



A TREASURY OF INFORMATION

and

LEADERS' GUIDE TO HUMAN SERVICES

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INFORMATION IN THIS BOOK WAS CURRENT AT TIME OF PUBLICATION BUT IS SUBJECT TO CHANGE.

PLEASE CONTACT ARMY COMMUNITY SERVICE TO UPDATE INFORMATION

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EDUCATION SERVICES

ARMY CONTINUING EDUCATION SYSTEM (ACES)	
ARMY EDUCATION CENTER 472 CRAMER ST, STE 100 FORT STEWART GA 31314-5016 (BLDG 130) (912) 767-8331	ARMY EDUCATION CENTER 165 MARKWELL ST STE 16 HUNTER AAF GA 31409-5503 (BLDG 1290)
MON-FRI, 0730-1615	

Eligible: Active duty soldiers and their families, and DA civilian employees, Reserve Component, ROTC units, Retirees.

THE ARMY CONTINUING EDUCATION SYSTEM (ACES) provides education assistance worldwide to benefit soldiers. The ACES vision is to create and lead the Army's premiere education organization committed to excellence, innovation and deployability. The ACES mission is to vigorously promote lifelong learning opportunities to sharpen the competitive edge of FORCE XXI by serving as the leaders in providing and managing quality self-development programs and services. A wide variety of education opportunities is offered in order to fulfill the ACES mission. Participation in ACES is critical for FORCE XXI professional and personal development.

COUNSELING FOR EDUCATION SERVICES. The Army Education Center has a staff of highly qualified Army Education Counselors who are professionally trained to assist you in finding answers to the following: What are my professional and personal education goals? What steps must I take in order to go from where I am now to where I want to be in the future? How do I advance in my career? Army Education Counselors help plan a course of action to assist in your education goal attainment.

- ❖ Establish military career goals
- ❖ Establish civilian career goals
- ❖ Determine educational requirements
- ❖ Identify educational institutions
- ❖ Identify mode of delivery
- ❖ Review all funding options
- ❖ Initiate application and evaluation
- ❖ Review credit award for previous experience
- ❖ Develop plan of action
- ❖ Monitor progress

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM Training in reading, writing, and speaking English. Classes are divided into Basic and Intermediate/Advanced to satisfy a wide range of needs for foreign-born individuals. Instruction also includes basic culture, customs, and courtesy training. All ESL classes are offered at no cost.

Fort Stewart ESL classes meet Monday through Thursday 0900-1100 and 1100-1300 in the Rock Learning Center, Building 206, on Harmon Ave. Registration is done every Thursday at 1100.

ESL classes at Hunter Army Airfield in Savannah meet each Tuesday and Thursday 0900-1200 at Savannah Technical College.

HIGH SCHOOL COMPLETION PREPARATION -The Liberty County Adult Literacy Program offers training in reading, writing, and math skills in preparation for GED and ASSET testing.

The Liberty County Adult Literacy Program is located at 501A General Screven Way, Hinesville, Georgia. For further information call 912-368-7322.

Richard Arnold Adult Education Center serves the Chatham County area and is located at 1810 Bull St, Savannah, GA. Preparation for GED testing is held Monday - Thursday from 0900-1200 and 1300-1600. For further information call 912-651-7320.

In addition, GED preparation is available at the Army Education Center Fort Stewart and Hunter AAF locations.

INPROCESSING All soldiers are required to inprocess through their Army Learning Center within 30 days of arrival at a new installation. This is in accordance with AR 621-5 and Fort Stewart Policy Letter Number 1-25. Inprocessing briefings are conducted every Wednesday at 0930 in each Learning Center at Fort Stewart and at Hunter.

OUTPROCESSING In accordance with AR 621-5, all soldiers must outprocess through their Army Learning Center (ALC) Guidance Counselor when making a Permanent Change of Station (PCS) move or separating from the Army. Soldiers separating from the Army must receive MANDATORY counseling about their Veterans' Administration Education Benefits.

ARMY LEARNING CENTERS The ALCs are designed to meet the unique mission of the command being served. The ALC goal is to provide a "One Stop Training Support Facility" for commanders and soldiers. Each Battlefield Operating System (BOS) configured ALC is staffed with an Education Specialist/Counselor who coordinates unit education and training requirements in support of combat readiness. The ALCs provide educational services with on-site counseling in addition to direct training support and academic services. Some of the academic services provided include:

- ❖ Basic Skills Preparation (GT Improvement, GED Preparation etc.)
- ❖ College Preparation Programs
- ❖ Distance Learning
- ❖ SAT and ACT preparation
- ❖ Internet access and financial aid on line
- ❖ Computer Based Instruction.

ALCs also maintain military publications and METL resources to support training in the assigned MOSs. Some of the training support services provided include:

- ❖ Army Training Digital Library On The Internet
- ❖ Military job related CDs
- ❖ Army Correspondence Course Program
- ❖ Digitized Army publications
- ❖ Training Support Packages
- ❖ Personal assistance by a Training Facilitator

ARMY LEARNING CENTERS	
<b>1<sup>ST</sup> BRIGADE</b> 1286 MCFARLAND AVE STE 101 FT STEWART GA 31314-4508 (BLDG 1237) (912) 767-2269 MON - THUR, 0730 - 1715 FRI, 0730 - 1615	<b>2<sup>D</sup> BRIGADE</b> 630 WILLIAM H WILSON AVE STE 108 FT STEWART GA 31314-3442 (BLDG 520) (912) 767-8353 MON - THUR, 0730 - 1715 FRI, 0730 - 1615
<b>ENGINEER BDE</b> 1086 WILLIAM H WILSON AVE STE 144 FT STEWART GA 31314-3325 (BLDG 623) (912) 767-2905 MON - THUR, 0730 - 1715 FRI, 0730 - 1615	<b>DIVARTY LEARNING CENTER</b> 1286 MCFARLAND AVE STE 10100 FT STEWART GA 31314-4508 (BLDG 1237) (912) 767-8543 MON - THUR, 0730 - 1700 FRI, 0730 - 1615
<b>DISCOM LEARNING CENTER</b> 1989 GULICK AVE FT STEWART GA 31314-4119 (BLDG 729) (912) 767-2652 MON - FRI, 0730 - 1615	<b>MARNE ARMY LEARNING CENTER</b> 472 CRAMER AVE STE 200 FT STEWART GA 31314-5015 (BLDG 130) (912) 767-2618 MON - THUR, 0730 - 1715 FRI, 0730 - 1615
<b>123<sup>RD</sup> SIGNAL LEARNING CENTER</b> 2181 GULICK ST STE 108 FT STEWART GA 31314-4103 (BLDG 815) (912) 767-4166 MON - THUR, 0730 - 1715 FRI, 0730 - 1615	<b>ROCK ARMY LEARNING CENTER</b> 686 HARMON AVE FT STEWART GA 31314-5519 (BLDG 206) (912) 767-3398 MON - THUR, 0730 - 1715 FRI, 0730 - 1615
<b>HUNTER AAF EDUCATION CENTER</b> 165 MARKWELL ST STE 16 HUNTER AAF GA 31409-5503 (BLDG 1290) (912) 352-6130 MON - THUR, 0900 - 1700 FRI, 0900 - 1600	

**BASIC SKILLS ENHANCEMENT PROGRAM** is designed to develop soldiers' competency in reading, mathematics, and English language skills. BSEP increases TABE and GT scores. Classes are scheduled in four-week cycles, which allow soldiers to attend class full-time. To enroll in the BSEP program, soldiers must have a TABE test and should contact their assigned ALC Guidance Counselor. Commanders may also coordinate alternate schedules for units through their Guidance Counselor.

**LEADERSHIP SKILLS EDUCATION PROGRAM (LSEP)** is a command education program designed to improve duty performance and enhance career growth for soldiers at MOS Skill Levels 20, 30 and 40. It helps Non-Commissioned Officers (NCOs) meet their training responsibilities as leaders, supervisors, managers, and communicators. Courses are based on needs identified by the units with key NCOs assisting in the selection. They are scheduled on an installation-wide, open enrollment basis. Units can purchase special LSEP classes to accommodate their training needs.

**CAREER MAPS:** The NCO Career Map provides the NCO a leader self-development guide for his/her career management field. It is designed to encourage a planned, progressive, and sequential program to enhance and sustain military skills and knowledge competencies. Soldiers are encouraged to use the Career Map and complete the self-development activities that complement their chosen profession and personal goals. Career Maps are available at all ALC locations.

**COMMISSIONING/WARRANT OFFICER PROGRAMS:** Enlisted soldiers can apply for some Army Commissioning/Warrant officer programs. The programs include Officer Candidate School; West Point Prep; Green-To-Gold; Physicians Assistant; and many Warrant Officer Programs, i.e. Aviation, Quartermaster, etc. The Army Learning Center has the required information and the Army Education Counselors are available to assist you.

**ACADEMIC TESTING** Academic testing is provided through the Defense Activity for Non-Traditional Education Support (DANTES). Your education counselor can help match these tests with your goals. The Counselor can also schedule you for these tests and can provide information on how you can prepare for them.

**NATIONAL CERTIFICATION EXAMS** 30 National Exams available.

**MISCELLANEOUS EXAMINATIONS** - Additional tests may be available upon request. The Education Center Testing Office can administer tests students need to complete Distance Learning college courses, for example. Contact your Guidance Counselor for detailed information on testing opportunities.

**MILITARY TESTING** Army Personnel Testing (APT) is conducted by the Training Standards Office (TSO) located at building 623, room 312. The APT program is used to identify measure and document skills the military needs to conduct its mission. Contact the TSO at (912) 767-7557 for more detailed information on testing opportunities and scheduling.

**TEST OF ADULT BASIC EDUCATION (TABE)** The TABE is another military related test used as a diagnostic tool to determine academic grade level in reading, writing and arithmetic. TABE is used to help measure the basic academic skills necessary to progress through the different levels of NCOES, college and other types of training. Testing is recommended before attending any NCOES school. Fort Stewart Policy Letter Number 1-25 establishes the goal of having all soldiers E-1 through E-8 TABE tested. Our goal is to test all soldiers at inprocessing. This allows time for remediation and retesting if necessary to achieve your goals. The TABE can be scheduled through your Education Counselor or your unit's training NCO.

**ARMY TUITION ASSISTANCE (Active Duty Soldiers Only)** Army Tuition Assistance (TA) can be used to provide financial aid for voluntary, off-duty education programs from regionally accredited institutions that support their personal and professional self-development goals. TA has been standardized across DOD and will fund up to 75% of the tuition costs for full or part time education to include lab, computer and other instructional fees. The total amount of TA received cannot exceed \$187.50 per semester hour and a yearly limit of \$3500.00. To qualify for TA, soldiers must be counseled by an Army Education Center Counselor, request TA, receive his commander's signature and the signature of the Education Center Contracting Officer's Representative on the TA form before the class begins. TA is not authorized after the course begins.

**TOP-UP (Active Duty Only):** If you are eligible for the Montgomery GI Bill (MGIB) and have been approved to use Tuition Assistance, you can use the MGIB Top-Up to reimburse the difference. (You are eligible for the MGIB if it was included in your original enlistment contract and you have been on active duty for more than 24 months.)

OTHER FINANCIAL AID FOR EDUCATION Forums are held at Fort Stewart and Hunter Army Airfield to provide financial aid information to those interested in alternative funding sources such as the PELL Grant. Calling (912) 767-8331 for Fort Stewart and 352-6130 for Hunter Army Airfield will provide additional information.

COLLEGES ON FORT STEWART: Central Texas College, Columbia College, Webster University, and the Liberty Center.

COLLEGES ON HUNTER AAF: Central Texas College, Columbia College, Webster University, and Embry-Riddle Aeronautical University.

CHILD DEVELOPMENT SERVICES	
REGISTRATION	
CHILD AND YOUTH SERVICES REGISTRATION 500 LINDQUIST RD FT STEWART GA 31314-3707 (BLDG 443) (912) 767-2312	CHILD AND YOUTH SERVICES REGISTRATION 171 HALEY AVE STE 369 HUNTER AAF GA 31409-5019 (BLDG 1286) (912) 352-5425
MON-FRI, 0830 - 1630	
FULL DAY & HOURLY CARE	
INSTALLATION CHILD CARE CENTER 56 STEELE AVE FT STEWART GA 31314-5130 (BLDG 403) (912) 767-3202	CHILD DEVELOPMENT SERVICES 369 N MIDDLEGROUND RD HUNTER AAF GA 31409-5014 (BLDG 1284) (912) 352-6115
MON-FRI, 0600-1800	
FAMILY CHILDCARE	
FAMILY CHILD CARE 500 LINDQUIST RD FT STEWART GA 31314-3707 (BLDG 443) (912) 767-2311	FAMILY CHILD CARE 171 HALEY AVE STE 202 HUNTER AAF GA 31409-5019 (BLDG 1286) 352-6064
MON - FRI, 0800 - 1700	

Eligible: Services offered to children (six weeks thru Kindergarten) of soldiers and retirees, and of DoD employees, and Army civilian employees.

Child Development Services provides a developmental program, which encourages social, emotional, physical, and intellectual growth. CDS nurtures the whole child while promoting self-confidence, independence, cooperation, and consideration. CDS seeks to meet the needs of the community by providing services to working and non-working parents. The Child Development Center (CDC) provides hourly or weekly care for children between the ages of 6 weeks and Kindergarten age. CDC offers a safe and happy place for your children. We help them grow through individual and group play, arts and crafts activities, stories, and music. Nutritious meals based on the four food groups are served with emphasis on family style dining. CDS also provides many opportunities for parent involvement.

FULL DAY CARE -Offers developmental services for sole and dual military, and meets the needs of working parents requiring childcare on a regularly scheduled basis.

HOURLY DAY CARE -Offers developmental services that meet the needs of parents requiring short-term care on an intermittent basis.

PRE-KINDERGARTEN -The free Georgia State funded Pre-K program is for those parents who would like their children in a program for 6 ½ hours a day for socialization and to attain readiness skills for school.

WRAP AROUND PRE-K -Offers a regularly scheduled program for the preschool age child, providing before/after school care.

FAMILY CHILDCARE (FCC) PROGRAM -Offers quarters-based childcare provided by authorized military Family members from on-post housing at Fort Stewart/Hunter Army Airfield. The U.S. Army regulates the care. Both the individual and the Family Child Care home will be certified by CDS before children may be enrolled in care. Family Child Care is an alternative to center based-programs. It provides a smaller family environment for full day, part day, hourly, extended and long-term care. The Family Child Care program can address care of special needs children and

newborn infants. Any family member residing in government quarters who provides child care to unrelated children for more than ten child care hours per week on a regular basis must be certified. Otherwise, they are providing unauthorized childcare. Unauthorized childcare in government housing may result in loss of government housing privileges.

**SUPPLEMENTAL PROGRAMS AND SERVICES** -This type of care offers options which include baby-sitter referral services, child care programs operated by private organizations, special interest programs operated by Army activities, short-term alternative child care or on-site functions and special events, and special needs child resources and referral. For more information call (912) 767-2312.

**REGISTRATION PROCEDURES** -Patrons interested in registering should call for an appointment. Walk-ins are accepted on Wednesdays for sole/dual military families and CDS updates only. All children must complete a registration packet before participating in any CDS program, and all immunizations must be up-to-date to register. Parents should obtain and complete the necessary forms. There is a Registration Fee.

#### **EARLY INTERVENTION SERVICES**

Winn Army Community Hospital

Educational and Developmental Intervention Services (EDIS) is for military families with infants and toddlers from 0 to 3 years old with or at risk for developmental delays.

Our services include: Home visits, Occupational Therapy, Special Instruction, Physical Therapy, Speech & Language Therapy, Vision and Hearing Screenings, Family Training, Developmental Screenings, and Assessments.

