

# RAF Lakenheath Community Employment Guide

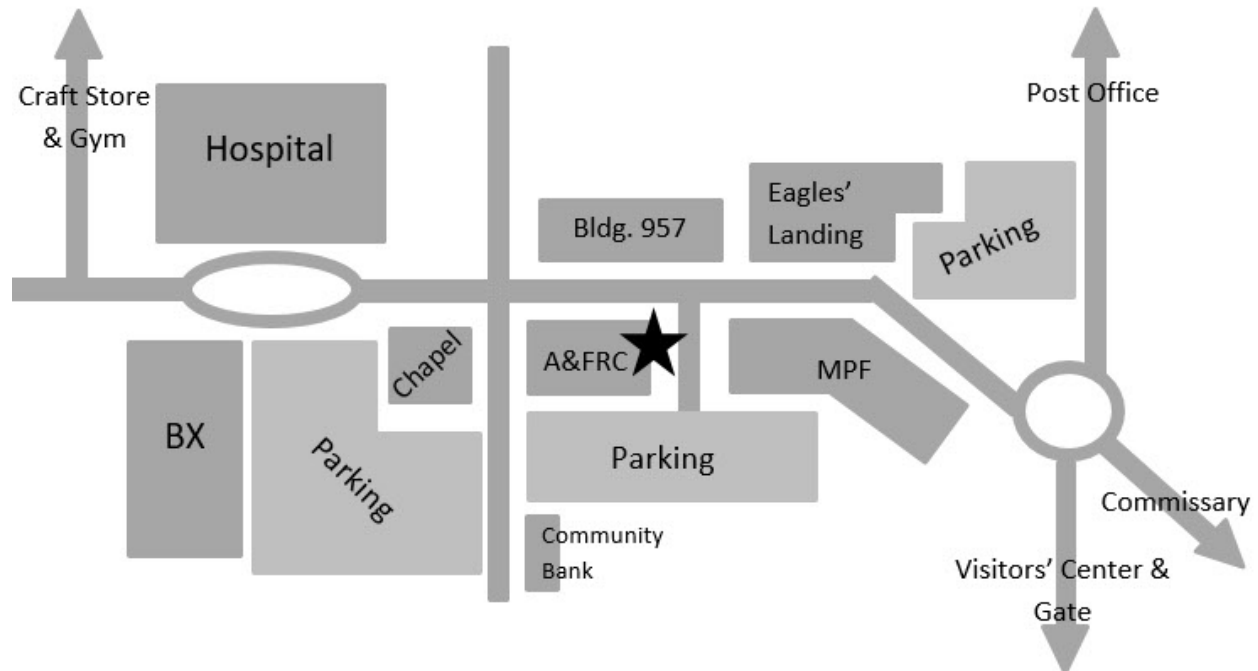
Command-Sponsored Family Members



RAFL Airman & Family Readiness Center  
Building 950  
DSN: 226-3847  
Comm: 01638-52-3847

## RAF Lakenheath Airman & Family Readiness Center Information

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**Location:** RAF Lakenheath Building 950

**0730 – 1630** Monday, Tuesday, Wednesday & Friday

**0730 – 1430** Thursday

**Call within UK:** 01638-523847

**Call from US:** 011-44-01638-523847

**DSN:** 226-3847

**Facebook:** RAF Lakenheath Airman & Family Readiness Center  
Lakenheath Career Network

We provide:

- ◆ Local Employment Information ◆ Employment Services for Transitioning Members ◆  
Career Consultations ◆ Workshops ◆ Computer Access

# On-Base Employment Opportunities

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## NAF Human Resources Office

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**Apply for NAF positions on:** [www.usajobs.gov](http://www.usajobs.gov)

Non-appropriated funds positions include jobs within facilities such as the Bowling Center, Lodging, Youth Services, Child Development Center, Clubs and the Community Center.

