ed.umuc.edu/>

<http://europe.ctcd.edu/>

## **SERVICES**

Morale, Welfare and Recreation (MWR) programs provide Active Duty, Reserve and retired personnel and their families with sports and physical fitness activities, child development and youth programs, travel and a variety of food and beverage services.

### **INFORMATION, TICKETS AND TRAVEL (ITT)**

Located: RAF Alconbury DSN 268-3704 or COMM 01480 843 704.

ITT offers day trips to local points of interest throughout the UK, theatre tickets, discounted ticket rates for most major attractions, airport, bus tickets and more. These offers can be received by either Military Postal Service, Royal Mail, or electronically.

Continental tours are also available to destinations such as Paris, Amsterdam, Paris Disney, Dublin, and a myriad of locations. Stop by the office for a brochure and let the staff help you plan the most for your leisure time. Tickets are available for airline, ferry, train, bus, theater, concerts, major sporting events and hotel accommodations.

Arrangements for special private groups may be made for events, such as theater, dinner, pubs and medieval banquets. Information concerning local attractions, car hire, airports and tourism is available at the office.

### **AUTO HOBBY SHOP**

Located: RAF Alconbury 314-268-3701 or 01480 843 701.

The Auto Hobby Shop offers "do your own" car engine repair or repair by a qualified mechanic. You may rent vehicle lift bays or flat stalls by the hour. A wide selection of tools is available for you to use including the price of the rental bays. Hours for the Center are Mon-Wed, 1000-1800, Thurs, 1100-1900, Fri, 1000-1800 and Sat, 1000-1800. They are closed Sundays and all Federal holidays.

### **BOWLING CENTER**

Located: RAF Alconbury 314-268-3682 or 01480 843 682.

The Bowling Center offers a variety of leagues to choose from as well as open bowling. The Bowling Center also hosts Family Nights, Summer Sundays, Fun Bowls and Project Cheer Events and league bowling. Call the center to book a birthday party. Hours for the Center are Mon-Fri, 0730-2300, Wed, 0700-2100, Sat, 0900-2300 and Sun and holidays 1100-2300.

## **FITNESS CENTER**

Located: RAF Alconbury 314-268-3744 or 01480 843 744.

Weight machines, free weights, fitness programs, recreation sports leagues, plus special athletic events help to keep you in shape while having fun. Take advantage of the free exercise classes. The Fitness Center is also the site for the outdoor climbing wall. Open Mon-Fri, 0500-2130, Sat and Sun, 0800-1800.

## **UNMANNED 24HRS FITNESS CENTER**

Located: RAF Molesworth.

Weight machines, free weights, fitness programs, recreation sports leagues, plus special athletic events help to keep you in shape while having fun.

## **THRIFT SHOP**

The Enlisted Spouses' Club operates a base thrift shop at RAF Alconbury where you can find many affordable items for your home. Operating hours are Tues & Fri, 0930-1430 and Thurs, 1600-1900. They are also open the 1<sup>st</sup> Sat of each month, 1000-1400. For more information call DSN 268-3041.

## **AIRMAN'S ATTIC**

The Airman's Attic is located in the back of the Thrift Shop and provides free household items, clothing, baby items, dishware and more to enlisted members E-1 through E-4. Military ID is required to acquire items. If you have any questions, you can call DSN 268-3041.

## **COMMISSARY**

Located: RAF Alconbury 314-268-3881 or 01480 843 881

The commissary does not have a wide variety of items, so for some of the items you may not be able to find at the RAF Alconbury commissary you may be able to find those items at the larger commissary located on RAF Lakenheath. Hours of operation are Mon & Tues, closed, Wed-Sat, 1000-1600 and Sun 1100-1600.

## **AAFES/EXCHANGE**

Located: RAF Alconbury 314-268-3264 or 01480 843 264

The Base Exchange doesn't have a wide variety of items. There is also a small Military Clothing Sales located within the exchange. Hours of Operation are Monday (closed) Sun, Tues, Wed and Sat (1000-1800) and Tues & Fri (1000-2000)

Note: The AAFES/Exchange does not carry Navy Uniforms. For Navy personnel requiring uniforms please use the NEX website. [www.navy-nex.com](http://www.navy-nex.com)

For bigger items that you can't purchase at the exchange on RAF Alconbury, you can always make a trip to the larger Exchanges located on RAF Mildenhall and RAF Lakenheath.

