

INPROCESSING

The first contact military personnel and Families make at a new duty station sets the tone for the tour that follows. Joint Base Myer-Henderson Hall (JBM-HH) personnel recognize this and seek to smooth the transition in numerous ways. Here under “Inprocessing,” is a set of services you may need right away. An all-inclusive list of services available follows this section. See the center of this guide for maps of JBM-HH and the Washington, D.C., and Northern Virginia communities.

Soldier In-Processing

JBM-HH Army Personnel and Finance In-Processing is held daily from 8 to 11:15 a.m. in Building 230, Room 117, Fort Myer.

The installation level in-processing program -- also known as “Start Right” -- is held every Thursday from 11:15 a.m. to 3:30 p.m. in Building 230, Room 117.

On Thursdays, all of the JBM-HH community programs are presented to Soldiers and Family members. To save time and frustration, personnel new to the JBM-HH community and Pentagon agencies -- including military personnel and Family members -- should attend this program that brings together in-processing services, legal assistance, child and youth services and TRICARE.

Attendance at “Start Right” is not mandatory for general officers, colonels in command and equivalent command sergeants major per local command policy. Colonels not in command and below are required to attend “Start Right.” Newly assigned Soldiers should attend “Start Right” on the first Thursday after their arrival.

Soldiers are required to turn in military personnel, medical and dental records, Permanent Change of Station (PCS) orders, Duty Memorandum and DA Form 31 (Leave Form signed by their incoming agency). The proper uniform is BDU, ACU or Class B uniform during in-processing. For more information, call 703-696-0343.

Marine In-Processing

New-join personnel should report to Henderson Hall Consolidated Administrative Center, Building 29, during work hours or with the Officer of the Day in Building 25, Keith Hall Barracks, after work hours.

A “Welcome Aboard Orientation” is mandatory for personnel O-3 and below. Family members are welcome and civilian attire is recommended. Child care is available upon request. There is a free District of Columbia tour at 12:30 p.m., and the orientation, held at the Marine Club, Henderson Hall, is from 8 to 11 a.m.

Call 703-614-7202 and see www.mccsHH.com.

Army Civilian Newcomers Orientation

A “Newcomers Orientation” specifically for **Army** civilian employees is held the second Wednesday of each month from 8 a.m. to 3 p.m. in Fort Myer’s Education Center, Building 218, Room 218. This one-day orientation introduces new civilian employees to the JBM-HH community and provides information on the JBM-HH mission, functions, current policies and procedures. Additionally, it introduces key support staff and outlines programs and available resources. Both appropriated and non-appropriated employees are welcome. The afternoon concludes with a windshield tour of JBM-HH. For more information and to sign up for the orientation, call 703-696-3520.

Household items to get you started

The Army Community Service Lending Closet, Building 201, Fort Myer, and the Marine Corps Community Services Lending Locker, Building 12, Henderson Hall, provide temporary loan of household items to Permanent Change of Station (PCS) Families -- arriving or departing personnel -- who are without their household items.

The Lending Closet offers basic essentials such as pots and pans, dishes, irons, sleeping mats, folding tables, chairs and baby items. Linens are not provided.

The Lending Locker has futons, pots and pans, ironing boards and irons, coffee makers, plates with silverware, alarm clocks and vacuum cleaners.

These items are available to active duty military members and their Families; be sure to bring your military or Family member ID card to check out items.

For more information, call 703-614-7202 or 703-614-7200 at Henderson Hall for the Lending Locker; call 703-696-3510 at Fort Myer for the Lending Closet.

Exceptional Family Member Program – Fort Myer

If you have Family members with special medical or educational needs, the Exceptional Family Member Program (EFMP) can help you find medical, educational and special recreational services.

An advocate for any age, from newborns to grandparents, the program will also help you with any questions about your child’s individual educational plan.

For more information, call 703-696-3510/ 8467.

Exceptional Family Member Program – Henderson Hall

The Exceptional Family Member Program (EFMP) provides assistance to military Families with special needs. An exceptional Family member can be a child, spouse or a

dependent parent who requires medical or educational services due to a physical, intellectual or emotional need.

