

## MilitaryInstallations Booklet for Vance AFB

### Fast Facts

**Location:** Home of the 71st Flying Training Wing, Vance Air Force Base, Oklahoma is located in Garfield County, 5 miles south of Enid and approximately 94 miles northwest of Oklahoma City. The mission of the 71st Flying Training Wing is to produce military pilots, build Air Force leaders and meet taskings in support of national defense objectives. In 1960, Vance was selected by the Air Force as part of an extended experiment in contract services. Under this plan a civilian contractor furnishes the support facilities normally provided by base agencies. Vance AFB [homepage](#).

**Cost of Living:** Compared to the rest of the country, Enid Metro Area's cost of living is 28.81% lower than the U.S. average. While many things in the area are low cost, housing seems to be higher than one would expect.

**Base Operator:** 580-213-5000; DSN 312-448-5000

**BRAC Status:** Gain of 99 personnel.

**Population:** As an AETC pilot training base, our highest population is in students. There are approximately 400 students at any given time. Our permanent party is approximately a combined number of 800 for officers, enlisted and civilians. Keep in mind that we also have services that are contracted. Many of our contracted employees are retired military. The retiree population we serve is approximately 1,200.

**Area Population:** Enid Metro Area's population is 57,657

**Child Development Centers:** The Vance AFB Child Development Center cares for children 6 weeks to 6 years of age or the completion of Kindergarten. Programs include, Full time weekly care, hourly care, pre-school/enrichment and special needs care (medical advisor and supervisor determination). Full day Summer Camp is offered during school breaks and during summer vacation. The Parents' Night Out Program provides weekend childcare for children from six weeks to 10 years of age. Phone: 580-213-7310.

**Schools:** No DoDDS schools. Children living on base attend [Enid Public Schools](#). [Eisenhower Elementary School](#) is located right outside the main gate and has access to school grounds from on base housing. Children living in base housing who attend Eisenhower Elementary can walk to school. Jr High and High School students are bused to school from base housing.

**Youth Services:** The Youth Activity Center provides supervised care for school-age children who have completed kindergarten through the end of the sixth grade. The school-aged program is open after school hours, during school holidays and summer vacation for day camp. The Youth Center offers a teen council that meets and chooses activities for the base's teens, such as field trips, lock-ins, dances and other age-appropriate events.

Vance Teen Center is for Vance's 13-18 year old young adults. The Teen Center hosts activities such as dances, sport activities and trips. Several nationally recognized organizations are affiliated with the Teen Center, such as the Boys and Girls Clubs of America, the Congressional Award and Youth of the Year. For more information, contact us at 580-213-7166.

**Airman and Family Readiness Center:** [Airman and Family Readiness Center](#), 580-213-6330

**Housing:** Family Housing at Vance is privatized, managed by Pinnacle Hunt and includes 2,3, and 4 bedroom units, available for all ranks. Call the Family Housing Office at 580-213-7949, 580-234-0498 (Pinnacle Hunt Office) or visit the [Family Housing website](#) for more information.

**Employment:** Enid is considered to be the retail trade and major medical center for northwestern Oklahoma. Vance AFB is the largest single employer in the area. Job opportunities are available on base. Contact the [NAF Human Services website](#). Unemployment rate of Enid Metro Area is 3.7%. Median household income \$38,900.

**Base Services:**

- [\*\*Support Services Squadron\*\*](#): Recreation at Vance Air Force Base includes arts and crafts, bowling, library, auto hobby, recreation center, theater, golf, gym, tennis, swimming, outdoor activities, camping, fishing, and stables.
- [\*\*Commissaries\*\*](#): 1 on base, 580-213-7788
- [\*\*Exchange System\*\*](#): 1 small exchange on base, 580-237-6765; 1 shoppette
- Financial Institution on base: [\*\*Central National Bank & Trust\*\*](#)

**Medical Services:** 71st Medical Group provides medical care through appointments. Call 580-213-7416. No inpatient or emergency care is available at Vance. There are the two civilian hospitals downtown that provide a full range of services: Bass Integris Hospital and St Mary's Mercy Hospital. Both hospitals accept TRICARE and welcome military patients.

**Special Messages:**

- Air Force Aid Society will pay up to 20 hours of child care (per child) in certified FCC homes on base. Families may receive a certificate when departing and arriving at Vance AFB.

## Overview

### Location

Vance Air Force Base Oklahoma is located in Garfield County, 5 miles south of Enid and approximately 94 miles northwest of Oklahoma City. This is a military town and the community appreciates our presence. While many things in the area are low cost, housing seems to be higher than one would expect. In 1960, Vance was selected by the Air Force as part of an extended experiment in contract services. Under this plan a civilian contractor furnishes the support facilities normally provided by base agencies.

### History

In keeping with the Air Force tradition of naming bases for deceased Air Force flyers, on July 9, 1949, the base was renamed after a local World War II hero and Medal of Honor winner, Lt. Col. Leon Robert Vance, Jr. The twin-engine T-37 jet, designed as a primary trainer became operational at the base in 1961. Replacing the T-33 in 1963-64, was the T-38, an advanced supersonic jet trainer. In 1995, the 71st Flying Training Wing moved into a new specialized undergraduate pilot training program with the arrival of the Beechjet T-1 Jayhawk. Joint training with the Navy became a reality in March, 1996, and Navy and Marine Corps student pilots arrived in April 1996, as part of Class 97-08. For more of Vance's history visit Vance AFB's [homepage](#).

### Mission

The mission of the 71st Flying Training Wing is to produce military pilots, build Air Force leaders and meet taskings in support of national defense objectives. The 71st Flying Training Wing conducts joint specialized undergraduate pilot training (JSUPT) for qualified United States military officers and also international officers. Flying training is also provided for members of the Air National Guard, Air Force Reserve and the air forces of several allied countries.

### Population Served

As an AETC pilot training base, our highest population is in students. There are approximately 400 students at any given time. Our permanent party is approximately a combined number of 800 for officers, enlisted and civilians. Keep in mind that we also have services that are contracted. Many of our contracted employees are retired military. The retiree population we serve is approximately 1,200.

### Sponsorship

Contact your gaining unit for a sponsor. Your sponsor will need to know your dependent status, estimated time of arrival and any special needs you might have in order to be of assistance.

### Temporary Quarters

When you arrive at the base during non-duty hours, interim housing information prepared by Housing Referral is available for you at the Lodging Office desk (Bldg. 714), DSN 312-448-7358 or 580-213-0059. Please report to the Housing Referral Office, 580-213-7438, no later than your first duty day to complete the in-processing (NOTE: this is important in case there are any home finders on the "OFF LIMITS" list). Single officers are required to live in on-base, unaccompanied officer personnel housing (UOPH). Single officers may not secure off-base housing unless UOPH is not available or assignment to UOPH will cause a serious, personal hardship. (Non-availability of UOPH must be documented by the billeting office and approved in writing by the Support Group Commander. Personal hardship must be documented by the officer and approved in writing by the Support Group Commander.)

### Relocation Assistance

Please contact your relocation manager or the Airman & Family Readiness Center, DSN 312-448-7120 or 580-213-7120, for more information on Vance AFB. Feel free to contact the Preflight Officer Monitor (DSN 312-448-6396 or 580-213-6396) or the 71st OSS Orderly Room (DSN 312-448-6087 or 580-213-6087) if you have more questions about JSUPT.

### Critical Installation Information

#### Passports and Visas

Ensure member and/or dependents have the required passports and/or visa prior to final out-processing. Member and/or dependents are not allowed to final out-process without the required passports/visas in hand for themselves (if applicable) and/or dependents. Members electing the accompanied tour will not be permitted to out-process without having the required passports/visas in hand for themselves (if applicable) and/or dependents.

These actions are necessary to prevent unforeseen hardships to the military members and their families. Therefore, as a last reiteration, it is essential, members do not out-process without having the appropriate passports/visas for themselves (if applicable) and/or dependents.

## Sponsorship

Settling into your new location and your new unit takes time. [Plan My Move](#) is designed to assist you with information about your new location. Complimenting Plan My Move each of the military Services has a Sponsorship Program which is very helpful in providing new unit information. Sponsors can make your transition smoother. The purpose of the Sponsorship program is to:

- Provide a sense of belonging
- Ease the transition for inbound service members or civilians and their family members
- Increase productivity
- Reduce culture shock
- Help newcomers make informed decisions
- Cultivate new friendships
- Improve morale

A sponsor is someone from your new unit who is assigned to assist you settling into your new location. You must request a sponsor through your unit. You can learn more about the sponsorship program and how to apply through your Relocation Assistance Program or the Family Center at your new installation.

Your Service will appoint your sponsor in writing. He/she will be the same or close to your rank and the same marital status, if at all possible. This person will be knowledgeable about the local community and the installation; available to assist you and your family for at least two weeks post arrival, and be someone who is positive and outgoing.

A sponsor's duties include:

- Contacting you and your family by letter of introduction or e-mail upon learning of your assignment to the installation.
- Following up with a personal phone call after contact has been made.
- Sending information about the installation/area which you may require, or putting you in touch with the resources on the web and at the installation that provide current, complete and up-to-date information such as those provided by the Relocation Program.
- Answering any questions which you or your family may have, or, again, providing the proper resources to answer those questions.
- Confirm transportation and lodging arrangements.
- Assisting with obtaining a Post Office Box for your mail.
- Meeting you and your family upon arrival.
- Accompanying you to your check in point for the unit.
- Introducing you to the Family Center and lending closet
- Providing essential service locations such as commissary, exchange, gas station, and bank.
- Being available when you arrive at your installation to meet you, show you around, and help you through in-processing.

If you have not been assigned a sponsor, or have not been contacted as of yet, request one by contacting your gaining command or unit. If after contacting your new command you find difficulties in obtaining a sponsor, contact your Relocation Assistance Personnel for additional help with your move.

Service specific processes for requesting a Sponsor include:

- **Army and Defense Logistics Agency:** AR 600-8-8 outlines procedures for DA Form 5434, Sponsorship Program Counseling and Information Sheet. Sponsorship is mandatory for first term Soldiers. All Soldiers, private through colonel (excluding those completing advanced individual training (AIT) and those PCSing to long term schools) and civilian employees through grade 15 may participate in the advance arrival sponsorship program. Reactionary Sponsorship is available for individuals arriving at an installation without a sponsor. Contact the gaining unit to request a sponsor.
- **Air Force:** Gaining Unit Commander Support Staff/Military Personnel Element will assign a sponsor upon receipt of assignment notice. Assigned sponsor will then make contact with the inbound member.

- **Navy:** OPNAV INSTRUCTION 1740.3C prescribes procedures regarding Command Sponsor and Indoctrination Programs. This Program is designed to facilitate the adaptation of Sailors and their families into new working and living environments, to minimize the anxiety associated with a Permanent Change of Station (PCS) move, and afford Sailors and their families the greatest opportunity for a successful and productive tour of duty.

Command sponsor and indoctrination responsibilities begin upon receipt of PCS orders and continue until the Sailor has become an integral part of the new command and is fully cognizant of all policies, programs, services, and responsibilities available through the command. Commanding Officers shall establish a Command Indoctrination Program to include the delivery of the Navy Pride and Professionalism training per this instruction. COs should ensure all incoming personnel receive command indoctrination training within 30 days of arrival or within 3 drill weekends.

Enclosures (1) and (2) of OPNAVINST 1740.3C outline responsibilities and provide guidance for these programs. Assistance to local commands regarding the Command Sponsor Program is through the Fleet and Family Support Center (FFSC) Relocation Assistance Program staff.

