

EMPLOYMENT IN THE RAF MILDENHALL COMMUNITY

**A GUIDE TO ON & OFF BASE EMPLOYMENT IN THE UK
FOR COMMAND SPONSORED FAMILY MEMBERS**



RAF MILDENHALL AIRMAN & FAMILY READINESS CENTER (A&FRC)

Location: RAF Mildenhall, Bldg. 460

Hours: 0800-1700 – Monday, Tuesday, Thursday, Friday / 1100-1700 Wednesday

Telephone: 01638-543406 (From within the U.K.)
011-44-1638-543406 (From the U.S.)
DSN 238-3406

E-Mail: 100fss.fsfr@us.af.mil

Facebook: <https://www.Facebook.com/MildenhallAFRC>
<https://www.Facebook.com/RAFMEyesOnJobs>

The Airman & Family Readiness Center's mission is to assist military spouses, civilian spouses and family members in achieving their short and long term employment and career goals. Our goal is to assist each customer with our most current resources available and to ensure the services offered are professional and informative.

SERVICES PROVIDED THROUGH THE A&FRC LOCAL EMPLOYMENT PROGRAM INCLUDE:

- Information about employment opportunities and procedures for both on-base and off-base locations.
- Employment information and resources for transitioning members.
- Discovery Resource Center with information on jobs, careers, spouses in the workforce, interviewing skills, resume writing and federal employment.
- Workshops to assist with career development and assessment, including "Myers Briggs Type Indicator (MBTI) & Career".
- Information about educational opportunities.
- Access to word processing and career related computer software programs.
- One-on-one assistance with job search, career assessment, resume writing, and having a strong LinkedIn profile.
- A lending library to include books on interview techniques, resumes, etc.
- A Facebook page dedicated to sharing job announcements for the local area and in the States for our transitioning customers, as well as employment-related resources. Give us a "like" at <https://www.Facebook.com/RAFMEyesOnJobs>

ON-BASE EMPLOYMENT OPPORTUNITIES

ARMY AND AIR FORCE EXCHANGE SERVICE (AAFES) (BX, Shoppette, Pizza Hut, Taco Bell, Subway, BXtra, Concessions in the Mini-Mall) www.aafes.com

HRO, RAF Feltwell

Bldg 94

Phone: 01842-829946

HRO Annex, RAF Lakenheath

Bldg 975

Phone: 01638-524238

Eligibility: Anyone 16 years old and up, Shoppette & Main Exchange requires employees to be 18.

BRITISH STAFF OFFICE

Local National Direct Hire Program

Location: Bldg. 448, RAF Mildenhall

Telephone: 01638-543662 COMM
238-3662 DSN

Eligibility: (Local National Direct Hire) British & NATO Country spouses with SSN

COMMUNITY BANK - RAF Lakenheath and RAF Mildenhall
01638-532520/ DSN 226-3750/3850 – Bldg 989 (RAF Lakenheath)
01638-71-3731/DSN 238-2850 – Bldg 436 (RAF Mildenhall)

CIVILIAN CONTRACTORS

L-3 Communications – www.l-3com.com (look under Careers>Job Search> US Divisions with International Assignments Search). Some positions may include: Intelligence Analyst, Counter Terrorism Intelligence Analysts, Senior Engineers, Senior System Analysts, Senior Military Analysts, Senior Intel Systems Analysts, Combat Services Support Analyst, Interoperability Analyst, Training Specialist, System and Database Administrators, plus many more.

General Dynamics (GDIT) – www.gdit.com (click on Careers>Job Search). Positions mainly fall under hardware applications, service and administrative.

Computer Sciences Corporation – www.csc.com (global job postings can be found here). Mainly software and support positions.

Northrup Grumman – www.northrupgrumman.com Provides training opportunities for USEUCOM personnel through the EUCOM Joint Regional Training Facility at RAF Molesworth. For more information, please call 01480 842223.

SAIC – (Science Applications International Corporation) - www.saic.com/career/ - dedicated to the delivery of quality scientific and technical products and services contributing to the security and well-being of our communities throughout the world.

