



RAF Lakenheath --- Deployment Guide

Equipping service members
and their families for the future!



Introduction

As a member of the United States military, the potential for lengthy deployments away from home and family may be a constant reality. A deployment is never easy, but proper preparation can help minimize stress and anxiety for service members and their families and help service members rest assured that their affairs and family are taken care of while they are away.

As with any life-changing event, the more prepared service members and their families are to deal with the adjustments they will all need to make, the easier it will be to cope with the change. By becoming educated early on about what to expect during a deployment, service members and their families can become better prepared to handle the challenges as they occur. Service members and their families should begin preparing for a potential deployment well before they receive deployment orders. By preparing in advance, they can reduce the stress they feel in the weeks leading up to the service member's departure.

This guide was created with you, the service member, in mind. We know that deployments are a significant part of military life, bringing a mix of emotions and challenges. Whether this is your first deployment or your fifth, our aim is to provide you with practical information and resources to navigate this experience as smoothly as possible.

If at any time before, during, or after the service member's deployment you have questions or need additional information, please contact the Military and Family Readiness Center at DSN 226-3847 (Comm: +44 (0)1638 52 3847).

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Military & Family Readiness Center

Military & Family Readiness

The Military & Family Readiness Center (M&FRC) offers a wide variety of support services and programs. We are here to assist you with any questions or concerns you may have.

The M&FRC is located in building 950, and can be reached at DSN 226-3847 (Comm: +44 (0)1638 52 3847).

Family Readiness

The Family Readiness program provides awareness on family matters before, during, and after deployment. Some of these programs are: morale phone calls and e-mails, Give Parents a Break, and deployment/reintegration briefings.

Pre-Deployment Briefing – An informative briefing to help all active duty members and spouses, if married, prepare for separation due to military requirements. Families will be advised of the many community resources available during the separation period. Mandatory for military members, spouses are highly encouraged to attend.

Post-Deployment Briefing – Information to ease military member's adjustment to home. Mandatory for military members, spouses are highly encouraged to attend.

Personal Financial Readiness (PFR) Services

The Personal Financial Readiness (PFR) program provides a variety of financial planning services through personal financial counseling or group classroom classes. Some services the Personal Financial Readiness program can provide to you are budgeting, consumer protection, debt elimination, credit management, financial analysis, investment/TSP education, money management, and FREE credit report pulls.

Deployments are especially important to speak with a financial consultant due to the increase in service member pay. There are also additional financial benefits related to the deployment that you may not be aware of.

Information & Referral

The M&FRC Information & Referral program links individuals and families with the right resources to meet their needs. Common referrals provided are crisis assistance, emergency financial services, on/off base contact information, and community resource information.

Real-time information can be found by visiting the RAF Lakenheath M&FRC's Facebook page:

<https://www.facebook.com/RAFLakenheath.MFRC>

Housing

Dorms

When leaving the dorms the only people who can accept your keys are your First Sergeant or supervisor. Rooms to be checked weekly and any maintenance issues reported to the ADL. Scan the QR code and email to: 48CES.DORMMANAGERS@US.AF.MIL



Military Family Housing

When leaving your MFH empty for more than 7 days make sure you have an emergency contact who can take care of any issues that arise. This can include maintaining the yard, emptying the bins, checking for leaks, and reporting and maintenance issues. Scan the following QR code and email to: 48CES.MFH@US.AF.MIL



Off-Base Housing

Refer to your lease to ensure you are complying with the requirements regarding leaving your home empty. It is your responsibility to ensure you are notifying your landlord/agent. Scan the following QR code and send an email to your landlord. Make sure to courtesy copy 48CES.REFERRAL@US.AF.MIL



For any questions, please contact housing at DSN 314-226-2101

Finance Office (CPTS)

For assistance with military pay benefits, entitlements, or Government Travel Cards please contact the finance office at 226-1851.