The EDIS staff is a team of professionals to assist your family:

- Assistant Family Services Coordinator
- Speech Language Pathologist
- Early Childhood Special Educator
- Physical Therapist
- Occupational Therapist

If you have questions or concerns about your child's development due to prematurity, traumatic birth, serious and chronic illness, or disability contact our office at 370-6349.

### **KINDERGARTEN THRU HIGH SCHOOL**

#### **SCHOOL REGISTRATION**

By law, children must be 5 years old on or before 1 Sep to enter kindergarten, and 6 years old on or before 1 Sep to enter the first grade.

- ❖ Documents required:
- ❖ Certified Birth Certificate
- ❖ Immunization records on Georgia State Form
- ❖ Vision, Hearing, and Dental Records from family doctor or health clinic
- ❖ Social Security Card
- ❖ Proof of residency in the school attendance zone
- ❖ Previous year's report card if transferring from another school

FORT STEWART (ON-POST) SCHOOLS	
KINDERGARTEN THROUGH 6 <sup>TH</sup> GRADE FOR STUDENTS LIVING ON-POST	
BRITTIN ELEMENTARY 2772 HERO RD FT STEWART GA 31315-1713 (BLDG 7392) (912) 767-8182/8179	DIAMOND ELEMENTARY 516 DAVIS AVE FT STEWART GA 31315-1044 (BLDG 5601) (912) 767-3382
SUPERINTENDENT DOD SCHOOLS 376 DAVIS AVE FT STEWART GA 31315-1033 (BLDG 5630) (912) 767-3636 (912) 767-3637	

Students living on-post in grades 7 - 12 attend Liberty County Schools

**LIBERTY COUNTY SCHOOLS**

Serving Hinesville, Allenhurst, Walthourville, Fleming, Gum Branch, Midway, Riceboro, Sunbury, Lake George, Colonels Island, and Fort Stewart

**LIBERTY COUNTY BOARD OF EDUCATION**

110 SOUTH GAUSE STREET  
 HINESVILLE, GA 31313

PH: 912-876-2161

FAX: 912-368-6201

Phone: 876-2161. Your address will be needed.

Web Site (<http://www.liberty.k12.ga.us/default.htm>)

ELEMENTARY SCHOOLS		
JORDYE BACON	100 DEEN STREET, HINESVILLE,31313	876-3959
LIBERTY	HWY 84 EAST, (PO BOX 689) MIDWAY, 31320	884-3326
LYMAN HALL	1396 SHAW ROAD, HINESVILLE	368-3348
BUTTON GWINNETT	635 TAYLOR ROAD, HINESVILLE	876-0146
TAYLOR'S CREEK	378 AIRPORT RD, HINESVILLE	369-0378
JOSEPH MARTIN	1000 JOSEPH MARTIN DR, HINESVILLE	368-3114
WALDO PAFFORD	2550 W 15TH ST, HINESVILLE	877-4188
FRANK LONG	920 LONG FRASIER DR, HINESVILLE	368-3595
MIDDLE (JUNIOR HIGH) SCHOOLS		
HINESVILLE MS	307 EAST WASHINGTON AVE, HINESVILLE	876-8251
LEWIS FRASIER	910 LONG FRASIER ST, HINESVILLE	877-5367
SNELSON-GOLDEN	465 COATES ROAD, HINESVILLE	877-3112
HIGH SCHOOLS		
BRADWELL INSTITUTE	100 PAFFORD STREET, HINESVILLE	876-6121
LIBERTY COUNTY	HWY 84, HINESVILLE	876-4316
ALTERNATIVE SCHOOL	5 SHIPMAN AVE, HINESVILLE	876-3795

**SAVANNAH/CHATHAM COUNTY SCHOOLS**

Savannah, Garden City, Port Wentworth, Pooler, Bloomingdale, Wilmington Island, Tybee Island, Georgetown, Thunderbolt, Isle of Hope, Skidaway Island, and Hunter AAF

**SAVANNAH/CHATHAM COUNTY BOARD OF EDUCATION**

208 BULL STREET  
 SAVANNAH, GA 31401  
 912-201-5600

Web Site: <http://www.chatham.k12.ga.us>

Students living on Hunter AAF attend the following schools:

PULASKI ELEMENTARY	5330 MONTGOMERY ST.	(912) 303-64466
DERENNE MIDDLE	3609 HOPKINS ST.	(912) 201-5900
BEACH HIGH	3001 HOPKINS ST.	(912) 201-5330

**BRYAN COUNTY SCHOOLS**

Richmond Hill, Pembroke, Keller, Ellabell, Blichton, and Lanier

**BRYAN COUNTY BOARD OF EDUCATION**

66 SOUTH INDUSTRIAL BLVD  
PEMBROKE, GA 31324

MON - FRI, 0800 - 1700

Tel: (912) 626-5000

Fax: (912) 653-4386

Web Site: <http://www.bryan.k12.ga.us/>

**LONG COUNTY SCHOOLS**

Ludowici, Sandy Hill, and Route 3 - Glennville, Allenhurst, and Country Manor Trailer Park

**LONG COUNTY BOARD OF EDUCATION**

MCDONALD STREET  
LUDOWICI, GA 31316

MON - FRI, 0800 - 1600

Phone: (912) 545-2367

Web Site: <http://www.long.k12.ga.us/>

**SCHOOL LIAISON PROGRAM**

1042 WILLIAM H. WILSON AVENUE, SUITE 130  
FORT STEWART, GA 31314

**BUILDING 622**

(912) 767-6533/6071

DSN: 870-6533/6071

FAX: (912) 767-1079

DSN: 870-1079

- ❖ Works to identify and work to resolve systemic educational issues impacting military families and students, by fostering proactive cooperation between local schools and the military community.
- ❖ Coordinates and assists school-age children and youth of army parents with educational opportunities and information necessary to achieve academic success. Seeks to network, educate, and work in partnership with local schools to provide caring adults to enhance the education experience.
- ❖ Works to provide garrison commanders the support and assistance necessary to coordinate and advise army parents of school-age children on education issues and needs, and assist in solving those issues and needs.

COLLEGES, UNIVERSITIES & TECHNICAL SCHOOLS

IN LIBERTY COUNTY		
<p>Brewton-Parker College                      Highway 84, Flemington, GA                      MON - FRI, 0830 - 1700                      1-888-508-7364                      (912) 448-2752</p>	<p>The Liberty Center                      (Armstrong, Coastal GA Community College, East GA College, Georgia Southern, Savannah State University)                      MON - WED                      0900 - 1800                      THUR, 1300 - 1800                      FRI, 0900 - 1600                      Building 130                      Fort Stewart, GA 31314-5144                      912-767-0819</p>	
<p>Armstrong Atlantic State University                      Savannah, GA (classes offered locally)                      912-927-5277</p>	<p>Georgia Southern University                      Statesboro, GA 30460                      (classes offered locally)                      912-681-5531</p>	<p>Savannah Tech                      501A Gen Screven Way                      Hinesville, GA 31313                      800-769-6362                      912-368-8325</p>

IN GEORGIA: <http://www.usq.edu/>

FORT STEWART LIBRARY  
 316 LINDQUIST AVE (BLDG 411)  
 FT STEWART, GA 31314-5126  
 (912) 767-2828/2260  
 MON-THURS, 1130 - 2100  
 SAT - SUN, 1130 - 1800  
 CLOSED FRIDAYS AND HOLIDAYS

EMPLOYMENT ASSISTANCE SERVICES

ARMY CAREER AND ALUMNI PROGRAM (ACAP)	
1042 WILLIAM H WILSON AVE STE 335 FT STEWART, GA 31314-3323 BLDG 622, 3D FLOOR (912) 767-2611/8677 MON - FRI, 0800 - 1700	165 MARKWELL ST STE 7 HUNTER AAF, GA 31409-5503 BLDG 1290, ROOM 7 STRACHAN DR (912) 352-5854 MON - FRI, 0900 - 1715

Eligible: All soldiers and their spouses assigned to Fort Stewart and Hunter AAF.

PROGRAM SYNOPSIS: ACAP serves soldiers and government civilians, who are leaving the service, and their family members. When soldiers are within 180 days of separation, they must contact ACAP at the phone numbers shown above and make an appointment to attend the mandatory Pre-separation Counseling to be followed by use of available job search services.

SERVICES PROVIDED:

- ❖ Mandatory Pre-separation Counseling
- ❖ Transition Assistance Program (TAP) - Weekly ACAP Workshops.
- ❖ Interview Workshops
- ❖ Small Business Seminars
- ❖ Individual job search plan counseling
- ❖ Self-service computers
- ❖ Access to over 4,500 listings in Army Service Providers database
  
- ❖ Access to the "Hot Leads" database of available jobs
- ❖ Nationwide business directory on CD-ROM (name, address, phone number)
- ❖ "Career Opportunities" reference material on CD-ROM.
- ❖ Review of jobs listed on the Transition Bulletin Board (TBB) nationwide
- ❖ Review of jobs listed on America's Job Bank (AJB) with Dept of Labor
- ❖ Review of education information on Georgia Career Information System
- ❖ Troops to Teachers data base of eligible school districts, nationwide.
- ❖ Reference library, state information, employer files, job hot lines directory
- ❖ Job "hot leads" and career transition information bulletin boards.
- ❖ Two job fairs per year (Spring and Fall) and employer independent recruitment visit information, "National Business Employment Weekly" magazine, "National Ad Search" weekly magazine

ACS EMPLOYMENT READINESS PROGRAM	
ARMY COMMUNITY SERVICE 76 LINDQUIST RD FT STEWART, GA 31314-5521	ARMY COMMUNITY SERVICE 171 HALEY AVE STE 203 HUNTER AAF, GA 31409-5019
BLDG 470 LINDQUIST AVE & HASE RD	BLDG 1286 HALEY AVE
(912) 767-5058/5059	(912)352-6816
MON/WED/THURS, 0730-1700 FRI, 0730-1600	TUES, 0930 - 1600

- ❖ Provides information on federal and private sector employment, education, volunteer opportunities, and resources to obtain job skills training.
- ❖ A computer and typewriter are available for preparing letters and résumés.
- ❖ Provides guidance on résumé writing and interviewing techniques.
- ❖ Individual job/career assistance and counseling is provided with skill assessment counseling. Soldiers and Civilian Employees are also welcome to our services.

CIVILIAN PERSONNEL ADVISORY CENTER  
 101 WEST BULTMAN AVE STE 100  
 FT STEWART GA 31314-4941  
 (BLDG T-1191)  
 MON - FRI, 0730-1700  
 FOR MORE INFORMATION SEE PAGE 86

GEORGIA CAREER CENTER  
 (DEPARTMENT OF LABOR)

LIBERTY COUNTY  
 740 GENERAL STEWART WAY STE 202  
 HINESVILLE GA 31313  
 (912) 370-2595/2596/2597  
 MON - FRI, 0800 - 1800

CHATHAM COUNTY  
 5520 WHITE BLUFF RD  
 SAVANNAH, GA  
 (912) 353-3168  
 MON - FRI, 0800 - 1630

HEALTH SERVICES

WINN ARMY COMMUNITY HOSPITAL (WACH)  
 1061 HARMON AVE STE 2J11B  
 FORT STEWART GA 31314-5611

EMERGENCIES	911
MILITARY AMBULANCE	911
EMERGENCY ROOM	(912) 370-6666
GENERAL INFORMATION	(912) 370-6965/6837
HEALTH BENEFITS	(912) 370-6015/6937/5959
HEALTHCARE INFORMATION LINE	(800) 333-5331
LABOR AND DELIVERY	370-6785/6786
NURSE ADVICE LINE	800-652-9221 or (912) 767-6633
PATIENT REPRESENTATIVE	370-6225/6143
PRESCRIPTION REFILLS	370-6576 or 1-800-652-9221
PUBLIC AFFAIRS	370-6662
TRICARE SERVICE CENTER	912 368-3048
APPOINTMENTS AND OTHER AUTOMATED OPTIONS	(912) 767-6633 or (800) 652-9221
THE DSN PREFIX FOR HOSPITAL PHONE NUMBERS IS 454	
WEB SITE: <a href="http://www.winn.amedd.army.mil/index.htm">http://www.winn.amedd.army.mil/index.htm</a>	

WACH offers a broad range of medical and surgical specialties. For directions or general information, an information desk is located inside the main entrance of the hospital. A second information desk is now at the Outpatient Clinic entrance.

Appointments are made through the Centralized Appointment System, with some clinics requiring an initial referral. Cancellations are also handled through this system. The emergency room is open 24 hours, 7 days a week.

Medical care is available for family members of active duty and retired military at WACH, Tuttle Army Health Clinic, and three Soldier Family Health Clinics.

Most services at WACH are open from 0730 - 1630, Monday - Friday. Some clinics have extended evening hours during the week. To find out specific clinic hours, call Hospital Information at (912) 370-6965/6837.

TUTTLE ARMY HEALTH CLINIC (TAHC) 230 DUNCAN DR HUNTER AAF GA 31409	
EMERGENCIES	911
MILITARY AMBULANCE	911
GENERAL INFORMATION	(800) 652-9221, 0700 - 1800 DAILY
MILITARY SICK CALL	REGULAR DUTY DAYS, 0700 - 0800

Operational Hours for TAHC are from 0700-1800 Monday through Friday. The clinic is located in Building 1440 on 230 Duncan Drive. For additional information, please call 352-6193.

The following are some of the Services provided by TAHC

- Primary Care
- Immunization Clinic
- Pharmacy
- Laboratory
- Optometry
- Pediatrics
- Visiting OB/GYN
- Visiting Dermatology
- Behavioral Medicine
- Physical Exam
- Hearing Conservation
- Radiology

To order prescription refills to be picked up at Tuttle call 370-6756 or 800-652-9221. Patients will need the number located in the upper left-hand corner of the prescription label to request a refill using this automated system. For Tuttle pharmacy-specific questions, call (912) 692-8710.

**Pharmacy Hours**

Mon-Fri: 7:30 am-5:30 pm

Division training holidays: 9:30 am-4:30 pm

Sat-Sun, Federal Holidays: Closed.

Eligibility for Care: Individuals with a valid identification card and who are listed in the Defense Enrollment Eligibility Reporting System (DEERS) are eligible for care at WACH. However, the availability of care is based on TRICARE categories. The order of access is:

Active duty service members.

Active duty family members enrolled in TRICARE Prime.

Retirees and their family members enrolled in Prime.

Active duty family members NOT enrolled in Prime.

All others.

All patients must show an identification card before receiving care.

For family members of active duty and retired military, all available care is given at WACH or TAHC. Most clinic appointments are available through the Hospital's Central Appointments System.

Central Appointment fills available appointments for the Outpatient Clinic, Family Practice Clinic, Pediatric Clinic, and most specialty clinics. Central Appointments also makes appointments for specialty clinics at other hospitals such as Dwight D. Eisenhower Army Medical Center, Fort Gordon, GA.

The Central Appointment System provides initial first visit (routine) an acute sick call and follow-up type appointments. It is open Monday through Friday from 7:30 a.m. until 12 noon and 1:00 to 4:30 p.m.

Get refills without the wait at Winn's Refill Pick-Up Pharmacy. Call the automated call-in refill service at 370-6756 or 800-652-9221 to place your order. Located on the first floor, next to the Dining Facility, the Refill Pick-Up Pharmacy is open for business the same hours as the main Outpatient Clinic. (After 5:30 p.m., refill prescriptions may be picked-up at the main pharmacy).

**Pharmacy Hours**

Mon-Wed, Fri: 7:30 am-8 pm

Thurs: 8:30 am-8 pm

Division training holidays: 9:30 am-4:30 pm

Sat-Sun, Federal Holidays: Closed.

