

Welcome to Team Mildenhall!

Please use this checklist to help get you settled in a timely manner.

PRE-ARRIVAL

- Ensure you obtain correct paperwork for entry into the U.K follow directions at this link: <https://www.mildenhall.af.mil/Info/Passport-and-Visa-Information/>
- Military members require NATO orders
- Military dependents (U.S. citizens) require a U.S. no-fee passport and must be on orders
- DOD civilians/contractors and their dependents require an Entry Clearance visa/vignette in U.S.passports and must be on orders
- Collect Biometric Residence permit within required timeframe
- Sign up for an APO box, if your sponsor has not already done so through <https://www.100fss.com/post-office>
- Obtain a tourist passport for travel outside of England prior to arrival in the U.K. if possible.
- Ensure you have a valid driver's license before arriving to the U.K.
- Contact the RAF Feltwell veterinarian office if traveling with pets (email usaf.lakenheath.48-mdg.mbx.vet-clinic@mail.mil)
- Register children for Children and Youth Services and DoDEA schools

ARRIVAL

- Report to unit and Military Personnel Section on first duty day after arrival
- Contact Airman & Family Readiness Center (A&FRC) for relocation assistance. Call 01638 543406 or DSN 238-3406, or email 100fss.fsfr@us.af.mil
- Attend in-processing and newcomers' briefings
- Register with Pass and Registration installation access system
- Enroll in TRICARE Overseas and complete medical in-processing
- Purchase pay-as-you-go SIM card for cell phone or sign up for new mobile contract
- Download the RAF Mildenhall 100th Air Refueling Wing app for updates and information (available as a favourite through USAF Connect app too)
- Dependents who are U.S. citizens are encouraged to apply for a no-fee exemption vignette if wanting to work off-base, use off-base schools, or for ease of entry back into the U.K. if traveling without their spouse

MONEY

- Establish pounds sterling account or bill pay option with local on- or off-base bank
- Clarify any charges payable on the account and frequently asked questions
- Determine entitlements with Finance Office
- Contact U.S. banks to transfer funds as needed
- Obtain a ration card from your unit or Military Personnel Section
- Consider a housing advance to help pay for off-base housing deposit
- Contact A&FRC for financial assistance
- Contact U.S. banks to close accounts, as needed

CARS

- Schedule and study for driver's exam as soon as possible after arrival

- Study the official Highway Code online at www.gov.uk/guidance/the-highway-code and/or borrow a book from the A&FRC (if available)
- Pass driving exam and obtain your Driving/Fuel permit (USAFE Form 435)
- If driving from Europe, register for customs clearance at Pass and Registration as soon as possible after arrival
- Get a rental car (if desired) to get around while in-processing
- Show rental agreement and PCS orders to get fuel on base for up to 30 days
- If buying a car, ensure it has a valid Ministry of Transportation (MOT) vehicle inspection test and V5 registration form
- Purchase road tax (www.gov.uk/vehicle-tax) and U.K. insurance
- If you have shipped a U.S.-spec vehicle, ensure a registration/license plate is on the vehicle or it cannot be driven
- Book and complete the MOT test for vehicles over 3 years old or Single Vehicle Approval (SVA) for vehicles under 3 years old for the day you pick up your vehicle
- Complete light conversions (if applicable) within 30 days of arrival
- Register all vehicles through Pass and Registration. Once inspection is passed, all vehicles must be registered within 30 days from pick up
- Enroll in fuel ration program
- Obtain international license for driving in mainland Europe

HOMES

- Contact the Housing Office upon arrival (email 48ces.housingassistance@us.af.mil)
- Schedule appointments to tour homes
- Ensure Housing Office inspects property and reviews contract
- Sign paperwork after review by Housing Office
- Establish Temporary Lodging Allowance (TLA) and Overseas Housing Allowance (OHA)
- Sign up for communication services (read contracts carefully)
- Purchase liability and renter's insurance
- Contact the Furnishings Management Office, A&FRC loan locker, browse thrift stores, charity shops, car boot sales, flea markets and local stores for household items

MEDICAL

- Add U.K. emergency numbers to cell phone: 999 is official emergency number when off base
- European Union's 112 currently accepted for general emergencies (police, ambulance & fire)
- If there's an emergency on base, always call the on-base-emergency services as they will respond quicker (RAFM: 01638 547999 or DSN 238-7999 / RAFL 01638 527911 or 226-7911)
- Connect with local medical providers (Dental Clinic DSN 238-2273, Tricare 226-8143)

KIDS

- Have vaccination records, transcripts, PCS orders, passports and birth certificates readily available
- Contact Enrollment Office to begin application process for DODEA-Europe. You can also download forms from the website and fill out ahead of time at www.dodea.edu/Europe/enrollment/resources.cfm
- Contact School Liaison Officer (SLO) for information about British schooling, homeschooling and early education childcare off-base

- Visit child care facilities to apply and get on waitlist. Register through <https://www.militarychildcare.com>
- Ensure vaccinations are current and schedule wellness exams

PETS

- Register pet at RAF Feltwell within 30 days of arrival or getting pet
- Find off-installation vet clinic that provides emergency care
- Understand and adhere to U.K. pet laws see www.gov.uk
- Purchase pet insurance (including liability)
- Ensure pet has international microchip
- Obtain pet passport (as necessary)
- Get updated ID tags with local contact information
- Find a boarding center or pet sitter. Use monthly worming, flea and tick preventive medication
- Maintain annual rabies vaccinations during overseas tour

PERSONAL ENRICHMENT

- Create a USAJobs.gov account and update resume
- Visit Education Center to learn about course offerings
- Contact A&FRC for volunteer, employment assistance and work-study opportunities
- Sign up through FVAP.gov to vote in elections back home

EVERYDAY LIVING

- Pay attention to and respect local customs and traditions
- Program important numbers into your cell phone
- Start recycling according to local requirements
- Get to know your neighbors and blend in with the locals
- Join spouses' clubs or other activities
- Contact a Military & Family Life Counselor (MFLC) to help you through any difficulties and cope with extra stress. Call A&FRC for details at 01638 543406, DSN 238-3406 or visit <https://www.militaryonesource.mil/confidential-help>
- For any off-base concerns or interests, such as community complaints or getting involved with the locals, contact the Community Relations Adviser for assistance (01638 542254 or DSN 238-2254)
- When restrictions ease, you may wish to plan trips to explore Europe with the help of Outdoor Recreation (ODR), Information, Tickets & Tours (ITT)
- ODR: <https://www.100fss.com/outdoor-recreation-center>
- ITT: <https://www.ittlakenheath.com>