



Joint Base Lewis McChord Installation Reception Center Welcome Packet





AMERICA'S FIRST CORPS WELCOME LETTER

Welcome to Joint Base Lewis-McChord! As one of the newest members of America's First Corps, we want to emphasize the values that are paramount to our success: people, mission, installation, and modernization.

People are our most important resource. Each one of you brings unique skills, experiences, and perspectives that contribute to the strength and effectiveness of the military. We value each member of our team and recognize the power of collaboration that will occur with our partners across the Indo-Pacific region.

Readiness to deploy is crucial to the I Corps mission. The Indo-Pacific region faces diverse challenges that demand our constant vigilance and preparedness. Through rigorous training, continuous improvement, and modernization, we ensure that we are always ready to respond swiftly and effectively to any situation. Our focus on readiness strengthens our ability to protect and defend our nation.

We encourage you to engage with the local communities, forge lasting connections, and contribute to the well-being of our region. By immersing yourselves in the Pacific Northwest, you will not only enhance your military experience but also cultivate a sense of belonging in this location. Take time to get settled in the community while you are at reception.

We are honored to have you as part of our team. Together, we will face challenges head-on and triumph in our mission to serve and protect.

Courage!



REPORTING TO JBLM FROM SEA-TAC INSTRUCTIONS

IF ARRIVING FROM SEA-TAC YOU MAY USE THE FOLLOWING OPTIONS:

- SEATAC AIRPORT TAXI (FLAT RATE): 206-475-6760 OR 306-584-2621
- SEATAC AIRPORT SHUTTLE (LARGE FAMILIES): 800-962-3579
- UBER: DOWNLOAD THE APP & COORDINATE PERSONAL TRAVEL
- LYFT: DOWNLOAD THE APP & COORDINATE PERSONAL TRAVEL
- JBLM FAST FRYE: FACEBOOK GROUP RUN BY JBLM SPOUSES THAT PROVIDE TRANSPORTATION SERVICES
- ADDITIONAL LISTINGS OF TRANSPORTATION SERVICES CAN BE FOUND AT THE USO LOCATED AT LEVEL 3 CHECKPOINT 3 WITHIN THE SEA-TAC AIRPORT

- **PLEASE MAINTAIN ALL TRANSPORTATION RECEIPTS**

- **TRAVEL EXPENSES ARE REIMBURSED DURING "DAY-2" FINANCE IN-PROCESSING**

ONCE ARRIVED AT JBLM, SCAN THE QR CODE FOR THE RECEPTION CENTER ADDRESS:



IF YOU UTILIZED A RIDE SHARE SERVICE WITH RESTRICTED ACCESS TO JBLM, TRANSPORTATION FROM ANY GATE TO THE RECEPTION CENTER CAN BE COORDINATED BY CALLING THE GO-TRANSIT SHUTTLE SERVICE AT 253-477-3717 OR BY SCANNING THE FOLLOWING QR CODE BELOW:

IF GO-TRANSIT IS NOT IMMEDIATELY AVAILABLE, PLEASE CONTACT THE RECEPTION CENTER AT 253-967-7004

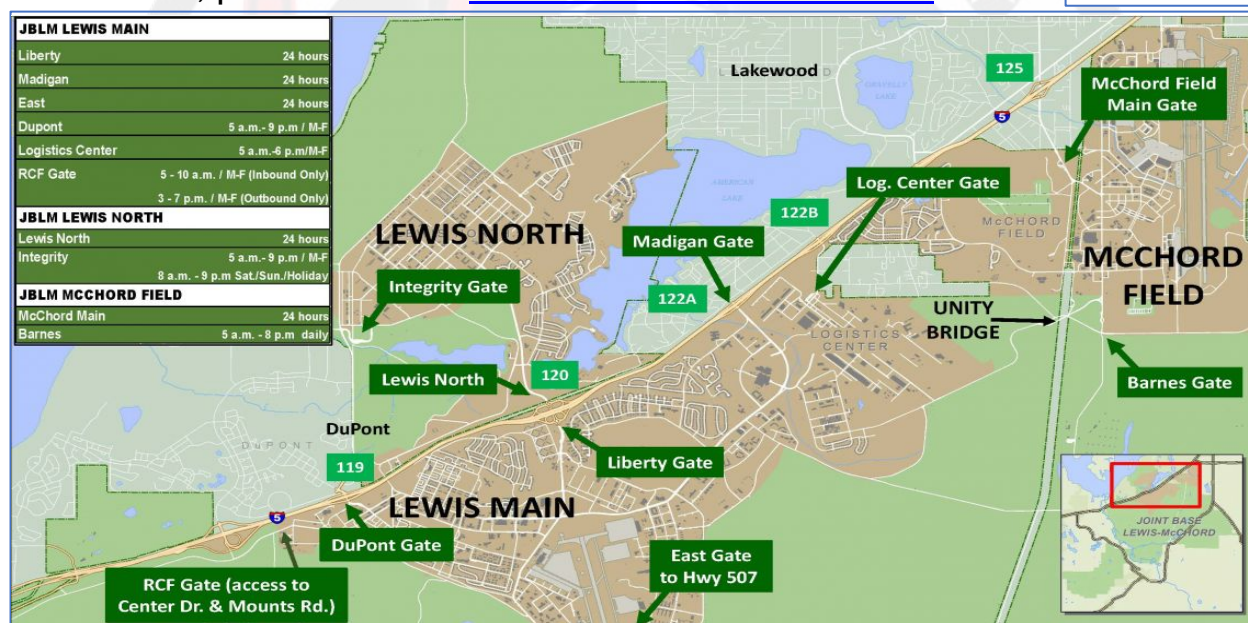




ACCESS CONTROL AND GATE HOURS

JBLM is a controlled-access installation. Vehicles with an adult, DoD ID cardholder, may enter through any gate. Vehicles without an adult, DOD ID cardholder present, must report to the Visitor Control Center adjacent to the Lewis Main Liberty Gate (I-5 exit 120) to receive a Temporary Pass.

Temporary Pass. You must have a valid driver's license, vehicle registration, proof of insurance, and an adult, authorized DOD sponsor, willing to sponsor your base access. Sponsors must be available by phone to complete the pass issuance process. Below are the primary gates. For a full list of gates and visitor information, please use the [Visitor and Gate Information](#) link.



#	Gate	Hours	Location
1	Lewis Main Liberty Gate	24 hours 7 days	I-5 Exit 120 to Lewis Main
2	Lewis North 41st Division Gate	24 hours 7 days	I-5 Exit 120 to Lewis North
3	Lewis Main Madigan Gate	24 hours 7 days	I-5 Exit 122 – Berkeley St.
4	Lewis Main East Gate	24 hours 7 days	East Gate Road and 4th Division Drive Connects to SR 507
5	Lewis Main Dupont Gate	5 a.m. to 9 p.m. Mon - Fri	I-5 Exit 119



IRC TRANSPORTATION SCHEDULE

IRC = Installation Reception Center | WH = Waller Hall | LM = Lewis Museum | EC = Education Center

Monday – Thursday			
Time	Event	Location	Uniform
0830-0900	Waller Hall	IRC	OCP
0830-UTC	Stone Education and Museum Tour (Juniors)	IRC	OCP
1100-1200	IRC chow pick up	IRC	OCP
1100-1145	Waller Hall chow pick up	WH	OCP
1245-1300	Waller Hall & IRC buses depart DFAC	WH	OCP
1645-1715	Dinner Pick-up to DFAC	IRC	CIV
1830-UTC	Dinner Drop-off	IRC	CIV
Fridays (Courage Day)			
Time	Event	Place	Uniform
0900	Pick-up for Carey Theater (Juniors)	IRC	OCP
0925	Drop-off at Carey Theater	Carey	OCP
1200	Pick-up for the American Lake Conference Center Brief	Carey	OCP
1220	Drop-off at American Lake Conference Center Brief	ALCC	OCP
1230-1330	Post Tour (Seniors)	ALCC	OCP
1330-1430	Post Tour (Juniors)	ALCC	OCP
1430-1440	Drop-off at IRC (Juniors)	IRC	OCP
1645-1715	Dinner Pick-up to DFAC	IRC	CIV
1830-UTC	Dinner Drop-off	IRC	CIV
Weekends & DONSA			
Time	Event	Place	Uniform
0945-1000	Brunch	IRC	CIV
1645-1715	Dinner	IRC	CIV



JBLM Newcomers Orientation

* Welcome to the Pacific Northwest! This orientation is designed with family in mind. Here you will hear from multiple on post agencies and services that are available for you! Family are invited and encouraged to attend.

