

DEPARTMENT OF THE ARMY
HEADQUARTERS, OPERATIONS GROUP
NATIONAL TRAINING CENTER AND FORT IRWIN
FORT IRWIN, CA 92310-5017



14 June 2019



Dear Operations Group Soldier:

Welcome and congratulations on your selection to serve in Operations Group at the National Training Center and Fort Irwin. We look forward to your arrival. You will find your assignment extremely rewarding, you will help prepare our Army and develop yourself as well.

We know that you will find your experience here both professionally and personally rewarding. Operations Group is an exceptional unit with a proud lineage. Our motto, "Train the Force" is more than just a phrase. Indeed, Operations Group has stood as the trainers who have supported units preparing to deploy and act in the defense of freedom around the world. From the edge of the Goldstone NASA complex to the edge of Death Valley, this group of talented professionals prepares countless units to stand tall when the American People call our military to defend our freedom and way of life. For a glimpse into what exactly we do here at the National Training Center, click [here](#).

Additionally, you will serve in one of the most unique locations in the United States Army. The High Desert offers a myriad of enjoyable historic, recreation, and travel opportunities. We enjoy a superb garrison community support base with a variety of organizations for the education, health, and entertainment of our families. We are located at a crossroad within a 2 ½ hour drive from Las Vegas, Los Angeles, San Diego and many other exciting destinations. While we have a very busy schedule when in rotation, when we do have our time off it is exactly that....time off. This includes an opportunity leave period every summer and winter.

If you have any questions concerning your assignment or your move, please contact the Operations Group S1 at (760) 380-4275 or email the Operations Group S1, Mr. David B. Aboytes at david.b.aboytes.civ@mail.mil and we will ensure you and your Family have a sponsor to help you transition. We wish you safe travels and look forward to meeting you and your Family soon. Train the Force!

QUENTIN FENDERSON
CSM, USA
Command Sergeant Major

MICHAEL J. SIMMERING
COL, AR
Commanding



Hello and Welcome,

Hello, I am SFC Alejandro Perez, the Operations Group Total Army Sponsorship Program (TASP) Coordinator and I want to provide you with some information to help you get started and about your new duty station.

Fort Irwin is located approximately 37 miles northeast of Barstow California, midway between Las Vegas, Nevada and Los Angeles, California. Click [here](#) to see exactly where we're located.

You can find just about everything you'll need located on our [Fort Irwin Homepage](#) and even current happenings on our [Facebook](#) page! But first things first, take a quick minute to watch this short [video](#) which may answer some questions before you even get started!

Below you will find additional arrival information and commonly searched links. Once again, welcome and we'll see you soon!

SFC Perez, Alejandro
S1 NCOIC
Operations Group, NTC
Office: 760-380-4536
Email: alejandro.perez.mil@mail.mil

The NTC Mobile App is Here

Download Our New Mobile App For Free!



NTC Mobile App Features:

- Community Calendar
- Important Phone Numbers
- Notifications
- Hours of Operation
- Resource Guide & More...



Help us make the app even better!
Leave an ICE Comment!



<https://ice.disa.mil/>



Stay informed on events and latest happenings all in the palm of your hand. Download the new NTC Mobile app from your mobile app store today! Receive notifications during inclement weather, road closures and the latest updates on post-wide events.

Driving Directions

Arriving by POV from the Ontario/Los Angeles area:

Take the I-15 North and exit on Fort Irwin Road. Turn left and drive for approximately 31 miles to the main gate. Once you come through the gate, continue straight to Langford Road (1st Light). Take a left on Langford Lake Road, continue straight until you reach E Ave (past one Stop Sign only) Turn right onto E Ave, Turn into Parking Lot next to Clothing Sales. The NTC & Ft. Irwin Replacement Detachment is the building next to Starbucks. Bldg. 109.

From the Las Vegas area:

Take the I-15 South, exit Fort Irwin Road. Turn right and drive for approximately 31 miles to the main gate. Once you come through the gate, continue straight to Langford Lake Road (1st Light). Take a left on Langford Lake Road, continue straight until you reach E Ave. (past one Stop Sign only) Turn right onto E Ave, Turn into Parking Lot next to Clothing Sales. The NTC & Ft. Irwin Replacement Detachment is the building next to Starbucks. Bldg. 109.