Primary Care Services available at WACH include:	
Family Practice	By appointment
Internal Medicine	Outpatient care Consultative services
Immunization Clinic	Walk-in service
Pediatrics	Ages 18 and under Well Baby Checkups
Dermatology	First visits require a consult from your primary manager
EENT (Eyes, Ears, Nose, and Throat)	Otolaryngology, Audiology, Ophthalmology, and Optometry. All appointments for these areas are made through your primary manager
OB/GYN (Obstetrics/Gynecology)	By appointment
Occupational Therapy	Services require a physician referral
Oral and Maxillofacial Surgery	By appointment
Orthopedic Clinic	Services require a physician referral
Physical Exam	With the exceptions of flight, sports, employment, and insurance physicals, this clinic provides a full range of physicals to eligible beneficiaries
Physical Therapy	Services require a physician referral
Podiatry	Some appointments are by referral only
Surgery	
Psychiatric/Psychology	
Urology	Services require a physician referral
Nutrition	Registered Dieticians

SOLDIER FAMILY HEALTH CLINICS (SFHC)	
SFHC #1 BLDG 701, DIVARTY AVE (912) 767-7201	SFHC #2 BLDG 612, GULICK AVE & 6TH ST (912) 767-7669
SFHC #3 BLDG 816, GULICK AVE (912) 767-7440	
FAMILY PRACTICE: MON-FRI, 0630-1600 WITH APPOINTMENT ('TIL 1530 WITHOUT APPOINTMENT)	
ACTIVE DUTY SICK CALL: 0630-0800 (WALK-IN UNTIL 0730)	
OTHER SERVICES BY APPOINTMENT	

PATIENT REPRESENTATIVE (MEDDAC)	
WINN ARMY COMMUNITY HOSPITAL 1061 HARMON AVE STE 2J11B FORT STEWART GA 31314-5611 BLDG 302, ROOM 2J11B 370-6143/6225 *24 HOUR SERVICE LINE 370-6143	TUTTLE ARMY HEALTH CLINIC 100 DUNCAN DR STE 100 HUNTER AAF GA 31409-5100 BLDG 1440 352-5731
MON-FRI, 0730-1615	

Eligible: Soldiers, retirees, and their families.

- ❖ Serves as a liaison between the hospital staff and patients, particularly when there are problems.
- ❖ Assists individuals and families with problems related to receiving medical care and understanding their care.

How to Process Hospital Complaints:

- ❖ Inform the patient representative in writing about the problem. At Tuttle Army Health Clinic, inform the Administrative Officer.
- ❖ If you do not receive satisfaction from the patient representative, inform your chain of command. The

- ❖ Issue should be followed-up by the chain until it is resolved.
- ❖ If you are not satisfied with responses from the patient representative and chain of command, contact the Staff Chaplain.
- ❖ There is a 24-hour recorder to receive complaints. If you call after duty hours, your call will be returned the next duty day.

**BUS SERVICE TO FORT GORDON HOSPITAL**

A special bus runs between Winn Army Community Hospital (WACH), Fort Stewart and Dwight D. Eisenhower Medical Center (DDEMC), Fort Gordon. It leaves from in front of WACH and makes a rest stop in Statesboro. The bus returns from DDEMC when the last rider has completed his/her appointment. The schedule follows: Leaves Tuttle Clinic, Hunter Army Airfield at 5:00a.m.; Fort Stewart at 6:00a.m.; and arrives at Fort Gordon at 8:00 am, on Tuesdays, Thursdays, and Fridays.

TRI-CARE	
WACH, T-301, adjacent to Outpatient Clinic entrance behind Winn	
Health Benefits Advisors	370-6015/6230 370-6937/5959
Beneficiary Services Representative (BSR)	1-800-444-5445
Health Care Finders (HCF)	1-800-333-4040
Health Care Information Line	1-800-333-5331
Mental Health Care Finder	1-800-700-8646
Claims	1-800-403-3950
HOURS	
Health Benefits Advisor	Mon-Fri, 0800-1600
Beneficiary Services Representative	Mon-Fri, 0715-1900
Health Care Finders	24 Hours
Health Care Information Line	24 Hours
Mental Health Care Finder	24 Hours
Claims	Mon-Fri, 0800-1900
TUTTLE ARMY HEALTH CLINIC	(912) 352-5551

Eligible: Active duty, active duty family members, retired military personnel under age 65, and their family members and survivors. To be eligible you must be enrolled in DEERS.

- ❖ 24-hour Health Care Finders service for medical referrals.
- ❖ 24-hour Health Care Information Line staffed by registered nurses.
- ❖ Claims Customer Service Representative to assist you with questions in regard to filing a claim or a claim that has already been processed.

There are three TRICARE Options for obtaining care through civilian healthcare providers. Active-duty personnel are automatically enrolled in the Prime system, but continue to get their care through the traditional sick-call system. Family members and retirees deciding to participate in TRICARE must choose from one of three options.

**TRICARE Prime**

Your care is guided by a Primary Care Manager (PCM), a pre-certified general practitioner, pediatrician, internist or group practice that coordinates all their medical care. This ensures continuity and quality of care. Prime members have access to a Health Care Information Line. Retirees and all family members must enroll at the TRICARE Service Center, 740 General Stewart Way, Suite 106, Hinesville, to be in TRICARE Prime. For more information about Prime, including enrollment, contact Beneficiary Information services at 1-800-444-5445.

**TRICARE Extra**

This plan requires no enrollment or commitment. It is available any time to anyone not enrolled in Prime, simply by asking a HCF at a TRICARE Service Center to make a medical appointment. If no military care is available, the HCF will make an appointment within the contractor's preferred provider's network or you can make appointments yourself and seek reimbursement under TRICARE Standard.

**TRICARE Standard**

The new TRICARE name for traditional Standard Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) coverage. It is a cost-sharing program. Patients can select any health providers, and then file claims for reimbursement of part of cost (if cost is covered by TRICARE/CHAMPUS). Some providers, but not all, file claims for patients.

Note: Under all three TRICARE options, hospital admissions and certain outpatient procedures must be pre-authorized by the HCF prior to treatment even if the beneficiary has other health insurance.

#### TRICARE and Your Pharmacy Benefit

Beneficiaries using any of the three TRICARE options may have their prescriptions filled at either the Winn Army Community Hospital or Tuttle Army Health Clinic pharmacies providing the medication is on the Hospital Formulary. Prescriptions filled from the Hospital Formulary will be at NO charge to the beneficiary.

For medications not available at the Hospital Formulary, beneficiaries may have prescriptions filled at TRICARE participating network pharmacies (refer to your TRICARE Network Directory), a local pharmacy, or the DoD mail order benefit (according to the restrictions under each option). For specific information, call the Winn Army Community Hospital Pharmacy, at 370-6756.

COMMUNITY SUBSTANCE ABUSE PREVENTION CENTER	
1086 WILLIAM H WILSON AVE STE 212 FORT STEWART GA 31314-3326 (ADAPCP) BLDG 620, ROOM 118 (CSAPC) BLDG 624, GULICK AVE (ADAPCP) (912) 767-5267/9896/5265 (CSAPC) (912) 370-7528/7533	100 DUNCAN DR STE 101 HUNTER AAF GA 31409-5100 TUTTLE ARMY HEALTH CLINIC BLDG 1440 @ MONTGOMERY ST. GATE 352-5175/5592
MON - FRI 0730-1615	

Eligible: Soldiers and retirees, their families, Department of the Army (DA) Civilians, and non-appropriated fund employees.

- ❖ Gives Drug and Alcohol Prevention Classes upon request.
- ❖ Identify alcohol and other drug abusers as early as possible.
- ❖ Assist clients in overcoming their dependencies on alcohol or other drugs, and to once again become productive confident employees.
- ❖ Identifies rehabilitation program failures for separation from government service.
- ❖ Program evaluation and research.

#### Entering the program:

- ❖ Self-Referral. The best way to enter a program is through voluntary self-admission. If a person feels they have an alcohol or other drug problem, they should go to the CCC, for counseling. All soldiers who have had a recent urinalysis, but who have not yet received the results, will become a command referral if the test results are positive.
- ❖ Command Referral. If a commander suspect a soldier is using drugs or abusing alcohol, they can refer the soldier to CCC. Based on the initial interview and assessment, with the commander's agreement the soldier may be enrolled in the program.
- ❖ Biochemical Urine Test. Anyone with positive urine test results will be referred to the Alcohol & Drug Abuse Prevention & Control Program (ADAPCP) for screening. Soldiers identified as illegal drug users may be considered for disciplinary action under the Uniform Code of Military Justice (UCMJ) and/or discharged from the Army.
- ❖ Investigation/Apprehension. Military Police (MP) blotters are screened daily. People involved in alcohol/drug related incidents will be referred to the ADAPCP for interview and possible enrollment in the program.
- ❖ Medical Referral. A doctor, during routine or emergency medical treatment, may note apparent alcohol or other drug abuse. In these cases, the doctor will refer the person to the ADAPCP for screening and evaluation.

#### Initial screening and interviews.

- ❖ The CSAPC counselor will contact the soldier's commander to discuss the case, even on self-referrals. Based on the seriousness of the abuse and the commanders' recommendation, the soldier may be admitted to one of the three tracks of the program.
- ❖ The three tracks are:
  - Track I, Screened, and not Enrolled in the full time program: A 16-hour Alcohol and Drug Abuse Prevention Training (ADAPT) education program to be accomplished within 30 days. You may not self enroll in this class.
  - Track II, Rehabilitation: A 30-360 day non-residential treatment program.

- Track III, Rehabilitation: A six-eight week residential treatment program followed by non-residential follow-up at the local ADAPCP. Enrollment in this track is for one year.

CIVILIAN COUNSELING SERVICE	
BLDG 634 GULICK AVE (912) 370-7536/7530	TUTTLE ARMY HEALTH CLINIC 2 <sup>ND</sup> FLOOR 352-5175/5592

- ❖ CCS is a comprehensive professional counseling and referral system for civilian employees. The goal is to help employees before their problems become serious enough to involve the normal disciplinary process. A skilled professional CCS staff member will discuss your problem with you in confidence. They can help you see your problem more clearly and explore directions for possible solutions.
- ❖ You do not need to wait until your supervisor refers you to CCS.

DIVISION MENTAL HEALTH
BLDG 620, ROOM 337, GULICK AVE, FT STEWART (912) 767-2620 WALK-IN: MON - WED, & FRI, 0830 - 1000 FOLLOW UP APPOINTMENTS: WED, & FRI, 1300 - 1600 WALK-IN EMERGENCY* MON-FRI, 0730-1600 * INCLUDES SUICIDAL, HOMICIDAL, AND PSYCHOTIC PATIENTS AFTER-HOUR EMERGENCY COVERAGE BY EMERGENCY ROOM AT WACH.

Eligible: Divisional and non-divisional soldiers.

- ❖ Evaluates and treats referral and walk-in patients.
- ❖ Provides the following services:
- ❖ Unit Consultation
- ❖ Mental Status Evaluations
- ❖ Educational Classes
- ❖ Critical Incident Stress Debriefings.
- ❖ Coordinates Mental Health Services with other military and civilian activities.

PSYCHIATRY
BEHAVIORAL HEALTH CLINIC INSIDE WINN ARMY COMMUNITY HOSPITAL, HARMON AVE (912) 370-6100 MON-FRI, 0730-1630 (WALK-INS 0800 - 1100) 24 HOUR CRISIS AND EMERGENCY SERVICE

Eligible: All TRICARE eligible family members of active duty and retired soldiers, Division active duty personnel in conjunction with family therapy, all MEDDAC active duty personnel, and retired military personnel.

Note: Prime patients have priority.

- ❖ During regular working hours patients come directly to the Outpatient Psychiatry Clinic or Emergency Room. At all other times, patients go directly to the WACH Emergency Room.
- ❖ Psychological and psychiatric evaluations of children, adolescents, and adults.
- ❖ Counseling services.
- ❖ Inpatient Substance Abuse and Stabilization Program: Fourteen bed Inpatient psychiatric facility for children age thirteen through seventeen years old and adults.
- ❖ Outpatient Psychiatric facility for individuals, families, and groups.
- ❖ Works in collaboration with Division Mental Health, SWS, ADAPCP, and maintains consultative relationship with all specialties at WACH, DFCS, and other related community organizations.

SOCIAL WORK SERVICES	
WINN ARMY COMMUNITY HOSPITAL BLDG 320, HARMON AVE FIRST FLOOR 370-6779/6717 370-6666 (EMERGENCY ROOM)	TUTTLE ARMY HEALTH CLINIC BLDG 1440 MONTGOMERY ST GATE 352-3501
MON-FRI, 0730 - 1630	
EMERGENCY ROOM, 24 HOURS	

- ❖ Parenting Education.
- ❖ Stress Management.
- ❖ Discharge Planning.
- ❖ Family Violence Counseling.
- ❖ Receives reports and manages cases of suspected and/or confirmed abused, neglected, and maltreated children and spouses.
- ❖ FIRST LINE INTERVENTION: Primary contact point for referrals and primary treatment agency; in charge of the Domestic Conflict Containment Program (DCCP) for anger control education. Teaches clients to resolve their problems without using physical violence. Coordinates with ACS for prevention, community education, and support services such as temporary shelter and short-term crisis intervention.
- ❖ Hinesville Coastal Area Community Mental Health Center 368-HELP (4357)
- ❖ 24 Hour Crisis Line 1-800-254-3380

ARMY COMMUNITY HEALTH NURSE
WINN ARMY COMMUNITY HOSPITAL (912) 370-5071 MON-FRI, 0730 - 1600

Eligible: All military health care beneficiaries.

Helps communities and individuals prevent health problems and find new ways to cope with existing health problems. ACHNs are specialists in community health needs assessments, community wide health promotion, and health education services. Major Program areas include:

- ❖ Communicable Diseases
- ❖ HIV/AIDS
- ❖ Tuberculosis
- ❖ Hepatitis
- ❖ Health Promotion
- ❖ Wellness Education
- ❖ Health Risk Assessment
- ❖ Blood Pressure
- ❖ Cholesterol
- ❖ Community Health Events
- ❖ Consultation Services
- ❖ Daycare Centers
- ❖ Schools
- ❖ Parent/Children Health
- ❖ Prenatal Active Duty Clinic
- ❖ Telephonic Education for New Parents
- ❖ Family Safety
- ❖ Home Safety Assistance Visits
- ❖ Child Safety Classes
- ❖ Other Child Health Education (as needed)
- ❖ Numerous classes, geared toward different subjects and population groups, are available.

<b>INDUSTRIAL HYGIENE SERVICES</b> <b>WINN ARMY COMMUNITY HOSPITAL</b> (912) 370-5063/5070 MON-FRI, 0700 - 1630
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Eligible: Soldiers and civilian employees.

- ❖ Industrial hygiene is the science and art devoted to the anticipation, recognition, evaluation, and recommendations for control of those environmental factors or stresses, arising in or from the workplace, which may cause sickness, impaired health, and well being, or significant discomfort among workers.
- ❖ Provides special, baseline, annual and periodic comprehensive industrial hygiene evaluations of potential health hazards in each industrial work-site to ensure employees are not exposed to physical, chemical, biological or ergonomic stressors, which may adversely affect health, safety, and well being.
- ❖ Conducts noise surveys, which identify occupational noise sources, personnel requiring hearing protection and the control measures necessary to prevent hearing loss.
- ❖ Investigations of employee complaints about occupational hazards which affect health, safety, and well being.
- ❖ Evaluations of personal protective equipment (PPE), such as safety glasses, respirators, and hearing protective devices, to ensure that they adequately protect employees.
- ❖ Maintenance of a computerized health hazard information system which accounts for real and potential health hazards in each monitored workplace, records of employees' exposures, control measures, and other survey data.
- ❖ Industrial hygiene briefings to supervisors, employees, and other personnel about the control of specific occupational hazards.
- ❖ Guidance to unit commanders and supervisors about the preparation of standing operating procedures related to PPE and engineering controls used to protect employees.
- ❖ Technical advice in support of the installation hazard communications program, asbestos abatement, ergonomics, and other occupational safety and health programs.