- **Marine Corps:** Gaining Unit Commander will assign a sponsor on request. Overseas commands should assign a sponsor automatically, however if one is not assigned, send a request to the gaining command. A sample request form is available on our website that can be filled out and sent to the gaining command. See the following [website](#).

Sponsors' responsibilities and abilities to be available will vary from installation to installation, depending upon the priority which the installation and unit commanders give to the program; however, the Services are making the Sponsorship program a priority as research has shown the many benefits of good sponsorship to service, family members and youth.

### **Youth Sponsorship**

The Youth Sponsorship Program depends on the availability of youth who volunteer to become sponsors. The Youth Services topic should explain the Youth Sponsorship program at your new installation, but if it does not answer all of your questions, contact your Relocation Manager to inquire about the program and acquiring a youth sponsor.

## Directions to Installation

### Airports

If you arrive by commercial airline, at Will Rogers Airport in Oklahoma City to come to Enid from Oklahoma City(transportation is available by bus through Enid Public Authority System 580-233-RIDE. The cost is \$100.00 one way). It's very important to coordinate your travel plans with your sponsor. They might be willing to pick you up.

Also the Woodring Airport Shuttle is available for \$5.00 to Vance Air Force Base, Tulsa 24 hours a day, seven days a week with connections to Amtrak and bus station. Call 580-402-0339. The cost is \$85.00 one way to OKC. The cost for Tulsa is \$100.00,second person is \$50.00. Please call ahead to make arrangements. They meet you at the gate with a "your name" card. If you arrive earlier wait at the Travelers Aid stand. The Transfer runs Mon thru Sat.

### Driving Directions

If you are traveling by car, all highways are well marked. The main gate is on Pride Drive, (may still be listed as Fox Drive on maps), just off US Hwy 81 south of Enid. The Security Police at the main gate will issue you a visitor's pass for your vehicle if you don't already have a sticker. You will be directed to base lodging, Bldg 714. For temporary lodging and motels that accept pets.



**T-34 Transition Students**

Welcome to the 71st Operations Support Squadron and Vance Air Force Base, the Air Force home of Joint-Specialized Undergraduate Pilot Training (JSUPT). You will be attached to the 71 OSS/OSTJ for 3 weeks. During this time, you will inprocess, complete all required T-34 transition and physiology topoff training. Upon completion, you will be assigned to either the 25th FTS (T-38) or 32nd FTS (T-1A). You will be integrated into an existing class of students assigned to one of the flights within your squadron.

Note that your orders designate a specific date and time to report to the 71 OSS. If you arrive in Enid during non-working hours, do not go to the squadron to try and get your orders stamped. There are no "quarterdecks" in the Air Force and, therefore, no 24-hour duty desks. Wait until the next working day, hours M-F 7:30 a.m.-4:30 p.m. Go to the 71 OSS training office (Bldg 690, Room 27). Inprocess with the casual student officer, he will give you the appropriate check-in sheets. Upon completion, insure that you see the training officer personally as soon as possible. If he is out, leave a note on his desk that you have inprocessed.

The training office/er can assist you with any transition specific issues. Please feel free to contact him at 580-213-6381 or DSN 312-448-6381.

## Motor Vehicles

### Registration & Licensing Requirements

Oklahoma State law requires you to have sufficient liability insurance and a valid driver's license in order to operate a vehicle. The term "vehicle" generally includes automobiles, motorcycles, vans, trailers and boats regularly parked or garaged overnight. Further, your vehicle must be properly registered. Even though you are in the Military, you may be required to register your vehicle in-state and obtain an in-state license within a few months of moving. Access complete information on insurance, driver's licensing, and where and how to register your vehicle by visiting the [State Department of Motor Vehicles](#) website.

### State Laws

You and your passengers must always wear seatbelts while driving, you will be ticketed and issued heavy fines if seatbelts are not secured. State law requires that all children under 60 pounds be properly restrained in child seats. Some states also require younger, smaller children to sit in the back seat.

Motorcycles and their operators are subject to special laws. If you own and operate a motorcycle, you must comply with those laws. Visit the State Department of Motor Vehicles website for more information.

Many States and local jurisdictions have strict laws about the use of cell phones and other digital devices while driving. Research these laws on the State Department of Motor Vehicles website. Tickets will be issued and fines assessed for violating these laws. Play it safe and always use a "hands free" device if you must use a cell phone or other PDA while driving. Hands-free devices must be used while operating a motor vehicle on ALL military installations worldwide.

### Base Regulations

Seat Belts --In Oklahoma, seatbelt use is mandatory for all personnel while operating either government or private vehicles.

Child Restraints --The Oklahoma child restraint law says that all passengers under the age of 13 traveling in any type of vehicle must be in a seat belt/child restraint system, no matter where they are seated. This includes farm tag vehicles. You will be fined for not having your children secured.

Drinking and Driving -- There is a new aggravated DUI law which requires that a convicted drunk driver having a blood or breath alcohol concentration of fifteen-hundredths (0.15) or more shall, in addition to criminal penalties, be punished by a mandatory minimum 28 day inpatient treatment.

In addition they will be under a minimum one year of supervision which will include periodic testing and aftercare at the defendant's expense. They will also be subject to 480 hours of community service after they complete their treatment and required to put an ignition interlock device on their vehicle.

Vehicle Checks --All vehicles entering or leaving Vance AFB are subject to search.

### Registering Vehicles on Base

All vehicles owned by military, authorized family members and civilian employees assigned to Vance AFB must be registered within three days of being assigned.

Vehicle Safety Inspection stickers are no longer mandatory in Oklahoma.

No motor vehicle shall be operated in Oklahoma unless the owner maintains, at all times, approved liability insurance in an amount not less than \$10,000 bodily injury per person with a maximum of \$20,000 and \$10,000 property damage. Owners must certify to the existence of liability insurance at time of registration.

## Education - General Overview

### Public Schools

Enid has 11 elementary schools, 3 junior highs, 1 high school, 9 private/parochial schools, 1 vo-tech, and 1 state University and 1 state 2 year college. There are no primary or secondary schools within the perimeter of Vance AFB, however, Eisenhower Elementary School is right outside the main gate and has access to school grounds from on base housing.

- Average High School Graduates = 323
- Dropout Rate = 6.0%
- Percent of Students Attending Universities = 36.2%

School boundaries have been carefully defined to adhere to specific requirements. Transfers to other than assigned schools may be requested, but each request must be weighed for compliance to variables such as class sizes. The Housing Referral Office has a large city map which shows school boundaries.

Northwest Enid students attend kindergarten through the 8th grade at Chisholm Elementary School, North of the city. Grades 9 - 12 to Chisholm High School, Northwest of Enid.

Southeast Enid children have kindergarten through sixth grade at Pioneer Pleasantvale Elementary School, East of Enid. Pioneer Pleasantvale High School, southeast of Enid, consists of grades 7-12.

Buses are available for children who live at least two miles from their assigned area school. Children living in base housing who attend Eisenhower Elementary can walk to school. Jr High and High School students are bussed to school. Waukomis, Ok (approx 5 miles south of base) busses students from base to Waukomis schools also.

#### *Age requirements for Enid Public Schools*

- Pre-School: Child must be 4 on or before September 1.
- Kindergarten: Child must be 5 years old on or before 1 September of the school year.
- First Grade: Child must be 6 years old on or before 1 September of the school year.

New students must provide birth certificates and immunization records for entry to kindergarten through 12th grade.

#### *Immunization Requirements*

- 4 Year Old Program: 4DPT/DT, 3 Polio, 1MMR, 2 Hepatitis A, 3 Hepatitis B, 1 Varicella (chicken pox)
- Kindergarten, 1, 2, and 3: 4 DPT/DT (unless the fourth dose as given on or after the fourth birthday), 4 Polio (unless the third dose was given on or after the fourth birthday), 2 MMR, 2 Hepatitis A, 3 Hepatitis B, 1 Varicella (chicken pox)
- Grades 4 and 5: 5 DPT/DT (unless the fourth as given on or after the fourth birthday), 4 Polio (unless the third dose as given on or after the fourth birthday), 2 MMR
- Grade 6: 3 DPT/DT, 3 Polio, 2 MMR
- Grades 7, 8, 9, and 10: 3 DPT/DT, 3 Polio, 2 MMR, 2 Hepatitis A, 3 Hepatitis B
- Grade 11: 3 DPT/DT, 3 Polio, 2 MMR, 3 Hepatitis B
- Grade 12: 3 DPT/DT, 3 Polio, 1 MMR

All exemptions must be approved by the Oklahoma State Health Department Immunization Division.

#### *Kindergarten and Elementary School*

Kindergarten is conducted in each elementary school. Morning classes are from 8:00 - 10:45 a.m. and afternoon classes 12:15 - 3:05 p.m. Elementary school class hours are from 8:00 a.m. - 3:05 p.m. The 35-minute lunch period is closed; students may leave school only with a parent's written authorization. Children can bring their lunches or participate in the lunch program provided. School lunches must be prepaid in ten-day blocks. Assistance is available to provide reduced price or free lunches. Non-student/Teachers may purchase a ten-day block (check for cost).

#### *Junior High School*

Junior High Schools are for grades 7,8 and 9, with class hours of 8:15 a.m. - 3:20 p.m. The exception is Waller Junior High with class hours of 8:25 a.m. - 3:30 p.m. There is a 35-minute closed lunch period with the same provisions as for elementary schools. Ten-day blocks may be purchased.

The dress code at all three junior high schools are designed to help provide self-respect and pride for the student bodies:

1. Students will be allowed to wear walking shorts, split skirts, jams, and culottes. Cutoffs, boxer shorts, biker shorts, and gym shorts are prohibited.
2. All clothes must be neat and clean.
3. No student will wear clothing that is too tight, too short or too revealing (this includes midriffs, halters, tank tops, and clothes that do not cover the shoulders).
4. No student will wear thongs.
5. Sweat pants and sweat suits are too informal.
6. No student will wear garments or jewelry with symbols, patches, letters, numbers, slogans, pictures, advertisements, or phrases that advertise or promote the use of alcohol, tobacco products, controlled substances, gang memberships, inappropriate language, disruptive behavior, or sexual misbehavior.
7. Students are not allowed to wear clothing that is torn or frayed or has holes.
8. No student will wear caps, hats, or sunglasses in the buildings.
9. Clothing with straps will have the straps buttoned or secured.
10. Exaggerated hairstyles and/or dress are inappropriate and disruptive.

#### *High School*

Enid High School consists of grades 10, 11 and 12. Class hours are from 8:15 a.m. - 3:10 p.m. The 50-minute lunch period is not closed; ten-day lunches may be purchased. Check for cost of Non-student/teacher ten day block.

The dress code is a well-defined dress code allows for student individuality while emphasizing good grooming, cleanliness, and proper dress. Specifically, students should avoid clothing with cuts and holes, advertisements for alcoholic beverages, drugs, or objectionable or implied slogans or pictures in poor taste. Hats are not to be worn in the building. Cutoffs must be hemmed (all such details are covered in student handbook).

Student Clubs and those related to academic programs: National Honor Society (open to all those meeting the grade requirements); Delta Theta (open to advanced Math students); Astronomy Club (open to those interested in using the planetarium); Life Club (open to those interested in ecological issues - usually includes trip to Alabaster Caverns); Spanish Club (open to Spanish students - dues required); French Club (open to French students - dues required); Journalism Club (open to Journalism students); E Club (lettermen in various sports).

EHS Service Related Clubs: Awareness (open to students interested in social concerns); Big Brother/Big Sisters (open to students interested in assisting with special needs students on campus)

Parent Organizations: PSTA (Parent, student, teacher association) open to all students, parents, and teachers to work on special projects for the school); Booster Organizations (various sports and activities have parent organizations).