Airport Information

Arriving by Air – The nearest airports are located in Ontario, CA (120 miles), Los Angeles, CA (175 miles) and Las Vegas, NV (180 miles). You can call the Replacement Detachment prior to your arrival to obtain detailed information about the best mode of transportation between servicing airports and Fort Irwin. You can contact AG Replacement at 760-380-4747/3006 or DSN 312-470-4747/3006.

Soldiers arriving to [Ontario Airport, CA](#) must take a taxi to the Claremont Greyhound Station and from there take the Greyhound Bus to the Barstow Greyhound Station. Most of the airport taxis DO NOT accept credit cards so be prepared to pay with cash. The average cost for a one way-trip is \$25 - \$30. Once you arrive to the Barstow Greyhound Terminal, call the NTC and Fort Irwin Replacement detachment and they will pick you up. Remember to retain your receipts for Finance.

Soldiers arriving to [Los Angeles Airport, CA \(LAX\)](#) must take the taxi to the Los Angeles Greyhound Bus Terminal and then take the Greyhound to Barstow. Upon arrival to the Barstow Greyhound Station, contact the NTC & Ft. Irwin Replacement detachment for pick-up and transportation to Fort Irwin.

Soldiers arriving to [Las Vegas, NV \(LAS\) Airport](#) must take the taxi to the Las Vegas Greyhound Bus Terminal and then take the Greyhound to Barstow, CA. Upon arrival to the Barstow Greyhound Station, contact the NTC & Ft. Irwin Replacement detachment for pick-up and transportation to Fort Irwin.

[Greyhound Bus Schedule](#)

Claremont Greyhound Bus Terminal:

888 S. Indian Hills Blvd
Claremont, CA 91711
Main Phone #: (909) 624-4564

Los Angeles Greyhound Bus Terminal:

1716 E. 7th Street
Los Angeles, CA 90021
Main Phone #: (213) 629-8401

Las Vegas Greyhound Bus Terminal:

200 S. Main Street
Las Vegas, NV 89101
Main Phone #: (702) 384-9561

TAXI SERVICE FROM ONTARIO, LAS VEGAS AND LOS ANGELES AIRPORTS TO BARSTOW AND IRWIN WILL NOT BE REIMBURSED. REIMBURSEMENT IS LIMITED TO COST EFFECTIVE TRANSPORTATION (BUS) AS STATED ABOVE.

On-Post Lodging

[The Landmark Inn](#) (760) 386-4040 is located on the installation and is the only hotel within 35 miles of Fort Irwin. The Landmark has a total of 180 rooms including suites and handicap rooms. All rooms include a refrigerator, microwave, coffee maker, and free wireless internet access. The hotel has a 24 hour business center with two computers and a printer for guest use. There is a guest laundry facility that is open 24 hours a day and the newly renovated courtyard has a large BBQ area, sound system and a playground for children. For indoor relaxation, they offer a large living room area off the main lobby with intimate seating and a 52" plasma television, with a full satellite package and DVD player.

Lodging will be paid out-of-pocket. After the first 10 days a claim can be filed for the Temporary Lodging Entitlement reimbursement. After 10 days the BAH will be your only allowance received for lodging.

Billeting:

Unaccompanied E-5 and below will stay in barracks provided by the NTC & Ft. Irwin Replacement Detachment until they complete the five day in-processing. It is highly recommended that SSGs and above, and/or accompanied Soldiers make temporary housing arrangements as soon as PCS orders are received or prior to departing their losing unit. The Landmark Inn is the only on-post lodging facility and can be reached at 760-386-4040.

