

2023 GUIDEBOOK

# 422D AIR BASE GROUP NEWCOMER GUIDE

Everything you need to know before  
your PCS to the United Kingdom



## RAF Croughton, Fairford & Welford

This guide is brought to you by the Military & Family Readiness Office and the 422d Air Base Squadron.





# TABLE OF CONTENTS

INTRODUCTION	03
LOCATION	04
SPONSORSHIP & ARRIVAL	06
DRIVING & VEHICLES	12
HOUSING	18
CHILD CARE & SCHOOLS	24
MEDICAL	28
TELECOMMUNICATIONS	30
WORKING IN THE UK	34
PCSING WITH PETS	36
M&FRC PROGRAMS	42
DIRECTORY & MORE INFO	45



## WELCOME TO THE 422D ABG

**T**his guide was created to help you prepare for your move to the 422d Air Base Group, a unit of the 501st Combat Support Wing. The 422 ABG, develops combat-ready professional Airmen, delivers worldwide communications, enables global strike operations, and supports mission partners.

Moving to a foreign country can be a daunting experience, but this guide aims to provide you with the necessary support to ease your transition.

Inside you'll find a mix of official information and some recommendations from our community on how best to prepare for your arrival, adapt to your new environment, and get excited about your new assignment with the 422 ABG.

*The resources and links provided in this guide are for informational purposes only. Contact information for any business, non-profit or other non-federal entity appearing in this publication does not constitute an expression or implied endorsement.*

*If you notice an error while browsing this guide, please contact [422abs.fsk.marketing@us.af.mil](mailto:422abs.fsk.marketing@us.af.mil)*



## LOCATION

**T**he 422d Air Base Group is headquartered within the charming countryside of the Cotswolds area of the United Kingdom.

The group is composed of five squadrons based at RAF Croughton:

- 422d Air Base Squadron
- 422d Civil Engineer Squadron
- 422d Communications Squadron
- 422d Medical Squadron
- 422d Security Forces Squadron

And two squadrons based at RAF Welford & RAF Fairford.

- 420th Munitions Squadron (Welford)
- 420th Air Base Squadron (Fairford)

The 422 ABG provides command, control, communications, and computer support to the Department of Defense and civilian agencies across the European theater, as well as base-level functions and services.



## POSTAL CODES

British Postcodes are equivalent to US Zip Codes. A post code will cover a maximum of 100 properties, in a town, you will get within 10 yards, and in the countryside within a half mile of your destination. A post code is one or two letter named for a local town, one or two digits for a district, and then an arbitrary code of one number and two letters. For example, RAF Croughton is NN13 5XP.



**RAF Croughton** is located near Brackley, within the county of Northamptonshire, just 20 miles north of Oxford and 70 miles northwest of London.

*Closest towns/cities within 45 minutes: Banbury, Bicester, Buckingham, Milton Keynes, Oxford, Silverstone, Towcester.*

**RAF Fairford** is located near Swindon, within the county of Gloucestershire, around 80 miles west of London.

*Closest towns/cities within 45 minutes: Carterton, Cirencester, Faringdon, Highworth, Kempsford, Swindon, Witney.*

**RAF Welford** is located near Wantage, in West Berkshire, around 70 miles west of London.

*Closest towns/cities within 45 minutes: Abingdon, Didcot, Newbury, Reading, Swindon, Wantage*

All three bases are close to major road and rail links for extensive travel opportunities both in the UK and on the European continent.

## BE PREPARED

**The United Kingdom is a high cost of living area for the military, so you should prepare and start saving for the move months before you PCS.**

To help offset the higher price of non-housing goods and services, you will receive an Overseas Cost of Living Allowance (COLA). To find more information about COLA, visit the Defense Travel Management Office website at

<http://www.defensetravel.dod.mil/site/colaIndexCalc.cfm>.

Personnel should also be prepared to defray added expenses not normally found in the States, i.e., television license (annual cost is approximately £150), and vehicle road tax which can vary significantly depending on vehicle type and engine size.





# SPONSORSHIP

**M**oving is a way of life for service members and their families. Resources like [Plan My Move](#) and [Military OneSource](#) provide important information to help make moving easier. But, for many newcomers, a sponsor adds that personal touch.

A sponsor is assigned by a newcomer's gaining unit and helps the newcomer before, during and after a move. If you haven't been assigned a sponsor, you can request a sponsor through your new unit. Units try to match sponsors and service members by rank and family status.

We also recognize that the service member isn't the only one

affected by a move, so spouses can also receive training to become a sponsor. To help prepare sponsors for success, the Sponsorship Program provides training and access to important information and resources.

*The Sponsorship Program helps sponsors fulfill their duties including:*



## Communication

Sponsors should be contacting the service member and family with an introductory email and staying in contact with the service member throughout the moving process. They will send information about the new community and duty assignment, responding to questions and provide information about resources.



## Logistics

Your sponsor will confirm transportation and lodging arrangements and help with securing a post office box. They will meet service members and family members upon arrival and accompany service members to unit check-in point.



## Community

The sponsor will introduce service members to the Military and Family Support Center and loan closet, if it's available and help familiarize service members and families with the installation and key locations, like the commissary.



**All service members will be assigned a sponsor. If you haven't received one please reach out to your gaining unit.**

**Overall, the Sponsorship Program aims to do the following:**

- Provide newcomers with a sense of belonging
- Ease the transition for inbound service members or civilians and their family members
- Increase productivity of service members and loved ones
- Help newcomers make informed decisions
- Cultivate new friendships
- Improve morale



# ARRIVAL IN THE UK



Before arriving in the UK, you may schedule a pick up from the airport by our Outdoor Recreation (ODR) team. This should be scheduled ahead of time by yourself or your sponsor by contacting RAF Croughton ODR.

## ODR TRANSPORTATION PROCESS

- 01** Individual or Sponsor contact Outdoor Recreation via phone 011-44-1280-708419 or email [sean.lyddall.gb@us.af.mil](mailto:sean.lyddall.gb@us.af.mil)
- 02** A request form will be sent to you to be filled in with your details and returned to Outdoor Recreation.
- 03** ODR will check driver schedule and ensure they have availability for the request. If not, other contact information for local taxi services will be provided.
- 04** Once driver availability is confirmed, an invoice and confirmation form are sent to the individual and sponsor. The form will contain the driver's emergency contact details and other important emergency procedures and contacts for RAF Croughton.
- 05** When the driver meets the incoming passenger/s a hard copy of the invoice and payment receipt will be provided for all travel claims.

## MAKING A PHONE CALL IN THE UK



Phone numbers around the world follow a similar format but will have varying amounts of digits.

Access Code	Country Code	City Code	Phone Number
011 or +	44 or 0	1234	56-7890

A leading zero (0) is often used in Europe as a local call identifier and is dialed when calling another number in the same country. When dialing a UK number with a leading 0 from the US you must dial: 011-44-XXXX-XX-XXXX. Do not include the leading 0.



## OTHER TRANSPORTATION OPTIONS



### CAR RENTAL

- Banbury Van & Car Hire Ltd.  
01295-25-6555  
[banburyvanandcarhire.co.uk](http://banburyvanandcarhire.co.uk)
- Bicester Car & Van Rental  
01869-343-150
- Enterprise-Rent-A-Car  
01295-27-7533  
[enterprise.co.uk/en/home.html](http://enterprise.co.uk/en/home.html)

### PUBLIC TRANSPORTATION

Public transportation including buses, trains, and the metro system are very easy to use in the United Kingdom. If arriving from London Heathrow, you may opt to take the train and have your sponsor or a car service pick you up from there.

#### Train Stops from London Paddington

Bicester (RAF Croughton), Swindon (RAF Fairford), Newbury (RAF Welford).

If a sponsor will be picking you up, and you and your spouse have a large amount of bags, pets, or other special requirements like car seats for children, let your sponsor know ahead of time.

### RAF MILDENHALL PATRIOT EXPRESS

If you are booked to arrive to the UK via the Patriot Express, you will land at RAF Mildenhall. RAF Mildenhall is approx. 2 hours from Croughton and 3 hours from Fairford.

