# HEADQUARTERS 7TH AIR DIVISION (SAC) UNITED STATES AIR FORCE

Office of the Commander

HIGH WYCOMBE AIR STATION HIGH WYCOMBE, BUCKS

SUBJECT: Welcome by 7th Air Division Commander

On behalf of my entire staff I welcome you to the Seventh Air Division.

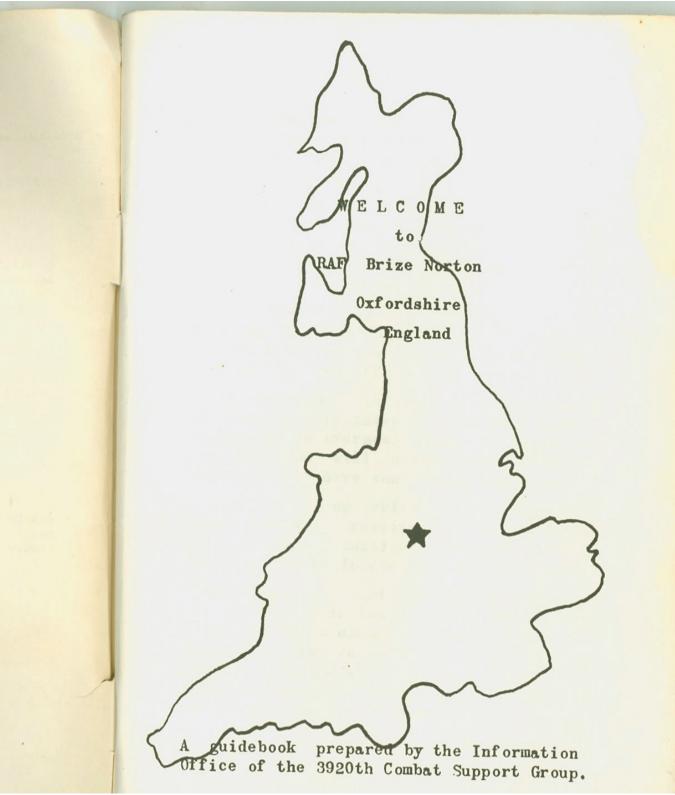
In this booklet we have attempted to compile information gathered from our own experiences, which you will find of use in becoming acquainted with your new duty station and its surrounding area.

In order to assure a smooth transition to overseas conditions we have assigned to you a sponsor who will assist you in every way possible. Feel free to call upon him when you have a problem of any kind.

I sincerely hope your tour will be a pleasant one.

CHARLES B. WESTOVER Major General, USAF

Commander



### WELCOME TO 7TH AIR DIVISION

As Commander of the 7th Air Division, I welcome you to the United Kingdom. I hope that your stay here will be a pleasant one.

The information contained in this booklet has been compiled to assist you not only in planning for your PCS move to the U.K., but also to acquaint you with your new base after you arrive.

The booklet is as complete as we can make it, and the information is based on the personal experiences of many of us who have served here before you.

In addition to this guide book, a sponsor has been appointed to make your transition to an overseas base as smooth as possible. He will answer specific questions you may have concerning your move.

Soon after you arrive at your new station you will receive a briefing which will include additional information that will prove both interesting and beneficial.

So you see, we of the 7th Air Division are interested in you as an individual. Your job as a member of one of the Strategic Air Command's overseas units is an important one. All of us in 7th Air Division, working as a team, form a vital part in the maintenance of peace.

The Commander

By now you should have been contacted by your sponsor in the U.K. and briefed about your new assignment and the area in which you will be situated. Before you leave your ZI station be sure you check with your Personal Affairs Officer and Commercial Transportation. Normally we will have advance knowledge of your projected arrival and will have assigned a sponsor to keep in touch with you and assist you both prior to and after your arrival. Should you require additional information, write to the Base Personnel Officer at Brize Norton. Include a copy of your orders if possible.

### PASSPORT AND VISA APPLICATIONS

Military personnel do not need a passport to travel to the United Kingdom.
Personnel on flying status, however, are
required by current regulations to be in
possession of a valid passport while stationed in the European Theater. If they
do not possess a valid passport already,
they should take steps to obtain one before leaving the ZI. All dependents must
procure both a passport and visa before
dependent travel can commence. (Children
under 16 may be included on the Mother's
passport.)

Passports issued to military personnel and dependents are known as "no fee" passports. The standard \$10 fee charged by the State Department for issuing tourist passports is waived. A charge of \$1 will be made, however, by the person accepting the passport application. An application can be made only before a clerk of any Federal Court, a clerk of any State Court with power to naturalize aliens, or an agent of the State Department. "No fee" passports may be issued only to dependents of personnel in grade authorized by current Joint Travel Regulations to accompany sponsors overseas.

Processing Passports - Once a dependent has made application for a passport, the application is forwarded to the Passport Division, Department of State, Washington, D.C. When the passport has been issued, it will be forwarded to the Passport and Visa Division for checking and obtaining visas. From there the passport will be dispatched to the appropriate port of embarkation where it will be given to the dependent on arrival. Upon receipt of the passport, the port will issue the port call at the time the dependent's travel reservation is confirmed.

Misdirected Passports - If the passport is inadvertently sent to the dependent, it

should be dispatched immediately to: Personnel Movement Control Officer, USAF Atlantic Logistic Control Group, Brooklyn Army Terminal, 1st Avenue and 58th Street, Brooklyn 50, New York (if the dependent is traveling by sea), or to: Air Traffic Coordination Officer, McGuire AFB, New Jersey (if traveling by air).

If the dependent has been authorized a "no fee" passport, but intends to travel commercially, the Passport and Visa Division should be notified so that the passport can be forwarded to the dependent instead of the port.

#### SAILING PERMITS

The Internal Revenue Code of the United States requires that all aliens (diplomatic passports excepted), prior to departure from the U.S., obtain a certificate stating that they have paid all Federal taxes due. Certificates of compliance are simply departing alien income tax returns and are usually referred to as "sailing permits". They can be obtained from the alien section of the Internal Revenue Bureau, Washington, D.C., or from the Bureau's field offices located in most U.S. metropolitan areas. Foreign national dependents requesting "sailing permits" are required to submit: (1) copies of any income tax returns filed

### RAPID NATURALIZATION

If your wife is a foreign national, it is recommended that she take advantage of Section 319 Public Law 414, 82nd Congress. This section provides for the expeditious naturalization of wives of military personnel reassigned overseas. The usual requirements of the law are waived relating to residence within the U.S., etc. Applications for "expeditious naturalization" may be made immediately upon receipt of the passport authorization letter at the nearest Federal Court House. Citizenship will usually be granted within two or three months. Applications should be submitted to any district office of the Immigration and Naturalization Service. (Note: Upon completion of the Immigration and Naturalization process, applications for an American passport must be made as described above.)

If your wife does not wish to become a naturalized American, her re-entry permit will expire in two years (one year initial permit and one year's extension). However, if the re-entry permit has expired, the wife may still re-enter the U.S. without

obtaining a new visa if she is included on her husband's official travel orders and presents her expired re-entry permit or old Alien's Registration Card, and has a valid passport from her country of origin.

