



# **FORT NOVOSEL OUT-PROCESSING INSTRUCTIONS**

**"ABOVE THE BEST"**

OUTPROCESSING  
LOCATION GUIDE

<b>LYSTER MEDICAL CLINIC</b>	<b>BLDG #</b>	<b>ROOM #</b>	<b>OFFICE HOURS</b>
MEDICAL RECORDS/PAD			Virtual - <a href="https://lyster.tricare.mil/Getting-Care/Medical-In-Out-Processing">https://lyster.tricare.mil/Getting-Care/Medical-In-Out-Processing</a> (For assistance please call (334)255-7038)
MEDPROS/PDHRA			
TRICARE			
FAMILY ADVOCACY PROGRAM (FAP)			
BEHAVIORAL HEALTH			
ARMY SUBSTANCE USE DIS CLC (SUDCC)			
<b>Other Locations</b>	<b>BLDG #</b>	<b>Location Description</b>	<b>OFFICE HOURS</b>
CIF	6002	NEXT TO MUSEUM	M-F 0730-1415
FORT Novosel SCHOOLS	22210	BLDG 21041 RED CLOUD	M-F 0700-1600
PROPERTY BOOK OFFICE	1215	18TH ST (BY BASE SUPPLY STORE)	M-F 0800-1600
BROWN DENTAL FACILITY	4405	NEAR INN KEEPER/RUF	M-F 0730-1600
EDUCATION CENTER	4502	NEAR KINGSMAN/RUF (fortruckereducationcenter@gmail.com)	M-F 0730-1600
CENTER LIBRARY	212	PAST KINGSMAN/RUF	M/F 1000-1700 TU-TH 1100-1900
TECHNICAL LIBRARY	9204	NEAR JOKER/RUF	M-TH 0800-1800; F 0800-1600
<b>BLDG 5700</b>	<b>RM #</b>	<b>REMARKS</b>	<b>OFFICE HOURS</b>
HOUSING OFFICE	160	ON POST HOUSING SEE NEIGHBORHOOD CENTER	M-F 0730-1615
ACS (ARMY COMMUNITY SERVICES) EFMP	350		M-F 0730-1615
ARMY EMERGENCY RELIEF	350		M-F 0730-1615
DEERS/RAPIDS/ID CARDS AND TAGS	130		M-F 0730-1600
UTILITIES	190		M-F 0830-1600 Lunch 1230-1330
ARMY MILITARY PAY OFFICE (FINANCE)	120	1ST FLOOR - GET HANDOUT FROM AMPO DESK AREA.	
ACADEMIC FLIGHT RECORDS	210	NON-FLIGHT SM SIGN	M-F 0730-1530
AUDIT READINESS	280		M-F 0730-1600 TH 0730-1300
PAS (PERSONNEL AUTOMATION SECTION-PERM. PARTY ONLY)	280P/280S		
VOTING ASSISTANCE	229		M-F 0900-1130/1300-1500
SECURITY	260		M-F 0730-1615
TRANSPORTATION OFFICE	270		M-F 0730-1615
OCONUS LEAVE (Honduras & Egypt only)	185	Mrs. Johnson (terry.l.johnson194.civ@mail.mil)	M-F 0730-1600