<b>INSTALLATION SAFETY OFFICE</b>	
INSTALLATION SAFETY OFFICE BLDG 622, ROOM 305 1042 WILLIAM H WILSON AVE STE 305 FT STEWART GA 31314-3323 (912) 767-7880	INSTALLATION SAFETY OFFICE BLDG 1201, ROOM 14 685 HORACE EMMET WILSON BLVD STE 14 HUNTER AAF GA 31409-5023 352-5814
MON-FRI, 0730-1600	

Eligible: Everyone living or working on the installation.

- ❖ Safety Services and Instruction
- ❖ Accepts complaints and suggestions about unsafe acts or situations. Takes corrective action.
- ❖ Contracting Officer Representative for Driver Improvement Program [a 3-hour Driver Improvement Course to operate an Army Motor Vehicle (AMV)].
- ❖ Motorcycle Defensive Driving Course (MDDC).
- ❖ A 6-hour course to obtain a certificate for insurance discount is offered.
- ❖ A 10 hour course called Remedial Drivers Training Course (RDTCC) is offered two consecutive Saturdays each month.

<b>OCCUPATIONAL HEALTH</b>	
BLDG 623, ROOM 123 GULICK AVE (912) 767-5179 MON-FRI, 0730-1615	TUTTLE ARMY HEALTH CLINIC BLDG 1440 MONTGOMERY ST GATE WED ONLY, 0730-1600

Eligible: Soldiers, DA civilian employees, Red Cross volunteers, and other DoD workers covered under negotiated inter-service support agreements.

- ❖ Promotes the health of the workforce, reduce the risk of occupational illness and injury in order to increase combat readiness.
- ❖ Provides programs of health surveillance, education, and counseling to soldiers and civilian employees exposed to a variety of chemical, physical and biological hazards.
- ❖ Treatment and case management of occupational illness or injury and consultation to commanders and supervisors on occupational issues is provided.

- ❖ Note: Emergency treatment for occupational illness/injury is available 24 hours a day at WACH Emergency Room.

PREVENTIVE MEDICINE		
WINN ARMY COMMUNITY HOSPITAL		
ADMIN ASSISTANT		(912) 370-5066
NCOIC		(912) 370-5064
COMMUNITY HEALTH		(912) 370-5071
OCCUPATIONAL HEALTH		(912) 370-5101
PERSIAN GULF ILLNESS PROGRAM		(912) 370-5085
ENVIRONMENTAL HEALTH (BLDG 106)		(912) 767-3050
HEARING CONSERVATION (WELCOME CENTER)		(912) 767-2227
MON-FRI, 0730-1630		

Eligible: Military and civilian government employees.

- ❖ The mission of Preventive Medicine Service is the promotion of health and the prevention or reduction of disease for the community.
- ❖ Epidemiology and Disease Surveillance: This section analyzes trends and risk factors associated with medically important diseases to assure their timely identification and containment. Public health activities include, but are not limited to, outbreak investigations, sexually transmitted disease control and treatment, environmental heat and cold injury surveillance and prevention, and medical advice for overseas travelers and troop deployments.
- ❖ Persian Gulf Illness Registry: This program provides the coordination and management of individuals who wish to enter the Persian Gulf Illness Registry (PGIR). For additional information contact (912) 767-9547/5195.
- ❖ DoD Persian Gulf Veterans Hot-Line, 1-800-472-6719
- ❖ To enroll in PGIR, 1-800-796-9699
- ❖ Environmental Health: This section minimizes and controls health hazards by conducting water analysis, food service inspections, child-care inspections, swimming pool inspections, insect pest surveillance's, and supervision of hospital waste management. When needed, recommendations are provided for corrective actions and future control measures. Advice on temperature risks is provided in the summer to prevent heat injuries. Classes are offered for food handlers and child development service employees. For information, contact (912) 767-3050/1465.
- ❖ Hearing Conservation Program: This section provides training to prevent hearing loss and performs audiometric testing to identify individuals with hearing impairments. For additional information, contact (912) 767-5195/2033.
- ❖ Occupational Health: This section's mission is to minimize health risks due to work-site hazards as well as the economic impact associated with occupational injury and illness. Refer to Occupational Health section of the book for detailed information and list of classes.
- ❖ Industrial Hygiene: This section identifies, evaluates, and recommends measures to control risk factors and stressors in the workplace that may cause sickness, impair health, and affect well-being. For additional information, refer to the Industrial Hygiene section of the book.
- ❖ Army Community Health Nursing: nurses who are specialists in health promotion and disease prevention staff this section. Their mission is to assist in the prevention control and rehabilitative aspects of disease and injury. Refer to the Army Community Health Nurse section of the book for additional information.

DENTAL ACTIVITY	
HQS USA DENTAC BLDG 440 351 W 6TH ST STE 100 FT STEWART GA 31314-4704	
DENTAL CLINIC #1 BLDG 440 SIXTH ST & GULICK AVE (912) 767-8511/8512 MON-FRI, 0730 - 1130 & 1215 - 1615 SICK CALL, 0730 - 0830	DENTAL CLINIC #3 TUTTLE HEALTH CLINIC 352-6590/5417/5782 MON-FRI, 0730 - 1130 & 1215 - 1615 SICK CALL, 0730 - 0930 FOR APPOINTMENTS CALL 1-800-652-9221

DENTAL CLINIC #2 WINN ARMY COMMUNITY HOSPITAL SECOND FLOOR BLDG 302, HARMON AV 370-6248/6249 MON - FRI, 0730 - 1130 & 1215 - 1615 SICK CALL, 0730 - 0830	
DENTAL CLINIC #4 BLDG 2115, GULICK AVE AND DIVARTY ST. (912) 767-8930 MON-FRI, 0730 - 1130 & 1215-1615 SICK CALL, 0730 - 0830	

Eligible: Active Duty military, Reserve and National Guard on Active Duty, family members of Active Duty, and Retirees and their family members who are not enrolled in DOD insurance plans

Services Provided:

- ❖ Active Duty - Comprehensive routine and emergency dental care
- ❖ Reserve and National Guard - Emergency care when on Active Duty less than 30 days
- ❖ Family members of Active Duty; Retirees and their family members - School screening exams for Georgia state schools; treatment for dental emergencies; standby space-available care to fill broken appointments

Each clinic has an appointment clerk, available during duty hours. Family members use their sponsor's clinic. Family members enrolled in the Concordia Dental Program receive their dental care from civilian dentists and hygienists. Family members enrolled in the program may be seen only for care not provided under the insurance plan. This must be in the sponsor's clinic on a space available basis. A letter of consultation from the civilian dentist is needed.

Eligible beneficiaries should go to specific clinics as follows:

- ❖ Active Duty and their family members: The sponsor's assigned dental clinic
- ❖ Reserve and National Guard: DC#1
- ❖ Retirees and their family members: DC#4
- ❖ All categories for Hunter Army Airfield and Savannah area: Hunter Dental Clinic

After Hours Emergency Care: Treatment for dental emergencies after normal hours of clinic operation, on weekends and holidays can be provided for all eligible beneficiaries. Dental emergencies include pain not relieved by medicine available to the patient, uncontrolled bleeding, swelling, trauma, or elevated temperature due to dental or oral infection. Active Duty are required to use military dental facilities. Persons with dental insurance coverage must attempt to receive care from their civilian dentist before seeking treatment from the Dental Officer on Duty. Those without Family Member Dental Plan (FMDP) insurance should seek care from civilian dentists listed in the telephone directory. In Savannah, civilian emergency dental service is available by calling 351-7700. The FMDP Insurance is accepted.

- ❖ Ft Stewart: Report to the Emergency Room of Winn Army Community Hospital (370-6666); the Dentist on Duty will be contacted.
- ❖ Hunter Army Airfield: Call Tuttle Army Health Clinic (352-5700); the patient's telephone number will be given to the Dentist on Duty for Hunter who will then call the patient

VETERINARIAN	
VETERINARY CLINIC 461 W BULTMAN AVE FT STEWART GA 31314-4915	VETERINARY CLINIC 110 FLYING FORTRESS RD HUNTER AAF GA 31409-4311
BLDG 1180, BULTMAN AVE INFORMATION: (912) 767-4194 APPOINTMENTS: (912) 767-2842 MON - FRI, 0800 - 1530	BLDG 1030, PERIMETER RD 352-6256 352-5602 MON - FRI, 0800 - 1130 & 1300 - 1500
CLOSED LAST WORKING DAY OF THE MONTH AND 3D MONDAY OF THE MONTH	

- ❖ Animals are seen by appointment only.
- ❖ Appointments are made on Thursday on, starting at 0800
- ❖ Veterinary care is outpatient basis, consisting of routine care

- ❖ Deworming
- ❖ Vaccinations
- ❖ Heartworm checks
- ❖ Health certificates)
- ❖ Minor sick call.
- ❖ No surgery or hospitalization is authorized for privately owned animals.
- ❖ Emergency medical care is not authorized for privately owned animals.
- ❖ In case of an emergency, a civilian veterinarian should be consulted.
- ❖ Cash or personal checks are accepted for payment and payment is due upon completion of services.
- ❖ For safety, children under 12 years of age are not permitted inside during clinic days,
- ❖ All dogs must be on a leash and cats must be in a pet carrier.
- ❖ All domestic pets housed on Fort Stewart/Hunter AAF must be registered.
- ❖ To register your pet, the animal's vaccinations must be up-to-date.
- ❖ There is no charge to register your pet.
- ❖ Rabies vaccination is required annually and the animal must wear a rabies tag at all times.
- ❖ The Veterinary Treatment Facility also operates a stray facility.
- ❖ Animals are available for adoption. The new owner must pay for any vaccinations the animal needs.
- ❖ To report lost or found pets, contact the MP station.
- ❖ Dog Obedience Class is offered at the Youth Center.

WOMEN, INFANTS, AND CHILDREN (WIC)	
1183 BULTMAN AVE FT STEWART GA 31314 (912) 877-3330/3405 FAX (912) 876-3246 MON-THUR, 0730 - 1630 FRIDAYS, PRE-NATAL ONLY 0700 - 1200	TUTTLE ARMY HEALTH CLINIC 100 DUNCAN DR HUNTER AAF GA 31409 (912) 353-2487 MON-WED & FRI, 0800-1600
WEB SITE: <a href="http://www.fns.usda.gov/wic/">HTTP://WWW.FNS.USDA.GOV/WIC/</a>	
Offers WIC screening, Breast feeding Counseling, and Nutritional Education. An appointment must be made to visit the WIC Clinic. Appointments can be made by phone.	

#### HOUSING SERVICES

GUEST HOUSE/TRANSIENT (TDY) LODGING	
TRANSIENT GUEST QUARTERS 304 COE AVE FT STEWART GA 31315 BLDG 4951 (912) 368-4184 or (912) 767-8384 0730-2345, DAILY	GUEST HOUSE, BLDG 6010 525 LEONARD - NEAL ST HUNTER AAF GA 31409-5109 (912) 352-1060 0600-2100, DAILY

Fort Stewart has a 70-unit guesthouse. Each room has a kitchenette and sleeps up to six people. Items such as dishes and cooking utensils are provided in each room. Pets are not allowed in the Guesthouse; however, the staff can provide information about local kennels. The maximum stay for incoming/outgoing personnel is thirty days. Soldiers on PCS orders have priority for rooms. The Guesthouse will take reservations up to a year in advance on PCS/TDY orders. Hunter AAF facilities include 30 family and 63 single rooms.

BILLETING OFFICE	
TRANSIENT GUEST QUARTERS 304 COE AVE FT STEWART GA 31315 BLDG 4951 (912) 767-8384 OR 368-4184 MON -SUN, 0700 -2345	GUEST HOUSE BLDG 6010 525 LEONARD - NEAL ST HUNTER AAF GA 31409-5109 352-5910/5834 MON- FRI, 0600-2100

Eligible: Soldiers, retirees, and their families.

- ❖ Temporary housing for active or retired soldiers.
- ❖ For permanent party, when available.
- ❖ Bachelor Officer Quarters (BOQs)
- ❖ Senior Enlisted Permanent Quarters (SEPQs)

**BACHELOR OFFICER QUARTERS**

A 30 unit Bachelor Officer Quarters is available for bona fide bachelor permanent part personnel at Fort Stewart. There are no adequate Bachelor Officer Quarters at Hunter Army Airfield.

**SINGLE SOLDIER HOUSING**

- ❖ Single soldiers have not been forgotten in the housing picture. Single soldiers live in modern barracks buildings. Five separate major barracks complexes are available. They are currently being upgraded to 1 plus 1 configuration. These complexes include a dining facility, headquarters buildings, company administration, supply and dispensary.
- ❖ For Temporary Lodging Expense (TLE) purposes, a statement of non-availability can be provided when quarters are not available.
- ❖ The guesthouse will take reservations up to one year in advance.
- ❖ Soldiers on PCS assignment have priority.
- ❖ Reservations for arrivals after 1800 require credit card confirmation. Cancellations must be done before 1800 or the first night's bill will be charged to your credit card.

COMMUNITY HOME-FINDING RELOCATION & REFERRAL SERVICES [Off-Post] HOUSING REFERRAL	
368 HASE RD FT STEWART GA 31314-5019	69 S MIDDLEGROUND RD HUNTER AAF GA 31409-5513
MARNE WELCOME CENTER BLDG 251 MON - FRI, 0830-1600 (912) 767-3182/3280	BLDG 1229 MON - THUR, 0900 - 1600 FRI, 0830 - 1600 352-5134/5327

Eligible: All soldiers and/or their family members, regardless of pay grade, years of service, or marital status, who are authorized to live off post. DoD civilian employees transferred or recruited for jobs within Continental United States (CONUS) when those jobs are away from their current residence.

- ❖ All soldiers must in-process and out-process at the CHRRS office.
- ❖ CHRRS offers one-stop services to all soldiers regarding their housing needs. CHRRS provides a current listing of off-post rentals and referrals to sale properties.

CHRRS provides a personalized service to assist military families in locating nondiscriminatory housing within a reasonable distance from the installation. Up-to-date rental listings are provided with maps and guidance for signing a lease or rental agreement. Referrals are made only to those Realtors or rental agents who have given the required assurance of nondiscrimination. Personnel are cautioned not to enter into negotiations for purchase or rental of off-post housing or mobile homes prior to processing through CHRRS. Permission for bachelor enlisted personnel staff sergeant and below to reside off post requires approval by the installation commander.

[Off-Post] RENTAL CLEARING HOUSE (RCH)
RENTAL/UTILITY CLEARING HOUSE 368 HASE RD STE RMI FT STEWART GA 31314-5019
MARNE WELCOME CENTER , BLDG 251, 368 HASE RD (912) 767-8233
MON-THUR, 0900-1115 & 1230-1600 FRI, 0900 - 1115 & 1230 - 1500

- ❖ Soldiers renting homes from landlords in the Rental Clearing House Program DO NOT have to pay a security deposit. This is a voluntary program on the part of the soldier and the property owner. The program is designed to reduce move-in costs to the soldier. When you enter the program you agree to pay your rent including the final rent and any damages.
- ❖ If you choose to enter this program, you will be required to sign a Waiver of Deposit/Privacy Act Form. This form allows the Army to release information to property owners, which can assist in collection efforts, if necessary.
- ❖ When you leave on ETS or PCS, you must out-process through the Rental Clearing House Office. Your final rent is paid at that time. If you can't pay at this time, you may consider advance pay/advance travel.

