

# MilitaryInstallations Booklet for Fort Myer (Joint Base Myer - Henderson Hall)

## Fast Facts

**Location:** Located in Arlington, Virginia, [Joint Base Myer-Henderson Hall](#) is home to the 3rd U.S. Infantry Regiment (The Old Guard), The United States Army Band "Pershing's Own" and Headquarters U.S. Army Garrison. The command includes Fort Myer (Army) and Henderson Hall (Marine Corps), which are located in Arlington, VA and Fort Lesley J. McNair, which is located in Washington, D.C. On October 1, 2009, Henderson Hall Marine Corps installation management functions joined Fort Myer which is now known as [Joint Base Myer-Henderson Hall](#).

**Cost of Living:** Compared to the rest of the country, Arlington's cost of living is 53.06% higher than the U.S. average.

**Base Operator:** National Capital Region Information Line: 703-545-6700

### Population:

9,800 active duty

3,500 family members

1,000 civilians

**Area Population:** The population for Arlington is 213,300. The Greater Washington area population is 5.6 million.

**Child Care:** The [Joint Base Myer-Henderson Hall \(JBM-HH\) CDC](#) serves more than 450 children. Full day childcare, before and after kindergarten, hourly care and part day pre-school are offered for children 6 weeks through 5 years of age at the CDC. Hourly care is on a space available/emergency basis. Childcare on the installation is limited and the wait lists are extremely long. It is important to get on the waiting list as early as possible. For more information, contact 703-696-0313/4942.

**Schools:** There are no DoD schools on post. There are many school districts in the National Capital Region (NCR). If you live on Fort Myer, your children will attend the [Arlington County Public Schools](#), which include Long Branch Elementary School, Thomas Jefferson Middle School and Washington-Lee High School.

**Youth Services:** Youth Services is comprised of Middle School & Teen, School Age Services, and Sports & Fitness Programs. Youth Services (YS) serves 1st through 12th grade children of active duty military and Department of Defense civilians within the National Capital Region. It offers a youth technology lab and homework center to assist children and youth with homework and projects; individual and team sports; clubs, games and leisure activities; summer camp; field trips; youth council, workforce preparation, and volunteer community services; Character Counts! and conflict and anger management workshops; instructional classes; family activities/events, special events, and much more. The JBM-HH YS Program is an affiliate member of the National 4-H Program and the Boys and Girls Clubs of America. For more information, visit the [DFMWR website](#) or call 703-696-3712.

**Army Community Service:** [ACS](#) 703-696-3510

**Housing:** Housing on Fort Myer is extremely limited. Government housing is available on other installations in the greater Washington DC area to include: Fort McNair, Fort Belvoir, Joint Base Andrews, and Joint Base Anacostia-Bolling. Soldiers assigned for duty in this area are authorized to apply, under priority two, and be assigned family quarters at the installation of their choice, regardless of duty station or place of work. For information or assistance with obtaining housing in this area, contact the Executive Management Housing Directorate at 703-696-9611/3903.

**Employment:** The unemployment rates for the area are: 5.9% in Virginia, 6.9% in Maryland and 8.7% in Washington D.C. Median household income for the area is: \$ \$86,680. Spouse employment information and assistance is available through the ACS Employment Readiness Program, 703-696-3047/3510.

### Post Services:

**MWR Facilities:** Recreation at Fort Myer includes bowling, library, auto hobby, recreation center, theater, gym, tennis, swimming, outdoor activities, camping, and fishing.

**Commissaries:** 1 medium size commissary on post, 703-696-3674

**Exchange System** has 1 exchange, a mini mall, and a shoppette 703-522-4575

Banking facilities on post: [Pentagon Federal Credit Union](#)

**Medical Services:** The Military Treatment Facility on Fort Myer is the Andrew Rader Army Health Clinic. The Fort Belvoir Community Hospital (FBCH) on Fort Belvoir is a joint service healthcare network. FBCH also has clinics in

Fairfax and Dumfries. Appointments for all facilities are made through the Integrated Referral Management and Appointing Center at 1-855-227-6331. Benefits/TRICARE: 703-805-0644 or 703-696-3452.

### **Special Installation Messages:**

#### *Defense Service Network (DSN) Dialing Instructions*

The DSN is the provider of long-distance communications service for the Department of Defense (DoD). Every installation has a special DSN number and the numbers vary by world-wide location. In order to place a call using DSN, the caller must be using a military phone on an installation. Cell phones cannot dial DSN numbers. When dialing a DSN number from a United States installation to another United States installation, it is unnecessary to dial the DSN 312 area code. When dialing a DSN number to/from overseas locations, the DSN area code must be included. The operator can be reached at commercial (719) 567-1110. Please note that long distance charges may be incurred.

It is important to note that Joint Base Myer-Henderson Hall has a very limited number of temporary lodging rooms on the installation. Incoming personnel are encouraged to obtain a sponsor and/or coordinate with their gaining unit PRIOR to arriving. Please contact ACS at 703-696-0156/3510 to obtain a list of temporary lodging facilities and hotels in the local area.

## Overview

### **Location**

Welcome to Joint Base Myer-Henderson Hall. The command includes Fort Myer, which is located in Arlington, VA and Fort Lesley J. McNair, which is located in Washington, D.C. As a result of the 2005 Base Realignment and Closure (BRAC) initiative, Henderson Hall Marine Corps installation management functions have also joined the Fort Myer Military Community and it is now known as Joint Base Myer-Henderson Hall. Fort Myer is approximately 2 miles from the District of Columbia. Our most immediate neighbor is the county of Arlington, originally part of a 10-mile square parcel of land surveyed in 1791 to be the nation's capital. Arlington is an urban county of about 26 square miles located directly across the Potomac River from Washington, DC.

Arlington's central location in the Washington DC metropolitan area, its ease of access by car and public transportation, and its highly skilled labor force has attracted an increasingly varied residential and commercial mix.

Arlington has been ranked as one of the "Best Walking Cities". The cost of living here is 53% higher than the national average. For information or assistance, you may contact the ACS main desk at 703-696-3510 or DSN 312-426-3510. Visit the [Joint Base Myer-Henderson Hall](#) website.

### **History**

Fort Myer traces its origins to the Civil War. Since then it has been an important Signal Corps post, a showcase for Army cavalry and the site of the first flight of an aircraft at a military installation. The first military test flight of an aircraft was made from the Fort Myer parade ground on September 9, 1908, when Orville Wright kept one of his planes in the air for one minute and 11 seconds. Fort Myer has been the home of Army chiefs of staff for nearly a century. During World War I, Fort Myer was a staging area for a large number of engineering, artillery, and gas companies and regiments. Fort Myer and Arlington National Cemetery occupy land once owned by the family of General Robert E. Lee's wife, Mary Anna Randolph Custis Lee. Fort Myer today is headquarters to service personnel working throughout the National Capital Region (NCR). For more information, go to the [Joint Base Myer-Henderson Hall](#) website.

Fort Leslie J. McNair, on the point of land where the Potomac and Anacostia Rivers join in Washington D.C., has been an Army post for more than 200 years, third only to West Point and Carlisle Barracks, Pennsylvania, in length of service. About 90 percent of the present buildings on the post's 100 acres were built, reconstructed or remodeled by 1908. In 1901, with the birth of the Army War College, the post, later called Washington Barracks, became the Army's center for the education and training of senior officers to lead and direct large numbers of troops. Its first classes were conducted in 1904. The Army Industrial College was founded at McNair in 1924 to prepare officers for high level posts in Army supply organizations, and to study industrial mobilization. It evolved into the Industrial College of the Armed Forces. The Army War College was reorganized as the Army-Navy Staff College in 1943, and became the National War College in 1946. The two colleges became the National Defense University in 1976.

### **Mission**

The command's mission is three-fold. First, to respond to crises, disasters, or security requirements in the National Capital Region through implementation of various contingency plans. Second, provide both base operations and a variety of specialized support to Army and other Defense Department organizations throughout the National Capital Region. Specialized support includes personal property shipping, nationwide fixed-wing airlift and operation of

Arlington National Cemetery. Third, and most visible, to conduct official ceremonies, locally and worldwide, on behalf of the nation's civilian and military leaders. The major command is the U.S. Army Military District of Washington (MDW). Within Joint Base Myer – Henderson Hall, major units include the 3rd U.S. Infantry (The Old Guard), HHC U.S. Army Garrison, HHC U.S. Army, The U.S. Army Band (TUSAB), 3rd Military Intelligence, CID/Washington District, National Defense University, White House Communications Agency, and the National Guard Bureau. See the major unit listings for more information.

### **Population Served**

Joint Base Myer-Henderson Hall supports DoD military and civilian personnel assigned to Fort Myer, Fort McNair, Henderson Hall and the Pentagon. The installation also serves a large number of military retirees.

### **Base Transportation**

The "Myer Flyer" provides bus service between Fort Myer, the Pentagon and Henderson Hall during rush hours only (5:00 a.m. - 8:00 a.m. and 4:00 p.m. - 6:35 p.m.). Department of Defense buses shuttle military and DoD civilian employees from the Pentagon to major Department of Defense buildings throughout the duty day. Military must be in uniform or have their ID card to use DoD buses. Civilians must show their CAC. Retired and Family member Military ID cards are not honored. Information on base transportation can be found on the [Joint Base Myer-Henderson Hall website](#) under Getting Around "mass transit links".

#### *Transportation Assistance from Washington Dulles International Airport*

Military personnel flying into Washington Dulles International Airport (approximately 25 miles from Fort Myer) in need of assistance with transportation options can contact the USO for assistance. The USO Lounge is located across from Baggage Claim # 12. They are open daily from 6:00 a.m. until 10:00 p.m. The phone number is 703-572-4876.

#### *Transportation Assistance from Reagan National Airport*

Military personnel flying into Reagan National Airport (approximately 5 miles from Fort Myer) in need of assistance with transportation options can contact the USO. The USO Lounge is located on the main level of Terminal A across from the "lost and found" office. They are open daily from 6:00 a.m. until 10:00 p.m. The phone number is 703-417-8876.

### **Sponsorship**

Soldiers PCSing to Joint Base Myer-Henderson Hall should contact their gaining unit to request a Sponsor. If the soldier does not know his/her unit, he or she can contact Army Community Service (ACS) at 1-800-477-9571, or DSN 312-426-0026. All military personnel assigned to U.S. Army Garrison should contact the S-1 at 703-696-8875/8174 or DSN 312-426-8875/8174. Military personnel assigned to the 3d U.S. Infantry, (The Old Guard) should contact the Regimental Replacement Detachment at 703-696-7696 or DSN 312-426-7696.

Forwarding mail while en-route: Personnel wanting to forward their mail while en-route, can go to "[PO Boxes Online](#)" and searching by zip code 22211. Personnel can find a PO Box at Fort Myer, determine the box size that is available and, with a valid credit card, can rent the box for six months to a year. Fees are based on a six-month term and determined by box size. Fees can range from \$36-\$56. Customers also are charged a \$2 key deposit. Once an available box is found, customers can indicate box size and complete the online application. The printed application form and two forms of identification are needed for the customer to pick up the keys to the PO Box. Customers must be 18 years of age to rent a PO Box. Soldiers may also choose to notify their gaining unit and request their mail to be sent and held there.

### **Temporary Quarters**

There is a temporary lodging facility available on the installation. Due to privatization, the room rate may change based on the type of room and time of year. For reservations or rate information, call 703-696-3576/3577, DSN 312-426-3576/3577. If lodging is unavailable on the installation, there are several other installations as well as a large number of hotels in the area. A listing of area hotels and temporary lodging facilities is maintained by the ACS Relocation office and can be obtained by contacting the office at 703-696-0156/0026 or by e-mail at [usarmy.jbmhh.asa.mbx.acs-relocation@mail.mil](mailto:usarmy.jbmhh.asa.mbx.acs-relocation@mail.mil)

### **Relocation Assistance**

The ACS Relocation Assistance program offers a variety of workshops, orientations, training and seminars on various subjects and topics pertaining to relocation to include Smooth Move, Re-entry, and Citizenship and Immigration assistance. The Relocation Assistance Program also offers a Lending Closet which offers basic household items such as pots and pans, microwaves, coffee makers, toasters, irons, car seats and sleeping mats, free of charge to newly arrived or departing personnel who are temporarily without their own household items. For relocation assistance or information, please call 703-696-0156/3510.

## Critical Installation Information

Due to privatization and renovations, temporary lodging is extremely limited. It is imperative that incoming Soldiers request a sponsor or contact their gaining unit or ACS for information and assistance prior to arriving.

On post housing on JBM-HH is also extremely limited. Soldiers assigned for duty in this area are authorized to apply, under priority two, and be assigned family quarters at the installation of their choice, regardless of duty station or place of work. Many communities with a variety of housing options may be found in the area. Soldiers who are interested in living on a military installation may contact Fort Belvoir Residential Communities, LLC at 703-454-9700, Joint Base Andrews at 301-736-8082 or Joint Base Anacostia Bolling at 202-404-6828 or 202-562-2631.

## Sponsorship

Moving is a way of life for service members and their families. Resources like [MilitaryINSTALLATIONS](#), [Plan My Move](#) and [Military OneSource](#) can help smooth that transition. But, for many newcomers, a sponsor adds that personal touch. The Sponsorship Program supports sponsors with training and access to important information and resources.

Sponsorship Program goals include the following:

- Providing newcomers with a sense of belonging
- Easing the transition for inbound service members or civilians and their family members
- Increasing productivity
- Helping newcomers make informed decisions
- Cultivating new friendships
- Improving morale

A sponsor is assigned by a newcomer's gaining unit and helps the newcomer before, during and after a move. If you haven't been assigned a sponsor, you can request a sponsor through your new unit. Units try to match sponsors and service members by rank and family status.

Sponsorship duties include the following:

- Contacting the service member and family with an introductory email
  - Following up with the member's preferred method of contact
  - Sending information about the new community and duty assignment, responding to questions and providing resource information
  - Confirming transportation and lodging arrangements
  - Assisting with post office arrangements
  - Meeting service members and family members upon arrival
  - Accompanying service members to unit check-in point
  - Introducing service members to the Military and Family Support Center and loan closet, if available
  - Orienting service members and families to the installation and key locations, such as the commissary
- Note: Responsibilities may vary based on service-specific policies and guidance.

For more information on the Sponsorship Program, contact your installation Relocation Assistance Program office or, in the Marine Corps, the Information and Referral office.

## Sponsorship training

If you are already a sponsor, visit [My Training Hub](#) and log in with your Common Access Card, or CAC, to take the eSponsorship Application & Training. The course will walk you through your sponsorship duties and help you find the resources and information your newcomer is going to need.

Families can be an important part of the sponsorship process. If your family members want to learn more about sponsorship, they can access the Sponsorship Awareness for Families through [My Training Hub](#) with an email address and password. The Sponsorship Awareness for Families course includes the same resources and information as the CAC-enabled version.

## Service-specific information

**Army** - Sponsorship is mandated for all soldiers in grades of E1-06, and encouraged for Army civilian employees. Sponsors will be assigned via the Army Career Tracker Sponsorship Module and must complete sponsorship training course #1B-F43(v) in the [Army Training Requirements and Resources System](#). Soldiers who are PCSing must complete DA Form 5434 in the Army Career Tracker Sponsorship Module to provide gaining commands pertinent information required to assign a sponsor who can meet their needs.

**Marine Corps** - Gaining unit commands within the continental United States assign sponsors upon request. Overseas commands assign sponsors automatically; however, if one is not assigned, you may send a request to the gaining

command using the [Sample Sponsorship Request form](#). Contact the installation Information and Referral office for more information.

**Navy** - Command sponsor and indoctrination responsibilities begin upon receipt of permanent change of station orders and continue until the sailor has become an integral part of the new command. Commanding officers should ensure all incoming personnel receive command indoctrination training within 30 days of arrival or within three drill weekends. Local commands can get assistance with the Sponsorship Program through the Fleet and Family Support Center.

**Air Force** - Gaining unit command support staff assigns sponsors upon receipt of assignment notice. Assigned sponsors then make contact with their inbound service members. Commands and sponsors may contact the Relocation Assistance Program managers at the Airmen and Family Readiness Center for additional information or assistance.

**National Guard Bureau** - Air National Guard and Army National Guard members should follow service-specific guidance (Air Force and Army).

### **Youth Sponsorship Program**

Even before they arrive, kids have the chance to get to meet a new friend and become acquainted with their new installation through the [Youth Sponsorship Program](#). They can exchange emails, talk on the phone or chat online. For more information, visit [MilitaryINSTALLATIONS](#) and click on Youth Services and your new installation. The youth program staff at your new installation can offer more information on the Youth Sponsorship Program. Families with children may also want to visit [Military Kids Connect](#), an online community for military children and youth. The site offers games, videos and links to teen-led installation tours.

## Directions to Installation

### **Directions to Joint Base Myer-Henderson Hall**

Fort Myer, Virginia, is located across the Potomac River from Washington, D.C., adjacent to Arlington National Cemetery.

Fort Myer has two gates:

Hatfield Gate on Washington Blvd. at South 2nd Street -- Main gate, open at all times;

Wright Gate on Marshall Dr. at Meade St. just off Rte 110 --Open from 5:00 a.m. to 9:00 p.m. seven days a week;

*Driving from I-495 to I-66 East*

I-66E runs into Fort Myer Drive. Turn right onto Fort Myer Drive and follow it straight to Marshal Drive then turn right into Wright Gate (5:00 a.m. - 9:00 p.m. only).

*From I-395 North*

Exit 8A (Columbia Pike/Washington Blvd) stay on Washington Blvd to Fort Myer entrance ramp to Hatfield Gate.

*From I-395 South (From DC or Maryland)*

Take Highway 110 (Rossllyn) exit. Stay on 110 to the Iwo Jima exit sign. Turn left and drive straight to Wright Gate (5:00 a.m. - 9:00 p.m. only).

*From the South on Interstate 95*

Inside the Capital Beltway, 1-95 becomes 1-395. Proceed north toward Washington. Take Exit 8A (7 miles inside the Beltway), marked "Washington Blvd., Route 27." Bear left on the ramp, following the signs. Exit Washington Blvd. to the right at the exit marked "Fort Myer Only." Go through gate at top of exit ramp and take second left turn onto McNair Rd.

*From the West on Interstate 66*

Proceed on 1-66 inside the Capital Beltway. Take exit 26 (7 miles inside the Beltway) marked "Route 110 South, Pentagon, Alexandria." Pass the Iwo Jima Memorial on your right, then immediately turn right onto Marshall Drive and continue 3/4 miles to the Fort Myer gate.

*From the North on the Capital Beltway (I-495)*

Immediately after crossing the American Legion Bridge into Virginia, exit to the right onto the George Washington Memorial Parkway, Exit 14B. Continue to the Exit for Route 50 West which will be just past the exit for the Key Bridge. Proceed west in the right lane to a ramp for Ft. Myer Drive/Meade Street. Make a left turn, pass by the Iwo Jima Memorial on your left, proceed to the stop sign and turn right into Ft. Myer.

*From D.C.*

Take 1-395 out of the city and into Virginia. Pass the Pentagon and take Exit 8 for Washington Blvd. Proceed on Washington Blvd and take exit marked "Fort Myer Only" on the right.

## **Airports**

### *Directions for personnel driving from Washington Dulles International Airport*

Merge onto VA-267 E toward I-495/VA123/Baltimore/Richmond. Take the US-50 E/Arlington Blvd exit, Exit 50 A-B toward Arlington. Turn right onto S. Fillmore. Turn left onto S. 2<sup>nd</sup> Street. Follow S. 2<sup>nd</sup> Street to the Hatfield Gate (open 24/7).