If your sponsor is not able to meet you at the Patriot Express landing area, there are three taxi companies authorized entry to RAF Mildenhall to help you arrive closer to your sponsor. (It will be extremely expensive if you take a taxi all the way to RAF Croughton/Welford.)



## LODGING

The Shepherd's Rest Inn is the lodging facility located on RAF Croughton where you will stay during your time in TLF. Your sponsor should help you secure a room or provide information for a Non-Availability letter for RAF Fairford/Welford. Please let your sponsor know if you booked a room in advance.

Hours of Operation

Monday – Friday

0730-1630

On U.S. Holidays: 0730-1300

Closed on weekends



For questions, or to book your room  
DSN: 314-236-8394 | CIV: +44 (0) 1280708394  
Email: [422abs.svml@us.af.mil](mailto:422abs.svml@us.af.mil)




# DRIVING AND VEHICLES



**I**t is mandatory that the sponsor and any dependents intending to drive in the UK, attend the RAF Croughton Local Conditions Brief, and UK Theory Testing within 30 days of UK arrival.

The briefing and testing is held every Wednesday in the RAF Croughton Community Activity Center (CAC), Building 200, or education classroom. The briefing runs 0830 - 0940 and proctored theory testing begins at 0950.

 **For any questions, please contact 501CSW Wing Safety DSN: 314-236-8572 | CIV: +44 (0) 1280708572**

It is a requirement that all members and dependents intending to drive attend the briefing and pass the UK theory test (pass mark 43/50 - 86%).

To help prepare for the test, review the UK Highway Code and Theory Test for Cars located on the GOV.UK websites - these are free to access [www.GOV.UK](http://www.GOV.UK)

## Pass & Registration Office

This office is here to help you with setting up your vehicle upon arrival. Their services include:

- Driving/Fuel Permit
- Concession (Imported) Vehicle Rules
- Importing your vehicle
- Picking up your Vehicle
- Driving your Vehicle
- First Registration
- V5C registration Certificate
- Second Year Road Tax/Registration
- Selling/Transferring your Imported Vehicle
- Adding a Vehicle on Driving/Fuel Permit

**236-8611 or 01280 70 8611**

## Vehicles

Vehicles imported into the country must be registered with the British authorities through the Pass and Registration office within **72 hours** of being driven into the U.K or after being picked up from the port.

A minimum of one stateside license plate must be attached to the vehicle when picking it up at the port. Don't forget to hand carry your front and rear license plates with you, all cars in Britain have front and rear plates.

Upon arrival of your POV your plates will be put back on your car until your vehicle is fully registered in the U.K System and British license plates can be made. Personnel without any plates on their vehicles are not authorized to drive the vehicle in the U.K. until the U.K. registration has been completed.

U.K. light conversions are mandatory for every vehicle imported into the U.K. **There is no exception to this regulation.** Members are only permitted two legal drives, the first from the Vehicle Processing Center to your home and the second to a pre-booked MOT and light conversion. If a member picks a vehicle up without US plates, they have 1 drive to a Pre-Booked MOT then they must park it and wait till they have their UK plates. **There are no exceptions to this policy.**



## Ministry of Transport (MOT) Inspection

The Ministry of Transport requires all imported vehicles that are less than three years old to be inspected before registration and vehicles over three years of age must be inspected yearly, this is called a *Ministry of Transport (MOT) Certificate*.

The MOT is a bumper-to-bumper safety test. It is very involved and complex and is not an easy test to pass. The MOT test itself takes about 45 minutes and the cost is currently £40-£50 or its dollar equivalent at the going rate. The MOT applies to all vehicles more than 3 years old. The MOT certificate is good for 12 months and then must be retested. You must have a valid MOT test certificate in order to drive on British roads. You may incur additional costs if the vehicle does not meet or pass MOT requirements and requires maintenance.

The Auto Hobby Shop here at RAF Croughton can put your car through its annual MOT inspection, as well as carrying out most other services or repairs to your vehicle.



For further information or to book your vehicle in contact:  
DSN: 236-8458 CIV: 01280-70-8458



## Purchasing a Vehicle, Road Tax, and Insurance

If you are buying a car in the UK there are lots of things to consider, whether you are buying a luxury car, a safe cruiser for the family to enjoy, or that sporty convertible, it makes no difference; they all have to pass an annual MOT inspection. When buying a vehicle, you are always taking a gamble with regards if the money you have spent has been worthwhile. All you can do is reduce the chances of making a bad decision when buying your new vehicle. Do your homework on particular vehicles you are considering.

Whether you've bought a vehicle from a private seller or a dealership, they will complete the V5C/3 and mail it to the DVLA. You will receive the V5C/2 (New Keeper's Details); hold on to this but DO NOT leave it in your car. Request confirmation from the seller that the form was mailed!!

**Once you've bought a vehicle, two things will need to happen before you can legally drive on the UK roads:**

- 1) Road tax: Tax must be paid on all vehicles registered in the UK. Tax cannot be transferred between keepers. You can visit <https://www.gov.uk/vehicle-tax>
- 2) Insurance: Contact your insurance company and set up a UK Insurance policy. Some CONUS insurers will not write policies for overseas, although USAA is very simple to convert to overseas.

**9 Selling or transferring your vehicle to a motor trader, insurer or dismantler – Please fill in and return to DVLA (see notes over the page) V5C/3**

V5C3-0614

981 MY01 CAR 2

Date of sale or transfer Present mileage

04 D D M M Y Y

\* You are not required by law to provide mileage information

Name and address of motor trader

Business name:

Address:

Post town:

Postcode: VAT number:

**Declaration** Please read the notes over the page before signing.

**Registered keeper:**  
I declare that I sold or transferred this vehicle to the motor trader, insurer or dismantler named in this section on the date shown.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Motor trader, insurer or dismantler:**  
I declare that this vehicle was sold or transferred to me on the date shown in this section.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Law:** If the vehicle is sold or transferred both the registered keeper and the motor trader, insurer or dismantler must sign this section. The registered keeper must then return it to DVLA.

Document Ref. No. 0000 000 0001 01 01 16

Despatch Codes 0000000000 / 000000 42

**10. New keeper's details – To be kept by the new keeper. Do not return to DVLA (see notes over the page) Please tear along dotted line V5C/2**

Registration number MY01 CAR Validation character 2

Make CAR MAKE Model CAR MODEL

Suspension Type \_\_\_\_\_

Date of first registration 01 01 2016

Wheelplan 2-AXLE-RIGID BODY

Revenue weight \_\_\_\_\_

\*Taxation class PETROL CAR

Type of fuel PETROL

Cylinder capacity 1229 CC

CO2 146 G/KM

No. of seats inc. driver 5

Write date of sale/transfer here D D M M Y Y Postcode \_\_\_\_\_

Doc. Ref. No. 00000 000 0001 01 01 16

Despatch Codes 0000000000 / 000001 42

V5C2-0614

**This will not produce a Registration Certificate.**

\*The tax class shown can only be changed when taxing. Please apply at your nearest Post Office\*.

FOR OFFICIAL USE ONLY

8269 3325 3493 8948 9159 8695

## DID YOU KNOW?

You can enter the vehicle registration on [www.gov.uk/check-mot-history](http://www.gov.uk/check-mot-history) to view previous pass/fail tests and advisories. This is a useful guide to judge the current or future issues you may encounter with the vehicle.



## Fuel Permit/3rd AF License

If you've bought a vehicle, make sure to see Pass & Registration to have it added to your 3rd AF License/Fuel Permit or else you will not be able to fill up on base. To get your 3rd AF License/Fuel Permit, you must take and pass the Driver's Safety Course and test. When you have passed, visit Pass & Registration to receive your permit.

If you've picked up your imported vehicle, make sure to hold onto Form 941 (Pink paper). This can be used to fill up the vehicle until you get it added to your 3rd AF License/Fuel Permit.

If purchasing gas with a rental vehicle, present a copy of your orders, ID card, 3rd AF License/Fuel Permit, stateside DL, and rental agreement.