RAF Lakenheath  
Bldg. 977, Room 45

01638-524417 (from UK)  
DSN: 226-4417

### Who is eligible?

- Any US citizen with a valid US passport and SSN (cannot be an ordinary resident\*)
- NATO\*\* citizens, other than the UK (spouse and dependent children under 21 years of age) whose sponsor is an active duty military member or a federal DoD civilian employee

\*A person is not considered an ordinary resident if they have resided in the UK for 366 days or less. The following is not counted as time spent toward becoming an ordinary resident:

- Member of the US Visiting Force or dependent
- US government employee or dependent
- Employee (or dependent of employee) of a US agency serving with and supporting the US Visiting Force (Red Cross, aforementioned contract universities, military banking facility, federal credit union, or a US government contractor as a “technical representative)

### \*\*NATO Countries:

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

### UK citizens:

- Eligible if dual US/UK national *and traveling on US passport*
- If selected for a position, this will affect UK citizenship and component entitlements

## Federal Employment & Civil Service Positions

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[www.usajobs.gov](http://www.usajobs.gov) Many federal positions can be found on this website. Because the federal employment process is different than the civilian employment process, federal employment-seekers are encouraged to attend the A&FRC's Federal Employment I & II workshops to learn more about this process.

<https://www.state.gov/careers/> Department of State

<https://www.secretservice.gov/join/careers/> Secret Service

<https://www.cia.gov/careers/index.html> Central Intelligence Agency

<http://www.dia.mil/Careers-Internships/> Defense Intelligence Agency

[www.nasonline.org/about-nas/careers](http://www.nasonline.org/about-nas/careers) National Academy of Sciences

<https://www.intelligencecareers.gov/> Intelligence careers

[www.clearancejobs.com](http://www.clearancejobs.com) Job opportunities for those with security clearance

## Army & Air Force Exchange Service (AAFES)

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<https://www.aafes.com/about-exchange/exchange-careers/>

This includes the Base Exchange (Bx), Shopette, Subway, Concessions in the Mini-Mall, etc. Must be 16 or older to work; however, the Shopette requires 18 and older.

RAF Feltwell	Bldg. 94	01842-829946
RAF Lakenheath	Bldg. 975	01638-524238
RAF Mildenhall	Bldg. 163	01638-581223

## Banks & Credit Unions

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**Community Bank:** <https://www.dodcommunitybank.com/home/careers>

RAF Lakenheath	Bldg. 989	01638-532520
RAF Mildenhall	Bldg. 436	01638-713731

The website is extremely easy to use; provides information on writing a resume, interviewing, company values, etc.

**Kesler Federal Credit Union:** <https://www.kfcu.org/about-us/current-openings>

RAF Lakenheath	Bldg. 987	01638-533268
RAF Mildenhall	Bldg. 131	01638-515717

## Contract Civilians

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**L-3 Communications:** <https://www.l3t.com/careers>

Choose "Careers" → "US OR International Job Search" from the Navigation Bar

-Or- Scroll down and select "Job Search"

Recent positions for the UK include: CADD Specialist, Communications Technician, Network Technician, Engineer, IT Specialist, QA/QC Specialist

**General Dynamics:** <https://www.gd.com/careers>

Choose "Careers" → "Search GD Careers"

Recent positions for the UK include: System/Network Administrator, Logistics

**Computer Sciences Corporation:** <https://www.cscglobal.com/service/careers/job-openings/>

Choose "View Job Openings"

Recent positions for the UK include: Business Analyst, Accountant, Data Analyst, Sales Operations, Document Control

**Northrop Grumman:** <http://www.northropgrumman.com/Careers/Pages/default.aspx>

Choose "Careers" → "Locations" → "United Kingdom"

Recent positions for the UK include: Human Resources Project Manager, Desktop Support Technician, Contracts Administrator, Document and Data Controller, Tester Lead, Systems Administrator

**Science Applications International Corporation:** <https://jobs.saic.com/>

Updates their job opportunities (scientific and technical products and services) globally on a regular basis.

**Sterling Medical:** [www.sterlingmedcorp.com](http://www.sterlingmedcorp.com)

Choose "Healthcare Provider Opportunities" and search for your field.

Recent Positions for the UK include: Wounded Warrior Care Manager, Nurse.

Updates their job opportunities on a regular basis.

**Booz Allen Hamilton:** <https://www.boozallen.com/careers.html>

Choose "Menu" → "Careers" → "Locations" → European

Updates their job opportunities (management and technology consulting) globally on a regular basis.

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## 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.