## Out-processing Work Center Guide

<p>9.(a) WORK CENTER: <b><u>PERSONNEL INFORMATION</u></b>          LOCATION: BLDG 5700, 2ND FLOOR N. RM 280          OFFICE HOURS: MON-FRI: 0730-1600 THU 0730-1300          PHONE: 5-1814/2869  <b>*THIS WILL BE CLEARED BY MILITARY PERSONNEL DIVISION OUT-PROCESSING SECTION*</b></p>
<p>9.(b) WORK CENTER: <b><u>PERSONNEL MANAGEMENT</u></b>          LOCATION: BLDG 5700, 2ND FLOOR N. RM 280          TO OUTPROCESS: MUST BE IN UNIFORM. MPD WILL SIGN ON FINAL OUT DATE          PHONE: 5-1814/2869  <b>*THIS WILL BE CLEARED BY MILITARY PERSONNEL DIVISION OUT-PROCESSING SECTION*</b></p>
<p>9.(c) WORK CENTER: <b><u>MEDICAL FACILITY (VIRTUAL)</u></b>          LOCATION: <a href="https://lyster.tricare.mil/Getting-Care/Medical-In-Out-Processing">https://lyster.tricare.mil/Getting-Care/Medical-In-Out-Processing</a>          OFFICE HOURS: VIRTUAL          PHONE: 5-9916          To Out-process: COMPLETE STEPS OUTLINED ON VIRTUAL OUT-PROSSESSING HANDOUT</p>
<p>9.(d) WORK CENTER: <b><u>DENTAL FACILITY</u></b>          LOCATION: Brown Dental Clinic BLDG 4405 Innkeeper St          OFFICE HOURS: Mon-Fri 1230-1500 for in/out processing. No in/out processing every other Wed.          PH: (334) 255-3393/2367. To Out-process: Must have ID Card, Orders and Amendments.  <b>*ALL SOLDIERS MUST CLEAR*</b></p>
<p>9.(e) WORK CENTER: <b><u>DEERS / RAPIDS / ID CARDS AND TAGS</u></b>          LOCATION: BLDG 5700, 1st Floor N. RM 130          OFFICE HOURS: MON-FRI: 0730-1600 (sign in by 1530)          PHONE: 5-2437          To Out-process: Must have ID Card, Orders and Amendments. <b>*ALL SOLDIERS MUST CLEAR*</b></p>
<p>9.(f) WORK CENTER: <b><u>TRANSPORTATION OFFICE</u></b>          LOCATION: BLDG 5700, 2ND Floor S. RM 270          OFFICE HOURS: MON-FRI: 0730-1600 (sign in by 1530)          PHONE: 5-9842          To Out-process: Must have ID Card, Orders and Amendments. <b>*ALL SOLDIERS MUST CLEAR*</b></p>
<p>9.(g) WORK CENTER: <b><u>CENTRAL ISSUE FACILITY</u></b>          LOCATION: BLDG 6002 (Next to the Museum)          OFFICE HOURS: MON-FRI: 0730-1415*          PHONE: 5-9573/9226          To Out-process: Must have ID Card, Orders and Amendments. You must dry clean flight jackets, have ALSE tag and flight helmet. *Call to verify hours due to change in Initial Entry Rotary Wing Student (IERW) and Flight Surgeons in-processing. <b>*ALL SOLDIERS MUST CLEAR*</b></p>
<p>9.(h) WORK CENTER: <b><u>EDUCATION CENTER</u></b>          LOCATION: BLDG 5700, RM 280          OFFICE HOURS: MON-FRI: 0730-1600 PHONE: 5-2558          To Out-process: Must have ID Card, Orders and Amendments. <b>*ALL SOLDIERS MUST CLEAR*</b></p>

