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Plan My Move Booklet for Scott Air Force Base

Overview



Location

Scott Air Force Base is home of Air Mobility Command's "Showcase Wing." An assignment here offers you an opportunity to serve in a very dynamic and Joint Total Force environment. Scott is located on the southern tip of Illinois and is surrounded by the cities of Belleville, Shiloh and Mascoutah. The base is located near historic Belleville, Ill. approximately 20 miles east of St. Louis, which is the largest city near the base. The Shiloh Gate, our primary vehicle entrance point, is 1.5 miles southeast of Interstate 64 (Exit 19A) at Route 158. The surrounding communities offer the best of Midwestern living with the excitement of a large metropolitan area just across the mighty Mississippi River.

Located in the Central Time Zone, Scott's weather includes four definite seasons. Temperatures range from the low 90s in the summer to winter nights when temperatures drop into the mid-teens. The wettest months, May and June, average four inches of rainfall each. The average annual precipitation is 38 inches. The Scott AFB base operator can be reached at 618-256-1110.

History

During World War I, Secretary of War Newton Baker advocated an expanded role for aviation. Business and political leaders on both sides of the Mississippi River wanted the Midwest to be chosen as a site for one of the "flying fields." These factors led to the establishment of Scott Field. Construction was well underway when the government announced it would name the field after Corporal Frank Scott on July 20, 1917, the first enlisted person to be killed in an aviation crash. For further history see the installation's [homepage](#).

Mission

The 375th Airlift Wing makes possible the command and control of the United States' entire military transportation effort -the logistics efforts of the world's greatest military in the air, on the ground and over the sea. Together, we execute every Air Mobility Command sortie worldwide, in peace and in war. When the people or cargo is of the highest priority, we provide the global mobility ourselves in C-21s. When lives hang in the balance, we provide aeromedical evacuation worldwide. The same incredible Airmen who make Global Mobility happen at home station become combat-ready expeditionary forces for combatant commanders worldwide.

At home station, the 375th AW is comprised of several staff agencies and four groups: the 375th Medical Group, 375th Operations Group, 75th Mission Support Group and 375th Communications Group. The 375th AW's operational support aircraft fleet consists of C-21A Learjets stationed here and at two geographically separated units around the country. The OSA missions, which are centrally scheduled by U.S. Transportation Command, provide transportation for government officials and cargo requiring time-sensitive airlift. As the host unit, the 375th AW supports four major headquarters and a numbered air force with worldwide responsibilities: U.S. Transportation Command, 18th Air Force, Air Mobility Command, the Surface Deployment Distribution Command and the Defense Information Technology Systems Agency. It also provides support for the Air Force Communications Agency, the Defense Information Technology Contracting Office, the 932nd Airlift Wing (Reserve) and the Illinois Air National Guard's 126th Air Refueling Wing-along

with approximately 66 other associate partner units. Together, the 375th AW is the center of excellence and Air Mobility Command's Showcase Wing-Making Global Mobility Happen.

Population Served

The Scott community has a total work force of more than 14,200 personnel-including active duty, civilians, Air National Guard and Reserves. If you include the more than 8,300 family members and the total number of military retirees and their families, Scott serves nearly 68,500 people. Scott is spread out over 3,589 acres with 57 miles of roadways. There are 960 structures on the base, including 1,430 family units and four dorms for 564 Airmen. A fifth dorm is scheduled for completion in 2008.

Sponsorship

Your sponsorship package will prove helpful in becoming acquainted with the base. If you have not received a sponsor with 30 days of your departure, contact your gaining orderly room or the Relocation Section of the Airman and Family Readiness Center, 618-256-8668 or DSN 312-576-8668.

The 24-hour arrival point at Scott is the Lodging Office/Scott Inn. The office will allow you to call your sponsor. Report to your orderly room the next day after arriving on base. Orderly room personnel will give you specific information for base in-processing which is hosted at the Airman and Family Readiness Center each Tuesday at 7:30 am. Spouse

For mail delivery send your sponsor a set of orders so he/she can arrange mail delivery. Please include a return address or fax number to receive this information. The Postal Service Center now issues postal boxes to all inbound personnel. An address is given within 24 hours of receipt of orders. Permanent personnel can be assigned a box prior to arriving at Scott, 30 days prior for stateside and 45 days for overseas personnel.

Temporary Quarters

The Temporary Lodging Facilities provide modern, convenient, low-cost temporary living units for incoming and outgoing military personnel and their families. Each of the 59 units is designed to accommodate a family of up to five members (or six, if one of the children is of crib age). Each unit is equipped with items needed to set up a temporary home. Reservations may be made up to three months in advance, 618-256-1844 or DSN 312-576-1844. Pets are not permitted in Transient Quarters.

Relocation Assistance

Since household goods are sometimes delayed in shipment, the Family Services section of Airman and Family Readiness Center has a supply of essential cooking and eating utensils and small electric appliances for short-term loan. Irons, cribs, high chairs, futons, TV VCR combo TVs, tables and chairs may also be borrowed from the Loan Closet.

The Newcomers' Orientation is the 3rd Friday of each month from 9:00 am - 12:00 pm at the Airman and Family Readiness Center.

Critical Installation Information

It is Illinois law that ALL children be in an appropriate car seat and in the rear seat of the vehicle up to age 4 and 50 pounds.

Important documents to be hand carried should include the following: orders, identification card, social security cards, vehicle registrations, proof of insurance, and if coming from overseas--vehicle shipping papers, shot records for everyone, household inventories for goods shipments and claims, and school records of children if applicable.

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 can request a sponsor through your unit, or with help from the 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 provide 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, 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 1740.3B 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 1740.3B 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

Directions to Scott AFB Airports

People who fly on a commercial airliner to Scott will arrive at Lambert -St. Louis International Airport. The airport is approximately 38 miles from the base. From the airport, the quickest and most efficient way to get to the base is via MetroLink. Metro has two MetroLink airport stops located near baggage claims; ask an airport employee for location assistance. When boarding the MetroLink, head toward the Shiloh-Scott MetroLink Station. The one-way trip takes approximately one hour and fifteen minutes. Once at the Shiloh-Scott Station, you should have your military identification and current orders ready for the security forces member. If security forces are not at the location, pick up the direct telephone line and follow the instructions for access.

It is best to have your sponsor meet you at the station. MetroLink schedules are posted at the Scott Inn and the AMC passenger terminal. If you prefer your own personal schedule, call Metro at 314-271-2345, and they will mail you one free of charge. Updated fare and schedule information is available on the [Metrolink website](#).

Entry Procedures using Metrolink Gate

The following entry procedures are to be used by all personnel requiring entry onto Scott AFB through the Metrolink Gate:

Personnel authorized unescorted access to the installation as defined in SAFBI 31-101, Installation Security Instruction, Chapter 6, are authorized and encouraged to enroll in the Biometrics Hand Geometry entry system. Enrollment is completed at the 375th Security Forces Squadron's Pass and Registration Section located in the Visitors Center located at the Shiloh Gate. Only personnel enrolled in the Biometrics entry system are authorized to sponsor guests onto the installation through the Metrolink Gate. Others not enrolled may use their military ID cards to be read by the 375 SFS desk.

Directions from St. Louis-Lambert Airport to Scott AFB

To reach Scott AFB by car from St. Louis-Lambert Airport, you can go two ways:

1. Leave the airport on I 270 going toward Illinois. Exit on 255 traveling towards Memphis and exit on I64 East. Exit I64 East at exit 19 A (Scott AFB exit sign will be seen). Once through the gate, lodging is on the right at the first light.
2. Take I70 East from the airport. Exit on I64 East going to Illinois/Louisville Kentucky. Exit I64 East at 19A (Scott AFB exit sign will be seen). Follow it, turn left into Scott AFB, and go to the gate. After passing the gate, you will see Lodging or the Scott Inn at the first light to the right.

Driving Directions

If you are driving to Scott, there are several routes you can take to get to the base. However, the primary highway is Interstate 64. Take I-64 to Exit 19A (Scott AFB/Route 158). Continue straight until you reach the second stoplight (Seibert Road) and turn left, continuing straight to the Shiloh Gate. When you arrive at the gate, have your military identification ready to show the security forces member. If you have any questions, contact your gaining sponsor.

Scott AFB Gates

- Shiloh Gate with the Visitor's Center connects with IL 158 and Hwy 64.
- Belleville Gate is on the South side of the base connecting with IL 161.
- Mascoutah Gate will be open to POVs for exit only during peak hours.
- Patriot's Landing Gate is normally closed to all traffic.

Check-in Procedures

Travel Planning

Your sponsorship package will prove helpful in becoming acquainted with the base. If you have not received a sponsor within 30 days of your departure, contact your gaining orderly room. When considering what to bring in your hand-carried luggage, include all items necessary for duty. Also, include all paperwork and important records required for in-processing. Your unaccompanied baggage shipment will usually arrive 30 days after being shipped. If you have dependents, hand-carry some basic living necessities with you.

For an advance postal address, forward one copy of your orders to your sponsor, orderly room or the post office and request a temporary post office address. This often prevents a delay in mail reaching you.

Temporary living quarters can be reserved by calling the lodging office at 618-256-1844 or 618-256-2045. You can also fax your request to 618-256-6638. Lastly, you can contact your sponsor for assistance in reserving quarters.

If you experience an emergency while en route to Scott, the Air Force Aid Society is available to assist you at the Airman and Family Readiness Center. From 7:30 a.m. to 4:30 p.m., call 618-256-8668. After duty hours, call 618-256-5891. Keep records of all expenses incurred during your move. Your current outbound assignments unit should provide you with a checklist of tax tips for your PCS move.

Reporting Procedures

Upon Arrival

The 24-hour arrival point at Scott is the lodging office, Building 1510. It is located at the corner of Scott Drive and Beech Street and is marked "Scott Inn." The front desk will allow you to call your sponsor. Once you arrive on base, report to your orderly room the next duty day. Orderly room personnel will give you specific information for in-processing with the Military Personnel Flight and Accounting and Finance.

The DEERS office is located in the Military Processing Flight Customer Service office (Building P-10). This is where you can start your family member dental coverage, get identification cards and enroll family members into DEERS. It is not necessary to in-process prior to visiting the DEERS office. Be sure to bring your marriage certificate, birth certificate, adoption papers and other legal documents on your first visit just in case they are needed. You should also have your family members' social security cards with you.