### IMMUNIZATION

All dependents, military personnel and civilian employees transported overseas by Armed Forces surface or air carriers are required to receive certain immunizations prior to departing the U.S.

As soon as you get authorization of duty overseas, be sure to start taking your immunizations. Immunizations may be obtained from your sponsor's medical facility upon presentation of a copy of the



Brize Norton Dispensary

passport authorization letter or dependent travel orders. If dependents are not located within reasonable traveling distance of an Armed Forces Medical Facility, immunizations must be obtained from civilian medical sources at the individual's own expense. Immunizations should be completed before receiving a port call. All immunizations and re-immunizations received by dependents are recorded on a Public Health Service Form 731 - "International Certificate of Inoculation and Vaccination". Dependents using civilian medical facilities must obtain a statement from the attending physician attesting to the immunizations received. Upon presentation of this statement, the surgeon at the port will furnish the dependent with Public Health Form 731 on which he will record all shots received.

### BAGGAGE AND HOUSEHOLD GOODS

It will be to your advantage to use the maximum weight allowance permitted (AF Letter 34-103) when packing your hand baggate (baggage which will be carried by you and your dependents during your trip overseas). Normally it takes about 35 days for your unaccompanied baggage (hold baggage) to arrive. Your household goods can be expected in about seven to eight weeks from the date of shipment.



RAF Victor at Brize Norton

Hand baggage should include (for military member) basically all items of authorized clothing. For dependents, hand baggage should include all items of wearing apparel needed for the trip overseas, rainwear, at least one heavy coat per person, and an extra supply of baby bottles and nipples for those with infant children

You are reminded to tag each piece of luggage separately with full name, rank and service number, station of assignment and travel priority number. In addition, dependents' luggage tags should include their full name.

Personnel shipping by air from McGuire AFB are authorized a total of 65 pounds

per person regardless of age. This applies to military personnel and dependents and DAF civilians and their dependents.

Hold baggage weight limitations are as follows:

Dependents:

Over 12 years of age - 350 lbs each. Under 12 years of age - 175 lbs each

Military Personnel on PCS:
Field grade officers --600 lbs each.
Company grade officers - 400 lbs ea.
Enlisted personnel - 200 lbs each.
DAF civilians - 400 lbs each.

Instructions on the allowance weight of household effects for those military personnel and DAF civilians traveling concurrently with dependents will be supplied by the Transportation Office at your ZI base.

THAT OLD DEVIL - MONEY!

If you are accompanied by dependents, you will receive a temporary lodging allowance for the first 60 days after your arrival in the United Kingdom or until you are settled in permanent quarters (whichever is sonner). This money is not paid in advance, however.

It is strongly recommended that you bring about \$100 - \$130 per week for the

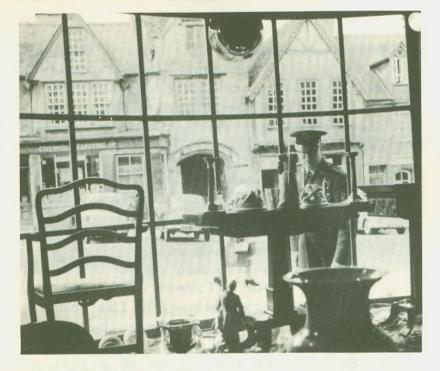


Seventh Air Division's Central Finance Office is located at Brize Norton. When reporting to your organization, give your Military Pay Record to the payroll clerk. He will submit appropriate information to the finance office to bring your pay account up to date and assist you in completion of forms to reimburse you for PCS travel expenses.

During your tour of duty in the U.K. you will be entitled to receive a number of extra allowances.

Foreign Service Pay - Airmen and NCOs are entitled to foreign service pay, based on a sliding scale according to grade. You will receive it from the day you actually leave the ZI until the day you return. Commissioned officers are not entitled to foreign service pay.

Temporary Lodging Allowance - This is a sum of money paid to you during the time you, or you and your family, are getting settled into a house. It will be paid for a period not exceeding 60 days from the date of your arrival, provided you and your family are actually living in a hotel or other establishment that furnishes accommodation as a primary function.



Burford Antique Shop

first four weeks of your assignment to defray any cost of living expenses that may arise. Hotel accommodations for an adult, which usually only includes bed and breakfast, cost an average of \$28 per week and about half this price for children, depending upon their age. Luncheon and dinner meals will cost an additional \$10 - \$15 per week per adult and again about half this price for children.

You may find it advisable to convert your cash to travelers' checks during your move, especially if you are carrying large amounts of money. Station Allowance - This is a sum of money authorized to offset the additional cost of living in the U.K. It varies according to area. These allowances are payable after you have secured permanent accommodation.

Exchanging Your Money - The American Express Company offers complete banking facilities which are not too different from those in the ZI. Each blank check costs two pence. This charge is levied on all checks, whether from either American or British personnel, by the British Government. At AMEXCO you may write checks for either dollars or pounds sterling.



English police - walking guidebooks

denomination of currency by that name. It is often used in displaying prices in the better class shops. An American dollar is worth approximately seven shillings in British currency.

WHAT TO BRING . . . .

### WEARING APPAREL

In Great Britain the weather usually dictates from day to day just what should be worn. Normally warm clothing - skirts, sweaters, furs, fur coats, top coats, or wind cheaters (for the ladies) - are in order. Suits can be worn the year round.

Summer clothing, preferably something in cotton, is advised for the few really warm days. Rainwear is a must, and during the winter months woolens are advised both indoors and out, due to the big difference in heating systems in most British homes.

There will be many occasions for formal wear if you like the theater and dining out. You will be well advised, however, to bring your formal and cocktail gowns along because they are expensive in local shops. Short evening dresses are generally accepted.

British walking shoes are of excellent quality, but in general, shoes have different lasts and are limited in range of

size and widths. Women with very narrow feet or difficult fittings are advised to bring a full wardrobe of shoes with them.

Good quality clothing for children is abundant and reasonable on the British market. Flannel pajamas (sleepers for the baby) should be brought for the entire family. Teenage clothing in the "American style" is hard to get in Britain. If your child attends a British school, he or she may be required to wear a school uniform. These may be purchased in your local neighborhood at relatively reasonable prices.

The Air Force Exchange (AFEX) carries clothing in American styles and brands for all the family, although supplies do not cover a wide range in some women's and teenagers needs. A good supply of men's and babies' clothing is usually available.

### ELECTRICAL APPLIANCES

Because of the difference between British and American current (British - 220
volt, 50 cycles, two phase; American - 110
volt, 60 cycle, three phase) two basic
problems arise when American appliances
are used on British current: (1) change
in cycles which causes American appliances
to operate at only 5/6 the original speed,
and (2) overheating.