**You can get on-base gas prices at off base locations with a fuel card linked to the Military Star Card. Visit the BX for information and to sign up. This can be helpful for those stationed at RAF Welford and RAF Fairford.**

Please refer to the website below for more information or contact the RAF Croughton AAFES Exchange [aafes.com/exchange-stores/overseas/uk-fuel-ration/details.htm](http://aafes.com/exchange-stores/overseas/uk-fuel-ration/details.htm) or phone DSN: 236-8828 or CIV: +44 01280708828

## Resources for Research

- **www.rac.co.uk** has some really good help and advice. They even have a vehicle inspection service where a trained professional will look over the car and give you their best advice on the vehicle you are interested in highlighting any problems or concerns they have found during their inspection. NOTE there are three levels of inspection depending how in depth they go and there is a fee for this service, please visit the site for details of this and the process for this service.

- **Parkers**, ([www.parkers.co.uk](http://www.parkers.co.uk)) similar to Kelley Blue Book, is the UK's most-trusted site for reviews of new cars and used cars, plus car buying advice, free valuations, cars for sale, and car leasing deals. Consider taking someone with experience working on vehicles or has experience on particular vehicles when you go to view the vehicle.

**Here are some options to start your car search.**

[www.autotrader.co.uk](http://www.autotrader.co.uk) | [www.gumtree.co.uk](http://www.gumtree.co.uk) | [www.preloved.co.uk](http://www.preloved.co.uk)

Social media (Facebook Marketplace) | Base lemon lot

**Note: These recommendations are not endorsed by the Air Force or Department of Defense. Any transaction should be made with due diligence.**



## Drunk Driving

The United Kingdom has very strict laws against drinking and driving. The current legal limit is .08 BAC. You cannot drive anywhere in the UK if you've been banned by any UK court because of drunk driving, including on base. For more information, visit [gov.uk/drink-driving-penalties](http://gov.uk/drink-driving-penalties)

## Differences in Driving in the UK

- DRIVE ON THE LEFT HAND SIDE of the road.
- Distances are measured in miles (but are measured in km on mainland Europe)
- Most roads are toll free but there are some exceptions
- Many roads are narrow and winding
- Roads can get very busy, especially during UK holidays, and travel times are likely to be longer than expected (a 10 mile drive frequently takes 15-20 minutes)
- Motorways are marked with an "M", main routes are known as "A" roads and "B" roads are secondary routes (sometimes less congested!) • Seat belts are required
- It is illegal to use a mobile phone whilst driving, or anything which distracts the attention of the driver, such as drinking a soda, changing the music track etc.
- There are lots of speed cameras!



# HOUSING

**The Housing Management Office (HMO) is ready to support and assist you in the transition to your new assignment.**

When you arrive to any unit within the 422 ABG, **you must report to HMO within two workdays after your arrival** as part of inprocessing.

HMO will provide counseling and guidance on a myriad of topics, such as Temporary Lodging Allowance eligibility/claim procedures, availability of Military Family Housing and economy housing options, the applicable rate for Overseas Housing Allowance (OHA), lease contract reviews, council tax and a host of other useful topics.

We ask that you wait until your move in date before signing a lease agreement to ensure you are fully aware of the applicable U.K. housing rental laws. HMO will review lease contracts to make sure all relevant terms and agreements are acceptable and inclusion of the military clause.

Please do not sign any lease agreement before HMO review.

**Remember that in securing rental housing at a new location, you may be required to pay the first month's rent (ranging from 500 pounds to 2,500 pounds) in advance and also a security deposit equivalent to a month's rent, which is a major expense.**

HMO is located in building 62 and the hours of operation are Monday through Friday 8 a.m. to 3 p.m., closed noon to 1 p.m. for lunch. HMO is closed on U.K. holidays.



For more information you can reach HMO on:  
314-236-8951 | +44 1280708951 | 422ces.ceih@us.af.mil



## TYPES OF HOUSES



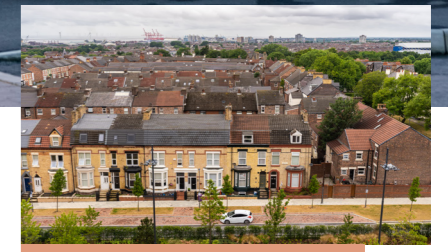
### Detached

Detached houses do not share any walls with a separate structure. They also tend to have both front and back gardens. Associated with a greater degree of privacy when compared to other variants, these units are often ideal solutions for those who have children.



### Semi-Detached

As the name suggests, the only major difference between a detached house and a semi-detached is that the semi-detached homes share at least one wall with an existing structure that is separately owned.



### Terraced

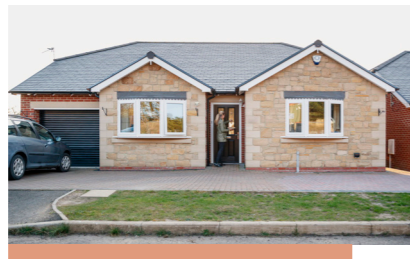
These are actually some of the most well-known and iconic housing types within the United Kingdom. Terraced houses are connected by a single wall on either side leading to a literal "row" of structures that occupy a street.





## End-of-Terrace

The only main difference between end-of-terrace houses and terraced is that these structures are found at the end of a row of homes. In other words, only one wall is shared with an adjacent structure. This is why such houses are often found at the end of a road or on a cul-de-sac.



## Bungalow

A bungalow is commonly known as a single-story detached house, although some may have a second level thanks to a loft conversion.

As bungalows don't go up, they usually go out, so they will often cover a greater expanse of land than a 'normal' house would.



## Cottages

These traditional-homes are often found throughout the more rural areas or what may appear to be 'random' locations as some are hundreds of years old.

Cottages are known for their sturdy construction, thick walls and traditional atmosphere. They can be both detached or semi-detached.

## Size Difference in Housing

One of the first things to note when moving to the UK in general, is that houses will generally be smaller than what you may be used to in the US. So really take time to imagine how your current furnishings such as beds, sofas, dining tables, etc. would work in a smaller space. Although it is difficult to imagine this (as you may not yet know where you will be living) do a little research into the styles of house that are common in the UK, and use search engines such as rightmove.co.uk for a more visual aspect and to view property floorplans and measurements.

## HOUSING WEBSITES

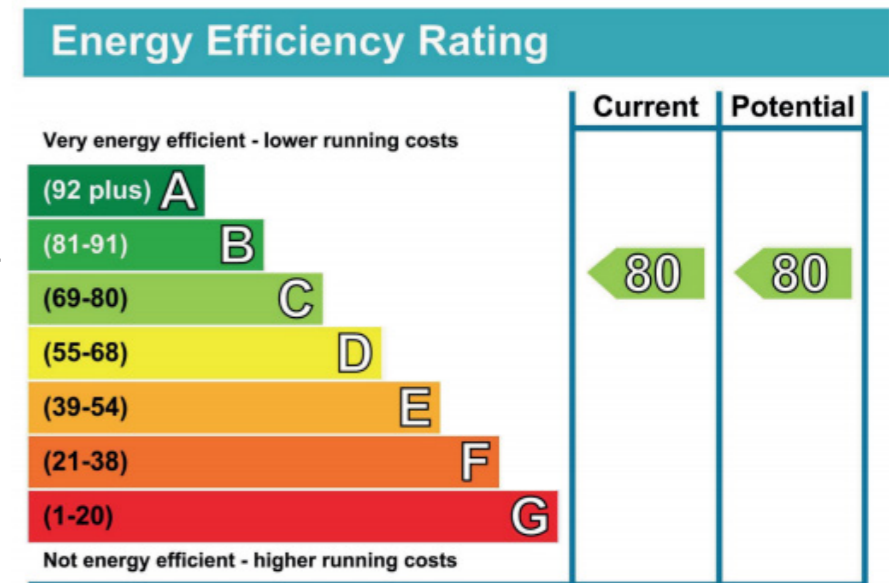
[housing.af.mil](http://housing.af.mil) >

[rightmove.co.uk](http://rightmove.co.uk) >

[zoopla.co.uk](http://zoopla.co.uk) >>

## Energy Ratings

If you are concerned about the utility costs, you are entitled by law to see this certificate indicating how efficient the home is before agreeing to rent. The higher the rating, the more energy efficient the home is and the lower bills would be. It is suggested to look for a home that has an EPC rating of **C or better**.