### *Transportation Assistance from Washington Dulles International Airport*

Military personnel flying into Washington Dulles International Airport (approximately 25 miles from Fort Myer) in need of assistance with transportation options can contact the USO for assistance. The USO Lounge is located across from Baggage Claim # 12. They are open daily from 6:00 a.m. until 10:00 p.m. The phone number is 703-572-4876.

### *Metrorail*

Metrorail is the region's rapid-transit system, providing access to Downtown Washington, DC and other destinations. A rail line to Dulles Airport is currently in the design phase. At present, the nearest Metrorail station is the West Falls Church Station on the Orange Line. Direct transportation to this station is available from the [Washington Flyer Coach Service](#). Enjoy a comfortable, climate-controlled ride equipped with reclining seats and ample luggage space. Each coach is handicapped accessible. Buses depart approximately every 30 minutes and boarding announcements are made inside the airport.

### *How to connect to the Metrorail system from Dulles Airport*

Purchase a ticket (one-way or round-trip) at the Washington Flyer Coach ticket counter located at Arrivals Door #4 in the Main Terminal. Travelers will also board the Coach from this location. The buses depart approximately every 30 minutes but please listen for announcements for exact bus departure times. [Click here for schedule and ticket prices](#). You may purchase a Metrorail fare card inside the train station at the West Falls Church Metro stop where you will board the train. Trains bound for "New Carrollton" will take you towards Downtown Washington, DC. Please [click here for general Metrorail information](#), or a [Metrorail system map](#), or call (202) 637-7000; TDD (202) 638-3780

### *Washington Flyer Taxi*

Washington Flyer Taxicabs serve Dulles International Airport exclusively with 24-hour service to and from the Airport. Taxicabs accept American Express, Diners Club, MasterCard, Discover Card, and Visa, and provide transportation at metered rates to any destination within Metropolitan Washington area. Approximate one way fares to Washington, DC, range from \$57 to \$61.

Leaving the Airport: No reservation is required. Simply follow the signs for "Ground Transportation" or "Taxi" to the lower level of the Main Terminal, where a taxicab dispatcher is on duty 24 hours a day. Wheelchair-accessible vehicles can accommodate one person in his/her wheelchair plus three additional passengers. Smoking and non-smoking vehicles are available by request.

### *SuperShuttle*

SuperShuttle's door-to-door shared ride van service is available to the Flyer Coach stops, as well as Union Station. SuperShuttle stops are clearly identified on the Ground Transportation Level roadway outside the Main Terminal at Dulles. Shuttles operate on an on-demand basis. No reservations are needed for outbound service from the Airport.

### *Directions for personnel driving from Ronald Reagan National Airport*

Take the exit toward GW Parkway North. Merge onto George Washington Memorial Parkway N. Merge onto I-395 S exit toward I-66/Richmond. Merge onto VA-110N/Jefferson Davis Highway via Exit 8 B. Turn left onto Marshall Drive. Follow Marshall Drive to Wright Gate (open 5:00 a.m. - 9:00 p.m. 7 days a week).

### *Transportation Assistance from Reagan National Airport*

Military personnel flying into Reagan National Airport (approximately 5 miles from Fort Myer) in need of assistance with transportation options can contact the USO for assistance. The USO Lounge is located on the main level of Terminal A across from the "lost and found" office. They are open daily from 6:00 a.m. until 10:00 p.m. The phone number is 703-417-8876.

### *Taxi*

Taxicab stands are conveniently located near the Arrivals (baggage claim) exits of each terminal. Dispatchers at each stand will help you select a taxicab based on your destination in Washington DC, Virginia, or Maryland. No advance reservations are required—service is on a first-come, first-served basis. Below is a chart of approximate taxi rates

from the Airport. Please consult your taxicab operator regarding fares for taxi trips back to the Airport.

All taxicabs dispatched at Ronald Reagan Washington National Airport must have and use taxi meters

On-Airport rental car counters are located on the first floor in Parking Garage A. Club members of each rental car company may proceed directly to the 2<sup>nd</sup> or 3<sup>rd</sup> floor of Garage A. To go to the rental car concessions from the terminals, either--Ride: board the "Parking / Rental Car" shuttle which stops at each terminal outside baggage claim. Or Walk: 10 minutes from terminals A & B.

#### *Chauffeured Service*

Unscheduled, door-to-door, shared-ride service departs from each terminal exclusively via Super Shuttle. Upon arrival to the airport between 6 a.m. and 12 a.m. (midnight), proceed to the outside curb and look for the Super Shuttle Guest Coordinator. After hours, call 1-800-258-3826 and press 1 for dispatch or 2 for reservations.

#### *Metrorail*

The Washington, DC Metrorail system has an elevated Metrorail station connected to the concourse level of terminals B and C at Reagan National Airport. Metrorail fare cards may be purchased at machines located at all entrances to the Airport Metrorail station. The station is also fully accessible via elevators.

Terminal B and C: Use either of two enclosed pedestrian bridges on the concourse level which connect directly to the station.

## Check-in Procedures

### **Travel Planning**

#### *Temporary Lodging Reservations*

The temporary lodging facility on Fort Myer is privatized and the room rate is determined based on the type of room and the time of year. If rooms are not available on post, there are a number of temporary lodging facilities as well as local hotels in the National Capital Region. You will want to make a reservation as early as possible, especially during the summer months. Due to privatization of the lodging facility, a Statement of Non-availability is not required to seek lodging elsewhere.

Temporary Lodging Facilities include:

Wainright Hall at Fort Myer, 703-696-3576  
Anacostia, DC, 202-433-3862  
Andrews Air Force Base, MD, 301-981-8754/8756  
Bolling Air Force Base, DC, 202-404-7050  
Fort Belvoir, VA, 703-704-8600  
Navy Lodge, DC, 1-800-628-9466  
*Command Sponsorship*

Command Sponsorship is necessary for those on an overseas assignment if you want the military to pay for travel and housing of your Family members. If you marry a citizen of your host country while stationed overseas, you must obtain Command Sponsorship in order for the military to pay for your spouse's travel to your next duty station. If you are a married Soldier or have custody of your children, make sure your orders state "dependents-yes". If your orders do not state that, contact your losing unit to have your orders amended.

#### *Concurrent Travel*

Concurrent travel means your Family members will travel with you. Concurrent travel must be authorized on your PCS orders or the military will not pay for your Family to travel with you.

### **In-processing Procedures**

Consolidated in-processing (Personnel and Finance) is conducted daily at Fort Myer from 8:00 a.m. until 11:15 a.m. in Building 230, Forrest Circle. Pentagon Soldiers can catch a ride on the Myer Flyer that has routine stops at the Pentagon Transit Center, L9 and Officers' Club at Fort Myer. The last departure of the Myer Flyer from the Pentagon to arrive promptly for in-processing is at 7:26 a.m. Soldiers assigned to US Army Garrison or The Old Guard will also be required to attend the Start Right in-processing briefing, which is held every Thursday from 8:00 a.m. until 4:00 p.m. in Building 230.

Soldiers need to have the documents listed below in their possession for in-processing:

PCS Orders (Original and Amendments)  
 Signed DA Form 31 (Soldier and Admin. Office's signatures)  
 Duty Memorandum  
 DD Form 93 (Record of Emergency Service)  
 SGLV 8286 (Service Member Group Life Insurance)

### **Unit Reporting Procedures**

All incoming personnel assigned to the 3d U.S. Infantry Regiment (The Old Guard), will report to the Regimental Headquarters located at 201 Jackson Avenue, building 242 (703-696-3003/3004/3005). The Staff Duty NCO will take your leave form, confirm your unit of assignment, and assist you with your immediate lodging needs.

All personnel assigned to Headquarters U.S. Army Garrison should coordinate their arrival with the Battalion S-1 prior to arrival. The S-1 can be contacted by calling 703-696-8174/8875 or DSN 312-426-8875/8174 during duty hours. The Battalion headquarters office is located at 239 Sheridan Avenue, building 417. All Pentagon Soldiers are required to report to their S1 agencies prior to reporting to Building 230. If personnel arrive after duty hours and have not coordinated with the unit, they should report to the Directorate of Emergency Services building located at 108 Sheridan Avenue, building 415.

It is important to note that Joint Base Myer - Henderson Hall has a very limited number of temporary rooms available, especially on the weekends. Incoming personnel are encouraged to coordinate with their gaining unit PRIOR to arriving. Temporary rooms may be available at Fort Belvoir which is approximately 30 minutes away.

### **Documents needed for Unit In-processing**

Orders (5 copies) Orders (10 copies)  
 DA Form 31 (signed by unit in block 16)  
 Travel Advance paperwork Birth Certificate (needed for security clearance)  
 Copy of travel receipts/e-ticket  
 DA Form 4187, signed (for separate rations and approving Home Town Recruiting)  
 DD Form 788 (if applicable), any bonus paperwork  
 Vehicle Registration, Proof of Insurance  
 Driver's License  
 Weight tickets 201 File, including 2A and 2-1  
 Termination/Assignment of Quarters Most recent NCOER/OER/AER  
 Medical and Dental Records HS and College Diploma (if applicable)  
 Training Records  
 Government Credit Card  
 All initial issue clothing items  
 Family Care Plan (if applicable)

### **What to do if you Get Married Enroute**

If you get married before you PCS or during your PCS, you must inform your commander and follow the procedures exactly as you are given them. The military will not pay for travel and housing of your spouse if you do not follow proper procedures.

## **Motor Vehicles**

### **Registration and licensing requirements**

State laws vary when it comes to motor vehicle insurance requirements, licensing and registration. The term vehicle generally includes automobiles, motorcycles, vans, trailers and boats regularly parked or garaged overnight. Service members and their families will want to understand their state's laws on registration and licensing before moving to a new state. Visit the [USA.gov Motor Vehicle Services page](#) for links to state-specific websites.

### **Motor vehicle laws**

State and local laws regulate the operation of motor vehicles, and these laws can vary by location. Many states regulate the following:

Seatbelt use  
 Child safety seats  
 Motorcycle operation  
 The use of cellphones and other digital devices while driving

Learn more about motor vehicle laws in your state at the [Distraction.gov State Laws page](#).

## Installation Specific Information

### Registration & Licensing Requirements

Virginia State law requires you to have sufficient liability insurance and a valid driver's license in order to operate a vehicle. The term "vehicle" generally includes automobiles, motorcycles, vans, trailers and boats regularly parked or garaged overnight. Further, your vehicle must be properly registered. Even though you are in the Military, you may be required to register your vehicle in-state and obtain an in-state license within a few months of moving. Access complete information on insurance, driver's licensing, and where and how to register your vehicle by visiting the [State Department of Motor Vehicles](#) website.

### State Laws

You and your passengers must always wear seatbelts while driving. You will be ticketed and issued heavy fines if seatbelts are not secured. State law requires that all children under 7 years of age be properly restrained in child seats. Some states also require younger, smaller children to sit in the back seat.

Motorcycles and their operators are subject to special laws. If you own and operate a motorcycle, you must comply with those laws. Visit the State Department of Motor Vehicles website for more information.

Many states and local jurisdictions have strict laws about the use of cell phones and other digital devices while driving. Research these laws on the State Department of Motor Vehicles website. Tickets will be issued and fines assessed for violating these laws. Play it safe and always use a "hands free" device if you must use a cell phone or other PDA while driving. Hands-free devices must be used while operating a motor vehicle on ALL military installations worldwide.

### Virginia Driver's License/Vehicle Registration

#### *Driver's License*

If you are an active duty member of the Armed Forces stationed in Virginia, you, your spouse and dependent children may drive with a valid driver's license issued by your home state or country. You are not required to obtain a Virginia driver's license; however, if you choose to apply, you will need documents to prove identity, Virginia residency, legal presence, and social security number. The DMV website offers a complete list of documents that are acceptable.

#### *Vehicle Registration*

While stationed in Virginia, you may title and register your vehicle in your home state, or you may title and register the vehicle in Virginia. Vehicles titled and registered in the military member's name ONLY may be driven with valid out-of state license plates. If the vehicle is co-owned and an out-of-state plate is used, all co-owners must be active duty members of the Armed Forces. If all co-owners are not active duty, the vehicle will need to be registered in Virginia.

#### *Insurance Requirements*

You may title and register your vehicle in Virginia without obtaining a Virginia driver's license, but before you put plates on your vehicle, it will need to be inspected and insured. All Virginia drivers must carry the minimum insurance requirements on their vehicle, or pay the Uninsured Motor Vehicle fee, before registering a vehicle in Virginia. Be sure your insurance carrier is authorized to conduct business in Virginia.

Virginia requires the following minimum coverage:

Bodily injury/death of one person: \$25,000

Bodily injury/death of two or more persons: \$50,000

Property damage: \$20,000

#### *County Decal Requirements*

The locality in which you live may or may not require you to register the vehicle. Once you have established where you will live, contact your locality to determine if a county decal is required. You can find this information by contacting the local Commissioner of Revenue, Treasurer or Director of Finance or searching a link on the DMV website.

### Installation Regulations

#### *Vehicle Registration*

All privately owned vehicles entering Joint Base Myer-Henderson Hall must be licensed, registered, inspected and insured IAW state and local laws. However, installation registration for vehicles is no longer required. Drivers with a valid DoD-issued ID card will be authorized to enter and will not be required to undergo a search.

#### *Child Restraint*

Children 7 years and younger must be in a child restraint unless they have a physician exemption. Children at least 4 years but less than 8 years may be belted if any licensed physician determines that use of a child restraint system would be impractical by reason of the child's weight, physical fitness, or other medical reason. Any person transporting a child so exempted shall carry, in the vehicle, a signed written statement by the physician. Adult safety belts are permissible for children 8-15 years old. Children in rear-facing devices must be in a rear seat, if available. If not available, they may be placed in the front only if the front passenger airbag is deactivated.

## Education - General Overview

### Public School

There are many school districts in the National Capital Region (NCR). Washington D.C. has the District of Columbia School District. Some of the Maryland Public School Districts where military children live are: Anne Arundel County Public Schools; Calvert County Public Schools; Charles County Public Schools; Howard County Public Schools; Prince George County Public Schools; and Montgomery County Public Schools. The Northern Virginia School Districts most popular with military families are: Arlington County Public Schools; Alexandria City Public Schools; Falls Church City Public Schools; Fairfax County Public Schools; Loudoun County Public Schools; Prince William County Public Schools; Stafford County Public Schools. Most school districts have a policy that you must live within the boundaries of a specific school for your children to be eligible to attend. Usually documents such as rental contract or a utility bill with your address printed on it will be needed when registering to verify your address. In some cases, school districts will take a few families from a waiting list and allow them to pay tuition to attend their school. So make sure you check the schools where you want to live.

### General Registration Requirements

- \* Birth certificate of child
- \* Social Security Card, if available
- \* Proof of residency (rental lease, real estate contract, mortgage agreement or deed)
- \* Immunization records
- \* Physical exam within 12 months of starting school
- \* Written results of a TB test conducted within the last 12 months
- \* Former report card, if applicable

### Arlington County Schools

If you live on Fort Myer, your children will attend the [Arlington County Public Schools](#), which are Long Branch Elementary School, Thomas Jefferson Middle School and Washington-Lee High School. Arlington Public Schools is the 15<sup>th</sup> largest school district in Virginia. There are 22 elementary schools, 5 middle schools and 3 high schools with more than 19,000 children enrolled.

### Accreditation

Academic Standards are high in the Arlington Schools. The Virginia state testing, Standards of Learning (SOL) passing rates have continued to improve overall.

### Bus Service

Free school bus transportation is provided to and from school for students living beyond a 1 mile walking distance for elementary schools and a 1.5 mile walking distance for middle and high schools. Over 45% of our students ride buses to schools. For more information about school bus routes and bus stops, go to the Arlington County Schools website or call the Transportation Department at 703-228-6640.

### Meals

Every Arlington school serves lunch to students. Most schools also offer breakfast programs and summer nutrition programs. Prices vary and many low-income students qualify for free or reduced-price meals. For more information, call the Food Services at 703-228-6130.

### Before and After School Programs

The Arlington Public Schools Extended Day Program is a service to families that provides a planned before-and-after-school program for elementary school students whose parents are employed. The after-school check-in program is available at all middle schools. This is a fee for service program. The program offers safe, supervised, quality activities, which are designed to meet the needs of students. The program is operated by Arlington Public Schools staff.

The Extended Day Programs operate on all regularly scheduled school days (182) and in conjunction with summer school (maximum 30 days). The before-school program for elementary schools opens at 7 a.m. and operates until the beginning of the school day. At dismissal time, the after-school program begins and operates until 6 p.m. If Arlington Public Schools announce a delayed opening, the Extended Day opening is delayed the same number of hours. If schools are closed earlier than the regularly scheduled time, Extended Day will close at 4 p.m.

Fees are on a sliding scale based on the family's income. There are separate fees for the before-school and after-school session. If more than one child in a family is in Extended Day, there are reduced rates for some families. Fees on a sliding scale are based on income adjusted for size of family.

#### *School Sports Programs*

Arlington County Schools offer a variety of school sports programs to include cheerleading, soccer, football and basketball. Each school is unique and more information can be found on the school's website.

#### *Exceptional Children Programs*

Arlington County Public Schools provides a range of services for students, pre-kindergarten through high school, found to be eligible to receive special education services. Identifying these needs is a carefully managed process guided by state and federal regulations. An Individual Education Plan (IEP) is then developed for each student and is reviewed at least annually. A few of these services include Elementary Functional Life Skills Program, Multi-Intervention Programs for students Autism, programs for Deaf and Hard of Hearing students, the Twice Exceptional Program (for students with disabilities who are candidates for advanced studies), and the countywide Stratford Program (for students with significant disabilities).

#### *Enrollment size and teacher ratio*

Arlington Public Schools (APS) has over 19,000 students enrolled in the various schools. However, APS is bound by State requirements for pupil to teacher ratio.

The state ratios for elementary school are:

Kindergarten -- 24 to 1, no class larger than 29 students (classes larger than 24 require a teacher's aide)

Grades 1, 2, and 3 -- 24 to 1, no class larger than 30 students

Grades 4 and 5 -- 25 to 1, no class larger than 35 students

#### *Enrollment Requirements*

Prior to registration, it is advisable to confirm with the school that all requirements have been met. Usual requirements are: birth certificate or equivalent, legal proof of residence, and verification of physical examination within the past twelve months. Proof of immunization is also required. Age regulations vary, however, all the school systems can accommodate children 5 thru 20 years of age. Pre-school facilities are also available at select schools.

Children between the ages of 6 and 16 MUST attend school.

Transfer students must furnish a previous record (such as a report card or transfer slip) indicating grade level assignment, immunization and physical examination records, official verification of date of birth, and proof of residence.

*Maryland* - A child must be 5 years of age by 1 September of the school year in which he/she registers for kindergarten.

*Virginia* - A child may enter kindergarten if he/she turns age 5 on or before October 1st. Parents of children who will be 5 after October 1st and before November 1st may petition for the enrollment of their child and must receive counseling on the advisability of their child attending kindergarten. Social Security Numbers for the children are required for enrollment in school.

*Washington, DC* - A child is eligible for kindergarten if he/she is 5 years old on or before December 31st of the school year. Also, all day pre care is available for 4 year olds turning 4 on or before December 31st of the school year. Forms for the physical and dental exams are available at the schools.

#### *Achievement Test Scores*

Students have performed well above average in the national Stanford 9 Achievement Tests. Arlington students have exceeded state and national averages on SAT tests.

#### *Alternative Education*

The General Educational Development (GED) Program is designed for persons who were once enrolled in school, but for various reasons, did not complete the requirements for high school graduation.