Every Friday from 1000 to 1130

**Carey Theater
2163 Liggett Ave, JBLM, WA 98433**



JBLM ARMY MILITARY PAY OFFICE

To ensure your pay account is updated accurately and in a timely manner, ensure you have the following items available when you attend your day 2 finance brief:

- Hard copy of your PCS orders, all pages, and any amendments
- I PPS-A Absence form (leave form) for HRAP or PTDY and your
- I PPS-A Absence form (leave form), that shows when you signed in at the IRC.

Ensure you have digital copies of the same documents available in your email, as well as any receipts from your PCS. When we are completing your Smart Voucher, you will need the digital copies to upload into the system.

You will have access to a computer in IRC computer lab.

Failure to have the required documents, may cause delays with your finance in-processing, causing either an overpayment or underpayment of entitlements.

Please use the link or QR code below to access our Smart Voucher Guide & Brief.

[Smart Voucher Guide](#)





HOUSING SERVICES OFFICE

If you have received this list from anyone other than the JBLM Housing Services Office, please let us know by emailing us at

usarmy.jblm.id-readiness.list.dpw-rcd-hso@army.mil

Management Companies

Bradley Rentals Prop Mgmt
253-232-2231
Pets and # BRs Vary



**Housing
Services
Office**

Single Family Homeowners

Availability changes frequently.
Contact HSO for further information.

TO QUALIFY FOR RPP

- **Step 1** – Find a place. Please note, rent may not exceed your BAH.
- **Step 2** – Secure an Intent to Rent from the property. You may only have 1 at a time. Pay \$100 per BR for holding fee to hold your unit.
- **Step 3** – Submit the following documents to your property manager and the property manager will schedule an appointment for you:
 - a. Intent to Rent from Selected Property
 - b. RPP Application
 - c. Assignment orders to JBLM if you are not signed in yet
 - d. ERB/ORB/SURF as applicable
 - e. Most recent end-of-month LES*
 - f. Intent to vacate if you reside in on-base housing
 - g. Other support documents as requested
 - *Be prepared to provide a signed DA 5960 if your BAH is not showing on your LES. You may obtain a signed copy of your DA5960 from your Unit.
 - If you are flagged or pending medical separation, please provide a memorandum from your Commander/Doctor stating you will not be released from the military in the next 6 months.
 - If you have a Service Animal, please provide proper documentation as well.

For questions or concerns, please call the Housing Services Office at (253) 967-3581. You may also email HSO for a more immediate response at usarmy.jblm.id-readiness.list.dpw-rcd-hso@army.mil.

DO NOT DISTRIBUTE OR COPY WITHOUT THE EXPRESS WRITTEN PERMISSION FROM THE HOUSING SERVICES OFFICE



JBLM LOCAL SCHOOL DISTRICT INFORMATION

SCHOOL YEAR 2024-2025

School District	Phone Number	Miles From JBLM	Web Site
Auburn	253.931.4900	28.8	https://www.auburn.wednet.edu
Bethel	253.800.6000	14.5	https://www.bethelsd.org
Clover Park	253.583.5000	6.5	https://www.cloverpark.k12.wa.us
Dieringer	253.862.2537	27.2	https://www.dieringer.wednet.edu
Eatonville	360.879.1000	33.9	https://www.eatonville.wednet.edu
Federal Way	253.945.2000	25.5	https://www.fwps.org
Fife	253.517.1000	17.9	https://www.fifeschools.com
Franklin-Pierce	253.298.3000	11.2	https://www.fpschools.org
Kent	253.373.7000	34	https://www.kent.k12.wa.us
North Thurston	360.412.4400	13.4	https://www.nthurston.k12.wa.us
Olympia	360.596.6100	17.6	https://www.osd.wednet.edu
Peninsula	253.530.1000	25.4	https://www.psd401.net
Puyallup	253.841.1301	18.6	https://www.puyallup.k12.wa.us
Rainier	360.446.2207	27.8	https://www.rainier.education
Steilacoom	253.512.0413	9.2	https://www.steilacoom.k12.wa.us
Sumner-Bonney Lake	253.891.6000	22	https://www.sumnersd.org
Tacoma	253.571.1870	12.9	https://www.tacomaschools.org
Tenino	360.264.3400	34.3	https://www.tenino.k12.wa.us
Tumwater	360.709.7000	19	https://www.tumwater.k12.wa.us
University Place	253.566.5600	13.2	https://www.upsd83.org
Yelm	360.458.1900	20.4	https://www.ycs.wednet.edu



