EMPLOYMENT IN THE
RAF Lakenheath Community

A Guide to On & Off Base Employment in the UK
For U.S. Command Sponsored Family Members
RAF LAKENHEATH
AIRMAN & FAMILY READINESS CENTER (A&FRC)

Location: RAF Lakenheath, Bldg. 950
Hours: 0730-1630 – Mon, Tues, Wed, Fri
        0730-1430 – Thurs
Telephone: 01638-52-3847 (From within the U.K.)
           011-44-1638-523847 (From the U.S.)
           DSN 226-3847

Facebook: RAF Lakenheath Airman & Family Readiness Center

Congratulations on your assignment to RAF Lakenheath! Although finding employment at an overseas installation can be challenging, there are factors that can increase your opportunities such as Military Spouse Hiring Preference for Overseas and the ability to work in the local economy. We look forward to assisting you on your career journey.

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 client 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.
- One-on-one career consultations and educational workshops providing information such as career development and assessment, networking, interviewing skills, resume writing and federal employment.
- Access to computer lab for job searching, resume writing, and career enhancement resources.
- Email subscription for local job announcements and employment tips.
- A binder at the reception desk of current and past local employers to get a feel for the local employment climate.
ON BASE EMPLOYMENT OPPORTUNITIES

AAFES (BX, Shopette, Anthony’s, Subway, Furniture Store, Concessions in the Mini-Mall)
www.shopmyexchange.com/careers

HRO, RAF Feltwell Bldg 94 Phone: 01842-829946
HRO Annex, RAF Lakenheath Bldg 975 Phone: 01638-524238

Eligibility: Anyone 16 years old and up, Shopette 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: British and Non-British NATO Country spouses with SSN

ON-BASE BANKS & CREDIT UNIONS
Community Bank is located on RAF Lakenheath and Mildenhall. Keesler Federal Credit Union is located on RAF Lakenheath and RAF Alconbury. Please apply in person.

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 the website http://acpol.army.mil/employment/ or on www.usajobs.com.

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 SCHOOLS (DoDDS)
Open Continuous DoDDS positions are posted online through USA Jobs at http://www.usajobs.opm.gov/. Instructions on how to apply are located at: http://www.eu.dodea.edu/hr/open.php. Open continuous position include Substitute Teachers, Educational Aids and Administrative positions. DoDDS Schools include: Lakenheath Elementary, Feltwell Elementary, Lakenheath Intermediate, Lakenheath Middle (on Feltwell) and Lakenheath High School.

Once your application is processed and completed through the 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, 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.
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 DoDDS-Europe, Human Resources Office at: 0611-380-7937.

EDUCATION CENTER – Location: Building 948  Telephone: 01638 523851  DSN 226-3851

Central Texas College – Telephone:  01638 523507  DSN 226-3507
Embry-Riddle Aeronautical University – Telephone:  01638 522464  DSN 226-2464
University of Maryland – Telephone:  01638 523195/3724  DSN 226-3195/3724
University of Oklahoma – Telephone:  01638 526186  DSN 226-6186

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

NAF HUMAN RESOURCE OFFICE (HRO) – 48 Force Support Squadron

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

Location:  Bldg. 977, Room 45 RAF Lakenheath

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

www.nafjobs.org

Eligibility:
- Any US citizen with a valid US passport, UK Visa 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  United States
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).
JOINT ANALYSIS CENTER (JAC) EMPLOYMENT – RAF MOLESWORTH

The JAC employs US civilians mostly in the intelligence and computer fields, occasionally administrative support positions are also available.

The points of contact for more information on civilian employment at the JAC are:

General application/employment questions 01480-841717

Eligibility: US Citizens

NAVY CIVIL SERVICE JOBS

There are some local-hire civil service jobs available through the Department of the Navy. Most of these jobs are in London and its environs. Depending on where you live you may consider them. The current listings and employment process can be found at the website: https://chart.donhr.navy.mil/

Eligibility: US Citizens

FEDERAL EMPLOYMENT/CIVIL SERVICE POSITIONS

All local Federal positions are listed on USAJobs. For more information, visit their website at www.usajobs.com. Federal employment seekers are highly encouraged to attend our federal employment workshop because this process can be quite frustrating without the correct information.

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 visiting forces dependent visa and no employment restrictions on their passport are able to work on the British Economy without a work permit. You must apply for a National Insurance Number when hired for work.