Extra-Curricular activities: Band (marching and concert) - award winning band travels every two years to out of state competition; Football, basketball, baseball, soccer, swimming, diving, wrestling, tennis, and golf for boys (several state level championships); Basketball, softball, soccer, swimming, diving, tennis and golf for girls; Aquettes (synchronized swimming) for girls; Debate and Competitive Speech; Yearbook and Newspaper; Constitution Competition (juniors); Mock trial competition; Academic bowl competition. (Several of these are offered as a class and should be identified in the Student Registration Guide).

At the start of or during senior year start searching for scholarships and grants. Stop by the Airman and Family Readiness Center and use the CA\$HE program, free and search on the computer for scholarships and grants that are available. Also military children ask for the Air Force Aid Society \$1000 grant application.

High school graduation requirements are as follows:

- 4 units English
- 3 units Mathematics
- 3 units Social Studies
- 1/2 unit Oklahoma History
- 1/2 unit Social Science
- 1/2 unit World Ancient/Medieval History or World Modern History
- 1/2 unit World Geography or American Government
- 1 unit American History
- 2 units Science
- 1 unit Physical Science

- 1 unit Biology
- 1/2 unit Physical Education (Ninth grade Physical Education or Athletics will count toward this requirement. High School Athletics or 2 years of Band will fulfill this requirement.)
- 1/2 unit Health
- 1 unit Fine Arts (Art, Music, Foreign Language, Speech, Yearbook, Drama, Debate, and elective English Classes), Journalism, Acting and Directing, Vocational, Yearbook, Driver's Education, Aerospace Science, systems Analysis)
- 10 units Electives

#### *Vocational School*

Autry Tech, Vocational Technical School has classes in half-day sessions, allowing students in grades 10, 11 and 12 to take three high school courses and attend the morning or afternoon Vo-Tech periods. Night classes are offered also.

#### **Gifted/Talented Enrichment Programs**

##### *Enrichment Program (Grades 1-12)*

The Enrichment program has been developed to serve students in grades one through twelve who have demonstrated the potential for high levels of performance in the areas of intellectual and academic ability.

##### *LEAP (Learning Enrichment for Advanced Primaries) (Grades 1-3)*

LEAP program is the gifted/talented program serving students in grades one through three who have demonstrated the potential for high levels of performance in areas of intellectual and academic capabilities.

##### *ACTION (ACademically Talented Program)(Grades 4-6)*

ACTION provides gifted/talented education as described by Oklahoma school laws and regulations. It is a program of educational enrichment and challenge designed to meet the needs of specifically identified students.

#### **Alternative Education Programs**

Enid Alternative School is located in the Lincoln Education Services Center, 600 W Elm, (Old Lincoln school building), Gr 6-12, Alternative Education School takes students in danger of dropping out and provides them with an alternative to the typical school setting. Students attend classes for half a day, leaving time for jobs or vocational training.

#### **Private Schools**

St. Joseph's Catholic School, located on the south side of St. Francis Xavier Catholic Church, has reopened, after 25 years. The school information line is 580-242-4449.

#### **Adult Education**

The Base Education and Training Office cohabitates the same building with the Airman & Family Readiness Center and the Library and provides educational counseling and advice to military members and their families. Graduate, undergraduate, and vocational classes are available to Vance members in the local area. Northwestern Oklahoma State University, Northern Oklahoma College, Embry-Riddle Aeronautical University, and Autry Technology Center, are the four main institutions serving Vance AFB. Tuition Assistance is available with applicable limits as is the TOP-Up Program. The Vance Scholarship Program is another available avenue but is also available to DOD civilians, adult children or spouses of active duty personnel along with active duty military members who are not utilizing TA.

Northwestern Oklahoma State University- Enid, offers a myriad of day and evening courses leading to a bachelor's degree or a graduate degree. Programs include Accounting, Behavioral Science, Business Administration, Criminal Justice, Elementary Education, Nursing and Social Work. A new and exciting program at NWOSU is E-Commerce that includes an incubator company degree. Programs from other state universities are also offered on campus. For more information call 580-237-0334.

Northern Oklahoma College - Enid, is a two year community college that serves more than 900 students each semester on its scenic 120-acre campus. Students can earn Associate degrees in Business Administration, English, General Studies, Nursing-RN, Social Science, Elementary and Secondary Education, Computer Information Systems, Professional Pilot, and Airframe and Powerplant. For more information call 580-548-2275.

*Tuition Assistance*

Two financial aid programs are available for the spouse of the active duty member. The Family Support Flight has the a scholarship search program on computer. All active/retired/DOD Civilian and family members may use this program to search for grants and scholarships, free.

The Air Force will, for eligible active duty personnel, pay up to 100% of the tuition cost under the Tuition Assistance--TA --Program. (Congress mandates that officers using TA will incur a two year ADSC (active duty service commitment), concurrent with any existing commitment. We also have the Vance Scholarship Program (VSP). Under this program, the City of Enid will: pay 50% for Active Duty NOT using TA and pay 50% for military family members and DoD civilians. (With this scenario, the student pays the other 50% as well as books and applicable fees). A new update to the VSP is that since the Air Force now pays 100% tuition, the VSP will pick up the tab, up to \$100.00 per course for books. Both the Air force Tuition Assistance and Vance Scholarship programs are limited to six semester hours per term and apply to Northern Oklahoma College, Northwestern Oklahoma State University, Autry Technology Center, Embry-Riddle Vance Resident Center and the main campus of Oklahoma State University in Stillwater.

## Education - Local Schools

Choosing the right school for their children is a priority for military families. This article describes excellent resources for your use in planning for your child's educational needs. Parents can find current information about public, charter and private schools by using the tools below:

### **1. How do I choose a good school?**

[Choosing a School for Your Child](#) is a U.S. Department of Education publication that will help families identify what is important in selecting a school.

[The School Visit: What to Look For, What to Ask](#) Whether you are choosing a school for the first time, or because you are in transition, this site will provide you with information about what to do and what to ask.

### **2. What schools are in my area (or in the area where I may move), and how good are they?**

Several high quality commercial tools are available to assist in making decisions about which school to choose for your child. Listed below are these website tools along with information on how you access the information and what type of information each site provides.

Both [Great Schools](#) and [School Matters](#) provide a wealth of information for parents:

- School contact information
- Distance from zip code (provide the installation zip code, or the zip code of the area where you will be living)
- Public, private or charter school designation
- Student/teacher ratios
- Free and reduced school lunch program (an estimate of economic disadvantage)
- Great Schools provides a rating of schools and a parent comment section
- Percentage of students meeting or exceeding the state standards in math, reading and language arts
- Teachers - average number of years teaching experience, % of first year teachers on the staff
- Students: Average percentage of students absent from school for more than 15 days
- Ethnic breakdown and percent of students with English as a second language
- School Matters provides college prep scores (PSAT, SAT, ACT test scores)-for high schools only
- Great Schools also provides parents the ability to rate the schools and make comments on the schools.

For both sites, the user must enter the State and zip code to find schools in the area.

SchoolQuest was developed by the [Military Child Education Coalition](#) to help military families select schools. SchoolQuest also offers an Online Library that provides resources for families in transition. At this time, the SchoolQuest data base covers 99 military installations. The Military Child Education Coalition also provides a [data base of information](#) on each State's educational system.

[The School Report Tool](#) is available from Military OneSource that list names and locations of public, public charter, private, virtual and home schooling choices around major installations. [Charter Schools](#) are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. Use this site to find one in your area.

### **3. How can I help plan for a successful transition in this new school and for my child's school career?**

Parents often want to know about the availability of extra curricular activities and sports, or the availability of advanced classes. For these questions, it is best to contact the schools directly. It is important to ask the right questions. The following resources can help with these questions and others.

The [Toolkit for Parents](#) was developed by the Department of Defense, especially for Military Families. This 85 page booklet walks parents through preparing for the move and the first two weeks of school....what to ask, what to take, etc..

The [Military Impacted Association](#) has [checklists](#) available for military kids who are leaving or entering a new school.

The Military Child Education Coalition has a [checklist for transferring students](#) that will be helpful. Additionally, through [SchoolQuest](#), MCEC provides parents with the ability to develop a profile for each of their children, which then will provide them with a report on issues related to transferring to a new school district.

**4. Question? What happens if I need help during the school year?**

During the school year, there are always questions that parents have, such as "What is the best way to help with homework?" or "What if my child needs to see a counselor because my spouse is deployed?" Military OneSource helps with these questions and has 24/7 access. You can call them at 1-800-342-9647, connect to them at the website [Military OneSource](#), or [e-mail a consultant](#).

## Education - Local Schools/Overseas

### Overseas Schools -- What You Should Know

Moving your family from one installation to another in the U.S. can be challenging enough; but moving your family overseas presents an even more complex situation. One of the most important challenges can be summed up by this question, "Where are my children going to go to school?"

This article will provide resources to help guide military families through the many questions and decisions regarding local schools abroad.

#### Where do I start?

Start with the information on your new installation. Visit [Plan My Move](#) and review the installation's Education - Overview article. All of the overseas installations have dedicated a portion of the Education Overview to discussing the education options available in the local community as well as the DoD schools located on the installation, if available. Most installations overseas that allow accompanied family travel have one or more DoD schools.

#### What is the difference between a DoD school and an international or national school?

[DoDEA](#) is the Department of Defense Education Activity. DoDEA operates DoD schools in 12 foreign countries, Guam and Puerto Rico. All DoDEA schools are fully accredited by U.S. accreditation agencies and maintain high academic standards with well rounded educational programs.

In addition to DoDEA, the [U.S. Department of State's Office of Overseas Schools](#) mission is to promote quality educational opportunities for dependents of American citizens overseas at the elementary and secondary level. If a DoD school is not available on your installation there may be a school in the local community that is an American-Sponsored Elementary and Secondary School.

International schools are English-language schools whereas National schools are schools where courses are taught in the native language. The curriculum and grading system of an International school tends to be similar to the traditional American education system. This is a consideration if your family will be returning to the U.S. prior to your child or children graduating high school. Remember, when choosing a school it is best to try to match the school with your child's needs and expectations.

#### Where can I find a list of International schools in the country where my family is moving?

The Internet can be an excellent resource for finding International Schools overseas. You can find a complete directory of overseas schools on the [International Schools Services' website](#).

In addition, the [World Wide Schools](#) website is an excellent resource. From the homepage you can select the country. Once you have done this, a list of schools will appear and you can then choose which one you are interested in researching. All of the information appearing on this website is provided by the schools directly. Some of the information you may find on a school includes: a background summary about the school, the school's address, phone number, website, and even the email address of the director of the school. This information should be explored so that you can make comparisons with other International schools in the area to determine the best place for your child/children.

#### How do I decide what school is best for my child?

This process is much the same as it would be in the U.S. You may not have as many choices but it is important to make a list of possible schools and then begin to ask around. This is a daunting task since it is likely that there will be a language barrier. However, talk to the Relocation Personnel in the Family Center and your sponsor at your new installation who may be able to put you in touch with other families with children around the same age as your child/children. Always contact the school directly and ask for references.

Once you have narrowed down your options, interview the school or schools directly. This is best done in person, if possible. Ask about: attendance, atmosphere, curriculum; grading system, tuition, accreditations, the staff and administration; as well as other practical details such as, does the school provide meals, what types of extra curricular programs are available, is there transportation, holidays and schedule, sports programs, before and after school care programs, and how is the facility maintained.

#### Now that I have chosen a school, how do I successfully facilitate the transition for my child?

A successful transition should be a priority during planning the move and once the move has been completed. The more knowledge you provide your child with, the more confident he/she will feel once he/she arrives at the new school. Allow your child to be a part of the decision making process, if he/she is old enough, and take his/her opinions into account.