Temporary Lodging Expense Information

Please click [here](#) to answer all of your TLE questions

The Villages at Fort Irwin Housing Office

Housing Office
4553 Tippecanoe
Fort Irwin, CA 92310
Housing Assistance: 888-419-6499
Office Hours: Mon-Fri, 8am – 5pm



HELPFUL TIPS

- Upon receipt of order create application in Defense Personal Property System (DPS) on www.move.mil
- Come in for counseling- not required but available, Bldg 105 Reception Campus
- Flexibility -
When possible, shift PCS moves out of the "peak of the peak" (Memorial Day to 4th of July) to mitigate industry capacity issues
- Communication – Key
- Confirmed Moving Dates – Your dates are not confirmed until shipments have been awarded to the Transportation Service Provider (TSP)

If you have not heard from a TSP 15 days prior to your requested pack/pickup dates:

- Contact Household Goods Customer Contact Center (HHG CCC) at 855-444-6683
- Personal Property Processing Office (PPPO) Bldg 105 Reception Campus

For additional information contact

On the day of your move: If you have any issues or concerns - Notify the Personal Property Processing Office (PPPO) (760)380-3823, (760)380-3824 or Logistics Readiness Center (LRC) (760) 380-3412. **After duty hours: (760)380-3823**



FORT IRWIN DENTAL CLINIC COMMAND

The National Training Center

In-Processing

SM needs:
Copy Of Orders
Dental Record
In-processing Checklist
Unit Assigned to

Out-Processing (PCS or ETS?)

PCS:

SM needs: **Hand-Carry**
Copy of Orders
Out-Processing Checklist

ETS:

SM needs: **Notify Dental Clinic 7 Days Prior**
Copy of Orders
Out-Processing Checklist

If a SM will be out-processing someone on behalf of another SM they will need:

*Copy of orders

*Memo stating that SM is allowed to out-process them and obtain their dental record

*Memo needs to have both SM's name (**Soldier out-processing and Soldier out-processing on behalf of that Soldier**).

3



FORT IRWIN DENTAL CLINIC COMMAND

The National Training Center

For additional information contact:

COMMAND TEAM

COL Elliott Bermudez - DCC Commander
(760) 383-5730
SFC Doralee Cardalda – Senior Enlisted Leader
(760) 383-5713

SHUTTLEWORTH DENTAL CLINIC

MAJ Douglas N. Waterman – Clinic OIC
(760) 380-9201
SSG Porsha S. Bell – Clinic NCOIC
(760) 380-4606

4

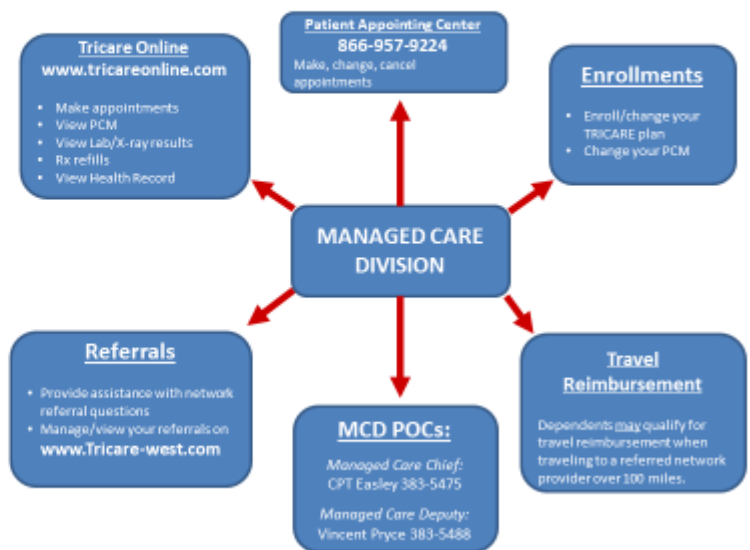


Medical In-processing

- Education on FICA Medical Capabilities
- Medical Threat Brief
- Behavioral Health Brief
- Readiness Requirements
 - PHA, Immunizations, Vision, Hearing
- TRICARE Enrollment – PCM Assignment
- Hospital Tours – 1st Wed at 1030
 - Key areas, resource overview, Oasis Cafe

Medical Out-processing

- Overdue Readiness requirements
 - PHA, Immunizations, Vision, Hearing
- EFMP screening
- Records transfer