Brize Norton flight line

In all cases American Electrical appliances must be used with a transformer, available in the Air Force Exchange. Some appliances will require adaptors, while others may require complete rewiring. To eliminate unnecessary cost and possible damage to appliances it is suggested that only the following electrical appliances be brought to Great Britain: phonograph (the turntable will require an adapter fitted to the motor shaft); refrigerators; wringer-type washing machines; automatic washers (these, however, will not work as efficiently as they do in the States because of the timing cycle); automatic dryers (normally these require rewiring); electric ranges (these also require rewiring).

Irons, coffee makers, razors, toasters and grills operate without change here, if transformers are used. Radios will operate here but reception may be poor. In no circumstances bring television sets or electrical time pieces.

In all instances with American electric appliances transformers must be used. One word of caution about transformers: Always make sure that the rated wattage or amperage of the appliance does not exceed the maximum wattage of the transformer.

### LIVING ON THE BRITISH ECONOMY

Personnel accompanied by dependents who will be living in British rentals will find that in most instances rentals are either fully or partially furnished. Furnished items usually include most articles of furniture, rugs, curtains, and in some instances linen, cutlery, dishes and silverware.

Because of the smallness of most British homes in comparison with stateside
houses, you will find it awkward, and some
times impossible to fit in extra pieces of
furniture that you may want to bring from
the U.S. - especially large pieces of furniture. If you have your own furniture,
you may find your own beds and bedding
more comfortable than that which will be
supplied by your prospective land lord.



Witney Church Green

(Many beds are fitted with wire mesh springs and tick or feather mattresses here.)
We do advise you, however, not to purchase special items of furniture prior to your move.

We have mentioned under the section on electrical appliances just what is considered essential in this category to bring from the states.

Heating is a problem in most English homes. Most of them are heated by coal

fires, some by electric or gas heaters. Only about two percent of rented accommodations have central heating. To supplement the built-in type heating, many American families use portable oil heaters. Heaters can be purchased in either new or used condition in Britain at reasonable prices.

Most of your shopping will probably be done at the base Commissary. Prices on the British economy vary little from those in the Commissary, but you will find that the selection you may be used to will not be so varied. One caution on the purchase of meat on the British economy: If you decide to do your meat buying from a local "butcher", make sure you enquire whether his meat is stored in refrigeration. In many instances meat is displayed openly. "Green Grocers" (vegetable and fruit shop) can furnish fresh vegetables and fruit.

### UTILITIES AND SERVICES

Utilities are expensive, and the average American family will pay from \$90 to \$150 in a three month period.

Garbage collection is usually done week ly and generally requires no special payment. Most collectors will not pick up wood, stones, dirt or similar material, and garbage should be wrapped in newspaper before depositing in the "dustbin".

### DOMESTIC HELP

Domestic help in some areas can be procured on a part-time or full-time basis. It is difficult to obtain in the immediate base vicinity. Usually the help is from England, Ireland, Germany, Norway, Denmark, France or other European countries. Wages usually run from 35¢ an hour for part-time help to \$12 - \$15 per week (plus room and board) for full time, live-in help. Check with Family Services Center, the Wives! Club and the local Employment Exchange before employing help. Be sure to check with the latter, as they can help you with the necessary forms that must be filled in on the payment of National Health Insurance for the employee



Brize Norton Nursery.

The majority of personnel assigned to RAF Brize Norton must find accommodation on the civilian economy. This means that upon arrival you will be living in temporary accommodation until such time as permanent lodgings can be found.

In order to claim your temporary lodging allowance, your temporary lodging accommodation must be in an approved hotel
and may range from a day to 60 days from
the date of your arrival. Rates in hotels
in the local and London area will average
30 shillings per day (\$4.20) per adult,
and 15 shillings (\$2.10) per day for each
child. This charge includes bed and break
fast, but does not include other meals.
Meals will average \$1 to \$1.50 per meal
per person.

cost of Housing - You will find housing expensive. Costs of furnished accommoda - tion will vary from £60 monthly for a small apartment to \$150 monthly for houses or apartments with four or more bedrooms. A three bedroom apartment or house will average \$110. Unfurnished accommodation is difficult to obtain.

Leases - When renting on the economy you will find it to your advantage to sign a lease. You must check with the base

legal office and the base housing office before signing a lease. Whenever possible landlords are encouraged to accept a stand ard lease drawn up by the Air Force authorities. Military personnel normally sign leases for a 12-month period with the option of renewing. In the leases there should be a clause providing that, in the event of your transfer from the station on military orders, you may terminate your lease upon 30 days notice. Where a lease is drawn up by a British Real Estate Agent or lawyer, the landlord and tenant are required to share the cost which is usually around five pounds (\$14). You should on



Base Housing



AFEX Service Station

no account accept responsibility for the full amount. Under British law the tenant is also required to pay stamp duty on a lease. This varies from ten shillings for an agreement lasting 12 months or less, to considerably larger sums for longer leases.

Inventories - It will be to your advantage to have a complete inventory of all items furnished by the landlord in your rented home. The condition of each item should also be included. It is important that both you and the landlord sign the inventory and mark the condition of each item. An inventory properly completed

will save you many problems when the time comes for your departure.

#### AUTOMOBILES

Your Stateside Car - If you were in pay grade E-4 (with four years service) or higher when you received your orders, you are authorized to ship your car at government expense. Arrangements can be made as part of your application to transport your dependents, or by letter as outlined in Third Air Force Regulation 34-18.

The decision to bring your car overseas is entirely up to you. It may well be that you would sustain a considerable financial loss if you sold it prior to leaving the states. Or you may feel that your family is too large to be accommodated comfortably in the relatively small foreign cars. However, you should realize that there are distinct disadvantages to using an American car in Britain. price of gasoline for pleasure driving is very high (65-70 cents per gallon), spare parts are expensive and very difficult to obtain, and maintenance services costly and sometimes unreliable. Another important point to remember is that British roads were not built for large American cars.

You are advised to check with your Transportation Officer on details of shipping your privately owned vehicle (POV). We have been advised that POVs are being shipped from the Northern Metal Works, Philadelphia, Pa. If you are travelling concurrently and are motoring to McGuire AFB, you may find it advisable to drive



Fox Hunt meets at Brize

ents at the Flight Terminal and then proceed to Philadelphia on your own. This will save you the cost of transportation for your dependents from the POV port to McGuire, or you may have your car delivered from McGuire to Philadelphia by a bonded company at a cost of \$35.

Personnel who plan to ship a vehicle more than ten years old will be required after arrival to submit their vehicle to a British safety check. The safety check will cost 15 shillings (\$2.10). If the car fails to pass the safety test, the cost will be 14 shillings (\$1.96).

Brakes, steering and lighting will be the main target of the inspectors. Vehicles failing their first test may be retested after an appeal to the British Ministry of Transport. The second testing cost will be \$3.50.

Driving without an official approval for your over ten year old car can cost up to 20 pounds (\$56) for the first offense, or up to 50 pounds or three months in jail for a second conviction.