Adult Education offers the GED test in English monthly to allow persons who do not have a high school diploma. Participants must be at least 18 years old and show proof of residency. Residency documents can be a lease or utility

bill with applicant's name listed, voter registration card, or DMV driver's license or identification card. All persons taking the GED test must present a government issued photo identification card or document (DMV ID card or driver's license, passport, military ID or government issued picture ID).

The Individual Student Alternative Education Plan (ISAE) program is designed for those students ages 16 to 18 and enrolled in high school programs who are having difficulty finding success in a regular classroom environment.

### **Home Schooling in Virginia**

A qualifying parent may elect to provide home instruction for his or her school-age child in lieu of school attendance. For information or assistance with home schooling, please call 571-423-4402/4460. Home schooling is an option preferred by many in the Washington, DC area. For further information on home schooling, contact the [Home School Legal Defense Association](#).

### **Adult Education**

There are a number of adult education opportunities in the local area. Classes are offered through the county public schools and local universities. Programs are as diverse as each adult student and can cover basic skills to a more advanced learning curriculum.

## Education - Local Schools

### **How do I choose a school?**

Choosing the right school for children is a priority for many military families. Finding the right educational setting for each child requires a careful examination of the available options, whether you live on and off the installation. "[Choosing a School for Your Child](#)," a publication from the U.S. Department of Education, offers checklists and questions to assist parents in making the right choices.

### **How do I find out about schools near my new duty station?**

Several quality online tools are available. [Military OneSource](#) is a free service offered by the Department of Defense to service members and their families to help with a broad range of concerns including education, parenting and child care, relocation and the concerns of families with special-needs members. An [educational consultation](#) with a specialty consultant is available, free of charge, and can help you address specific educational needs and goals.

### **How can I help plan for a successful transition?**

Parents often want to know about the availability of extracurricular activities and sports, or the availability of advanced classes for their children. While there are other sources that can provide some information on these topics, it is usually best to get this information by contacting the schools directly.

## Education - Local Schools/Overseas

Moving from one installation to another in the United States can be challenging enough; but moving with your family overseas can be even more complex. One of the most important challenges can be summed up in one question: "Where will my children go to school?"

### **Where do I start?**

Start with [MilitaryINSTALLATIONS](#) to learn more about your new installation. In particular, read the installation's education article. All overseas installations dedicate a portion of the education article to discussing the education options available in the local community, as well as the Department of Defense schools on the installation, if available. Most overseas installations with accompanied family members have one or more Department of Defense school.

### **What is the difference between a Department of Defense school and an international or national school?**

The Department of Defense Education Activity, or DoDEA, operates schools in 11 foreign countries, Guam and Puerto Rico. All DoDEA schools are fully accredited by U.S. accreditation agencies and maintain high academic standards with well-rounded educational programs. Visit the [DoDEA](#) website for more detailed information.

The DoDEA's student preregistration system helps streamline the registration process and allows school officials to better predict school enrollment, make more informed decisions regarding teacher and staff requirements, and prepare for special services and supplies. Parents can preregister their children by visiting the [DoDEA Online Student](#)

[Pre-Registration](#) site.

The [U.S. Department of State's Office of Overseas Schools](#) works to promote quality educational opportunities for families of American citizens overseas. If a Department of Defense school is not available, visit this site to learn more about the schools in your new area.

In general, international schools are English-language schools at overseas locations. National schools are schools where courses are taught in the native language. The curriculum and grading system of an international school tends to be similar to the traditional American education system. This may be an important consideration if your family will be returning to the U.S. before a child graduates from high school.

### **Where can I find a list of international schools in the country where my family is moving?**

You can find a directory of overseas schools on the [U.S. Department of State's Schools Worldwide](#) page. The listing includes schools that receive assistance from the U.S. Department of State, as well as other international, private, religious and public schools.

### **How do I decide what school is best for my child?**

Although you may not have as many choices as you had in the United States, the process for choosing a school for your child is the same. You can begin by making a list of possible schools. Next, you'll want to find out more information about each school. Talk to the relocation personnel at the Military and Family Support Center and with your sponsor, who may be able to put you in touch with other families with children around the same ages as yours. You may also want to contact the school and ask for references.

Once you have narrowed down your options, you may decide you want to schedule an interview with the school or schools. Here are some considerations you may want to discuss:

- Curriculum
- Grading system
- Tuition
- Accreditations
- Teachers and other staff
- Meals
- Extracurricular programs
- Transportation
- Schedule
- Before- and after-school programs

### **Now that I have chosen a school, how do I successfully transition my child?**

Start planning for a successful school transition as soon as you learn about your move. The more your child knows about what to expect, the more confident your child will feel on the first day of school. Allow your child to be a part of the decision-making process, if appropriate, and take your child's opinions into account.

## **Education - Training (College/Technical)**

### **Installation Education Center**

The Joint Base Myer-Henderson Hall (JBM-HH) Education Center provides adult education opportunities and services for active duty and reserve component soldiers, adult Family members, civilian employees, and retirees. Services include educational counseling, testing, college programs, a Multi-use Learning Facility, and much more.

The JBM-HH Education Center is located in the Combined Operations Facility (COF), Building 417, located at 239 Sheridan Ave, at the intersection of Sheridan Avenue and Gorgas Road. We have offices on both the first and second floor. The Counseling Support Team is located in Room 216. If you are new to the building, please start there and they will get you where you need to go.

The Pentagon Army Education Center was closed in April 2008 due to Pentagon renovations. Pentagon Soldiers are now serviced by the JBM-HH Education Center. For your convenience, an Army Education Center representative will be at the Air Force Pentagon Education Center, Room 1A934, on Tuesdays and Fridays from 8:00 a.m. - 3:30 p.m.

#### *Hours of Operation:*

Counseling Services, Room 216, 7:30 a.m. - 3:45 p.m. Monday-Friday (walk-in basis)  
Phone: 703-696-3178/1541/1653/1652/3070.

Testing Office, Room 116, by appointment only. Phone: 703-696-9173.

Multi-use Learning Facility, Room 112, 7:30 a.m.-4:00 p.m. Monday-Friday. Phone: 703-696-0198.

College Representatives, Room 215, hours vary by college, please contact the respective college for more information.

#### *Tuition Assistance:*

Eligible Soldiers can receive tuition assistance (TA). The established semester hour cap is \$250 per semester hour and each Soldier has an annual ceiling of \$4,500. The Army will pay 100 percent of the tuition and authorized fees charged by a college up to the established semester hour cap and annual ceiling.

The [GoArmyEd website](#), is the new way to request TA. *GoArmyEd* is a virtual gateway for Soldiers on active duty to request Tuition Assistance (TA) anytime, for classroom, distance learning, and eArmyU online college courses.

The first step in getting TA is to create a *GoArmyEd* Account. Simply go to the webpage and click on the yellow New User tab at the top. Once you have created your account or if you have any questions about how to create an account, come by the education center to see a counselor. A counselor can help you complete your enrollment in *GoArmyEd* and set up your education goals. Education counselors can also provide information on other scholarships and financial aid to include your VA education benefits.

#### *Classes Offered:*

The testing office offers Army Personnel Tests such as the Defense Language Proficiency Test, the Armed Forces Classification Test, DANTES tests, several certification exams, and college test proctoring. The testing office is located in Room 116. Testing is by appointment only. Please call 703-696-9173 for more information or to schedule a test.

The DANTES tests include tests for college credit (CLEP, DSST, and Excelsior Exams), and college entrance examination testing, certification testing and more. Soldiers can take these tests for free at the education center. Please contact an education counselor for more information.

The Basic Skills Education Program is perfect for Soldiers wanting to raise their GT score for reclassification or a commissioning program. This on-duty program, taught by an instructor, refreshes you on your reading and math skills and helps you get prepared to take the ASVAB/AFCT. Contact an education counselor for more information and the schedule of classes.

#### *Multi-use Learning Facility (MLF):*

The MLF is located in Room 112. The MLF has computers for use and an extensive library of MOS and other study materials for loan. It's a great place to study, prepare for Army classes, and keep in touch with friends and family. The MLF is open from 7:30 a.m.-4:00 p.m. and from 5:00 p.m. - 10:00 p.m. Mondays through Thursdays. It is open 7:30 a.m.-4:00 p.m. on Fridays. If you would like more information, please call 703-696-0198.

#### **College Classes**

Several colleges have representatives at the Education Center (Rm. 215) and many offer on-post classes to service members and Family members.

*Northern Virginia Community College* offers over 74 different associate degrees, certificates and other training programs. Administration of justice, business administration, business management, computer science, general studies, information systems, liberal arts are just a few. For current hours of operation and more information call 703-527-5976.

*Park University* offers baccalaureate programs in computer science, criminal justice administration/law enforcement, management, human resources, computer information systems, and social psychology. For more information, call 703-527-5258.

*Troy University* offers a Masters in Business Administration and an Executive Masters in Business Administration. For more information call 703-525-3051.

*Central Michigan University* offers a Master of Science in Administration with concentrations in general administration, human resource administration, public administration, information resource management, Leadership, and Acquisitions Administration. For more information, phone 703-525-4971.

*Old Dominion University* offers a Master of Science Degree in Education with licensure for elementary, middle school, and secondary levels. Old Dominion also offers 19 online degree programs. For more information call 703-875-0110.

*University of Maryland University College* offers numerous degrees that allow you to study anytime, anywhere you are in the world! At UMUC, everything is designed so you can continue your education without interruption.

## Library

### Army General Libraries

The Army General Library Program supports the quality of life and well-being of soldiers and their families by providing resources and programs to meet diverse needs. The Headquarters Library Program extends services to soldiers in remote areas through the distribution of paperback books and Playaway audio books. Fifty-eight main libraries and 15 branch libraries provide physical collections in all formats, which support professional reading, educational and recreational pursuits. An enterprise library system and online resources provide remote access to additional information regardless of where soldiers and family members are.

The Army's general libraries are key to the professional lives of soldiers. Collections in support of professional reading, pursuit of a college education, and preparation for retirement or transitioning from the military are provided at the Army Morale, Welfare and Recreation library. Practice College Level Examination Preparation, or CLEP, and Defense Activity for Non-Traditional Education Support, or DANTES, tests are available and in demand. Computers are also available for soldier to use to complete required training or for personal educational pursuits.

The Army Morale, Welfare and Recreation library is the "community couch" with programming, quiet study space, meeting spaces and collaborative spaces. There is something for everyone. The staff at installation libraries offer programs such as book clubs, story times, game nights, movie nights, books displays, story walks, author readings and more. A themed summer reading program for children provides fun and activities for the entire family. Evening and weekends hours are available to accommodate busy schedules.

The Headquarters Library Program licenses online resources providing academic research, professional reading material, magazines, newspapers, ebooks, audio books and children's books that are available anywhere, anytime after registering at your local library. Online homework tutoring is provided 24/7 through [Tutor.com](http://Tutor.com) for students K- 12 on subjects such as writing, mathematics through calculus, science and history. Your Army Virtual Library also supports cultural awareness and overseas families with Mango, an online foreign language program, and CultureGrams, a resource introducing soldiers and family members to new cultures. Visit your [Army Virtual Library](#), log in at My Account and go to the eResources/Research tab for 24/7 access.

Your Army Morale, Welfare and Recreation library is here for you.

### Morale, Welfare and Recreation Digital Library

Our mobile military members often don't have the resources of a brick and mortar library on hand. The Morale, Welfare and Recreation digital library provides those resources for members in transit, at foreign missions or remote sites, and for deployed personnel. Access to library materials in electronic and downloadable format is available online, 24/7. The library provides recreation, lifelong learning, and reference and career resources for all ages and interests. All resources, including audio and ebooks, are available free to Service members anywhere there is access to the Internet.

The [Morale, Welfare and Recreation digital library resources](#) include the following:

- Books, with thousands of fiction and nonfiction titles, including animated children's books
  - Databases that support education, research, and career growth
  - Resources that provide information on repairing a car or a small engine
- Learn more about the Morale, Welfare and Recreation digital library at [Military OneSource](#).

## Housing - Overview

### Government Housing

#### Family Housing

##### *Availability and Eligibility*

Government housing is extremely limited at Forts Myer and McNair. There are 33 sets of NCO Quarters, 13 of which are Senior NCO Quarters. The wait time is approximately 6-18 months. There are 56 sets of Officer Quarters, but they are reserved for Key and Essential personnel and those in special command positions. There is no priority for incoming Families with a member who has special needs.

##### *Other Options*

Service members assigned for duty in this area are authorized to apply, under priority two, and be assigned family quarters at the installation of their choice, regardless of duty station or place of work. Those installations with housing offices closest to Fort Myer include: Fort Belvoir, Andrews Air Force Base, Walter Reed, Bolling AFB, and Anacostia Naval Station.

#### *Application Procedures*

Personnel desiring to apply for on-post housing must do so within 30 days of their arrival to receive an eligibility date which will be back-dated to the date of departure from their last permanent duty station. If application is made after the initial 30 days, the eligibility date will be the date of the application. A copy of PCS orders and proof of dependency (DEERS, or Marriage or Birth Certificates) must be presented with the housing application. Only the service member may apply for and place their name on the waiting list, however, spouses are authorized to accept and sign for housing.

#### *Single Service Member Housing*

Availability -- Joint Base Myer -Henderson Hall houses single Soldiers E-5 and below. Occupancy is generally around 85% , and most Soldiers who are eligible to reside in the barracks are accommodated. There are no Senior Enlisted Quarters or Officer Quarters housing units on post.

Eligibility -- Only single Soldiers E-5 and below are eligible to stay in the barracks. Enlisted Soldiers in the grade of E-6 and above and all Officers must reside off post. The Housing Referral Office can assist Soldiers with off-post housing. In addition, ACS Relocation has a list of short and long-term furnished and unfurnished places to live.

Application Procedures -- Soldiers can submit an application in advance along with a copy of their PCS orders and military ID. However, Soldiers will not be placed on a list until they have signed into their unit.

#### *Exceptional Family Member Housing*

Exceptional Family Member Program (EFMP) is a mandatory enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated medical, educational, housing, and other support to Families with special needs. EFMP housing at Fort Myer and Fort McNair is very limited. Families arriving with special needs should check with the EFMP representative at 703-696-7965 or 703-696-8467 or the housing office at 703-696-3557/3558.

### **Non-government Housing**

#### *Rental Options*

Living off-post can be expensive, however, the Fort Myer Housing Office can assist Soldiers and Families in finding affordable housing.

#### *Residential Lease Agreements*

A residential lease agreement is a binding lease. It is advised that you use a written lease to clearly document contractual rights and obligations of both parties. Read and be sure you understand the lease before signing. If you have any problems understanding the lease agreement, you may contact the HRO or Staff Judge Advocate (SJA) to have it reviewed.

#### *Housing Referral Office (HRO)*

The HRO has a list of rental properties participating in the Rental Partnership Program (RPP). While this is only one option for housing, the participating properties offer the following benefits: reduced rent, no security deposit, no credit check or application fee.

All renters should carry renter's insurance to protect themselves against fire, theft and other damages. Normally, the property owner's insurance will cover the property but not the renters personal property.

#### *Residential Lease Agreements*

A residential lease agreement can be an oral agreement and recognized as a binding lease. However, it is advised that you use a written lease to clearly document contractual rights and obligations of both parties. Read and be sure you understand the lease before signing. If you have any problems understanding the lease agreement, you may contact the HRO or Staff Judge Advocate (SJA) to have it reviewed.

#### *Security Deposits*

A security deposit may be required by a landlord before you move in and can be the equivalent of a month's rent. This deposit may be used to cover damages above normal wear and tear or may be used to cover unpaid rent when you move out. If you keep your rental in good shape and have no damage when you move out, you should be able to ask for your security deposit. Remember, security deposits are not advanced rental fees and are not used to pay your last

month's rent.

#### *Discrimination*

It is unlawful for a landlord to discriminate on the basis of race, color, national origin, sex, age, religion, handicap or familial status. If you feel you have been discriminated against, contact the HRO office immediately.

#### *Mobile Homes*

There are no mobile home parks on post and no government-owned or leased mobile home parks. However, there are several mobile home and trailer parks in Alexandria and Woodbridge, VA.

#### *Purchase Options*

Despite the downturn of the housing market, the National Capital Region housing market can still be expensive. Housing is less expensive in communities 20-30 miles away. However, it is important to remember that distance does not equal time in this area. Due to the high volume of traffic, a 15 mile commute can be 30 minutes or longer during rush hour. Before buying, Soldiers should drive the commute during rush hour.

## Housing - Temporary

### **Temporary Lodging Facility**

There is a privatized lodging facility offering 31 guest rooms on Joint Base Myer-Henderson Hall (JBM-HH).

#### *Availability*

Due to the limited number of rooms available, reservations should be made as early as possible. The main Lodging office is open 24 hours a day. For more information or to make a reservation, contact the Lodging office at 703-696-3576/3577, DSN 312-426-3576/3577.

For guests wanting to stay in military facilities, there are several military temporary lodging facilities in the area. They include:

Joint Base Andrews, MD, 301-981-4614

B Navy Lodge, Washington DC, 202-563-6950 or 1-800-628-9466

Fort Belvoir, VA, 703-704-8600 or 1-800-295-9750

It is important to make reservations as early as possible, especially during the summer months.

If rooms are unavailable, the local area is abundant with hotels nearby. For a listing of hotels, contact the JBM-HH Relocation Program at 1-800-477-9571.

## Housing - Government

### **Family Housing**

#### *Availability and Eligibility*

Government housing availability is very limited. There are only 33 sets of NCO Quarters, 13 of which are Senior NCO Quarters. The wait time is approximately 6-18 months. There are 56 sets of Officer Quarters, but they are reserved for Key and Essential personnel and those in special command positions. Service members assigned for duty in this area are authorized to apply, under priority two, and be assigned Family quarters at an installation of their choice, regardless of duty station or place of work. The chart below lists the Housing and/or Housing Referral Offices for those installations in the National Capital Region closest to Fort Myer.

<b>Service</b>	<b>Installation</b>	<b>State</b>	<b>Telephone Number</b>
ARMY	Fort Belvoir	Virginia	703-805-3019 (HRO) 703-454-9700 (Housing)
ARMY	Fort Meade	Maryland	410-672-4570 (HRO) 301-677-7748 (Housing)
ARMY	Walter Reed	District of Columbia	202-782-3117 (HRO) 301-649-9700 (Housing)

AIR FORCE	Andrews AFB	Maryland	301-981-5516
AIR FORCE	Bolling AFB	District of Columbia	202-562-2631
NAVY	Anacostia Naval Station	District of Columbia	202-685-1187 1-800-210-0139

### *Policies*

Exceptional Family Members are not given priority for housing. All requests are processed on a case-by-case basis.

### *Application Procedures*

Personnel desiring to apply for on-post housing must do so within 30 days of their arrival to receive an eligibility which will be back-dated to the date of departure from their last permanent duty station. If application is made after the initial 30 days, the eligibility date will be the date of the application. A copy of PCS orders and proof of dependency (DEERS, or Marriage or Birth Certificates) must be must be presented with the housing application. Only the service member may apply for and place their name on the waiting list, however, spouses are authorized to accept and sign for housing.

## **Single Service Member Housing**

### *Availability*

Fort Myer has 856 units for Single Soldiers E-5 and below. Most Soldiers who are eligible to reside in the barracks are accommodated. There are no Senior Enlisted or Officer Quarters on post.

### *Eligibility*

Only single Soldiers E-5 and below are eligible to stay in the barracks. Enlisted Soldiers in the grade of E-6 and above and all Officers must reside off post. The Housing Referral Office can assist Soldiers with off-post housing options.

### *Application Procedures*

Soldiers can submit an application in advance along with a copy of their PCS orders and military ID. However, Soldiers will not be placed on a list until they have signed into their unit.