Base newcomers' is hosted at the Airman & Family Readiness Center (building 1650) each Tuesday beginning at 7:30 am. Orientation will be scheduled for all incoming personnel by the members CSS.

A schedule of all mandatory military appointments will be handed out at the time of in-processing at your CSS. When reporting to the Personnel Employment Office, bring personnel records and two copies of your orders and amendments, and new duty phone number (if known).

Your sponsor will be able to introduce you to your new commander, first sergeant and co-workers. The sponsor should assist you in any area you are concerned with and acquaint you with your unit and Scott.

Request permissive TDY for house hunting (up to 8 days) is granted through your CSS.

Scott AFB First Term Airmen Center (FTAC) is mandatory for all newly arrived enlisted first termers, first duty station, assigned to Scott. Report the third day after arrival or at the end of PTDY for house hunting.

Sponsorship

Whether you are single or married make sure you request a sponsor if you don't already have one. Your sponsor will be able to tell you about your new unit, and give you a telephone number and address where he or she can be reached. You will receive a Welcome Package with information on housing, base facilities and programs, and the local community. Your sponsor will normally be at the airport to meet you and get you settled in during your first few days on station. Be sure and sign in at your unit's orderly room.

What to do if you Get Married Enroute

If you get married before you PCS, you must inform your commander and follow the procedures exactly as you are given them. The military will not pay for travel and housing of you spouse if you do not follow proper procedures.

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, portacribs, 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 Airman and Family Readiness 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

For inbound personnel Relocation has information on: the local communities, the 27 school districts that serve the Scott AFB population, a base guide, Illinois state and base maps, phone link and much, much more. No matter how well you have planned, emergencies do happen. Stay in touch with your sponsor and keep her informed of your travel plans. The following are a few of the services the Scott Airman and Family Readiness Center offers:

Relocation Assessor -- Provides a detailed analysis of cost of living. The program can compare numerous locations and

models cost under your consumption patterns. It includes choices between owning and renting a residence.

Salary Assessor -- Provides tailored salary database on civilian job titles, years of experience and geographic locations. Detailed printouts are provided for comparison and later review. Great program for relocating spouses seeking employment at the next duty station or for a person getting out of the military.

The Loan Closet -- provides temporary loaner household items, at no cost, to tide you over until you get your own "stuff" or if you need extra items while you have those summer or holiday visitors. Personnel PCSing in or out have priority. Items may be checked out up to 90 days. The Loan Closet is located in Building 1650 (co-located with the Airman and Family Readiness Center) and is open Monday through Friday, 10:00 am - 2:00 pm. Loaner items include dish kits, microwaves, irons, iron boards, high chairs, strollers, play pens, futons, folding tables and chairs. Linen is not available.

The Airman and Family Readiness Center Transition Assistance Service assists military members and their families as they separate from the military. Schedule a TAP 4-day seminar at least 180 days from your separation.

Newcomers' Orientation -- Newcomers' Orientation is hosted each Tuesday at 7:30 am at the Airman and Family Readiness Center. Spouse Newcomers' Orientation is the 3rd Friday of each month at the Airman and Family Readiness Center.

Emergency Assistance

Planning for Emergencies

Personal Financial Management offers information, education and personal financial counseling. In addition, the Air Force Aid Society is located in the A&FRC. The Air Force Aid Society provides emergency financial relief, quality of life enhancement programs and educational loans and grants to Air Force personnel and their families. Similar assistance is provided for Navy, Marine and Army personnel and their families. Airman and Family Readiness is located in building 1650, 618 256-8668. Office hours are 7:30 a.m. - 4:30 pm., Monday-Friday.

American Red Cross

The American Red Cross is a trusted, global movement of people who provide training, assistance, relief and help others to avoid and cope with disasters and other emergencies. Service to military families is an integral part of their mission. Red Cross services at Scott include 24-hour emergency communications between military members and their families separated by distance. The main office is located in Building 21 at 411 POW/MIA Street. Office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. For daytime and after-hours emergencies call 618-256-1855 (Option 1). For routine Red Cross business, call 618-256-1855 (Option 2).

Motor Vehicles

Registration & Licensing Requirements

Illinois 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 7 years of age 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.

Loan Closet

Items Available

Since household goods sometimes arrive after members and their families, Family Services has a supply of essential cooking and eating utensils and small electrical appliances for short-term loan. Irons, ironing boards, cribs, high chairs, futons, tables and chairs may also be borrowed.

We do not provide bed linens.

Family Services administers the Layette Program that provides infant items to welcome babies born while stationed at Scott.

How to Borrow

Military members should bring a copy of their PCS or TDY orders if they wish to borrow items. We are located in the Airman and Family Readiness Center. Items can be checked out Monday - Friday, 7:30 a.m. to 4:30 p.m.

Housing - Overview

Government Housing

In January, 2006, housing at Scott Air Force Base was privatized. In a dynamic partnership between Hunt Building Corporation, Pinnacle Realty Management Company and the Air Force, a new era in housing dawned. Many exciting housing options are available to you. Your first glimpse may be on the [website](#). There you'll find overviews of the neighborhoods, floor plans, applications and other paperwork and lots of useful area information. Advance applications may be completed on line, by fax or by mail. Upon arrival, stop by the Military Housing Management Office for a housing referral. From there you'll be directed to The Landings at Scott office to complete the leasing process.

Work has begun to provide twenty-first century housing for military families assigned to Scott. By the end of 2009, a total of 1593 homes, most of them either newly constructed or renovated, will fulfill the housing needs of our base community. New homes with amenities such as eat-in kitchens, walk-in closets and two car garages will stand proudly with the distinctive historic homes which have graced Scott for the last seventy years.

Existing communities are welcoming upgrades such as backyard fences, enhanced storage and covered patios. Additional interior enhancements are scheduled in a number of homes.

When all is said and done, Patriots Landing will house enlisted and Junior NCO families in 818 homes, including 332 four bedroom homes, as compared to the existing 35 four bedrooms. The Georgian Senior NCO neighborhood consists of the existing 50 historic homes. Historic Colonial Housing including General Officer and Senior Officer duplex homes and Triplex Officer Homes are scheduled for renovation.

A short commute, community atmosphere, and plentiful opportunities for recreation await you. Pinnacle Realty Management Company take care of mowing the lawns of housing residents. With all these great amenities come the comfort and convenience you expect from living on base

Please visit the [housing website](#). The phone number is 618-746-4911, fax is 618-746-4910.

Eligibility -- Military personnel assigned to Scott AFB with the grade of E1 and above, and accompanied by dependents, are eligible to apply for base housing. Single personnel will be housed in dormitory facilities.

Special Consideration/ EFM Housing

Requests for housing such as medical priorities (one-story or specific location), or retention of quarters, must be submitted in writing to the Housing Manager with supporting documents. Request based on medical reason must be endorsed by the Scott Medical Group Commander. In turn, an evaluation on a case-by-case basis will be made, recommendation rendered and approval\disapproval by the Deputy Support Group Commander.

Single Service Member Housing

The dormitories at Scott AFB house unaccompanied Airmen with rank of E-1 through E-4. There are currently three dormitories at Scott with ground breaking of a fourth "quad-style" dormitory to begin in 2007. The existing dormitories offer single-living quarters with shared bathroom suites. One of the three dormitories also offers a shared kitchenette area with refrigerator, sink, stove and table seating. Currently the dorms offer housing to 414 residents. The dormitories also have common area day rooms, TV lounges, laundry rooms, and fitness areas. Future plans are to incorporate an internet café, stadium-seating theater, sports lounge and arcade.

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](#) or ask at your local housing office to learn about this DoD program that is currently available for more than 75 installations. The program allows military members and families to:

- Search listings and pictures of available rentals near military installations
- 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
- Receive one-on-one real estate counseling and assistance from the AHRN partner, [Military Moving Station](#) on how to buy and sell smart.

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.

The Housing Assistance Section is located in Building 1400 at 206 West Bucher. The housing staff is available from 7:30 a.m. to 3:30 p.m., Monday through Friday and can be reached at 618-256-4350 or DSN 312-576-4350. On weekends and holidays, temporary assistance is available at the Billeting Office, Building 1510, by calling 618-256-2045. All personnel are reminded they are required by Air Force Instruction 32-6001 to process through the Housing Office before making any arrangements for off-base housing.

The Housing Office acts as the focal point for housing relocation and referral assistance. Emphasis is placed on locating adequate, affordable temporary and permanent housing. The following information is a general guideline to off-base housing in the Scott area.

Rental Options

Most rental agreements are for a one-year period. The first month's rent and security deposit (about one month's rent) are usually required before moving in. Rental rates do not normally include utilities, and a utility deposit may be required. Most rentals do not permit pets. However, if pets are allowed, renters can expect to pay an additional deposit of \$250 to \$500. Most apartments do not have washer and dryer connections; however, duplexes and houses do. Temporary or furnished apartments are at a minimum in this area. However, rental furniture is available through local agencies.

Purchase Options

For those interested in buying, sale properties are plentiful. The availability of mortgage money fluctuates, but rates reflect the national average.

Mobile Homes

Mobile home parks in the area usually have a limited number of available spaces. Lot rental is approximately \$200 to \$350 a month, excluding utilities.

Housing - Temporary

Temporary Lodging Facility

Directions

Temporary Lodging/Scott Inn is located on Scott Drive. From the Shiloh Gate, take a right. At the first red light go across Scott Drive and take a left into the Scott Inn parking lot.

When entering from the Belleville Gate, go straight on Scott Drive, take a left at West Bucher and a left into the Scott Inn parking lot.

From the Patriot's Landing Gate, turn right at first stop sign, follow the road around and across the railroad tracks. Continue to W. Bucher, turn right. Just before the red light, turn right into the Scott Inn parking lot.

Availability

The Temporary Lodging Facilities provide modern, convenient, low-cost temporary living units for incoming and outgoing military personnel and their families. Each of the 59 units is designed to accommodate a family of up to five members (or six if one of the children is of crib age). Each unit contains the items needed to set up a temporary home.

Reservations

Personnel who are in Permanent Change of Station (PCS) status, or bona fide house-hunters on permissive Temporary Duty assignment, may make reservation requests with the Lodging Office up to three months in advance of the date of arrival. Reservation requests are accepted on a first-come, first-served basis without regard to rank. Personnel or their sponsors, who are PCSing to Scott may make the request for reservations. A copy of PCS orders must be provided to the lodging office before or at the time of registration.