Legal

The legal office provides assistance with legal matters, such as power of attorney's and personal wills. If you need to schedule an appointment, please contact the Legal Office at 226-3553. You can also send an email to 48fw.ja@us.af.mil. If you need assistance with any legal matter off base please contact the British Liaison Ms. Karen MacKay at karen.mackay.gb@us.af.mil or 226-5214. Legal is located at building 1082, to the left of the Commissary.

Helpful Hints

- Don't forget to leave your spouse a copy of your orders.
- If you have been in country for two tours, please check your family's passports and visa documents to ensure they will not expire while you are deployed.
- Make sure your MOT and Road Tax are taken care of while deployed.
- Mail! You have the option to place your mailbox in hold status or forward your mail: Complete DD Form 2258 or email 48FSS.Post.Office@us.af.mil.
- If you need a long-term parking pass, come to the M&FRC and pick one up. Remember to only utilize the back 4 rows of the SEC parking lot for long term parking.
- Pick up a Give Parents a Break Voucher for reimbursed childcare expenses at \$40 per dependent child per month (up to 3 months).

Link for Resources!!!



Installation Voting Assistance Office

Your Installation Voter Assistance Office is here to help you exercise the very right you protect-your right to vote! We can help you register to vote, request an absentee ballot and notify your local election officials back home of a change of address. The information below is provided for you as you get ready to transition and are thinking of what you must do before and after you make that change in assignment or go on your deployment or separate/retire.

Federal Post Card Application (FPCA)

The FPCA can be used to register to vote while simultaneously requesting an absentee ballot. It can also be used to submit a change of address to your local election officials. You can now go online to <https://www.fvap.gov/fpca-privacy-notice> and use the FPCA Wizard that will help you register, request your absentee ballot and/or change your address while providing you with all of your state-specific information and requirements to vote!

Federal Write-In Absentee Ballot (FWAB)

The FWAB can be used as a backup in case you have already registered to vote or sent in an FPCA to both register and request your absentee ballot, but you have not yet received your absentee ballot from your State. Like the FPCA, you can go online to fill in the FWAB at <https://www.fvap.gov/fwab-privacy-notice> and use the FWAB Wizard that will help you to vote in Federal elections, even filling in your candidate choices based on your State of residence!

Both the FPCA and FWAB Wizards will provide you with a filled in form. All you have to do is print, sign and date it, and return it to your election official via the directions provided (some States allow you to fax, and/or e-mail your signed form if you "PDF" and scan it to your computer).

National Mail Voter Registration Form (NVRF)

If you are separating/retiring, you'll need to advise your local election official (LEO) that you will no longer be considered a military voter. The NVRF (or your state voter registration form) can then be used to notify your LEO of your address change. <http://www.fvap.gov/military-voter/transition>

Your Installation Voter Assistance Office can help you fill in and mail off your voting materials if you need the assistance. Please contact us at the Military & Family Readiness Center at 226-3847, or by email at vote9@us.af.mil. In the event you are unable to contact your IVA Office, 24-hour voting assistance is available from the AF TFSC at: DSN 312-665-0102, Commercial 210-565-0102 or Toll Free at 1-800-525-0102. You may access many voting-related questions and answers on the FVAP website www.fvap.gov

Red Cross



American
Red Cross

The Red Cross provides emergency communication 24/7, 365 for Service members, Retirees, DOD Civilians/Contractors and their spouses. This is for matters related to immediate family such as spouses, siblings, parents, and children. Messages which are communicated include birth announcements, serious illness or injury, death, family situations, and health & wellness checks. Families need the following information when contacting the Red Cross: name and rank, SSAN/DOB, duty address, and home unit. To start a line of communication visit www.redcross.org/HeroCareNetwork, or call RAF Lakenheath Red Cross at DSN 226-1855.



Chapel

RAF Lakenheath's Chapel services provide opportunities for Airman and their families to strengthen their spiritual resiliency before, during, and after deployments. The Chapel provides faith group opportunities for the whole family, marital retreats and workshops throughout the year and one-on-one counseling services. Chaplains are the only on-base entity with 100% confidentiality. Anything discussed with a chaplain stays between you and them. The Chapel facilitates religious accommodations, supports the free exercise of religion, and provides effectual spiritual care for Airman and their families. For further information on any services contact the Chapel at 226-3711.