For more information, visit the [Joint Base Myer-Henderson Hall website](#).

## **Household Goods - Overview**

### **Arranging Household Goods Shipments**

As soon as you are alerted to your upcoming permanent change of station move, you can start getting your house and family ready. Clean up and get rid of junk. Hold a yard sale or donate serviceable items you no longer need. Gather important family records.

If you are moving overseas, begin to plan what items will go in unaccompanied baggage, in your household goods shipment and in permanent storage. Remember, in overseas areas, the electric current may be different and houses are generally much smaller than those in the United States. These are good questions to ask your sponsor.

### *Household Goods Shipping Process*

The Defense Personal Property System is the online system you will use to manage your household goods shipment. For how-to guides to assist with your application go to [Move.mil](#).

### *Pets*

Moving with your pet includes researching airline requirements and quarantine restriction laws in your new location. Many airlines have requirements for size, weight, breed, number of animals, kennel construction, documentation and seasonal limitations. Small pets may be shipped on military flights, but availability and regulations are always changing. Search [Move.mil](#) for more general information on shipping pets.

Many international locations have strict importation laws, including extended quarantines and restrictions on breeds or types of animals. Carefully research these rules as they could impact your moving schedule. You may also find some locations in the United States that have restrictions on certain animals and breeds. Review your new installation's "Shipping Pets" in [MilitaryINSTALLATIONS](#) for details.

"It's Your Move"

Review the U.S. Transportation Command booklet, "[It's Your Move](#)," for detailed information on weight allowances, the household goods shipping process, storage, automobile shipments, claims processes and the customer satisfaction survey.

### **Installation Specific Information**

## **Household Goods - Shipping Pets**

Once you have decided that your pet is going to be moving with you, plan for your pet's trip well in advance. Check with your local veterinarian for up-to-date information and helpful hints. Arrange to have carry all veterinarian records and vaccination records with you.

[FMMC Reg 40-1](#), Registration of Animals, outlines the installation policy on pet ownership and responsibilities. Pet owners are responsible for knowing and following all policies regarding pets.

### **Boarding**

If a hotel/lodging facility does not accept your pet, there are a number of pet boarding facilities/kennels within a 20 mile radius.

Pet boarding costs and quality vary widely so you may want to research your options thoroughly before selecting one. The following is a list of facilities offering pet boarding services in the area. Note that this list may not be complete and it does not constitute endorsement of any of the facilities listed. You are advised and encouraged to research all facilities before boarding your pet.

Boarding Facility	Phone Number	Location
Suburban Animal Hospital	703-532-4043	Arlington
Woofs Dog Training Center	703-536-7877	Arlington
Fur-Get-Me Not Pet Care	703-933-1935	Arlington
Julie's Pooch Pad	703-820-7387	Vienna
Sit-A-Pet	703-243-3311	Various
Woodlawn Kennel Inc.	703-360-6161	Alexandria
Old Town Pet Resort	703-455-9000	Springfield
Dulles Executive Pet Center	703-709-1111	Herndon

### **Quarantines**

No quarantine is required in the United States for dogs or cats, however, all dogs and cats in the Metro area are required to be immunized against rabies and registered.

### **Pet Transportation**

#### *By Air*

The U.S. government is not responsible for shipping pets. If you wish your pet to accompany you on a flight, notify your transportation office so that concurrent reservations may be made. Only two pets per PCS are authorized and the Soldier is responsible for all charges incurred with transporting pets. Average costs can vary from \$100 to over \$1,000 and are calculated according to either dimensional kennel weight or combined animal and kennel weight, and destination.

When traveling with your pet, make sure your pet is healthy and up to date on all vaccinations. Make sure your pet is properly identified with a current tag and/or micro-chip.

When traveling by air, consider the following:

Consult the airline for specific regulations, kennel requirements, size and weight limitations, and helpful hints.

Contact your veterinarian for information on pet travel and pet quarantine requirements.

Federal regulations require that pets be at least 8 weeks old and weaned at least 5 days before flying.

Most airlines have temperature restrictions. Generally, airlines will not allow a pet to travel when the current or forecasted temperature is above 85 degrees or below 45 degrees at any location on the itinerary. You should contact the airline for specific policies.

Arrive at the airport early, exercise your pet, personally place it in its crate, and pick up the animal promptly upon arrival.

#### *By Car*

When traveling with your pet by car, you should consider the following tips:

Introduce your pet to car rides and carriers prior to leaving.

Plan frequent stops.

Keep your pet on a leash at all times when outside the vehicle.

Never leave your pet alone in the car. During the summer, temperatures in a car can quickly exceed 120 degrees and in the winter, temperatures can quickly drop to freezing.

### **Pet Registration & Licenses**

All pets more than 90 days of age maintained in government quarters must be registered at the Veterinary Clinic within 10 days of arrival or acquisition.

Although local laws vary, all nearby areas require dog owners to obtain a license.

#### *Leash Laws and Animal Control*

On post, pets found unattended, running free, or not under the control of the owner by leash may be apprehended by the Animal Welfare League of Arlington. However, off post, Virginia gives localities the power to make leash laws. Once you have found a place to live, you should contact the respective county to obtain the most up to date information and requirements.

#### Virginia

Alexandria: 703-838-4775

Arlington County: 703-228-3081

Fairfax County, Office of Finance: 703-222-8234

Falls Church City: 703-248-5130

Prince William County: 703-792-6710

Spotsylvania County: 540-373-3122

Stafford County: 540-658-7387

#### Maryland

Montgomery County: 301-217-6999

District of Columbia: 202-576-6665

### **Veterinary Services**

The Fort Myer Veterinary Clinic is located at 101 Jackson Avenue. The phone number is 703-696-3604. Services for privately owned pets will be provided as personnel availability and time constraints allow, as determined by the installation veterinarian. All animals are seen on an appointment basis. The Clinic is operated as an outpatient clinic for administering required immunizations, health certificates, diagnostic services, and treatment of diseases that are an actual or potential threat to the health of the command (diseases shared by and transmissible between humans and animals).

## Special Needs

### **The Exceptional Family Member Program**

When you're moving, your to-do list can seem long enough to fill a packing box. But if your family has special medical or educational needs, help is available before, during and after your move. Enrollment in the Exceptional Family Member Program provides military families with special needs consideration during the assignment process and access to support services to help navigate the medical and educational system.

The Exceptional Family Member Program has three components:

Identification and enrollment of a family member with special medical or educational needs

Assignment coordination to determine the availability of services at the projected duty station

Support to help families identify and access programs and services

#### **Who should enroll in the program?**

Family members with special medical or educational needs should enroll in the EFMP including spouses, children and dependent adults who:

Require special medical services for a chronic condition such as asthma, attention deficit disorder, diabetes, multiple sclerosis, etc.

Receive ongoing services from a medical specialist  
 Have significant behavioral health concerns  
 Receive early intervention or special education services through an individualized education program or individualized family service plan

### **Why enroll in the program?**

Enrollment in the EFMP ensures that family members' documented medical and educational needs receive consideration during the assignment coordination process. Through the EFMP family support office, families can receive assistance with navigating military and community support systems.

### **How do families enroll in the program?**

Families can enroll by obtaining paperwork from the EFMP medical point of contact at their local military treatment facility, or, in the Marine Corps, from Marine Corps Community Services. The forms for enrollment are:

[Department of Defense Form 2792, "Family Member Medical Summary."](#) The service member, spouse or adult family member completes the first page to document medical needs. The family member's physician or other qualified medical professional completes the rest and includes the diagnosis, frequency of care, medication and any special accommodations the family member requires.

[Department of Defense Form 2792-1, "Special Education/Early Intervention Summary."](#) The sponsor, parent or legal guardian completes items one through seven of the first page to document educational needs. School or early intervention program personnel complete the remainder of the form, which includes the child's educational diagnosis. A copy of the individualized education program or individual family service plan pairs with the form.

### **What is assignment coordination?**

The military mission is the driving force behind the assignment process, but enrollment in the EFMP ensures that family members' documented needs are considered in the process. Assignment coordination occurs when the personnel command requests that Department of Defense medical or educational professionals review a family member's documented needs to determine availability of services at a projected location. Assignment coordination is important because access to appropriate medical and educational services may be limited in some areas, especially in overseas and remote locations.

### **What is family support?**

The EFMP family support function helps families identify and access programs and services. Family support includes, but is not limited to, the following:

- Information and referral for military and community services
- Warm handoffs to the EFMP at the next location
- Nonclinical case management

### **What is the role of the family support provider?**

The role of the family support provider includes:

- Helping families on the path to empowerment by providing information and referral services, non-medical case management, education and other supports
- Helping relocating families pinpoint and navigate formal programs and services and informal supports
- Bridging gaps in programs, services and support by informing families on what is available, and how to apply for benefits and entitlements

### **How do families access family support?**

Access the EFMP family support by visiting or calling your local installation Military and Family Support Center or by contacting Military OneSource at 800-342-9647 and asking for a referral to a special needs consultant.

### **How can families help ease the transition to a new school system following a move?**

In addition to the support available from the installation Military and Family Support Centers and Military OneSource consultants, MilitaryINSTALLATIONS provides some suggestions for making the transition easier as your child enters a new school system following a move to a new duty station. The article, "Preparing for Your Move," provides tips for what to do prior to and after your move to help create a smooth transfer between schools.

Additionally, military families can learn about the Education Directory for Children with Special Needs for information on special-needs issues and listings of national and local resources for early intervention (for infants and toddlers) and special education (for school-age children) services.

## Special Needs - EFMP Enrollment

Military families often relocate every two or three years. Below are suggestions for making the transition easier as your child enters a new school system following your family's move to a new duty station in the states or a Department of Defense Education Activity school overseas.

### **Relocating: things to remember**

At least 30 days prior to your move:

Notify the school or early intervention agency of your impending move and request a copy of your child's educational records.

Obtain your child's most recent transcripts, grade reports and all pertinent medical records, including inoculation records, prescriptions and dosages.

Contact the new school district or early intervention agency for specific information about programs on or near the installation where you will be living. Use the State, School District and Installation Information sections of the [Education Directory for Children with Special Needs](#) to identify the districts in your new location and find information about early intervention agencies. The directory provides helpful tools to assist families with infants and toddlers and school-age children transitioning to a new educational program.

If your child has special needs and is receiving early intervention or special education services, request a copy of the following information:

Latest individualized education program or individualized family service plan, including the most recent progress report

Your child's most recent eligibility determination report for special education services, including early intervention

The names of textbooks or other materials that have been effective for your child

Adaptive equipment and assistive technology such as communication devices or modified key boards that your child uses in school

As you leave your duty station, you should:

Hand carry a copy of your child's inoculation records and the information you collected about your child's educational program.

Take any special equipment, medication refills and supplies (for example, hearing aid batteries) that your child may need in the next two months.

Keep contact information for your child's current teacher or early intervention specialist in case there are questions at your new school or early intervention agency.

Provide the staff at your child's current school with the contact information for the special education staff at your child's new school to speed the transfer of your child's information.

When you arrive at your new duty station, you should:

Take the hand-carried educational information, including immunization records, with you to enroll your child in the local school.

Notify the new school that your child has special needs. Sign appropriate releases so the new school can request official copies of your child's records.

Request copies of any publications about the school's special education services.

It is easier for the receiving school to start the appropriate special education or early intervention services for your child when you hand-carry important information about your child. The current individualized education program will be recognized by the school's special education committee and interim services can be provided within days. Each state has different policies or procedures that guide its special education and early intervention programs. Do not expect to use the same forms and procedures that were used at your previous location. You should expect that every effort will be made to meet your child's needs.

## **Special Needs - EFMP Family Support**

### **Background**

The [Education Directory for Children with Special Needs](#) was developed to support military families who have children (birth through 21) with special educational needs. Military families can consult the directory for information on special-needs issues and listings of national and local resources for early intervention (for infants and toddlers) and special education (for school-age children) services.

### **Highlights**

The Education Directory for Children with Special Needs is a valuable resource for military families. The directory:

helps families identify the early intervention agencies and public school districts located near the installation prior to

moving

allows users to make more informed decisions and more easily navigate local early intervention and special education systems

includes information on a range of disabilities affecting school-age children and on early intervention service providers and resources for infants and toddlers

provides practical suggestions (Tools for a Smooth Transition) for relocating families

## Special Needs - Health Care

### **Military treatment facilities**

The clinics and services available at [military treatment facilities](#) vary by location. Before you move, identify the military treatment facility that will serve you, visit its website to learn about the services available and get contact information.

### **Moving to a new TRICARE region**

If you anticipate a move to another [TRICARE region](#), work with your local TRICARE service center or case manager before your move to ensure the transition is as smooth as possible. On arrival at the new duty location, you or your sponsor should contact the beneficiary counseling and assistance coordinator or the TRICARE service center to ensure the transition plans are in place and to obtain authorizations for TRICARE [Extended Care Health Option](#) services, if applicable.

### **Beneficiary counseling and assistance coordinator**

All TRICARE regional offices and most military treatment facilities are staffed with [beneficiary counseling and assistance coordinators](#). They provide information, guidance and assistance on benefit options, TRICARE Prime enrollment, special authorizations, status of claims, eligibility and assistance with referrals and appointments. If you or your family member has more severe needs, contact your [TRICARE case manager](#).

### **Case management**

Case management involves a team of health care professionals who help you and your family find solutions to complex health problems. It is important to inform your case manager if you are moving as he or she will connect you with the case manager at your new location.

### **Extended Care Health Option**

The [Extended Care Health Option](#) provides financial assistance to beneficiaries of active-duty service members who qualify based on specific mental or physical disabilities. The Extended Care Health Option offers an integrated set of services and supplies beyond the basic TRICARE program. Regional contractors in each of the TRICARE regions and overseas administer the program.

### **Transporting medical equipment**

Contact your installation's [household goods/transportation office](#) for information on special procedures for the transportation of medical equipment.

### **Federal and state health care programs**

[Medicaid](#) provides health coverage for individuals and families with low incomes or have a disability. The department of social services or the department of medical assistance may administer the Medicaid program in your state.

[Supplemental Security Income](#), or SSI, is a cash assistance program intended to meet basic needs for disabled adults and children who have limited resources. Families must reapply after moving to a new state.

Many states offer services for children with special health care needs funded by the [Maternal and Child Health Services Block Grant](#), or Title V. State departments of health websites and local health departments can provide information on state health benefits. The [Maternal and Child Health Bureau](#) website has more information, including state points of contact.

### **Other important resources**

TRICARE [debt collection assistance officers](#) assigned to regional offices and military treatment facilities worldwide can help beneficiaries understand and get assistance with debt collection issues related to TRICARE.

### **Installation Specific Information**

*Exceptional Family Member Program (EFMP)*

The Exceptional Family Member Program (EFMP) is a mandatory enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated medical, educational, housing, community support, and personnel services to families with special needs.

An exceptional family member is a child or adult with any physical, emotional, developmental, intellectual disability that requires special treatment, therapy, education, training or counseling.

The following soldiers with exceptional family members must enroll in the program:

#### Active Army

U.S. Army Reserve (USAR) soldiers in the USAR-Active Guard (AGR) program and other USAR soldiers on active duty exceeding 30 days

Army National Guard (AGR) personnel serving under authority of Titles 10 and 32, United States Code.

Department of the Army civilian employees do not enroll in the program, but must identify family members who require special education and medically related service needs to their current and gaining civilian personnel offices each time they process for an assignment to a location outside the United States where family member travel is authorized at Government expense.

#### Enrollment

To initiate enrollment, the soldier contacts the nearest medical treatment facility EFMP point of contact to begin the assessment process and obtain either the medical and/or educational forms. Once the forms are completed, they are forwarded to the appropriate regional medical center for coding and then to the Army personnel agencies who enroll the soldier in the program. EFMP enrollment does not adversely affect selection for promotion, schools or assignment. Information concerning EFMP enrollment or any of the data used in the program is not made available to selection boards.

Enrollment allows assignment managers at Army personnel agencies to consider the documented medical and special educational needs of exceptional family members in the assignment process. When possible, soldiers are assigned to areas where medical and special educational needs of their exceptional family member(s) can be met. This assignment will depend on a valid personnel requirement for the soldier's grade, specialty and eligibility for the tour. All soldiers are eligible for worldwide assignments.

Special Education -- Special education needs are only considered in assignments outside the United States.

Assignments within our 50 States and Trust Territories are not based on the educational needs of children, due to the fact that every local school system must obey public laws regarding the provision of special education.

The Fort Myer Andrew Rader Army Health Clinic provides limited services to family members. However, there are a number of multi-service military and civilian medical facilities, offering adult and pediatric services, are available within the Virginia, Maryland and Washington D.C. area. For further information regarding routine and specialty services available, contact the Andrew Rader US Army Health Clinic Business Operations Division at 703-696-1965.

#### Army Community Service (ACS) EFMP

The Army Community Service (ACS) Exceptional Family Member Program (EFMP) provides the following services:

Information and referral (medical services, social services, educational, and support group, etc)

Special Needs Accommodation Process (SNAP), which is coordination and placement of children, youth and teens seeking Child, Youth and School Services.

Liaison for special education rights and responsibilities on and off the installation

Respite Care

offers educational and training sessions and provides a special needs video and book resource library.

EFMP at ACS can assist you in finding the services needed within the installation and community. For more information, contact the ACS EFMP Manager at 703-696-8467.

## Education - Special Education/EIS

### Early Intervention and Special Education Services

#### *Children from birth to 3 years of age*

The Individuals with Disabilities Education Act, or IDEA, requires all states and territories to provide early intervention services to children from birth to 3 years of age who have or are at risk for having developmental delays. Local school districts or health departments often provide these early intervention services. The program is called by different names in different areas, but it is often called Part C (because Part C is the section of the law that pertains to early intervention). The [National Early Childhood Technical Assistance Center](#) provides a list of state Part C directors

and funded programs on their website. Also, [Military OneSource](#) can assist you in identifying early intervention programs in your area.

When moving, you should hand carry copies of your child's individual family service plan and the most current evaluation reports to your new home to ensure they are not lost.

#### *Children between 3 and 21 years of age*

The IDEA requires all states and territories provide special education services to eligible children between the ages of 3 and 21. Each local school district has a special education director, and each school should have an individualized education program team or school-based committee that attends to students with special education needs.

The IDEA requires that if a child transfers to a different district in the same state, the receiving school must provide comparable services until the new school develops and implements a new individualized education program. If a child transfers to another state, the receiving district must provide comparable services until the receiving district completes an evaluation and creates a new individualized education program.

If you are moving and your child receives special education and related services, you should hand carry all pertinent school and medical documents, including the individualized education program and current evaluation reports. Hand carrying these documents ensures that they are not lost and allows the new school district to begin the process as soon as you move.

#### *Other resources*

Parent Training and Information Centers serve families and adults with special needs from birth to age 26. They assist families in getting appropriate education and services for their children, work to improve education services for all children, train and inform parents and professionals, resolve problems between families and schools or other agencies, and connect those with disabilities to community resources. Find out more at the [Center for Parent Information and Resources](#) website.

### **Installation Specific Information**

Since Joint Base Myer-Henderson Hall does not have on-post schools family members will attend either schools in their county or installation in the National Capital Region in which they reside. JBM-HH does not have an installation coordinator for special education or point of contact for Early Intervention Services (EIS) due to the lack of on-post schools. However, the area school systems comply with all federal and state special education laws. For assistance locating additional services available or targeting the special education services that best match your needs please contact the JBM-HH Army Community Service (ACS) Exceptional Family Member Program (EFMP) Manager at 703-696-8467/3510.