House-hunters must provide a copy of their permissive TDY orders or leave authorization, as well as a copy of the PCS, retirement or separation orders at the time of registration.

Reservation requests accepted by the lodging office cannot be confirmed until a space is available. Seven days before arrival check with lodging office to determine the status of your reservation request.

Length of Stay

The number of days personnel will be allowed to stay in a Temporary Lodging Facility is 15 days for incoming PCS personnel, 7 for outgoing PCS personnel and 7 for house-hunting personnel, if space is available.

Pets

Pets are not permitted in Transient Quarters. Seeking off-base accommodations due to pets does not mean quarters are not available.

Housing - Government

Family Housing

In January, 2006, housing at Scott Air Force Base was privatized. In a dynamic partnership between Hunt Building Corporation, Pinnacle Realty Management Company and the Air Force, a new era in housing dawned. Many exciting housing options are available to you. Your first glimpse may be on the [website](#). There you'll find overviews of the neighborhoods, floor plans, applications and other paperwork and lots of useful area information. Advance applications may be completed on line, by fax or by mail. Upon arrival, stop by the Military Housing Management Office for a housing referral. From there you'll be directed to The Landings at Scott office to complete the leasing process.

Work has begun to provide twenty-first century housing for military families assigned to Scott. By the end of 2009, a total of 1593 homes, most of them either newly constructed or renovated, will fulfill the housing needs of our base community. New homes with amenities such as eat-in kitchens, walk-in closets and two car garages will stand proudly with the distinctive historic homes which have graced Scott for the last seventy years.

Existing communities are welcoming upgrades such as backyard fences, enhanced storage and covered patios. Additional interior enhancements are scheduled in a number of homes.

When all is said and done, Patriots Landing will house enlisted and Junior NCO families in 818 homes, including 332 four bedroom homes, as compared to the existing 35 four bedrooms. The Georgian Senior NCO neighborhood consists of the existing 50 historic homes. Historic Colonial Housing including General Officer and Senior Officer duplex homes and Triplex Officer Homes are scheduled for renovation.

A short commute, community atmosphere, and plentiful opportunities for recreation await you. Pinnacle Realty Management Company take care of mowing the lawns of housing residents. With all these great amenities come the comfort and convenience you expect from living on base

Please visit the [housing website](#). The phone number is 618-746-4911, fax is 618-746-4910.

Eligibility

Military personnel assigned to Scott AFB with the grade of E1 and above, and accompanied by dependents, are eligible to apply for base housing.

Special consideration requests for housing such as medical priorities (one-story or specific location), or retention of quarters, must be submitted in writing to the Housing Manager with supporting documents. Request based on medical reason must be endorsed by the Scott Medical Group Commander. In turn, an evaluation on a case-by-case basis will be made, recommendation rendered and approval/disapproval by the Deputy Support Group Commander.

Application

Personnel with Permanent Change of Station (PCS) orders for Scott AFB should contact their current Housing Office before departure and complete an Application for Assignment to Housing, DD Form 1746. A copy of your PCS orders must accompany your application. Your current housing office will forward your application to the Scott AFB housing office on your behalf. In return, a DD Form 1747, Status of Housing Availability, will be mailed to you acknowledging receipt of the advance application. This form will also provide the approximate waiting time for housing.

Single Service Member Housing

The dormitories at Scott AFB house unaccompanied Airmen with rank of E-1 through E-4. There are currently three dormitories at Scott with ground breaking of a fourth "quad-style" dormitory to begin in 2007. The existing dormitories offer single-living quarters with shared bathroom suites. One of the three dormitories also offers a shared kitchenette area with refrigerator, sink, stove and table seating. Currently the dorms offer housing to 414 residents. The dormitories also have common area day rooms, TV lounges, laundry rooms, and fitness areas. Future plans are to incorporate an internet café, stadium-seating theater, sports lounge and arcade.

The dormitories are conveniently located next to the Dining Facility, Fitness Center, Shoppette, Community Center and Enlisted Professional Enhancement Center-all within walking distance. The dorm "campus" currently offers an outdoor volley ball court and barbeque grills for resident use. The base chaplains are also conveniently available for all dorm

residents, and have an office located within the campus, as well as the Dormitory Management team, who offer immediate assistance to the residents' needs.

The new "quad-living" dormitory will house over 140 residents, and offer four individual bedrooms within a shared living room, kitchen, dining room, and laundry room "apartment-type" living space.

Team Scott's dormitory complex offers a "campus" feel, with Belleville Hall, O'Fallon Hall, Mascoutah Hall and the future Shiloh Hall housing our Airmen. All dormitories were named after local area townships and promote a partnering of Airmen and the local community through base and community events.

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 hold baggage, in your household goods shipment and what might need to go into 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 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 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 and 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. Checking the [SDDC website](#) will provide 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.

Delivery of Household Goods Shipments

It is your responsibility to contact the transportation office 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.

Customer Satisfaction Survey

Once your personal property is delivered, you'll be asked to [rate the customer service](#) you received from the movers. Make sure you take the time to do this. Your feedback will make the process better for everyone.

Claims

If you have any loss or damage to your personal property you may need to file a claim. 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 within 70 days of delivery**. Completing and submitting the DD Form 1840/1840R does not constitute filing a claim. A claim is separate and distinct from these forms. Your local personal property office and claims office will give you complete instructions on where and how to file DD Form 1840/1840R and your claim.

Household Goods - Shipping Pets

Boarding

There are no kennel facilities on Scott AFB. Remember Lodging and Temporary Living Facilities do not allow animals. If you have a sponsor, let them make reservations for you at an off base kennel. For kennels in the area, please see the yellow pages and the Internet.

Registering Pets

On Base

Personnel residing on Scott AFB are required to register their pet with the base veterinarian within 14 days of arrival on base (with a limit to 2 four legged pets).

Pit bulls and Pit bull breeds are not allowed on SAFB. Other animals not allowed on base are jungle beasts, wild animals (any type), ferrets, and pot-bellied pigs. Any questionable animal will be cleared through the veterinary clinic.

There is no fee to register an animal on base. All you need is proof of vaccinations. Vaccinations need to be up-to-date (not older than 1 year and not newer than 1 month). If rabies and other vaccinations are current, an appointment is needed with the veterinarian to get the health certificate.

Off Base

Residents of St. Clair County, IL are required to register their pets with St. Clair County Animal Services. Proof of current Rabies Vaccination must be provided at the time of registration, for all dogs and cats over 4 months of age. Most veterinarians/kennels will have the registration form available for you. For more information about fees and time limits for registration, call 618-235-0587 or visit their [website](#). There you can also obtain the most current information about Animal Ordinances in St. Clair County.

Pet Travel

Pet carriers are carried in the Base Exchange. A pet can ride inside of a commercial plane as long as the carrier fits under the seat. Other wise they are placed in the pet carrier compartment of the plane. Many carriers charge \$50.00 or more extra for the pet. If the weight of the animal is over 70lbs, many airlines will charge for two animals. Check with the airlines for their requirements for carriers.

Education - General Overview

Public School

Registration Requirements

Illinois law mandates that all pupils entering Early Childhood Programs, kindergarten, first grade, fifth grade, ninth grade, and all pupils new to the district have a physical examination. Examinations made any time within one year before entrance will comply with the law for school attendance.

At the time of registration, each new family will be asked to provide a Certified Birth Certificate for each child they are registering, up to date immunization record, physical from the state of Illinois, and Proof of Residency. Proof of residency in a district may include:

- Current tax receipt
- Rent receipt
- Receipt of utilities
- Evidence to indicate that the student is in continuing residence with a parent or legally designated guardian, (i.e., court order, welfare document).
- Letter from the landlord stating the person indicated is in residence now.
- Current voter registration

School Assignments

Scott AFB offers a wide range of education for all ages. If you live on base, your children will attend schools in Mascoutah Community Unit School District 19. The elementary school located adjacent to the base is within the Mascoutah School District. Middle school and high school students living in base housing are bussed to Mascoutah Middle and High School.

Kindergarten is a full day. A child must be 5 years of age before September 1 to enroll in kindergarten. Most private schools follow this Illinois State law also.

Students in Grades 1-5 residing in all base housing areas attend Scott Elementary School. Grades 6-8 students attend Mascoutah Middle School. Students in grades 9-12 attend Mascoutah High School.

Scott AFB children make up approximately 50 percent of the student population of Mascoutah District #19. Mascoutah School District 19 offers a comprehensive program for all students, including those with disabilities. Programs offered are for learning disabilities and speech therapy.

For more information on local school districts, contact the Scott AFB School Liaison Officer at 618-256-9595

Enrollment Requirements

The following information is needed for enrollment:

- Certified Birth Certificate
- Proof of Residency
- up to date immunization record
- must have completed a physical in the state of Illinois.
- If the student is coming from another Illinois school, a Student Transfer Form is required from the last school attended.

Adult Education

For adults, the Education office supports Southwestern Illinois College, McKendree College, Park College, Southern Illinois University at Carbondale and Webster University.

Scholarships and loans can be obtained through many sources at different times of the year. Air Force Aid and the Education Center should be called for more information. The Airman and Family Readiness Center also offers computer software called the Scholarship Network which will help you find financial resources for college students.

Home Schooling

Many Scott AFB families choose to home school their children for a variety of reasons. There are many home schooling groups around Scott Air Force Base. Few are secular in nature. Illinois is one of the least restrictive states when it comes to laws for home schooling families. The State of Illinois simply requires home schooling families to register with the Regional Office of Education. There is a group of home schooling families on base that meet on a regular basis. This allows them to share resources and skills, take group field trips and fellowship in a variety of social activities. Contact information for the home schooling group can be obtained from the Scott AFB School Liaison Officer.

Education - Training (College/Technical)

Installation Education Center

The Scott Education Center has an excellent off-duty education program and has garnered the Air Mobility Command Nathan Altschuler Award for Excellence in Education and Training. Five regionally accredited institutions offer on-base degree programs in a variety of subject areas.