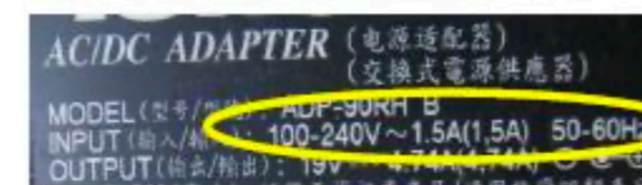


## Appliances, Electronics, & Voltage

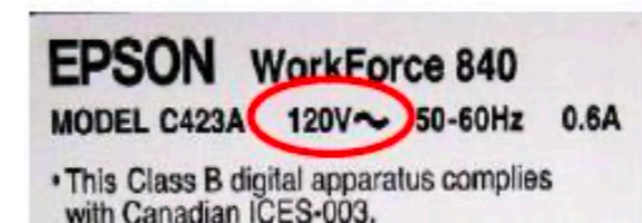
If you choose to live off base, FMO will provide you with a washer, dryer, and/or fridge when available.

The UK uses a different voltage-current system than the US. The US runs on 110V and 60Hz while the UK runs on 240V and 50Hz. Check your appliances and electronics for dual voltage compatibility. Most computers and USB wall chargers, for example, can be used with an adapter.

Appliances and electronics that DO NOT meet compatibility can be used with a transformer or step up/step down converter. TMO can offer transformers for the duration of your tour if needed.



← will work with an adapter



← will need to be plugged into a transformer to work.



# FORCE SUPPORT



The 420d and 422d Air Base Squadrons provide world-class agile combat support and quality of life initiatives for its US personnel, their families and UK personnel within the 422d Air Base Group and the larger community.

## CSS

The CSS (Commander Support Staff) is a Military Personnel Office located in Bldg. 201 and is here to assist you with inprocessing, tourist passports, vignettes, DEERS enrollment, and CAC services. Find more information at [raf-croughtonfss.com/css](http://raf-croughtonfss.com/css)

## Fitness Centers

The RAF Croughton and RAF Fairford Fitness Centers are filled with top of the range fitness equipment and available 24/7. Our staff all have extensive knowledge of fitness and sports and we are here to help and assist you! Follow our Instagram page for up to date details [@raf\\_croughton\\_fitness\\_center](https://www.instagram.com/raf_croughton_fitness_center)

## Post Office

The RAF Croughton Post Office is an extension of the United States Postal Service, and offers priority mail services, free APO to APO shipping, money order requests, and volunteer opportunities. RAF Fairford has very limited postal operations. All members assigned (and deployed) to RAFF will be issued a mailbox. Members cannot purchase stamps or pay for shipping labels at the counter. Members at both RAFC and RAFF may use Pirate Ship and USPS Click and Ship which offer prepaid labels for their parcels.

## Here are services and facilities you can find at RAF Croughton:



FOOD

- AAFES Exchange / BX / Shoppette
- Bowling Center
- Coffee Shop
- Commissary
- The Crown Pub



FAMILY

- Child Development Center
- Library
- School Age Program
- Teen Center



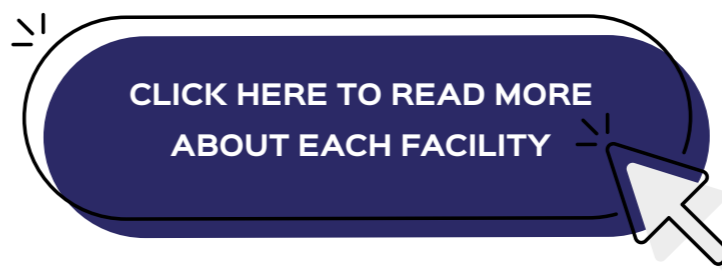
FUN

- Bowling Center
- Community Center
- Information Tickets and Tours
- Outdoor Recreation
- The Crown Pub



FORCE SUPPORT

- Air Force Inn / Temporary Lodging
- Airmen's Attic
- Community Bank
- CSS *Commanders Support Staff*
- Fitness Center
- Finance office
- Furnishing Management Office / Traffic Management Office
- Medical Clinic
- MFRC / Loan Locker
- PFC (*Personal Financial Counsellor*)
- Post Office
- Uniform Alterations





# CHILD CARE

**422 ABS is here to provide our airman and their families with quality family care services, helping them balance the mission with family life.**



The RAF Croughton Child Development Center provides full-time weekly hourly childcare to children 6 weeks through 5 years of age.



The RAF Croughton School Age Care program provides full-time weekly and hourly childcare to children ages 5-12 during term and summer breaks.

*Children of military, DoD civilians and State Department may use the CDC, SAC and Youth Center according to Air Force Instruction 34-144.*

RAF Fairford families are able to use Busy Bees daycares located in Swindon which provide childcare for dual/single military families. Please reach out to the Family Services Flight Chief to see if you will qualify for subsidized care.



DSN: 314-236-8526  
CIV: +44 (0) 1280708526

## Childcare Services Off Base

Local nurseries are available off the installation, as well. You can find registered nurseries at: [gov.uk/find-nursery-school-place](https://www.gov.uk/find-nursery-school-place)

**All 3 to 4-year-olds in England can get 570 free hours of early education/ childcare, with an approved provider, per year.**

It's usually taken as 15 hours a week for 38 weeks of the year, but you can be adjusted with your provider. The benefit starts the term after your child's 3rd birthday and stops when your child starts in reception class (or reaches compulsory school age, if later) You may have to pay for extra costs like meals,

Contact your childcare provider or local council to find out more, visit for more information [gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds](https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds)

## REGISTERING FOR CHILDCARE AT RAF CROUGHTON

[CLICK HERE TO REGISTER AT MILITARYCHILDCARE.COM](https://militarychildcare.com)

01

### CREATE AN ACCOUNT

In order to register your children for the CDC or SAC, you will need to create an account on Military Child Care.

Once you create an account, you will set up a Household Profile that stores key information about your family and allows you to conduct a customized search for military child care and fee assistance programs.

02

### SEARCH FOR AND REQUEST CHILD CARE AND FEE ASSISTANCE

Your MCC account gives you access to the full range of military child care programs. Request care as soon as you know your tentative arrival date to get on the waitlist.

03

### MANAGE YOUR REQUESTS

Log in to MilitaryChildCare.com to update or cancel your requests for care. Notifications about your requests, including offers for care when space is available, will be delivered to your preferred email address and posted to "Time Sensitive Actions" in your Military-ChildCare.com dashboard.

04

### UPDATE YOUR HOUSEHOLD PROFILE

If your household information changes, log in to update your profile. Keep your sponsor and spouse information current to help programs quickly confirm if you are eligible for care.



# SCHOOL LIAISON



**T**here are no DoDEA schools near RAF Croughton. Children attend British State Schools or Private/Independent Schools. The School Liaison is the central point of contact for commanders, military families, and local school systems on school-related matters for grades Pre-K-12.

The School Liaison Program advocates, advises, and builds alliances to help address education concerns/issues of the Total Force and offer a network to educate and provide information/referral for both military families and school districts.

SLO services are open to all DoD ID Card holders, educators who service military students and community partners within the Pre-K-12 Education realm.



For more information you can contact the SLO by phone/email  
314 236 8097 | 01280 70 8097 | Cell +44 (0)7540 702 520  
422abg.schoolliaison@us.af.mil

*Services provided include but are not limited to:*

- Deployment Support
- College & Career Readiness
- Transition Support (*School Districts & Boundaries*)
- Alternative Schooling Options/Support (*Private, Parochial, Charter and Homeschool*)
- Scholarship Resources
- Parent Workshops
- School District Professional Development and Military Interstate Compact Compliance Support

## NDSP PROGRAM

Non-DoD Schools Program (NDSP) funds tuition in the absence of local DoDEA schools. You may apply/register for NDSP funding once you have received orders. NDSP will cover the majority of expenses for education up to an annual limit of ~\$42,000 per year, per child. Visit our website for more information.

[rafcroughtonfss.com](http://rafcroughtonfss.com)



## MEDICAL CARE



**The 422nd Medical Squadron is a small clinic based at RAF Croughton. They provide routine medical and dental care for all active duty and dependents to the 501st Combat Support Wing stationed at RAF Croughton & RAF Fairford.**

The Medical Operations flight provides the following services: Allergy, Immunization, Family Medicine, PHA/DHA, Well Baby, and Well Woman.