FAMILY HOUSING [On-Post]	
FAMILY HOUSING DIVISION 35 W BULTMAN AVE (BLDG T-1192) FT STEWART GA 31314-4911	FAMILY HOUSING DIVISION 69 S MIDDLEGROUND RD STE 101 (BLDG 1229) HUNTER AAF GA 31419-5513
(912) 767-7852/2127	352-5134
Mon - Fri, 0900-1600	Mon-THUR, 0830 - 1630 FRI, 0830 - 1600

Eligible: All soldiers with family members.

- ❖ Assignment/termination of government quarters.
- ❖ Process all applications for post housing.
- ❖ To apply you need to provide one of the following:
- ❖ Defense Enrollment Eligible Reporting System (DEERS) enrollment with all dependents.
- ❖ Birth certificates of all family members and marriage license.

If you are on a waiting list for family housing:

- ❖ Same sex children must be 8 years old for their own room.
- ❖ Opposite sex must be 4 years old to have their own rooms.

If in quarters:

- ❖ Same sex children must be 10 years old for their own room.
- ❖ Opposite sex must be 6 years old for their own room.

#### TERMINATION OF POST HOUSING

The Family Housing Office makes appointments for pre/final inspections of post quarters. Before inspections, arrangements must have been made to remove household goods. Two copies of orders are required when you request to move out of quarters and DD Form 1299.

#### FAMILY HOUSING RECYCLING

682 McFARLAND AVE, BLDG 914  
FORT STEWART GA 31314  
MON - FRI, 0730 - 1600

- ❖ Recycling is very important to the environment. We encourage you to find out about recycling in your area. Fort Stewart and Hunter AAF provide recycling in the on-post-housing areas and the overall installations. Family housing occupants are encouraged to participate and support the curbside
- ❖ Recycling Program. For more information contact:
- ❖ Fort Stewart (912) 767-4727 Hunter AAF 352-5987
- ❖ Liberty County 368-4777 Chatham County 651-6948

SELF-HELP CENTER	
SELF-HELP FACILITY BLDG 651 1056 WILLIAM H WILSON AVE FT STEWART GA 31314-3300	BLDG 1026, STRACHAN AVE
(912) 767-8831	352-5409
FAMILY HOUSING MON-FRI, 0930-1700 TROOP SELF-HELP MON-FRI, 0930-1700 CLOSED FOR LUNCH 1100-1200 DAILY	MON-FRI, 0730-1700

- ❖ The Family Self-help Center is available for post residents to obtain material for minor maintenance and minor repairs. Air conditioner filters are available for monthly replacement. Other materials available include wire clothesline, filter screens for stoves, tissue rollers, caulking, faucets, tape, toilet flappers, and garbage cans. For yard maintenance, residents can borrow items from the Self-help Center. Tools available include push lawnmowers, rakes, shears, shovels, and yard sale signs. All tools must be returned within 72 hours.
- ❖ Self-help is also open to units to maintain the yards and unit facilities.

**SERVICE ORDERS AND MAINTENANCE**

For Serious DPW-related problems or complaints, dial 767-3647. This is our "Dial-the-Engineer" hotline. The Director of Public Works will hear your concerns either immediately or within a day of your call.

For Service Orders, dial 767-2883 (Fort Stewart) or 352-5141 (Hunter AAF). These phones are manned by Griffin Services, Inc. personnel at their Work Reception desk. Work appropriate for a Service Order includes minor maintenance and repairs not to exceed forty hours of labor and a total cost of \$2000.00.

**PRIORITY 1: EMERGENCY**

- Examples: Gas leaks, major utilities service failures, broken electrical components that could cause fire or shock, broken water or steam pipes, spills of hazardous or toxic substances, accidental lock-ins of small children, stopped up commodes (when only one is available for use) or when roto-rooter service is required.
- Normal response time for Priority 1: Emergency is immediately, if possible, or within one hour, depending upon the situation. Once started, work will continue until complete, the emergency is terminated or the priority is downgraded.

**PRIORITY 2: URGENT**

Examples: Heating and warm water supply outage, air conditioning system failure, functional failure of ranges and refrigerators. Response time for Priority 2: Urgent may vary vary from 2 hours to 72 hours, depending upon availability of craftsman and relative urgency.

**PRIORITY 3: ROUTINE**

Examples: Work not meeting criteria for Priority 1 or Priority 2. This work, if not accomplished, merely constitutes an inconvenience or unsightly condition. Service orders in this category will generally be grouped by geographical area for accomplishment in the most economical manner, on a first-come, first-served basis.

UTILITY CLEARING HOUSE (UCH)	
RENTAL/UTILITY CLEARING HOUSE 368 HASE RD STE 101 FT STEWART GA 31314-5019	UTILITY CLEARING HOUSE 69 S MIDDLEGROUND RD STE 101 HUNTER AAF 31409-5513
MARNE WELCOME CENTER BLDG 251, HASE RD (912) 767-1033 MON-FRI, 0900-1115 & 1230 - 1600	BLDG 1229, MIDDLEGROUND RD 352-5008/5178 MON-THUR, 0900-1600 FRI, 0900-1500

The UCH program was developed to waiver initial deposits for soldiers by participating utility companies. This can assist you in turning on your utilities and may waive your deposits for electric, telephone, water, and gas. You must provide the UCH with a copy of your orders, a signed lease, and present your ID card. To enter this voluntary program, the soldier will be required to sign a Waiver of Deposit/Privacy Act Form. This form allows the installation to provide information on the soldier, to assist in collection efforts if necessary. The soldier must process through the Utility Clearing House upon ETS or PCS. Final payment receipts for utility bills are required at this time.

**ELECTRIC COMPANIES**

**CANOOCHEE E.M.C.**

Highway 196, approximately 5 miles from General Screven Way  
 368-2252  
 Mon-Fri, 0800-1730  
 Deposit, Membership + Establishment Fees

**COASTAL E.M.C.**

1265 South Coastal Highway (Highway 17), Midway  
 884-3311  
 800-421-2343  
 Mon-Fri, 0900-1700  
 Deposit: Depends on Credit Rating

**GEORGIA POWER COMPANY**

923 West Oglethorpe Highway, Hinesville  
 368-3376  
 Mon - Fri, 0900 - 1700

A deposit may not be required, it varies dependent upon a credit check  
Set up fee added to your first bill

SAVANNAH ELECTRIC AND POWER COMPANY  
232-8133  
Downtown Savannah 128 East Broughton St 0830-1700  
Midtown Savannah 5500 Abercorn St 0930-1800  
Deposit  
To report an outage, call the outage Hotline at 1-800-390-2834.

#### GAS COMPANIES

GEORGIA NATURAL GAS/SAVANNAH NATURAL GAS  
800-427-5463 (800-GAS-LINE)  
Deposits: To Establish Account, To Set Meter if needed  
Deposits are usually added to your first month's bill.  
Information on services is available 24 hours.

COASTAL GAS COMPANY  
756-8760, 800-722-8760  
Deposit, Yearly Lease  
Mon-Fri, 0800-1700  
Serves the Hinesville/Savannah area.

SUBURBAN PROPANE  
1453 West Oglethorpe Highway, Hinesville  
876-3531  
Mon-Fri, 0800-1700  
Deposit

#### WATER/SEWER SERVICES

CITY OF HINESVILLE  
115 East Martin Luther King Jr. Dr., Hinesville  
876-3564  
Mon-Fri, 0800-1700  
Deposit: \$50.00

CITY OF SAVANNAH  
132 East Broughton St, Broughton Municipal Building, Savannah  
651-6460  
Mon-Fri, 0815-1700  
Deposit: \$60.00

#### TELEPHONE COMPANIES

COASTAL COMMUNICATIONS		
BLDG 132, CRAMER ST, FORT STEWART 369-9000	3 PATRIOT TRAIL, HINESVILLE (NEAR NESMITH CHEVROLET) 369-9000	9899 FORD AVENUE RICHMOND HILL 756-9000
DEPOSIT NOT REQUIRED FOR MILITARY.		
MON-FRI, 0800-1800	MON-FRI, 0800-1800 SAT, 0900 - 1300	MON-FRI, 0800-1800

BELL SOUTH  
780-2355  
Deposit/installation charge varies according to individual circumstances.  
Information for services is available 24 hours.

TELEVISION-CABLE SERVICE

COMCAST	
1050 KACEY DRIVE, HINESVILLE 368-5800	5515 ABERCORN ST, SAVANNAH 354-7531
MON-FRI, 0830-1800 SAT, 0900-1400	MON-FRI, 0800-1800 SAT, 0900-1300 24 HOUR COMMUNICATION SERVICE, 800-843-0728
COST VARIES	COST VARIES

INDIVIDUAL AND FAMILY LIFE SERVICES

AMERICAN RED CROSS (ARC)	
FORT STEWART BRANCH AMERICAN RED CROSS, ROOM 106 1086 WILLIAM H. WILSON AVE, STE 106 FORT STEWART, GA 31314-3325	HUNTER AAF BRANCH AMERICAN RED CROSS C/O TUTTLE ARMY HEALTH CLINIC 100 DUNCAN DRIVE, STE 100 HUNTER AAF, GA 31409-5100
BLDG 623, WILSON AVE, ROOM 106	BLDG 1440, MONTGOMERY ST GATE
(912) 767-2197	(912) 352-5410/5335/5140/5801
MON - FRI 0800 - 1630	

- ❖ Active military members and members of their immediate family assigned to Ft Stewart who need emergency communications services can call 1-877-272-7337 (toll-free) to reach the Red Cross Armed Forces Emergency Service Center. This will give them instant access to the newest, most advanced communications technology available.
- ❖ All emergency communications will be processed through this new toll-free number. This number should be used to verify an emergency situation back home and to confirm receipt of Emergency Red Cross Communications received. Service members can also arrange for financial assistance for emergency travel through this toll-free number. Incoming emergency will be delivered to the command from the Armed Forces Emergency Service Center.

For Non-Emergency Service please contact the Fort Stewart at (912) 767-4747.

Eligible: Soldiers and retirees, their families, and civilian employees.

Emergency Communication Emergency Communication and Emergency Leave Verification. At the request of either a soldier or the soldier's commanding officer, or a soldier's family member, the Red Cross will attempt to verify any emergency situation requiring the presence of the soldier. The Red Cross makes no recommendation regarding the emergency leaves or any other personnel action.

Financial Assistance. Provided to soldiers and their families to meet emergency needs. Transportation funds for soldiers in connection with a verified emergency are available. ARC will assist in cases involving the death or serious illness of a child, spouse, mother, father, sister or brother of a soldier. Red Cross will not provide assistance in the case of grandparents, aunts or uncles unless they are in loco parentis (they must have stood in place of both parents for period of at least 5 years. Provided, on behalf of Army Emergency Relief during non-duty hours, to soldiers and their families to meet emergency needs. Transportation funds for soldiers in connection with a verified emergency are available. ARC will assist in cases involving the death or serious illness of a child, spouse, mother, father, sister or brother of a soldier. Red Cross will not provide assistance in the case of grandparents, aunts or uncles unless they are in loco parentis (they must have stood in place of both parents for period of at least 5 years.

Disaster Assistance. Financial assistance is provided to soldiers and their families in the form of a grant for needs arising from small family fires to large-scale disasters. Training is provided to assist individuals and families in disaster preparedness. Training is also available to individuals interested in assisting in times of disaster.

Counseling. American Red Cross personnel are trained and experienced in assisting soldiers and their family members with personal and family problems. All case records are held confidential and are not revealed to anyone without the permission of the individual concerned.

Blood Drives Blood Drives are conducted monthly in conjunction with the Savannah Regional Blood Center.

Health and Safety Courses Health and Safety Courses are offered to soldiers and their family members and to civilians working on the military installation. Courses include Cardio Pulmonary Resuscitation (CPR), First Aid, Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), Water Safety, and Baby-sitting. Instructor courses are also available.

Volunteer and Youth Programs: Volunteer opportunities are available for adults and youths in a variety of areas at the hospital, as well as throughout the post. Volunteers are used in all Red Cross programs and services. Limited childcare assistance is available.

HIV Education. Briefings and courses in HIV & AIDS training are available in conjunction with the Community Health Nurse and Preventive Medicine.

ARMY COMMUNITY SERVICE (ACS)	
76 LINDQUIST RD FT STEWART, GA 31314-5521	171 HALEY AVE STE 203 HUNTER AAF, GA 31409-5019
BLDG 470, LINDQUIST & HASE RD	BLDG 1286, HALEY AVE
(912) 767-5058/5059 FAX (912) 767-3195	(912) 352-6816 FAX (912) 353-2601
MON -THURS, 0730-1700 FRI, 0730-1600	MON - FRI, 0730 - 1600

Eligible: Soldiers and retirees (single and married), their family members, and widows/widowers and orphans of deceased soldiers, reservists (when on active duty), National Guard (NG), and Department of Defense (DoD) civilians.

Assists commanders in maintaining the readiness of individuals, families, and communities within the Total Army by developing, coordinating, and delivering services that promote self-reliance, resiliency, and stability during war and peace.

#### EMPLOYMENT READINESS PROGRAM

- ❖ Provides information on federal and private sector employment, education, volunteer opportunities, and resources to obtain job skills training.
- ❖ A computer and typewriter are available for preparing letters and résumés.
- ❖ Provides guidance on résumé writing and interviewing techniques.
- ❖ Individual job/career assistance and counseling is provided with skill assessment counseling.
- ❖ Provided primarily to assist Family Members, but Soldiers and Civilian Employees are also welcome to use the service.

#### FINANCIAL READINESS PROGRAM

##### ARMY EMERGENCY RELIEF (AER):

- ❖ Emergency Financial Assistance in the form of an interest free loans and/or grants, if the applicant qualifies.
- ❖ Information on Scholarship Program for Dependent Children. Civilian Employees are not eligible for AER.

Assistance is limited to the following purposes

- ❖ Non-Receipt of Pay
- ❖ Theft or Loss of Funds
- ❖ Emergency, Critical Medical/Dental Expenses
- ❖ Emergency Repair of Essential Privately Owned Vehicle (POV)
- ❖ Funeral Expenses (Immediate Family)
- ❖ Initial Rent Deposit
- ❖ To Prevent Eviction or Utilities Cutoff
- ❖ Food to Prevent Privation
- ❖ Critical Emergency Travel/Fire/Disaster

##### How to Process an AER Loan Application

1. Fill out an application on DA Form 1103. Request the Commanding Officer or 1SG signature of approval.
2. Complete all information and include explanation of why the applicant is unable to meet financial needs.
3. Bring completed applications to the AER office with a copy of the latest Leave and Earning Statement (LES).
4. If requesting rent money to prevent eviction, applicant must have a written eviction notice from the landlord.
5. If requesting money to pay utilities, applicant must bring the utilities cut-off notice.
6. If requesting aid for initial rent, applicant must include a statement from the prospective landlord stating the amount of the monthly rent, deposit required, and utilities (if applicable).
7. If applicant is requesting aid due to theft of paycheck or cash, the incident must be reported to Military or Civilian Police before getting assistance.
8. If requesting aid for POV repair, written estimates of cost must be submitted with the application. Aid for POV repair is only granted in exceptional cases. If cost exceeds \$500, soldier must have three estimates.
9. For spouses whose sponsors are assigned to Fort Stewart or Hunter AAF, but are deployed:
  - a. Spouse should process application through unit rear detachment.
  - b. Rear detachment Commander should try to contact the forward element to verify that the soldier is not being considered for discharge and to make sure the soldier knows of the emergency and agrees to the loan.
  - c. Rear Detachment Commander must verify the contact on the DA Form 1103.
  - d. Spouse should bring form and his/her valid ID card and Power of Attorney to AER.

FOR EMERGENCY ASSISTANCE AFTER NORMAL OPERATING HOURS, CALL THE AMERICAN RED CROSS (1-877-272-7337)

#### CONSUMER AFFAIRS & FINANCIAL ASSISTANCE PROGRAM (CAFAP)

Assists unit commanders and leaders in training soldiers and family members in personal financial readiness to include: the military pay system, checkbook management, and soldiers' financial responsibilities to themselves, their family members, and their creditors.