Buying a New Car - If you are a member of the military or a DAF civilian, you can buy a new car (European or American), through the AFEX Special Orders Department and operate it without payment of import duty or "purchase tax". At the end of your U.K. tour you must either obtain permission from the Base Provost Marshal to sell it to another entitled person or export it to the ZI. Otherwise you will be required to pay full duty on it.



New car sales outside AFEX

Shipment of foreign cars back to the ZI at government expense is no longer allowed from most overseas installations, including the U.K. You may, however, ship an American car purchased here at government expense or order an American car here and arrange for pickup of it in the ZI on your return.

Buying a Second Car - If you are an authorized person currently in possession of one concession vehicle, you can obtain

permission to purchase a second concession vehicle provided you have a valid reason. (Lack of adequate transportation for yourself and your family usually constitutes approval). If permission is granted, one of the two vehicles must be of British make not previously exported from the U.K. If you have less than one year to serve in the U.K., permission to obtain a second car will not normally be granted.

Regulations on Car Purchasing - Third Air Force Regulation 125-10, as amended, outlines the regulations governing the purchase and sale of concession vehicles in Great Britain. However, if you have any queries regarding the acquisition transfer, or other disposition of privately owned vehicles, you should contact the Provost Marshal's office before taking any action.

One important factor not to overlook is this: You can own only one imported vehicle. Once you have bought your stateside car over with you or purchased any type of new or used vehicle in Britain, you are automatically precluded from importing any other new or used vehicle into the country.

Driving Tips - British regulations make it mandatory for car headlights to dip to the left to conform to the country's practice of driving on the lefthand side of the road. If you are planning to bring your car to Britain from the ZI, you would be well advised to have the headlights adjusted before leaving.

Road reflectors must be fitted to the rear of all cars in Britain in addition to the standard red rear lights. If your car is not equipped with red reflectors, you should have them fitted as soon as possible after arriving. It is an offense to drive without them.

Bear in mind that British roads are narrower and more congested than American roads. The average speed on British roads is 30-35 m.p.h., compared with 50 m.p.h. in the U.S., so drive carefully at all times.



Brize Norton Chapel

Automobile Clubs - There are two major automobile clubs in Britain: The Automobile Association (AA) and the Royal Automobile Club (RAC). These are similar. but each offers different outstanding Some of the services offered features. include: aid in planning trips, road maps. diagrams, listing of recommended garages. hotels and restaurants, breakdown service road signs and shop repairs, and advice on law and insurance. Membership in each of these clubs is 50 shillings (\$7) for the first year and 40 shillings (\$5.60) yearly thereafter. Those who plan to drive in Britain, or on the continent, may want to join one, or both. Check with the Base Ground Safety Office for the addresses of local branches.

Vehicle Insurance - In Great Britain a minimum of "Third Party" unlimited liability insurance, purchased either in the U.S. or U.K., is required by law. Premiums, if you buy insurance in Britain, are generally high depending on your age and rank and the horsepower and age of your vehicle. Minimum mandatory insurance coverage will cost you from 15 pounds (\$42) up per year. The Legal Office and Personal Affairs Office can advise you on matters of insurance.

local General Post Office. Dependents are warned to make application for a driving license well in advance as there is usually a waiting period of two months before the test can be taken. Those who fail the test upon their first application are required to wait four weeks before taking the test again. Application fee for the driving license is one pound. International driving licenses are necessary for Continental travel. These can be obtained at the London office of the American Automobile Association: 15 Pall Mall, London, S.W.1.

British traffic laws differ considerably from those of the United States. The Base Ground Safety Office will supply you with a copy of the Ministry of Transport's booklet, "The Highway Code". This valuable publication is a mine of information on British traffic laws and motoring in general. Read it carefully. Traffic violators are severely dealt with in Great Britain.

Vehicle Registration - All vehicles must have either a registration certificate (issued for all vehicles imported into the United Kingdom), or a Registration Book. A road tax of £12-10-0 (\$34.40) is charged on all cars. In the case of imported cars however, 90 days grace is allowed before the vehicle becomes subject to this tax. If you bring your car from

the ZI you may drive it on stateside licenses for one year. You are then required to obtain British plates at a cost of 50 shillings. These can be obtained by applying to the local County Council offices. In the case of the Brize Norton area this will probably be the Oxfordshire County Council, County Office, Oxford.

It is also a requirement to have all vehicles registered on the base. Each vehicle must first satisfactorily pass a base inspection to conform to base safety regulations. Your orderly room will instruct you on this upon your arrival at the station.



RAF Interest



Well equipped hobby shop

Government Tax Free Gasoline - During your tour of duty in the U.K., you will be entitled to a ration of tax-free gasoline for travel between your residence and duty station based on the horsepower of your vehicle and the distance from the base. This gasoline, sold at the AFEX service station, costs 25 cents per gallon and its issue is authorized for duty purposes only including TDY and 30 trips a month between the base and residence. Apply to your squadron for a Gasoline Purchase Authorization Book.

British Gasoline - British gasoline will cost approximately 56 - 70 cents an Imperial gallon, which contains about one-fifth more liquid than an American gallon. British "Extra" and "Super" gasolines are recommended for American automobiles, but the lower grade "Mixture" can be used as an economy measure. "Regular", the cheapest obtainable, should not be used in American cars.

Driving Licenses - If you are a member of the military, you can obtain a special U.S. Forces (U.K.) Driving Permit from the Provost Marshal's Office. This permit is usually valid for a period of four years and will be issued on production of a valid stateside license and the completion of a short orientation school. It does not cover motorcycles. Military personnel wishing to operate a Motorcycle in Great Britain should check with the base Ground Safety Office, or the Provost Marshal's Office.

Dependents over 17 years of age may drive a car on a valid stateside license for the first year of their stay in Great Britain. They are then required to take a driving test and obtain a regular British driving license, costing five shillings. Application forms can be obtained from any

Law requires that radios and television sets be licensed annually. One radio license and one TV license is sufficient to cover any number of sets in one household. The radio license costs one pound and TV license three pounds. They can be purchased at the local British Post Office. All dogs over six months old must be licensed. The license, which costs 7/6, can

also be purchased at the local post office

#### PETS

A strict quarantine law requires pets imported into the United Kingdom to be boarded in quarantine at an approved dog kennel for six months (at a cost of \$1.70) If you intend to bring your pet with you, an import license must be obtained prior to shipment.

All dogs must carry the dog tag required by British law. These can be obtained from the local general post office at a small fee. In addition, all pets of families residing on base must be registered with the Provost Marshal.

There are many good buys in pedigree dogs in Britain, and there are no restrictions on taking pets out of the U.K.