The Dental Flight provides a full range of dental services for active duty personnel and their families, including general dentistry, endodontics, oral and maxillofacial surgery, orthodontics, periodontics and prosthodontics.



**Contact the appointment line at  
DSN: 236-8737 or CIV: +44 (0) 1280708737**

Members assigned to RAF Fairford will mostly utilize the National Health System. RAF Fairford is characterized as a Tricare Prime Remote location, however you are able to use the RAF Croughton Clinic for primary/dental care.

The nearest USAF hospital is located at RAF Lakenheath.

## Emergency Care

The Clinic is not equipped to handle medical emergencies. The British equivalent to an emergency room is called the Accident and Emergency department 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 Agreement between the U.K. and the U.S. In non-emergencies, you may be referred back to your British General Practitioner or Primary Care Manager for a routine appointment.

If you should need to visit a civilian A&E, it is your obligation to identify yourself, if you are able, as a U.S. active duty member or a DoD-sponsored beneficiary.

### Croughton

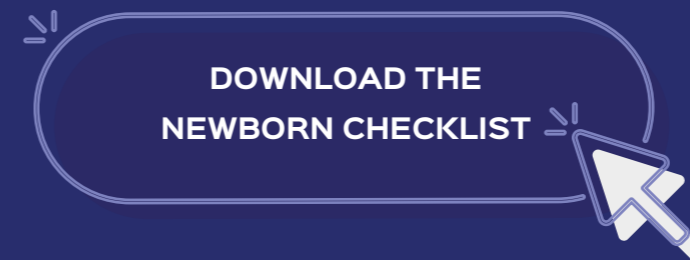
Horton Hospital in Banbury  
☎ 01295 275500  
John Radcliffe in Oxford  
☎ 01865 741166

### Fairford

Great Western Hospital  
in Swindon  
☎ 01793 604020

## Newborn Care

If you or your dependent is currently expecting, or will be expecting after arriving in the UK, please make sure to download a copy of the 501st CSW Newborn Checklist.



Expectant mothers who are stationed with the 422d ABG have various options for medical care during their pregnancy, with the two most common being: deliver on the local economy or delivery at RAF Lakenheath.

## OFF-BASE EMERGENCY NUMBERS

Ambulance  
Fire  
Police

Dial  
**999**



# TELECOMMUNICATIONS

**Cell phones, TV services, and home broadband in the UK may be different than what you are used to in other countries. In this section we'll explain your options.**

In and around the UK you will hear cell phones referred to as 'Mobiles' (Mobile phones). There are a variety of options here, There are many providers to choose from so it is recommended to shop around and see who has the best current offers.

## POPULAR CELL SERVICES

- EE
- Vodafone
- O2
- Three
- GiffGaff
- Sky mobile
- Tesco Mobile
- BT Mobile

### CELL PHONE OPTIONS CONTRACT

Having a contract phone means that you pay a single monthly fee for a fixed period of time. Most contracts are set at either 12 / 24 months and provide a monthly allowance of calls, data and texts. When opting to go for a contract, you simply choose the package of minutes, texts and data that you think will best suit you, and you pay a fixed price for them every month.

### SIM CARD

A SIM deal allows you to pick the minutes, texts and data that you need, then keep the mobile phone

you have (check if your current is unlocked) or shop for a new one separately. The package you chose is usually then on a rolling monthly contract so it can be cancelled with notice (check with your provider).

### PAY AS YOU GO

A Pay As You Go SIM card is a flexible deal that allows you a little more freedom to change providers, as SIM cards are typically free, it is the

package linked to the SIM you are paying for. You will need to purchase bundles of minutes, texts and data, which will need to be topped up once they have been exhausted or passed their expiration date.

### Alternative Internet Option

Depending on where you live, another option for your home internet might be to forego broadband all together and use an Unlimited Data SIM Card paired with a router. This might be a good option if broadband isn't offered in your location, if you want to avoid getting into a contract, or if you want to keep your monthly bills down (though it does require a small upfront investment). It might not be a great option for you if cell phone network coverage is hard to get in your house, or if you want to bundle internet with other services.

### Here's everything you need to know about a router with SIM setup:

- First you need a 4G/5G or mobile SIM WiFi router which works with a SIM card.
- Then you will need a SIM card with unlimited Data (unlimited isn't strictly required, but once you stream a show or two, you will wish you had shelled out for the unlimited plan).
- Follow the setup instructions that come with your router and it will connect the router to the cell network just like a cell phone. The router then re-broadcasts the connection as a WiFi Network just like a cell phone hot-

### TV and Home Broadband Providers and Packages

Broadband and TV packages are an affordable and convenient way to combine your home internet and TV in one subscription. It can often work out cheaper than paying for separate services, and it's easier to manage as you'll have just one bill to pay each month. There are various providers for these services all offering different packages and benefits. Some will have better broadband services such as improved download speeds in certain areas depending if the location you choose to live has the high speed fiber cables, so again do some research and ask the providers if, and what their guaranteed speeds are in the area you live.





## BANKING



**T**here are many ways to handle banking while in the UK. **Before arriving in the UK, make sure to contact your bank and note that you are travelling to avoid any disruptions.**

It is important to have a UK bank account in order to ensure a smooth financial experience, enabling you to handle various essential payments such as rent, utilities, cell phone bills, and other local expenses. Unless your current banking institution has a sort code set up, you will not be able to set up payment/transfers from your US bank account to cover your bills in the UK.

Please be aware that wire transfers between financial institutions can take several days. This may cause a delay when you are trying to secure a rental deposit, or need money for other purchases.

On base, you have the option of opening a bank account with **Community Bank**. They can help set up allotments with your paycheck, transfer money from US to UK, and can be easy to manage. At the ATM, you are able to with-

## SORT CODES

In the UK, they use account numbers and sort codes, compared to the US which uses account numbers and routing numbers.

**Sort code (example): 00-11-22 Account number (example): 12345678**

draw USD or GBP, along with exchange currency within the bank. Another banking option include opening a local UK bank account; however, many banks may have a residency requirement. Some local banks around include: Lloyd's, Barclays, and Halifax. For more information, contact a local branch.

**Wise** is a banking option through an app. It allows you to transfer money, open various banks accounts in different currency (i.e. USD, GBP, Euro, etc).

**Monzo** is another app-based banking option. It is a UK bank which gives you an account number and sort code, and allows you to transfer money.

## VAT Relief Exemption Program

VAT Relief is granted to US Visiting Forces by Her Majesty's Revenue and Customs (HMRC) and the process is determined by that office. The process to use VAT Relief is multi-step and cannot be used retroactively, per HMRC. Goods/services purchased prior to invoice submission are not eligible for VAT Relief.

We can process VAT Relief checks within one day. Form of payment can now be paid through credit card, US dollars, or pounds sterling for the VAT Relief Program. The VAT program exempts you from paying sales tax of 20 percent on non-fixed goods that are individually over £100.00. Please do not put down a deposit for items if you intend to use VAT Relief; doing so may nullify the transaction.

**Only US personnel issued a current Ration Card are eligible for VAT Relief. To obtain a ration card, visit the CSS office.**



**Have questions about the VAT Program? Contact NAF Accounting at DSN: 236-8860 or CIV: +44 (0) 1280708860**



## EMPLOYMENT

We Are

HIRING

**L**ooking for work? The MFRC can talk to you about opportunities on base and in the local economy, provide you with links to various resources, help you understand the process of working in the local economy and provide support with Resume and CV writing.

### On Base Employment

#### Non-appropriated Fund Employment (NAF)

What is NAF? A NAF activity is an instrumentality of the United States Government. Most NAF activities are involved in providing Morale, Welfare, and Recreation (MWR) activities for uniformed military personnel, civilian employees, military retirees and their families. The NAF organizations contribute to the financial support of various MWR programs. NAF positions are funded directly by the employing activity, which is self-supporting as a result of charging fees for services they provide.

#### General Service Employment (GS)

Limited GS employment opportunities exist on RAF Croughton and RAF Fairford. Keep an eye on USA jobs and reach out to CPO at RAF Mildenhall for more information.