For more information and to view announcements: [www.fbo.gov](http://www.fbo.gov) and type in "Lakenheath" in the Keyword/Solicitation # box.

**Contact Information:**

48<sup>th</sup> Contracting Squadron: 01638-523090

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

A DUNS number (Dun & Bradstreet) is required for registration in Central Contractor Registration: [www.dnb.co.uk](http://www.dnb.co.uk)

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## Defense Commissary Agency (DeCA)

[www.usajobs.gov](http://www.usajobs.gov)

This includes cashiers, store workers, and support clerks. Those who are eligible: command-sponsored dependents, retirees and local nationals (dependents and non-dependents).

**Contact Information:**

RAF Lakenheath	Bldg. 1081 Commissary	01638-523515
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RAF Mildenhall		01638-542475
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## **Department of Defense Schools (DoDDS)**

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[www.usajobs.gov](http://www.usajobs.gov)

[www.dodea.edu/Europe/](http://www.dodea.edu/Europe/)

Choose “Quick Links” → “Current Vacancies”

Open *continuous* positions are posted at the websites above. Positions include: substitute teachers, educational aids and administrative positions. Because most of these positions are continuous, once your application is submitted and reviewed through USAJobs, it will be stored for vacancies that may occur throughout the year.

Local DoDDS Schools: Lakenheath Elementary, Feltwell Elementary, Lakenheath Intermediate, Lakenheath Middle (located on RAF Feltwell), and Lakenheath High School.

DoDDS-Europe Human Resources

06113-807937

## **Education Center**

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This center has occasional open positions for school representatives, faculty, or testing proctors.

Bldg. 948	01638-523851	DSN: 226-3851
Central Texas College	01638-523507	DSN: 226-3507
Embry-Riddle Aeronautical University	01638-522464	DSN: 226-2464
University of Maryland	01638-523195/3724	DSN: 226-3195
University of Oklahoma	01638-526186	DSN: 226-6186

## **Joint Analysis Center (JAC)**

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The JAC employs *US citizens* with intelligence and computer experience; occasionally administrative support positions. It is located on RAF Molesworth.

General application/employment queries: Call 01480-841717

## **Navy Civil Service**

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[www.secnnav.navy.mil/donhr](http://www.secnnav.navy.mil/donhr)

These positions are local-hire civil service jobs available through the Department of the Navy. Most of these jobs are located in London and the surrounding areas and are open to *US citizens*.

## **Volunteer Opportunities**

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This is an effective way to gain valuable experience and network for future job opportunities. Please see the Volunteer Program Coordinator at the A&FRC for assistance in finding the best match for your skillset. Payment for childcare may be available for volunteer hours; please see the Volunteer Program Coordinator for details and requirements.

# Off-Base Employment Opportunities

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## General Information

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**Command-sponsored:** As a part of the Status of Forces Agreement (SOFA), *command-sponsored* family members (military or civilian) with an Exemption Vignette (Visa Vignette) and no employment restrictions on their passport are able to work on the British economy without a work permit. However, you must apply for a National Insurance Number when hired.

**Not command-sponsored:** You may receive componency status, which allows you to purchase gas on base and shop at the BX/Commissary by working a certain number of hours for AAFES, NAF Human Resource Office, or DeCA. Please contact these agencies for more information.

If you choose to work off base, you will not have entitlement to the base and you must obtain a work permit and work visa.

**Exemption Vignette (UK Visa) - Visa Vignette:** Military dependents (spouses and children under 21 years old) are required to obtain the Exemption Vignette to work off base.

### Checklist for the Exemption Vignette

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- (1) US No-fee passport (US Citizens only) or Foreign passport
- (2) 2 Passport photos (photos must be the same)
- (3) PCS Orders
- (4) Command Sponsorship paperwork (if applicable)
- (5) Marriage Certificate (if Command Sponsored)
- (6) Prior UK visa and/or BRP card (if applicable)
- (7) A-4 pre-paid return envelope from British Royal Mail (Royal Mail Special Delivery – silver/gray) with a stamp up to 500gr. Only 1 envelope per family is required.

The exemption vignette process takes 3-4 weeks and then the passports will return to the Passport Office, who will contact you as soon as your documents have come back.