Provides information, education, and training on developing spending plans, managing personal finances, evaluating assets and liabilities, and improving a client's ability to perform as an informed consumer.

- ❖ Preventive Counseling: Basic guidance and suggestions. Especially useful to single folks, engaged couples and newlyweds.
- ❖ Productive Counseling: Learn to use a variety of investment tools to set and accomplish short and long term financial goals.
- ❖ Corrective Counseling: For those having difficulty meeting current financial obligations. Establish a workable plan to repay creditors. Avoid the discrediting and long-term affects of bankruptcy. Develop a budget to avoid future problems.
  - ❖ Appointments must be made in person at the ACS Center.
  - ❖ Clients are given forms to fill out at home, and bring to the appointment.
  - ❖ In order to make an accurate assessment of the financial situation, you must also bring the following items to your appointment:
    - ❖ Soldier's LES for the past two months.
    - ❖ Spouse's Earning Statement for the past month.
    - ❖ Monthly statement(s) from creditors indicating current balance and minimum payment.
    - ❖ Utility Bills for past three months.
    - ❖ Phone Bill(s) for past three months.
    - ❖ Checkbook and most recent bank statement.
    - ❖ Any other paperwork relative to the financial situation.
- ❖ Personal Financial Readiness Workshop
  - ❖ Beneficial to single or married folks, and single heads of household.
  - ❖ Stretch your money on a budget.
  - ❖ Consumer rights and obligations.
  - ❖ Consumer credit.
  - ❖ Checking Account Management and Bad check penalties
  - ❖ Classes are held once a week, and last all day. Sign up by phone or in person.
- ❖ Consumer Rights and Obligations/Consumer Complaints
  - ❖ Information and education about your consumer rights and obligations.
  - ❖ Informational pamphlets are available on many consumer issues.
  - ❖ If you feel your consumer rights have been violated, you can file a DA Form 5184-R, Consumer Complaint at ACS. When filing a complaint, please attach copies of all relevant documents (e.g. warranties, bills of sale, and correspondence with merchant, etc.)
- ❖ Debt Liquidation
  - ❖ Information about ways to reduce debts, become financially solvent, and work with creditors to reduce installment payments.
  - ❖ Clients must be seen first for Individual Budget Counseling to determine eligibility for Debt Liquidation assistance.
- ❖ Other Educational Information/Services
  - ❖ Wise Use of Credit
  - ❖ Purchasing Insurance (including SGLI)
  - ❖ Investment Information – Thrift Savings Plan and other investment tools
  - ❖ Financial/Retirement Planning

#### MOBILIZATION/DEPLOYMENT READINESS

##### FAMILY ASSISTANCE CENTER

- ❖ Activated during a major deployment. It serves as the resource center for emergency help to families while the sponsor is away.
- ❖ Emergency needs are those that are urgent and require immediate attention, as distinguished from those that are desirable, but do not require immediate action. Some services which will be available to assist in emergency situations when families have no one else to help them include: childcare, local transportation, food, financial assistance, crisis counseling, information and referral.

- ❖ These agencies will work together to provide family assistance: ACS, AER, American Red Cross, Child Development Service (CDS), the Family Law Center, Chaplains, Housing, Transportation, Provost Marshal, Mental Health at MEDDAC, and the AofS, G1/AG.
- ❖ The center will be open regularly scheduled hours. If the need is determined, the FRC will be open 24 hours a day, seven days a week. As needs change, so will the operating hours. For assistance after hours contact the Staff Duty Officer (SDO) at (912) 767-8666.

#### FAMILY READINESS GROUP PROGRAM (FRG)

Family Readiness Groups are organized to provide mutual support for a unit's family members. Each FRG is affiliated with a specific military unit, Army Reserve National Guard (ARNG) Armory, or United States Army Reserve (USAR) Center.

The FRG forms the third component of the Army's family support system during deployment. It operates during periods of normal operations, as well, in close coordination with the affiliated unit and, if convenient, with ACS or the Reserve Component Family Program Coordinator's Office. The FRG also serves as an important source of inspiration, training, and support to empower Army families to increase and enhance their self-reliance.

#### Equipment

- ❖ Computers
- ❖ Copy Machine
- ❖ Typewriter

#### Training

- ❖ FRG Leaders Basic Training
- ❖ Rear Detachment Commanders' Training
- ❖ Other training is available upon request.
- ❖ Provides a place for meetings to be held.

#### OPERATION R.E.A.D.Y.

Operation Resources for Educating About Deployment and You: Workshops designed for soldiers and families to help ensure that soldiers and families are prepared for deployments and Army lifestyles. Contact your USC to schedule an appointment for Operation READY training.

#### Pre-deployment Ongoing Readiness:

- ❖ Understanding and planning for Military Separation
- ❖ Coping with Separation
- ❖ Financial Planning

#### Post-deployment Homecoming and Reunions Readiness

- ❖ Reunion for Soldiers
- ❖ Reunion for Families
- ❖ Celebration Planning
- ❖ Communication Techniques
- ❖ Reunion Stress Management

#### RELOCATION READINESS

Provides services and programs to assist soldiers/family members in making their moves as smooth and stress free as possible. Relocation is a never-ending process; therefore, programs and services are ongoing to help soldiers/family members continuously prepare for transitions to new duty stations or civilian life.

- ❖ Welcome Packets: Information on post and surrounding areas to help newly arrived personnel in getting adjusted to their new assignment.
- ❖ World-Wide Files: Information packets on installations worldwide (Army, Air Force, Marines, and Coast Guards). Packets may be viewed in the ACS office only.
- ❖ Standard Installation Topic Exchange System (SITES): Automated information on all DoD installations. Information is updated every three months. A print out is available which can be taken home.
- ❖ Relocation Counseling: Don't know where to begin? The relocation staff can give guidance and answer specific questions for those anticipating a move. A copy of "Countdown to Moving Day" will help ensure all areas are covered. The staff can also give some practical points on moving and make referral when needed.
- ❖ Briefings:
  - ❖ Overseas - Information on specific overseas areas. Appointments for briefings on Germany, Korea, etc. are made at the Levy briefing. Briefings on Germany, Hawaii, Alaska, and Korea are held at the Youth Center, Bldg 6571, on Davis Ave. Contact the ACS office to make appointments for all other briefings. These briefings are conducted at ACS.

- ❖ Deployment - Concentrates on information needed during the separation of deployment.
- ❖ Newcomers - Basic briefing about what is available at Fort Stewart and Hunter AAF ACS.
- ❖ Sponsorship Training for Unit POC and soldiers who are apprenticed as sponsors.
- ❖ Services for Waiting Families: Provides services for families who are geographically separated for their sponsor, whether station here or away.
- ❖ Services to Bicultural Families.
  - ❖ Citizenship Classes - Offered periodically. Come to the ACS office to fill out an application. You will be notified when a class is scheduled.
  - ❖ Information on Applying for Residency/Citizenship - available by appointment only.
  - ❖ Support Groups - meetings for coffee and fellowship.

#### LENDING CLOSET

Basic survival items (pots, pans, futons, etc.) that can be checked out to use while household goods are in transit. To check out items a copy of PCS orders and a military ID card are required. Time is limited to thirty days with one extension of thirty days granted when requested.

#### SOLDIER AND FAMILY READINESS

##### EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

EFMP is a mandatory enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated medical, educational, housing, community support, and personnel services to families with special needs.

An exceptional family member (EFM) is a family member (child or adult) with any physical, emotional, developmental, or intellectual disability that requires special treatment, therapy, education, training, or counseling.

##### Services Include:

- ❖ Information, Referral, and Placement
- ❖ Self-Advocacy Training
- ❖ Support Groups
- ❖ Respite Care

To enroll in EFMP: Contact the EFMP point of contact at the nearest medical treatment facility (MTF), to begin the assessment process and obtain enrollment forms. Once enrollment forms are completed, they are forwarded to the appropriate regional medical center for coding and on to Army personnel agencies that enroll the soldier.

The EFMP Specialist at Winn Army Community Hospital can be contacted by calling (912) 370-6505. At Tuttle Army Health Clinic, call 1-800-652-9221

Enrollment in EFMP does not adversely affect selection for promotion, schools, or assignment. Information concerning enrollment is not made available to selection boards.

Enrollment allows assignment managers at Army personnel agencies to consider the documented medical and special education needs of their EFM in the assignment process. When possible, soldiers are assigned to an area where the medical and special education needs of their EFM can be met. This depends on a valid personnel requirement for the soldier's grade, specialty, and eligibility for the tour. All soldiers are still eligible for worldwide assignments.

Special education needs are only considered outside the United States. Assignments within the fifty states and Trust Territories are not based on the educational needs of children. Every local school system must obey public laws regarding the provision of special education.

##### FAMILY ADVOCACY PROGRAM (FAP)

DA policy is to prevent spouse and child abuse, to protect those who are victims of abuse, to treat those affected by abuse, and to ensure personnel are professionally trained to intervene in abuse cases. Since many incidents of abuse constitute violations of the law, DA policy also recognizes a commander's authority to take disciplinary or administrative action in appropriate cases.

MOST IMPORTANT among our objectives is the PREVENTION of spouse and child abuse or neglect. We do this by providing or coordinating with a variety of programs and services on and off-post, which:

- ❖ Provide the installation commander staff assistance in addressing the problems of spouse and child abuse.
- ❖ Provide information and education designed to support strong, self-reliant families and enhance coping skills.

- ❖ Provide services to at-risk families who are vulnerable to the kinds of stresses which can lead to abuse.
- ❖ Identify abuse as early as possible in order to strengthen the family and prevent the recurrence of abuse.
- ❖ Encourage voluntary self-referral through education and awareness programs.

Courses include

- ❖ Active Parenting
- ❖ Conflict Resolution/Anger Management
- ❖ Couples Communication
- ❖ Personal Effectiveness Training
- ❖ Family Advocacy Commander's Training (F.A.C.T.)
- ❖ Family Violence Awareness Briefings
- ❖ Stress Management

Other Services include

- ❖ First Steps Program
- ❖ McGruff Safe House
- ❖ New Parent Support Program
- ❖ Prevention Intervention Program
- ❖ Victims' Advocate Program

Installation Risk Reduction Program: The FAP Manager (FAPM) also serves as Team Chief for the Installation Risk Reduction Program. A team is formed with representatives from organizations which provide high risk behavior data, e.g. suicide attempts, family abuse cases, positive urine tests, absent without leave (AWOL), etc. ACS serves as a collection point for the raw data. The data is forwarded to the designated center at United States Army Drug and Alcohol Operations Agency (USADAOA) and transformed into unit high-risk profiles and other graphics. Processed data is sent to the Team Chief. Bde Cdrs receive packets detailing data relating to their units, which they pass to Bn Cdrs. A unit briefing team will be designated, with expertise appropriate to the units' identified risks.

OUTREACH PROGRAM

- Enhances readiness and retention by assisting soldiers and families develop a stronger sense of self-reliance and belonging to the community.
- Outreach targets those families who are likely to have the greatest level of need, but least likely to seek out and take advantage of services until they have reached a state of crisis.

INFORMATION & REFERRAL PROGRAM (I&R)

- ❖ Provides information about ACS programs and installation/community resources.
- ❖ Greets callers and walk-in clients, determines their needs, and refers them to the appropriate programs or resources.
- ❖ Prepares and maintains Information and Resource data on installation and community resources.

ON-POST MAYORS' PROGRAM

- ❖ A mayoral system is in place in each of the housing areas on post. The Army Community Service (ACS) Outreach Program sponsors the Mayors Program. The goal of this program is to enhance the quality of life in the military community. Installation housing area complaints and/or suggestions can be directed to the mayors.
- ❖ Mayors are elected volunteer positions. Elections are held each April.

VOLUNTEER OPPORTUNITIES AT ACS

All program areas have opportunities for volunteers. Becoming a volunteer can be a rewarding experience.

INSTALLATION VOLUNTEER PROGRAM

- ❖ The IVC is the administrative umbrella for all on post volunteering.
- ❖ The IVC recruits and places volunteers in all post volunteer agencies.
- ❖ Areas in which to choose from for volunteering include:

American Red Cross\*\*  
 Chaplains Programs  
 Armed Services YMCA  
 Marne Thrift Shop\*\*  
 Army Community Service\*\*

Youth Services  
 Child Development Services  
 Enlisted Spouses Club\*  
 Fort Stewart Schools\*\*  
 Officers Spouses Club\*

Recruits volunteers for special projects such as the annual Special Olympics and Camp Venture.

\* Membership is required to participate in volunteer activities

\*\* Childcare may be provided

If your goal is to help others and have some quality time away from home, volunteering can be most rewarding. Volunteer opportunities offer all levels of positions from educational, accounting, and creative to just plain fun.

The IVC will assist you in documenting your volunteer time to enable you to use it on a job application should you choose to do so. Volunteers set their own hours to meet their goals and time limits.

The IVC is a proponent for:

- ❖ Quarterly Community Meetings
- ❖ Annual Army Family Action Plan Conference (AFAP)

#### ARMY FAMILY TEAM BUILDING (AFTB)

- ❖ Offers post-wide classes on a continuing schedule. All three levels of AFTB are offered. Everyone is welcome to attend the classes.
- ❖ Provides unit classes, upon request. Family members with the unit may attend training.
- ❖ Offers volunteer opportunities for family members, and active duty soldiers (on their time off) as instructors, board members, and students.
- ❖ For a detailed schedule or to sign up for a class, contact (912) 767-2382 and leave a message. A program volunteer will return your call and arrange your training.
- ❖ Upon completion of all three levels of AFTB training. Soldiers completing all levels of training may earn promotion points.

#### EARLY INTERVENTION SERVICES

Winn Army Community Hospital

Educational and Developmental Intervention Services (EDIS) is for military families with infants and toddlers from 0 to 3 years old with or at risk for developmental delays.

Our services include: Home visits, Occupational Therapy, Special Instruction, Physical Therapy, Speech & Language Therapy, Vision and Hearing Screenings, Family Training, Developmental Screenings, and Assessments.

The EDIS staff is a team of professionals to assist your family:

- Assistant Family Services Coordinator
- Speech Language Pathologist
- Early Childhood Special Educator
- Physical Therapist
- Occupational Therapist

If you have questions or concerns about your child's development due to prematurity, traumatic birth, serious and chronic illness, or disability contact our office at 370-6349.

#### CHAPLAINS' FAMILY LIFE CENTER

BLDG 2125, GULICK AVE & THIRTEENTH ST  
(912) 767-8549/7028

- ❖ Provides family and marital counseling to soldiers and their family members, by appointment only.
- ❖ Food Assistance Procedure: The Chaplain must interview the soldier. There must be telephonic verification that ACS and AER will not provide further assistance.

SOCIAL WORK SERVICES	
WINN ARMY COMMUNITY HOSPITAL BLDG 320, HARMON AVE FIRST FLOOR 370-6779/6717 370-6666 (EMERGENCY ROOM)	TUTTLE ARMY HEALTH CLINIC BLDG 1440 MONTGOMERY ST. GATE 352-3501
MON-FRI, 0730 - 1630	
EMERGENCY ROOM, 24 HOURS	

- ❖ Parenting Education.
- ❖ Stress Management.
- ❖ Discharge Planning.
- ❖ Family Violence Counseling.
- ❖ Receives reports and manages cases of suspected and/or confirmed abused, neglected, and maltreated children and spouses.
  