### Off Base Employment

As part of the Status of Forces Agreement (SOFA), command-sponsored family members with a vignette stamp and no employment restrictions on their passport are able to work on the British economy. Here's what you'll need

- Visa/Vignette
- UK National Insurance number
- Proof of current address (utility bill/bank statement)
- Current bank details (for payment)

The Visa/Vignette is a sticker that is added to your passport. Appointments are available at the CSS on Tuesday's and Thursday's; documents will be forwarded to the Home Office for processing.

If you or your spouse have professional licensures (teacher, physician, accountant, etc.) and plan on working in the UK, be prepared for an extensive and expensive equivalency transfer process. If you are in a profession that requires safeguarding (child and vulnerable population protection), there is usually at least a six month waiting period before a background check can be accomplished.



For more information regarding these services, contact:

RAF Croughton MFRC • Building 72  
DSN: 236-8158 | CIV: 01280 70 8158 | 422abs.dpf@us.af.mil

NAF Human Resources Office • Building 203  
DSN: 236-8298 | CIV: 01280 70 8298 | 422abs.hro@us.af.mil

CSS • Building 201  
DSN: 236-8324 | CIV: 01280 70 8324 | 422abs.css@us.af.mil



## PCSING TO THE UK WITH PETS



**P**ets are an important part of your family. Bringing a pet into the UK can be a daunting task, but far from impossible. In order to successfully transit your pet into the UK, you must read, understand and follow the rules of the Department for Environment, Food and Rural Affairs (DEFRA) and the Animal and Plant Health Inspection Service (APHIS).

Information regarding all pet travel requirements into the U.K. can be found from the U.S. Department of Agriculture (USDA) [www.aphis.usda.gov](http://www.aphis.usda.gov) and [www.gov.uk](http://www.gov.uk). Moving with your pet includes researching airline requirements and quarantine restriction laws in your new location. Many commercial airlines have requirements for size, weight, breed, number of animals, kennel construction, documentation and seasonal limitations. Pets may also be shipped to RAF Mildenhall via the Patriot Express (rotator), but availability and regulations frequently change. Visit [mildenhall.af.mil](http://mildenhall.af.mil) and click "Patriot Express" for more information. Military OneSource can make your move easier with helpful tips, resources and hands-on information related to moving with pets.

### GUIDELINES FOR BRINGING YOUR CAT/DOG TO THE UK

01

#### HAVE YOUR PET MICROCHIPPED

Before any other procedures for pet travel are carried out, your pet must be fitted with a 15-digit ISO microchip. The microchip number and date of implant will have to be labeled on the health certificate. If your pet has previously been microchipped, but is not a compliant microchip, that number must also be labeled on the health certificate.

02

#### HAVE YOUR PET VACCINATED

Rabies vaccination must occur the same day as or AFTER microchip implantation. There is a 21- day waiting period from vaccination before the pet is eligible to enter the UK. The vaccination name, manufacturer, and date must be labeled on the health certificate.

03

#### UK HEALTH CERTIFICATE

A UK health certificate must be completed and signed by a USDA Accredited Veterinarian or a Military Veterinarian. Following signature from the vet, the health certificate must be endorsed/counter signed with an embossed seal through the USDA APHIS Veterinary Services Endorsement Office. If utilizing a military veterinarian, there is no need for endorsement through the USDA APHIS office. After endorsement, your health certificate is valid for 10 days.

04

#### TAPEWORM TREATMENT - DOGS ONLY

Before entering the UK, all dogs, including assistance dogs, must be treated for tapeworm. The treatment must be administered by a vet not less than 24 hours/1day and not more than 120 hours/5 days before its scheduled arrival time in the UK. There is no mandatory requirement for tick treatment. The vaccination name, manufacturer, and date must be labeled on the health certificate. Medication must contain echinococcosis multilocularis. The UK (England, Northern Ireland, Scotland, and Wales) allows the tapeworm treatment to occur before or after APHIS endorsement of the health certificate.

05

#### ARRANGE PET TRAVEL

All pets entering the UK are required to enter as cargo and require a pet broker. All pets are required to go through customs. London Heathrow Animal Reception Centre (HARC) is the most commonly used reception center. Due to the high traffic with HARC, you must book a slot weeks in advanced. It has been heard that HARC is booked up to 6 weeks out. London Heathrow, London Gatwick, and Manchester are airports that receive pets.

Check the [www.gov.uk](http://www.gov.uk) website for further information regarding airlines and airports (Pet Travel: approved air, sea, and rail carriers and routes).

### TRAVEL TO BASE

If your sponsor is not able to accommodate pets, or unable to pick you up, there are other options. The area has pet taxi services, some brokers provide pet transportation as part of their packages, and Outdoor Recreation can be another option.



## Documentation Needed To Travel (MUST BE ORIGINAL COPIES)

- Non-commercial health certificate (ANNEX IV) if pet is flying within 5 days of owner
- Commercial health certificate (ANNEX I) if pet is flying more than 5 days (before or after) from owner
- Fit to Fly certificate from veterinarian (APHIS 7001 or Military issued DD2209)
- Rabies certificates
- Acclimation letters are airline specific. Make sure to check with your airline if this is required.



## Paying For Your Pets

Shipping your pet(s) to your next duty station is considered a personal expense and is not reimbursable through the military. Research different airlines, brokers, kennels, taxis, etc to help offset any costs. Military vets tend to be cheaper for health certificates and documents, but please do your research as the expense to ship pets can be major. There are agencies that offer grants and funding to assist with offsetting some of the cost, such as SPCAI or Purina. The AFAS also has a Pet Relocation Assistance Grant to assist with pet travel.

## AFAS Grant

The AFAS grant is up to \$1000. It MUST be filed with your departing location. AFAS will NOT reimburse members for expenses already paid. Members can apply for emergency assistance should expenses already paid cause a financial need in other categories.

**Contact your departing M&FRC center for more information.**

## Patriot Express

This is the rotator from BWI to RAF Mildenhall. It is the required route of travel for service members/ families PCSing to RAF Mildenhall, Lakenheath, Alconbury, Feltwell, and Molesworth.

Other bases within the UK still have the option to utilize PE or commercial airlines. Pets travelling on the PE are limited to cats and dogs ONLY. Families are limited to a maximum of 2 pets.

***Pets cannot be shipped on their own, they must be accompanied by owner.***

## Pet Fees (current as of Aug 2022): Vary from \$125-\$375

Pet and kennel COMBINED weight

>70lbs: \$125

71lbs-140lbs: \$250

141lbs-150lbs: \$375

*Pets EXCEEDING the combined weight limit WILL NOT be accepted to travel.*

## DAY OF TRAVELING

- Ensure your pet is fitted for the correct size crate. Pets must be able to lay down, turn around, and sit down comfortably. A crate that is too small will be turned away and rescheduling of flights can occur.
- Ensure proper labels are on the crate, approved bowls/water dispensers, and items inside and outside the crate.
- Make sure to arrive at the airport 3-4 hours prior to flight.
- Make sure pets have all ORIGINAL documentation.
- If using another designated person to ship out pets (whether family, friends, or a pet shipper) ensure all POA's are correct.
- When landing in the UK, customs can take up to 8 hours.

## Licensing

Any pet entering the UK which does not meet all the Pet Scheme rules must be licensed into a quarantine kennel. You must obtain an import license from DEFRA which accompanies the pet when it travels. The pet will be released from quarantine once it complies with all the rules.