- [Southwestern Illinois College](#) is a two-year undergraduate school granting Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Applied Science degrees.
- [McKendree College](#) is a four-year undergraduate college with one month and six week formats in the fields of Computer Science, Computer Information Systems, Accounting, Marketing, Management, and Business Administration.
- [Park University](#) is a four-year undergraduate college with a two-month format in Social Psychology, Management, Management/Logistics, Management/Human Resources, and Management/Computer Information Systems.
- [Southern Illinois University](#) at Carbondale offers an accelerated weekend format in either Industrial Technology or Workforce Education and Development.
- [Webster University](#) is the only graduate school at Scott and offers five degree programs including Management, Information Technology Management, International Relations, Human Resources Development, and Procurement and Acquisitions Management.

The on-base courses are available to active-duty military personnel, Guard and Reserve members, retired military personnel, Department of Defense civilians, military family members, and other civilians on a space-available basis. In addition to on-base programs, there are numerous academic and vocational-technical institutions within commuting distance. Information is also available on distance learning degree programs through accredited institutions.

One-on-one counseling is available on special military programs such as the Community College of the Air Force, commissioning programs, Professional Military Education, and the Air Force Institute of Technology. Testing services are available including CLEP, DANTES, Excelsior, SAT/ACT, Career Development Courses, and Professional Military Education through distance learning.

Various financial assistance programs for eligible personnel are available including tuition assistance, Veterans Administration Benefits, and Pell Grants.

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 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.org 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.

Employment - Overview

Employment Opportunities

For current employment vacancies, business opportunities, and self-employment information, contact the Airman and Family Readiness Center staff as soon as you receive your orders. Plan to meet with them as soon as possible after your arrival at Scott AFB for a one-on-one local employment orientation. The A&FRC will assist you in establishing career goals and objectives, training and education information, and in developing and refining resumes and interviewing skills, and direct you to job leads and resources.

Local Economic Climate

Employment opportunities abound in the St. Louis and Metro East area. The area's average unemployment rate for St. Claire County is 5.2% and 4.8% for Madison County as of April 2007. The region's main industries include aviation, biotechnology, chemicals, electrical utilities, food and beverage manufacturing, refining, research, telecommunications and transportation. St. Louis has a higher than average concentration of jobs in fields such as computer systems analysis, hardware engineering, software applications engineering, medical, and industrial chemicals. Hospitality is St. Louis' second largest industry.

To apply for Air Force civil service positions you may call 800-699-4473 to obtain a "JobKit," or you may access employment information [on-line](#). All recruitment is completed through Air Force Personnel Center Randolph, Texas. Employees of Non-Appropriated Fund activities are hired through the NAF Human Resource office. HRO is located in Building 54 on Yonkie Drive and customer service hours are 8:00 a.m. to 3:00 p.m. Monday through Friday. You may reach them by calling 618-256-3831.

Other sources of information are the job service offices of the Illinois State Employment Service and various private employment agencies listed in the yellow pages of the telephone directory.

Volunteer positions are available through the American Red Cross, Officer's and Enlisted Spouses' Clubs, Family Services and the Airman and Family Readiness Center.

Spouses seeking employment can contact the A&FRC for local employment information and resume assistance. The Discovery Center is available from 7:30 am - 4:30 pm and offers computer access, local job information, and a large library of resources to aid in your employment search.

Employment Documentation

For job hunting purposes; be sure to bring with you all employment records and information, resumes, transcripts, certificates, licenses, SF-50, etc.

Unemployment Opportunities

Unemployment compensation may be available for the spouse of a newly assigned military member or civilian employee. For more information contact the [Missouri Department of Labor and Industrial Relations](#).

Transition Assistance

Airman & Family Readiness Center (A&FRC) provides services to assist separating/retiring military personnel, reservists, DoD civilians, and their family members as they prepare to transition to the civilian workforce. The Transition Assistance Program Workshop provided for military members consists of comprehensive workshops hosted at the A&FRC twice a month. Professionally trained workshop facilitators from the State Employment Services, military family support services, Department of Labor contractors, or VETS' staff present the workshops. The A&FRC hosts an annual job fair for transitioning members, and the families.

Child Care

Child Development Centers (CDC)

There are two Child Development Centers (CDC) on Scott AFB.

Programs Offered

Children ages six weeks to kindergarten age are provided hourly, full time and specialty care in these facilities.

A part-day preschool Enrichment Program is offered through the Youth Center. Children 3 to 5 years of age can attend a 2, 3 or 5 day program for 2 1/2 hours per day. The program is not offered during the summer months.

Reservations are taken up to four weeks in advance for hourly care.

Availability

Waiting list forms are available for full-time weekly care. Average period on waiting list is two months, except for infants.

Hours of Operation

The centers are open Monday through Friday, 6:30am to 6:00pm.

Registration

Placement on the waiting list for full time care can be accomplished prior to Permanent Change of Station (PCS) moves by submitting a Request For Care Form. These forms are available at any AF CDC and can be forwarded to Scott via fax. Upon arrival at Scott, it is advisable to contact the CDC to update information such as, current phone numbers and your organization location, etc. A follow up telephone call or fax submissions is also recommended.

Priority Care -- Positions are filled from the waiting list by the date of application according to priority. Active duty and civilian employees assigned to Scott AFB are eligible to utilize base childcare services. However, priority is given to single and dual military members.

Costs -- Full time childcare costs range from \$62-\$129 per week and is based on family income.

Family Child Care (FCC)

Family Child Care (FCC) homes provide an excellent alternative to center care. Approximately 30 FCC homes operate on the base and provide many options for child care arrangements. Lists of current FCC providers are available at the CDCs, Airman and Family Readiness Center or the FCC office.

The Family Day Care Coordinators are responsible for certifying/licensing Family Day Care Providers and inspecting homes for safety and compliance with rules and regulations regarding childcare.

School Age Program (SAP)

School Age Care or Before and After School Care is available at the Youth Center. Scott AFB "Home Alone" policy, Scott regulation 40-301, states that children under 11 years of age cannot be left unattended. Eleven-year-olds can be left only for short periods of time.

Scott AFB school aged program is located at the Youth Center. Elementary school children go to the Youth Center anytime after 6:30 am, get picked up by the school bus then go back to the center after school and may stay until 6:30 pm. This program is available for students enrolled at Mascoutah and Scott Elementary Schools. They have breakfast in the mornings and snacks in the afternoon and are constantly supervised. The cost per week for the program is based upon income.

Youth Services

Youth Services

Youth Center

The Youth Center is accredited by the National After School Association, the National Association for the Education of Young Children and is certified by the Department of Defense to operate the School Age Care Program (SAC). The Youth Center has 3 programs for children including:

- *Open Recreation Program* -- Offered for children 9-13. The fee is \$35 per year which enables the children to participate in activities in the Game Room, the gymnasium, the snack bar, the study program called Power Hour, the computer room, the 4 H club and various other activities. An ID card is issued to each child, he/she swipes to enter and exit the facility. Children in this program are supervised more loosely and can come and leave at their will. Patrons who are TDY or do not want an annual membership can pay \$3 per day to participate in the Open Recreation Program.
- *The Enrichment Program* -- Offered for 3-5 year olds. They can attend 2 or 3 day programs from 8:30AM - 11:00AM. The two day program is on Tuesday and Thursday and the 3 day program is on Monday, Wednesday and Fridays. Fees are based on house hold income.
- *The School Age Program* -- Offered for children in K - 6th grade. They can participate in the Before School Care Program, the After School Care Program or both the Before and After School Care programs. Children can be transported to both the elementary school in Mascoutah (by bus) or walked across the street by a licensed supervisor to the Scott Elementary School. School enrollment is determined by where the child resides on base or in the local community.

The Scott Air Force Base Youth Center Torch Club is a chartered small group leadership and service club for boys and girls ages 10 to 12. Torch Club members learn to elect officers and work together to plan and implement activities in four areas; service to the Youth Center and community, education, health and fitness and social recreation. Meetings are at 4:00 PM on Thursdays.

The Youth Center has a gymnasium, game room (with pool tables, foosball, pinball games, video games and air hockey), a TV lounge, classrooms and outside playgrounds.

Classes are ongoing and vary depending on age and skill level. At the present time, karate, ballet and tap, gymnastics and piano and guitar lessons are offered. Registration costs for the classes vary and are paid monthly.

The Youth Center has several ongoing and annual events. Programs and activities found at the Youth Center include:

- Moms, Pops and Tots
- Young Astronauts Program
- pre-teen parties and teen dances
- candy bar bingo
- movie and popcorn night
- charades or pictionary competitions

Some of the seasonal activities include the annual Egg Hunt and the Youth Fair. Once a month throughout the summer, the Youth Center offers trips to Six Flags in Missouri. Other trips include camping, white water rafting, snow skiing and trips to the Meramac Caverns.

Teen Center

There is a separate Teen Center for high school-aged, young adults in the family. The Teen Center is open to all ID holding teens and their guests. Teens can come to the center to play pool, foosball, ping-pong, Sega Saturn, watch TV, listen to music, play games or just hang out. It is open every Friday and Saturday from 7:00 until 11:00 PM.

Teens 14 and up are encouraged to join the Scott AFB Teen Council. This teen organization does many community activities, fund raising, and plans activities for the teen population of Scott AFB.

Youth Sports

Several different sports are organized throughout the year. They include floor hockey, baseball or softball, T-ball, swimming, basketball and soccer.

Youth Sponsorship Program

The Youth Center sponsors a program called "Youth in Transition". If a child or teenager is feeling lost and apprehensive about an upcoming move and wants knowledge about that new area, the Youth Center will arrange for a pen pal from that area to write your child. This program is also available for children coming into the Scott AFB area.

Youth Employment

In the summer, the Civilian Personnel Office has job openings for students. Job vacancies in the past have included; lifeguards, computer entry and manual labor. Announcements usually come out in March.

The Youth Center offers a "Teens for Hire" program. Teens, ages 13 to 15 can register by filling out a brief questionnaire and information will be matched with anyone needing to hire someone. A variety of jobs will be offered to include yard work, babysitting, car washing, etc. If you are a teen and would like to be added to the list, stop by building 4780 and complete the application.

Volunteer Opportunities

Volunteer work can enhance your marketable skills and show experience when applying for work. It is considered on applications for college and scholarships. The American Red Cross offers a summer Youth Program for ages 12 to 17. The YES program allows kids to save money for college while volunteering.

Youth Religious Programs

The chapel offers both the Catholic Youth Organization and Protestant Youth of the Chapel. Both plan many trips and activities for the teens.