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<p>9.(i) WORK CENTER: <b><u>ARMY EMERGENCY RELIEF</u></b>          LOCATION: BLDG 5700 RM 350          OFFICE HOURS: MON-FRI: 0730-1530          PHONE: 334-255-2341  <b>*THIS WILL BE CLEARED BY MILITARY PERSONNEL DIVISION OUT-PROCESSING SECTION*</b></p>
<p>9.(j) WORK CENTER: <b><u>POST EXCHANGE</u></b>          LOCATION: BLDG 9214          OFFICE HOURS: MON-SAT: 0900-2000, SAT-SUN: 1000-1800 &amp; HOLIDAYS: 1000-1600          PHONE: 334-503-9044  <b>*THIS WILL BE CLEARED BY MILITARY PERSONNEL DIVISION OUT-PROCESSING SECTION*</b></p>
<p>9.(k) WORK CENTER: <b><u>SECURITY OFFICE</u></b>          LOCATION: BLDG 5700, 2ND FLOOR N. RM 260          OFFICE HOURS: MON-FRI: 0730-1600          PHONE: 5-3871/2200  <b>*IMCOM BLDG 5700, RM 230: 5-2854/2972*</b></p>
<p>9.(l) WORK CENTER: <b><u>HOUSING OFFICE</u></b>          LOCATION: Off Post Housing/Barracks BLDG 5700, 1ST FLOOR, N RM 160          OFFICE HOURS: MON-FRI: 0730-1600 PHONE: 5-3161          LOCATION: On-Post Housing Schedule appointment with Corvias - 45 Red Cloud Road          OFFICE HOURS: MON-FRI: 0800-1700 PHONE: 334-440-8988          To Out-process: All Soldiers (<b>except TDY</b>) must clear Housing. Must have ID Card, orders and Amendments. <b>*ALL SOLDIER MUST CLEAR EXCEPT TDY *</b></p>
<p>9.(m) WORK CENTER: <b><u>ARMY COMMUNITY SERVICES CENTER</u></b>          LOCATION: BLDG 5700, 3RD FLOOR, RM 350          OFFICE HOURS: MON-FRI: 0730-1600          PHONE: 5-3161          To Out-process: Must have ID Card, Orders and Amendments. ALL Soldiers are required to return any items signed out of lending Hangar prior to departure from the installation.  <b>*ALL SOLDIERS MUST CLEAR*</b></p>
<p>9.(n) WORK CENTER: <b><u>TRAINING AIDS CENTER</u></b>          LOCATION: BLDG 550          OFFICE HOURS: MON-FRI: 0730-1600          PHONE: 5-2156          To Out-process: Soldiers who have items signed out of the Training Aid Center are required to return items prior to departure from the installation.  <b>*THIS WILL BE CLEARED BY MILITARY PERSONNEL DIVISION OUT-PROCESSING SECTION*</b></p>
<p>9.(o) WORK CENTER: <b><u>CHILD &amp; YOUTH SERVICES / SCHOOL LIAISON OFFICER</u></b>          LOCATION: BLDG 8946          OFFICE HOURS: MON-FRI: 0730-1600          PHONE: 5-9638          To Out-process: If you are taking school age dependent children out of any of the local schools, you will have to show a copy of the school withdrawal papers. This will assist with your transfer of school records and help minimize in-processing time at your next post. Additionally, an explanation of services available to ease the childcare and education / school transition is provided.  <b>*ALL SOLDIERS MUST CLEAR*</b></p>

