

Detroit Arsenal Teammates:

Here we are at the last day of August 2020, and the team and I thought it might be time to provide you with the installation services information again. We are gearing up again for change of season, back to school, fiscal year end, and we wanted to make sure you have info you need at your fingertips as we move in to fall. SPOILER ALERT: Our Starbucks is still closed, so there is no pumpkin spice on post. I feel confident there is an equal divide amongst you all, some who find this be good news and some who will find it bad.

As a reminder The Detroit Arsenal is at Phase I and HPCON Charlie and you are required to wear a cloth face covering when away from your workstation and if you cannot maintain six feet of distance from another person. This applies to traveling in vehicles together as well. Please be vigilant to protect yourself, those around you, and our mission.

UPDATED SERVICE IMPACT:

Detroit Arsenal Passport Office:

Passport applications that do not require a Visa can only be accepted 45-60 days prior to departure date.

Passport and Visa: will be submitted no earlier than 120 days and no later than 80 days prior to departure date.

1. Scheduled appointments ONLY. Please NO WALK-INS. To schedule an appointment, please email usarmy.detroit.ccdc-gvsc.mbx.passports-and-oconus-travel@mail.mil or call 586-282-8888.
2. Our office is located at 6501 E. Eleven Mile Road, Detroit Arsenal, MI in the lobby of Bldg. 200A, GVSC. When you arrive for your appointment, please wait in the lobby area and call 586-282-8888. Someone will come out to greet you.

***** Face Masks Are Required*****

3. Once your appointment is scheduled with a Passport Agent, please email the following documents ENCRYPTED to usarmy.detroit.ccdc-gvsc.mbx.passports-and-oconus-travel@mail.mil for review:
A. Travel Orders processed within the DTS System, itinerary and a fully executed DD1610 or PCS/TCS orders
B. Passport Forms: DS 11 for New or DS-82 for Renewal (from <https://Travel.State.Gov>) must be typed and filled in correctly, handwritten corrections cannot be accepted. The form comes in UNSIGNED. Ensure there is a bar code in the upper left and bottom right corner of the application.

SERVICE APPOINTMENTS RECAP:

902ND DETROIT FIELD OFFICE: Email: usarmy.detroit.902-mi-grp.list.308th-detroit-fo@mail.mil or if this is an emergency, please contact 902d Operations at 913-684-7866.

ARMY COMMUNITY SERVICE: 8 a.m. to 4 p.m. Please call 586-282-0489 or visit our website.
<https://home.army.mil/detroit/index.php/my-fort/all-services/armed-forces-commu>

ARMY EMERGENCY RELIEF FUND: Call Ms. Gwen McCarthy, AER Officer at: (586) 282-0480 Email: gwendoyne.a.mccarthy.civ@mail.mil with any question pertaining to AER or Financial Planning.

CPAC: Please contact your servicing HR Specialist. If you don't know the name of your servicing specialist, please contact 586-282-3901.

MILITARY ONESOURCE: <https://www.militaryonesource.mil/>

CUSTODIAL: 7:30 a.m. to 4 p.m. weekdays. To report any deficiencies please call 282-6679.

EMPLOYEE ASSISTANCE CENTER/ARMY SUBSTANCE ABUSE PROGRAM: Please call 586-282-6808 and speak with Billy J. Hallmark Jr, the Employee Assistance Program Manager.

FITNESS CENTER: The fitness center is closed to civilians and will not reopen until we enter Phase III (HPCON Alpha). We are currently at Phase I (HPCON Charlie). Only Active Duty military members and our first responders have access to the fitness area to meet their mission requirements

GARRISON EEO OFFICE: Points of Contact are: Mike Rouser, EEO Specialist, (586)282-9658, Michael.a.rouser.civ@mail.mil or Melissa Kleehammer, EEO Officer, (586)282-8354, Melissa.m.kleehammer.civ@mail.mil

GARRISON EMERGENCY OPERATIONS CENTER: please call 586-282-2773, or email USARMY Detroit Arsenal IMCOM Central Mailbox Garrison-Operations.

ID/DEERS OFFICES: Use the on-line scheduler: <https://icdo.dmdc.osd.mil/idco> . Other inquiries, please call 586-282-8074.

INSPECTOR GENERAL: Phone: 586-282-6254 | Email: usarmy.detroit.tacom.mbx.lcmc-ig@mail.mil or fill out a DA 1559 and mail to:
U.S. Army Tank-automotive and Armaments Command AMTA-IG, MS 411
6501 E. 11 Mile Road
Detroit Arsenal, MI 48397-5000

LEISURE TRAVEL SERVICES: Please call 586-282-8800 for assistance. More information is available on their website at: <https://detroit.armymwr.com/>

LEGAL OFFICE: Please call the AMC Legal Center - Detroit Arsenal at 586-282-5493/5970

LRC DETROIT PERSONAL PROPERTY PROCESSING OFFICE: Please call 586-282-9625.

MAT & FRAME SHOP: Orders can be placed through the following email: USARMY.Detroit.IMCOM-central.MBX.MWR-Matting-and-Framing@Mail.Mil

SHARP HOTLINE: Local hotline (313) 269-0199 | Safe Helpline, (anonymous) (877) 995-5247 | <http://www.safehelpline.org/> both of these options are available 24/7.

TACOM COVID MICROSITE: There are a lot of resources available on the TACOM COVID19 microsite: <https://tacom.army.mil/covid19>. This includes the handouts that lay out our plans for each of the phases, and other useful links.

Sincerely,

Carrie Mead
Acting Garrison Manager
U.S. Army Garrison - Detroit Arsenal