Other

Curfew

Persons under 17 years of age are not allowed to be out of doors beyond the immediate vicinity of their home between the hours of 11:00 PM and 6:00 AM, Sunday through Thursday.

Curfew on Friday and Saturday nights is between 12:00 AM and 6:00 AM. Exceptions to this policy are juveniles who are accompanied by a parent, guardian or other adult person having care and custody for the child. If a juvenile is attending a base function, curfew begins one-half hour after the official close of the event. Juveniles who are employed, during the curfew hours, must travel directly from work to their residence. Curfew is an Illinois law and is enforced on Scott AFB.

Driver's License

If you are 15 to 17 years old, you may receive your instruction permit only if you are enrolled in an approved driver education class. The instruction permit is valid for 24 months and must be held for at least three months prior to obtaining a driver's license when you are 16 years of age or older. If you are 17 year and 9 months of age or older, you may apply for an instruction permit without taking driver education course.

Financial Assistance

Personal Financial Management

There are many hidden costs when moving. To ensure you are prepared discuss moving and financial preparedness with the Community Readiness Technicians at the Airman and Family Readiness Center.

Personal Financial Management offers a full range of education, training, counseling, and information on money issues. Financial computer programs are available to help set up a budget, determine a debt repayment schedule, and identify financial need.

A Basic Money Management class is provided through the First Term Airmen's Center. A variety of seminars to include Mutual Funds, Stocks, Wills and Trusts, Insurance, Credit Laws and Investing provide helpful information to Scott personnel. One-on-one counseling is available on a walk-in basis.

Legal Assistance

Legal Services

The Office of the Staff Judge Advocate (Bldg P-3) offers free professional legal advice concerning a wide range of personal civil legal matters on a walk-in basis Monday, Wednesday and Friday from 8:00 am - 9:00 am and by appointment on Tuesday and Thursday afternoon between 1:00 pm - 2:30 pm.

Eligibility for Services

Legal assistance is available to active duty personnel (including National Guard and Reservists on Title 10 status), their dependents, and retired military personnel, regardless of service branch or unit of assignment. Attorney-client confidentiality is strictly observed.

Types of Services/Hours of Operation

375 AW/JA Legal Office -- Notary/POA/Claims Hours are Monday, Wednesday and Friday, 9:00 am - 3:00 pm and Tuesday and Thursday, 11:00 am - 3:00 pm. Legal Assistance Hours are Monday 1:00 - 2:00 pm, Wednesday & Friday 8:00 - 9:00 am.

Appointments available in emergency situations or short notice deployments.

The Area Defense Counsel (ADC) is available to provide confidential assistance to individuals facing military-related adverse actions. Office hours are Monday through Friday, 7:30 am - 4:30 pm.

We recommend that you accomplish your will within 30 days of arrival, regardless of your deployment status! Please don't wait until the last minute - it might not get done! Keep in mind, it is your choice to get a will, Living Will &/Or Health Directive.

Claims Services

Air Force Claim Service Center (AFCSC) -- Effective immediately, members who have a claim for loss or damage can now file from their home computer! All claims will now be processed in one centralized location in Dayton, Ohio, however, the DD Form 1840R (pink form) must still be turned into the base legal office within 70 days after looking over your HHG items.

Deployment Support

Family Deployment Support

Airman and Family Readiness Center in building 1650 has the Personal and Family Readiness program which offers information and services to assist personnel preparing for deployments, extended TDYs, unaccompanied tours, and reintegration. Families are encouraged to participate in Hearts' Apart events which include picnics, zoo trips, skating and pool parties, pumpkin picking etc. These events are at no charge to deployed family members. Family members are encouraged to utilize the morale call program, videophone links, e-mail availability and Give Parents a Break programs to help cope with separations. Readiness predeployment and reintegration briefings are offered as regularly scheduled mass briefings or on a one-on-one basis.

Support Programs

Give Parents a Break

The Child Development Center stays open one night a month for referrals only. The cost is picked up by the Air Force Aid Society.

Hearts Apart (Moral Calls)

One 15 minute phone call a week can be placed to the military member using the DSN phone lines. Military Members must register their families' information and their information.

Car Care Because We Care

For Air Force only. Spouse receives a voucher for one free oil change at the Shoppette Service Station if the AF member is deploying or two vouchers if the AF member is on a remote tour. The Air Force Aid Society picks up the bill.

Phone Cards

The Air Force Aid Society has provided the A&FRC Readiness NCO with phone cards that can be given out to Air Force members.

Activities for Expeditionary Spouses and Families

Activities are planned for Expeditionary Spouses and families that include breakfast at the Dining Facility, Hampel Family Circus, a trip to see the Christmas lights, reintegration dinners, skating parties, cookouts, etc.

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](#)

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.

Before you move, make sure you've received any routine medical or dental care you think you might need during the time you'll be traveling. Or, delay the care until you get to your new duty location.

- Emergency Care in the United States—Call 911 or go to the nearest emergency room.

TRICARE defines emergency care as medical services provided for a sudden or unexpected medical or psychiatric condition, or the sudden worsening of a chronic (ongoing) condition that is threatening to life, limb, or sight and needs immediate medical treatment, or which has painful symptoms that need immediate relief to stop suffering. If you're traveling near a military treatment facility (MTF), you should go to the MTF or military dental treatment facility for emergency services. If you are hospitalized in a civilian facility for more than 24 hours, contact your regional contractor

- Urgent care in the United States—Coordinate with your PCM and/or regional contractor

TRICARE defines urgent care as medical care for a condition that will not result in disability or death if not treated immediately but should be treated within 24 hours to avoid further complications. If you are in a Prime program, you must coordinate urgent care with your primary care manager and/or regional contractor before receiving care. If you are in TRICARE Standard and Extra or TRICARE For Life, you can receive care as you normally would. You should, however, contact your contractor as soon as possible to coordinate any prior authorizations that are needed.

- Emergency or Urgent care Overseas—Contact closest TRICARE Area Office or TRICARE Global Remote Call Center.

You don't need prior authorization for emergency or urgent care but the TRICARE Area Office or TRICARE Global Remote Call Center will help you find the best care available in the overseas area in which you are traveling.

Filling Prescriptions on the Road

You should have all your prescriptions filled before you leave, but if you need a prescription filled while you're traveling in the United States, you have several options:

- If near an MTF, fill the prescription at the MTF pharmacy.
- Find the closest TRICARE network pharmacy.
- If a network pharmacy is not available, you can visit a non-network pharmacy. In this case, you may have to pay up front for your medications and file a claim with Express Scripts, Inc., for reimbursement. For more details, visit the [TRICARE web site](#)
- The mail-order option is not recommended for a prescription you need right away, but if you'll be traveling for a long time, you can arrange for any regular prescriptions to be filled via the mail-order pharmacy.

Your pharmacy coverage is limited overseas:

- TRICARE network pharmacies are only located in the United States, Puerto Rico, Guam and the U.S. Virgin Islands. You can have prescriptions filled at host-nation pharmacies, if necessary. Host-nation pharmacies are treated the same as non-network pharmacies. If you have prescriptions filled at a host-nation pharmacy, you should expect to pay for the total amount up front and file a claim with Wisconsin Physicians Service for partial reimbursement. To learn more about pharmacy claims, visit the [TRICARE web site](#).
- To use the mail-order pharmacy overseas, the prescription must be from a U.S. licensed provider and you must have an APO or FPO address.

If You Have Questions

Your regional contractors and TRICARE Area Offices are available to answer your questions. These offices are listed above. Find even more information about moving, updating DEERS, the TRICARE regions and much more at the [TRICARE web site](#).

Installation Specific Information

Medical/Dental Care

The 375th Medical Group supports the 375th Airlift Wing and 66 associate units. In addition to the medical group's readiness mission, it provides health services for more than 60,000 local beneficiaries and 1,500 aeromedical patients. The medical group is accredited by the Accreditation Association for Ambulatory Health Care, American Dental Association, American Hospital Association, College of American Pathologists and American Medical Association. The group is comprised of four squadrons:

The 375th Aerospace Medicine Squadron -- enhances mission performance through disease prevention, medical intervention, environmental protection programs and preparation for medical contingencies. A staff of more than 100 Air Force healthcare professionals organized into six flights provide flight medicine services to nearly 2,000 rated personnel and their families. Services include; preventive integrated health care through public health, bioenvironmental engineering, optometry and health and wellness center activities for 33,000 beneficiaries. In addition they coordinate aeromedical staging transfer and care for injured and wounded military members from all Armed Services and provides disaster and war-related medical readiness training for nearly 1,000 medical personnel.

The 375th Dental Squadron -- provides a full range of dental services for active duty military members including general dentistry, endodontics, oral and maxillofacial surgery, orthodontics, periodontics and prosthodontics. The squadron also supports an Advanced Education in General Dentistry Residency Program.

Families of active duty military are highly encouraged to enroll in the TRICARE Dental Program to obtain dental care from civilian dentists, as space-available dependent care is extremely limited. Likewise, dental care for retired military and their family members is very limited and only available on a space available basis.

The 375th Medical Operations Squadron -- provides comprehensive primary care and limited referral and space-available subspecialty care to more than 30,000 TRICARE-enrolled patients empanelled at the medical group and in the civilian network. The squadron also has responsibility for the Family Medicine Training Program, which is a joint civilian-military residency program sponsored by the Saint Louis University School of Medicine Family Practice Program. The squadron is comprised of eight flights: Primary Care, Family Medicine, Medical Services, Mental Health, Surgical Services, Physical Medicine, Obstetrics/Gynecology, and Diagnostic Imaging. They have a combined strength of nearly 400 assigned personnel. Available services include, dermatology, family advocacy, family medicine, mental health, pediatrics, primary care, and substance abuse counseling. Combined, these clinics average more than 12,000 patient visits per month totaling almost 148,000 visits per year. Patients are assigned to the on base clinic and at an offsite location in Belleville.

Scott does not have an emergency room. Emergency services are only provided at civilian hospitals. The nearest civilian hospital is approximately 8 miles from Scott AFB.

The 375th Medical Support Squadron -- consists of nine flights providing administration, resource management, managed care, information management, pharmacy, laboratory, nutritional medicine, logistics, regional medical equipment repair and facility management. The 375th MDSS supports healthcare delivery by managing a group budget of \$74 million and manpower programs for more than 700 staff members. The managed care program supports an enrolled population of more than 30,000 with more than 170,000 annual patient visits. Additionally, the squadron provides ancillary services with a \$15 million pharmacy budget and laboratory services with an average of more than 120 patients daily.