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9.(p) WORK CENTER: <b><u>RESERVE COMPONENT CAREER COUNSELOR</u></b> LOCATION: BLDG 5700, 2ND FLOOR S. RM 240 OFFICE HOURS: MON-FRI: 0900-1200, 1300-1600 PHONE: 5-9120 <b>*THIS WILL BE CLEARED BY MILITARY PERSONNEL DIVISION OUT-PROCESSING SECTION*</b>
9.(r) WORK CENTER: <b><u>FORT NOVOSEL PRIMARY SCHOOL</u></b> LOCATION: Bld. 21041, Red Cloud Rd, Fort Novosel, AL 36362 OFFICE HOURS: MON-FRI: 0700-1600 PHONE: 334-369-7100 POC is Ms. Vicki West
9.(s) WORK CENTER: WORK CENTER: <b><u>OCONUS LEAVE</u></b> LOCATION: BLDG 5700, <sup>1ST</sup> Floor RM 185 OFFICE HOURS: MON-FRI: 0730-1600 PHONE: 5-0788 <b>*ONLY OCONUS PERSONNEL GOING TO HONDURAS &amp; EGYPT MUST CLEAR*</b>
9.(t) WORK CENTER: <b><u>POST OFFICE</u></b> LOCATION: BLDG 9000 OFFICE HOURS: MON-FRI: 0900-1300; 1400-1615 PHONE: 5-6446 <b>*THIS WILL BE CLEARED BY MILITARY PERSONNEL DIVISION OUT-PROCESSING SECTION*</b>
9.(u) WORK CENTER: <b><u>SEPARATION HISTORY AND PHYSICAL EXAMINATION</u></b> LOCATION: Lyster Medical Clinic BLDG 301, Primary Care Clinic PHONE: (800) 261-7193 OFFICE HOURS: MON-FRI: 0800-1200 / 1300-1400 To Out-process: Exams should be completed by VA up to 180 prior to separation, if completed/ validated by MTF within 30 days before date of separation. <b>*THIS WILL BE CLEARED BY MILITARY PERSONNEL DIVISION OUT-PROCESSING SECTION*</b>
9.(v) WORK CENTER: <b><u>SOLDIER FOR LIFE TRANSITION ASSISTANCE PROCESSING</u></b> LOCATION: BLDG 4502, 2ND FLOOR N. RM 250 OFFICE HOURS: MON-FRI: 0730-1600 PHONE: 5-1814/2869 <b>*THIS WILL BE CLEARED BY MILITARY PERSONNEL DIVISION OUT-PROCESSING SECTION*</b>

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<p>9.(w) 9.(aa) WORK CENTER: <b><u>ACADEMIC / FLIGHT RECORDS</u></b> LOCATION: BLDG 5700, 2ND FLOOR S. RM 210 OFFICE HOURS: MON-FRI: 0730-1530 PHONE: 5-2792</p> <p>To Out-process: Must have ID Card and be in Uniform. ACADEMIC RECORDS. Course completion requirements, to include participation in the graduation ceremony, must be met prior to out-processing this section. All permanent party personnel that have attended a Fort Novosel course of instruction must clear this station.</p> <p>FLIGHT RECORDS Permanent party air-crewmembers assigned to USAACE G3, USAARL, and ACLC must also clear this station. *All other permanent party air-crewmembers will out-process through their unit's flight records section.</p> <p style="text-align: center;"><b>*NON- AIR CREW MEMBER MAY SIGN, YOURSELF, OFF*</b> <b>*ALL STUDENTS MUST CLEAR*</b></p>
<p>9.(x) WORK CENTER: <b><u>ARMY COMMUNITY SERVICES CENTER-EMFP</u></b> LOCATION: BLDG 5700, 3RD FLOOR, RM 371G OFFICE HOURS: MON-FRI: 0730-1530 PHONE: 5-9277</p> <p>To Out-process: Must have ID Card, Orders and Amendments.</p>
<p>9.(y) WORK CENTER: <b><u>ARMY SUBSTANCE USE DISORDER CLINICAL CARE (SUDCC) (VIRTUAL)</u></b> LOCATION: <a href="https://lyster.tricare.mil/Getting-Care/Medical-In-Out-Processing">https://lyster.tricare.mil/Getting-Care/Medical-In-Out-Processing</a> OFFICE HOURS: VIRTUAL PHONE: 5-7028</p> <p style="text-align: center;"><b>*ALL STUDENTS MUST CLEAR*</b></p>
<p>9.(z) WORK CENTER: <b><u>AUDIT READINESS</u></b> LOCATION: BLDG 5700, 2nd FLOOR N. RM 280 OFFICE HOURS: MON-FRI: 0730-1600 THU 0730-1300 PHONE: (334) 255-3548/2432/1836</p> <p style="text-align: center;"><b>ALL REGULAR ARMY SOLDIERS MUST HAVE A RECORDS REVIEW COMPLETED WITH THE LAST 12 MONTHS.</b></p>
<p>9.(aa) WORK CENTER: <b><u>BEHAVIORAL HEALTH (VIRTUAL)</u></b> LOCATION: <a href="https://lyster.tricare.mil/Getting-Care/Medical-In-Out-Processing">https://lyster.tricare.mil/Getting-Care/Medical-In-Out-Processing</a> OFFICE HOURS: VIRTUAL PHONE: 5-7028</p> <p>To Out-process: COMPLETE STEPS OUTLINED ON VIRTUAL OUT-PROSSESSING HANDOUT</p> <p style="text-align: center;"><b>*ALL SOLDIERS MUST CLEAR*</b></p>
<p>9.(ab) WORK CENTER: <b><u>CENTER LIBRARY</u></b> LOCATION: BLDG 212 PAST KINGSMAN/RUF OFFICE HOURS: TH-SAT: 1000-1600 PHONE: 5-3885</p>