## **Health Care - Overview**

### **Moving with TRICARE**

When you move, TRICARE moves with you. It's there before, during and when you get to your next duty station. It's available worldwide. There are steps you need to take to make sure changes to your TRICARE coverage go smoothly. With your move, you may have to use a different TRICARE option.

Please note:

You and your family members have to show as TRICARE eligible in the Defense Enrollment Eligibility Reporting System, or DEERS.

For TRICARE plan information, visit the [TRICARE Plan Information Kits](#) page.

Regional and overseas contractor information is available on [TRICARE's Contact Us](#) page.

Print out the [TRICARE contact wallet card](#) and keep it with you.

Always keep personal contact information current in DEERS, especially your address and email.

### **Prime options**

#### *Prime options in the United States*

If you live in a Prime Service Area, then TRICARE Prime is an option for you. A Prime Service Area is usually within a 40-mile area of a military clinic or hospital. With Prime, you have a primary care manager, who may be a military or civilian doctor or a team of doctors, who manages your health care needs.

Some active-duty family members may enroll in the U.S. Family Health Plan, or USFHP. The USFHP offers a TRICARE Prime-like option in six areas of the United States. You'll get all care (including prescription drug coverage) from a

network provider. With the USFHP, you can't get care at military hospitals and clinics or from TRICARE network providers (emergency exceptions). You have to work with USFHP when get care overseas. Visit the [U.S. Family Health Plan](#) page for more information.

If you don't live in a Prime Service Area, TRICARE Prime Remote is your other option. Eligible family members have to live with their active-duty sponsor (with some exceptions) to enroll in TRICARE Prime Remote. In most cases, your primary care manager is a network provider. If there's no local network provider, you can choose any TRICARE-authorized provider to act as your primary care manager.

#### *Prime options overseas (including U.S. territories)*

In overseas locations, you have two options for care:

**TRICARE Overseas Program-Prime** is for active-duty service members assigned overseas. Units are near military clinics and hospitals. To enroll in the program, family members must be command-sponsored. Your primary care manager is a military provider or team of providers.

**TRICARE Overseas Program-Prime Remote** is available in certain remote overseas locations. It's for assigned active-duty service members and their command-sponsored family members. Your primary care manager is the overseas contractor who you contact through regional and country specific call centers.

**Note:** Active-duty service members must enroll in a Prime option.

When you know you're going to move, call your current TRICARE stateside overseas contractor. Find out if your new location is in a new region and talk about your TRICARE options.

#### *Transferring your TRICARE Prime/Prime Remote coverage*

When you move, your Prime options may change. You have to transfer your enrollment if you move to a different region. Some family members may have to disenroll and use TRICARE Standard. Options may vary for each family member. Remember, to enroll in a Prime option overseas, family members must be command-sponsored.

If you move within your current region, you still need to find out if your Prime option changes. You may only need to get a new primary care manager. Again, call your current TRICARE regional or USFHP contractor to talk about your move and your TRICARE options. Follow these steps to transfer your enrollment by phone:

**Call your current TRICARE regional or USFHP contractor** to transfer your enrollment or get a new primary care manager. The contractor will ask about you, your family, where you're moving to and the estimated date you'll get to your new duty station. Your current contractor then shares your information with your new contractor. If you only need a new primary care manager, they will work with you to make that happen. Your new contractor will call you within five business days of your expected arrival date to discuss your Prime enrollment and primary care manager options. Your enrollment transfer will be the day your new contractor calls and you agree to the transfer. It may take up to four business days to record your transfer. You will still have Prime coverage with your old region until the transfer is complete.

**Update your address in DEERS** as soon as you get to your new location, even if you're in temporary housing.

**Log into milConnect** to check on your enrollment. You can see who your primary care manager is and print out an enrollment card.

**Note:** Don't disenroll from Prime before you move.

Other ways to transfer your enrollment include:

**Transfer your enrollment online using TRICARE's Beneficiary Web Enrollment Tool.** The Beneficiary Web Enrollment Tool will be available in 2016 for those moving stateside from an overseas location. In the Beneficiary Web Enrollment Tool, you can set a date up to 90 days in the future as your enrollment transfer date.

**Call your new contractor** when you arrive in your new duty location. They can transfer your enrollment over the phone.

**Download an enrollment form** and mail it to the regional contractor for your new region. Remember to note the date you want the transfer to go into effect. Enrollment information for the USFHP is available on the [U.S. Family Health Plan](#) page.

**Enroll** when you in-process at your new duty location.

To learn more, visit the [TRICARE Moving](#) page.

#### **TRICARE Standard and Extra**

TRICARE Standard and Extra is an option for active-duty family members. You don't have to enroll—coverage is automatic as long as you show as TRICARE eligible in DEERS. With TRICARE Standard or Extra you can see any TRICARE-authorized provider, non-network or network. You pay a deductible and costs shares.

**If you visit a non-network provider**, you're use the Standard option. You may have to pay in full up front and file a claim for reimbursement.

**If you visit a network provider**, you're using the Extra option. You only need to pay your cost share at your appointment.

If you're a family member and don't want to enroll in TRICARE Overseas Program-Prime, or can't enroll because you're not command-sponsored, you have TRICARE Overseas Program-Standard. You can see any civilian provider (except in the Philippines).

If you want or have to use TRICARE Standard when you move, call the new regional contractor to disenroll from Prime when you get to your new location.

If you already using TRICARE Standard and Extra:

**Once you get to your new location, update your personal information in DEERS** as soon as possible. You can update your personal information through [milConnect](#), through [TRICARE's Beneficiary Web Enrollment Tool](#) or calling the Defense Manpower Data Center toll-free at 800-538-9552; TTY/TTD: 866-363-2883.

**Find a provider.** If you are within the United States, you can find network and non-network providers by region through the [TRICARE Find a Doctor](#) page. If you are overseas, you can find a provider through the [TRICARE Overseas](#) website or call the [overseas regional call center](#).

If you're in a new region, the claims address changes. Check the [TRICARE Filing Claims](#) page for your new mailing address.

### TRICARE For Life

TRICARE For Life is for those who have Medicare and TRICARE. You don't have to enroll - coverage is automatic as long as you show in DEERS as TRICARE-eligible and have Medicare Part A and Part B if needed. When you go to a Medicare doctor, show your Medicare and uniformed service identification cards. Your provider files your claims with Medicare. Medicare pays first and sends the claim to the TRICARE For Life claims processor. TRICARE then pays second for TRICARE-covered services.

If you're an active-duty family member, you don't have to have Medicare Part B to keep your TRICARE benefits. You must have Part B to keep TRICARE once your sponsor retires.

When you move, update your personal information in DEERS as soon as possible. To find a new provider:

**If you are within the United States or in U.S. territories** (Guam, Puerto Rico, the Northern Mariana Islands, American Samoa or the U.S. Virgin Islands), you can search the Medicare Provider Directory or call 800-633-4227 to find a Medicare-certified provider. Visit the [Medicare](#) website or the [TRICARE For Life](#) website to learn more.

**If you are at an overseas location**, TRICARE For Life works a little differently. Medicare doesn't pay for care overseas, TRICARE is your primary payer. You may get care from any civilian provider. You pay up front and then file a claim with the TRICARE overseas contractor. You have to pay TRICARE Standard deductibles and cost shares. You can find a provider through the [TRICARE Overseas](#) website or call the [overseas regional call center](#).

### Getting care along the way

Before you move, take care of any routine medical needs, including immunizations. Fill your prescriptions so you have enough while traveling. TRICARE defines emergency care as "medical services provided for a sudden or unexpected medical or psychiatric condition or the sudden worsening of a chronic condition that is threatening to life, limb or sight and needs immediate medical treatment or a condition which has painful symptoms that need immediate relief to stop suffering." TRICARE defines urgent care as "medical care for a condition that will not result in disability or death if not treated immediately but should be treated within 24 hours to avoid further complications."

**Emergency care when stateside** – If you require emergency care while traveling in the United States, call 911 or go to the nearest emergency room. Then call your primary care manager or regional contractor within 24 hours of being seen.

**Urgent care when stateside** – If you require urgent care while traveling in the United States, are using a Prime option and you're close to a [military hospital or clinic](#), go there. You have priority access and you don't need a referral to be seen. Otherwise, if you have Prime, call or contact your primary care manager for a referral and authorization. If you don't get a referral and authorization before being seen, you'll pay the higher [point-of-service](#) deductible and cost share. If you have Prime Remote and don't have an assigned primary care manager, call the provider that acts as your primary provider or call your regional contractor.

**Emergency care when overseas** – For emergency care, go to the nearest emergency care location. If you're using TRICARE Overseas Program-Prime or Prime Remote, call [International SOS Medical Assistance](#) within 24 hours or on the next business day to get an authorization for the visit and needed ongoing care, and claims payment information.

**Urgent care when overseas** – For urgent care, go to the nearest [military clinic or hospital](#) if possible. Visit a U.S. embassy or call the [overseas regional call center](#). You need an authorization before you see a civilian provider. The call center can help you find one. Without an authorization, you'll end up paying a higher point-of-service deductible and cost share. Your claim may be denied if you're an active-duty member. More information is available on the [TRICARE Service Center](#) and [TRICARE Area Office](#) websites.

If you're using TRICARE Standard or TRICARE For Life, you may get urgent care from any TRICARE-authorized

provider. If it's after clinic hours or you're not sure if you need to see a doctor, call TRICARE's Nurse Advice Line at 800-874-2273.

#### *Filling prescriptions while traveling*

If you run out of a prescription drug while traveling, contact your military or civilian provider. If you have refills on a military clinic prescription, check to see if your prescription can be moved to and filled by another military treatment facility. If you have refills on your prescription with a major retail pharmacy chain, check with the chain to see if they can transfer your prescription to a local chain pharmacy. If you have refills on a drug you get through TRICARE home delivery, call the TRICARE pharmacy contractor to see what can be done.

**If you are within the United States or in U.S. territories** and a doctor puts you on a new drug, fill your prescription at a military pharmacy or TRICARE retail network pharmacy. If you are Prime and use a non-network pharmacy, you pay the higher point-of-service deductible and cost share. You may have to pay out of pocket for your drug(s). If so, file a claim with the [TRICARE pharmacy contractor](#). If you are still in an overseas Prime option, you file your claim with the overseas contractor.

**If you are at an overseas location**, and a doctor puts you on a new drug, fill your prescription at a military pharmacy or go to a civilian pharmacy. You will likely have to pay out of pocket. You [file your claim with the TRICARE overseas contractor](#), even if you are enrolled in a stateside Prime option.

#### *Getting dental care while traveling*

Getting dental care while traveling depends on your location and whether you are a service member or family member.

**If you are an active-duty service member within the United States or in U.S. territories**, you can receive dental care at a military dental clinic. Contact the [Active Duty Dental Care Program](#) before you see a dentist and tell the contractor about your move. You will need to get an authorization before you see a dentist. The Active Duty Dental Care Program will work with you so you can get care from a local network dentist. For dental emergencies, go to a military dental clinic if possible. If not, get care from any civilian network dentist and have the dentist give you paperwork showing what he or she did during the visit. Make sure you get the dentist's contact information and call the Active Duty Dental Care Program contractor immediately to let them know about your care so they can work with you to make sure they can pay the claim.

**If you are an active-duty service member at an overseas location**, you can call the [overseas regional call center](#) to get authorization before you see a civilian dentist.

**If you are an active-duty family member within the United States, in U.S. territories or at an overseas location**, you can find out if any nearby military dental treatment facility treats active-duty family members. If you're enrolled in the [TRICARE Dental Program](#), call the TRICARE Dental Program contractor or visit their website to find a provider. You will need to get an authorization before you see the dentist.

#### **Permanent change of station for active-duty service members**

With permanent change of station orders, ask for a copy of your medical and dental records from your personnel office, providers/dentists, and medical or dental clinics. Do this at least one month before your permanent change of station date. This way you may be able to carry records to your new duty station.

You may ask providers or the military clinic to transfer your family's medical records to the military hospital or clinic nearest to your new duty station. You may ask to have copies of their records to carry with you or them as well. (You may have to pay to get their records copied.) If you want someone else to be able to get medical or dental information on you or your family while you are moving, you need to complete a DD Form 2870, "[Authorization for Disclosure of Medical or Dental Information](#)."

Find more about moving, updating DEERS, the TRICARE regions, pharmacy, dental and much more through the [TRICARE website](#) or the [TRICARE Moving page](#).

### **Installation Specific Information**

#### *Medical Care*

The Andrew Rader US Army Health Clinic provides routine primary care for all eligible beneficiaries. Priority is given to those enrolled in TRICARE Prime with active duty military having first priority, Family members of active duty second priority and Retirees and their Family members as space permits.

Specialty services available at the Andrew Rader US Army Health Clinic are as follows:

- Physical Therapy
- Adult Wellness Center
- Podiatry
- Physical Exams
- Optometry (active duty only)
- Audiology (Hearing Conservation)

Allergy and Immunization  
Mental Health  
Laboratory  
Radiology  
Pharmacy  
Nutrition and Community health  
*Emergency Services*

Rader does not have an emergency room and cannot provide emergent care. The nearest military emergency room is located at Fort Belvoir.

#### *Health Care Network*

Fort Belvoir's Community Hospital (FBCH) is a joint-service healthcare network providing world-class medical care to the nation's wounded, active-duty service members, retirees and family members. In addition to the hospital, the FBCH network has two Family Health Centers: Dumfries Health Center and Fairfax Health Center.

#### *Off Post Family Health Centers*

The Family Health Center of Fairfax is located at 10580 Arrowhead Drive in Fairfax, VA. It is a military treatment facility serving the communities of Annandale, Centreville, Fairfax, Vienna, portions of Burke and West Springfield. Patients must be enrolled to this clinic prior to seeking care. The hours of operation for this clinic are Monday through Friday, 7:00 a.m. until 8:00 p.m. and Saturday 7:00 a.m. until 2:00 p.m.

The Dumfries Health Center is located at 3700 Fettle Park Drive Dumfries, VA 22025. Generally, it serves military families residing in Woodbridge, Lake Ridge and other areas south of the Occoquan River, as well as southern portions of Burke, Fairfax Station, Clifton and Springfield. Patients must be enrolled in this clinic prior to seeking care. The hours of operation for this clinic are Monday through Friday from 7:00 a.m. until 8:00 p.m. and Saturday 7:00 a.m. until 2:00 p.m.

#### *Dental Care*

Dental care services are available to active duty military only. Military personnel on active duty can get their annual dental check-ups during their birth months at one of the following clinics:

Fort Myer's Andrew Rader Dental Clinic, Monday through Friday from 7:30 am until 4:00 pm. Tel: 703-696-3460  
Fort Belvoir's Logan Dental Clinic. Sick call is from 7:00 am until 9:00 am Monday through Friday. Appointments are made from 7:00 am until 4:00 pm Monday through Friday. Tel: 703-806-4392.

Dental care for Family Members is provided by local dental providers under the TRICARE Dental Program. A list of local providers can be accessed the [Tricare Dental Program website](#). Family members must enroll in the TRICARE Dental Program before using this service.

## Child and Youth Programs

The Department of Defense takes great pride in the variety and quality of services provided to children and youth on installations worldwide. While the services provided may vary by location, the standards and quality of services are consistent and meet established regulations.

### **Child development centers**

Child development centers generally offer child care for children ages 6 weeks to 5 years. Care is available Monday through Friday, with some locations offering options, such as extended hours, weekend care and respite care. Child development centers vary in size and larger installations may operate multiple facilities. Programs are certified by the Department of Defense and accredited by a national accrediting body, such as the [National Association for the Education of Young Children](#).

### **Family child care**

Children ages 2 weeks to 12 years may receive care in the private home of a certified care provider living in government-owned or leased housing. Care may also be provided in a state-licensed home in the community. In-home child care is typically available weekdays and with additional care provided during evenings, weekends and flexible hourly care for shift work. Regulations limit the number of children who receive care at any one time to no more than six children under age 8 and no more than two children under age 2. Family child care providers must be certified to operate by the installation. Individual providers may voluntarily seek national accreditation from the National Association of Family Child Care.

## School-age programs

School-age programs provide care to children in kindergarten through sixth grade. Care is offered before and after school, during non-school days and summer vacations. School-age programs may be located in Department of Defense youth centers, child development centers or in other suitable facilities. All programs are certified by the Department of Defense and accredited by a national accrediting body, such as the Council on Accreditation.

## Youth programs

Dynamic programs for youth ages 5 through 18 years are provided in approximately 300 youth and teen program facilities worldwide. A wide variety of offerings includes activities in physical fitness and sports, the arts, life skills, career and volunteer opportunities. Installation programs may also collaborate with other youth-serving organizations, like the Boys & Girls Clubs of America and USDA/4-H programs.

## Waiting lists

Military families may be placed on a waiting list for child care when care is not available. Families may request child care through one of two processes:

Visit [MilitaryChildCare.com](http://MilitaryChildCare.com). The Department of Defense website for military families seeking child care provides access to military-operated child care options across all services. Families may search for and request care, manage their requests, and update their profile online, making it easier for them to find the child care they need. Fill out [DD Form 2606, Department of Defense Child Development Program Request for Care Record](#) and return it to the child development center, school-age care facility or resource and referral office on the installation.

# Child Care

## Child Development Center (CDC)

Joint Base Myer-Henderson Hall (JBM-HH) Child, Youth & School Services (CYSS) Child Development Center (CDC), located at 102 Carpenter Road, is certified by the Department of Defense (DOD). It is a modern facility that serves more than 400 children and is accredited by the National Association for the Education of Young Children (NAEYC).

### *Eligibility*

All active duty military and DoD civilian employees.

### *Programs Offered*

Full day childcare, before and after kindergarten, hourly care and part day pre-school is offered for children 6 weeks through 5 years of age at the CDC. Hourly care is on a space available/emergency basis.

### *Registration*

Children must be registered with CYSS before participating in any CYSS program. Central registration is done on site and because of the Army Family Covenant, registration is now FREE for Army Families.

### *Priorities for Care*

The wait list for child care is lengthy. Priority is given to the following: Single Military and DoD Civilians; dual Military and DoD Civilians; Military with a DoD Civilian spouse; and mission related geographically single spouse and siblings of children already enrolled.

### *Family Members with Special Needs*

For those Families requiring child care for a child with special needs, CYSS will meet with you, through the Special Needs Accommodation Process (SNAP), to ensure your child's needs are met. Additional assistance, resources and support are available through the Exceptional Family Member Program (EFMP) at Army Community Service (ACS). Contact the EFMP at 703-696-8467/3510 or DSN 312-426-8467/3510.

### *Respite Care*

Respite care is available to those who have a Family member enrolled in the Exceptional Family Member Program (EFMP). For information about respite, contact the EFMP Manager at 703-696-8467/3510 or DSN 312-426-8467/3510.

### *CYSS Service Forms*

Downloadable forms are available on the [Family and Morale, Welfare and Recreation website](#).

### *Fees*

Childcare fees are based on total family income. Effective 1 October 2010, fees will be changing.

### **Family Child Care Program (FCC)**

FCC is a program that provides child care in family homes on and off the installation. FCC is available through the Marine and Family Services on Henderson Hall. For information on FCC, contact 703-614-7332.

### **School Age Services (SAS)**

SAS programs are available on JBM-HH. The program is co-located with the CDC. It provides before and after school, camp, and hours care options.

## Youth Services

### **Youth Services**

Youth Services is comprised of Middle School, Teen and Sports programs. All Youth Services programs may be used by all eligible youth 6-18 years old of active duty military and DOD civilians. Programs are offered for the youth at the Cody Child Development Center located in building 483. Services include a computer lab and homework center, individual and team sports, clubs, games and leisure activities, summer camp, instructional classes and much more. The JBM-HH YS Program is an affiliate member of the National 4-H Program and the Boys and Girls Clubs of America.