Joint Base Lewis-McChord
School Support Services, Parent Central, Bldg. 2295
253-967-7195/253-966-0440





JBLM LOCAL SCHOOL DISTRICT INFORMATION

SCHOOL YEAR 2024-2025 (CONT'D)

School District	1st Day of School 2024	2024 Fall Conference	2024 Winter Break	2025 Spring Conference	2025 Spring Break	Tentative Last Day of School 2025
Auburn	4-Sep	MS 5-7 Nov, HS 12-14 Nov	23 Dec-3 Jan	TBD	7-11 Apr	18-Jun
Bethel	28-Aug	EM 21-25 Oct, MS/HS 23-25 Oct	23 Dec-3 Jan	(K-5) 31 Mar- 4 Apr, (6-12) 2-4 Apr	7-11 Apr	12-Jun
Clover Park	28 Aug (1-12), 3 Sep (K)	13-15 Nov	23 Dec-3 Jan	12-14 Mar	1-4 Apr	11-Jun
Dieringer	4 Sep (1-8), 9 Sep (K)	EM 24 Oct, MS 21 Nov	23 Dec-3 Jan	20-Mar	7-11 Apr	18-Jun
Eatonville	4 Sep (1-12), 9 Sep (K)	24-25 Oct	23 Dec-3 Jan	7-Mar	7-11 Apr	13-Jun
Federal Way	3-Sep	7-8 Nov	23 Dec-3 Jan	27-28 Mar	31 Mar-4 Apr	17-Jun
Fife	4-Sep	MS/HS 9 Oct, ES 16-18 Oct	23 Dec-3 Jan	EM 12 Mar, MS/HS 5 Mar	7-11 Apr	18-Jun
Franklin-Pierce	27 Aug (1-12) 3 Sep (K)	8-11 Oct All	23 Dec-3 Jan	1-4 Apr	7-11 Apr	17-Jun
Kent	28 Aug (1-12), 3 Sep (K)	EM 16-20 Oct, MS/HS 21 Nov	18 Dec-1 Jan	26 Feb-1 Mar	8-12 Apr	14-Jun
North Thurston	4 Sep (6-12), 6 Sep (1-5), 9 Sep (K)	28 Oct - 1 Nov	23 Dec-3 Jan	24-28 Mar	31 Mar-4 Apr	18-Jun
Olympia	4 Sep (1-12), 9 Sep (K)	ES/MS 21-25 Oct	23 Dec-3 Jan	24-28 Mar	1-4 Apr	17-Jun
Peninsula	3 Sep (1-12), 6 Sep (K)	TBD	23 Dec-3 Jan	TBD	14-18 Apr	20-Jun
Puyallup	4 Sep (1-12), 9 Sep (K)	15-17 Oct	23 Dec-3 Jan	5-6 Mar	7-11 Apr	19-Jun
Rainier	3-Sep	29-31 Oct	23 Dec-3 Jan	1-4 Apr	7-11 Apr	12-Jun
Steilacoom	29-Aug	21-25 Oct	23 Dec-3 Jan	2-4 Apr	7-11 Apr	13-Jun
Sumner-Bonney Lake	3 Sep (1-12), 6 Sep (K)	14 Nov, MS 21-22 & 26 Nov	23 Dec-3 Jan	26-27 Mar	7-11 Apr	17-Jun
Tacoma	9 Sep (1-12), 12 Sep (K)	EM (K-5) 15 Oct, All 17-18 Oct	23 Dec-3 Jan	13-14 Mar	7-11 Apr	20-Jun
Tenino	4-Sep	29 Oct-1 Nov	23 Dec-3 Jan	26-28 Mar	31 Mar-4 Apr	17-Jun
Tumwater	4 Sep (6-12), 6 Sep (1-5), 9 Sep (K)	EM/MS 4-8 Nov	23 Dec-3 Jan	EM/MS 24-28 Mar	1-4 Apr	12-Jun
University Place	27-Aug	21-25 Oct (K-7)	23 Dec-3 Jan	TBD	7-11 Apr	13-Jun
Yelm	3 Sep (1-12), 6 Sep (K)	25-27 Nov	23 Dec-3 Jan	26-28 Mar	1-4 Apr	12-Jun



Joint Base Lewis-McChord
School Support Services, Parent Central, Bldg. 2295
253-967-7195/253-966-0440





IRC HOUSING (BARRACKS) INFORMATION

Please review the items below to ensure you have a safe and pleasant stay at the IRC.