Health Care - Special Needs

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.

Military Treatment Facility

The clinics and services available at [Military Treatment Facilities](#) vary by location. Before you move, identify the MTF that will serve you, visit the MTF's website to learn about the clinics and services available and to get relevant contact information.

Moving to a New TRICARE Region

If you anticipate a move to another [TRICARE region](#), work with your local TRICARE Service Center (TSC) or case manager before your move to ensure the transition is as smooth as possible. On arrival at the new duty location, your sponsor should contact the Beneficiary Counseling and Assistance Coordinator (BCAC) or TSC to ensure the transition plans are in place and to obtain authorizations for TRICARE [Extended Care Health Option](#) (ECHO) services, if applicable.

Beneficiary Counseling and Assistance Coordinator (BCAC)

All TRICARE Regional Offices and most MTFs are staffed with [BCACs](#) (formerly known as Health Benefits Advisors.) [BCACs](#) provide information, guidance and assistance on benefit options, TRICARE Prime enrollment, special authorizations, status of claims and eligibility, plus assistance with referrals and appointments. If you or your family member has a more severe medical need, contact your assigned [case manager](#).

Case Management

Case management involves a team of health care professionals who help you and your family to find solutions to complex health problems. It is important to inform your case manager if you are moving as he/she will connect you with the case manager at your new location.

Extended Care Health Option (ECHO)

TRICARE [ECHO](#) provides financial assistance to beneficiaries of active duty service members who qualify based on specific mental or physical disabilities. ECHO offers an integrated set of services and supplies beyond the basic TRICARE program. ECHO is administered by regional contractors in the TRICARE North, South, and West Regions and by TRICARE Regional Offices in overseas locations.

Transporting Medical Equipment

Your [Installation Transportation Office](#) has special procedures to follow for the transportation of medical equipment that is necessary for medical treatment required by the sponsor or family member. Some types of medical equipment may be shipped in the same manner as Professional Books, Papers, and Equipment (PBP&E).

Federal and State Health Care Programs

Medicaid - [Medicaid](#) pays for medical assistance for certain individuals and families with low incomes and resources. State Medicaid programs are usually administered by departments of social service or departments of medical assistance.

Supplemental Security Income (SSI) - [SSI](#) is a cash assistance program intended to meet basic needs for food, clothing and shelter for those who are aged, blind or disabled. It provides cash to meet basic needs for food, clothing, and shelter. Families must reapply upon each move to another state.

Title V of the Social Security Act - Many states have services for children with special health care needs that are funded by the Maternal and Child Health Services Block Grant, or [Title V](#). State departments of health web sites and local health departments will provide information on state health benefits for children with special health care needs. The Maternal and Child Health Bureaus' web site has Title V information organized by State that provide you with [Title V points of](#)

[contact](#) and other pertinent information.

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

The Special Needs Identification and Assignment Coordination Process (formerly EFMP) provides assistance to active duty military personnel who have family members with special medical or educational needs. The Special Needs Coordinator assists with Facilities Determinations Inquiries (FDI) for all families with special needs and Family Member Relocation Clearances (FMRC) for all active duty members with PCS orders for accompanied tours outside CONUS. It ensures families discover the proper source of care and receive appropriate geographic reassignment of sponsors. If your family members have any physical, emotional, mental or educational special needs, the Special Needs Coordinator is here to assist.

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](#)

Installation Information

There are no special education schools on the installation.

Individual cases should be referred to the Exceptional Family Member Program (EFMP) so that all services in addition to education may be coordinated for the inbound personnel.

Local Community Information

A Free Appropriate Public Education (FAPE) is required for all children with disabilities who are between the ages of 3 and 21 and who have not yet graduated from high school. Students with disabilities are eligible to attend school until receipt of a standard high school diploma or until the end of the school year of their 21st birthday, whichever is earlier.

Special Education classes are provided for pre-school through 12th grade students attending the Mascoutah District #19 classes.

The Belleville Area Special Education District (BASED) is a cooperative program of 23 St.Clair County Illinois public school districts designed to serve the needs of handicapped children. Services include special classes and supportive services for students with handicaps. Referral forms are available in any of the 23 member districts or in the BASED office in Belleville.

Contact Information

404 W. Martin Drive
375 MSS/DPF
Building 1650
Scott AFB, IL 62225-5359

Adult Education Centers

Educational Services Flight
404 W. Martin Street
375 MSS/DPE
Scott AFB, IL 6225-5420
Phone 618 256-3327
Phone (DSN) 312-576-3327

[Email](#)

Monday - Friday - 9:00 a.m. - 3:30 p.m.
Saturday, Sunday and Federal Holidays - Closed

Automotive Services

Shoppette/Class Six/Car Care Center
1640 Birchard St.
Bldg 1640
Scott AFB, IL 62225
Phone 618-744-9253

Monday - Friday - 7:00 a.m. - 6:00 p.m.
Saturdays, Sundays and Federal Holidays - Closed

Barracks/Single Service Member Housing

Dorm Mom Office
419 Enlisted Drive
Building 1820
Scott AFB, IL 62225
Phone 618-256-8059
Phone (DSN) 312-576-8059

Beauty/Barber Shops

Barber Shop
10 W. Birchard
Building 1981
Scott AFB, IL 62225
Phone 618-744-1389

Monday - Friday - 9:00 a.m. - 6:00 p.m.
Saturday - 9:00 a.m. - 2:00 p.m.
Sunday and Federal Holidays - Closed

Beauty/Barber Shops

Beauty Shop
10 W. Birchard
Building 1981
Scott AFB, IL 62225
Phone 618-744-1544

Monday - Friday - 9:00 a.m. - 6:00 p.m.
Saturday - 9:00 a.m. - 2:00 p.m.
Sunday and Federal Holidays - Closed

Beneficiary Counseling Assistance Coordinators

TRICARE Service Center
316 West Losey
Scott AFB, IL 62225
Phone 1-877-TRICARE / 618-256-7700 / 800-941-4501

[Website](#)

Monday - Friday - 7:30 a.m. - 4:30 p.m.
Saturdays, Sundays and Federal Holidays - Closed

Chapels

Chapel 1
320 Ward Drive
Building 1620
Scott AFB, IL 62225
Phone 618-256-3303
Phone (DSN) 312-576-3303
Fax 618-256-1018

Monday - Friday - 7:30 a.m. - 4:30 p.m.
Saturdays, Sundays and Federal Holidays - Closed

Chapels

Chapel 2
 2221 East Drive
 Building 5713
 Scott AFB, IL 62225
 Phone 618-256-5144
 Phone (DSN) 312-576-5144
 Fax 618-256-1018

Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Child and Youth Registration and Referral

Family Child Care (FCC)
 215 East Winters Street
 Building 54
 Scott AFB, IL 62225
 Phone 618-256-8047
 Fax 618-256-8228

[Email](#)
[Website](#)

Monday - Friday - 7:30 a.m. - 4:00 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Civilian Personnel Office

Civilian Personnel Office - Scott Air Force Base
 205 E. Winters
 375 MSS/DPCS
 Building 50
 Scott AFB, IL 62225-6037
 Phone 618-256-3914
 Phone (DSN) 312-576-3914

Monday - Friday - 9:00 a.m. - 3:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Dental Clinics

Dental Appointment
 307 West Losey Street
 Building 1535
 Scott AFB, IL 62225
 Phone 618-256-1846
 Phone (DSN) 312-576-1846

Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Child Development Centers

Mazie Gilland Child Development Center
 1805 W. Winters
 Building 1805
 Scott AFB, IL 62225
 Phone 618-256-2375
 Fax 312-576-2405

Monday - Friday - 6:30 a.m. - 6:00 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Citizenship and Immigration Services

Military Personnel Flight
 215 Heritage Drive
 Building P-10
 Scott AFB, IL 62225
 Phone 618-256-1845
 Phone (DSN) 312-576-1845

[Email](#)

Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed
 Citizenship and Immigration Department:
 Monday - Friday - 6:30 a.m. - 6:00 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Commissary/Shoppette

Commissary
 203 West Winters Street
 Building 1980
 Scott AFB, IL 62225-5362
 Phone 618-256-5711
 Phone (DSN) 312-576-5711

[Website](#)

Monday - Saturday early bird time - 7:00 a.m. - 9:00 a.m.
 Monday - Saturday regular Shopping - 9:00 a.m. - 7:00 p.m.
 Sunday and Federal Holidays - Closed

Emergency Relief Services

Air Force Aid Society
 404 W. Martin Drive
 375 MSS/DPF
 Building 1650
 Scott AFB, IL 62225-5359
 Phone 618-256-8668
 Phone (DSN) 312-576-8668
 Fax 618-256-6766

[Email](#)

Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Exceptional Family Member Program/Special Needs

Special Needs Identification and Assignment
West Losey
Building 1533

Scott AFB, IL 62225-5252

Phone 618-256-7203

Phone (DSN) 312-576-7203

Fax 618-256-7246

[Website](#)

Monday - Friday - 7:30 a.m. - 4:30 p.m.

Saturdays, Sundays and Federal Holidays - Closed

Family Advocacy Program

Family Advocacy Officer or Outreach Manager
310 West Losey Street
Building 1533

Scott AFB, IL 62225-5252

Phone 618-256-7203

Phone (DSN) 312-576-7203

Fax 618-256-7246

Monday - Friday - 7:30 a.m. - 4:30 p.m.

Saturdays, Sundays and Federal Holidays - Closed

Family Child Care/Child Development Homes

Family Child Care (FCC)
215 East Winters Street
Building 54

Scott AFB, IL 62225

Phone 618-256-8047

Fax 618-256-8228

[Email](#)

[Website](#)

Monday - Friday - 7:30 a.m. - 4:00 p.m.

Saturdays, Sundays and Federal Holidays - Closed

Financial Institutions

Credit Union
302 W. Winters Street
Scott AFB, IL 62225

Phone 618-345-1000

[Website](#)

The Lobby is open:

Monday - Tuesday - 9:00 a.m. - 5:00 p.m.

Wednesday - 10:00 a.m. - 5:00 p.m.

Saturday - 9:00 a.m. - 1:00 p.m.

Sunday - Closed

The Drive-Thru is open:

Monday - Friday - 9:00 a.m. - 5:00 p.m.