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<p>9.(ac) WORK CENTER: <b><u>PROPERTY BOOK OFFICE</u></b> LOCATION: BLDG 1215 Off of Nighthawk St OFFICE HOURS: MON-FRI: 0800-1600 PHONE: 5-1361/2181</p> <p>To Out-process: All Hand Receipt holders must have a copy of their Property Hand Receipt that has been cleared.</p> <p style="text-align: center;"><b>*ALL SOLDIERS MUST CLEAR*</b></p>
<p>9.(ad) WORK CENTER: <b><u>TECHNICAL LIBRARY</u></b> LOCATION: BLDG 9204 OFFICE HOURS: MON-THU: 0800-1800 FRI: 0800-1600 PHONE: 5-2944</p> <p>To Out-process: Must have ID Card, and any material that was signed out. Clear Center Library prior to out processing Technical Library.</p> <p style="text-align: center;"><b>*ALL SOLDIER MUST CLEAR*</b></p>
<p>9.(ae) WORK CENTER: <b><u>UTILITIES CLEARING</u></b> LOCATION: BLDG 5700, 1ST FLOOR N RM 190 OFFICE HOURS: MON-FRI: 0830-1230, 1330-1600 PHONE: 5-3554</p> <p>To Out-process: Be prepared to finalize arrangements for all Electric, Telephone, and Cable Services in your name.</p> <p style="text-align: center;"><b>*ALL SOLDIER MUST CLEAR*</b></p>
<p>9.(af) WORK CENTER: <b><u>VOTING ASSISTANCE</u></b> LOCATION: BLDG 5700, RM 229 OFFICE HOURS: MON-FRI: 0900-1100/1300-1500 PHONE: 5-1839</p> <p style="text-align: center;"><b>*ALL SOLDIER MUST CLEAR*</b></p>
<p>9. (ag) WORK CENTER: <b><u>(CMT) PCS TRAINING MANDATORY E4/O3/CW2 OR BELOW</u></b> LOCATION: BLDG 5700 ROOM 350 OFFICE HOURS: EVERY WEDNESDAY 1400-1500 PHONE: 5-9631</p> <p style="text-align: center;"><b><u>*MANDATORY E4/O3/CW2 OR BELOW*</u></b></p>
<p>9. (ah) WORK CENTER: Army Career Counselor (Permanent Party Enlisted Only) LOCATION: Building 5700 Room 240 Fort Novosel, AL 36362 OFFICE HOURS: 0900-1600 PHONE: 5-6512</p>

# Medical Out Processing

**PCS Medical Out Processing Instructions:** Please read and follow the directions below. Steps 1 thru 2 are arranged in order to ensure a smooth process and the individual links or phone numbers have been included as well. **“IF”** you have questions after you complete all of the steps, please 334-255-7732. **Or “IF”** you would like to talk with someone from Lyster, a representative will be at building 5700 every duty day, between 0745 and 0815 in room 282. **NOTE: For your safety**, the Virtual Medical In and Out Process has been established to limit face to face contact. Additionally, the Contact Information for a specific section is located to the right of this page or within other areas of the Lyster Army Health Clinic Website.