PAWS & CLAWS KENNEL

- Reservations are accepted up to 3 months in advance of arrival date
- Requirements:
 - Proof of vaccinations:
 - Dogs: Rabies, DHP-P, Bordetella (within 1 year), Negative Fecal Flotation (6mos)
 - Cat Vaccinations: Rabies, FVRCP, Negative Fecal Flotation (6mos)
 - Pets must be registered with the Fort Irwin Veterinary Facility prior to boarding
 - PCS families can register with the Veterinarian by calling (760) 380-3025 or email fortirwinvtf@gmail.com
- Daily Rates:
 - Large Dog >50lbs \$18
 - Medium Dog <50lbs \$16
 - Small Dog <15lbs & Cats \$14
- If Paws and Claws is at capacity, the Landmark Inn will require a statement of non availability for your pet. This will allow the hotel to accommodate your pet while PCSing.

For additional information and Reservations contact:

(760) 380-7387 or go to <https://irwin.armymwr.com>
 Bldg. 978 Critter Pathway, Fort Irwin, CA 92310
 Monday-Friday 0800-1700



OUTDOOR RECREATIONAL VEHICLE (RV) PARK

The National Training Center

- The RV Park is at capacity and currently has no vacancies. When in "Full Status", any patron requesting to utilize the RV Park will be placed on a wait list for the next available space.
- The RV park is currently under renovation adding 37 new pull-through RV camping sites, renovating 22 existing pads adding a comfort station and a propane filling station
- Projected project completion date is July 2019
- Current RV Park rates:
 - Monthly: \$500-\$600
 - Daily: \$25-\$32
 - Services include water and sewer hookups, as well as 20/30/50 amp power receptacles; each space has a table and a grill
- Outgoing patrons are requested to contact the Outdoor Recreation Center as soon as PCS notification has been issued in order to reserve the space for the next person on the wait list.

For additional information contact:

Outdoor Recreation at (760)380-4327 or go to <https://irwin.armymwr.com>
Bldg. 4100, Goldstone Rd, Fort Irwin, CA 92310
Tuesday-Saturday 1000-1800



EXCEPTIONAL FAMILIES SERVICES

The National Training Center

- An Exceptional Family Member (EFM) is defined as any DEERs eligible family member (adult or child) who requires more support than normally provided by a family practitioner in an outpatient clinic setting, or receives any special education services. REMINDER: the EFMP program is a **mandatory enrollment** program. If a military member has an EFM, the following information will be helpful prior to arrival at Fort Irwin:
- Based on the EFM's needs, Fort Irwin can accommodate most family members, however; if the required services are not available on Post, the EFM will be referred to an off-post facility or in some cases, reassigned to another installation. Therefore; **before** accepting a duty assignment, it is **very important** for the military member to check with the Exceptional Family Member Program (EFMP) at Weed Army Community Hospital - (760) 383-5271, and the EFMP at Army Community Services (ACS) - (760) 380-3698, to ensure that the special needs of their family member can be met.
- The Medical EFMP at Weed Army Community Hospital performs all initial and continuing medical and educational enrollments/dis-enrollments, updates, medical reviews/summaries and provides information on medical and educational services available in the region (**DA Form 2792** will need to be completed by sponsor and a physician for initial enrollment)
- When In-Processing or requesting overseas screening, Weed Army Community Hospital will require:
 - **DA Form 5888** (required to provide personnel support by validating family member deployment screening and gaining command data to assist in making an assignment decision) and
 - **DA Form 7246** (required to obtain information to evaluate and document the special education and medical needs of the family member).



EXCEPTIONAL FAMILIES SERVICES

The National Training Center

- The Army Community Service (ACS) Exceptional Family Member Program (EFMP) provides a comprehensive, coordinated, multi-agency approach for community support, housing, education, respite care, personal services and serves as an advocate for families with special needs
- When In-Processing and Out-Processing, Army Community Services will require:
 - **DA Form 7415**, must be completed by the service member with the ACS EFMP.
 - During **In-Processing**, this information is used by the ACS EFMP to maintain contact and provide information for training, prevention, activities, additional referrals, etc.
 - For **Out-Processing**, the information is sent to the gaining installation's ACS EFMP for tracking, referencing and record management upon the arrival of the family member(s)
- If you are in need of any special accommodations, i.e. housing, please contact the ACS EFMP Manager at 760-380-3698.
- Everyone **enrolled** in the EFMP is required to clear in BLDG 111, Room 108 prior to PCS **AND** clear through the EFMP at Weed Army Community Hospital. This will ensure continuity of services for the service member's EFM family member.