### **SERVICE STATIONS**

Located: RAF Alconbury 314-268-3435 or 01480 843 435  
RAF Molesworth 314-268-2593 or 01480 842 593

The base service stations are for eligible fuel patrons only. You must possess a valid ID card, fuel card and base registration card in order to obtain gas at either service station. Hours of Operation: Alconbury: Mon-Fri (0700-1800) Saturday (0900-1800) and Sunday (1000-1600). Molesworth: Mon-Fri (0700-1900) Sat & Sun (0900-1600)

### **POST OFFICE**

Located: RAF Alconbury 314-268-3539 or 01480 843 539  
RAF Molesworth 314-268-2990 or 01480 842 990

The base post offices are there for your parcel mailing and pick-up needs. Hours of operation: Alconbury: Mon-Fri (0900-1600) and Saturday (0900-1200). Molesworth: Mon-Fri (0900-1600)

The post offices provide full postal service, including parcel post, postal insurance and money orders. Letter mail from the US can take up to 10 days to arrive, but 4-7 days is average. Very large packages mailed from the US may come via ship and take several weeks. Military Postal System (MPS) is a free correspondence service between military post offices. Simply write "MPS" in place of a postage stamp and you may send it free. MPS service may be used to mail parcels up to 70 lbs. MPS service is not intended for a PCS household goods movement. MPS packages must have City (APO) and state (NY) written on them.

**\*\*If you would like a mailbox setup for your prior to your arrival, please provide your sponsor with a copy of your orders so that he/she will be able to set that up for you.**

### **BRITISH POST OFFICE**

Located: RAF Alconbury 01480 452 704

The British post office is there for all your British mailing need. Hours of operation Mon-Fri (0900-1700, closed 1300-1400 for lunch).

## **SUPPORT GROUPS**

### **AIRMAN AND FAMILY READINESS CENTER**

The Airman and Family Readiness Center is located in Bldg 671 at RAF Alconbury and offers a myriad of services to aid you in your relocation to the UK. They will host a Newcomer's Orientation when you arrive to give you information on the services they provide to include support groups, aid, employment services and more. For more information, you can call DSN 268-3557.

### **ENLISTED, OFFICERS AND CIVILIAN SPOUSE'S CLUB**

The Tri-base offers a spouses club for all service members with spouses here at the Molesworth. The purpose of the spouses club is to support the spouses with twice monthly meetings, support of different organizations such as Top 3, E-6 and etc, and gives spouses the opportunity to get out and meet other spouses here at the Tri-bases. The spouses club also operates the RAF Alconbury Thrift Store. For more information about gatherings, meeting times, etc you can view the enlisted spouse's club website at <http://tribaseesc.com/>

## **SURROUNDING AREA**

RAF Molesworth, RAF Alconbury and RAF Upwood combined are referred to as the "Tri-Base" area, but there are also various other RAF bases within the UK to include RAF Lakenheath, RAF Mildenhall and RAF Feltwell which may be very useful to you.

### **RAF LAKENHEATH**

In addition to providing specialized medical services through hospital care, RAF Lakenheath houses the UK's largest Base Commissary, Base Exchange and golf course. RAF Lakenheath is located 70 miles northeast of London and 25 miles from Cambridge; approximately 60 miles from RAF Molesworth. Depending on traffic, it could take between 1-2 hours to travel there via the A14 Motorway. The A14 is a very crowded motorway, especially surrounding the Cambridge area. Any automobile accidents may cause lengthy delays.

The RAF Lakenheath "Liberty Wing" has nearly 5,700 active-duty military members, 2,000 British and US civilians, and includes a geographically separated unit at nearby RAF Feltwell.