Booz Allen Hamilton - www.boozallen.com/careers - Our approach to management and technology consulting combines deep domain expertise in defense, intelligence, and civilian government with strong capabilities in strategy, and organization, analytics, technology and operations.

CONTRACT POSITIONS

Contract tasks are identified, validated and submitted to the Contracting Flight by the requiring activities. When a requirement is validated and funds are made available, a Statement of Work is created and the position is advertised. Individuals may submit a proposal/bid to the Contracting

Flight for consideration. Special attention must be given to the qualification requirements, required performance, contract terms and other conditions. Proposals/bids are evaluated in accordance with the solicitation and the award of the contract is made by the Contracting Officer (considering best value) to the low, responsive/responsible bidder.

If you would like information on current contracts being advertised please contact the 48th Contracting Squadron, Bldg 977 at 226-3090 or commercial 01638-523090 or go to www.fbo.gov

To view announcements: In the Keyword/Solicitation # space enter "Lakenheath".

Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Register at: www.ccr.gov.

A DUNS number, provided by Dun & Bradstreet (D&B), is required for registration in Central Contractor Registration. To obtain a DUNS number, go to: www.dnb.co.uk.

DEFENSE COMMISSARY AGENCY (DeCA)

Appropriated fund job vacancies such as Sales Store Cashiers, Store Workers, and Support Clerks are listed on www.usajobs.gov.

Location: Commissary Bldg 1081, RAF Lakenheath
Phone: 01638 523515

Telephone: 01638 523515
DSN 226-3515

Eligibility: Dependents of Command Sponsored Members
Retirees
Local Nationals both Dependents and Non-Dependents

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)

DoDEA Schools include: Lakenheath Elementary, Feltwell Elementary, Lakenheath Intermediate, Lakenheath Middle (on Feltwell) and Lakenheath High School.

Apply for a teaching position through the DoDEA website. Make a profile in their Employment Application System (EAS): <https://www.dodea.edu/Offices/HR/employment/vacancies.cfm>

School administrative support jobs (teacher aide, secretary, facilities manager, cafeteria manager, etc.) are found on usajobs.gov. Most of these announcements are open for several months to establish an applicant pool for positions needed throughout the year. Once your application is processed and completed through USA Jobs, a review of your resume and supporting documentation will be completed. Your application information will be stored. As vacancies occur throughout the year for positions that you applied for, a referral list will be issued to the hiring official. If you are selected for an interview, the selecting official or a designee will contact you. If you are selected for the position, you will be contacted by a Human Resources Specialist to extend you a "tentative" job offer. If you accept the "tentative" job offer, you will be required to complete the electronic background investigation; local agency background check, and in-processing paperwork.

To apply for substitute teaching positions, visit the individual schools once physically in-country. The secretaries have application packets and fingerprint and background check packets. This process takes some time (several months sometimes), so initiate as soon as possible.

Note: Employment in these positions is subject to successful completion of a background security investigation and favorable adjudication. If you have any questions or require any assistance, please contact DoDEA-Europe, Human Resources Office at: 0611-380-7937.

EDUCATION CENTER

RAF Mildenhall Location: Building 440 Telephone: 01638 542350 DSN 238-2350
RAF Lakenheath Location: Building 948 Telephone: 01638 523851 DSN 226-3851

Embry-Riddle Aeronautical University –

RAF Mildenhall Telephone: 01638 543185 DSN 238-3185
RAF Lakenheath Telephone: 01638 522464 DSN 226-2464

University of Maryland –

RAF Mildenhall Telephone: 01638 544173 DSN 226-4173
RAF Lakenheath Telephone: 01638 523195 DSN 226-3195

University of Oklahoma –

RAF Mildenhall Telephone: 01638 544172 DSN 238-4172
RAF Lakenheath Telephone: 01638 526186 DSN 226-6186

Occasional open positions for school representatives, faculty or testing proctors.

NON-APPROPRIATED FUND HUMAN RESOURCE OFFICE (NAF HRO) – FORCE SUPPORT SQUADRON

www.usajobs.gov

Non-Appropriated Fund jobs in facilities such as the Bowling Center, Lodging, Youth Services, Child Development Center, Community Center, etc.