**Step 1. Update DEERs:** Ensure your record is updated and current; your local work and home addresses, your phone and email addresses. If DEERs **does not** have the best contact information for you and your family, it will **delay** your medical registration. DEERs office is located at building 5700, DEERs/ID Card section, call 800-538-9522 or <https://milconnect.dmdc.osd.mil/milconnect>

**Step 2. PCS Medical Out Processing:** Send an email to [usarmy.rucker.novosel-lahc.list.mcd-virtual-in-out-processing@health.mil](mailto:usarmy.rucker.novosel-lahc.list.mcd-virtual-in-out-processing@health.mil); Subject Line type **“PCS, Last name”** and in the email body type your **name**, **“DOD ID number, next duty location and a valid telephone number** and no other identifying information”. LAHC team members will reply within 24 hours; replies will come from MEDPROs/Medical Facility, Patient Administration, TRICARE, Behavioral Health, SUDCC, FAP, Physical Exams and EFMP.

**Medical Records:** Patient Administration will ensure your Medical Records will be forwarded to your next duty location.

**\*\*\*Advisory\*\*\*** For Service Members; upon completion of steps required, you may require a mandatory medical appointment and will be notified by a phone call or email from an LAHC Team Member.

**Separation Health Physical Exam (SHPE), Medical Out Processing Instructions for Retirement, ETS or Separation:** Please read and follow the directions below. **National Guard/Reserves** coming off of Active Duty (AD) Orders, **ONLY** Steps 1 and 2 is mandatory, unless you have been seen and have medical care established at LAHC while on AD. **ALL others**, Steps 1 thru 5 are arranged in order to ensure a smooth process and the individual links or phone numbers have been included as well. **“IF”** you have questions after you complete all of the steps, please call 334-255-7732. **Or “IF”** you would like to talk with someone from Lyster, a representative will be at building 5700 every duty day, between 0745 and 0815 in room 282. **NOTE: For your safety**, the Virtual Medical In and Out Process has been established to limit face to face contact. Additionally, the Contact Information for a specific section is located to the right of this page or within other areas of the Lyster Army Health Clinic Website.

**Step 1. Update DEERs:** Ensure your record is updated and current; your local work and home addresses, your phone and email addresses. If DEERs **does not** have the best contact information for you and your family, it will **delay** communication. DEERs office is located at building 5700, DEERs/ID Card section, call



800-538-9522 or <https://milconnect.dmdc.osd.mil/milconnect>

**Step 2. Separation Medical Out Processing:** Send an email to [usarmy.novosel.medcom-lahc.list.mcd-virtual-in-out-processing@health.mil](mailto:usarmy.novosel.medcom-lahc.list.mcd-virtual-in-out-processing@health.mil); for Subject: type of SHPE "Ret, ETS or Sep", Last name"; in the email body type your name, "DOD ID number and a valid telephone number and no other identifying information". LAHC team members will reply within 24 hours; replies will come from MEDPROs/Medical Facility, Patient Administration, TRICARE, Behavioral Health, SUDCC, FAP, Physical Exams and EFMP.

**Step 3.** Soldier is within 30 days of separation or terminal leave.

**Step 4.** Soldier calls Central Appointment Line at 1-800-261-7193, option. 1. They are available Monday – Friday 0700-1600 and Soldier requests Part 1 appointment for a separation physical.

**Step 5.** Soldier attends and completes the Part 1 separation physical and then will leave with an Appointment for a Part 2 Separation Physical with PCM to finalize the physical.

**Medical Records Request:** Please email [usarmy.novosel.medcom-lahc.list.release-of-information@health.mil](mailto:usarmy.novosel.medcom-lahc.list.release-of-information@health.mil) with your name, DODID, and a copy of your separation or retirement orders.

**\*\*\*Advisory\*\*\*** For Service Members; upon completion of steps required, you may require a mandatory medical appointment and will be notified by a phone call or email from an LAHC Team Member.