For additional information contact:

Weed Army Community Hospital - (760) 383-5271
 Bldg. 390, N Loop Rd, Fort Irwin, CA 92310
<https://efmp.amedd.army.mil/>

ACS Exceptional Family Member Program, 760-380-3690
 Bldg. 111 Langford Lake Road, Fort Irwin, CA 92310
<https://irwin.armymwr.com/programs/army-community-service>

9



ARMY COMMUNITY SERVICE LOAN CLOSET

The National Training Center

- ALL In Bound Service or Family members 18 years or older can obtain temporary household goods on a limited bases at Army Community Service (ACS), 111 Langford Lake Road, Fort Irwin CA 92310. Patrons must have their PCS orders upon arrival to the facility, however no appointment is required.
- All Outbound personnel are required to clear/turn in items prior to clearing.

For additional information contact:

Army Community Service (760) 380-3776
 Information and referral (760) 3803776

10



CHILD & YOUTH SERVICES (CYS)

The National Training Center

Prior to Arrival at Fort Irwin

- **Childcare Waitlist:** Register on Military Child Care (MCC) <http://militarychildcare.com/> to place your child on the waitlist for Part-Day/ Full Day/Before and After School programs and Family Child Care (FCC) providers.
 - Waitlist placement priority is based on the sponsor's eligibility status and the initial registration date on MCC.com.
 - Waitlist placement priority may change if a sponsor with a higher eligibility status registers on MCC.com regardless of the initial registration date.
 - Sponsor must complete the Request for Care section on MCC.com.
 - Sponsor should revalidate their Request for Care monthly on MCC.com. Failure to revalidate results in losing Waitlist placement.
- **Request Registration Information:** Email CYS at usarmy.irwin.imcom.mbx.dfmwr-cyss-webtac@mail.mil to request registration information and documents needed to begin the registration process, including the CYS Registration Checklist
- **Global Data Transfer:** Ask the Parent Central Services staff at your losing garrison if they can electronically transfer your Families' basic information to your gaining garrison via Global Data Transfer for Household
- **Webtrac and MWR Website:** To find out what is available in Youth Sports and Fitness, Instructional Programs, Special Events and Youth Programs, please visit Fort Irwin Webtrac: <https://webtrac.mwr.army.mil/webtrac/irwincyms.html> and the Fort Irwin MWR website: <https://irwin.armymwr.com/>.

11



CHILD & YOUTH SERVICES (CYS)

The National Training Center

After Arrival at Fort Irwin

- **CYS Registration and Program Enrollment:**

- Visit Parent Central Services in Building 21, Langford Lake Road to register in Fort Irwin CYS and enroll in individual programs such as the Child Development Center, School Age Center, etc.
- Request a CYS Registration Checklist to assist you through the registration process

- **Registration Requirements:** Provide the following documents and registration requirements
 - Proof of Family's Eligibility-Legal Guardianship papers, Sponsor/Spouse Military ID card, DOD Common Access Card (CAC), Leave and Earning Statement (LES)
 - Proof of Income for all working members of the household
 - Two (2) Local Emergency Release Designees (no further than 1 hour from Fort Irwin)
 - Child Health Assessment/ Sports Physical (Due within 30 days of registration)
 - Child's Official Shot Records for children 5 years and younger or Homeschooled children
 - Deployment Orders (if applicable)
 - Family Care Plan for Dual/Single Military-(Due within 30 days of registration)

For additional information contact:

Parent Central Services: (760)380-2270/2257

12



SCHOOL REGISTRATION

The National Training Center

Registration Process

- All registration forms are located on the Silver Valley Unified school district site: www.silvervalley.k12.ca.us.
- Please follow the Parent tab, click on 2018-2019 Registration information and complete the following forms:
 - Request for all records form
 - Student Enrollment form
 - Student Emergency form
 - Meal Application form
- SVUSD Centralized Enrollment dates will be on July 23-24 at Tiefert View Intermediate School. Times TBD.
- Enrollment forms will be available on the SVUSD site and in my office.