[MilitaryStudent](#) provides several valuable tools to facilitate the transition process. Although many of these tools are not geared specifically to an international move the resources provided do apply to any military student transitioning to a new school in the U.S. or overseas.

# Education - Special Education/EIS

## Exceptional Family Member Program

The [Exceptional Family Member Program](#) (EFMP) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

### Children from Birth to Three Years of Age

The Individuals with Disabilities Education Act (IDEA) requires all States and territories to provide [early intervention services](#) to children from birth to age three who are developmentally delayed, or who are at high risk of being developmentally delayed. Early intervention services may be provided by local school districts or health departments. There is no common name across States for the programs, but you may hear them referred to as Part C programs (because Part C is the section of the IDEA that pertains to early intervention).

The [National Early Childhood Technical Assistance Center](#) provides a list of State Part C directors and funded programs at their web site. [Military OneSource](#) can identify local early intervention programs for you.

- Parents of children who receive early intervention services should hand-carry a copy of the Individual Family Service Plan (IFSP) and most current evaluation reports to the new location.

### Children from 3 through 21 Years of Age

The Individuals with Disabilities Education Act (IDEA) requires all States and Territories to provide [special education services](#) to children who are from 3 through 21 year of age. Each local school district has a special education director, and each school should have a case study committee or school based committee (terms differ) that attends to special education students' needs.

Parents of children receiving special education and related services should hand-carry all pertinent school and medical documents to include their children's Individualized Education Program (IEP) and current testing and evaluation reports to the new school.

The IDEA requires that if a child transfers to a district in the same state, the receiving school must provide comparable services to those in the child's IEP from the sending district's until the new school develops and implements a new IEP. If a child transfers to another State, the receiving district must provide comparable services to those in the child's IEP from the sending district until the receiving district completes an evaluation and creates a new IEP.

### Others who can help you:

Parent Training and Information Centers. Each state is home to at least one Parent Training and Information Center (PTI). PTIs serve families of children and young adults from birth to age 22 with all disabilities: physical, cognitive, emotional, and learning. They help families obtain appropriate education and services for their children with disabilities; work to improve education results for all children; train and inform parents and professionals on a variety of topics; resolve problems between families and schools or other agencies; and connect children with disabilities to community resources that address their needs. [The Technical Assistance Alliance for Parent Centers](#) provides addresses and phone number of the centers in your state.

STOMP (Specialized Training of Military Parents) is a federally funded Parent Training and Information (PTI) Center established to assist military families who have children with special education or health needs. The staff of the [STOMP Project](#) are parents of children who have disabilities and have experience in raising their children in military communities and traveling with their spouses to different locations.

Washington PAVE  
STOMP Project  
6316 So. 12th St.  
Tacoma, WA 98465  
253-565-2266 (v/tty)  
1-800-5-PARENT (v/tty)  
Fax: 253-566-8052  
[Email](#)

**Local Community Information**

Most elementary schools offer special services for students with learning disabilities. Some grade schools, such as Glenwood, specialize in hearing and visual disabilities. Hoover Elementary offers special services for students with mental retardation in grades 3-6 and offers services for children with serious emotional disturbances in grades 1-4.

If you have an elementary child with a special disability, you may want to find a home in a district where that elementary school offers your particular circumstance. Check with the Board of Education to find out which elementary school offers these services.

You may want to contact the National Information Center for Children and Youth with Handicaps at 800-999-5599, P O Box 1492, Washington DC 20010.

## Education - Training (College/Technical)

### **Installation Education Center**

The focal point for all education programs at Vance AFB is the Base Education Office. Professional guidance counselors are available for both military and spouses. Complete testing facilities are available to include CLEP, DANTES, SAT/ACT, Excelsior College and other specialized tests. Any active duty Vance military person filing an application for Tuition Assistance (TA) may receive an amount of scholarship assistance sufficient to pay the full cost of tuition, i.e., 100% TA. Autry Technology Center offers opportunities year round for continuing education. Autry Technology Center is an accredited vocational-technical school that has served the Enid area for over 30 years.

Secondary and adult students can choose from over 25 outstanding career programs. Programs are available in the areas of healthcare, technical and industrial, business, and home economics.

Each year over 2000 individuals attend evening classes in 50-60 subject areas. Many of these students are updating skills to improve job performance, while others are "learning for fun."

### **College**

College degree programs are offered on base through the following colleges and universities: Northern Oklahoma College, Northwestern Oklahoma State University, Autry Technology Center, and Embry-Riddle Aeronautical University.

The Air Force will, for eligible active duty personnel, pay up to 100% of the tuition cost under the Tuition Assistance-TA-Program. (Congress mandates that officers using TA will incur a two year ADSC (active duty service commitment), concurrent with any existing commitment. We also have the Vance Scholarship Program (VSP). Under this program, the City of Enid will: pay 50% for Active Duty NOT using TA and pay 50% for military family members and DoD civilians. (With this scenario, the student pays the other 50% as well as books and applicable fees). A new update to the VSP is that since the Air Force now pays 100% tuition, the VSP will pick up the tab, up to \$100.00 per course for books. Both the Air force Tuition Assistance and Vance Scholarship programs are limited to six semester hours per term.

## Library

### Air Force Library Programs

Air Force Libraries provide an avenue for Airmen and their families to continue their professional and self-developmental educational pursuits, as well as resources for productive use of leisure time. Air Force Libraries also procure mission-essential technical publications to support job requirements of military personnel. Many online products, including downloadable audio books, e-books, and college level practice tests, are available from base library web pages and on the [Air Force Portal](#). These libraries house a variety of print and audio-visual materials for check-out to eligible customers. In addition, Air Force libraries offer customer-use computers with Internet access, free of charge, and most have wireless Internet capabilities. Most base libraries conduct special programs, such as story hours and summer reading programs for youngsters, and offer a variety of classes, author and book talks, and holiday or Air Force heritage events.

The Air Force Library and Information System consists of 103 libraries (80 general, 9 academic, and 14 scientific and technical) as well as one Library Service Center at Ramstein AB in Germany, and nine Learning Resource Centers in Southwest Asia. The Air Force library program also oversees procurement and distribution of educational and recreational materials to over 280 remote sites and contingency operations in 40 countries around the globe. Air Force libraries serve over 12.6 million customers annually and house a total of 9 million + print, audio, video and online resources.

### Military OneSource On-Line Library

Our mobile military members often don't have the resources of a brick and mortar library on hand to provide entertainment, learning or solace. The Online Library provides those resources while the members are in transit or deployed. One-stop shopping for all library resources in print, electronic and downloadable format are available online, 24/7. The library provides recreation, lifelong learning, reference, and career resources for all ages and interests. **All resources including audio and eBooks are free. Resources are available anywhere in the world where there is access to the internet.**

[Military OneSource On-Line Library](#) provides 24/7 access to library materials that include:

- Ability to download free books from thousands of fiction and non-fiction titles, including animated children's books, or request a free paperback or digital Playaway book from Military OneSource.
- Access to data bases to pursue education, research careers, fix cars or home appliances, maintain or remodel apartments or homes, and more.

## Housing - Overview

### Government Housing

Vance is currently in the process of replacing some of the older housing units with new larger floor plans. However there 120 enlisted units 110 officer units. Believe it, there is waiting time.

### Non-Government Housing

*Housing Referral Office (HRO)* -- Your contact for any problems you may encounter (discrimination complaints, tenant/landlord disputes, or any questions/problems about off post housing) is the HRO. Staff are available to assist you in a person to person basis to make your move to this installation an easy and pleasant one. They can provide a list of rentals with corresponding locator maps and give you information regarding the area in which rentals are located.

*DoD Automated Housing Referral Network (AHRN)*--Visit [AHRN.com](http://AHRN.com) or ask at your local housing office to learn about this DoD program that is currently available for most installations. The program allows military members and families to:

- Search listings and pictures of available rentals near military installations
- Find out about shared rentals
- List their own properties for rent to other military families
- List their homes for sale by owner (FSBO) to other military members
- Contact installation housing offices

AHRN is not currently available at all installations but the phased program is adding new installations every month. Check the AHRN [website](#) to see if your next assignment is an AHRN base and check out other features to assist you in your home search.

### Rental Options

Off-base housing within reasonable commuting distance to the base is available. The availability of rental houses is scarce. Four bedroom rental homes are almost non-existent and rentals that permit pets are very hard to find. It is highly recommended that incoming personnel use permissive TDY for house hunting to acquire housing suitable to their family needs before moving their family to the local area.

Before military members seek off-base accommodations, they are required to process through the Housing Referral Office (Bldg 714, Commercial 580-213-7438, DSN 312-448-7438) for a briefing and counseling. (For more information, see Community Housing) The Family Housing Office provides on-base housing information.

### Purchase Options

If you plan to purchase a home, the following is a list of items that may be required for processing a loan application. To help expedite your loan processing have these items readily available:

- Written proof from landlord of where you lived past two years
- Divorce decree
- Custody and child support documents for last twelve months
- Current statements for savings and checking accounts
- Working spouse's verification of employment
- VA purchases need DD 214 (in-service veteran needs a statement of service) and Certificate of Eligibility
- On all open credit -- name of institution, address, account numbers, balance owed and amount of monthly payment (i.e., car payment books, loan payment books, rental stores, credit card)
- Judgement or bankruptcy details if applicable
- Current employer (statement of service) and previous employer if current employer less than two years
- Complete list of assets
- Copies of driver's license, social security cards, current pay stub (leave and earnings statement)
- Copy of past year's withholding statement (w2) and copies of leases if owner of rental property.

## Housing - Temporary

### **Temporary Lodging Facility(TLF)**

#### **Availability/Rates/Amenities**

Four Distinguished Visitor (DV) suites, furnished with refrigerators, color tv, clock radio, coffee makers, microwaves, and bars. Service charge is \$48.25 per night. One senior enlisted suite, furnished with refrigerator, color tv, clock radio, coffee maker, microwave and bar. Service charge is \$48.25 per night. One handicapped suite, furnished with refrigerator, color tv, clock radio, coffee maker, microwave and bar. Service charge is \$48.25 per night.

There are fifty-six (VOQ)/(VAQ) Visiting Officer Quarters/Visiting Airman Quarters rooms, furnished with refrigerators, color tv, clock radios, coffee makers, and bars. All rooms have queen beds and private baths. Service Charge is \$27.00 per night.

#### **Reservations**

The TLF has 10 units. Each unit has a bedroom, bathroom, living room, and kitchenette area. Reservations are accepted in advance for members incident to Permanent Change of Station (PCS). The length of stay for persons arriving PCS is up to 30 days in the TLF and up to 30 days for departing PCS members. Reservations for TLF are held until 6:00 PM unless other arrangements are made with the Lodging Office. The cost at Vance for all ranks is \$41.50 per night.

The Lodging Office is open 24 hours a day.

## Housing - Government

### **Family Housing**

To get to the Vance Air Force Base (AFB) housing office, go through the main gate, follow Gott Rd to Goad St, turn right on Goad St and you are in front of the office in Bldg 714. When you arrive at the base during non-duty hours, interim housing information prepared by Housing Referral is available for you at the Lodging Office , Bldg 714. Please report to the Housing Referral Office no later than your first duty day to complete the in-processing. They can be reached by calling 580-213-7949.

#### *Eligibility*

All members of the Armed Services who are commissioned officers and those enlisted personnel who are E-1s and above are eligible for government housing. The individual applying for quarters must be on active duty, eligible for Basic Allowance for Housing (BAH) at the with-dependent rate, and be accompanied by an authorized family member.