Military One Source



Military OneSource – Offers three kinds of short-term, non-medical counseling options to active-duty, Guard, and Reserve members and their families: face to face, online, and telephone consultations. Military OneSource counseling services are designed to provide Service Members help with short-term issues such as adjustment to situational stressors, stress management, decision making, communication, grief, blended-family issues, and parenting-skills issues. Each eligible service member or family member may receive up to 12 sessions, per issues, per counselor at no cost. www.militaryonesource.mil.

Base Happenings

The AtEase magazine is all you need for upcoming RAF Lakenheath events and specials brought to you by the 48th Force Support Squadron. The AtEase magazine can be picked up at stands around RAF Lakenheath, or accessed virtually at <https://www.lakenheathfss.com/atease-magazine>

USO

- Reading Program
 - Members choose a book from the USO library of over 150 titles, record themselves reading it, and USO will send both the recording and physical copy of the book to your children, siblings, or even nephews.
- Deployed Coffee Connections
 - Tailored for military spouses to foster connections with others
 - Each event includes different engaging activities such as: ceramic painting, charchuterie board making, macrame, coffee flights, and more!
- Care Package Program
 - Offers deployed service members a touch of home with bags filled with essential toiletries and snacks.
 - Can be requested by units, typically through First Shirts, aimed to provide comfort and support through deployments.
- More information can be found at <https://uk.uso.org/lakenheath> and on their Facebook at <https://www.facebook.com/theUSOUK/>.



Family Advocacy

- The mission of the Family Advocacy Program (FAP) is to build healthy communities through programs and policies designed for the prevention and treatment of domestic abuse, child abuse and neglect, and problematic sexual behavior in children and youth.
- As a helping agency, we provide **voluntary services** to those local and deployed. Our aim is to positively impact individuals, intimate partnerships, and families at RAF Lakenheath, RAF Mildenhall, and RAF Feltwell. FAP offers support to all active-duty members, their dependents, and any beneficiary of the Medical Treatment Facility.
- Some of our services include: non-medical couples counseling, parenting classes, New Parent Support Program, victim advocacy, taking restricted and unrestricted reports for domestic abuse, intimate partner violence, and/or family maltreatment....and much more! For any questions, concerns, crisis support, safety planning, PLEASE contact our 24/7 line: 07490-038170.
- You can also find more information online: <https://www.facebook.com/FAPLakenheathMildenhall/>

Military Family Life Counselor

Up to 12 non-medical, short-term, situational problem-solving counseling sessions per issue are available free of charge to service members and their families. Licensed clinical providers assist service members and their families with issues they may face through the cycle of deployment from leaving their loved ones and possibly living and working in harm's way to reintegrating with the community and family. The MFLC program provides support for a range of issues including: relationships, crisis intervention, stress management, grief, occupational and other individual and family issues. No records are kept.

Classes and topics of discussion that can be provided by the MFLC are:

- When a parent deploys
- The emotional cycle of deployment
- The stages of deployment
- Pre-deployment & the single service member
- Helping service members reconnect with children
- Preparing for your parent's deployment
- Challenges
- Faced by dual military couples
- Redeployment
- Children & separation issues of deployment
- Issues families face when the member deploys
- Maintain a healthy marriage during deployment
- School-aged children with deployed parents
- Talking to a deployed loved one
- Anger management from combat to home
- Challenges of reunion and reintegration
- The military spouse: commander and chief on the home front
- Combat-related stress reactions
- Coping with challenges while on R&R
- Coping with the challenges of transitioning home
- From combat to home
- Helping children cope with post-deployment
- Deployment survival
- Homecoming & reunion
- Making marriage work after deployment
- Post-combat risk-taking behaviors
- Reigniting the passion after deployment
- Reintegration
- Reintegration challenges for a single soldier
- Return and reunion workshop for spouses
- Reunion briefing
- Reunion: it's a process, not an event
- Welcome home! Reconnecting with your child

Commander's Key Support Program



The U.S. Air and Space Force Commander's Key Support Program (CKSP) is an official Unit Family Readiness

Program designed to enhance readiness and establish a sense of community. This Commander's program promotes partnerships with the unit, the Military & Family Readiness Center (M&FRC) and community agencies.