#### *School Age Services Program*

The School Age Services (SAS) program for 1st through 5th Graders is part of the Youth Services program and provides before school care, after school care and full day care on non-school days to include winter, spring and summer camp programs. Hourly care is available on a case-by-case basis.

#### *Middle School/Teen Program*

The Middle School and Teen (MST) program for 6th through 12th Graders provides programs after school and full day camps during winter, spring and summer school breaks during the year.

#### *Youth Center*

Youth ages 6 to 18 years can participate in a wide variety of programs and activities through Youth Services, including:

Sports and Fitness programs include basketball, baseball, softball, tee ball, bowling, lessons, participation in national sports contests, weight lifting and physical fitness.

Arts, Recreation and Leisure program includes participation in Boys and Girls Club activities, 4-H Club activities, Gardening Club, Cooking Club, roller skate nights, holiday theme parties, special events and trips.

Life Skills, Citizenship and Leadership programs include computer center, youth sponsorship for arriving and departing youth, volunteer opportunities, youth council, career development programs, and involvement with Teen Discovery.

Mentoring, Intervention and Education Service program include SAT Prep course, homework center, home alone skill classes, and personal health and safety programs.

The Youth Services Center, Building 483, has a Multipurpose Room for basketball games and large group activities, Game Room with game tables, billiard table, tables to play board games and Nintendo. An activity room is available for talking with friends, drawing, reading, free play and a offers a television with VCR and DVD players. There is a Youth Technology Lab/Homework Center for completing and obtaining assistance with homework and offers computers with Internet access. The Middle School/Teen Lounge is available for socializing with friends, playing pool, playing Nintendo and includes a television with VCR and DVD players and stereo system with surround sound.

#### *Youth Employment Program*

**HIRE!** Is a work preparation program with apprenticeship positions within Family and Morale, Welfare and Recreation (FMWR) facilities. **HIRE!** Gives youth a chance to meet new people, try new things and get paid doing it. Youth who finish the 12-week program receive \$500.00.

For more information on YS programs, go to the [JBM-HH MWR website](#) or call 703-696-3728/3712 or DSN 312-426-3728/3712.

## New Parent Support Program

### General Program Description

The Army New Parent Support Program provides services that support soldier readiness and the well-being of the Army family. The New Parent Support Program - Home Visitation is a standardized Family Advocacy Program secondary prevention program for parents whose life circumstances place them at risk for engaging in child abuse and neglect. The program delivers intensive, strengths-based home visitation services developed specifically for expectant parents and parents of children from birth to 3 years of age to enhance the protective factors and reduce the risk of factors associated with child abuse and neglect. The program is voluntary.

Goals of the Army New Parent Support Program include the following:

- Contribute to mission readiness

- Support family member adaptation to military life

- Enhance the knowledge and skills family members need to form healthy relationships and provide safe, nurturing environments for children

- Foster a supportive military community for young military families

### Staff qualifications

New Parent Support Program home visitor staff include licensed clinical social workers and registered nurses. Local installation or state background checks, including Army Central Registry checks, will be completed on all personnel who provide services to parents and their children, and those checks will be updated annually.

### Eligibility

Program services are available to military families with an expectant mother or with children 3 years of age or younger.

### Enrollment

Interested families may contact the local Army Community Service office or their health care provider for more information on the New Parent Support Program.

### Installation Specific Information

Fort Myer partners with Fort Belvoir to provide New Parent Support. The program offers parenting information and emotional support to parents who have children ages birth to three years old. The New Parent Support Program has staff members who can provide supportive and caring services to Military Families in the home or office. The program gives parents a chance to learn or ask questions about child development, discipline, parenting skills, budgeting and other parenting concerns. Home visits are arranged around the convenience of the parent's schedule. New Parent Workshops and Developmental Play Groups are also offered through this program.

## Family Center

### Programs and services

As a gateway to the resources you need, the Military and Family Support Center provides information, support and services to help you balance the demands of military life. The Military and Family Support Center is one part of the overall Family Readiness System, which is the network of agencies, programs, services, partnerships and individuals that supports your personal and family life readiness, mobilization and deployment readiness, and mobility and economic readiness. It should be one of your first stops once you arrive at a new installation. The programs and services are a key resource for you and your family. They include:

**Deployment support** assists you and your family during all phases of the deployment cycle, providing workshops and services to help meet the challenges of deployment, as well as information and referral to deployment-related resources. Services include education briefings for deploying members and families, support services, morale calls and service-specific programs.

**Relocation assistance** provides an array services to meet your moving needs. Relocation services include, but are not limited to, relocation workshops that help you prepare for a move, information on installations and communities worldwide and, where offered, a loan closet for basic household items. Relocation assistance also includes assistance with in-transit emergencies. Military and Family Support Centers work with other installation agencies to keep relocation information current, timely and relevant to allow you to make informed decisions and ensure you experience a smooth and successful move.

**Personal financial management** provides information, education and one-on-one financial counseling to assist you

and your family in maintaining your financial readiness. Services are designed to address money management issues throughout your active-duty lifecycle and into retirement. Financial readiness educational opportunities range from basic planning to long-term investing.

**Employment assistance** offers comprehensive information, tools and resources to support career exploration, training and licensing, and employment readiness. Military and Family Support Centers may offer career counseling, local labor market information, trend tracking, skills and interests identification, job bank referrals and resources for self-employment.

**Family life education** provides information and education to assist you and your family in developing resilience skills that can help as you navigate your mobile military lives.

**Information and Referral** can assist you in identifying and clarifying needs to determine appropriate forms of assistance and in locating services and programs available both on and off your installation.

**The Transition Assistance Program** prepares separating, retiring and demobilizing service members (and their families) with the information, skills and knowledge necessary for a successful transition from military to civilian life. The first step in your transition process is to complete the congressionally mandated pre-separation counseling session, which furnishes detailed information on the various benefits and services available.

Military and Family Support Centers may provide other services, such as counseling and family advocacy. Services vary by location.

### Installation Specific Information

The Joint Base Myer-Henderson Hall (JBM-HH) Army Community Service (ACS) is designed to support Soldiers, Civilian employees and their Families by identifying needs and coordinating resources. In addition to the above noted programs, JBM-HH ACS also offers the following programs and services:

*Army Volunteer Corps (AVC)* -- Volunteering is a great way to get to know others and the local community. The installation has over 1,000 active volunteers. You can volunteer for a special one-time project or on a regular basis.

*Family Advocacy Program (FAP)* -- FAP promotes healthy interpersonal relationships. The program provides literature, videos, personal support and classroom experiences to promote successful relationship skills.

*Exceptional Family Member Program (EFMP)* -- Offers assistance and support to Families with medical and/or educational needs. EFMP offers respite care, resources and support, and advocacy.

*Army Family Action Plan (AFAP)* -- This program allows Soldiers, Civilians, Retirees and Families to present issues of importance to senior leadership for potential resolution.

ACS is located in bldg 201 on Custer Road. The main phone number is 703-696-3510.

## Employment - Overview

### Employment Opportunities

The National Capital Region (NCR) has an abundant and varied job market with plentiful opportunities in areas such as Defense contracting, association/non-profit management, healthcare, education, retail sales and of course federal employment. A significant portion of these jobs are located inside "the Beltway" where commutes are shorter but housing costs higher. While DC, Alexandria, Arlington and Crystal City offer the highest concentration of government and defense affiliated opportunities, there are several suburban corporate centers around the Beltway that offer ample employment options as well. Examples of these beyond-the-beltway commercial centers include Reston, Tysons Corner, Silver Spring and Bethesda. The Fort Belvoir area, where many military families choose to live, will see increased employment opportunities as current BRAC initiatives relocate several agencies there with up to 21,000 additional personnel by 2011.

According to Department of Labor statistics, the Washington-Baltimore-Northern Virginia median wage is \$24.80. Samples of private sector median wages include: retail cashier (\$9.00), secretary/administrative assistant (\$19.95), medical assistant (\$14.89), registered nurse (\$32.00) and network administrator (\$33.22).

With a current unemployment rate of 6.1 % for the Northern Virginia-DC metro region, the area has not seen the same drastic unemployment crisis that other regions have. Those persons seeking entry level, middle or upper management positions will find no shortage of job openings. However, the region has a highly skilled work force, so competing for your dream job requires patience and flexible expectations! There are many local staffing agencies who offer temporary positions and this route provides more immediate income while pursuing your long-term career objective.

A large presence of DoD agencies and military installations are located in the DC area. These organizations offer federal employment opportunities most of which are posted on usajobs.gov. However, it is important to note that many departments (i.e. Army, Navy, DLA, FBI, etc.) require resumes to be built and submitted through their own individual

web sites.

NAF (Non Appropriated Funds) positions exist in a wide variety of areas that support Soldiers and their families. Positions may be found in child development, food and beverage management (Clubs), bowling, recreation, hotels and billeting, clerical and administrative, to name a few. NAF programs offer many benefits and extend hiring preference to eligible military Family members. NAF opportunities exist at all DOD installations around the region, so include those sites in your search.

### **Employment Assistance**

The Employment Readiness Program (ERP) at the Joint Base Myer-Henderson Hall ACS provides counseling and assistance with job skills assessment, resume writing, federal applications and navigating the local job market. The program also offers a local job board, computer, printer and fax access for job hunting purposes. In addition, a bi-weekly Job Search Strategies seminar is held at ACS to educate job seekers on local employment options, both federal and private sector, and provide an overview of employment search services. To schedule an orientation, call 703-696-3047 (DSN 312-426-3047).

The [Arlington Employment Center](#), a “Career One Stop” center, is located nearby and is easily accessible by Metro. It is highly recommended that job seekers employ a “multi-resourced” approach to their search. The more agencies and contacts you utilize, the more powerful your job search network will be!

### **Unemployment Benefits**

The [Virginia Employment Commission](#) (VEC) has offices in several Northern Virginia locations and offers resources and help for finding jobs—the VEC is also the agency to visit if filing for unemployment compensation. However, unless you have worked in Virginia in the last 18 months or have just returned from a federal position overseas, you will likely need to file in the state where you were last employed (see VEC website for details).

### **Tuition Assistance**

*MyCAA*

For information on MyCAA and Military Spouse Education and Career Opportunities, visit [Military OneSource](#).

Higher education institutions are plentiful in the region and job seekers would be wise to consider expanding their skill set through additional training and/or college courses if their job search is moving slowly. The Education Center, Bldg. 417, Sheridan Avenue, offers information about tuition assistance programs and several local colleges and universities have offices that offer classes on the installation.

### **Employment Documentation**

Depending on the jobs targeted, especially in the federal sector, it is important to carry several documents with you that may be required when applying for jobs. For example, prior federal employees will need a copy of their last SF-50—essential for military spouses who wish to enroll in the DOD Priority Placement Program. Other necessary documents may include your marriage license and PCS Orders (to determine eligibility for spouse preference), college transcripts, performance appraisals, certificates, licenses and social security card.

### **Transition Assistance**

Separating or retiring members are encouraged to register with ACAP in Bldg. 230, Forrest Circle. ACAP offers a wide range of employment assistance services along with benefits counseling to transitioning Soldiers. Contact ACAP for more information at 703-696-0973.

## **Relocation Assistance**

### **Programs and Services**

If a permanent change of station, or PCS, is in your future, you may have questions about moving. As part of the Military and Family Support Center, the Relocation Assistance Program provides services and resources to help make this transition as smooth as possible. Here’s what they offer:

**Individual PCS planning** — Most relocation programs offer one-on-one consultation. In particular, those making their first military move, those making their first overseas move or those with challenging or complex situations should contact the relocation assistance office.

**MilitaryINSTALLATIONS and Plan My Move** — For managing and planning your move, you may want to take advantage of these DoD-sponsored online relocation tools. You can estimate expenses, locate forms for housing and property shipments, and create a moving calendar.

**Loan closet** — Where available, loan closets offer basic household goods while your personal property is in transit. Typical items include pots and pans, dishes, silverware, irons, ironing boards and infant or toddler car seats. Generally, towels and bed linens are not available, so these should be packed in your express shipment.

**Workshops and briefings** — Workshops vary from installation to installation, but you may find classes on purchasing real estate and renting, budgeting and finance, moving with children or general moving preparation.

**Pre-departure briefings** — These briefings may be called Smooth Move or PCS Briefing, and they provide essential information to prevent you from making uninformed and costly decisions before your move.

**Settling-in services** — Welcome wagon services, local area tours (with child care sometimes provided), or basic household items to use until your goods arrive may be a part of your installation's settling-in services. Overseas arrival services may include introductory language classes and cultural awareness training.

**Foreign-born spouse support** — Whether your question concerns immigration and naturalization, learning the English language or how to use local transportation, the relocation program provides assistance, classes and referrals.

**Emergency assistance** — From time to time, emergencies occur while moving. The Relocation Assistance Program office has the resources to provide emergency financial assistance and referrals.

### **Installation Specific Information**

Moving to the National Capital Region can be overwhelming. The JBM-HH Relocation Readiness Program can provide assistance before and after your move. If you are unsure on what to do or need assistance with your move, please call us at 1-800-477-9571 or 703-696-3510/0153.

Orders are the most important document for a move. Until you have them, you do not know what you will be authorized. Be sure to read your orders as soon as you receive them. If they are not correct, make sure any changes needed are made prior to your PCS here.

If the service member is going TDY in advance of PCS, it is important to designate someone as a power of attorney to take care of personal business in their absence.

Services Provided by the JBM-HH Relocation Readiness Program

#### *Newcomers*

**In-processing Briefing**—In-processing is done daily for Finance and Military Personnel. However, START RIGHT, the Newcomers briefing, is held every Thursday in building 230 on Forrester Circle. This briefing is mandatory for all service members assigned to Fort Myer, but all Soldiers and Family members are encouraged to attend. The orientation provides an overview on services available on the installation and in the area.

Re-entry briefings are offered on an individual basis to service members returning from overseas who need assistance with preparing for the adjustments that must often be made when returning from an overseas tour.

Individual relocation counseling -- Personalized individual counseling is available to those requesting it from our office.

Service members and Families wanting to borrow from the Loan Closet should bring a valid I.D. card and PCS orders. Those not in PCS status may borrow from the Loan Closet if there are sufficient items. However, priority is given to those who are PCSing. The Loan Closet is available from 8:00 am until 3:30 pm. Items are available on a first come, first served basis. All items must be returned by the due date, clean and serviceable. Extensions may be granted by the Program Manager on a case by case basis. For more information, call the ACS at 703-696-0156/3510.

Welcome Packets-- All arriving personnel will receive a Welcome Packet at in-processing. If you need a packet prior to that time, please e-mail us at [usarmy.jbmhh.asa.mbx.acs-relocation@mail.mil](mailto:usarmy.jbmhh.asa.mbx.acs-relocation@mail.mil) or contact your sponsor.

Sponsorship -- ACS provides unit and individual sponsorship training quarterly and upon request. Incoming Soldiers requesting a sponsor should contact their gaining unit.

#### *Multicultural family services:*

Army Community Service offers programs and resources that are exclusively designed for foreign-born spouses of military service members, based on specific needs. Programs may include:

English as a Second Language (ESL) Classes are offered throughout the local community. Contact the ACS office for current class schedules.

International Spouses Group, an interactive group focusing on everyday life in the United States and a chance to share your culture with others.

Citizenship and Naturalization assistance. Citizenship information classes are offered to Soldiers and Family members who are preparing to become U.S. Citizens. For more information about Citizenship, contact ACS or visit the USCIS website.

### **Loan Closet**

### *How to Borrow*

Service members and Families wanting to borrow from the Loan Closet should bring a valid I.D. card and PCS orders. Those not in PCS status may borrow from the Loan Closet if there are sufficient items. However, priority is given to those who are PCSing. The Loan Closet is available from 9:00 am until 3:30 pm. Items are available on a first come, first served basis. All items must be returned by the due date. Extensions may be granted by the Program Manager on a case by case basis. For more information, call the ACS at 703-696-0156/3510.

### **Thrift Shop**

The Fort Myer Thrift Shop has a number of gently used items available for purchase. Items vary throughout the year and the selection of items is very diverse. The Thrift Shop is located at 142 Forrest Circle (between the Post Office and the stables). Hours of operation are Tuesday, Wednesday and Thursday from 10:00 am until 2:30 pm. The Thrift Shop is also open the first Saturday of every month from 10:00 am until 3:00 pm. While there are a number of thrift shops in the local area, all proceeds from the Fort Myer Thrift Shop go back into the community. For more information, call 703-527-0664.

## Loan Closet

### **Items Available**

Army Community Service has a well equipped Loan Closet containing basic household items available to Service members and Families in transition. Items may be borrowed for up to 30 days. Extensions may be granted on a case by case basis. Items available for loan include: Microwave ovens, dishes, coffee makers, Pots and Pans, vacuum cleaners, strollers, high chairs, car seats, flatware, etc.

We do not provide bed linens.

### **How to Borrow**

The ACS Loan Closet is open from 9:00 am until 3:30 pm, Monday through Friday, except on authorized Federal holidays. Items may be borrowed outside of the normal hours by contacting the Relocation Manager at 703-696-0156. Borrowers must have a valid ID card.

All items must be returned by the due date. If items are not returned, two attempts will be made to contact the borrower. If those attempts are unsuccessful, the chain of command will be contacted for assistance.

Loan Closet items are available to all military members (active and retired) and DOD civilians. However, priority is given to those members on permanent change of station (PCS) orders.

## Family Advocacy

### **General Program Description**

The Family Advocacy Program is the congressionally designated program responsible for the prevention of and response to child abuse, neglect and domestic abuse in military families. The Family Advocacy Program works in cooperation with civilian social service agencies, military and civilian medical providers, law enforcement, legal personnel, chaplains, and child and youth programs to provide a coordinated community response. The goal of the Family Advocacy Program is to promote the prevention, early identification, reporting and treatment of child and spouse abuse.

Program services vary by installation and generally include the following:

Public awareness campaigns, education and support for couples and parents

Parenting support at every age and stage, including New Parent Support Program home visits for expectant parents, new parents and families with young children

Safety planning, advocacy and support for domestic abuse victims

Clinical treatment for offenders and all affected family members as appropriate

### **Prevention, Education and Outreach**

Family Advocacy Program prevention, education and outreach services vary by installation and may be offered in coordination with military or civilian partners. Contact your installation Military and Family Support Center or Family Advocacy Program for local listings. Sample services include the following:

Education and skill-building training on topics including stress or anger management  
 Seminars on healthy relationships, couples communication or conflict resolution  
 Parenting support, including the New Parent Support Program, playgroups, educational workshops and opportunities for parents and families at every age and stage  
 Counseling or referrals to services tailored to meet specific family needs and schedules

### **Child Abuse and Neglect and Domestic Abuse Information and Reporting**

**Child abuse and neglect:** If you have concerns about a child's welfare or safety, whether at home or in the care of a Department of Defense child or youth program, find your local Family Advocacy Program under the Installation Contacts tab or contact any of the following:

[Military OneSource](#) (800-342-9647)

Local child protective services, your state's reporting hotline or Childhelp National Child Abuse Hotline at 800-4-A-CHILD (422-4453)

For concerns about child abuse or neglect in a DoD child or youth program or school, your installation Family Advocacy Program or the DoD Child Abuse and Safety Violation Hotline at 800-790-1197 in the United States or 571-372-5348 overseas (not a crisis line)

**Call 911 or law enforcement if you witness abuse or neglect or a child is in imminent danger.**

**Domestic abuse:** If you or someone you care about needs help, confidential support is available. Please contact the following for information, support and assistance:

Your installation Family Advocacy Program

[Military OneSource](#) (800-342-9647)

[National Domestic Violence Hotline](#) (800-799-7233)

[Americans Overseas Domestic Violence Crisis Center](#) (international toll-free at 866-USWOMEN)

**Call 911 or law enforcement if you witness domestic abuse or someone is in immediate danger.**

### **Domestic Abuse Reporting Options**

**Restricted report:** In most instances, domestic abuse victims may request a **restricted report**, which allows for confidential medical care, counseling, victim advocacy and support services, such as safety planning and legal assistance, without command notification or a law enforcement investigation. A victim must contact a medical care provider or Family Advocacy Program professional to request the restricted reporting option.