#### *Availability*

Enlisted housing units available include:

- Junior NCO 2 bedroom (20) units
- Junior NCO 3 bedroom (78) units
- Junior NCO 4 bedroom (8) units
- Senior NCO 3 bedroom (12) units
- Senior NCO 4 bedroom (2) units

Officer housing units include:

- Company Grade 2 bedroom (2) units
- Company Grade 3 bedroom (67) units
- Company Grade 4 bedroom (11) units
- Field Grade 3 bedroom (16) units
- Field Grade 4 bedroom (9) units
- Colonel 4 bedroom (5) units

#### *Application*

You can apply for base housing in advance by submitting an application at your current base housing office. Complete a DD Form 1746, Application for Assignment to Housing, along with a copy of your Permanent Change of Station (PCS) orders and your current housing office will forward your application to the Vance AFB housing office. An advanced application is effective 30 days prior to the first day of your reporting month. If you do not apply in advance, your application will be effective the day you walk in and make an application at the Vance Housing Office.

### **Single Service Member Housing**

#### *Unaccompanied Military Personnel*

Permanent party enlisted personnel are housed in well-kept, air conditioned dormitories. Vance's three story enlisted dorms were recently renovated and recarpeted for resident comfort. Enlisted personnel at Vance will be assigned to semi-private rooms, meaning a shared bathroom. Each room has a personal microwave and refrigerator. Dayrooms are furnished with a large screen TV and resemble a home living room. Each floor has a community kitchen area with microwave ovens, refrigerator, stove and even a television. Each dorm has a laundry room, computer room and game room.

Unaccompanied enlisted quarters are assigned by the dormitory manager. Newcomers should check with their sponsor or first sergeant for information on dormitory assignments. After duty hours you should contact the Lodging office for temporary room assignment. For more information, contact the Dorm Manager at 580-213-7212 or Lodging at 580-213-7358)

Single officers living on base are housed in modern unaccompanied officer personnel housing units. There are 210 such units available on Vance. Each unit is equipped with a kitchen, bathroom and private outside entrance. Laundry rooms are located in each building. Maid service is available for a nominal fee. Unaccompanied officers, except JSUPT students, are authorized to reside off base and draw BAH; however, they must process through the Lodging Office to start their single rate BAH.

## Household Goods - Overview

### **Arranging Household Goods Shipments**

As soon as you are alerted to your upcoming PCS move, you can start getting your house and family ready. Clean up and get rid of junk. Hold a yard sale or take serviceable items you no longer need to a thrift shop or donate to charity. Get important family records together in one place. You can even [estimate the weight](#) of your household goods before you visit your transportation office to set up the move. If you are going overseas, you should begin to plan what items you will take in your unaccompanied baggage, in your household goods shipment, and what might need to go into permanent storage. Remember for overseas assignments, electricity is different and houses are generally much smaller and cannot handle large furniture.

Set up an appointment with your transportation office as soon as you have a copy of your PCS orders. The earlier you call or visit your transportation office, the greater your chances of moving on the date you desire. The transportation office may instruct you to use the government's [new automated moving system](#) and process, DP3. The counselors will explain all your PCS move entitlements in detail. Your first decision is whether to have the government move you or whether to move yourself. There are pros and cons to each type of move. Your counselor will answer all of your questions. If you choose a government move, they will book your shipment and put you in contact with your mover (Transportation Service Provider - TSP). The TSP will contact you for a pre-move survey and let you know the exact dates the movers will come. If you choose to move yourself, the counselor can assist with recommendations and tips on how to do a personal move.

#### *Automobile*

The government may ship one Privately Owned Vehicle (POV) at their expense to your new overseas location. This is handled through your transportation office. Remember to discuss your POV needs at your initial counseling session. The shipping contractor has established a [website](#) where you can track the location of your POV through the shipping process.

#### *Shipping Pets*

Planning for shipment of your pet includes researching airline requirements, and quarantine restriction laws in your new location. You will need to ask the airlines the requirements for size, weight, number of animals, kennel construction, documentation and season of the year limitations. Occasionally, small pets can be shipped on military flights but availability and regulations are always changing as well as fees. Check the [DoD Household Goods Portal website](#) for details on shipping pets.

Many international locations have strict importation laws including extended quarantines and restrictions on breeds or types of animals that can be brought into the country. Carefully research these rules as they could impact your moving schedule. Not only do overseas locations have strict rules but many locations have restrictions on dangerous dogs as well. Review your destination installation's Shipping Pets article for details.

### **Arrival and Delivery of Household Goods Shipments**

Follow the instructions you are given at counseling carefully. Depending on how your shipment moves, it is your responsibility to contact the transportation office or mover (TSP) as soon as you arrive at your new duty station. Let them know how you can be contacted, phone, mobile phone and e-mail. If you already have new quarters, they will help arrange delivery of your personal property shipments. Otherwise they will arrange for temporary storage until you have permanent housing.

Make certain that you, or someone who can act in your name, is available at your new home on delivery day. If the TSP arrives and cannot deliver the shipment, you may be charged for the attempted delivery and any additional storage that may result.

#### *Customer Satisfaction Survey*

Once your personal property is delivered, you'll be asked to rate the your satisfaction with the customer service you received from the TSP. Make sure you take the time to do this. Your feedback will make the process better for everyone. The SDDC website provides detailed information about [completing the Customer Satisfaction Survey](#).

#### *Claims*

DoD customers are eligible for Full Replacement Value (FRV) protection on most DoD sponsored shipments. With this protection, the TSP will either repair or pay to repair damaged items and pay the full replacement cost for items that are lost or destroyed.

Providing prompt notice of loss or damage is an essential part of the process. Use the front of [DD Form 1840/1840R](#) to notify the mover of any loss or damage you find at the time of delivery. If further loss or damage is discovered after the transportation provider departs, use the reverse side of the form, DD Form 1840R. You must file **DD Form 1840/1840R with the TSP within 75 days of delivery.** The TSP has the right to inspect the damaged item once they receive the notice forms.

If you have any loss or damage to your personal property you will need to file a claim. Completing and submitting the DD Form 1840/1840R does not constitute filing a claim. You must file the claim directly with the TSP within nine months of delivery to receive FRV protection. Once the claim is filed directly with the TSP, the TSP is responsible for obtaining repair and replacement estimates and settling the claim by paying repair or replacement costs.

As in the past, the Military Claims Office (MCO) is available to help you understand the claims process and your rights and responsibilities. You may still transfer your claim to the MCO if you wish. However, if you transfer your claim the MCO will only be responsible for the lower depreciated cost of items on the claim.

### **Installation Specific Information**

*Claims* -- Loss or damage to an item must be reported within 75 days of delivery.

## Household Goods - Shipping Pets

### Boarding

Check the yellow pages of the Enid phone book for kennels and motels/hotels in the local area that accept Pets. There are no kennels on Vance AFB.

### Vaccinations

All pets must receive vaccinations from a veterinarian. Take your rabies certification to the Enid Police Department for city tags.

### Base Regulations

- On base, a pet must be fenced in, kept inside quarters, staked out, kept in a cage, or on a leash. Any pet not maintained as stated will be considered a stray.
- Any dog or cat over three months of age will be registered with the base veterinary clinic within seven days of bringing the pet on base or their reaching the age of three months. Ensure that the registration tag is worn by dogs and cats when outdoors.
- Owner will be held responsible for maintaining control of their pet at all times.
- Even though an animal is fenced, chained, licensed, etc., if it does harm to another person, the animal will be quarantined. The quarantine will be at the expense of the owner.
- Ask your Relocation Manager for printed information/hints on traveling with pets - most will have free handouts.
- If you are PCSing from Vance, see the Small Animal Clinic for a free health certificate. Health certificates are your proof of your pet's good health and care.
- Most Relocation Managers will also have a listing of Hotels and Motels nationwide that will accept your pets if you are traveling by car.
- NOTE: TMO at Vance can give pet transportation advice for overseas assignment only.

### Quarantine Reimbursement

A \$275 reimbursement is now available to Air Force people for mandatory pet quarantine fees incurred during OVERSEAS permanent change of station moves. This initiative is designed to partially defray out-of-pocket expenses facing members making overseas moves. The entitlement is NOT intended to cover boarding costs or kennel fees for moves within the continental United States. People are entitled to use their government travel card for the fees and can claim reimbursement when they complete their travel voucher. For further information see your Finance Office.

# Health Care - Overview

## Moving With TRICARE

Your [TRICARE](#) coverage is completely portable—meaning it moves with you. You're covered worldwide—both in transit to your new duty location and once you arrive—but depending on where you go you may use a different TRICARE health plan option. Additionally, you may have different steps depending on which health plan option you are using now.

### *When Enrolled in a TRICARE Prime Option*

The TRICARE Prime options include TRICARE Prime and TRICARE Prime Remote in the United States, and TRICARE Prime Overseas and TRICARE Global Remote Overseas in regions outside of the United States. Follow these simple steps to ensure you have no break in coverage when you move.

1. Do not disenroll from your TRICARE Prime option before you move.
2. Once you arrive at your new location, update your personal information in the [Defense Enrollment Eligibility Reporting System \(DEERS\)](#) immediately.
3. Select a new primary care manager (PCM), when moving within the same region or submit a new Prime enrollment form within 30 days if you're moving to a new region.

Where you are moving will determine which Prime option you will enroll in.

## **Prime Options in the United States**

### *TRICARE Prime*

TRICARE Prime is offered in Prime service areas—geographic areas typically located around a military treatment facility—throughout the country.

- North Region [Health Net Federal Services, Inc.](#), 1-877-TRICARE (1-877-874 2273)
- South Region [Humana Military Healthcare Services, Inc.](#) 1-800444-5445
- West Region [TriWest Healthcare Alliance](#) 1-888-TRIWEST (1-888-874-9378)

If you move to a new Prime service area, transfer your enrollment by submitting a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Be sure to include all family members who wish to use Prime on the form.

### *TRICARE Prime Remote*

In non-Prime service areas, TRICARE offers TRICARE Prime Remote. To enroll, submit a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Any TRICARE-eligible family members living with you in a TRICARE Prime Remote area can enroll in TRICARE Prime Remote for Active Duty Family Members. Be sure to include them on the enrollment form.

## **Prime Options Outside of the United States**

### *TRICARE Prime Overseas*

TRICARE Prime Overseas is offered in overseas areas where there are military treatment facilities or areas in which TRICARE has established a network of qualified host nation providers.

- TRICARE Europe Toll free: 1-888-777-8343; Commercial 011-49-6302-67-7432; DSN 314-496-7432 Fax Numbers: Commercial 011-49-6302-67-6374; DSN 314-496-6374 or [e-mail](#)
- TRICARE Pacific Toll free: 1-888-777-8343; Commercial 011-81-6117-43-2036; DSN: 643-2036; Remote Sites: 011-65-6-338-9277 Fax Numbers: Commercial 011-81-611-743-2037; DSN: 643-2037 or [e-mail](#)
- TRICARE Latin America & Canada (TLAC) Address: TAO-LAC, Bldg 38802, Ft Gordon GA 30905-5650; Toll free 1-888-777-8343; 1-706-787-2424; DSN: 773-2424 Fax Number 1-706-787-3024 or [e-mail](#)

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If you move to an area in which TRICARE Prime Overseas is offered, transfer your enrollment by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center. Command-sponsored family members who reside with you are eligible for TRICARE Prime Overseas. Be sure to include all family members who wish to use TRICARE Prime Overseas on the form.

#### **TRICARE Global Remote Overseas**

TRICARE Global Remote Overseas is a Prime option offered in designated remote overseas locations. If you move to an area in which TRICARE Global Remote Overseas is offered, you and any authorized family members living with you may enroll by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center.