Examples of a special need include allergies, asthma, autism, attention deficit disorder, cerebral palsy, dyslexia and depression. Enrollment in EFMP is mandatory and structured to assign Marines to installations where their exceptional Family member can receive needed care. The EFMP manager provides assistance with medical and educational resources, advocacy, workshops, respite care and family support groups.

For more information, call 703-614-7200/7201.

Cody Child Development Center

Child and Youth Services (CYS) have options for meeting child care needs. The Cody Child Development Center - Fort Myer's Building 483 -- provides educational programs to enhance and support children's physical, social, emotional and intellectual development and provides full-day developmentally appropriate programs for children 6 weeks to five years old. It is provided Monday through Friday, 5:30 a.m. to 6:30 p.m. Hourly care is designed to provide intermittent, short-term care for children six weeks to four years old. Children must be registered before using the program.

For more information call 703-696-3095.

Temporary Lodging

There is temporary lodging at Fort Myer's Wainwright Hall - Intercontinental Hotels Group - open 24 hours, seven days a week. Phone them at 703-696-3576/3577, DSN 426-3576/3577. Web site: www.IHG.com. Also, see the Marine Corps Community Services Web page for "Relocation" at www.mccshh.com.

Barracks

Unmarried personnel, staff sergeant (E-6) and above are not required to live in the barracks and are not required to obtain approval to live off post. Single personnel in the rank of E-5 and below are required to live in the barracks. Single personnel who are unable to be housed or who request to live off post, must obtain an exception to policy approved and signed by the Joint Base Myer-Henderson Hall commander through the chain of command. Once approved, the Housing Management Office will issue a certificate of non-availability to start BAH. The service member is responsible for submitting paperwork to finance/PAC for processing. Call 703-696-3557/3558/3559 or visit the JBM-HH Housing Office, Building 416, Fort Myer.

JBM-HH is a part of the Department of Defense Automated Housing Referral Network - www.ahrn.com, a Web-based service that allows relocating military Families to find available housing (rental or purchase) in their new location before they move. An integral part of the military's permanent change of station process, AHRN facilitates home finding at any time of day from anywhere in the world -- 24/7.

Household Goods Transit

The Joint Personal Property Shipping Office – Washington Area (JPPSOWA), is one of nine JPPSOs serving Department of Defense. It is a jointly-staffed organization assigned to the U.S. Military District of Washington in the District of Columbia.

Located in Building 1466, Gunston Road, Fort Belvoir, the office mission is to provide consolidated traffic management services for shipment, receipt and storage of personal property for service members and DoD civilians moving into, within and out of the District of Columbia, eight independent cities and 24 counties in Virginia, nine counties in West Virginia and three counties in Maryland.

JPPSOWA's hours of operation are 8 a.m. to 4:30 p.m. Monday through Friday. The office can be contacted at 703-806-4900; however, the Automated Voice Response Unit can be reached 24 hours a day at 703-806-4900, to check on inbound, outbound and non-temporary storage shipments. The office also uses beepers to alert personnel of shipment arrivals and a Web page through which much of the interaction with JPPSOWA can be completed.

Regardless of branch of service, service members may contact any of the following processing offices to arrange shipment of household goods:

Fort Belvoir, Virginia
Building 1466
703-806-4900
DSN 656-4900
800- 766-7686

The Pentagon, Arlington, Virginia
Room 1A872
703-697-2337

Bolling Air Force Base, Washington, D.C.
202-767-8888

Joint Base Andrews Naval Air Facility-Washington
Prince George's County, Maryland
301-981-4451/7547

Navy-Anacostia, Washington, D.C.
202-433-3561

Marine Corps Base Quantico, Quantico, Virginia
703-784-2831

Sugar Grove, West Virginia
304-249-6370

Henderson Hall, Arlington, Virginia
703-614-7190/7091

Fort Meade, Maryland
301-677-9639

Identification Cards

ID cards for military personnel, Family members and civilian employees can be obtained at one of the ID card sections in the National Capital Region. The ID card sections also handle DEERS enrollment for Family members. Soldiers in the rank of E4 and below who lose their ID cards are required to obtain a counseling statement from their commander prior to visiting the ID card facility for a replacement ID card.