For additional information contact:

Fort Irwin School Liaison Officer (SLO)

Bldg. 21 Langford Lake Rd.
(760) 380-6880
Pamela.L.murray6.naf@mail.mil
Office hours: M-F 0730-1630

Silver Valley Unified School District

35320 Daggett- Yermo Rd.
Yermo, CA 92398
☎ (760) 254-2916
www.silvervalley.k12.ca.us

13



DEPARTMENT OF HUMAN RESOURCES

The National Training Center

REASSIGNMENTS

- HRC (Human Resources Command) officially putting Soldier on assignment is the trigger to start the orders process
 - RFO (Request for Orders) for Officers or coming out on the CAP cycle through EDAS for Enlisted Soldiers
- **DHR Reassignments** will notify affected Soldiers to attend Levy briefing on scheduled date; it is imperative that the Soldier attends scheduled briefing or ASAP thereafter (**Soldiers CANNOT attend briefing until notified by DHR Reassignments Section**)
 - Briefings are held every Tuesday, 0815 Bldg 109 (AG Repl) allocate at least 2 hrs
 - To receive PCS Orders, all required paperwork discussed during Levy Briefing must be filled out correctly and completely, orders will not be generated until Soldier has fulfilled this requirement
- Immediately upon receipt of orders, Soldiers needs to provide Michaels Housing with a copy and anticipated move out date
- Contact Passport Office if traveling Overseas with dependents
- Contact the Transportation office to schedule an appointment as soon as orders are received (This will be done through the move.mil website AND submit copy of orders to Bldg 105)

15



SCHOOL REGISTRATION

The National Training Center

Fort Irwin Schools

General Colin L. Powell State Preschool

Site Supervisor: Janette Rivera

☎ (760) 386-7940 Ext. 200

Lewis Elementary School (LES)

Grades Transitional Kindergarten – 2nd

Principal: Taryn Lamoreaux

☎ (760) 386-7940 Ext. 200 or (760) 386-1900

Tiefert View Intermediate School (TVIS)

Grades 3-5

Principal: Aubrey Zucco

☎ (760) 386-7940 Ext. 200

(760) 386-3123

Fort Irwin Middle School (FIMS)

Grades 6-8

Principal: Megan McIntosh

☎ (760) 386-1133

Silver Valley High School (SVHS)

Grades 8-12

Principal: Michael Sullivan

☎ (760) 254-2963

Alternative Education Center

Principal: Michael Cox

☎ (760) 254-2715

14



DEPARTMENT OF HUMAN RESOURCES

The National Training Center

REASSIGNMENTS

- HRC (Human Resources Command) officially putting Soldier on assignment is the trigger to start the orders process
 - RFO (Request for Orders) for Officers or coming out on the CAP cycle through EDAS for Enlisted Soldiers
- **DHR Reassignments** will notify affected Soldiers to attend Levy briefing on scheduled date; it is imperative that the Soldier attends scheduled briefing or ASAP thereafter (**Soldiers CANNOT attend briefing until notified by DHR Reassignments Section**)
 - Briefings are held every Tuesday, 0815 Bldg 109 (AG Repl) allocate at least 2 hrs
 - To receive PCS Orders, all required paperwork discussed during Levy Briefing must be filled out correctly and completely, orders will not be generated until Soldier has fulfilled this requirement
- Immediately upon receipt of orders, Soldiers needs to provide Michaels Housing with a copy and anticipated move out date
- Contact Passport Office if traveling Overseas with dependents
- Contact the Transportation office to schedule an appointment as soon as orders are received (This will be done through the move.mil website AND submit copy of orders to Bldg 105)