For more information about RAF Lakenheath access <http://www.lakenheath.af.mil/>

### **RAF MILDENHALL**

RAF Mildenhall is hosted by the 100th Air Refueling Wing and serves as the lone air refueling wing for US Air Forces in Europe. The diverse mission of aerial refueling, special operations, air mobility, reconnaissance and intelligence makes RAF Mildenhall a unique US Air Force base.

RAF Mildenhall is approximately 5 miles from RAF Lakenheath and provides some European shops, consolidated clubs and American eating establishments for your enjoyment.

For more information please access <http://www.mildenhall.af.mil/>

### **RAF FELTWELL**

RAF Feltwell is approximately 15 miles from RAF Lakenheath. The "Furniture Store" at RAF Feltwell provides affordable home furnishings for your convenience.

Fore more information please access  
[http://odin.aafes.com/europe/lakenheath\\_consol/feltwell/info.htm](http://odin.aafes.com/europe/lakenheath_consol/feltwell/info.htm)

## ADDITIONAL INFORMATION

### PET REGISTRATION

Rules for animals in the UK are very different from the US. To minimize stress on you and your pet, initiate the process at least 9 months prior to your PCS date. The Northern Europe Veterinary Detachment (NEVD) 48<sup>th</sup> Squadron at RAF Feltwell is the only US military animal clinic for all of the UK DSN 314-226-7097 / COMM 01638-527097. The following websites provide detailed information of everything you have to do from registering your pet to quarantine information so you and your pet can have an easy transition to the UK.

<http://www.defra.gov.uk/animalh/quarantine/index.htm>

### ESTABLISHING PHONE SERVICE

Call British Telecom (BT) at 0800-872-872; give them your **British** address and duty phone. For dorms/long-term TDY lodging rooms be sure to include building number and room number and tell them you want the service for your room in your name.

BT will send this information to their scheduling. It generally can take 1–3 weeks to install the phone.

If there was service previously in your room/house, there is no connection fee. If you are told there was no previous service there, double check with housing/lodging to verify this is true.

You will be responsible for purchasing your own phone. The BX sells phones, as does the thrift shop.

The 0800-872-872 number is for military and by using this number, you can avoid costly deposits. You must request a monthly billing vs quarterly billing to qualify.

Many agencies offer phone, mobile phone, television and internet combination offers, so be sure to research which options work best for you.

### ESTABLISHING INTERNET ACCESS

There are various Internet Service Providers (ISP) but you will still have to pay the cost of the local phone call to access their service. Another option is to use a service such as AOL, Virgin Net, NTL, etc. Some of these subscription ISPs will charge you a monthly fee, but their dial up connection is a (0800) free phone number. Yet another option, is via your phone carrier, whether it is cable or BT. Some companies work in conjunction with the free ISP companies, and for a small additional fee above your regular phone/cable bill, you can have unlimited access to the Internet for free at certain times – usually evenings and weekends.

There are also broadband subscription and cable service in some villages.

## **TV LICENSING**

All televisions capable of receiving a British signal must be licensed. British law requires members of the visiting Forces who own equipment capable of receiving television signals to purchase a TV license. This includes television equipment that can receive any kind of signal, including American Forces Network (AFN). This also includes any other equipment capable of receiving a television signal (i.e., personal computers with broadcast cards, video recorders and set-top boxes).

Only one TV license is required per household. The current fee for TV license is £135.50 or approximately \$270.00; fee for black and white is £44.00 or approximately \$85.00 (rates vary due to current pound rate). Using television equipment to receive or record broadcast television programming without a TV license is a criminal offense subject to prosecution and fines up to £1,000.00 (approximately \$2000). Additional information is available at [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk).

## **TRANSFORMER**

Transformers are used to convert voltage from 240v to 110v. Be sure to check the manufacturer's tag before connecting an appliance to a transformer. Below is a guide of what size transformer you may need for some appliances. Operating some appliances over a long period of time may cause some damage.