Each squadron has a Key Support Liaison (KSL) who helps connect families with resources and information they need. KSLs are the go-to person within the unit for families to reach out with any questions or concerns they may have. Issues they can help navigate include (but are not limited to) childcare, education, healthcare, housing, employment, etc.

For additional information please reach out to the email for the KSL in your squadron.

Squadron	Email
Maintenance Group	
MXG	MXG_KSL48@outlook.com
MXO	MXO_KSL48@outlook.com
492 FGS	BFGS_492KSL@outlook.com
493 FGS	GoldFGS_493KSL@outlook.com
494 FGS	RFGS_494KSL@outlook.com
495 FGS	GreenFGS_495KSL@Outlook.com
CMS	CMS_KSL48@outlook.com
EMS	EMS_KSL48@outlook.com
MUNS	Muns_KSL48@outlook.com
Mission Support Group	
CS	CS_KSL48@outlook.com
LRS	LRS_KSL48@outlook.com
CES	CES_KSL48@outlook.com
CONS	CONS_KSL48@outlook.com
FSS	FSS_KSL48@outlook.com
SFS	SFS_KSL48@outlook.com
MSG	MSG_KSL48@outlook.com
Operations Group	
492 FS	FS_492KSL@outlook.com
493 FS	FS_493KSL@outlook.com
494 FS	FS_494KSL@outlook.com
495 FS	Green_495FSKSL@outlook.com
OSS	OSS_KSL48@outlook.com
OG	OG_KSL48@outlook.com
Medical Group	
Dental	DentalKSL48@outlook.com
MDSS	MDSS_48KSL@outlook.com
HCOS	HCOS_KSL48@outlook.com
MDG	MDG_KSL48@outlook.com
OMRS	OMRS_KSL48@outlook.com
SGCS	SGCS_KSL48@outlook.com
WSA& Tenant	
WSA	WSA_KSL48@outlook.com
CPTS	CPTS_KSL48@outlook.com
Det 16	TRSDet16_KSL@outlook.com
Det 4	Det4_KSL@outlook.com

Where h y	A&FRC 01638-523847	ADAPT 01638-528602	American Red Cross 01638-521855	Chapel 01638-523711	Child & Youth Services 01638-523720	Family Health (BHOPI) 01638-528010	Equal Opportunity 01638-522468	Family Advocacy 01638-528070	Health Promotion 01638-522831	Judge Advocate (Legal) 01638-523553	Mental Health 01638-528603	Military Family Life Consultant 07748-983894	New Parent Support Program 01638-528010	School Liaison 01638-525078	Domestic Abuse Victim Advocate 01638-528603	Sexual Assault Prevention and Response	WIC Overseas 01638 521 722	Employee Assistance Program/WorkLifeYou (GS & NAF) 1-800-222-0364	Military One-Source (Military) 00-800-3429-6477
Alcohol/Drug																			
Anxiety/Depression																			
Domestic Violence or Neglect (Adult)																			
Domestic Violence or Neglect (Child)																			
Emergency Communication																			
Finances																			
Homicidal Thoughts																			
Legal																			
Loss/Grief																			
Marriage and Family																			
Nutrition/Fitness/Tobacco																			
PCS/Separation																			
Relationships																			
Sadness/Worry																			
Sexual Assault																			
Sexual Harassment																			
Sleep/Stress																			
Special Needs/EFMP																			
Suicidal Thoughts																			
Unlawful Discrimination																			
Work/School Concerns																			