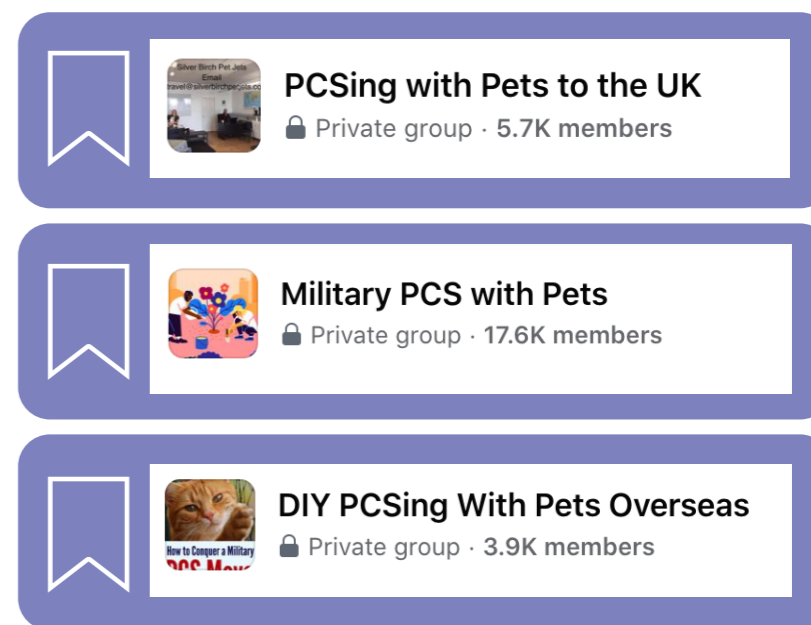
## Registration

Once your pet is cleared to be in the UK, there is generally no licensing required. However, all military pet owners are required to register their pets at the RAF Feltwell Veterinary Clinic, DSN 314-226-7097 within two weeks of arrival.

## Social Media Groups

If you are on social media, there are groups with individuals who have traveled to/from the UK with their pets.

*Please note that the groups listed are NOT official sources of information and have no affiliation with or endorsement from the USAF/DoD. If you choose to join please be mindful of OPSEC.*



- PCSing with Pets to the UK**  
Private group · 5.7K members
- Military PCS with Pets**  
Private group · 17.6K members
- DIY PCSing With Pets Overseas**  
Private group · 3.9K members



## Banned Breeds

The British government has placed a ban on the importation of certain dogs bred for fighting. The ban includes **Pit Bull Terriers, Japanese Tosas, Dogo Argentinos, Fila Brazileros, and any other type of dog which appears to have been bred for fighting.**

If you have a pet other than dog or cat, you will need to determine the import requirements stipulated by DEFRA, USDA APHIS, and the UK Government. A veterinary examination is necessary before your pet(s) departs the USA.

## KENNEL OPTIONS IN THE LOCAL AREA

It is strongly recommended that you contact kennels, in case your pet requires to quarantine on arrival, or there is no availability for pet friendly rooms in TLF or the economy. If your pet is required to quarantine, ensure that the kennel you contact is a quarantine kennel as they differ from normal kennels. Make sure that you ask about all charges to include the tick and tapeworm treatment, transportation from the airport, any vet fees etc. Ask your losing or gaining finance office about possible partial reimbursement for quarantine fees. There are many pet boarding facilities available in the immediate area surrounding RAF Croughton.

### The Hatch Boarding Kennels & Cattery

‡ Brackley Hatch Farm  
☎ 01280 850 452  
🌐 [thehatchkennels.weebly.com](http://thehatchkennels.weebly.com)

### Tollgate Kennels

‡ Grafton Regis, Northants  
☎ 01604 864 048 | 07984 086 640  
🌐 [tollgatekennels.co.uk](http://tollgatekennels.co.uk)

### Barking Mad Dog Care

‡ Towcester  
☎ 01280700110  
🌐 [barkingmad.uk.com](http://barkingmad.uk.com)

### Chinnor Hill Kennels & Cattery

‡ Chinnor, Oxfordshire  
☎ 01844 351 406  
🌐 [chinnorhillkennels.co.uk](http://chinnorhillkennels.co.uk)

### Ardley Boarding Kennels

‡ Ardley, Bicester  
☎ 01869 346 307

### Barnewood Boarding Kennels

‡ Bicester Oxfordshire  
☎ 01869 320 797  
🌐 [barnewood.co.uk](http://barnewood.co.uk)

### My Animal Sitter

‡ North Aston Oxfordshire  
☎ 01869 347 210  
✉ [eileen@myanimimalsitter.co.uk](mailto:eileen@myanimimalsitter.co.uk)

### Archway Boarding Kennels

‡ Garsington Oxfordshire  
☎ 01865 368 400  
🌐 [archwaykennels.co.uk](http://archwaykennels.co.uk)

### Banbury Boarding Kennels & Cattery

‡ Banbury, Oxfordshire  
☎ 01295 690 260  
🌐 [banburyboardingkennelsandcattery.co.uk](http://banburyboardingkennelsandcattery.co.uk)

### The Folly Kennels

‡ Thornborough Buckinghamshire  
☎ 01280 821 595 | 07412 034 560  
🌐 [thefollykennels.co.uk](http://thefollykennels.co.uk)

### Cottage Cattery

‡ Buckingham Buckinghamshire  
☎ 01280 813 480  
🌐 [cottage-cattery.co.uk](http://cottage-cattery.co.uk)

### Cayla Country Club Pets Hotel

‡ Buckingham Buckinghamshire  
☎ 01280 813 999  
🌐 [cayla.co.uk](http://cayla.co.uk)

### Rosehill Farm Boarding Kennels

‡ Buckingham Buckinghamshire  
☎ 01296 730 696  
🌐 [rosehillkennels.co.uk](http://rosehillkennels.co.uk)

## HOME DOG BOARDING

### DogBuddy.com

Alternative to boarding in a kennel. Reliable home dog boarding, doggy day care, and walking with a dog sitter near you. Find experienced, reliable dog sitters offering dog boarding-they'll take perfect care of your pooch in their own home or yours.

🌐 [uk.dogbuddy.com](http://uk.dogbuddy.com)

## PET FRIENDLY HOTELS

### Best Western

‡ Buckingham  
☎ 03330 034 077  
🌐 [bestwestern.co.uk](http://bestwestern.co.uk)

### The Crown Hotel

‡ Brackley  
☎ 01280 702 210  
🌐 [booking.com](http://booking.com)

### Travelodge

‡ Towcester  
☎ 08719 846 112  
🌐 [travelodge.co.uk](http://travelodge.co.uk)

### Red Lion

‡ Banbury  
☎ 01295 810 269  
🌐 [greeneking-pubs.co.uk](http://greeneking-pubs.co.uk)

### The Kings Head

‡ Brackley  
☎ 01280 850 280  
🌐 [thekingsheadpub.co.uk](http://thekingsheadpub.co.uk)

### Travelodge

‡ Bicester  
☎ 08715 591 881  
🌐 [travelodge.co.uk](http://travelodge.co.uk)

## PET FRIENDLY ROOMS IN LODGING

There are 4 pet friendly TLF houses available on RAF Croughton. These book up quickly during PCS season, so be sure to book your room ASAP.

See lodging info on page 11 for more information.





## MILITARY & FAMILY READINESS CENTER RESOURCES

### Relocation

#### Newcomers Orientation

A course designed as a “one-stop” inprocessing for those new to Croughton. Attendance is mandatory for all military personnel. Spouses are encouraged to attend. Please visit the MFRC for more information and to sign up for this brief, within the first few days of your arrival.

#### Newcomers Orientation Bus Tour

This tour is designed to be a very welcoming, informative and immersive experience offering an insight into some challenges or cultural differences you may experience upon arriving in the UK. Transported by bus giving first hand experiences of driving in the UK, highlighting some of the challenges and road conditions you may experience whilst navigating your way around. This tour is available to active-duty members, spouses and civilian employees.

#### Loan Locker

This service provides household items such as cooking utensils, pots and pans, toasters, irons, etc. to personnel PCSing in or out of the RAF Croughton community.

#### Childcare for PCS

Offered in conjunction with Air Force Aid Society (AFAS), this program provides 20 hours of free childcare per child, for Air Force families in PCS status inbound and outbound. (Subject to availability of childcare.)

#### Sponsorship II Training

Designed to help prepare sponsors for this very important additional duty. This class helps inform sponsors of their role, responsibilities and available resources to support inbound military members and their families.



### Deployment Support

#### Pre-Deployment Brief

Mandatory for all active-duty members. This brief will fulfill your checklist requirement and answer any questions regarding deployment. These briefings can be arranged on an ‘as and when required’ basis.

#### Hearts Apart Events

All family members of deployed personnel are invited to these events. Providing an opportunity to connect with others in the community. Relax in an informal environment, A fun activity is always planned, too!

#### Re-Integration Brief

Mandatory for all returning military members. This brief will fulfill your checklist requirements. Call for an appointment.