AMENITIES

- ✓ **All essentials are provided at the reception desk.** For example, toilet paper, trash bags, or additional linen are available at the front desk.
- ✓ **Recreation materials are provided at the reception desk.** Soldiers may request recreation materials such as billiards equipment, gaming consoles, board games, and books.
- ✓ **Laundry Rooms are available in A and D wings.** Laundry rooms are in A wing on all floors (females only) and in D wing on 2nd and 3rd floors (males only).
- ✓ **Report housing issues with ease.** The flyer on the back of your barracks door contains a QR code that allows you to report any housing issues directly to the IRC facility manager.

PROHIBITIONS

- ✓ **The main door is the only authorized entry and exit door.** Soldiers are not authorized to use other exterior doors unless directed by Cadre. Side doors are for emergencies.
- ✓ **Barracks Soldiers are prohibited from engaging in sexual intercourse or drinking during in-processing.** Smoking, vaping, or dipping is not permitted within the facility. The only authorized smoking, vaping, or dipping area is the designated gazebo outside the facility.
- ✓ **Visitors are only authorized in the reception, sponsorship, or dining areas.** Visitors are anyone that is not currently in-processing the reception center. They are not authorized in any other locations in the facility.
- ✓ **Female Soldiers are not authorized in the male wings and vice-versa.** Female Soldiers reside in A wing and Male Soldiers reside in the B, C, and D wings.
- ✓ **The IRC will contact the MPs for vehicles parked illegally.** Diagonal lines and cones in the parking lot indicate unavailable parking spaces. Parking in these spaces obstruct traffic and hinder reception operations.

ACCOUNTABILITY

- ✓ **Barracks Soldiers must sign in for breakfast at 0730.** You are not required to eat breakfast at the IRC, but you must sign in for accountability after PRT.
- ✓ **Barracks Soldiers must sign the accountability roster on Non-Duty Days.** This roster differs from the in-processing roster or sign-in and out roster. Barracks Soldiers must sign the accountability roster between 0200 and 1030 at the Reception Desk.
- ✓ **The Travel Radius is 15 miles while at the IRC.** After duty hours you may travel off JBLM. You may not travel further than 15 miles in any direction from the IRC. For example, you may travel to the Tacoma Mall or the Olympia Mall.
- ✓ **Sponsors must physically meet their Soldier at the IRC.** By day 3 of in-processing, Soldiers must physically meet with their sponsor at the sponsorship desk or they will not ship to their unit on day 4.



COMMON IN-PROCESSING LOCATIONS

Please scan the QR Code to find the location on your map.

Or

Select the hyperlink on your mobile device!

<u>Installation Reception Center (IRC)</u>	<u>Lewis Museum</u>	<u>Madigan Army Medical Center</u>
		
<u>Waller Hall</u>	<u>American Lake Conference Center</u>	<u>Warrior Zone</u>
		
<u>SRP Site Medical Readiness</u>	<u>Central Issue Facility (CIF)</u>	<u>McVeigh Gym</u>
		
<u>Carey Theater</u>	<u>Stone Education Center</u>	<u>Go Transit</u>
		 <i>Or call 253-477-3717</i>



FREQUENTLY ASKED QUESTIONS

- **Can I take leave, pass, or PTDY during in-processing?** No. Everyone is required to fully complete in-processing once they sign in at the IRC. The IRC is not legally permitted to approve absences requests for newly arrived Soldiers.
- **Can I keep my POW at the IRC during in-processing?** No. The IRC does not provide store POWs for in-processing personnel. Gaining unit armorers will secure POWs prior to the Soldier starting Day 1.
- **Can I conduct PRT with my unit while in-processing?** No. All in-processing Soldiers, regardless of rank, are required by Corps command to conduct PRT at the IRC.
- **Can I stay in the barracks provided by my unit while in-processing?** No. All barracks Soldiers are required to reside at the IRC.
- **Can I travel outside the 15-mile radius to visit my family while in-processing?** No. All barracks Soldiers must remain within the 15-mile radius during in-processing. This includes weekends and DONSAAs.
- **As a senior, can I skip some in-processing steps to ship to my unit faster?** No. All Soldiers, regardless of rank, are required by Corps command to in-process the entire model.
- **Do I need approved leave to submit my travel voucher?** Yes. JBLM finance rejects travel vouchers missing an IPPS-A approved absence. This does not apply to accessions.
- **Does my recruiter need to sign my HRAP (Home-town Recruiting Assistance Program)?** Yes. Your recruiter must annotate on your leave form in the comments section your HRAP completion within the approved leave time.
- **Am I allowed to search for a house while I am in-processing?** Yes. However, your in-processing requirements takes precedence over personal activities.
- **Can my sponsor sign me out to visit my unit while I am in-processing?** Yes, if your PSG is aware, grants you permission, and you've completed all requirements for the day. Additionally, Leader and Sponsorship Luncheon opportunities are built into the model.