RAF Mildenhall:

Location: Bldg 460

Telephone: 01638 543682 (Inside in UK)
011-44-1638-543682 (From the US)
DSN 238-3682

RAF Lakenheath:

Location: Bldg. 977, Room 45 RAF Lakenheath

Telephone: 01638 524417 (Inside the UK)
011-44-1638-524417 (From the US)
DSN 226-4417

Eligibility:

- Any US citizen with a valid US passport, UK Visa or Vignette stamp and social security number (cannot be Ordinarily Resident*)
- NATO** Citizens (spouse and dependent children under 21), other than the United Kingdom and only if sponsor is:
 - active duty military member or
 - federal DoD civilian employee

*A person is not considered ordinarily resident if they have resided in the UK for 366 days or less.

- Time spent in the UK as a member of the US Visiting Force or as a US Government employee or as a dependent of either is not counted toward becoming ordinarily resident.
- Time spent in the UK as an employee (or dependent of an employee) of a US agency serving with and supporting the US Visiting Force, i.e. Red Cross, one of the contract universities, a military banking facility or federal credit union, or by a US Government contractor as a “technical representative” is not counted toward becoming an ordinary resident.

****NATO Countries:**

Albania	Czech Rep	Greece	Lithuania	Portugal	Turkey
Belgium	Denmark	Hungary	Luxembourg	Romania	United Kingdom
Bulgaria	Estonia	Iceland	Netherlands	Slovakia	United States
Canada	France	Italy	Norway	Slovenia	
Croatia	Germany	Latvia	Poland	Spain	

UK Citizen – eligible if dual US/UK national **and traveling on US passport** (if selected for a position, this will affect your UK citizenship and component entitlements).

KEESLER FEDERAL CREDIT UNION

www.kfcu.org

RAF Mildenhall Bldg Telephone: 01638 515717
 RAF Lakenheath Bldg 987 Telephone: 01638 532564

FEDERAL EMPLOYMENT/CIVIL SERVICE POSITIONS

All Federal positions are listed on USAJobs. For more information, visit their website at www.usajobs.gov.

VOLUNTEERING is an excellent way to gain additional experience and network for potential job opportunities. See the **Volunteer Program Coordinator at the Airman & Family Readiness Center** for assistance in finding the best match for your skills. Payment for Child Care during volunteer hours may be available. Check with the Volunteer Program Coordinator for more information and requirements.

OFF-BASE EMPLOYMENT OPPORTUNITIES

As part of the Status of Forces Agreement, **Command sponsored** family members (military or civilian) with a vignette stamp in their US no-fee passport 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 (NI) Number when hired for work.

If you are **not command sponsored**, you may receive componency 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, or DeCA. Contact these agencies to get more information on componency. If you choose to work off base you will not have an entitlement to the base, and you will have to obtain a work permit and work visa.

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

- Jobcentres

- Online Job Listings
- Yellow Pages and Newspaper Classifieds
- Staffing Agencies

TEACHING PROFESSION

Teaching is a profession that requires advance certification. If you want to teach in a British school, you will need to obtain Qualified Teacher Status (QTS). As of 1 April 2012, spouses who are fully recognized to teach in the US need only apply for qualified teacher status (QTS) here in the UK.

If they are recognized in the US, all they need is a letter from the State Board of Education and submit that with their application. For more information on applying for the QTS, please go to the following link (if you are a teacher trained in Australia, Canada, New Zealand or the United States):

<http://www.education.gov.uk/schools/careers/careeropportunities/overseas-trainedteachers/a00205926/australia-canada-nz-usa>

To apply for the QTS follow this link:

<http://media.education.gov.uk/assets/files/pdf/n/ott%20word.pdf>

OTHER PROFESSIONS

The National Academic Recognition Center (NARIC), provides information and advice about qualifications and skills obtained from outside the UK.