**Unrestricted report:** If a domestic abuse victim requests an **unrestricted report**, the sponsor's commander is promptly notified, law enforcement is involved and administrative action against the offender may be taken. The victim remains eligible for all victim advocacy services, including safety planning, legal assistance and specialized support. Contact military law enforcement or the Family Advocacy Program to make an unrestricted report. In an emergency, call 911.

### **Eligibility Requirements**

Family Advocacy Program services are available to service members and family members eligible for care in a military treatment facility. Intimate partners and others may qualify for limited support and referrals as appropriate. Contact your installation Family Advocacy Program for details.

## **Financial Assistance**

### **Cost of Living**

This area is 32.8% higher than the US average.

#### *Housing Costs*

The average cost of Housing for Northern Virginia/MD/DC is \$420,000, the median cost is \$518,000. Average rental costs for a 1 bedroom apt: \$860-\$1840.00; 2 bedrooms-\$1230-\$2320. Average Monthly utilities vary depending on the area in which you live, but below are some averages:

Electric \$60-\$150

Gas \$40-\$100

Water \$25-\$60

Trash \$15-\$35

Although housing in this area is expensive Fort Myer Housing Office has a rental partnership program with various properties offering Military personnel a discount.

In addition to housing costs, it is important to also consider the cost of commuting, childcare and other living expenses when establishing your budget or looking for housing. In this area, employees who choose to use public transportation can offset the cost of commuting by applying for a mass transit benefit subsidy of up to \$230 a month.

While moving to this area can be challenging to a budget, the good news is that your entertainment costs can be lower here than at most other locations. The area offers a number of free or low-cost events and activities in which you can participate.

### **Financial Readiness Program (FRP)**

The Financial Readiness Program (FRP) at ACS offers new car buying advice and assistance with consumer problems such as creditor disputes. Periodic classes are offered on subjects including: credit buying, checkbook management, money management, investing and other consumer topics.

The Financial Assistance portion of the program offers one-on-one confidential budget counseling, debt liquidation assistance /referral, and financial planning for long and short-term. The program can also offer emergency financial assistance for food, shelter or transportation.

### **Auto Insurance**

To purchase license plates or decals in Virginia, you must certify that the vehicle is covered by the minimum insurance requirements or pay the uninsured motor vehicle fee of \$500. Your insurance carrier must be authorized to conduct business in Virginia. Virginia requires the following minimum coverage:

Bodily injury/death of one person \$25,000  
 Bodily injury/death of two or more persons \$50,000  
 Property damage \$20,000

### **Emergencies**

If an emergency arises while you are in transit, contact the nearest military facility if possible and ask for relief society (e.g. Army Emergency Relief, Air Force Aid Society, Navy Marine Corps Relief Society). If you are not near a military installation, you should contact the American Red Cross at 1-877-272-7337.

Care should be taken when considering drawing an advance on your pay as this is a loan which will reduce your monthly pay. Start up costs for housing and other expenses are high in the area and you may need all available money without the burden of having to pay back the advance. You may consider contacting the Financial Readiness Program or Army Emergency Relief for assistance at 703-696-3510.

## **Emergency Assistance**

### **Planning for Emergencies**

No matter how well you plan a move, emergencies can still happen. Before you leave, make sure you have important documents with you, such as your orders, phone numbers for your new unit, and your sponsor's phone number, if applicable.

Emergency assistance and referrals are available at:

Army Emergency Relief, 703-696-8435 (Monday - Friday 7:30 a.m. - 4:00 p.m.)  
 Army Community Service, 703-696-3510 (Monday - Friday 7:30 a.m. - 4:00 p.m.)  
 Military One Source, 1-800-342-9647 (24/7)  
 American Red Cross

The American Red Cross (ARC) is always available to assist in emergency situations. For assistance, call toll-free: 1-877-272-7337 for emergency aid.

For the National Capital Region Red Cross Chapter, call 703-584-8400.

### *Financial Emergencies*

If you have a financial emergency, it is advisable to utilize the military's Army Emergency Relief (AER) program when possible. Financial assistance is usually provided in the form of a no-interest loan. Unfortunately, many local businesses offer "cash advance" services, but the fees and charges, when repaid, can be extremely expensive.

AER offers emergency financial assistance in the following categories:

Food, rent or utilities  
 Emergency transportation and vehicle repair

Funeral expenses

Medical/dental expenses

Personal needs when pay is delayed or stolen

#### *Eligibility*

Eligibility for AER includes the following: active duty military; members of the Army National Guard and the U.S. Army Reserve on continuous active duty for more than 30 days and their dependents (this applies to soldiers on AD for training (ADT) and serving under various sections of title 10, United States Code); Soldiers retired from active duty because of longevity or physical disability, or retired upon reaching age 60 (Reserve Components) and their dependents; Widows/widowers and orphans of soldiers who died while on active duty or after they retired.

#### *Medical Emergencies*

Fort Myer does not have an emergency room. Beneficiaries with a medical emergency should call 911 or go to the nearest civilian emergency room.

#### **Victim Advocate**

For emergencies please call 703-919-1611 (24 hr hotline number).

## Legal Assistance

### **Legal Services**

#### *Legal Assistance*

The Legal Assistance Division of the Office of the Staff Judge Advocate for the Military District of Washington is committed to providing quality legal assistance services to all active duty/activated Soldiers, military retirees, and Family members.

Services offered include: family law, wills and estate planning, tax law, landlord/ tenant matters, contract disputes, and consumer law. By regulation, attorneys are not authorized to provide representation in civilian courts. However, attorney referral lists are available as needed.

The office is open for walk-in Notary and Power of Attorney Services from 8:00 am until 4:00 pm, Monday through Friday. A consultation with a legal assistance attorney requires an appointment, which can be scheduled by phone on Friday mornings, beginning at 9:00 am, until all appointments for the following week are filled. To schedule an appointment, please call 703-696-0761. Please note that legal advice cannot be provided over the telephone.

#### *Household Goods Claims Services*

The Claims Division of the Staff Judge Advocate for the Military District of Washington investigates and settles claims against United States under the Military and Civilian Personnel Claims Act, Federal Tort Claims Act and Military Claims Act. The office also asserts and settles claims on behalf of the United States under the Federal Claims Collection Act, Federal Medical Care Recovery Act and Military and Civilian Personnel Claims Act.

The Claims office is open for walk-in service from 8:00 am until 1:00 pm, Monday-Friday (the office is closed on all holidays). Appointments are available from 1:00 pm until 3:30 pm. Requests for services at other times can be made by calling 703-696-0761.

## Deployment Support

### **Family Deployment Support**

If you will be leaving your family behind for any reason some of the things you will need to consider are:

Power of Attorney - this is important if a family member is left behind and has to do things in the name of the military member.

Family Care Plan - be sure to keep an up to date family care plan, with correct names and numbers of those that may have to care for your children.

Copies of Orders -leave extra copies of our order's with a family member.

Finances - make sure allotments, checkbooks, savings accounts, credit cards, bills etc. are accessible for family members.

Vehicles - up to date maintenance schedule, vehicle registration and insurance papers.

School Information - ensure that all school records are in order.

### **Deployment Support**

The Mobilization and Deployment Readiness Program provides Soldiers and emergency-essential civilians, their Families, Family Readiness Group Leaders, Commanders and Rear Detachment Commanders, First Sergeants, and activated Guard and Reserve Component (RC) forces the necessary training and resources to ensure mission readiness. Included are the tools for training and preparing for Stability and Support Operations (includes mass casualties, evacuation and natural disasters) and all phases of the Deployment Cycle: Pre-Deployment, Deployment and Post-Deployment. The materials are designed to support unit commanders in preparing service members, civilian employees, and their Families for ongoing military operations. Call the Mobilization and Deployment Readiness office at 703-696-3510 for more information and training & support options.

### **Hearts Apart Support Group**

Hearts Apart is a support group for spouses and Families of deployed military and civilian members and is designed to bring Families together that are experiencing the hardships of separation and deployment.

The Fort Myer Hearts Apart group meets on the second Thursday of each month from 6:00 – 8:00 PM at the Fort Myer ACS building. There are many other Hearts Apart groups in the National Capital Region supporting Families at various locations. Call ACS at 703-696-1229 to find the location nearest you.

### **Pre-Deployment Workshops**

Is your Soldier deploying soon? Do you know what to expect? Army Community Service, Deployment Readiness training is normally conducted the 2nd Monday of every month and is available to provide Soldiers, deploying civilian and Families information regarding:

*Pre-Deployment Training* – To provide Soldiers and Families an understanding of the pre-deployment process, and discuss the financial, legal, medical and practical preparation. Pre-Deployment checklists are provided. Resources and special programs are explained.

*Emotional Cycle of Deployment* – The emotional cycle of deployment and the 7 stages of deployment are explained. Coping strategies and resources for single Soldiers and Families are discussed.

*Deployment & Children Training* – Children's age groups and behaviors are discussed and materials are provided to help parents assist their children understand why the parent is going away. Expected behavior of children by age group and how parents can assist them is also discussed.

*Spouse Pre-Deployment Battlemind Training* – To provide information on changes that impact the lives and mindset of Soldiers and Families as a result of deployment.

### **Reunion & Reintegration Workshops**

Is your Soldier coming home soon? Do you know what to expect? Army Community Service, Deployment Cycle Support training is conducted the 3rd Monday of every month and is available to provide information to Soldiers, deploying civilians and Families regarding:

*Single Soldier Issues* – Whether you are a single or a married Soldier, a single-parent Soldier, a spouse, or a child, you will face certain stressors associated with reunion. Come learn some coping strategies and techniques.

*Couples Communication & Relationship Changes* – Do you know what to expect when you or your Soldier returns from a deployment? This class will provide Families with an understanding of the reunion process, transition in roles and relationships and the importance of communication.

*Spouses Post Deployment Battlemind Training* – Learn Battlemind skills that can increase your and your Family's resiliency throughout the deployment cycle.

*mTBI & PTSD Awareness* – Families of returning service members often wonder what to expect after their loved one comes home from a combat zone. They may ask what is "typical" and when should they become concerned. Training is covered to heighten Families' awareness of signs and symptoms and available resources.

### **Military Family Life Consultant Program**

The Military Family Life Consultant (MFLC) Program is an Army program designed to provide anonymous, confidential support to Soldiers and their Family members, especially those returning from deployments. Units or Individual Augmentees (IA) returning from deployment may request MFLCs through Army Community Service. This counseling program serves active duty and mobilized National Guard and Army Reserve Soldiers, civilians and their Families. The MFLC's role is:

To provide post deployment training, financial and informal consulting support to Soldiers and Families to supplement the services provided by the community.

To address reunion/reintegration concerns that warriors or Family members may have.

To liaison within military and local resources.

MFLCs keep no records and are available at a time and place designated by the unit or individual (no home visits).

Services are free and confidential. To speak directly to a Life Consultant call one of the following numbers:

Adult & Family MFLC: 703-946-3419  
 Child & Youth Behavioral MFLC: 571-294-3047  
 Financial MFLC: 410-707-1536 or 443-994-8150

## Contact Information

**DSN Dialing Instructions:** When dialing a DSN number from U.S. installation to U.S. installation, it is unnecessary to dial the 312 area code. When dialing a DSN number to/from overseas locations, the DSN area code must be included.

201 Custer Road  
 Bldg 201  
 Fort Myer, VA 22211-1199  
 Phone 703-696-2177  
 Phone (DSN) 312-426-2177  
 Fax 703-696-0159  
 Fax (DSN) 312-426-0159  
[Email](#) | [Website](#) | [Map](#)

### Automotive Services

Car Care Center (AAFES)- Firestone Complete Auto Care  
 452 Pershing Drive  
 Bldg 452  
 Fort Myer, VA 22211-1199  
 Phone 703-522-2584 / 703-522-2585  
 Phone (DSN) 312-426-2584  
 Fax 703-696-9243  
 Mon-Fri 6:30 am-6:00 pm  
 Sat 9:00 am-5:00 pm  
 Sun - closed  
[Website](#) | [Map](#)

### Beauty/Barber Shops

Barber Shop  
 104 McNair Road  
 Fort Myer, VA 22211  
 Phone 703-351-6569  
 Mon - Fri 8:30 am - 7:00 pm  
 Sat 8:00 am - 5:00 pm  
 Sun 8:00 am - 4:00 pm  
[Website](#) | [Map](#)

### Casualty Assistance Officer

Casualty Assistance Office  
 106 Custer Road  
 Bldg 202  
 Fort Myer, VA 22211  
 Phone 703-696-3237 / 703-696-3238 / After duty (Active Duty only) 301-807-2821  
 Fax 703-696-3236  
 Mon-Fri 8:00 am-4:00 pm  
[Email](#) | [Map](#)

### Chapels

Fort Myer Old Post Chapel

### Adult Education Centers

Army Education Center  
 239 Sheridan Avenue  
 Building 417  
 Fort Myer, VA 22211-1199  
 Phone 703-696-3070 / 703-696-1579  
 Phone (DSN) 312-426-1579/3195  
 Fax 703-696-0145  
 Fax (DSN) 312-426-0145  
 Mon-Fri 7:30 am - 4:00 pm  
 Sat and Sun - closed  
 Holidays - closed  
[Email](#) | [Website](#) | [Map](#)

### Barracks/Single Service Member Housing

Barracks/Single Service Member Housing  
 101 Bloxon Street  
 Building 205  
 Fort Myer, VA 22211-1199  
 Phone 703-696-3558 / 703-696-3557  
 Phone (DSN) 312-426-3558  
 Fax 703-696-8332  
 Mon - Fri 7:30 am - 4:30 pm  
 Sat and Sun - closed  
 Holidays - closed  
[Email](#) | [Website](#) | [Map](#)

### Beneficiary Counseling Assistance Coordinators

Health Benefits Advisor (HBA)  
 525 Carpenter Road  
 Building 525  
 Fort Myer, VA 22211  
 Phone 703-696-3452 / 703-696-7982  
 Phone (DSN) 312-426-3452/7982  
 Mon-Fri 7:30 a.m. - 3:30 p.m.  
 Closed every Wed 12:00 p.m. - 2:00 p.m.  
 Sat and Sun - closed  
[Website](#) | [Map](#)

### Chapels

Fort Myer Main Post Chapel  
 101 McNair Road  
 Building 480  
 Fort Myer, VA Fort Myer  
 Phone 703-696-3532 / 703-696-3533  
 Fax 703-696-0311  
 Mon-Fri 7:30 a.m. - 4:30 p.m.  
[Email](#) | [Website](#) | [Map](#)

### Child Development Centers

Child Development Center

204 Lee Avenue  
 Building 335  
 Fort Myer, VA 22211-1199  
 Phone 703-696-3129  
 Fax 312-426-3129  
 Hours of Operation vary  
 (Used for wedding and funeral ceremonies)  
[Website](#) | [Map](#)

### **Child and Youth Registration and Referral**

Child and Youth Services Registration  
 214 McNair Road  
 Building 407  
 Fort Myer, VA 22211-1199  
 Phone 703-696-4942 / 703-696-0313 Central Registration  
 Phone (DSN) 312-426-3095  
 Fax 703-696-3793  
 Mon-Fri 7:00 am-5:00 pm  
 Sat and Sun - closed  
 Holidays - closed  
[Email](#) | [Website](#) | [Map](#)

### **Commissary/Shoppette**

Fort Myer Commissary  
 523 Carpenter Road  
 Bldg 409  
 Fort Myer, VA 22211-1199  
 Phone 703-696-3674  
 Phone (DSN) 312-426-3674  
 Fax 703-696-6863  
 Fax (DSN) 312-426-6863  
 Sun 9:00 am -6:00 pm  
 Mon-Fri 8:30 am-7:30 pm  
 Sat 7:00 am-6:30 pm  
 Early Bird Hours:  
 Mon-Fri 7:00 am-8:30 am  
[Email](#) | [Website](#) | [Map](#)

### **Dental Clinics**

Andrew Rader US Army Dental Clinic  
 401 Carpenter Road  
 Building 525  
 Fort Myer, VA 22211  
 Phone 703-696-3460  
 Phone (DSN) 312-426-3460  
 Fax 703-696-0586  
 Mon - Fri 7:15 am - 4:00 pm  
[Website](#) | [Map](#)

### **EFMP - Enrollment**

Andrew Rader US Army Health Clinic - EFMP Enrollment  
 525 Carpenter Road  
 Fort Myer, VA 22211-1101  
 Phone 703-696-7965  
 Phone (DSN) 312-426-7965  
 Fax 703-696-3450  
 Mon-Fri 7:30 am - 4:00 pm  
 Sat and Sun - closed

102 Carpenter Road  
 Building 483  
 Fort Myer, VA 22211-1199  
 Phone 703-696-3095 / 703-696-0313 Central  
 Registration  
 Phone (DSN) 312-426-3095  
 Fax 703-696-3793  
 Mon-Fri 6:00 a.m. - 6:00 p.m.  
 Sat and Sun - closed  
 Holidays - closed  
[Email](#) | [Website](#) | [Map](#)

### **Civilian Personnel Office**

Civilian Personnel Office  
 5800 Putnam Rd.  
 Building 320  
 Fort Belvoir, VA 22060  
 Phone 703-704-3009  
 Phone (DSN) 312-654-3009  
 Mon-Fri 7:30 a.m.- 4:00 p.m.  
 Sat and Sun - closed  
[Email](#) | [Map](#)

### **Commissary/Shoppette**

Shoppette (AAFES)  
 441 Pershing Drive  
 Bldg. 441  
 Fort Myer, VA 22211-1199  
 Phone 703-696-9239  
[Website](#) | [Map](#)

### **Deployment/Mobilization**

Army Community Service -- Mobilization and  
 Deployment Program (Mob/Dep)  
 202 Custer Road, Bldg 201  
 Fort Myer, VA 22211  
 Phone 703-696-3510  
 Phone (DSN) 312-426-3510  
 Fax 703-696-1059  
 Fax (DSN) 312-426-1059  
 Mon- Fri 7:30 am - 4:00 pm  
 Sat and Sun - closed  
[Website](#) | [Map](#)

### **EFMP - Family Support**

Army Community Service -- EFMP Family Support  
 202 Cluster Road  
 Bldg 201  
 Fort Myer, VA 22211  
 Phone 703-696-8467 / 703-696-3510  
 Phone (DSN) 312-426-3510  
[Email](#) | [Website](#) | [Map](#)

[Email](#) | [Website](#) | [Map](#)

### **Emergency Relief Services**

Directorate of Emergency Services  
108 Sheridan Avenue  
Bldg 415  
Fort Myer, VA 22211  
Phone 703-696-3525 / 703-588-2800  
24 hour operations  
[Map](#)

### **Exchange(s)**

Fort Myer Army, Air Force Exchange Service (AAFES)  
450 McNair Road  
Bldg 450  
Fort Myer, VA 22211-1199  
Phone 703-522-4575  
Fax 703-525-2284  
Mon-Fri 9:00 am-8:00 pm  
Sat 9:00 am-7:00 pm  
Sun 10:00 am-6:00 pm  
[Website](#) | [Map](#)