All customers age 21 and older are required to have two forms of identification in their possession upon arrival at the ID card facility in order to receive an ID card. ID must consist of two photo IDs or one photo ID and a non-photo ID. Valid photo and non-photo IDs consist of a state driver's license, passports or any other government ID, social security card, birth certificate or voter's registration card.

Full time students over age 21 must have a letter from the university registrar's office or the student online clearinghouse showing their expected graduation date.

Family members need to obtain DD Form 1172 from the ID card office, have it signed by the sponsor and notarized or signed by a verifying office. Family members who are not enrolled in DEERS should be enrolled by their sponsors. Sponsors are required to bring in proof of relationship for all dependents they wish to enroll. These documents may include birth certificates, marriage certificates, court documents, etc. Documentation needed is based on the relationship of the dependent to the sponsor.

* The **Fort Myer ID Card Facility** is located at 106 Custer Road, Building 202, Room B19. Operations are Monday through Friday from 8 a.m. to 3:30 p.m. Call them at 703-696-3030.

* A smaller, two-station **ID card section** is at **Henderson Hall**, Building 29, Room 300. Call 703-693-7152 for more information.

The following are additional National Capital Region ID card issue facilities:

- * **Anacostia Annex, Naval Air Station, D.C. - 202-433-4012**
- * **Andrews Air Force Base, Maryland - 301-981-2277**
- * **Bethesda Naval Hospital, Maryland - 301-295-0103**
- * **Bolling Air Force Base, D.C. - 202-404-3281**
- * **Fort Belvoir, Virginia -- 703-805-3341**

- * Fort Meade, Maryland - 301-677-7818
- * Pentagon -- 703-697-4110
- * Quantico Marine Corps Base, Virginia -- 703-784-2758/2750/2759
- * Dahlgren, Virginia (Navy) -- 540-653-7372
- * Crystal City, Arlington, Virginia - 703-602-0349
- * Washington Navy Yard, D.C. - 202-433-3506
- * Walter Reed Army Medical Center, D.C. - 202-782-7758/5187

Vehicle and Weapons Registration

Privately owned vehicles operated on military installations must be registered with the provost marshal within 72 hours after arrival. Bring your valid state vehicle registration card, valid driver's license, valid proof of insurance and government ID card to one of the vehicle registration offices.

To register at Fort Myer, go to the Building 415 registration desk in the Provost Marshal's Office weekdays from 8:30 a.m. to 4:15 p.m. Call them at 703-696-8968 for more information.

The Fort McNair vehicle registration office is in the police station in the basement of Building 32. This office is open Monday through Friday, 8:30 a.m. to 4:30 p.m. Call them at 202-685-3139 for more information.

Successful completion of a Motorcycle Safety Foundation Course is required to register a motorcycle. Evidence of course completion from other areas will be accepted. Telephone the JBM-HH Safety Office at 703-696-6996 for training class availability and more information.

Military installations require registration of privately owned weapons within 72 hours of bringing them onto the installation. For information on weapon registration at JBM-HH and Fort McNair, Washington, D.C., call 703-696-3525.

On Post Housing

Limited on-post housing for military Families is available at Forts Myer and McNair.

The Executive Management & Housing Directorate

In Fort Myer's Building 416, first floor, staff are available to assist with on-post housing.

Director: 703-696-1147

Administrative Office: 703-696-1152

Family Housing Service Order Desk: 703-696-2623

Under current policy, military personnel of any service may apply for housing at any Army post in the National Capital Region. For other on-post housing assistance, please contact Fort Belvoir, Virginia, at 703-454-9700 or Fort Meade, Maryland, at 410-672-4570.

Off-Post Housing

Off-Post Housing is also available through the Rental Partnership Program (RPP), formerly known as the "Set Aside" program. Under this program, apartments are available at reduced rent with no security deposits, no credit check, no application fee and no minimum income requirement. The service member agrees to pay the rent through payroll allotment and signs a one-year lease. To apply for family housing, obtain off-post housing listings or find out more about the Rental Partnership Program, visit or call the Executive Management and Housing Directorate, Building 416, Fort Myer, at 703-696-3557/3558/3559.

Check out Marine Corps Community Services' Relocation Assistance Program, Henderson Hall, at www.mccshh.com or call 703-614-7202 Monday through Friday, 7:30 a.m. to 4:30 p.m.