If you are not command sponsored, you may receive 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, the procedures are more complicated. In order for US-trained teachers to be able to teach in maintained British schools (off base), they will need to obtain Qualified Teacher Status (QTS). For more information regarding teaching in off base schools, contact:

Teacher Training Agency
Tel: 0300 065 6526
www.tda.gov.uk
http://www.tda.gov.uk/

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

Vision for Education

Vision For Education is one of the fastest growing Teacher Recruitment Agencies in the UK. All of our branches are staffed by experienced professionals, providing both a local and personal service to schools and teachers.

Why register with Vision For Education?

- Best rates of pay in your area
- Maximize your opportunities for work
- In addition, we have dedicated teams to specifically help you in you are an
  - Newly Qualified Teacher (NQT),
  - Final Year Student
  - Overseas Teacher seeking work in the UK

For more information, please contact Nicola Hatch at 01733 371371 or visit their website at www.visionforeducation.co.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.

**Prestige Nursing**

Prestige Nursing will work with US educated and trained nurses provided they are registered with the NMC (Nursing & Midwifery Council) and also the RCN (Royal College of Nursing). Candidates will also need to furnish email addresses to obtain references for previous employment.

Prestige offers a wide choice of both temporary and permanent positions. If you value flexibility and variety in your work life then consider the wide range of temporary nursing and care jobs that Prestige Nursing has to offer. After passing rigorous recruitment checks and updating your training if necessary, you will become a member of Prestige Nursing. They will work with you to find work when you want it, where you want it. Visit their temporary jobs page to find out more.

If you’re looking for a more permanent move as the next step in your career, then consider working with Prestige Nursing + Care to find your next job? You do not have to be registered with them and you can choose from a wide variety of jobs from some of the leading employers in the health and care sector. Visit their permanent jobs page to find out more.

For more information, contact the Norwich office at 01603 666643 or e-mail Norwich@prestigenursing.co.uk or visit http://www.prestigenursing.co.uk.

**GENERAL EMPLOYMENT**

Jobcentres 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 Jobcentre. Follow the how to apply instructions. You can also search jobs on the Jobcentre website by visiting http://jobseekers.direct.gov.uk. You can also find out about self-employment opportunities through the Jobcentre Enterprise Clubs. Enterprise Clubs are one of the services that Jobcentre 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 Jobcentre 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.

**Mildenhall Jobcentre**
Breckland House
8 Church Yard
Mildenhall
Suffolk
IP28 7EE

**Newmarket Jobcentre**
Wellington Street
Newmarket
Suffolk
CB8 0HT
01638-683600
Online Job Listings

The following are a listing of Internet sites that may be helpful for local resources:

2. [www.reed.co.uk](http://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](http://www.prospects.ac.uk)  Guide to graduate careers & postgraduate study in the UK.
4. [www.businesslink.gov.uk](http://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](http://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](http://www.totaljobs.com)  Lots of UK jobs. Submit CV.
7. [www.jobmall.co.uk/](http://www.jobmall.co.uk/) Access thousands of jobs from top Recruitment Agencies.
8. [www.mtselect.co.uk/](http://www.mtselect.co.uk/) Recruitment Site for Motor Trade.
16. [www.monster.co.uk/](http://www.monster.co.uk/)
17. [www.jobsite.co.uk/](http://www.jobsite.co.uk/)
18. [www.topjobs.co.uk/](http://www.topjobs.co.uk/)

Yellow Pages and Newspaper Classifieds

The Yellow Pages of telephone books for the various surrounding communities remain as one of the best and most frequently overlooked resources for finding names and locations of businesses and organizations as potential employers. The various National and Local newspapers have regularly scheduled recruitment advertisements. Copies of these may be purchased at any of the nearby stores or news agents.

Staffing Agencies

There are numerous staffing agencies offering assistance in finding temporary and permanent employment in areas such as accounting; technical and computing; labor and industrial; sales; secretarial and office administration. You can check the Yellow Pages of your local telephone book or conduct an internet search. A full listing of recruitment agencies can be found at: [http://www.ukwebstart.com](http://www.ukwebstart.com). Some agencies, which are familiar with the Status of Forces Agreement allowing spouses of American and DOD civilian employees to work on the economy, are listed below:
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 Jobcentre Plus location on Tel 0845 600 0643 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. They may require you to attend an ‘Evidence of identity’ interview. Nearby Jobcentre 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?**

Jobcentre Plus will 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. Jobcentre 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

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**Tax Information for Those Working On the British Economy**

**British Taxes:** If you work in the UK, you will 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 £7,475 if 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](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 $97,600 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](http://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](http://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.
- Paper size. It is important to honor local custom and ensure that your CV is formatted and printed on quality A4 paper.