Saturday - 8:00 a.m. - 1:00 p.m.

Sunday and Federal Holidays - Closed

Exchange(s)

AAFES

10 W. Birchard
Building 1981

Scott AFB, IL 62225

Phone 618-744-9830

[Website](#)

Main Exchange:

Everyday - 9:00 a.m. - 9:00 p.m.

Federal Holidays - Closed

Military Clothing Store:

Monday - Friday - 9:00 a.m. - 9:00 p.m.

Saturdays, Sundays and Federal Holidays - Closed

Family Center

Airman and Family Readiness Center
404 W. Martin Street
375 MSS/DPF

Bldg. 1650

Scott AFB, IL 62225-5359

Phone 618-256-8668 / 618-256-2245

Phone (DSN) 312-576-8668

Fax 618-256-1983

Fax (DSN) 312-576-1983

[Email](#)

Monday - Friday - 7:30 a.m. - 4:30 p.m.

Saturdays, Sundays and Federal Holidays - Closed

Finance Office

375th Comptroller Squadron
215 Heritage Dr
Bldg P-10 Suite 205

Scott AFB, IL 62225

Phone 618-256-7798

Phone (DSN) 312-576-7798

Monday - Friday - 9:00 a.m. - 3:30 p.m.

Saturdays, Sundays and Federal Holidays - Closed

Financial Institutions

Regions Bank
Scott Air Force Base
406 Ward Avenue

Scott AFB, IL 62225

Phone 618-744-1144

Fax 618-744-1248

[Website](#)

The Lobby is open:

Monday - Friday - 9:00 a.m. - 4:00 p.m.

The Drive-Thru is open:

Monday - Thursday - 8:00 a.m. - 4:00 p.m.

Friday - 9:00 a.m. - 4:00 p.m.

All is closed on Saturday, Sunday and Federal Holidays

Golf Courses

Golf Course
 1192 Golf Course Road
 Building 1192
 Scott AFB, IL 62225
 Phone 618-744-1400

[Website](#)

Monday - Friday - 8:00 a.m. - 4:00 p.m.

The Kitchen is open:

Monday - Friday - 6:30 a.m. - 1:00 p.m.

Saturday and Sunday - Closed

Federal Holidays - Closed

Gymnasiums/Fitness Centers

Fitness Center
 210 Heritage Drive
 Building P-6
 Scott AFB, IL 62225
 Phone 618-256-5164
 Phone (DSN) 312-576-5164
 Fax 618-256-1860
 Fax (DSN) 312-576-1860

[Website](#)

Monday - Friday - 4:30 a.m. - 7:00 p.m.

Saturday - 9:00 a.m. - 1:00 p.m.

Sunday and Federal Holidays - Closed

Hospital/Medical Treatment Facility(s)

Hospital (375 Medical Group)
 310 West Losey Street
 Building 1530
 Scott AFB, IL 62225
 Phone 618-256-7500
 Phone (DSN) 312-576-7500
 Fax 618-256-7416

Monday - Friday - 9:00 a.m. - 4:30 p.m.

Saturdays, Sundays and Federal Holidays - Closed

Household Goods/Transportation Office (inbound)

Traffic Management Office
 215 Heritage Drive
 Building P 10
 Room D100
 Scott AFB, IL 62225-5010
 Phone 618-256-1200
 Phone (DSN) 312-576-1200
 Fax 618-256-4316

[Website](#)

Monday - Friday - 7:30 a.m. - 3:00 p.m.

Saturdays, Sundays and Federal Holidays - Closed

Household Goods/Transportation Office (outbound)

Traffic Management Office
 215 Heritage Drive
 Building P 10
 Room D100
 Scott AFB, IL 62225-5010
 Phone 618-256-1200
 Phone (DSN) 312-576-1200
 Fax 618-256-4316

[Website](#)

Monday - Friday - 7:30 a.m. - 3:00 p.m.

Saturdays, Sundays and Federal Holidays - Closed

Housing Office/Government Housing

Housing Management Office
 201 W Bucher St
 Building 1400
 Scott AFB, IL 62225-5020
 Phone 618-256-4350
 Phone (DSN) 312-576-4350
 Fax 618-256-2281

Government Housing:

Monday - Friday - 7:30 a.m. - 3:30 p.m.

Saturdays, Sundays and Federal Holidays - Closed

Housing Referral Office:

Monday - Friday - 8:00 a.m. - 6:00 p.m.

Saturday - 9:00 a.m. - 3:00 p.m.

Sunday and Federal Holidays - Closed

Housing Referral Office/Housing Privatization

Housing Management Office
 201 W Bucher St
 Building 1400
 Scott AFB, IL 62225-5020
 Phone 618-256-4350
 Phone (DSN) 312-576-4350
 Fax 618-256-2281

Government Housing:

Monday - Friday - 7:30 a.m. - 3:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Housing Referral Office:

Monday - Friday - 8:00 a.m. - 6:00 p.m.
 Saturday - 9:00 a.m. - 3:00 p.m.
 Sunday and Federal Holidays - Closed

Information and Referral Services

Information & Referral Services
 404 W. Martin
 Bldg 1650
 Scott AFB, IL 62225
 Phone 618-256-8668
 Phone (DSN) 312-576-8668
 Fax 618-256-1983

Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Library

Library
 510 Ward Street
 Building 1940
 Scott AFB, IL 62225
 Phone 618-256-5100 / 618-256-3028

[Website](#)

Monday - Thursday - 10:00 a.m. - 8:00 p.m.
 Friday - Saturday - 9:30 a.m. - 9:00 p.m.
 Sunday and Federal Holidays - Closed

ID/CAC Card Processing

DEERS Office
 215 Heritage Drive
 Building P10
 Scott AFB, IL 62225
 Phone 618-256-8897
 Phone (DSN) 312-576-8897
[Email](#)

Monday - Friday - 9:00 a.m. - 3:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Legal Services/JAG

Legal Assistance
 101 Heritage
 Building P-3, Suite 210
 Scott AFB, IL 62225
 Phone 618-256-2358
 Phone (DSN) 312-576-2358

Legal Assistance:

Monday - Tuesday - 1:00 p.m. - 2:00 p.m.
 Wednesday - Friday - 8:00 a.m. - 9:00 a.m.
 Saturday and Sunday - Closed
 Power of Attorney:
 Monday, Wednesday, Friday - 9:00 a.m. - 3:00 p.m.
 Tuesday, Thursday - 11:00 a.m. - 3:00 p.m.
 Saturday and Sunday - Closed
 Federal Holidays - Closed

Loan Closet

Family Services - Loan Locker
 404 W. Martin Street
 Building 1650
 Scott AFB, IL 62225
 Phone 618-256-3616

[Email](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

MWR (Morale Welfare and Recreation)

Outdoor Recreation-Adventure
 505 Ward Street
 375 SVS/SVRO
 Bldg 3176
 Scott AFB, IL 62225
 Phone 618-256-3207
 Phone (DSN) 312-576-3207

Monday - Friday - 5:00 a.m. - 9:00 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

New Parent Support Program

New Parent Programs
 301 W. Losey St
 Building 1533
 Scott AFB, IL 62225
 Phone 618-256-7203
 Phone (DSN) 312-576-7203
 Fax 618-256-7246
 Fax (DSN) 312-576-7246

Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Personal Financial Management Services

Personal Financial Management
 404 W. Martin Street
 375 MSS/DPF
 Building 1650
 Scott AFB, IL 62225-5359
 Phone 618-256-8668
 Phone (DSN) 312-576-8668
 Fax 618-256-6766

[Email](#)

Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Relocation Assistance Program

Relocation Assistance
 404 W. Martin Street
 375 MSS/DPF
 Building 1650
 Scott AFB, IL 62225-5359
 Phone 618-256-8668
 Phone (DSN) 312-576-8668
 Fax 618-256-6766
 Fax (DSN) 312-576-6766

[Email](#)

Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Military Clothing Sales

AAFES
 10 W. Birchard
 Building 1981
 Scott AFB, IL 62225
 Phone 618-744-9830

[Website](#)

Main Exchange:
 Everyday - 9:00 a.m. - 9:00 p.m.

Federal Holidays - Closed
 Military Clothing Store:
 Monday - Friday - 9:00 a.m. - 9:00 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Non-appropriated Funds (NAF) Human Resources

375th Services Squadron
 82 Younkie
 Building 54
 Scott AFB, IL 62225
 Phone 618-256-3831
 Phone (DSN) 312-576-3831
 Fax 618-256-4993

[Website](#)

Monday - Friday - 8:00 a.m. - 3:00 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Personnel Support Office

Military Personnel Flight
 215 Heritage Drive
 Building P-10
 Scott AFB, IL 62225
 Phone 618-256-1845
 Phone (DSN) 312-576-1845

[Email](#)

Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed
 Citizenship and Immigration Department:
 Monday - Friday - 6:30 a.m. - 6:00 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Restaurants/Fast Food

Scott Club
 47 South Ward Street
 Building 1560
 Scott AFB, IL 62225
 Phone 618- 744-1477 / 312-256-5501
 Phone (DSN) 312-576-5501
 Fax 618-744-0445

Monday - Tuesday - 7:00 a.m. - 2:00 p.m.
 Wednesday - Thursday - 7:00 a.m. - 10: 00 p.m.
 Friday - 7:00 a.m. - 12:00 a.m.
 Saturday - 7:00 a.m. - 9:00 p.m.
 Sunday and Federal Holidays - Closed

Retirement Services

Retirees Activities Office
 215 Heritage Drive
 Bldg P-10
 Scott AFB, IL 62225
 Phone 618-256-5092

Monday - Friday - 9:00 a.m. - 3:00 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

School Liaison Office/Community Schools

School Liaison Officer
 404 W. Martin Street
 Building 1650
 375 MSG/SLO
 Scott AFB, IL 62225
 Phone 618-256-9595
 Phone (DSN) 312-576-9595
 Fax 618-256-1983

[Website](#)

Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Temporary Lodging/Billeting

Military Lodging Office
 1510 Beech Street
 Scott AFB, IL 62225
 Phone 618-256-8668
 Phone (DSN) 312-576-1844

Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Transition Assistance Program

Transition Assistance Program
 404 W. Martin Street
 375 MSS/DPF
 ATTN: TAP
 Scott AFB, IL 62225-5359
 Phone 618-256-8668
 Phone (DSN) 312-576-8668
 Fax 618-256-1983