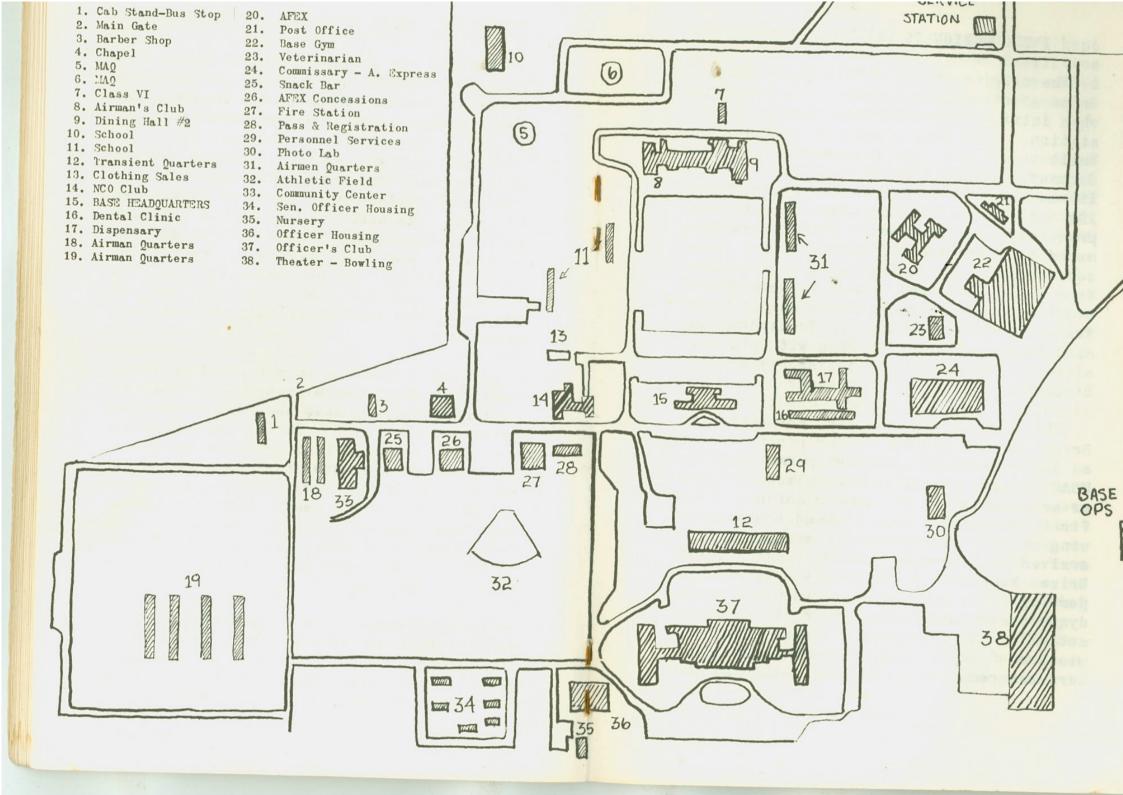
You are now a member of RAF Brize Norton, one of SAC's Seventh Air Division bases in the United Kingdom. This assignment carries a great responsibility.

First — you will be working with a fully operational unit. Our task is to be ready at all times to execute the SAC mission. As such we are not an organization in training, but rather we are expected to and must always be proficient in our skills. It is essential that you dig into your new job, find out what it involves, and perform it in a professional manner.

Second -- you are in a foreign country. By virtue of a common language, communication with our hosts, the British people, is relatively easy. During the time you are here you will find numerous opportunities to get to know the average man on the street. You will find him interested in you and at the same time you should take the opportunity to increase your understanding of him. This is your chance to play an important part in United States foreign relations.

Brize Norton has a fine reputation — we feel that it is the best SAC base in the United Kingdom. By accepting responsibility and displaying initiative, I am sure that your tour will be rewarding.

The Commander



The origins of Royal Air Force Station Brize Norton can be traced back to 1935 when initial construction began. station, like many others in England, was built to counter the re-armament of NAZI Germany. Throughout much of World War II it was the home of the No. 2 Flying Training School. As "D" Day, June 6, 1944, approached, two Airborne Forces Squadrons moved to Brize Norton. On "D" Day, these squadrons - including gliders launched from Brize - dropped the main body of the 5th Parachute Brigade northeast of Caen, France. After the war, the Transport Command took over Brize Norton with its Development Unit and School of Flying Efficiency.

The United States Air Force came to Brize Norton in 1950 under provisions of an Anglo-American agreement permitting the USAF to base planes in the United Kingdom as an instrument of commong defense. The first Strategic Air Command bombardment wing of 45 aircraft to be stationed here arrived in December 1952, enabling RAF Brize Norton to fulfill its role of supporting SAC bomber units "in place" as a dynamic and formidable power to deter an attack of any aggressor. Brize Norton's mission of supporting SAC bombers and tankers has remained unchanged, although the

methods of getting the job done have kept pace with developments. New facilities have been added and continue to be added to insure that the mission can be accomplished quickly and efficiently.

The station still retains the status of a Royal Air Force Station although the primary user is the USAF. There is an RAF Commander assigned, who with a small staff performs liaison duties between the USAF units using the station and the Air Ministry and local civilian community. The USAF commander is the commander of the primary USAF unit on the station, the 3920th Combat Support Group (SAC). The 3920th is a part of the 7th Air Division which controls all Strategic Air Command units in the United Kingdom. The 7th Air Division is a major sub-command of the Strategic Air Command.

Brize Norton has earned its title "SAC's Gateway to the U.K." Nearly every major Air Force visitor to Britain passes through the base. Guests at Brize in recent years have included the late Secretary of State John Foster Dulles, Vice President Richard Nixon, Ambassador to Britain, John Hay Witney, Red Cross chief, Gen. Alfred Gruenther and the Secretary of the Air Force Dudley C. Sharp. The base is also a calling place for air forces of many nations, and it is not uncommon to

see Italian transports, Canadian and German fighters, Danish trainers and British bombers on the flight line. Touring groups - from English schoolchildren to an international group of aircraft engineers -- are an almost weekly occurrence.

Life never grows dull at "SAC's Gateway to the U.K."

PEACE IS OUR PROFESSION

### CHECKING IN AT BRIZE NORTON

Upon arrival in the United Kingdom, you will be transported by bus from the port of entry (RAF Mildenhall for air travelers Southampton for ocean travelers) to Brize Norton. The bus will bring you to Base Headquarters (Bldg 24) where you will sign in at the Sergeant Major's office (room 2) during duty or non-duty hours. Personnel there will arrange for temporary lodging and transportation for you.

#### PROCESSING

Processing is handled in the Personnel Directorate (second floor of Base Head-quarters.) Travel pay and other allowances may be collected, after completion of necessary processing, at Finance (Bldg 82).

### UNIFORMS

The Air Force blue winter uniform may be worn the year around at Brize Norton. The summer uniform is optional during a period established by 3rd Air Force and USAFE, normally about 15 May through 15 September.

### HOLD BAGGAGE

Personnel expecting household goods, baggage, or an automobile to be shipped to this station are urged to contact the Com-

mercial Transportation Officer in Bldg 82, telephone Ext. 278, immediately upon arrival at this station.

Be sure to bring at least ten copies of your overseas assignment orders along with you to complete the necessary paper-work that may be required, and to set up a suspense file on your property to insure timely receipt of such property.

### BASE FACILITIES

### AIR FORCE AID

The Air Force Aid Society, with offices located in the Family Services building (T-66) across from Base Headquarters, is prepared to take application for financial aid to military personnel.