- ❖ FIRST LINE INTERVENTION: Primary contact point for referrals and primary treatment agency; in charge of the Domestic Conflict Containment Program (DCCP) for anger control education.
- ❖ Teaches clients to resolve their problems without using physical violence.
- ❖ Coordinates with ACS for prevention, community education, and support services such as temporary shelter and short-term crisis intervention.
- ❖ Hinesville Coastal Area Community Mental Health Center 368-HELP (4357)
- ❖ 24 Hour Crisis Line 1-800-254-3380

REPORTING CHILD OR SPOUSE ABUSE/NEGLECT	
ARMY COMMUNITY SERVICE MAIN OFFICE 76 LINDQUIST RD FT STEWART, GA 31314-5521 (912) 767-5058/5059 MON -THURS, 0730-1700 FRI, 0730-1600	ARMY COMMUNITY SERVICE BRANCH OFFICE 171 HALEY AVE STE 206 HUNTER AAF, GA 31409-5019 352-6816/5301 MON - FRI, 0730 - 1600

#### REPORTING SPOUSE ABUSE

When you receive a call reporting spouse abuse, it is important to get as much information as possible regarding the incident. Take the following action:

- ❖ If the individual is in danger at the time, call the appropriate police authority to the scene.
- ❖ If the individual has been battered and has not received medical attention, they should be directed to the WACH Emergency Room. Medical documentation of injuries is important in spouse abuse investigations.

If the individual needs shelter, contact one of the following organizations:

Tri-County Protective Agency  
 (912) 368-9200 (Local)  
 1-800-382-9938 (24 Hours)

Savannah Safe Shelter  
 234-999

The centers will provide a place to stay for any battered spouse in the Fort Stewart /Hunter AAF area. Military Police are authorized to provide transportation to the shelter. Free transportation can be provided through local taxi service to both shelters.

Social Work Service  
 (912) 370-6779/6717 (Duty Hours)  
 WACH 370-6666 (After Hours)

Military Police  
 (912) 767-2822/2823 (Fort Stewart)  
 (912) 352-6133/6134 (Hunter AAF)

If there is a problem or a question, call ACS for assistance.  
(912) 767-5058/5059 Fort Stewart  
(912) 352-6816/5301 Hunter AAF

Relay all information to the MP desk (in on-post incidents), or the local Police Department in off-post incidents. Then, report it to the social services agency for the county in which the spouse lives. It is recommended that commanders move the soldier into the barracks for at least three days to provide a period for cooling off and (appropriate) initial intervention.

#### REPORTING CHILD ABUSE

If you receive a call reporting child abuse, it is important to get as much information as possible about the family and the incident. The following information is very important:

- ❖ The name and Phone number of the informant is needed in order to contact them for further information. If they wish to remain anonymous, get the name and number of someone else who may know about the family.
- ❖ The date(s) and time(s) of the alleged incident(s), with specific details of what they witnessed, have heard, have been told by a child victim, or have been told by a child's playmate or sibling.
- ❖ The names of other people having knowledge of the family, and previous incidents, or involvement with a protective or social services agency.

Tell the informant that if another incident occurs and they believe that the child is in immediate danger of being harmed by himself or others, the appropriate police authority should be contacted immediately.

Relay all information to the MP desk, then the social services agency for the county in which the child lives.

- ❖ Fort Stewart (912) 767-2822/2823/2824
- ❖ Hunter AAF (912) 352-6133/6134/6135

#### Local Departments of Family & Children Services

Liberty County: Includes Hinesville, Allenhurst, Walthourville, Fleming, Gum Branch, Midway, Riceboro, Sunbury, Lake George, Colonels Island, and Fort Stewart.

Department of Family and Children Services (DFCS)

Mon-Fri, 0800 - 1700 ((912) 370-2555)

After Hours Crisis Line (912) 370-2532

Chatham County: Includes Savannah, Garden City, Port Wentworth, Pooler, Bloomingdale, Wilmington Island, Tybee Island, Georgetown, Thunderbolt, Isle of Hope, Skidaway Island, and Hunter AAF.

Caseworker (24 hours) (912) 651-2110/2111/2112/2120

Long County: Includes Ludowici, Sandy Hill, and Route 3 - Glennville, Allenhurst, and Country Manor Trailer Park.

Department of Family and Children Services (DFCS)

Mon-Fri, 0800 - 1700 [(912) 545-2177]

After Hours, Sheriff's Dept ((912) 545-2118)

Evans County: Includes Claxton, Daisy, Hagen, Bellville, and Camp Oliver.

Department of Family and Children Services (DFCS)

Mon-Fri, 0800 - 1700 ((912) 739-1222)

After Hours, Sheriff's Dept ((912) 739-1611)

Wayne County: Includes Jesup and surrounding area.

Department of Family and Children Services (DFCS)

Mon-Fri, 0800 - 1700 ((912) 427-5866)

After Hours, Sheriff's Dept ((912) 427-5970)

Effingham County: Includes Springfield, Guyton, and Rincon.

Department of Family and Children Services (DFCS)

Mon-Fri, 0800 - 1700 ((912) 754-6471)

After Hours, Sheriff's Dept ((912) 754-6071)

Bryan County: Includes Richmond Hill, Pembroke, Keller, Ellabell, Blichton, and Lanier.

Department of Family and Children Services (DFCS)

Mon-Fri, 0800 - 1700 ((912) 653-2805)

After Hours, Sheriff's Dept ((912) 653-2899)

Tattnall County: Includes Glennville and Reidsville.

Glennville Department of Family and Children Services (DFCS)  
Mon-Fri, 0800 - 1700 [(912) 654-5191]  
Reidsville Department of Family and Children Services (DFCS)  
Mon-Fri, 0800 - 1700 [(912) 557-4721]  
After Hours, Sheriff's Dept (912) 557-6777

Note: If lines are busy, you can always call "911".

GEORGIA COUNCIL ON CHILD ABUSE HELPLINE  
1-800-532-3208

It is not the responsibility of any leader to investigate or intervene in any suspected child abuse case. Only Department of Family and Children Services and the police have such authority.

LEGAL, REGULATORY AND SAFETY SERVICES

FIRE AND EMERGENCY SERVICES DIVISION	
119 COE AVE FT STEWART, GA 31314-5139 (BLDG 457)	1973 N LIGHTNING RD HUNTER AAF, GA 31409-5900 (BLDG 8059)
BUSINESS LINE: (912) 767-8118 EMERGENCY LINE: 911	352-5600/5684 911
OFFICE: MON -FRI, 0700 - 1530	OFFICE: 24 HOURS
EMERGENCY OPERATIONS 24 HOURS	
Responds to fires and emergencies. Takes action to extinguish fires and perform rescue operations. Reviews construction plans for fire safety compliance. Promotes fire safety on the installation.	
HINESVILLE Emergency : 911 Anytime: 876-4142/4143	SAVANNAH Emergency: 911 Forest Fire: 748-4924 or 651-6758

FREEDOM OF INFORMATION ACT (FOIA) OFFICE
1042 WILLIAM H WILSON AVE FT STEWART, GA 31314-3323 BLDG 622. ROOM 326 (912) 767-8103 MON-FRI, 0730 - 1600

Eligible: Active military, retirees and family members.

- ❖ Provides guidance and training on the FOIA by participating in S1/Adjutants Conference and providing information papers for the Commander's Conference.
- ❖ Processes all requests for government documents from the public, except for Criminal Investigation Division (CID) information, Inspector General (IG) information, MEDDAC information, and military police information.
- ❖ The FOIA requires:
  - ❖ A written request.
  - ❖ That a formal control system be maintained.
  - ❖ A twenty workday response time.
  - ❖ Release determinations based on exemptions.

If you receive a request from the public, immediately have it hand-carried to the Installation FOIA Coordinator in Bldg 622, room 326.

If the installation FOIA Coordinator requests that you provide information in response to a FOIA request, you must provide the information, even though you may feel that it's not releasable. Fort Stewart doesn't have denial authority; therefore, we must forward the requested information, to our higher headquarters for a release determination so that they can provide the requester with their appeal rights.

GEORGIA DRIVERS LICENSE	
GEORGIA STATE PATROL (HINESVILLE) 2301 AIRPORT ROAD 370-2604 TUES, SAT: 0900 - 1630	GEORGIA STATE PATROL (SAVANNAH) 400 DEAN FOREST RD 651-3002/3004 TUES-SAT, 0900-1630
GEORGIA HONORS ALL VALID OUT OF STATE LICENSES.	

IMMIGRATION & NATURALIZATION

Information on immigration/naturalization can be provided by ACS Relocation Assistance Program. This is done by appointment only. To schedule an appointment, contact ACS at (912) 767-5058 or (912) 767-5059. This service is only available at Fort Stewart.

**FINGERPRINTS**

Liberty County Sheriff's Dept  
 County Jail, 180 Airport Rd  
 876-4555  
 Mon, 0830 - 1300 & 1400 - 1630  
 Tues, 0830 - 1300 & 1530 - 1630  
 Wed - Fri, 0830 - 1300 & 1400 - 1430

To have fingerprints made you need:

- ❖ All Required Forms
- ❖ Fingerprint Card
- ❖ Picture ID

**POSTAL SERVICES**

<b>MILITARY POSTAL SERVICE</b>
OFFICIAL MAIL AND DISTRIBUTION CENTER BLDG 418B DIRECTORATE OF INFORMATION MANAGEMENT HQS 3D IN DIV (MECH) AND FT STEWART 845 HASE RD STE 101 FT STEWART GA 31314-5121 (912) 767-2862/2863
MON-FRI, 0730-1130 & 1230-1600

- ❖ Newly assigned soldiers may check their personal mail and look for fellow soldiers at the Fort Stewart Directorate of Information Management Post Locator. The entrance for Post Locator and Military Postal Services is on the Steele Ave side of the building, facing Marne Lanes Bowling Alley.
- ❖ To find out if you have personal mail being held for you:
- ❖ You must physically visit the Post Locator Office. This is required for identification purposes.
- ❖ Authorized family members may pick up mail for newly assigned soldiers. Proof of identification is required (family member's identification card or legal power of attorney).

HUNTER AAF does not provide mail services. You must pick up all mail before moving to Hunter AAF/Savannah area. You may leave a forwarding address with the Fort Stewart Post Locator before your departure. All newly received mail will be forwarded to your new unit or civilian mailing address.

<b>U.S. POSTAL SERVICE</b>	
<b>FORT STEWART BRANCH</b> HINESVILLE POST OFFICE BLDG 418 843 HASE RD, STE 100 FT STEWART GA 31314-5121 368-3380	<b>HUNTER AAF BRANCH</b> US POST OFFICE BLDG 1212 37 N SCHMIDT ST, STE 102 HUNTER AAF GA 31409-5301 352-5587/3217 ZIP CODE INFORMATION, 236-7851
MON-FRI, 0800-1700 SAT, 1000-1200	MON-FRI, 1115-1300 & 1330-1600
<b>MAIN OFFICE, HINESVILLE</b> 744 WEST OGLETHORPE HWY, HINESVILLE 876-3978 MON-FRI, 0830-1700 SAT, 0900-1200	<b>MAIN OFFICE, SAVANNAH</b> 2 NORTH FAHM ST 235-4619 MON-FRI, 0700-1800 SAT, 0900-1500

A branch of the Hinesville Post Office furnishes Postal Service for Fort Stewart. All postal services are available at this branch, with the exception of international money order service. For international money order service, visit the main branch of the Hinesville Post Office.

The main branch of the Hinesville Post Office provides all postal services, including international money orders. A copy machine and coin operated stamp machine are located in the lobby.

Postal Service for Hunter AAF is furnished by the Savannah Post Office. All postal services are available, with the exception of general delivery and international money order service.

The Hinesville and Savannah Main Post offices provide mail delivery to government family quarters located on the installations. The proper city, state, and zip codes for the family government quarters, guest houses, and billeting offices are:

Fort Stewart 31315  
Hunter AAF 31405

<b>PRIVACY ACT (PA) OFFICE</b>
1042 WILLIAM H WILSON AVE (BLDG 622, ROOM 326) FT STEWART, GA 31314-3323 (912) 767-8103
MON-FRI, 0730-1600

Eligible: Soldiers, retirees, and their families.

- ❖ Provides guidance and training on the Privacy Act to include:
- ❖ Participation in S1/Adjutant's in the duties of PA Coordinator for unit.
- ❖ Assisting soldiers who feel that their privacy has been violated and in amending records maintained on them that are inaccurate or not timely.
- ❖ Provides a "sample" warning statement to be placed on all alert rosters, social rosters, etc., which contain PA information.
- ❖ Assists in writing Privacy Act Statements required on all forms requesting personal data from individuals.
- ❖ Provide guidance on the storing, transporting, protecting, and destruction of documents containing PA data.
- ❖ Provides guidance on the penalties for violation of the PA, civil suits, criminal penalties and fines up to \$5000.
- ❖ Note: The Privacy Act of 1974 was developed to protect your privacy. It also allows you access to records concerning you and gives you the right to amend records that are inaccurate or not timely. The Privacy Act requires you to protect the privacy of all individuals.

<b>PROVOST MARSHAL OFFICE</b>	
PROVOST MARSHAL'S OFFICE ROOM A, 3d MP BN 236 HUNT CIR STE 100 FT STEWART GA 31314-5023	PROVOST MARSHAL'S OFFICE 197 S LIGHTNING RD HUNTER AAF GA 31409
BLDG 292 (912) 767-8478/8488	BLDG 1240 352-5250/5214
MON-FRI, 0900-1600	MON/WED/FRI, 0900-1130 & 1300-1600 THURS, 1300 - 1600

<b>MILITARY POLICE</b>	
MILITARY POLICE STATION 136 E BULTMAN AVE FT STEWART GA 31314-6200 (BLDG 292)	MILITARY POLICE STATION 197 S LIGHTNING RD HUNTER AAF GA 31409-5617 (BLDG 1240)
ROUTINE/ADMIN: (912) 767-8484 MP DESK: (912) 767-4895/2965	ROUTINE/ADMIN: (912) 353-2369 or (912) 352-5251 MP DESK: (912) 352-6133/6135
MON - WED & FRI, 0730-1600 THUR, 1230 - 1600	
911 **24 HOUR EMERGENCY LINE** 911	

The mission of the military police includes, but is not limited to:

- ❖ Protecting soldiers, family members and civilians on post;
- ❖ Enforcing laws, regulation and directives;
- ❖ Controlling vehicle traffic and investigating traffic accidents. The military police also administer the physical security programs, MP investigations, crime prevention program, game warden operations, AWOL apprehension and liaison with civil law enforcement agencies. Military working dogs assist in patrols and help detect narcotics and explosives.

- ❖ The local Police Department should be contacted for off-post emergencies. You can always dial 911 for emergencies.

**WEAPONS REGISTRATION**

Fort Stewart Regulation 190-2 requires people living on post, either in the barracks or family housing to register privately owned weapons within 3 working days after getting them or after arrival on Fort Stewart. Use AFZP Form 2027 (Registration of Personal Fire Arms.) Weapons must be brought to the Provost Marshall Office (PMO) and registered within three working days after purchase or after the owner's arrival at Fort Stewart or Hunter AAF. Registered weapons and ammunition may be stored in unit arms rooms or in the owner's family quarters if approved by the soldier's commander.

**VEHICLE REGISTRATION**

<p>FT STEWART BUILDING 295 MONDAY THROUGH FRIDAY 7:30A.M. TO 4 P.M. (912) 767-5195</p>	<p>HUNTER ARMY AIRFIELD BUILDING 1240 MONDAY THROUGH FRIDAY 7:30 TO 11:30A.M. 1:00P.M. TO 4:00 P.M. (912) 352-2509</p>
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You must present the following items to register your vehicle:

- Certificate of registration
- Valid driver's license
- Military ID card/civilian ID card or statement of employment from contractor
- Proof of insurance MDDC card for motorcycles Valid safety inspection (if required by licensing state)

**STATE/COUNTY TAGS & REGISTRATION OF POVs**

- ❖ Service Members who are not residents of Georgia are not required to obtain Georgia automobile license plates if they have valid license plates from their state of residence. However, a license plate issued by a state where a service member was previously assigned (if it is not his/her state of residence) must be replaced within 30 days of arrival in the State of Georgia.
- ❖ If a new or used car is purchased, it must be registered or the existing registration must be transferred within 21 days of purchase. A motor vehicle owned by a family must be registered and licensed in Georgia.
- ❖ Non-resident service members assigned in the State of Georgia may register their motor vehicles in the State of Georgia instead of their home state if they choose. A non-resident service member who registers his/her motor vehicle in Georgia must pay a \$20.00 registration fee, but is exempt from payment of the Ad Valorem Tax. Family members owning motor vehicles are not exempt.