75 watts – small radios, tape recorders, small sewing machines

300 watts – large radios, mixers, sewing machines, small and medium fans, TV sets, compact disc players

500 watts – refrigerators, blenders, floor polishers

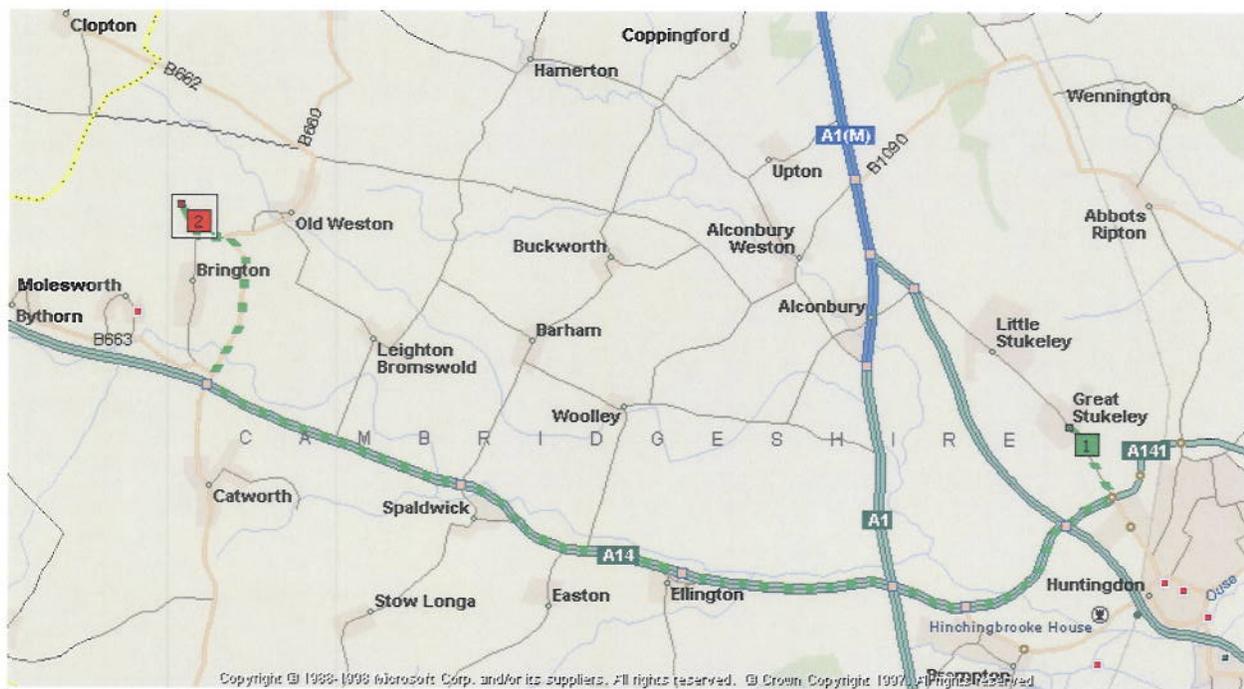
750 watts – small irons, small and medium washing machines, percolators, coffee makers

1000 watts – small heaters, large percolators, large coffee makers, vacuum cleaners, irons

1500-2000 watts – toasters, roasters, grills, broilers, frying pans, dishwashers, medium heaters, irons, hair dryers

3000 watts – heaters, air conditioners

## RAF Alconbury to RAF Molesworth



| Mile        | Instruction  | For                          | Towards        |
|-------------|--|------------------------------|----------------|
| <b>0.0</b>  | Depart RAF Alconbury on Local road(s) (South-East) |                              | <b>0.8 mi</b>  |
| 0.8         | Turn RIGHT (West) onto A14                         | 9.7 mi                       | Kettering      |
| 10.5        | At junction, turn RIGHT (North) onto B660          | 1.6 mi                       | Molesworth     |
| 12.1        | Turn LEFT (West) onto Local road(s)                | 0.7 mi                       | RAF Molesworth |
| <b>12.8</b> |  | <b>Arrive RAF Molesworth</b> |                |

## **HELPFUL WEBSITES**

Here are some helpful websites to access for more information in the UK.

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

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

<http://www.jalink.com/>

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

[www.tfl.gov.uk](http://www.tfl.gov.uk)