For additional information on the UK Visa policy, please review the Foreign Clearance Guide <https://www.fcg.pentagon.mil/> or contact the RAF Lakenheath Passport Office via email at [48fss.passports@us.af.mil](mailto:48fss.passports@us.af.mil)

**National Insurance Number:** This is the equivalent to a Social Security Number (SSN) and is required for someone to begin work or start their own business in the local economy. Prior to you obtaining a National Insurance Number, you must have received your Exemption Vignette (Visa Vignette). Provided that you have the right to work in the UK, you may call a Jobcentre Plus to obtain one (phone lines are open from 8:00am – 6:00pm and are usually the least busy around 9:00). Please call Jobcentre Plus at 0345-600-0643 to obtain a National Insurance Identification Number.

A routine “Evidence of Identity” interview may be scheduled to verify your identity and reason for obtaining a National Insurance Number. Be sure to bring as many documents as possible to prove your identity such as:

- Valid UK or foreign passport
- Valid UK or foreign national identity card
- Birth or adoption certificate
- Marriage or civil partnership certificate

- UK or foreign driver's license
- Residence permit or residence card (including biometric residency documents)
- Exemption Vignette-Visa Vignette

If you do not have all or any of these documents, you must still attend the interview. You may be able to provide enough information to prove your identity. In this case, you will complete the National Insurance Number application at this appointment.

Jobcentre Plus will let you know if your application was accepted and, if possible, provide your National Insurance Number to you. If your potential employer requires this information, let them know as soon as possible.

Upon returning stateside, your national insurance contributions may be credited to your social security account. For more information on this, contact the National Pension Centre at 01912-185000.

**British Taxes:** Once working in the UK, income tax must be paid and is collected by the Inland Revenue. Tax is paid based on your income during the tax year, beginning on 6 April and ending 5 April the following year. For more information, contact the helpline at 08453-000627.

[www.hmrc.gov.uk/personal-tax/income-tax](http://www.hmrc.gov.uk/personal-tax/income-tax)

**US Taxes:** Income earned on the British economy is considered "foreign-earned income" and it is not taxed up to a specific dollar amount. However, you will still report earnings on your US taxes using the Foreign Earned Income Form (Form 2555). This only applies to income derived from a foreign economy.

[www.irs.gov](http://www.irs.gov)

Choose "File" → Information for... "International Taxpayers" → "International Individuals" → scroll down and select "Foreign Earned Income Exclusion" (under "Top Tasks")

**When you PCS:** <https://www.gov.uk/government/organisations/hm-revenue-customs>

Choose "Income Tax" → "Income Tax Forms" → "Leaving the UK" → "Getting Your Tax Right if you're leaving the UK (P85)"

Obtain a P-45 Form from your employer and, along with the P-85, send off to your employer's tax office. It may take 6-8 weeks for a refund. For questions, call HM Revenue and Customs at 08450-700040.

## **Online Job Listings**

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<http://fish4.co.uk> This website is similar to monster.com in that job announcements, as well as curriculum vitae, can be posted and searched in the UK.

[www.reed.co.uk](http://www.reed.co.uk) One of the UK's most popular recruitment sites, it offers job announcements, CV posting, and career advice covering over 42 industries.

[www.prospects.ac.uk](http://www.prospects.ac.uk) Offers career advice, job seeking information and a career planning tool aimed at students and postgraduate study in the UK.

[www.totaljobs.com](http://www.totaljobs.com) This is a great website for job-seeking (including full- and part-time). Offers career and interview advice, CV templates, and skill searches for the UK.

[www.mtselect.co.uk](http://www.mtselect.co.uk) Motor Trade Selection is a UK company dedicated to automotive recruitment.

[www.btplc.com/Careercentre](http://www.btplc.com/Careercentre) May search and apply for jobs with British Telecom (BT).



<https://careers.microsoft.com/us/en> May search and apply for jobs with Microsoft UK.

<https://www.becomerecruitment.com/> Focused on recruitment in the engineering and IT fields, this website offers keyword job searches and career and interview advice.

[www.cambridgeshire.gov.uk/info/20003/jobs\\_and\\_volunteering](http://www.cambridgeshire.gov.uk/info/20003/jobs_and_volunteering) This website contains up-to-date listings of job vacancies in Cambridgeshire.