### Other Services

#### Heart Link

Heart Link is a class geared toward spouses new to Croughton and those married to an Active- Duty member for less than five years. Join us for a fun day of learning and games to become better acquainted with RAF Croughton and the Air Force. All in attendance will receive a Heart Link tote bag and coin!



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## Transition Assistance Program

Are you separating or retiring in less than two years? The TAP will help you prepare for the transition from military to civilian life. This is a four-step process from Initial Counselling through to Capstone, Topics covered include resume writing, federal employment, interview skills, and VA benefits.



For more information regarding these services, contact:

RAF Croughton MFRC • Building 72  
DSN: 236-8158 | CIV: 01280 70 8158 | 422abs.dpf@us.af.mil

## KEY CONTACTS

- ❖ To dial any Croughton DSN from an off-base phone number:
  - Dial: 01280-70\*\*\*\* (last 4 digits of DSN number)
    - Example: Post Office: 0128-708092 (DSN: 236-8092)
- ❖ To dial a state side number from the UK:
  - Dial 001 then area code and seven-digit number
    - Example: 001 (555) 555-5555
- ❖ To dial a UK number from the states:
  - Dial 011 44 then UK number dropping the 0
    - Example: 011 44 (1280-708-011)

OFFICE	BUILDING #	CONTACT NUMBER	
AAFES Base Exchange (BX)	Building 76	DSN: 236-8828	Comm: 0128-708-828
AAFES Shoppette	Building 75	DSN: 236-8373	Comm: 01280-708-373
AAFES Alterations	Building 108	Comm: 01869-819-555	
Airmen Defense Council (ADC)	RAF Lakenheath	DSN: 226-3608	
Arts & Crafts	Building 203	DSN: 236-8541	Comm: 01280-708-541
Asset Management (Communication Sq)	Building 30	DSN: 236-8385	Comm: 0128-708-385
Auto Skills	Building 203	DSN: 236-8458	Comm: 01280-708-458
Barber Shop	Building 33	DSN: 236-8129	Comm: 01280-708-129
BDOC	Building 4	DSN: 236-8607 DSN: 236-8698 DSN: 236-8608	Comm: 01280-708-607 Comm: 01280-708-698 Comm: 01280-708-608
Bowling Alley	Building 74	DSN: 236-8140	Comm: 01280-708-140
Chapel	Building 52	DSN: 236-8700	Comm: 01280-708-700
Child Development Center	Building 150	DSN: 236-8420	Comm: 01280-708-420
Coffee Shop	Building 200	DSN: 236-8706	Comm: 01280-708-706
Comm Focal Point (CFP)	Building 30	DSN: 236-8385	Comm: 01280-708-385
Commander Support Staff (MPF) (Id Cards, Passports, DEERS)	Building 201	DSN: 236-8324 DSN: 236-8334	Comm: 01280-708-324 Comm: 01280-708-334
Commissary	Building 76	DSN: 236-8789	Comm: 01280-708-789
Community Bank	Building 38	DSN: 236-8397	Comm: 01280-708-397
Community Relations Advisor	Building 200	DSN: 236-8147	Comm: 01280-708-147
Crown Bar	Building 92	DSN: 236-8510	Comm: 01280-708-510



## KEY CONTACTS

Dorm Manager	Building 147	DSN: 236-8038	Comm: 01280-708-038
Education & Training Office	Building 202	DSN: 236-8132	Comm: 01280-708-132
Exceptional Family Member Program (EFMP)	RAF Alconbury	DSN: 268-4526	Comm: 01480-844-526
Finance Office	Building 203	DSN: 236-8337 DSN: 236-8308 DSN: 236-8339	Comm: 01280-708-337 Comm: 0128-708-8308 Comm: 0128-708-339
Fire Department	Building 61	DSN: 236-8302	Comm: 01280-708-302
Fitness Center	Building 50	DSN: 236-8449	Comm: 01280-708-8449
Furniture Management Office (FMO)	Building 144	DSN: 236-8758	Comm: 01280-708-758
Horton General Hospital (Banbury)	Oxford Rd, Banbury, OX16 9AL	01295-275-500	
Housing Office	Building 62	DSN: 236-8951 DSN: 236-8575	Comm: 01280-708-951 Comm: 0128-708-575
Housing Maintenance	24/7 Help Desk	DSN: 236-2255	Comm: 0128-708-255
Human Resource Office (NAF)	Building 203	DSN: 236-8298 DSN: 236-8268	Comm: 01280-708-298 Comm: 0128-708-268
Information Tickets & Travel (ITT)	Building 26	DSN: 236-8585	Comm: 01280-708-585
Inspector General of Inspections (IGI)	Building 49	DSN: 236-8032	Comm: 0128-708-032
John Radcliffe Hospital (Oxford)	Headley Way, Headington, Oxford, OX3 9DU	01865-741-166	
Legal Office	Building 202	DSN: 236-8652 DSN: 236-8651	Comm: 01280-708-652 Comm: 01280-708-651
Library	Building 202	DSN: 236-8365	Comm: 01280-708-365
Lodging	Building 33	DSN: 236-8394	Comm: 01280-708-394
Marketing	Building 203	DSN: 236-8294 DSN: 236-8270	Comm: 01280-708-294 Comm: 01280-708-270
Medical Appointment Line	Building 140	DSN: 236-8737	Comm: 01280-708-737
Mental Health	Building 140	DSN: 236-8363	Comm: 01280-708-363
Military & Family Life Councilor (MFLC)	Building 72	DSN: 236-8494	Mobile: 07908-745-352
Military & Family Readiness Center	Building 72	DSN: 236-8158	Comm: 0128-708-158
NAF Warehouse	Building 150	DSN: 236-8022	Comm: 0128-708-022
Office of Special Investigations (OSI)	Building 49	DSN: 236-8071	Comm: 0128-708-071
Outdoor Recreation (ODR)	Building 26	DSN: 236-8419	Comm: 0128-708-419
Pass and ID's	Building 4	DSN: 236-8611	Comm: 0128-708-611

## KEY CONTACTS

Passport Office	Building 201	DSN: 268-8228	Comm: 0128-708-228
Personal Financial Counselor	Building 72	DSN: 236-8454	Comm: 0128-708-454
Post Office	Building 29	DSN: 236-8092 DSN: 236-8286	Comm: 0128-708-092 Comm: 0128-708-286
Public Health	Building 140	DSN: 236-8472	Comm: 0128-708-472
Safety Office	Building 203	DSN: 236-8580 DSN: 236-8572	Comm: 0128-708-580 Comm: 0128-708-572
School Age Programs	Building 150	DSN: 236-8420 DSN: 236-8543	Comm: 0128-708-420 Comm: 0128-708-543
School Liaison Officer (SLO)	Building 72	DSN: 236-8097	Comm: 0128-708-097
Sexual Assault Response Coordinator	RAF Alconbury	DSN: 268-3832	Comm: 07921-940-844
Security Forces Reports & Analysis	Building 4	DSN: 236-8589	Comm: 0128-708-589
Taxi (1 <sup>st</sup> Banbury Taxi)		01295-263-838	
Taxi (Banbury Taxi Limited)		01295-272-727	
Taxi (Brackley Taxi)		01280-703-196	
Traffic Management Office (TMO)		DSN: 236-8047 DSN: 236-8244	Comm: 0128-708-047 Comm: 0128-708-244
TRICARE Office	Building 140	DSN: 236-8303	Comm: 0128-708-303
VAT Office (NAF Accounting)	Building 202	DSN: 268-8860	Comm: 0128-708-860
Vehicle License and Registration	Building 4	DSN: 236-8611	Comm: 0128-708-611
Vehicle Ops		DSN: 236-8227	Comm: 0128-708-227
Veterinary Services	Feltwell	DSN: 226-7097	Comm: 01638-527-097
Violence Prevention	Building 49	DSN: 236-8271	Comm: 0128-708-271
Visitor Control Center (Gate Shack)	Main Gate	DSN: 236-8877	Comm: 0128-708-877
Weather Hotline		01280-709-393	
Woman Infants & Children (WIC)	Building 72	DSN: 236-8248	Comm: 0128-708-248





*WELCOME TO THE*

# 422D AIR BASE GROUP

*DON'T MISS OUT! SCAN TO JOIN THE COMMUNITY!*