National Academic Recognition Center (NARIC)

Tel: 0871 330 7033

www.naric.org.uk

NURSING PROFESSION

Many of our US-earned degrees and qualifications are not automatically recognized in the UK. One primary example is nursing. To work in a full nursing capacity in England, you must register and be accredited by the NMC – United Kingdom Nursing and Midwifery Council. Our BSN (Bachelor of Science in Nursing) seem to be the only nurses being granted reciprocity. For Associate Degree Nursing (AND) the accreditation process has proved less than successful. If you are interested in having your nursing qualifications evaluated, request an application package for “Foreign Trained Nurses” by contacting:

NMC (Nursing & Midwifery Council)

23 Portland Place

London W1B 1PZ

Tel: 02073-339333

<http://www.nmc-uk.org>

Once you are qualified, you can work for a Nursing Agency, Hospital, or Private Home.

Additionally, West Suffolk Hospital in Bury St. Edmunds has a program for US nurses, wherein they pay for US nurses to obtain a UK nursing registration. This commits the nurse to work a certain amount of time for them. Once in-country, contact the Medical Management Director at the RAF Lakenheath Military Treatment Facility for introductions to the program manager at West Suffolk. The Director’s phone number is 01638 528771.

There are occasionally federal nursing positions posted on usajobs.gov. Set up an alert on the website, as often these announcements are posted for a short window.

GENERAL EMPLOYMENT

Job Centres

Job Centres are government run employment offices. Jobs are posted in the center and are changed frequently. If you find a job that interests you, you can print the receipt of the job on computer stations located in the Job Centre. Follow the how to apply instructions. You can also search jobs on the Job Centre website by visiting <http://jobseekers.direct.gov.uk>.

You can also find out about **self-employment opportunities** through the Job Centre Enterprise Clubs. Enterprise Clubs are one of the services that Job Centre Plus offer to help you get to work.

Each Enterprise Club will offer different services which may include the opportunity to:

- meet people who are self-employed, who can tell you about their experiences
- meet people that want to become self-employed - to share your ideas and skills and encourage each other to work through your business ideas
- get information and advice about setting up a business
- get financial, legal and market advice

Enterprise Clubs are run by local organizations, which could include employers, business organizations, Chambers of Commerce, voluntary organizations and community groups.

If you're interested in Enterprise Clubs a Job Centre Plus adviser can explain how an Enterprise Club could help you if you're thinking about becoming self-employed, give you more information about Enterprise Clubs in your area and explain what will happen when you start.

The general number for UK Job Centres is:
0800-141-2075

Online Job Listings

The following is a listing of internet sites that may be helpful for local resources:

1. <http://fish4.co.uk> Listing of thousands of jobs – similar to monster.com.
2. www.reed.co.uk Job finder by career field, salary and location. Also offers general job listings, company profiles, & salary calculators by geographic region.
3. www.prospects.ac.uk Guide to graduate careers & postgraduate study in the UK.
4. www.businesslink.gov.uk Business Link helps businesses and individuals find solutions to their needs including those of seeking a way into the workforce. Also provides information for starting a business. Information on Training for Work, a program designed to help people update their skills for the workplace.
5. www.opportunity-links.org.uk A free information service that provides up-to-date information and advice on childcare, training, benefits and jobs in Cambridgeshire.
6. www.totaljobs.com Lots of UK jobs. Submit CV.
7. www.jobmall.co.uk/ Access thousands of jobs from top Recruitment Agencies.
8. www.mtselect.co.uk/ Recruitment Site for Motor Trade.
9. www.btplc.com/Careercentre/ British Telecom (BT) Recruitment.
10. www.microsoft.com/uk/careers/ Microsoft UK
11. www.therecruitbusiness.com/ Engineering, Telecom & IT.
12. www.pricejamieson.com/ Recruitment Site for digital and marketing communications.
13. www.cambridgeshire.gov.uk/jobs/ Cambridgeshire jobs.
14. www.justjobsnorfolk.co.uk/index.asp Listing of jobs throughout Norfolk.