15



DEPARTMENT OF HUMAN RESOURCES

The National Training Center

- The clearing process starts 10 working days prior to the beginning of your PCS leave
 - Soldiers need approved leave form, including a control number in order to pick up clearing papers
 - Soldiers need a sponsor in order to get clearing papers (**All 5 sections of DA5434 must be completed**)
- Final out date will be scheduled based upon your final housing inspection/barracks inspection, you must be in uniform

NEWCOMERS BRIEFING - The Installation Newcomers Briefings are held every Friday beginning at 0750 in Bldg 109, Langford Lake Road. SPOUSES ARE HIGHLY ENCOURAGED TO ATTEND

For additional information contact:

Kimikka Davis Kimikka.m.davis.civ@mail.mil
(760) 380-3105
(Supervisor, DHR Reassignments/Passports/Deployments)

15



GOVERNMENT TRAVEL CREDIT CARD

The National Training Center

In July 2014 HQDA mandated that all individuals with a Government Travel Charge Card (GTCC) to use the card for all official relocation expenses to include transportation, lodging, meals temporary quarters subsistence expense, and house hunting approved expenses. Upon notification of PCS, individuals who possess a GTCC will contact their unit DTA/APC to update and/or activate their GTCC.

GOOD USE



- GTCC is to pay for official travel expenses ONLY.
- Cash withdrawals are authorized from ATM.
- Keep your receipts for all transactions made on GTCC
- File travel voucher within five days of completed trip or every 30 days if on continuous travel
- **Split disbursement** is mandatory when submitting vouchers
- Failure to pay your bill in a timely manner can result in card suspension or cancellation
- Immediately report a lost/stolen card to Citibank and Agency Program Coordinator (APC)

BAD USE



- Use of travel card for personal use
- Allowing your monthly bill to become past due
- Waiting for billing statement to file travel claim
- Writing PIN on your card

PCS-OUT BEST PRACTICES



- PCS-OUT travelers must attend FINANCE briefing to receive entitlements form prior to out-processing DTA/APC
- Unit DTA/APC will turn on the GTCC and set credit limit to amount estimated by FINANCE on the PCS Entitlements form
- Ensure traveler acknowledges receipt of the policy and instructions to ensure proper use of GTCC
- Traveler must turn in the Citibank Account Transfer memo to the APC during in-processing at new duty station
- Unit DTA will place traveler in "Mission Critical" Status not to exceed 10 Days from report date

Mission critical status is defined as travel performed by DoD personnel under competent orders and performing duties that through no fault of their own would preclude prompt payment of their travel charge card bill. APCs, at any level, can place cardholders in this category only when they determine that the individual's will be unable to file travel claims through any means and therefore unable to maintain timely travel charge card payments. Travel orders or amendments will specify the period in which mission critical travel will apply. Accounts will be placed in a status whereby they will not become suspended, and no late payment fees will accrue.

For additional information contact:

POC: David Garcia at david.garcia24.civ@mail.mil or (760) 380-6943

17



NON APPROPRIATED FUNDS (NAF) JOBS

The National Training Center

Before or After Arrival at Fort Irwin

All available NAF and APF positions are posted on <https://www.usajobs.gov/>

A Resume is required when applying for NAF Jobs in USAJobs

Optional: The below items are accepted and may be needed to support a qualification

- DD Form 214 – Military Service
- OF-306 – Declaration of Federal Service
- DA 3434, Licenses and Certifications – Prior or current NAF employee
- SF-50 – Prior or current APF employee
- Transcript

Contracted Instructors:

- **Child and Youth Services (CYS):** If you have a special skill and want to teach children to earn extra money, contact Instructional Programs at (760) 380-7751.
- **Family Child Care (FCC):** If you want to earn money, use our resources, training and set your own hours, become a FCC provider-call (760) 380-2267.
- **Morale, Welfare and Recreation (MWR):** If you have a special skill and want to teach adults to earn extra money, contact Sports and Fitness at (760) 380-1987 or Recreation at (760) 380-5977.
- **Home Based Business (HBB):** To register and obtain a HBB permit, contact MWR at (760) 380-4784. Web based businesses are exempt. Applications and information can be found at <https://irwin.armymwr.com/programs/commercial-solicitation>