[Email](#)
[Website](#)

School Age Care

Youth Center /Before & After School Program
 4691 Patriots Dr
 Building 4780
 Scott AFB, IL 62225
 Phone 618-744-9862
 Fax 618-744-9905

Monday - Friday - 6:30 a.m. - 6:00 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Spouse Education, Training and Careers

Career Focus
 404 W. Martin Drive
 375 MSS/DPF
 Building 1650
 Scott AFB, IL 62225-5359
 Phone 618-256-8668
 Phone (DSN) 312-576-8668
 Fax 618-256-1983
 Fax (DSN) 312-576-1983

[Email](#)

Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Temporary Lodging/Billeting

Lodging Office (Billeting)
 1510 Beech Street
 Building 1510
 Scott AFB, IL 62225
 Phone 618-256-2045 / 888-235-6343
 Phone (DSN) 312-576-1844
 Fax 618-256-6638
 Fax (DSN) 312-576-6638

[Email](#)

Monday - Friday - 6:00 a.m. - 3:30 p.m.
 Saturdays, Sundays and Federal Holidays - Closed

Travel Office

WingGate Travel, Inc. (for Official travel)
 220 Heritage Drive
 Building 8
 Scott AFB, IL 62225
 Phone 618-256-5397
 Phone (DSN) 312-576-5397

Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Only sell tickets until 3:30 p.m.
 Saturday, Sunday and Federal Holidays - Closed

VA Facilities

Veterans Center
1269 N. 89th St
East St. Louis, IL 62222
Phone 1-800-827-1000 / 618-397-6602

Monday - Friday - 8:00 a.m. - 4:30 p.m.
Saturdays, Sundays and Federal Holidays - Closed

Victim Advocate Services

Family Advocacy Officer or Outreach Manager
310 West Losey Street
Building 1533
Scott AFB, IL 62225-5252
Phone 618-256-7203
Phone (DSN) 312-576-7203
Fax 618-256-7246

Monday - Friday - 7:30 a.m. - 4:30 p.m.
Saturdays, Sundays and Federal Holidays - Closed

Youth Programs/Centers

Youth Center
4691 Patriots Drive
Building 4780
Scott AFB, IL 62225
Phone 618-744-9862
Fax 618-744-9905

[Email](#)

Open Recreation Hours
Monday - Friday - 3:00 a.m. - 7:00 p.m.
Saturdays and Sundays - 1:00 p.m. - 7:00 p.m.
Federal Holidays - Closed

Veterinary Services

Veterinary Treatment Facility
852 South Drive
Building 856
Scott AFB, IL 62225
Phone 618-746-2168

[Website](#)
Monday, Wednesday, Thursday, Friday - 8:00 a.m. - 4:00 p.m.

Tuesday - 10:00 a.m. - 6:00 p.m.
Saturday, Sunday and Federal Holidays - Closed

Welcome/Visitors Center

Visitors Center
10 Siebert Rd
Shiloh Gate
Scott AFB, IL 62225
Phone 618-256-2008

Monday - Friday - 6:00 a.m. - 6:00 p.m.
Saturday - 8:00 a.m. - 12:00 p.m.
Sunday and Federal Holidays - Closed

Major Units

345 Recruiting Squadron

Contact information:
COM/Orderly Rm
COM: 618-256-1059
DSN: 312-576-1059

18th Air Force

Contact information:
COM/Orderly Rm
COM: 618-229-0626
DSN: 312-779-0626

375 Airlift Wing Manpower and Organization (MO)

Contact information:
Cmdr/Orderly Rm
COM: 618-256-5588
DSN: 312-576-5588

375 Airlift Wing Equal Employment Opportunity (CCD)

Contact Information:
Cmdr/Orderly Rm
COM: 618-256-3770
DSN: 312-576-3770

375 Airlift Wing Safety (SE)

Contact Information:
Cmdr/Orderly
COM: 618-256-6311
DSN: 312-576-6311

375 Airlift Wing Judge Advocate (JA)

Contact Information:
Cmdr/Orderly Rm
COM: 618-256-2358
DSN: 312-576-2358

375 Airlift Wing Command and Control

Contact information:
Cmdr/Orderly Rm
COM: 618-256-5891
DSN: 312-576-5891

375 Comptroller Squadron

Contact Information:
Cmdr/Orderly Rm
COM: 618-256-1892
DSN: 312-576-1892
DSN FAX: 312-576-4097

375 Dental Sq

Contact Information:
Cmdr/Superintendent
COM: 618-256-2750/7405
DSN: 312-576-2750/7405

Air Force Office of Special Investigations (AFOSI)

Contact information:
COM/Orderly Rm
COM: 618-256-8872
DSN: 312-576-8872

375 Airlift Wing Plan, Programs and Readiness (XP)

Contact information:
Cmdr/Orderly Rm
COM: 618-256-3513
DSN: 312-576-3513

375 Airlift Wing Military Equal Opportunity (ME)

Contact Information:
Cmdr/Orderly Rm
COM: 618-256-6581

375 Airlift Wing Comptroller (FM)

Contact Information:
Cmdr/Orderly Rm
COM: 618-256-1920
DSN: 312-576-1920

375 Airlift Wing Public Affairs (PA)

Contact Information:
Cmdr/Orderly Rm
COM: 618-256-2421
DSN: 312-576-2421

375 Airlift Wing Inspector General (IG)

Contact Information:
Cmdr/Orderly Rm
COM: 618-256-4744
DSN: 312-576-4744

375 Airlift Wing

Contact Information:
Cmdr/SEA
COM: 618-256-3751/256-5286
DSN: 312-576-5286
DSN FAX: 312-576-3360

375 Medical Operations Sq

Contact Information:
Cmdr/Superintendent
COM: 618-256-7525/7382
DSN: 312-576-7525/7382
DSN FAX: 312-576-7479

375 Aerospace Medicine Sq

Contact Information:
Cmdr/Superintendent
COM: 618-256-7439/7405
DSN: 312-576-7439/7405

375 Medical Support Sq

Contact Information:
Cmdr/Superintendent
COM: 618-256-7012/7405
DSN: 312-576-7012/7405

868 Communications Sq

Contact Information:
Cmdr/Superintendent
COM: 618-256-5884/ 5883
DSN: 312-576-5884/5883

HQ Air Force Communications Agency

Contact Information:
Cmdr/Sq Section Cmdr
COM: 618-229-6571/6007
DSN: 312-779-6571/6007
DSN FAX: 312-779-5498

375 Mission Support Sq

Contact Information:
Cmdr/ Orderly Room
COM: 618-256-2126/4202
DSN: 312-576-2126/4202
DSN FAX: 312-576-8163

805 Computer Systems Sq

Contact Information:
Cmdr/Superintendent
COM: 618-256-6026/6297
DSN: 312-576-6026/6297

AMC Regional Supply Sq

Contact Information:
Cmdr/Orderly Room
COM: 618-229-8350/8379
DSN: 312-779-8350/8379

375 Logistics Readiness Sq

Contact Information:
Cmdr/Orderly Room
COM: 618-256-2004
DSN: 312-576-2004
DSN FAX: 312-576-1889

375 Mission Support Group

Contact Information:
Cmdr/Executive Officer
COM: 618-256-3283/4614
DSN: 312-576-3283/4614
DSN FAX: 312-576-8163

US Transportation Command

Contact Information:
Cmdr/Orderly Room
COM: 618-229-3205/4886
DSN: 312-779-3205/4886

375 Surgical Operations Sq

Contact Information:
Cmdr/Superintendent
COM: 618-256-7417/7382
DSN: 312-576-7417/7382

Tanker Airlift Control Ctr

Contact Information:
Cmdr/Administrator
COM: 618-229-4884/3013
DSN: 312-779-4884/3013

932 Airlift Wing

Contact Information:
Cmdr/Orderly Room
COM: 618-229-7000/7002
DSN: 312-779-7000/7002
DSN FAX: 312-779-8717

U.S. Air Force Band of Mid-America

Contact Information:
Cmdr/Orderly Room
COM: 618-229-8156/8188
DSN: 312-779-8156/8188
DSN FAX: 312-779-8156/8188

126 Air Refueling Wing

Contact Information:
Cmdr/Administrator
COM: 618-222-5770/5773
DSN: 312-760-5770/5773

375 Comm Sq

Contact Information:
Cmdr/Orderly Room
COM: 618-256-1980/256-6618
DSN: 312-576-1980/576-6618
DSN FAX: 312-576-2836

375 Operations Group

Contact Information:
Cmdr/Orderly Room
COM: 618-256-3608/4463
DSN: 312-576-3608/4463
DSN FAX: 312-576-4673

375 Medical Group

Contact Information:
Cmdr/Sq Section Cmdr
COM: 618-256-7456/7415
DSN: 312-576-7456/7415
DSN FAX: 312-576-7479

HQ Air Mobility Command

Contact Information:
Cmdr/AMC SEA
COM: 618-229-2575/4213
DSN: 312-779-2575/4213

375 Contracting Sq

Contact Information:

Cmdr/Superintendent

COM: 618-256-9321/9319

DSN: 312-576-9321/9319

DSN FAX: 312-576-2649

375 Civil Engineering Sq

Contact Information:

Cmdr/Orderly Room

COM: 618-256-2701/5125

DSN: 312-576-2701/5125

DSN FAX: 312-576-6569

375 Services Squadron

Contact Information:

Cmdr/Orderly Room

COM: 618-256-4740/3301

DSN: 312-576-4740/3301

DSN FAX: 312-576-8788

458 Airlift Squadron

Contact Information:

Cmdr/Orderly Room

COM: 618-256-5328/3606

DSN: 312-576-5328/3606

375 Operations Support Sq

Contact Information:

Cmdr/Administrator

COM: 618-256-4493/3503

DSN: 312-576-4493/3503

375 Security Forces Sq

Contact Information:

Cmdr/Orderly Room

COM: 618-256-4883/4881

DSN: 312-576-4883/4881

DSN FAX: 312-576-8277

375 Aeromedical Evac Sq

Contact Information:

Cmdr/Administrator

COM: 618-256-3070/4463

DSN: 312-576-3070/4463

DSN FAX: 312-576-3539

AMC Communications Group

Contact Information:

Cmdr/Orderly Room

COM: 618-256-5122/5163

DSN: 312-576-5122/5163

DSN FAX: 312-576-6103