15. www.suffolkjobsdirect.org/ Vacancies in the public and not-for-profit sectors in Suffolk and the surrounding area.
16. www.monster.co.uk/
17. www.jobsite.co.uk/
18. www.topjobs.co.uk/

OTHER GOOD-TO-KNOW INFORMATION ABOUT WORKING ON THE BRITISH ECONOMY

National Insurance Number

If you're looking for work, starting work or setting up as self-employed you will need a National Insurance number. If you have the right to work in the UK, you will need to telephone a Job Centre Plus location on Tel 0800-141-2075 to arrange to get one. Lines are open 8.00 am to 6.00 pm Monday to Friday and are normally less busy before 9.00 am. You will likely be required to attend an 'Evidence of identity' interview. Nearby Job Centre locations are listed below. Although you need to have a National Insurance number to start work you don't need to have a plastic National Insurance Number card. Visit <http://www.hmrc.gov.uk/ni/intro/number.htm#4> for more information.

What happens when you apply for a National Insurance number?

Job Centre Plus may arrange an 'Evidence of Identity' interview for you or send you a postal application. If relevant, they will confirm the date, time and location of your interview and what information/documentation you need to support your application.

What to expect at the 'Evidence of identity' interview

The interview will usually be one-to-one (unless, for example, you need an interpreter). You will be asked questions about why you need a National Insurance Number, your background and circumstances. You will also have to prove your identity. Bring as many 'identity documents' (originals, not photocopies) as you can to your interview. Examples of documents which count are:

- valid passport (UK or foreign)
- national identity card (UK or foreign)
- residence permit or residence card including biometric immigration residency documents
- full birth or adoption certificate
- full marriage or civil partnership certificate
- driving license (UK or foreign)

If you don't have any of these - or other - identity documents you still must go to the interview. The information you are able to provide might be enough to prove your identity. During the interview a National Insurance Number application form will be completed and you will be asked to sign it.

What happens next?

If you were asked to provide additional information you will need to do this by the agreed date. Job Centre Plus will write and let you know whether your application was successful and, where appropriate, tell you what your National Insurance Number is. If relevant, tell your employer your National Insurance Number as soon as you know it.

When you return to the United States your NI contributions can be credited to your Social Security account. You have to request this service from the Department of Social Security at the address below:

International Pension Centre
Department for Work and Pensions
Tyneview Park
Benton
Newcastle-Upon-Tyne

NE98 1BA
Phone: 0191 218 5000

Tax Information for Those Working On the British Economy

British Taxes: If you work in the UK, you may have to pay **income tax**. This tax is collected by the government department known as the **Inland Revenue**. Tax is paid based on your income (after the first £9,440 earned) during the **tax year**, which starts on April 6th and ends on April 5th in the following year. Tax Helpline: 0845 3000627.

For more information go to the HM Revenue: <http://www.hmrc.gov.uk/rates/it.htm>

US Taxes: Your income earned on the British economy is considered “foreign earned income.” There are no US taxes on the first \$80,000 earned. You will still report the earnings when you file your US taxes, but will use the foreign earned income form (Form 2555) and it will not be considered taxable income. **NOTE:** This does not apply to income derived from employment with the US government, i.e. GS, WG, etc. type employees.

Additional and more specific questions concerning British income tax may be directed to the base legal office at 01638 523553.

****When PCSing back to the States, here are some helpful hints concerning previous employment on the economy:**

Obtain a P-45 from your employer. Go to www.hmrc.gov.uk. Go to individual Forms and under Leaving the UK section, print out P-85. Find out where your employer’s tax office is located and send the P-85 and the P-45 forms. It takes 6-8 weeks to get a refund. Refunds are either directly deposited into your sterling account or a sterling check may be mailed to your forwarding address. For questions: Call HM Revenue and Customs 0845 070 0040. Please note that money paid into National Insurance remains in the UK. It will not be refunded or transferred to you. For information, go to www.dwp.gov.uk look up SA33 (Social Security Agreement between the US and UK). Call 0191 225 4833.

A FINAL NOTE

As you go about your job search on the British economy, be aware of some of the possible British ideas about Americans in their workplace. Focus on the positives and the strengths you bring to your new potential employer!

Pros:

- Americans are natural salespeople
- Americans have a reputation for working hard and being reliable
- Americans are familiar with computers and information technology
- Americans add an “International Flavor” to the business

Challenges:

- Misconception that you need a work permit (spouses and family members of military and DoD civilians on orders do not need a work permit)
- Limited stay in the UK
- Differences in education, credentials and licensure