### **Family Center**

Army Community Service  
202 Custer Road  
Bldg. 201  
Fort Myer, VA 22211-1199  
Phone 703-696-3510  
Phone (DSN) 312-426-3510  
Fax 703-696-0159  
Mon - Fri 7:30 a.m. - 4:00 p.m.  
Sat and Sun - closed  
Holidays - closed  
[Email](#) | [Website](#) | [Website](#) | [Map](#)

### **Financial Institutions**

Armed Forces Bank, N.A.  
Fort Myer - Main Branch  
108 McNair Road, Bldg. 451  
Fort Myer, VA 22211-0759  
Phone 571-308-5190 / PX Branch: 703-741-0959  
Fax 703-351-9038  
Fort Myer PX Branch:  
703-741-0959  
Open 7 days per week  
PX Branch:  
Mon-Fri 9:00 am-8:00 pm  
Sat 10:00 am-6:00 pm  
Sun 10:00 am-4:00 pm  
[Website](#) | [Map](#)

### **Hospitals/Medical Treatment Facility(s)**

Andrew Rader US Army Health Clinic  
525 Carpenter Road  
Fort Myer, VA 22211-1101

### **Emergency Relief Services**

Army Community Service --Army Emergency Relief (AER)  
202 Custer Road  
Bldg 201  
Fort Myer, VA 22211-1199  
Phone 703-696-3510  
Phone (DSN) 312-426-3510  
Fax 703-696-0159  
Mon - Fri 7:30 a.m. - 4:00 p.m.  
Sat and Sun - closed  
Holidays - closed  
[Email](#) | [Website](#) | [Map](#)

### **Family Advocacy Program**

Army Community Service -- Family Advocacy Program  
202 Custer Road  
Bldg. 201  
Fort Myer, VA 22211-1199  
Phone 703-696-3512 / 703-696-3510  
Phone (DSN) 312-426-3512  
Fax 703-696-1201  
Fax (DSN) 312-426-1200  
Mon - Fri 7:30 a.m. - 4:00 p.m.  
Sat and Sun - closed  
Holidays - closed  
[Email](#) | [Website](#) | [Map](#)

### **Finance Office**

Finance Office  
202 Custer Road  
Building 202  
Fort Myer, VA 22211  
Phone 703-696-3021 / 703-696-3522  
Phone (DSN) 312-426-3021  
Fax 703-696-1129  
Mon, Tues, Thurs and Fri, 7:30-11:00 am & 12:30-3:00 pm  
Wed, 7:30-11:00 am  
Sat, Sun and Federal Holidays – closed  
[Map](#)

### **Gymnasiums/Fitness Centers**

Fort Myer Fitness Center  
414 Sheridan Avenue  
Bldg 414  
Fort Myer, VA 22211-1199  
Phone 703-696-7868 / 703-696-7867  
Phone (DSN) 312-426-7868  
Fax 703-696-1042  
Mon-Fri 5:00 am - 8:00 pm  
Sat, Sun and Federal Holidays 9:00 am - 5:00 pm  
[Website](#) | [Map](#)

### **Household Goods/Transportation Office (inbound)**

Transportation Management Office (TMO)  
Henderson Hall HQMC  
1555 South Gate Road

Phone 703-696-3467  
 Phone (DSN) 312-426-3467  
 Fax 703-696-3450  
 Mon-Tue, Wed, Fri 7:30 am - 4:00  
 Thurs 7:30 am-3:00 pm  
 Sat and Sun - closed  
[Website](#) | [Map](#)

Bldg 29/ Rm 302  
 Arlington, VA 22214  
 Phone 703-614-7190 / 703-614-7191  
 Phone (DSN) 312-224-7190  
 Fax 703-614-7192  
 Mon - Fri 8:00 a.m. - 4:30 p.m.  
 Sat and Sun - closed  
[Map](#)

#### **Household Goods/Transportation Office (inbound)**

Joint Personal Property Shipping Office (JPPSOWA) Belvoir  
 9325 Gunston Road, Suite N110  
 Fort Belvoir, VA 22060  
 Phone 703 806-4900 / 1-800-762-7186  
 Phone (DSN) 312-656-4900  
 Fax 703-806-4877  
 Mon - Fri 8:00 a.m. - 4:30 p.m.  
 Sat and Sun - closed  
[Website](#) | [Website](#) | [Website](#) | [Map](#)

#### **Household Goods/Transportation Office (outbound)**

Transportation Management Office (TMO)  
 Henderson Hall HQMC  
 1555 South Gate Road  
 Bldg 29/ Rm 302  
 Arlington, VA 22214  
 Phone 703-614-7190 / 703-614-7191  
 Phone (DSN) 312-224-7190  
 Fax 703-614-7192  
 Mon - Fri 8:00 a.m. - 4:30 p.m.  
 Sat and Sun - closed  
[Map](#)

#### **Household Goods/Transportation Office (outbound)**

Joint Personal Property Shipping Office (JPPSOWA) Belvoir  
 9325 Gunston Road, Suite N110  
 Fort Belvoir, VA 22060  
 Phone 703 806-4900 / 1-800-762-7186  
 Phone (DSN) 312-656-4900  
 Fax 703-806-4877  
 Mon - Fri 8:00 a.m. - 4:30 p.m.  
 Sat and Sun - closed  
[Website](#) | [Website](#) | [Website](#) | [Map](#)

#### **Housing Office/Government Housing**

Executive Management Housing Directorate  
 101 Bloxon Street  
 Bldg. 205  
 Fort Myer, VA 2211-1199  
 Phone 703-696-3557 / 703-696-3558  
 Phone (DSN) 312-426-3557  
 Fax 703-696-8332  
 Mon - Fri 7:30 am - 4:00 pm  
 Sat and Sun - closed  
[Email](#) | [Website](#) | [Map](#)

#### **Housing Referral Office/Housing Privatization**

The Villages at Belvoir  
 5994 12th Street  
 Fort Belvoir, VA 22060  
 Phone 703-805-3019 / 703-781-0731  
 Mon - Fri 8:30 am - 5:30 pm  
 Sat and Sun - closed  
[Email](#) | [Website](#) | [Map](#)

#### **ID/CAC Card Processing**

ID/CAC Card Processing  
 202 Custer Road  
 Bldg 202  
 Fort Myer, VA 22211  
 Phone 703-696-3030  
 Phone (DSN) 312-426-3030  
 Fax 703-696-2580  
 Fax (DSN) 312-426-2580  
 Mon - Fri 8:00 am - 3:30 pm  
 Sat and Sun - closed  
[Website](#) | [Map](#)

#### **Information and Referral Services**

Army Community Service (ACS) - Information and Referral  
 202 Custer Road  
 Bldg 201  
 Fort Myer, VA 22211  
 Phone 703-696-2178 / 703-696-3510  
 Phone (DSN) 312-426-2178  
 Fax 703-696-0159  
 Mon - Fri 7:30 am - 4:00 pm  
 Sat and Sun - closed  
[Email](#) | [Website](#) | [Map](#)

#### **Legal Services/JAG**

Fort Myer Legal Assistance  
 203 Custer Road  
 Bldg. 201  
 Fort Myer, VA 22211  
 Phone 703-696-0761  
 Fax 703-696-2181  
 Mon - Fri 8:00 am - 4:00 pm  
 Sat and Sun - closed  
[Website](#) | [Map](#)

#### **Library**

JBMHH Library  
 229 Sheridan Avenue  
 Building 417, Room 120

#### **Loan Closet**

ACS Loan Closet  
 203 Custer Road  
 Bldg 201

Fort Myer, VA 22211-1199  
 Phone 703-696-3555  
 Phone (DSN) 312-426-3555  
 Fax 703-696-8587  
 Fax (DSN) 312-426-8587  
 Mon -Thurs 10:00 a.m. - 7:00 p.m.  
 Fri and Sat Closed  
 Sun 12:00 p.m. - 5:00 p.m.  
[Email](#) | [Website](#) | [Map](#)

### **MWR (Morale Welfare and Recreation)**

Morale, Welfare, & Recreation  
 102 Custer Road, Building 203  
 Fort Myer, VA 22211  
 Phone 703-696-3305/06  
 Phone (DSN) 312-426-3305/3306  
 Mon - Fri 8:00 a.m. - 5:00 p.m.  
 Sat and Sun - closed  
 Holidays - closed  
[Website](#) | [Map](#)

### **New Parent Support Program**

Army Community Service - New Parent Support Program  
 202 Custer Road  
 Bldg 201  
 Fort Myer, VA 22211  
 Phone 703-696-6368/3510  
 Phone (DSN) 312-426-6368  
 Fax 703-696-1201  
 Fax (DSN) 312-426-1201  
 Mon - Fri 7:30 am - 4:00 pm  
 Sat and Sun - closed  
[Email](#) | [Website](#) | [Map](#)

### **Personal Financial Management Services**

ACS Financial Readiness Program (FRP)  
 202 Custer Road  
 Bldg. 201  
 Fort Myer, VA 22211-1199  
 Phone 703-696-3510 / 703-696-0163  
 Phone (DSN) 312-426-3510/0163  
 Fax 703-696-0159  
 Mon - Fri 7:30 a.m. - 4:00 p.m.  
 Sat and Sun - closed  
 Holidays - closed  
[Email](#) | [Website](#) | [Map](#)

### **Restaurants/Fast Food**

Fort Myer Officers' Club  
 214 Jackson Avenue  
 Bldg 214  
 Fort Myer, VA 22211-1199  
 Phone 703-524-7000  
 Tue - Sat 9:00 am - 5:00 pm  
[Website](#) | [Map](#)

### **School Age Care**

School Age Services (SAS)

Fort Myer, VA 22211-1199  
 Phone 703-696-3510 / 703-696-0153  
 Phone (DSN) 312-426-3510/0026  
 Fax 703-696-0159  
 Fax (DSN) 312-426-0159  
 Mon - Fri 8:00 a.m. - 3:30 p.m.  
 Sat and Sun - closed  
 Holidays - closed  
[Email](#) | [Website](#) | [Website](#) | [Map](#)

### **Military Clothing Sales**

Clothing Sales  
 106 Stewart Road, Bldg 313  
 Fort Myer, VA 22211  
 Phone 703-696-3515  
 Phone (DSN) 312-426-3515  
 Fax 703-696-7197  
 Fax (DSN) 312-426-7197  
 Mon - Fri 7:30 am - 6:00 pm  
 Sat 9:00 am - 4:30 pm  
 Sun - closed  
[Website](#) | [Map](#)

### **Non-appropriated Funds (NAF) Human Resources**

NAF Human Resources  
 2530 Crystal Drive  
 Suite # 8044A  
 Arlington, VA 22202  
 Phone 703-545-1238  
 Phone (DSN) 312-865-1238  
 Fax 703-607-3129  
 Mon - Fri 8:00 am - 4:00 pm  
 Sat and Sun - closed  
 Holidays - closed  
[Email](#) | [Map](#)

### **Personnel Support Office**

Personnel Support Office  
 202 Custer Road  
 Building 202  
 Fort Myer, VA 22211  
 Phone 703-696-3695 / 703-696-0343  
 Phone (DSN) 312-426-3695  
 Fax 703-696-8898  
 Mon-Fri 8:00 a.m. - 4:00 p.m.  
 Sat, Sun and Federal Holidays – closed  
[Map](#)

### **Retirement Services**

Military Personnel Division (MPD)  
 202 Custer Road  
 Bldg. 202  
 Fort Myer, VA 22211  
 Phone 703-696-5948  
 Phone (DSN) 312-426-0973  
 Fax 703-696-3352  
 Mon - Fri 7:30 a.m. - 4:00 p.m.  
 Sat and Sun - closed  
 Holidays - closed  
[Website](#) | [Website](#) | [Map](#)

### **School Liaison Office/Community Schools**

School Liaison Officer (SLO) Program

102 Carpenter Road  
 Building 483  
 Fort Myer, VA 22211-1199  
 Phone 703-696-3712 / 703-696-3728  
 Phone (DSN) 312-426-3712/3728  
 Fax 703-696-0529  
 Mon - Fri 6:00 a.m. - 6:00 p.m.  
 Sat and Sun - closed  
 Holidays - closed  
[Website](#) | [Map](#)

### Spouse Education, Training and Careers

Army Community Service - Employment Readiness Program (ERP)  
 202 Custer Road  
 Building 201  
 Fort Myer, VA 22211  
 Phone 703-696-3510 / 703-696-3047  
 Phone (DSN) 312-426-3510  
 Fax 703-696-0159  
 Mon - Fri 7:30 am - 4:00 pm  
 Sat and Sun - closed  
[Email](#) | [Website](#) | [Map](#)

### Transition Assistance Program

Military Personnel Division (MPD)  
 202 Custer Road  
 Bldg. 202  
 Fort Myer, VA 22211  
 Phone 703-696-5948  
 Phone (DSN) 312-426-0973  
 Fax 703-696-3352  
 Mon - Fri 7:30 a.m. - 4:00 p.m.  
 Sat and Sun - closed  
 Holidays - closed  
[Website](#) | [Website](#) | [Map](#)

### Veterinary Services

Vet Clinic  
 101 Jackson Avenue  
 Building 239  
 Fort Myer, VA 22211  
 Phone 703-696-3604  
 Phone (DSN) 312-426-3604  
 Fax 703-696-0464  
 Fax (DSN) 312-426-0464  
 Mon - Fri 8:00 am - 3:30 pm  
 Closed for lunch from 12:00-1:00  
 Sat and Sun - closed  
 Holidays - closed  
 Last business day of the month - closed  
[Map](#)

### Women, Infants, and Children (WIC & WIC-O)

Women Infants and Children (WIC) Program  
 Dept of Human Services  
 2100 Washington Blvd, 2nd floor  
 Arlington, VA 22204  
 Phone 703-228-1260  
 Mon 8:00 a.m. - 7:00 p.m.  
 Tue-Thurs 8:00 a.m. - 5:00 p.m.  
 Fri 8:00 a.m. - 12:00 p.m.  
 Sat and Sun - closed

214 McNair Road  
 Bldg. 407  
 Fort Myer, VA 22211  
 Phone 703-696-3817  
 Phone (DSN) 312-426-3817  
 Fax 703-696-8585  
 Mon - Fri 7:00 a.m. - 4:00 p.m.  
 Sat and Sun - closed  
 Holidays - closed  
[Email](#) | [Website](#) | [Website](#) | [Map](#)

### Temporary Lodging/Billeting

Wainwright Hall  
 318 Jackson Ave.  
 Building 50  
 Fort Myer, VA 22211-1199  
 Phone 703-696-3576 / 703-696-3577  
 Phone (DSN) 312-426-3576  
 Fax 703-696-3490  
 24 hours a day  
[Website](#) | [Map](#)

### VA Facilities

VA Facility  
 Washington DC Regional Office  
 1722 I Street N.W.  
 Washington , DC 20421  
 Phone 1-800-827-1000  
[Website](#) | [Map](#)

### Victim Advocate Services

Army Community Service - Victim Advocacy Program/SAPR  
 102 Custer Road  
 Building 203  
 Fort Myer, VA 22211  
 Phone 703-696-8463/6611/6367 / 703-919-1611 (24 hr hotline number)  
 Phone (DSN) 312-426-8463  
 Fax 703-696-8309  
 Mon - Fri 7:30 am - 4:00 pm  
 Sat and Sun - closed  
[Email](#) | [Website](#) | [Map](#)

### Youth Programs/Centers

Youth and School Age Services (YS)  
 102 Carpenter Road  
 Bldg. 483  
 Fort Myer, VA 22211-1199  
 Phone 703-696-3712 / 703-696-3724  
 Phone (DSN) 312-426-3712/3728  
 Fax 703-696-0529  
 Mon - Fri 6:00 a.m. - 6:00 p.m.  
 Sat and Sun - closed

Holidays - closed  
[Website](#) | [Map](#)

[Website](#) | [Map](#)

## Major Units

### **E COMPANY, 4/3 Infantry Division (The Old Guard)**

Contact Information:

CQ

COM: 703-696-2174

DSN: 312-426-2098

Website: <http://www.army.mil/oldguard>

### **289th MILITARY POLICE COMPANY, 4/3 Infantry Division (The Old Guard)**

Contact Information:

Training room

COM: 703-696-3617

COM: 703-696-3618

DSN: 312-426-3617

Website: <http://www.army.mil/oldguard>

### **C COMPANY, 1/3 Infantry Division, (The Old Guard)**

Contact Information:

CQ

COM: 703-696-3040

DSN: 312-426-3040

Training Room

COM: 703-696-3631/3632 DSN: 312-426-3631/3632

Website: <http://www.army.mil/oldguard>

### **D COMPANY, 1/3 Infantry Division, (The Old Guard)**

Contact Information:

CQ

COM: 703-696-0693

DSN: 312-426-0693

Training Room

COM: 703-696-0301

DSN: 312-426-0301

Website: <http://www.army.mil/oldguard>

### **HHC, 4/3 Infantry Division (The Old Guard)**

Contact Information:

CQ

COM: 703-696-3018

DSN: 312-426-3018

Training Room

COM: 703-696-3388

DSN: 312-426-3388

Website: <http://www.army.mil/oldguard>

### **HQ US ARMY GARRISON**

Contact Information:

HQ USA

COM: 703-696-3650

DSN: 312-426-3650

HQ Operations

COM: 703-696-8470

DSN: 312-426-8470

S1

COM: 703-696-8875

DSN: 312-426-8875

### **HHC, REGIMENT (The Old Guard)**

Contact Information:

CQ  
COM: 703-696-5931  
DSN: 312-426-5931  
Training Room  
COM: 703-696-8607  
DSN; 312-426-8607  
Website: <http://www.army.mil/oldguard>

**3d INFANTRY, REGIMENT (The Old Guard)**

Contact Information:

Staff Duty  
COM: 703-696-3003  
DSN: 312-426-3003  
S1: 703-696-2795  
Website: <http://www.army.mil/oldguard>

**B COMPANY, 1/3 Infantry Division (The Old Guard)**

Contact Information:

CQ  
COM: 703-696-3364  
DSN: 312-426-3364  
Training Room  
COM: 703-696-3037  
DSN: 312-426-3037  
Website: <http://www.army.mil/oldguard>

**Andrew Rader Health Clinic**

Contact Information:

Senior Enlisted Advisor  
COM: 703-696-3447  
DSN: 312-426-3447

**Caisson (The Old Guard)**

Contact Information:

COM: 703-696-3354

**HHC, 1/3 Infantry Division (The Old Guard)**

Contact Information:

CQ  
COM: 703-696-3354  
DSN: 312-426-3354  
Training Room  
COM: 703-696-4898  
DSN: 312-426-4898  
Website: <http://www.army.mil/oldguard>

**529th RSC, 4/3 Infantry Division (The Old Guard)**

Contact Information:

Supply Room  
COM: 703-696-4756  
DSN: 312-426-4756  
Training Room:  
COM: 703-696-1246  
DSN: 312-426-1246  
Website: <http://www.army.mil/oldguard>

**A COMPANY, 4/3 Infantry Division (The Old Guard)**

Contact Information:

CQ  
COM: 202-685-2828  
DSN: 312-426-2828  
Training Room  
COM: 202-685-2054  
DSN: 312-426-2054

Website: <http://www.army.mil/oldguard>

**THE UNITED STATES ARMY BAND**

Contact Information:

Operations

COM: 703-696-3647

DSN: 312-426-3647

Website: <http://www.usarmyband.com>

**H COMPANY, 1/3 Infantry Division (The Old Guard)**

Contact Information:

CQ

COM: 703-696-3172

DSN: 312-426-3172

Training Room

COM: 703-696-0542

DSN: 321-426-0542

Website: <http://www.army.mil/oldguard>