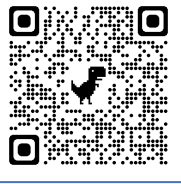
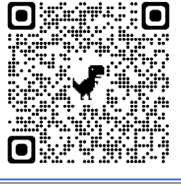

UNIT CONTACT ROSTER

UNIT	STAFF DUTY
I CORPS	
I CORPS HHBN	253-477-0462 / 1604
IRC RECETION DESK	253-967-7004
593 ESC	
593 ESC	253-966-1892
13 CSSB	253-967-4708
62 MED	
62 MED	253-967-4413
56 MED	253-966-3561
47 CSH	253-967-7251
555 EN	
555 EN	253-967-5111
864 EN	253-966-7012
3 OD	253-967-1971
110 CHEM	253-967-4941
6 MP CID	
6 MP CID	253-967-3151 / 7582
MADIGAN AMC	
FORT LEWIS SRU	253-968-4110
MADIGAN AMC S1	253-968-4006
1 SFG	
1 SFG S1	253-966-8300
2-75 RANGER	
2-75 RANGER	253-967-3923 / 3224
4-160 SOAR	
4-160 SOAR	253-968-6602
201 EMIB	
201 EMIB	253-477-3188
5 SFAB	
5 SFAB	253-229-2830 / 2178
22 SC BDE	
22 SC BDE	253-967-3650
42 MP	
42 MP	253-967-7972

UNIT	STAFF DUTY
7 ID	
7 ID	253-477-5621
1-2 SBCT	
1-2 SBCT	253-966-3565
1-23 IN	253-967-3302
1-37 FA	253-966-0894
2-3 IN	253-966-3368
5-20 IN	253-967-9409
296 BSB	253-967-6959
23 BEB	253-968-6764
2-2 SBCT	
2-2 SBCT	253-967-6443
1-17 IN	253-967-8616
2-1 IN	253-967-2645
2-17 FA	253-967-3400
4-23 IN	253-967-3956
2 BSB	253-966-8307
14 BEB	253-966-3090
16 CAB	
16 CAB	253-477-3538
1-229 AV	253-966-0155
2-158 ASLT	253-967-6730
4-6 CAV	253-966-0751
46 ASB	253-477-5168
17 FAB	
17 FAB	253-967-5267
1 MDTF	
1 MDTF	253-477-9779
5-3 FA	253-966-5209
1163	253-966-3016
3 MDTF	
3 MDTF	253-967-0101
1-17 LRFB	253-967-0101
560 TFBSB	253-967-0101



USEFUL LINKS & INFORMATION

Title	Link	QR Code
JBLM Newcomers' Guide	Newcomers' Guidebook	
Barracks Fire Prevention	Barracks Fire Prevention (Viewing required for all barracks personnel)	
Army Sponsorship	Army Sponsorship	
Bus Tour	VIRTUAL BUS TOUR	

Service	Phone Number	Hours
Reception Center Main Desk	253-967-7004	24/7
Reception Sponsorship Desk	253-968-6771	0900-1530 Closed (1130-1300)
Reception Facility Management	253-966-5801	0900-1600
PMO Weapons Registration	253-967-1914	0900-1600
SHARP Hotline	253-389-8469	24/7
MEO Hotline	253-365-7640	24/7
On-Call Chaplain	253-448-4744	24/7



FIRST CORPS SONG

We are the Soldiers of America's
Corps,
We're here to serve and keep our
country free.
Like brave patriots who've gone
before,
We will press on to victory!
When called to the battlefield,
Up on the front you'll hear the roar.
No need to fear the best is here,
The Soldiers of First Corps.