### AIR FORCE EXCHANGE

The Air Force Exchange, or AFEX as it is popularly known throughout Air Force in stallations in Europe, serves all the shop ping needs handled by your stateside Base Exchanges. The Brize Exchange (Bldg 70), one of the best in 7th Air Division, has amply stocked phonograph record and luxury item departments as well as a full range of clothing, appliances, toiletries and household wares.



AFEX Camera Sales

Luxury goods (cameras, watches and American tobacco) are sold tax free to entitled military and civilian personnel on a rationed basis. Ration cards are provided through squadron orderly rooms.

Rationed items and all AFEX goods may not be resold, traded or given to any person not entitled to purchase them tax free. Violations are strictly prosecuted under British law and could result in loss of tax free benefits.

Concessions operated through AFEX in other locations on base include shoe repair, tailor shop and toy store.

### AIRMANS CLUB

The Brize Norton Airmans Club, located in Building 7, is run as an annex of the NCO Club. It provides evening meals, entertainment and malt beverage service in a pleasant club atmosphere for the lower four grades.

### ATHLETICS

A full schedule of inter-squadron and inter-base sports activities is run the year around. Base teams participate in league competition with other 7th Air Division and 3rd Air Force bases.

### BANKING

Complete banking services at RAF Brize Norton are provided by the American Express Company, popularly known as "AMEXCO"

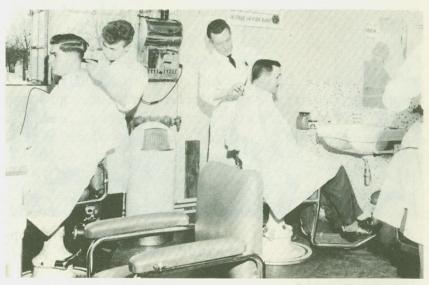
Deposits can be made in either American currency or in British Sterling and drawn out either by check or withdrawal in American or English currency.

United States currency, except for one cent coins, will be used for payments to U.S. authorized personnel and as the official medium of exchange for all transactions within establishments of the U.S. Armed Forces under specific rules and lim-

itations.

- U.S. Dollar Expenditure U.S. currency may be expended in the United Kingdom in the following activities:
- a. Official military stores, i.e. clothing sales, commissaries, salvage, etc.
- b. Military operated theaters and other entertainment facilities.
- c. Military exchanges including concessionaires operating on or off base.
  - d. Military Post Offices -
  - e. U.S. and British Banks.
  - f. Military clubs and messes.
- g. Funds and charities sponsored by U. S. personnel or activities

Under no circumstances will authorized



Airmans Barber Shop

personnel use U.S. currency or U.S. dollar instruments in any expenditure transaction with British nationals or firms other than those listed under this section.

### BARBER AND BEAUTY SHOPS

Barber shops are located in both the Officers and NCO Clubs with an Airmans Barber Shop in Bldg. 5. The Base Beauty Shop, in Bldg. 11, opposite the Base Chapel, is like the barber shops, a concession operated under AFEX.



Base Beauty Shop

### BASE NEWSPAPER

The "Brize Breeze", a class 2 USAF publication, is distributed every other week. The "Breeze", rated near the top of SAC overseas base papers, is printed in news magazine style and contains news and photos of USAF, SAC and base events and people. News tips are encouraged by the editor, room 8 of Base Headquarters, Ext 463.

#### BOWLING

Brize Norton's 12-lane automatic bowling alley is one of the finest in the United Kingdom and is annually the scene of a number of bowling tournaments. A full slate of league play, as well as open bowling, is available.

### BUS AND TAXI SERVICE

A bus stop and taxi stand are located just inside the Main Gate. Principal bus service, with ten trips daily, is via Witney to Oxford, an 18 mile journey which takes about 60 minutes by bus. Taxi's bearing the Brize Norton sticker have agreed to fair rates and are authorized to pick up and deliver passengers on base.

# CLASS VI (Package Store)

The Class VI or package liquor store

(Bldg. 6) is operated as an AFEX facility. Ration cards - the same as those used for AFEX tobacco purchases - are required for tax free goods sold at the Class VI. Resale, barter or giving of Class VI purchases to unentitled persons is strictly prohibited.

### CLOTHING SALES

A complete line of Air Force uniforms is sold in the Clothing Sales Store. It is located right behind the NCO Club.

### COMMUNITY CENTER

Brize Norton's new Community Center — with facilities and activities for personnel of all grades, dependents and clubs and groups — is one of the finest in the Air Force oversea installations. A full program of events for single men and families is run monthly in the well-equipped



12 Lane Alley

and staffed center.

### COMMISSARY

Grocery and meat products for the American housewife's English pantry are amply stocked by the Base Commissary, located next door to the American Express office in Bldg. 52.

### COMMUNITY RELATIONS OFFICER

An English girl employed by the British Air Ministry, the Community Relations Officer is prepared to help Americans feel at home in the United Kingdom. Sightseeing and shopping hints, European tour advice, tips on British customs and manners and arrangement of Anglo-American events are a few of her services.



Modern Community Center

### DENTAL CLINIC

Dependent and military dental care is provided in the modern base Dental Clinic, located in Bldg. 44. New high-speed equip ment is included in the Dental Clinic's facilities.

### DINING HALL

The Airmans and NCO Dining Halls, decorated in a Western American motif, are in Bldg. 7, with three regular meals and a midnight lunch daily. The Food Service personnel also operate the Flight Kitchen and the alert force dining area, located on the Flight Line.

#### EDUCATION

Dependent children of school age attend classes in grades one through nine on base at Brize Norton. High school students go to Bushy Park, in the London outskirts. A residence college course is provided in Germany by the University of Maryland for dependents of personnel throughout Europe.

Adult education classes are provided through the Base Education Centers (Bldg 76 near the Hobby Shop) in three phases:

a. The University of Maryland has a full schedule of off-duty, on-base courses with full-time Maryland instructors pro-

vided.

- b. A program of evening classes is maintained for those who lack a high school diploma.
- c. The Education Office is the coordinating unit for correspondence courses through the United States Armed Forces institute (USAFI) and the Extension course Institute (ECI).



Flight-Line Chow Hall

Everything from pots and pans to advice for living on the British economy is available at the Family Services Center, an attractive, recently redecorated building across from Base Headquarters. Volunteer workers assist newcomers and families with emergency problems.

HOBBY SHOPS

Weapons and firearms, whether brought from the United States or purchased in the United Kingdom must be registered here both with the Air Police on base and the local British authorities. Check with the Air Police Pass and Registration section for details. Hobbyists will find a good range of equipment and supplies for sparetime work in the base Hobby Shops, located in Bldg 77, next door to Finance. The auto, wood working and photo shops are open six days a week and are staffed with instructors to assist you.



