

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:	Fo	rename:			Initials:				
Rank:	Service Number:			Senic Dat					
Date of Birth:		Plac	e of Birth:						
Marital Status:	Accompa	anied: Y	es/No	No. Depend					
Intended Date of Arrival:					· · · · · · · · · · · · · · · · · · ·				
Telephone Number:	Work: Mobile:		Email:						
Passport Number:		Pas	ssport Expiry Date:	/					
Section 2 – Spouse's Details (if applicable)									
Date of Marriage:		Place	of Marriage	e: 					
Maiden Name:		Fir	st Name:						
Nationality:		Pro	ofession:						
Date of Birth:		Plac	ce of Birth:						
Spouse's Mother's Maiden:									

Section 3 – Family Details

Family Last Permanent Address in UK (incl contact telephone number)											
Details of Children											
First Name	Age	Date of Birth	Place	oi Birtii	Nationality	Not Accompanied					
						(NA) Boarding Scho					
						(BS)					
Section 4 – Other Dependants											
Surname:		Fore	name:			Initials:					
Date of Birth: Place of Birth:											
Date of Birth:				Flace of Billii.							
Accommodation Requirements (Single/MUA Personnel) for RQMS action.											
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SHAPE BFPO 26											
My contact addre	ss and tel	ephone numb	er (Incl.	civilian	code) at prese	ent is:					
My intended date of arrival at SHAPE is											
My status on arriv	My status on arrival will be: *Single										
*Married Unaccompanied *Married Unaccompanied awaiting housing											
I have the following special dietary requirements (WO and below only):											
Date: Signature:											

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.