For additional information contact:

NAF Human Resources Office: (760) 380-6227

APF Human Resources Office: (760) 380-5641

18



MOVE IN PROCEDURES

The National Training Center

- As an active-duty service member, you can apply as soon as you receive Official Orders of assignment to Fort Irwin. When you're ready:
 - Please contact our leasing office with any questions you may have at (760) 386-4663 and one of our leasing specialists will be happy to assist you in your transition or you can visit our website at www.villagesatfortirwin.com.
 - Our hours are Monday – Friday, 7:30 AM – 4:30 PM (**closed from 12:00-1:00PM for lunch**), On Thursdays, We open at 9:00 AM.
 - Review the Housing Qualifications and compile necessary documentation.
 - These documents include: Official Orders, current DEERs (DD1172 or print out from AKO) and Current LES showing BAH.
 - Download and complete the Military Application Form.
 - Email the documents required by the Family Housing Qualifications and completed Military Application Form to The Villages at Fort Irwin Property Manager at: villagesatirwin@tmo.com and we will respond within 24 business hours.
- Housing Requirements: You must be an active duty service member assigned or attached to Fort Irwin. Service members must have a minimum of six months remaining at Fort Irwin in order to apply.
 - Rent for family housing is equal to the Service Member's Basic Allowance for Housing (BAH) at the 'with dependent' rate and must have eligible dependents listed on DEERS.
 - Rent for Geographical or Bona Fide Bachelor is equal to the Service Member's BAH at the "without dependent" rate.
 - Rent for Dual Military or Roommates (if approved via ETP) is equal to the BAH for the higher ranking service member BAH at the "With Dependent" rate.

19



MOVE IN PROCEDURES

The National Training Center

- *In case you didn't know...*
 - *you can select a home **before** you arrive to Fort Irwin!*
- Once you have signed out on leave from your current duty station, (signed DA-31 in Box 14 A, B and C), please email your leasing specialist a copy of the leave form. We will then forward you the list of available homes to select from, **prior** to your arrival.
 - We ask that you let us know your top 2 selections as soon as possible, in case your first selection is taken. Be sure to select a home that will be available to your arrival date.
 - Bedroom Qualification: number of bedrooms is based solely on the number of eligible dependent listed on DEERS. Same Gender share up to age 9, separate gender up to age 5.
 - Village designations are determined by installation Garrison Commander and based on rank.
 - You can visit our website for layouts and our Facebook page for examples of what our homes look like inside, under photo albums. www.facebook.com/theVillagesatFortIrwin
 - Please note that all assignments could be subject to cancellation or modification due to circumstances beyond The Villages at Fort Irwin's control.
 - Depending on our housing availability, there may be a wait until you are able to move in, we suggest making lodging arrangements until we can move you into your new home. On-post lodging is available at Landmark Inn (760) 386-4040 or On-Base Suites (855) 879-7970.

20



MOVE IN PROCEDURES

The National Training Center

- On move in day, you will need to have the following documentation in order to receive keys to your new home:
 - Official Orders, current DEERs (DD1172 or print out from AKO), proof of renters insurance, and Current LES.
 - Your first month's rent is due at move in but will not be deposited until the 1st of the following month.
 - Up to two pets per home with a \$250.00 deposit per pet. Breed restrictions apply. Please review our pet addendum for breed restriction details.
 - If you have a pet, your pet deposit is due on the day of move in. You will need to provide proof of registration with the vet on post and a picture of your pet.
 - We highly encourage all residents to watch the video, titled "Protect Your Family From Lead Exposure," prior to signing a new lease.
- We will walk you thru your home and ensure there are no issues we need to address immediately.
 - You will have ten (10) Business days to return with any discrepancies you may have discovered after the time of accepting your home.
- We will also schedule a 90 Day Post Move In Visit. A maintenance technician will accompany your leasing specialist to address any issues, and make follow up appointments.

Important Reminder: If the service member cannot be present, the spouse must have a Power of Attorney(POA)

21



National Training Center and Fort Irwin, California

The National Training Center