To leave feedback or recommendations to the process, feel free to contact us via email at [usarmy.novosel.medcom-lahc.list.mcd-virtual-in-out-processing@health.mil](mailto:usarmy.novosel.medcom-lahc.list.mcd-virtual-in-out-processing@health.mil)

### Contact Information

**Clinic Hours:** Monday-Friday, 0730-1615; closed weekends, holidays, and every 3<sup>rd</sup> Wednesday at noon. **NOTE: Lyster is NOT an ER/Urgent Care facility.**

**TRICARE Nurse Advice Line (NAL):** 1-800-874-2273, **if the clinic is closed or you are out of the Lyster area, traveling or on leave.** The NAL will determine your place of care; ER, Urgent Care (UC) or schedule appointment at Lyster. \*\*\* (Mandatory for **Active Duty Service Members** to call [800-261-7193, option 1](tel:800-261-7193) and report ER or Urgent Care visits.

**Sick Call (Active Duty Service Members with Acute Issues Only):** Monday-Friday, 0600 - 0630; closed weekends and holidays. NOTE: Acute injuries and illnesses ONLY. Anything older than 72 hours, please make an appointment with your provider.

**Central Appointment Line:** 800-261-7193, option 1 for virtual, face to face or specialty appointment requests, telephone consultations or Provider messages. Monday – Friday from 0700 to 1600.

**Medical Records and Medical Release of Information:** If your **dependents are 14 and older**, they must have a signed DD Form 2870, Medical Release of Information on file with LAHC Patient Administration/Medical Records for spouses, parents, or guardians to access medical record or appointments for their dependents. For additional Information, please visit the LAHC website, at <https://lyster.tricare.mil/Getting-Care/Patient-Administration> or call 334-255-7835. Monday – Friday from 0730 to 1600.

