



Pre-Arrival Proforma

Please complete all fields in BLOCK capitals and return to:

UAO, UKJSU, SHAPE, BFPO 26

This will ensure a smooth arrival within the UKJSU

Section 1 – Personal Details

Surname:		Forename:		Initials:	
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Rank:		Service Number:		Seniority Date:	
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Date of Birth:		Place of Birth:	
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Marital Status:		Accompanied:	Yes/No	No. of Dependants:	
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Intended Date of Arrival:	
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Telephone Number:	Work: Mobile:	Email:	
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Passport Number:		Passport Expiry Date:	
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Section 2 – Spouse's Details (if applicable)

Date of Marriage:		Place of Marriage:	
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Maiden Name:		First Name:	
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Nationality:		Profession:	
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Date of Birth:		Place of Birth:	
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Spouse's Mother's Maiden:	
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SINGLE/UNACCOMPANIED PERSONNEL

- 1. Warrant Officers, SNCO's, Ratings, Soldiers and Airmen.**
 - a. Single and married unaccompanied Warrant Officers, SNCO's, Ratings, Soldiers and Airmen are accommodated in barrack block (309) and dine in the British Mess. All personnel are accommodated in single rooms, segregated into three areas, SNCO's, male junior ranks and female junior ranks.**
 - b. Each area has a communal sitting room and kitchen, a few dedicated washing machines and dryers for which there is a monthly charge, communal ablutions and showers and a number of telephones situated in the corridor areas.**
 - c. Each single room is fitted with wash basins and cable TV sockets capable of picking up BBC 1 and BBC 2 (with the correct type of TV) plus local channels. There is also the capability to receive the BFBS direct to home package. Set top boxes can be signed out from the QM Dept.**
 - d. Within block 309 there is a reception room and a bar (The Britannia Bar) for use by all British members of SHAPE. The Unit Duty Bunk is also situated in block 309 to which you should report if arriving during silent hours. The duty number is: 0478 223116.**
 - e. Single accommodation is limited and you should contact the Accommodation NCO on 9205423 Ext 5240 or civilian number 0032 65 445240 before arrival if you have not received an acknowledgement for your accommodation or if your arrival details have changed.**
- 2. Officers - Official Single Hiring (OSH)**
 - a. These are either 1 or 2 bedroom flats within a 10km radius of SHAPE.**
 - b. The SSO SHAPE, 9205 423 Ext 3801, controls the allocation.**
 - c. No pets area allowed in Official Service Hiring's.**