Helpful Family Aid

### HOUSING

Family - There are 189 units of government family housing at Brize Norton, including 146 units for NCOs and 43 for officers. This total includes the government housing village of Brizewood, located approximately two miles from the main gate in Carterton

Private housing is available in the local area but is more difficult to find close to the base. Unfurnished rentals are almost non-existent and the quality of available off-base housing varies from poor to satisfactory. (See page for further information and recommendations on off-base housing.)

Unaccompanied Airmen - Unaccompanied airmen will be assigned billeting by their particular squadron and in most cases will be housed in one of the new SAC-type dormitories with a two man per room arrangement. Bachelor officers will find accomodations in the BOQ at the Officers Club.

### LAUNDRY AND DRY CLEANING

Laundry and dry cleaning pickup points are operated in the Officers Club and as an AFEX concession near the base chapel. A damp-dry launderette is open for self-service laundry in Bldg. 21, across from the AFEX.

### LEGAL SERVICES

The Staff Judge Advocate is located in Bldg 7. Personal legal assistance is available Tuesday and Thursday afternoons with emergency aid available at any time.

The well-stocked Base Library, upstairs above the Dining Hall in Bldg 7, maintains books and phonograph records for loan and provides American newspapers and magazines for those interested in the news back home. A monthly speaker series includes talks and illustrated lectures by prominent British authorities on a range of subjects.

# MEDICAL SERVICES

Complete medical care is provided for all personnel and dependents.

An on base dispensary is equipped with a staff of doctors and nurses, emergency room, X-ray, pharmacy, and immunization service. A call to the out-patient clinic Ext. 9, will place you in the hands of the competent medical service.

The United States Air Force maintains a major hospital at Burderop Park, 26 miles from the base, which handles hospitalization, surgery, maternity care, etc. Personnel should not use this facility without making an appointment through the base dispensary. Ambulance service to Burderop Park is available through the base dispensary 24 hours a day for emergencies and

regular scheduled transportation is provided Monday through Friday.

### THE NATO STATUS OF FORCES AGREEMENT

Although the term NATO Status of Forces Agreement sounds very complex, it is nothing more than a simple contract which outlines certain rules to be followed by the host, the United Kingdom, and the guest, the United States Armed Forces. The effect of this agreement is to subject Armed



10,000 Book Library

Forces personnel to two separate and distinct bodies of law. As in the past, military personnel are subject to the Uniform Code of Military Justice whereas now they

are additionally subject to the laws of the United Kingdom and may be legally tried in British courts under certain circumstances.

The agreements sets forth the areas in which one country has the primary right to try an individual for certain offenses and there is no simplified rule which can be applied in every case. The only general rule which could be applied in most cases is that if the offense is one which involves U.S. Government property and U.S. military personnel, the primary right to try the individual lies in the Air Force. In all cases, however, which are to be tried in British courts it is the policy of the United States to request that the military be allowed to try the individual rather than the British. In the event that the British do not honor this request the Air Force provides an officer representative, usually a legal officer, to observe the trial in order to insure that the rights of the accused guaranteed under British Law and under the U.S. Constitution are not violated.

Under the present law, dependents are not subject to the Uniform Code of Military Justice, and are not given any protection under the NATO Status of Forces act. Their status is the same as that of

a tourist. The Base Commander has the power to return dependents to the United States when they have committed an offense or created a "diplomatic problem."



American publications sold

NEWS STAND

The Stars and Stripes News Stand, across from the NCO Club, carries the Stars and Stripes, the daily tabloid newspaper published in Germany for U.S. military personnel in Europe, and a full range of American magazines, paperback books and periodicals. Other service publications and newspapers published overseas for mil-

NCO CLUB

The NCO Club (Bldg 25, next to Base Headquarters) provides attractive dining and entertainment facilities for non-commissioned officers and their families. Floor shows and special events are a feature of the club calendar.

#### NURSERY

The base nursery, operated by the Officers Wives Club, cares for pre-school age youngsters during weekdays and for special events.

#### OFFICERS CLUB

Built in the RAF style common to the pre-World War II construction, the Officers Club (Bldg 40) also houses BOQ, VIP and transient officer billeting facilities. The club ballroom, dining room and snack bar have recently been extensively redecorated. Visiting entertainers and special activities are regularly scheduled for officers and their families.

### PASS AND REGISTRATION

Weapon and automobile registration is

handled by the Pass and Registration Section of the Air Police, located in Bldg 27. Restricted Area permits (SAC form 138), 3rd Air Force drivers licenses and individual military and dependent identification cards are also issued by Pass and Registration.

### POST OFFICE

The Base Post Office, a detachment of the 3rd Air Postal Squadron, is located in Bldg 62, across from the AFEX. Normal postal services, including sales of U.S. and some English stamps are offered. The base APO number is APO 147, N.Y., N.Y. Customs declarations must be made on packages shipped by mail.



Officers Club

The recreation supply section of Personnel Services, located in the Base Gymnasium (Hangar 59), issues all sorts of sporting goods equipment - from golf clubs to boxing gloves. A physical conditioning unit, located directly behind the Officers Club, is open afternoons and evenings. A steam room, weights and other conditioning equipment are available, along with a trained instructor.

### BED CROSS

The American Red Cross maintains a complete facility at Brize Norton with emergency services available 24 hours a day. In cases of need, loan and grants are made. The Red Cross also verifies trouble at home through its world-wide organization. The Red Cross office is located next to the Dental Clinic.

### RELIGIOUS ACTIVITIES

Both Protestant and Catholic services and weekday activities are offered on a full schedule in the Base Chapel. Built in the modern, uniform Air Force brick style, the Chapel is also open 24 hours a day for individual devotion and meditation.

Protestant activities include two Sunday morning church services, Sunday school programs for all ages, mid-week prayer service, Protestant Men of the Chapel Protestant Women of the Chapel, youth and choir activities.

Catholic masses are held twice on Sunday and daily on weekdays with Confessions before all Masses and on Saturday evenings. A Holy Names Society and Catholic Women's group also meet regularly.



An altar of Cotswold Stone

The Base Service Station, an AFEX facility located near the on-base Airmans Housing area on the exit road to Gate 2, handles automobile needs and some garage requirements. Spare parts and special equipment may be ordered through the Service Station, and a full line of cleaning needs and accessories is stocked. Taxfree gasoline, rationed according to your car size and distance from residence to base (see page ) is sold at 25¢ per Imperial gallon for regular and 28¢ for premium.

#### SNACK BAR

Another AFEX facility, the Snack Bar operates fountain and cafeteria service for all meals. A delicatessen, located in the Snack bar, stocks special items and caters to last-minute or "I forgot" needs for after hours shoppers.

### TELEPHONE AND TELEGRAPH

Base telephone service is divided into three classifications.

Class "A" - For transaction of official business only. These telephones have access to com-



CRO - USAF civilian liaison mercial and A.F. lines.

Class "B" - For transaction of unofficial business. These tele phones have access to commercial lines. Most common use of this classification is in on base family quarters.

Class "C" - For transaction of official business. Does not have access to commercial or government lines.

Detailed information on base telephone service is described in foreword of the base telephone directory.