[www.suffolkjobsdirect.org](http://www.suffolkjobsdirect.org) This website contains up-to-date listings of job vacancies in Suffolk.

[www.monster.co.uk](http://www.monster.co.uk) Offers CV posting capabilities and templates, job searching, career resources, and interview preparation.

[www.jobsite.co.uk](http://www.jobsite.co.uk) Ability to upload CV, search job postings, get career advice, and post job announcements.

## **Jobcentre Plus**

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

These are government-run employment offices where job announcements are posted and frequently changed. Upon finding a job in which you are interested, you can print a receipt from a computer station in the Jobcentre and follow the “how to apply” instructions. You may also use the website to search job announcements and find information about self-employment.

## **Staffing Agencies**

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These agencies offer assistance finding temporary and permanent employment. Some agencies are familiar with SOFA and allow spouses of US Forces and DoD civilian employees to work on the economy:

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

Interaction Recruitment	1 City Road, Cambridge CB1 1DP	01223-314988
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[www.halesgroup.co.uk](http://www.halesgroup.co.uk)

Hales Group	15 The Traverse, Bury St. Edmunds, IP33 1BJ	01284-767979
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[www.adecco.co.uk](http://www.adecco.co.uk)

Adecco	40-41 Abbeygate, Bury St. Edmunds, IP33 1UN	012847-32440
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[www.brookstreet.co.uk](http://www.brookstreet.co.uk)

Brook Street	1 <sup>st</sup> Fl, Market Chambers, Peterborough PE1 1XW	07133-410810
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[www.hays.co.uk](http://www.hays.co.uk)

Hays Recruiting Experts	1 <sup>st</sup> Fl, 1 Cornhill, Bury St. Edmunds, IP33 1BE	01284-766822
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## **Education & Teaching Profession**

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[www.tda.uk](http://www.tda.uk) US-trained teachers will need to obtain Qualified Teacher Status to be able to teach in the UK.

[www.naric.org.uk](http://www.naric.org.uk) The National Academic Recognition Center (NARIC) provides information concerning qualifications and skills obtained outside the UK.

<https://www.visionforeducation.co.uk/> This website facilitates teacher recruitment and encourages overseas teachers seeking work in the UK to register.

## **Nursing Profession**

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[www.nmc-uk.org](http://www.nmc-uk.org)

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").

[www.prestige-nursing.co.uk](http://www.prestige-nursing.co.uk)

Prestige Nursing is open to hiring US-educated nurses for temporary and permanent positions once they are registered with the NMC and the Royal College of Nursing (RCN).

## **Military Friendly Companies**

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[www.militaryfriendly.com](http://www.militaryfriendly.com) This website has the most up-to-date information about companies who intentionally seek out military spouses and veterans and also understand the unique challenges with which military families cope. Listed below are some of these companies who either have or have recently had positions open in the U.K.:

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

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

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

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

Capital One: [www.capitalonecareers.com/company-overview](http://www.capitalonecareers.com/company-overview)

CBRE: [www.cbre.com/EN/careers/Pages/default.aspx](http://www.cbre.com/EN/careers/Pages/default.aspx)

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

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

Deloitte: [https://careers.deloitte.com/jobs/eng-UK?icid=top\\_job-search](https://careers.deloitte.com/jobs/eng-UK?icid=top_job-search)

First Data: [www.firstdata.com/en\\_gb/about-first-data/careers.html](http://www.firstdata.com/en_gb/about-first-data/careers.html)

Hilton Worldwide: <http://jobs.hiltonworldwide.com/en/?cntry=united-kingdom>

Johnson Controls, Inc.: <https://www.johnsoncontrols.com/careers/why-johnson-controls>

ManTech: [www.mantech.com/careers/Pages/careers.aspx](http://www.mantech.com/careers/Pages/careers.aspx)

PricewaterhouseCoopers: [www.pwc.co.uk/careers](http://www.pwc.co.uk/careers)

The GEO Group, Inc.: <https://www.geogroup.com/Careers>

UnitedHealth Group: <https://careers.unitedhealthgroup.com/>