Before you move to another overseas area or to an area within the United States, contact the nearest TRICARE Service Center. Then, when you arrive in your new area, transfer your enrollment.

#### **When Using TRICARE Standard and Extra**

TRICARE Standard and Extra are available to family members only. Active duty service members are required to enroll in one of the Prime options described above.

TRICARE Standard and Extra are available throughout the United States and enrollment is not required. Any active duty family member who is registered in DEERS may use these programs by seeing any network or non-network providers that are authorized by TRICARE. In areas outside of the United States, active duty family members who don't want to use a Prime option may use TRICARE Standard Overseas by seeing qualified host nation provider.

If you're already using TRICARE Standard and Extra, moving is easy.

1. Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
2. Then, find TRICARE-authorized providers in your new area.

Here are a few things to remember about using TRICARE Standard and Extra in a new region

- In the U.S.: Visit your new regional contractor's Web site for a list of providers. Remember, if you see network providers, you'll be using the Extra option and pay lower copayments.
- Outside of the U.S.: Contact your TRICARE Service Center for help locating a qualified host nation provider. The TRICARE Extra option is not available in overseas areas.
- If you move to a new region, you'll have a new claims address for submitting your TRICARE claims.
- Learn your new region's prior authorization requirements because these requirements can differ by region.

#### **When Using TRICARE For Life**

TRICARE For Life—TRICARE's coverage for those who are eligible for Medicare—requires no enrollment and you'll have a smooth transition when you move. [TRICARE for Life](#) contact information: WPS TRICARE For Life, P.O. Box 7889, Madison, WI 53707-7889; 1-866-773-0404; TDD 1-866-773-0405

- Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
- Find Medicare providers in your new area.

If you move overseas, your TRICARE For Life coverage may change depending on where you move. In U.S. Territories such as Guam, Puerto Rico and the U.S. Virgin Islands, TRICARE For Life coverage works the same as the stateside program. But, in all other overseas locations, TRICARE For Life Overseas works differently because Medicare does not provide coverage in most overseas locations. Therefore, TRICARE is the primary payer. You can get care from any host nation provider and you will be responsible for TRICARE deductibles and cost shares.

Contact the TRICARE Area Office for the overseas area where you are moving or the nearest American Embassy Health Unit for assistance finding a host nation provider.

#### **Getting Care Along the Way**

- Routine Medical and Dental Care—Get it before you go.



- sponsor's status (fly/non-fly)
- name and birth date
- your status: active duty, retired or family member
- telephone number
- sponsor's social security number
- reason for appointment

If you have to cancel your appointment, please call the appointment desk at 580-213-7416 or DSN 312-448-7416 at least 24 hours prior to your appointment time. This will ensure your name will not appear on the no-show listing.

Exceptional Family Member Program (EFMP) -- EFMP is the Air Force Program for military family members with special needs. Whether the need is for Special Education Services, Medically Related Services or General Medical Services, this program is here to assist the families locate and utilize resources in the Air Force and the local community.

Registration in the program is mandatory. A vital part of the EFMP program is to avert problems associated with being highly mobile. Treatment facilities may not exist at the next duty station. Reassignment or temporary deferment are just two of the tools available. However, both retention at a particular base and assignment to another base are dependent upon vacancies and manning requirements of the Air Force. For more information on his program contact the EFMP officer for EFMP assistance; this officer can be reached by calling 580-213-7419 or DSN 312-448-7419.

#### *Community Information*

For services we cannot provide, we will refer you to quality providers in the civilian community or to military referral hospitals.

Although no inpatient or emergency care is available at Vance, there are the two civilian hospitals downtown that provide a full range of services. These hospitals are Bass Integris Hospital and St Mary's Mercy Hospital. Both hospitals are network facilities and you can be seen at either facility.

There is also an Urgent Care Plus Center that is not a 24 hour facility however, it is open on the weekends and evenings. If you have a true life threatening situation, proceed to either hospital emergency room and notify your Primary Care Manager (PCM) within 24 hours of the emergency. Both hospitals accept TRICARE and welcome military patients.



**Other Important Resources**

*Debt Collection Assistance Officer (DCAO)* - TRICARE has a [DCAO](#) assigned to TRICARE Regional Offices and MTFs worldwide to help beneficiaries understand and get assistance with debt collection problems related to TRICARE. Individuals who have received a notice from a collection agency or a negative credit report because of a medical or dental bill should be referred to the nearest [DCAO](#).

*Family Voices* - [Family Voices](#) is a national, grassroots clearinghouse for information and education concerning the health care of children with special health needs. Family Voices also has [State points of contacts](#) with useful links to State programs and organizations.

**Installation Specific Information***Exceptional Family Member Program (EFMP)*

It is very important that personnel arriving with an Exceptional Family Member should contact the EFMP office immediately upon arrival. You may reach them by calling 580-213-5404 or DSN 312-448-5404.

# Child and Youth Programs

## General Information

The Department of Defense (DoD) and the Military Services take great pride in the variety and quality of services provided to children and youth on installations worldwide. While the services provided depend on the size of the location, the standards and quality of services are consistent and meet established regulations. The network has hundreds of locations worldwide serving over 1.3 million children.

## Child Development Centers (CDC)

These facilities generally offer child care for children ages six weeks to 5 years old. Care is typically available weekdays from 6:00 a.m. to 6:00 p.m. CDCs vary in size; the average CDC cares for about 200 children. All programs must be certified by the DoD and accredited by a national accrediting body such as the [National Association for the Education of Young Children](#).

## In-Home Childcare

With in-home childcare, children receive their care in the private home of a certified provider living in government-owned or leased housing or in state-licensed homes in the community. Family child care provides accommodating child care arrangements, including night, weekend, and flexible hourly care for shift work.

In-home childcare programs offer comparable care to a CDC. Providers must be certified by the DoD, and some seek additional accreditation from the National Association of Family Child Care (NAFCC). Regulations limit the number of children that may be cared for at one time: no more than six children under age eight, and no more than two charges under two years old.

## School-age care (SAC)

DoD School-Age Care (SAC) programs are offered for children, kindergarten to 12 years of age before and/or after school, during holidays, and summer vacations. Emphasis is placed on SAC programs which meet community needs, reinforce family values, and promote the cognitive, social, emotional, and physical development of children. SAC may be provided in DoD Youth Centers, Child Development Centers or other suitable facilities. To expand school-age care spaces, DoD policy encourages use of youth centers; on-and off-base schools, and other suitable facilities such as community centers. Accreditation of DoD SAC programs is a requirement. Accreditation sets the professional standards for after school programs and helps families identify high-quality programs.

## Waiting List

Due to a high demand for care, you may be placed on a wait list. Your position on the wait list depends on many factors that are at the discretion of the installation and may include your husband's military status, the date you apply, deployment and your employment. If these factors change while you are on the wait list, your position will be changed accordingly, so it is important that you keep your information up-to-date.

Child care is not an entitlement, and fees are income-based. Fees throughout the child development system of care fall into fee ranges set by DoD.

To apply for child care, fill out [DD Form 2652, Application for Department of Defense Child Care Fees](#) and [DD Form 2606, the Department of Defense Child Development Program Request for Care Record](#) and return them to the Resource and Referral (R&R) office at your installation.

## Youth Programs

The Department of Defense has a long history of providing positive youth programs that focus on alternative activities for youth during out-of-school hours. Today, DoD continues to be committed to youth by providing consistent guidance and stable and dynamic programs in more than 350 youth programs worldwide. DoD promotes positive youth development by designing programs to recognize the achievements of youth and by developing partnerships with other youth-serving organizations like the Boys & Girls Clubs of America and 4-H that offer a variety of resources. Programs for teens and pre-teens vary from one base to another, but are governed by a consistent DoD instruction. Programs prepare young people to meet the challenges of adolescence and adulthood through a coordinated, progressive series of activities and experiences that help them become socially, emotionally, physically and cognitively competent. Programs usually include physical fitness and sports, arts and recreation, training in leadership, life skills and career/volunteer opportunities, mentoring, intervention and support services.



## Child Care

### **Child Development Center (CDC)**

The Vance AFB Child Development Center cares for children 6 weeks to 6 years of age or the completion of Kindergarten. The CDC is open monthly for Parents Night Out (check for dates). They also offer Give Parents A Break and Childcare for PCS programs.

#### *Registration*

To apply for childcare before arrival at Vance, fill out DD Form 2606 (DOD Child Development Program Request for Care Record) and mail or fax to the Vance Child Development Center.

#### *Programs Offered*

Type of care available includes, Full time weekly care, hourly care, pre-school/enrichment and special needs care (medical advisor and supervisor determination). Full day Summer Camp is offered during school breaks and during summer vacation.

#### *Costs*

Fees are based on total family income and are figured on a sliding scale. The hourly care rate is \$2.25 per hour per child.

### **School Age Program (SAP)**

The Youth Center provides positive, developmental, supervised activities for children first grade through high school age. Programs offered include: After School, Full Day Summer Camp, Holiday Camps and teen activities.

## Youth Services

### **Youth Services**

#### *Youth Sponsorship Program*

"Kids in Touch with Kids" is a sponsorship program offered by the Youth Center. If you are moving to Vance AFB and wish to be matched with a youth currently living here, someone who can answer your questions and concerns about the area and the schools, send us the following information:

- Name
- Age
- Grade
- Male/female
- current address
- expected date of arrival at Vance
- Parent's squadron at Vance
- hobbies
- questions

Also we would like the parent to sign the end of their child's letter stating they acknowledge that your child's information will be used for this program alone. Once we receive your request, a pen pal will be assigned to you.

Send your letter to:  
NW/PS Youth Programs  
308 Sawyer St  
Suite 112  
Vance AFB OK 73705-5115

#### *Youth Employment*

Teen Sitters --To get on a list to be a teen baby sitter, contact the Child Development Center Director at (580) 213-7310. You will need to complete the Red Cross Baby-sitting course. For additional youth employment and volunteer opportunities, contact the Youth Center.

#### *Youth Center*

The Youth Activity Center provides supervised care for school-age children who have completed kindergarten through the end of the sixth grade. The school-aged program is open after school hours, during school holidays and summer vacation for day camp.

Our youth programs offer developmentally appropriate activities, field trips, as well as nutritional meals and snacks. The Youth Center also offers a teen council that meets and chooses activities for the base's teens. Teen activities include field trips, lock-ins, dances and other age-appropriate events.

For additional information about our Youth Center programs and activities, you can reach us at 580-213-7474.

#### *Teen Center*

The Teen Center is for Vance's 13-18 year old young adults. The Teen Center hosts activities such as dances, sport activities and trips. Several nationally recognized organizations are affiliated with the Teen Center, such as the Boys and Girls Clubs of America, the Congressional Award and Youth of the Year. These programs are eligible to all patrons. For more information, contact us at 580-213-7166.

## New Parent Support Program

### **General Program Description**

The New Parent Support Program (NPSP) offers information, support and guidance to military families who are expecting a child and/or have children ages birth to three years of age. Services are provided free of charge to eligible families. NPSP staff provides support in the areas of pregnancy, labor and delivery, newborn/infant/toddler care and safety, growth and development, parenting and family relationships through home visits, classes, educational /support groups and referrals to community services. NPSP staff understands the impact that military life can have on expectant and new families, including deployments and separation from family and friends, and assist families to cope with these special situations. NPSP services are tailored to each family's unique circumstances, and can help with adaptation to military life, preparation for parenthood, enhancing parenting skills, understanding growth and development, couple communication and stress management.

### **Staff Qualifications**

NPSP services are provided by Registered Nurses and Licensed Medical Social Workers.

### **Eligibility Requirements**

NPSP services are available to military families with an expectant mother and/or children ages birth to three years of age.