The Community Center has a telephone set aside for transatlantic telephone calls and telegrams. Cables may be sent through American Express.

### THEATER

Operated on a 7-day a week schedule, the Base Theater has a full program of late films, for showing on its modern Cinemascope screen. The theater, located in Bldg. 33, next to the Bowling Alley, is considered one of the most comfortable and best equipped in 7th Air Division.



A family club

### TOASTMASTERS

For the conversationalist or would-be orator, the Brize Norton chapter of Toast-masters International offers speaking experience and fellowship in weekly meetings at the NCO Club.

### THRIFT SHOP

Second-hand goods looking for new homes are on display at the Thrift Shop, located near the Chapel.

### TRANSPORTATION SERVICES

A modern fleet of radio taxi's is at your service for official business on base with buses and station wagons standing by for transport for off-base USAF's business.

### YOUTH ACTIVITIES

Scouting - Active units in scouting activities for both boys and girls operate at Brize Norton. Their programs are supervised by experienced American commissioners appointed for the U.K. area. Volunteer workers are encouraged in all programs.

Camp Mohawk - The only permanent American youth camp in Europe, Camp Mohawk

near Shaftesbury, Dorset, is located in the beautiful Fonthill Abbey Estate Forest which surrounds Lake Bittern. Some 30 acres, including the lake have been leased from the owner. Permission has also been given for long hikes and nature explorations.

Since its opening in 1956, well over \$50,000 has been invested in the camp by 7th Air Division and 3rd Air Force. Each year, more than 1400 American youngsters - Boy Scouts, Girl Scouts, and AYA boys and girls - enjoy a well-planned supervised camping program, including swimming, boating, crafts, hikes, nature study, singing, sports and excursions. Costs are between \$15 and \$18 per week.



Scout Banquet

American Youth Activities - Known more popularly by its abbreviation of AYA, the program is run by trained and paid advisers on each base. Sports, games and social activities - including dependent youth from other bases and British youngsters - are on the schedule.

#### WEATHER

Not a facility of Brize Norton, but certainly a fixture is the weather. When we say welcome to picture sque green England, remember that it takes water to make the green grow. Actually the weathermen tell us the average rainfall annually is just about 35 inches, which is less than many of our coastal states back home. Winters bring little snow to Brize - perhaps one or two storms - but the damp cold is quite penetrating.

That famous fog is not limited to London's back streets. It's an ever-present threat to Brize motorists and pilots, creeping in overnight to the point that the whole base could be dished up as the proverbial pea soup.

Temperatures in the 80's are considered heat wave in England, so don't stock up on tropical weights and short-shorts. Best bets: good rain-wear, medium weight year-

round suits, sweaters.

### WIVES CLUBS

Wives clubs are organized for all three grade groupings - officers, NCO's and air men. They maintain a full program of social and charitable activities and schedule regular tours for sightseeing and antique hunting.



Active Wives Clubs

### BRIZE NORTON AND THE NEIGHBORHOOD

RAF Brize Norton is located on the green, agricultural "Oxford plain", 18 miles west of the industrial and academic city of Oxford in the Midlands section of England.

Carterton, a small village at the base doorstep, houses many of the base personnel and caters to some of their needs. The village of Brize Norton and Bampton are at either end of the two-mile runway.

The base is five picturesque miles from Burford, a popular tourist village on the edge of the rolling Cotswold Hills which extend north to Shakespeare country near Stratford-on-Avon. A fine 18-hole golf course and several excellent dining places in country inns make Burford a favorite of Brize personnel.

Witney, an industrial town of about 8,000 population five miles northeast of the base, is noted for its Witney blankets - which by tradition have been sold to some American Indians for about two centuries.

Oxford, known principally to Americans as the home of Oxford University, is a center of the British automobile industry as well as the location of the 27 colleges

making up its famous university. Its two theaters provide pre-London drama, ballet and opera entertainment at reasonable pri ces. Concerts, art exhibits and other cultural events are frequent. The city also offers motion picture theaters (cinema over here), racing, sporting events and other entertainment.

Oxford is a main line station on British Railways, which offers special rates
for servicemen ("Forces Leave" tickets
sold on presentation of ID cards). Convenient train connections to London make
the capital about 70 minutes away from 0xford by fast train.

London, of course, is home of every English picture postcard scene Americans can imagine and more. The Air Force maintains two hotel-clubs for its personnel - Columbia Club for officers and the Douglas House for enlisted men -- to provide lodging and entertainment for weekend passes and leave. Reservations are required in advance.

Closer to Brize Norton, the map reads like a history book: The prehistoric Stonehenge is 50 miles away; Roman ruins are found scattered like birdseed within a 25-mile radius; Oliver Cromwell chained his horse to a wall of the Burford church George Washington's ancestral home is a

pleasant hour's drive, and Sir Winston Churchill's birthplace is less than 10 miles from the main gate.

Festivals and fetes abound in Britain, and most are an easy weekend jaunt for the motorist or railway or bus traveler. For the homebody, the local pub in his off-base village has more character and offers more recreation than any stateside drugstore fountain.

For the traveler with an eye for the continent convenient car and train ferries as well as numerous commercial flights are available. Military personnel at Brize are eligible for R and R (rest and relaxation) flights which make weekend turnarounds to European cities about once a month. Space is allocated to squadrons, and a man can usually count on at least one R and R during his tour of duty.

Outdoor sportsmen will find plenty of hunting and fishing opportunities in England, although they are reminded that control is stricter here than in the United States and customs vary somewhat. The Base Rod and Gun Club sponsors frequent events of its own and is an information center for sportsmen in the land of Izaak Walton.

Similarly, auto and motor cycle rallies,

hunts and other activities are open for joint American and English participation. Clubs and organizations — such as Rotary, Masons and Toastmasters — welcome Anglo-American visitors.

Whatever your interests — touring, sporting events or just sitting by the fire — Brize Norton and England welcome you.

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### BRIZE AT YOUR SERVICE

Air Force Exchange (AFEX) and	Concessions			
Monday	1000-1730			
American Express (AMEXCO)				
Mon-Friday				
Barbers Shops and Beauty Shop				
Mon-FridaySaturday				
Bowling Alley	1300-2300			
Commissary				
Mon-Friday				
Community Center	1300-2200			
Library				
Tues-Friday	1000-2100			
NCO Club-	9700-2300			
Breakfast	1100-1400			

### BRIZE AT YOUR SERVICE

NCO CLUB Annex (Airmens Club)	1700-2300
News Stand	
Mon-Friday	
	1400-1730
Saturday	0915-1230
Sunday	0915-1300
Nursery	
Mon-Wed-Friday	1145-1700
Thursday	1145-2330
Saturday	1900-0100
SaturdaySunday	0800-2330
Officers Club	0700-2330
Breakfast	0700-0900
Lunch	
Dinner	1700-2100
Post Office	0900-1100
1030 011100	1200-1700
Snack Bar	0830_1500
Shack Dar	1600-2300
Theater —————	1900 nightly
Saturday matinee	1430