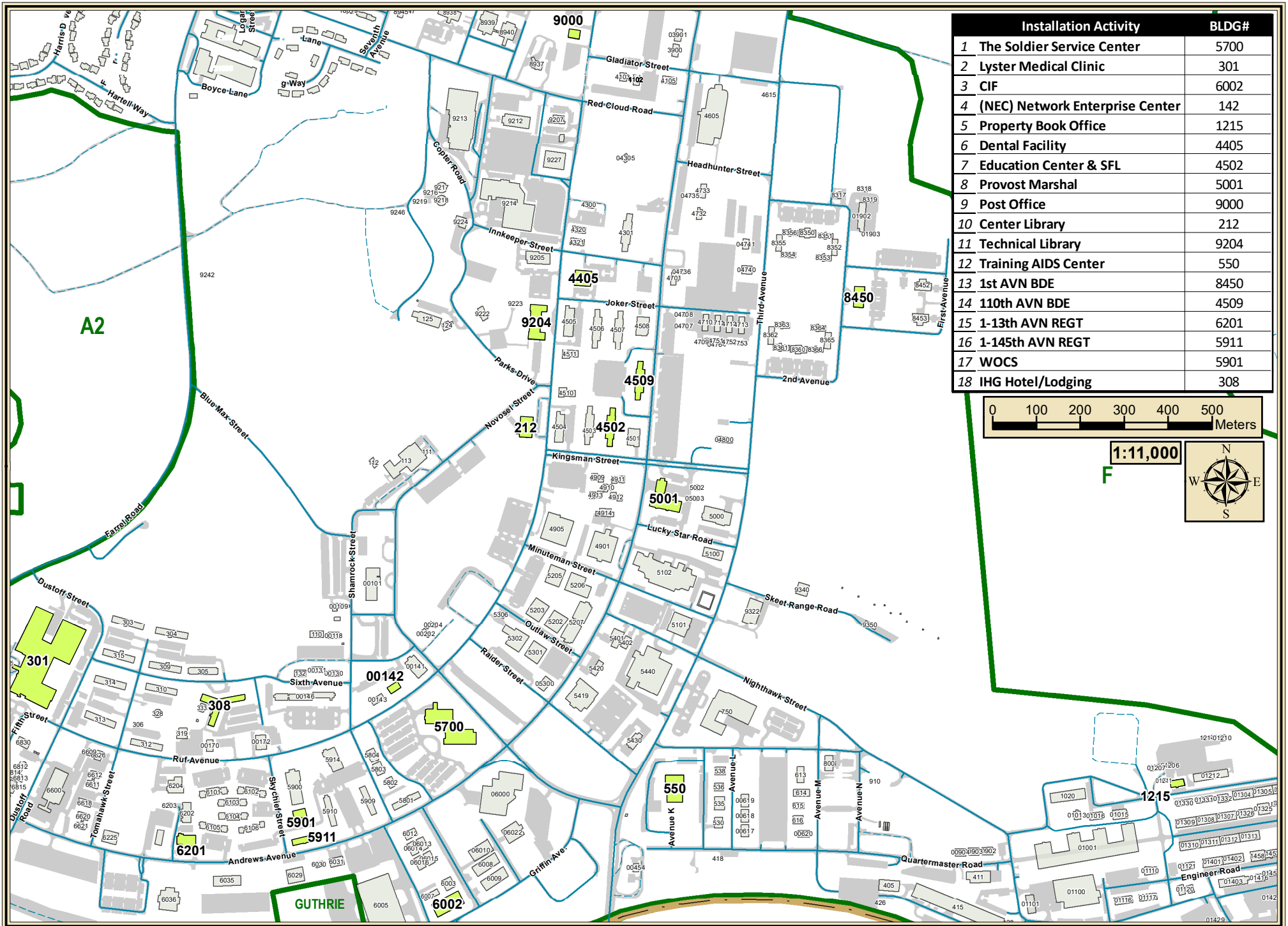
**Medical Records Request, Patient Administration:** To request a copy of your medical record please visit <https://lyster.tricare.mil/Getting-Care/Patient-Administration> complete the form provided on the site then fax or email to the address/number shown and we will virtually assist you obtaining what your need.

**Patient Administration, REGISTRATION and REGISTRATION UPDATES:** If you and or your family members need to register and/or update your registration for LAHC, please call 334-255-7835 for virtual registration. Monday-Friday, 0730-1600.

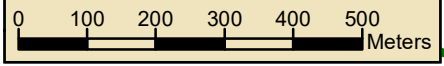
**Pharmacy Services:** All prescriptions and Over The Counter (OTC) requests should be submitted to the pharmacy by filling out a drop off form. Please see our website and [FaceBook](#) page for instructions and up to date information. Drop off forms can be found on the Lyster website or inside of the clinic. Prescription pick up hours are Monday-Friday from 0730-1615.

**Referral information:** <https://www.humanamilitary.com> Track and print your referrals after TRIACRE has approved and assigned the Network Provider with **Beneficiary self-service log in/DS log in**.

**DS Logon:** Access to military websites without CAC or CAC card reader. Register (Need An Account), Activate, Upgrade, look up your Username or reset your Password at <https://myaccess.dmdc.osd.mil>  
For additional information about a DS Log in visit <https://myaccess.dmdc.osd.mil>



Installation Activity		BLDG#
1	The Soldier Service Center	5700
2	Lyster Medical Clinic	301
3	CIF	6002
4	(NEC) Network Enterprise Center	142
5	Property Book Office	1215
6	Dental Facility	4405
7	Education Center & SFL	4502
8	Provost Marshal	5001
9	Post Office	9000
10	Center Library	212
11	Technical Library	9204
12	Training AIDS Center	550
13	1st AVN BDE	8450
14	110th AVN BDE	4509
15	1-13th AVN REGT	6201
16	1-145th AVN REGT	5911
17	WOCS	5901
18	IHG Hotel/Lodging	308



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