### **How to Enroll**

To enroll in NPSP, contact your installation Family Advocacy Office.

### **Installation Specific Information**

The Family Advocacy Office at Vance AFB does not have a New Parent Support Nurse but classes on parenting are available upon request and OB Orientation is offered at the base clinic every two months.

## Family Center

### Programs and Services

A key resource on your installation and a gateway to accessing all of the resources available to you, the Airman & Family Readiness Center provides information, support and services to help you balance the demands of family and the military lifestyle. The Airman & Family Readiness Center is one part of the overall installation family support system, which is the network of agencies, programs, services, partnerships and individuals that supports your personal and family life readiness, mobilization and deployment readiness, and mobility and economic readiness. The Airman & Family Readiness Center should be one of your first stops upon arriving at an installation; its programs and services will be an important resource for you and your family.

*Deployment Support* -- Assists you and your family during all phases of the deployment cycle, providing workshops and services to help meet the challenges of deployment, as well as information and referral to deployment-related resources. Services include pre-deployment education briefings for deploying members and families; sustainment support services such as email connectivity, video phone and web camera connectivity, morale calls, applicable Air Force Aid Society programs such as "Give Parents a Break" and "Car Care Because We Care," and return/reunion/reintegration support.

*Relocation Assistance* -- Provides an array of services to meet you and your family's needs when experiencing a permanent change of station (PCS) move. Services include, but are not limited to various relocation workshops (i.e., buying/selling a home) to help you prepare for a move; access to Plan My Move and Military Installations Directory, web-based information systems that provide in-depth information on world-wide installations and communities; where offered, a loan closet for temporary loan of needed/basic household items while awaiting household goods; and assistance with in-transit emergencies. The Center works with other base agencies to keep relocation information current, timely and relevant to allow you to make informed decisions to ensure you experience a smooth and successful move.

*Personal Financial Management* -- Provides information, education, and one-on-one financial counseling to assist members and families maintain financial readiness. Services are designed to address pertinent money management issues throughout an Air Force member's active-duty lifecycle and into retirement. Financial readiness educational opportunities range from basic spend planning to long-term investing.

*Employment Assistance* -- The training and information provided can help you identify and reach your employment and career development goals, manage employment challenges associated with a mobile lifestyle and develop job search skills. Centers provide career planning classes, career counseling, local labor market information, employment trend tracking, skills and interests identification, job bank referrals, resources for self employment and much more.

*Family Life Education* -- Provides you with information and education about a variety of life cycle issues to assist you in developing resilience skills that assist in navigating a mobile military life style. Includes parenting, healthy relationships, and communication skills, among others, to help you strengthen your interpersonal competencies and social relationships.

*Information and Referral* -- An integral function of the family center, information and referral services can assist you in identifying and clarifying needs to determine appropriate forms of assistance and help locate needed services and programs available both on and off your installation, and national resources.

*Transition Assistance* -- The Transition Assistance Program (TAP) prepares separating, retiring, and demobilizing service members (and their families) with information, skills, and knowledge necessary for a successful transition from military to civilian life. The first step in your transition process is to complete the congressionally-mandated Preseparation Counseling session, which furnishes detailed information on the various benefits and services available to you. Each Center is staffed to provide personalized assistance for all your transition-related needs.

Family centers may also provide other services, such as counseling, family advocacy, fitness and recreation programs and exceptional family member support. Services vary by location.

## Employment - Overview

### **Employment Opportunities**

Consult the Transition Assistance/Career Focus Program, Bldg. 314, Rm 15 or area employment specialists for further information and counseling. For personal help finding employment contact your Career Focus Manager at the Airman and Family Readiness Center. They can help get you started before you even make your PCS move. If you want information on networking Vance/Enid employers call DSN 312-448-6213 or 580-213-6213.

#### *Good Prospects*

Clerical, health care, sales, and unskilled labor job prospects are good.

#### *Fair Prospects*

Mid to upper level management positions are relatively few.

### **Local Economic Climate**

Wheat, cattle and oil exploration are major industries. Enid is considered to be the retail trade and major medical center for northwestern Oklahoma. Vance AFB is the largest single employer in the area. Enid's county has an unemployment rate of 3.0. Average hourly rates for local jobs are: secretary, \$6-\$9; general clerical, \$6-\$7; unskilled labor, \$6; teacher, \$11-\$13; sales \$5.15-\$7; health care, \$6-\$9.

### **Employment Documentation**

For job hunting purposes, be sure to hand carry all employment records and documents, resumes, SF 171, SF 50, transcripts, certificates and licenses.

### **Unemployment Compensation**

Unemployment compensation may be available for the spouse of a newly assigned military member or civilian employee. For more information contact the [Oklahoma Employment Security Division](#).

## Relocation Assistance

### Programs and Services

While moving is always stressful, your stress can be drastically reduced if you take full advantage of the information, education, and personal assistance provided to you by the Relocation Program. This is the place to find answers and get referral to other installation resources as well as assistance with in-transit emergencies. The most important thing you can do to ensure a smooth move is to start planning early using the many Relocation Assistance program services and tools available.

***Individual PCS Planning*** -- Most relocation programs offer one-on-one consultation for anyone needing assistance. In particular those making their first military move, first overseas move, or those with challenging and complex situations such as special needs family members or financial problems should call the Relocation Program for an appointment.

***Military Installations and Plan My Move*** -- For managing and planning your move, use these two DoD sponsored web-based relocation tools with information on over 250 installations worldwide. You can estimate expenses, find the forms necessary for housing and household goods, keep a calendar of events and take other necessary actions to ensure a successful move.

***Loan Closet*** -- Basic household goods items are available to borrow while waiting for your personal property pre-departure or upon arrival. The typical items in stock include: pots and pans, dishes, silverware, irons, ironing boards, portacrib, high chairs, and infant/toddler car seats. Generally, towels and bed linens are not available, so these should be packed in your hold baggage.

***Workshops and Briefings*** -- The classes offered vary from installation to installation but you can generally find classes on buying, selling and renting smart, budgeting and finance, moving with children, general moving preparation and many other moving related topics.

***Pre-departure Briefings*** -- Sometimes called Smooth Move or PCS Briefings, you and your spouse will want to attend for sure. These briefings provide essential information that can prevent you from making uninformed and costly decisions before your move.

***Settling-in Services*** -- These may include welcome wagon services, local area tours with childcare often provided, or basic household items to use until your goods arrive. Overseas arrival services may include introductory language classes and cultural awareness training.

***Deployment Support*** -- The Family Center assists unit family readiness groups and Ombudsman programs during the entire deployment cycle. Support includes services for special needs, classes on deployment preparation, managing finances, helping children adjust, family separation, return and reunion, and information on resources available locally and on-line.

***Foreign Born Spouse Support*** -- Whether your question concerns immigration and naturalization, learning the English language or how to take local transportation, the Relocation Program provides assistance, classes and referrals.

***Emergency Assistance*** -- From time-to-time emergencies occur while moving, the Relocation Program office has the resources to provide emergency financial assistance and referrals.

***Transition Assistance*** -- This is a mandatory program available to assist personnel and family members when they separate from the military. The Relocation Assistance office will establish your individual transition plan and refer you to all the installation and community resources necessary to complete a successful transition.

### Installation Specific Information

The Relocation Assistance Program provides concrete aid to help minimize the impact of mobility on the emotional and physical well being of the Air Force family. Note: Vance participates in the Air Force Aid Child Care for PCS Program. Child care up to 20 hours of per child is paid by the Air Force Aid Society on a space available basis in the child development center. If you qualify, you must be within 60 days of PCS (in or out). See the Relocation Manager at the Airman and Family Readiness Center for certificates and more information. Vance also offers the "Give Parents A Break" Program. The base can schedule times to open the base Child Development Center (CDC) and Youth Center for the purpose of offering respite time to families under stress. Families are given certificates to use the program for a specified period of time. AF Aid handles the payments for this program. If the stress of moving and handling children is too much, contact your first sergeant, squadron commander or the AF Aid Society Officer.

Available at Vance to help in your move are copies of the USAF base windshield tour videos (most bases), trip information including maps, moving checklists and information pamphlets. A personalized relocation organizer is available to help you in relocating along with one-on-one counseling. For your personalized organizer stop by and fill out a request form; for one-on-one counseling call for an appointment. Feel free to stop by and use our customer computers to prepare your own road map. Computer programs available to help your spouse locate jobs or create/update resumes, etc.

Personal Financial Management counseling is available to help you budget for your move. The Relocation Assistance Program Manager at the Family Support Flight, and members of the staff are here to help you with any relocation questions you might have after arrival. You will also find local information handouts, employment counselors for spouse job search. When separating contact the Separations/Retirement Section of Military Personnel Flight. Also the Family Support Flight, Transition Assistance Program offers a comprehensive program for those separating/retiring from the military and their spouses. See Family Centers, Transition Assistance in Support Services Section.

## Loan Closet

### **How to Borrow**

Bring a copy of your orders in order to borrow items from the Loan Closet. Bed linens are not provided. The Loan Closet is co-located with equipment rental. You may reach them by calling 580-213-7348.

## Financial Assistance

### Financial Management

For a family of two, moving to Vance and living in the Temporary Living facility for the first few days after arrival, you might expect to pay approximately \$43.00 a day to include lodging, food and laundry and dry cleaning. If you are boarding a pet, of course the cost will be more.

#### *Housing Costs*

The average costs of living in the Enid Community is relatively inexpensive. Average rental cost for a three bedroom house is \$600 to \$700 per month. The average price for buying a three bedroom home is \$89,000, depending on location.

#### **Advanced Pay**

##### *Disadvantages of advanced pay:*

1. You have to pay it back.
2. You might spend it on a vacation instead of PCS related expenses.
3. You have to pay it back within 12 months unless the command gives an extension to 24 months.

##### *Advantages of taking advanced pay:*

1. It is guaranteed for PCS related expenses.
2. No interest.
3. Great in time of need.

##### Be aware of the misuse of government credit card:

1. Unauthorized purchases.
2. Non reimbursable expenses.

## Emergency Assistance

### **Planning for Emergencies**

The American Red Cross is always available for emergency aid anywhere you may be located. Contact information for the Cimarron Valley Chapter 580-237-5994 or 1-877-272-7337.

### **Important Documents/Hand Carry**

Important items to hand carry - not packed with your household goods. Your passports, immunization records, official birth, marriage, divorce, adoption or death certificates, wills, power of attorney, Naturalization papers and complete info on citizenship proceedings. Also house or property deeds and associated papers, military records, bank books, car titles, social security cards, household shipping inventories, insurance papers, official orders, medical and school records, pet records and personal articles that can never be replaced.

### **American Red Cross & Air Force Aid Society**

The Air Force Aid Society can provide financial emergency assistance based upon need, through either loans or, when there is a particular hardship, grants. The American Red Cross can also help in times of emergency.

## Legal Assistance

### **Legal Services**

The Staff Judge Advocate Office is the focal point for all base legal activities.

#### *Types of Services*

The legal assistance offered includes:

1. Advice on domestic relations
2. Adoption
3. Leases
4. Taxation
5. Creditor's rights
6. Wills
7. Estates
8. Powers of attorney
9. Bill of sale and numerous other matters of a legal nature.

#### *Services Not Provided*

Some legal services requested are beyond the scope of the legal assistance program. A client will be referred to a civilian attorney when his/her case requires an appearance in person or pleadings before any civilian court, tribunal or government agency.

#### *Hours of Operation/Legal Assistance/Notary*

Legal assistance is available on an appointment basis. Appointments can be made through the legal office by calling 580-213-7404/DSN 312-448-7404. Individuals desiring wills are encouraged to pick up and complete a worksheet prior to the day of their appointment. Notary service is available on a walk-in basis from 8:30am - 11:00am and from 2:00pm - 4:30pm Mon-Fri. Emergency legal assistance is provided on a case by case basis.

#### *Claims Service*

They process claims for personal property damage sustained during permanent change of station (PCS) moves. Those who wish to file a claim must call 580-213-7405/DSN 312-448-7405 for an appointment with the claims staff.

## Deployment Support

### **Family Deployment Support**

The Airman & Family Readiness Center offers contact with family members while the member is away on TDYs/mobilizations and short tours. They also provide booklets for both the member and spouse to help provide vital information. Please ask for your copy and keep the Airman & Family Readiness Center informed if your family will be staying in our area while you are gone.

## Contact Information

446 McAffrey Ave  
Bldg 314 Suite 15  
Enid, OK 73705-5712  
Phone 580-213-6330 / 580-213-7540 / 580-213-7120  
Phone (DSN) 312-448-7120  
Fax 580-213-6227  
[Email](#) | [Website](#) | [Map](#)

**Adult Education Centers**  
Base Education Office  
446 McAffrey Ave  
Bld 314  
Vance AFB, OK 73705  
Phone 580-213-7388  
Phone (DSN) 312-448-7388  
Fax 580-213-6435  
Fax (DSN) 312-448-6435  
Mon - Fri 7:30 a.m. - 4:30 p.m.  
Sat - closed  
Sun - closed  
Holidays - closed  
[Map](#)

**Automotive Services**  
Auto Skills Center  
514 McAffrey Ave  
Bldg 301  
Vance AFB, OK 73705  
Phone 580-213-7508  
Phone (DSN) 312-448-7508  
Fax 580-213-6402  
Fax (DSN) 312-448-6402  
Tue - Wed 11:00 a.m. - 7:00 p.m.  
Thu 3:00 p.m. - 8:00 p.m.  
Fri - Sat 9:00 a.m. - 7:00 p.m.  
Sun 10:00 a.m. - 6:00 p.m.  
[Map](#)

**Barracks/Single Service Member Housing**  
Civil Engineering Dorm Manager  
71 LRS/CE  
Vance AFB, OK 73705  
Phone 580-213-7212  
Phone (DSN) 312-448-7212  
Mon - Fri 8:15 a.m. - 4:15 p.m.  
[Map](#)

**Beauty/Barber Shops**  
Barber/Beauty Shop  
242 Field Street  
Bld 415  
Vance AFB, OK 73705  
Phone 580-234-8939  
Fax 580-237-5813  
Mon - Fri 8:00 a.m. - 5:00 p.m.  
Thu 8:00 a.m. - 5:00 p.m.  
Sat 10:00 a.m. - 5:00 p.m.  
[Map](#)

**Beneficiary Counseling Assistance Coordinators**  
TRICARE/BCAC  
527 Gott Road, Bldg 810  
Vance AFB, OK 73705  
Phone 580-213-6343  
Phone (DSN) 312-448-6343  
Fax 580-213-5125  
Fax (DSN) 312-448-5125  
Mon - Fri 7:30 a.m. - 4:30 p.m.  
Sat and Sun - closed  
[Email](#) | [Map](#)

**Chapels**  
Chaplain  
195 Field Street  
Enid, OK 73705  
Phone 580-213-7211  
Phone (DSN) 312-448-7211  
Fax 580-213-7377  
Mon - Fri 7:45 a.m. - 4:30 p.m.  
Sun 9:30 a.m. - 12:00 p.m.  
[Map](#)

**Child Development Centers**  
Child Development Center  
334 Phillips St  
Bldg336  
Vance AFB, OK 73705  
Phone 580-213-7310  
Phone (DSN) 312-448-7310  
Fax 580-213-5192  
Mon - Fri 6:00 a.m. - 6:00 p.m.  
[Website](#) | [Map](#)

**Child and Youth Registration and Referral**  
Child Development Center  
334 Phillips St  
Bldg336  
Vance AFB, OK 73705  
Phone 580-213-7310  
Phone (DSN) 312-448-7310  
Fax 580-213-5192  
Mon - Fri 6:00 a.m. - 6:00 p.m.  
[Website](#) | [Map](#)

**Citizenship and Immigration Services**  
Manpower Personnel Flight  
246 Brown Parkway  
Vance AFB, OK 73705  
Phone 580-213-7500  
Phone (DSN) 312-448-7500  
Fax 580-448-7589  
Fax (DSN) 312-448-7589  
Mon - Fri 7:30 a.m. - 4:30 p.m.  
Thu 7:30 a.m. - 2:00 p.m.  
[Map](#)

**Civilian Personnel Office**

Federal Civilian Personnel Office  
246 Brown Parkway, Suite 124  
Vance AFB, OK 73705  
Phone 580-213-7260  
Phone (DSN) 312-448-7260  
Fax 580-213-6545  
Fax (DSN) 312-448-6545  
Mon - Fri 7:30 a.m. - 4:30 p.m.  
[Map](#)

**Commissary/Shoppette**

Commissary (DeCA)  
242 Field Street  
Bldg 410  
Vance AFB, OK 73705  
Phone 580-213-7788  
Phone (DSN) 312-448-7788  
Mon - closed  
Tue - Fri 9:00 a.m. - 7:00 p.m.  
Sat 9:00 a.m. - 6:00 p.m.  
Sun 10:00 a.m. - 5:00 p.m.  
[Website](#) | [Map](#)

**Dental Clinics**

Dental Clinic  
527 Gott Rd  
Vance AFB, OK 73705  
Phone 580-213-7307  
Phone (DSN) 312-448-7307  
Fax 580-213-7917  
Fax (DSN) 312-448-7917  
Mon - Fri 7:30 a.m. - 4:30 p.m.  
[Map](#)

**Exceptional Family Member Program/Special Needs**

Exceptional Family Member Program (EFMP)  
527 Gott Rd  
71MDOS/SGOFH  
Vance AFB, OK 73705  
Phone 580-213-6343  
Phone (DSN) 312-448-6343  
Fax 580-213-5125  
Mon - Fri 7:30 a.m. - 4:30 p.m.

[Map](#)**Family Center**

Airman and Family Readiness  
446 McAffrey Avenue  
Building 314 Suite 15  
71 MSS/DPF  
Enid, OK 73705  
Phone 580-213-6330  
Phone (DSN) 312-448-6330  
Fax 580-213-6227  
Fax (DSN) 312-448-6227  
Mon - Fri 7:30 a.m. - 4:30 p.m.

[Website](#) | [Map](#)**Finance Office**

Finance Office  
246 Brown Parkway  
Bldg 500  
Vance AFB, OK 73705  
Phone 580-213-7498  
Phone (DSN) 312-448-7498  
Fax 580-213-6202  
Fax (DSN) 312-448-6202  
Mon, Tue, Wed & Fri 8:00 a.m. - 4:00 p.m.  
Thu 8:30 a.m. - 4:00 p.m.  
[Website](#) | [Map](#)

**Emergency Relief Services**

Air Force Aid Society  
446 McAffrey Ave  
Bld 314  
Vance AFB, OK 73705-5712  
Phone 580-213-6288 / 580-213-6330 / 580-213-7120  
Phone (DSN) 312-448-6288  
Fax 580-213-6227  
Fax (DSN) 312-448-6227  
24 hours a day/7 days a week  
[Map](#)

**Exchange(s)**

Exchange - Main Store  
242 Field Street  
Bldg 415  
Vance AFB, OK 73705  
Phone 580-237-6765  
Fax 580-237-5813  
Mon - Thu 9:00 a.m. - 7:00 p.m.  
Fri and Sat 9:00 a.m. - 8:00 p.m.  
Sun 10:00 a.m. - 6:00 p.m.  
[Website](#) | [Map](#)

**Family Child Care/Child Development Homes**

Family Child Care Program  
334 Phillips Street  
Bld 336  
Vance AFB, OK 73705  
Phone 580-213-5025  
Phone (DSN) 312-448-7310  
Fax 580-213-5192  
Mon - Fri 8:30 a.m. - 5:30 p.m.  
[Map](#)

**Financial Institutions**

Tinker Federal Credit Union  
Vance AFB Branch  
234 Fields Street Bldg. 412  
Vance AFB, OK 73705  
Phone 580-213-7229  
Mon - Thu 9:00 a.m. - 5:00 p.m.  
Fri 8:00 a.m. - 5:00 p.m.  
Closed Mon - Fri from 1:00 p.m. to 2:00 p.m.  
Closed weekends and holidays  
[Map](#)







## Major Units

### **71st Flying Training Wing**

Contact Information:  
Commander  
COM: 580-213-7101/orderly room: 7245  
DSN: 312-448-7101  
FAX: 580-213-6220

### **71st Operations Group**

Contact Information:  
Commander  
COM: 580-213-7465  
DSN: 312-448-7465  
FAX: 580-213-7468

### **71st Operations Support Squadron**

Contact Information:  
Commander  
COM: 580-213-7213/orderly room 7466  
DSN: 312-448-7213  
FAX: 580-213-7705

### **8th Flying Training Squadron (T-37)**

Contact Information:  
Commander  
COM: 580-213-6102/orderly room 7525  
DSN: 312-448-6102  
FAX: 580-213-7871

### **25th Flying Training Squadron (T-38)**

Contact Information:  
Commander  
COM: 580-213-7994/orderly room 7997  
DSN: 312-448-7994  
FAX: 580-213-7591

### **32nd Flying Training Squadron (T-1)**

Contact Information:  
Commander  
COM: 580-213-6483/orderly room 6485  
DSN: 312-448-6483  
FAX: 580-213-6480

### **71st Mission Support Group**

Contact Information:  
Commander  
COM: 580-213-7519/orderly room 7245  
DSN: 312-448-7519  
FAX: 580-213-6220

### **71st Logistics Readiness Squadron**

Contact Information:  
Commander  
COM: 580-213-7510/orderly room 6044  
DSN: 312-448-7510  
FAX: 580-213-7827

### **71st Security Forces Squadron**

Contact Information:  
Commander  
COM: 580-213-7155/orderly room 7155  
DSN: 312-448-7155  
FAX: 580-213-7862

### **71st Mission Support Squadron**

Contact Information:  
Commander  
COM: 580-213-7245/orderly room 7245  
DSN: 312-448-7245  
FAX: 580-213-7589

**71st Communications Squadron**

Contact Information:  
Commander  
COM: 580-213-7756/orderly room 7754  
DSN: 312-448-7756  
FAX: 580-213-6327

**71st Medical Group**

Contact Information:  
Commander  
COM: 580-213-7494/orderly room 7904  
DSN: 312-448-7494  
FAX: 580-213-7959

**71st Medical Support Squadron**

Contact Information:  
Commander  
COM: 580-213-7923/orderly room 7904  
DSN: 312-448-7923  
FAX: 580-213-7959

**71st Medical Operations Squadron**

Contact Information:  
Commander  
COM: 580-213-7907/orderly room 7904  
DSN: 312-448-7907  
FAX: 580-213-7959

**71st Comptroller Squadron**

Contact Information:  
Commander  
COM: 580-213-7190/orderly room 7245  
DSN: 312-448-7190  
FAX: 580-213-6202

**5th Flying Training Squadron**

Contact Information:  
Commander  
COM: 580-213-6091  
DSN: 312-448-6091  
COM FAX: 580-213-7140  
DSN FAX: 312-448-7140

**33rd Flying Training Squadron**

Contact Information:  
Commander  
COM: 580-213-6641/Ops 6642  
DSN: 312-448-6641  
COM FAX: 580-213-6640  
DSN FAX: 312-448-6640