In order to prove your exemption from the Ad Valorem Tax, you must prepare a sworn statement of non-residence, to be presented at the county tag office with the registration application. The affidavit may be obtained at the Family Law Center.

A service member who is a resident of Georgia and is currently assigned in Georgia must register his/her vehicle in Georgia and pay the Ad Valorem Tax. A Georgia resident who is assigned outside the State of Georgia is not exempt from the Ad Valorem tax, even if he/she registers his/her motor vehicle in the state of assignment.

Your tag must be purchased in the tag/tax office of the county in which you reside. For vehicle registration you will need the current registration, title, name and address of lien holder or copy of lease agreement. You will also need proof of insurance. Residents can purchase their car tags and pay Ad Valorem taxes at:

<p>LIBERTY COUNTY LIBERTY COUNTY TAX COLLECTORS OFFICE 112 N. MAIN ST., ROOM 106 PO BOX 587 HINESVILLE, GA 31313 876-3389 MON-FRI, 0830 - 1230 &amp; 1300 - 1630</p>	<p>BRYAN COUNTY CITY HALL HIGHWAY 17 AND 144 RICHMOND HILL 756-2434 MON - FRI, 0800 - 1700</p>
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CHATHAM COUNTY CHATHAM COUNTY TAG OFFICE 7606 HODGSON MEMORIAL DR., SAVANNAH 652-6800 MON-FRI, 0800 -1700 SAT, 0800 - 1200	TAX COMMISSIONERS OFFICE 151 S COLLEGE ST, PEMBROKE 653-3880 MON-FRI, 0800 - 1700
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STAFF JUDGE ADVOCATE (LEGAL SERVICES)

ADMINISTRATIVE DIVISION OFFICE OF THE STAFF JUDGE ADVOCATE 60 McNEELY RD FORT STEWART GA 31314-5039 BLDG T53 (912) 767-7713 FAX (912) 767-3788 MON - THUR, 0900 - 1700 FRI, 0900 - 1500
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ADMINISTRATIVE & CIVIL LAW DIVISION 76 MCNEELY RD, STE 101 (BLDG T54) FORT STEWART GA 31314-5039 (912) 767-2953/2955 MON - THUR, 0900 - 1700 FRI, 0900 - 1500 Labor Laws, Contract/Fiscal Law, Environmental Law, General Law
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CLAIMS DIVISION 88 CARRINGTON RD STE 101 FORT STEWART GA 31314-5035 (BLDG T-37) (912) 767-8185/8906 MON-THURS, 1230-1600 FRI, 1230 - 1500
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Eligible: Anyone desires to file a claim against the U.S. Government.  
 The office receives and processes all Chapter 11, AR 27-20 claims.

These claims include

- ❖ damage and loss of household goods, hold baggage, and private automobiles shipped pursuant to PCS moves;
- ❖ losses resulting from barracks thefts, on-post vandalism, thefts from on-post POVs; and
- ❖ Other incident to service losses arising from unusual occurrences on the installation.
- ❖ The Claims office also receives and adjudicates claims filed against the U.S. Government under AR 27-20, Chapters 3 and 4. These normally relate to POV damage caused by government vehicles.

CRIMINAL LAW DIVISION	
76 MCNEELY RD, STE 100 FORT STEWART GA 31314-5039 (BLDG T54) (912) 767-3290/5754 FAX (912) 767-3903 MON-THURS, 0900 - 1700 FRI, 0900 - 1500	638 HORACE EMMET WILSON BLVD, STE 101 HUNTER AAF GA 31409-5002 (BLDG 1211) (912) 352-5115 MON-WED, 0900-1700 THUR, 1300 - 1630 FRI, 0800 - 1400
Eligible: Commanders and S1 Officers. Involuntary Elimination/Separations, Court-Martial, Article 15.	

CONSOLIDATED LEGAL CENTER	
944 WILLIAM H WILSON AVE STE 324 FORT STEWART GA 31314 BLDG 620, 3D FLOOR (912) 767-4289/3048/2639/3012	BLDG 1211, WILSON AVE (912) 353-2381
ARTICLE 15/CHAPTER CELL Article 15s (912) 767-5587/7059 Chapters (912) 767-3697/7086/7051	
COURT-MARTIAL CELL Team #1 - (912) 767-4289 Team #2 - (912) 767-7056 Team #3 - (912) 767-8065 Witness Procurement - (912) 767-5813 GOMORs - (912) 767-3697	
MON- FRI 0900 - 1700	

JURISDICTIONAL CELLS		
CONSOLIDATED LEGAL CENTER CELL 1 BLDG 620, ROOM 324 944 WILLIAM H WILSON AVE STE 324 FT STEWART GA 31314-3464 (912) 767-4289/3697		
1ST BDE 103D MI BN	ENG BDE	HHC 3d IN DIV 3d IN DIV BAND
CONSOLIDATED LEGAL CENTER CELL 2 BLDG 620, ROOM 320 944 WILLIAM H WILSON AVE STE 320 FT STEWART GA 31314-3464 (912) 767-2639/8065		
HHC 2D BDE VET SERVICES MP UNITS	MEDDAC 24 <sup>TH</sup> CSG	DENTAC HQ CMD FLORIDA UNITS
CONSOLIDATED LEGAL CENTER CELL 3 BLDG 620, ROOM 323 944 WILLIAM H WILSON AVE STE 323 FT STEWART GA 31314-3464 (912) 767-3048/2507/5587		
DISCOM	3/7 CAV	123d SIG
CONSOLIDATED LEGAL CENTER CELL 4 BLDG 620, ROOM 326 944 WILLIAM H WILSON AVE STE 326 FT STEWART GA 31314-3464 (912) 767-3012/2416		
DIVARTY		4 <sup>TH</sup> BDE, 87 <sup>TH</sup> DIV
STAFF JUDGE ADVOCATE JURISDICTIONAL CELL 5 BLDG 1211 638 HORACE EMMET WILSON BLVD, STE 101 HUNTER AAF GA 31409-5002 (912) 352-6117 or (912) 353-2481		
ALL HUNTER UNITS		

TRIAL DEFENSE SERVICES	
58 MCNEELY RD FT STEWART GA 31314-5039 (BLDG 52) (912) 767-4398/2871 FAX (912) 767-8373	685 HORACE EMMET WILSON BLVD STE 7 HUNTER AAF GA 311409-5023 (BLDG 1201) (912) 352-5822
<p>General Office Hours:            Mondays thru Wednesdays, 0900-1600            Thursdays, 1300-1430            Fridays, 0900-1600            Attorney Consultations:            Walk-in on Tuesday and Friday, but please call first for attorney availability.</p> <p>*Article 15 Briefings: 0900 Mondays and Wednesdays only</p> <p>*Chapter Briefings:            Wednesdays, 1300</p> <p>*Summary Court Counseling: Monday, 1330</p> <p>*You must show up to briefings in proper uniform (no PTs or civilian attire) with a completed copy of the entire packet. No one admitted into the briefing after 0915.</p>	

- ❖ Consultation and/or representation to court-martials, administrative elimination boards, non-judicial punishment, or other defense counsel services.
- ❖ Provides services based on the priority of the services needed.
- ❖ Priority I:
  - ❖ General Court-Martial Representation
  - ❖ Special Court-Martial Representation
  - ❖ Article 32 Investigation Representation
  - ❖ Counseling of Pretrial Confinees
- ❖ Priority II:
  - ❖ Summary Court-Martial Counseling
  - ❖ \*Article 15, UCMJ Counseling
  - ❖ \*Chapter Elimination Counseling
  - ❖ Counseling Upon Interrogation
- ❖ Priority III:
  - ❖ Representation in IG Investigations
  - ❖ Counseling in Administrative Hearings
  - ❖ Counseling for other matters, which are adverse in nature, (letters of reprimand, efficiency report rebuttals, etc.)

2D JUDICIAL CIRCUIT
38 MCNEELY RD FORT STEWART GA 31314-5039 (BLDG T-51)
MON-FRI, 0900 - 1700
(912) 767-3003 FAX (912) 767-3035

- ❖ An extension of the U.S. Attorney's Office, Savannah, Georgia, which has ultimate jurisdiction over Fort Stewart and Hunter Army Airfield.
- ❖ The Chief, Federal Criminal Litigation Division has been appointed as a Special Assistant U.S. Attorney, with prosecutorial responsibility for cases arising at Fort Stewart and Hunter Army Airfield.
- ❖ Under this authority, we prosecute
  - ❖ felonies in Federal District Court, Southern District of Georgia;
  - ❖ Misdemeanor cases before the Federal Magistrate Judge, Southern District of Georgia.
- ❖ Processes all traffic offenses committed by civilians on the installation.
- ❖ Does not accept payment for these citations (DD Form 1805)
- ❖ Payment may be made at the Federal Building in Savannah or mailed to an address in Atlanta.
- ❖ If the offender would like to talk to us about their citation, they can walk-in or call to discuss the matter.

- ❖ Cases arising at Hunter Army Airfield are docketed for the first Monday of each month at the Federal Magistrate Courtroom, Federal Building, Savannah, GA.
- ❖ On the second Monday of each month, we process all traffic citations in the Marne Courtroom, Bldg. T-51, Fort Stewart.

LEGAL ASSISTANCE DIVISION	
88 CARRINGTON RD, STE 102 FT STEWART GA 31314-5035 (BLDG T-37) (912) 767-8809/8819 FAX (912) 767-1059	FAMILY LAW 638 HORACE EMMET WILSON BLVD STE 101 HUNTER AAF GA 31409-5002 (BLDG 1211) 352-5115/5116
Attorney consultations: by appointment only, both offices Wills: by appointment only, both offices Powers of Attorney and Notarizations: Walk-in	
FORT STEWART MON - THUR, 0900-1630 FRI, 0900 - 1500	HUNTER AAF MON - WED, 0900 - 1630 THURS, 1330 - 1630 FRI, 0900 - 1500

- ❖ Active or retired soldiers and their families are eligible for services. If resources are available, legal aid may be available to others in accordance with Army Regulation 27-3. Family members do not have to be accompanied by their sponsor, but must bring a valid ID card.
- ❖ Both offices provide legal counseling, by appointment only. Following is a list, not exhaustive, of some legal issues for which counseling is available:
  - ❖ Family Law (divorce, child support, paternity)
  - ❖ Landlord/Tenant Issues
  - ❖ Contract Disputes (consumer complaints)
  - ❖ Debts/Bankruptcy
  - ❖ Insurance Problems
  - ❖ Military Administrative Matters
  - ❖ Civilian Criminal Matters (general advice - NOT representation)
  - ❖ Tax Issues
  - ❖ Domestic relations
  - ❖ Wills and estates (only on Wednesday)
  - ❖ Adoptions and name changes
  - ❖ Nonsupport and indebtedness
  - ❖ Taxes
  - ❖ Consumer affairs
  - ❖ Civil suites (advice only)
  - ❖ Soldiers' and Sailors' Civil Relief Act
  - ❖ Bills of sale, promissory notes
  - ❖ Titles (motor vehicles and mobile homes)
  - ❖ Powers of attorney and other legal subjects.

Notary Service, Power of Attorney and Bill of Sale work will be handled on a walk-in basis but all other services do require scheduled appointments.

Family Legal Center Officers are not authorized to represent clients in civilian courts in either civil or criminal cases. They can help you understand your legal rights and often can represent your interests without your having to go to court. Where court action is appropriate or required, the Legal Assistance Officers can give you a list of civilian attorneys.

<b>OPERATIONAL LAW</b> 64 DR BEN HALL PL, STE 103 FT STEWART GA 31314-5051 (BLDG 4) (912) 767-5396 FAX (912) 767-3788 MON - THUR, 0900 - 1700 FRI, 0900 - 1500
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OPERATIONAL LAW responsibilities are to...

- ❖ Provide staff advice on all aspects of domestic, foreign, and international law.
- ❖ Provide a legal review of all operation & concept plans and rules of engagement for compliance with domestic and international law.
- ❖ Prepare the training necessary to provide soldiers with the information necessary to comply with the Laws of War.

OPERATIONAL LAW at 3ID (M) centers around the Division's Mission Essential Task List (METL). Our purpose is to support the Command and the Division in its...

- ❖ Transition to war
- ❖ Deployment and assembly of forces
- ❖ Conduct of combat operations
- ❖ Sustainment of combat operations
- ❖ Conduct of post-conflict operations
- ❖ Command and control
- ❖ Conduct of force protection

<b>HUNTER AAF LEGAL OFFICE</b> 638 HORACE EMMET WILSON BLVD STE 101 HUNTER AAF GA 311409-5002 (BLDG 1211) MON - FRI, 0900-1700 LEGAL ASST/CLAIMS: MON-WED, 0900-1630 THUR, 1300-1630 FRI, 0900-1530 (912) 352-5115/5116 FAX (912) 352-2447
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**VOTER REGISTRATION**

Each unit has a Unit Voting Assistance Officer to provide information to soldiers on voting and absentee ballots. Contact your unit for the name of the officer assigned to you. To register to vote you must be 18 years old. Proper ID and proof of residency is necessary. Registration must be done 30 days before the election in which you wish to vote. There are various places to register to vote.

LIBERTY COUNTY COURTHOUSE  
 VOTER REGISTRATION OFFICE  
 102 SOUTH COMMERCE ST  
 (912) 876-3684  
 MON-FRI, 0800 - 1700

BRYAN COUNTY/RICHMOND HILL  
 MAIN COURTHOUSE  
 COLLEGE ST, PEMBROKE  
 (912) 653-4681  
 MON-FRI, 0800 -1700

CHATHAM COUNTY COURTHOUSE ANNEX  
 415 WEST BROUGHTON ST.  
 (912) 652-7440  
 MON-FRI, 0800 - 1700

PERSONNEL & FINANCE SERVICES

ACofS, G1	
BLDG 620 S 501*	
G1 ADMIN	(912) 767-5865 (912) 767-2893
PERSONNEL ACTIONS BRANCH	
(912) 767-5857 (912) 767-5851	
STRENGTH MANAGEMENT BRANCH	
OFFICER MANAGEMENT ASSISTANT CHIEF OF STAFF, G1	(912) 767-4713 (912) 767-2187
ENLISTED MANAGEMENT ASSISTANT CHIEF OF STAFF, G1	(912) 767-4030 (912) 767-5352
PERSONNEL READINESS ASSISTANT CHIEF OF STAFF, G1	(912) 767-5484 (912) 767-2857 (912) 767-2811
<p>The 3d Infantry Division, Strength Management Section is the central hub for readiness and assignments on Fort Stewart and Hunter Army Airfield.</p> <p>Officer Management - Assignment of Commissioned Officers are managed by a staff of two officers and two soldiers. The field grade slate is maintained by this office and reviewed quarterly by the Chief of Staff and Commanding General. Commissioned Aviation and all Warrant Officers are managed by a CW4. This section currently manages the Field Grade Officer of the Day roster.</p> <p>Enlisted Management - This section is supervised by a CW4, three NCOs and 14 soldiers. Assignments and the NCO sponsorship program are managed by this section. Requests for reclassification, reassignment, joint domicile, MOS orders and Foreign Language Proficiency Pay (FLPP) are just a few areas managed by the Enlisted Management Team.</p> <p>Personnel Readiness - The Personnel Readiness Section is responsible for ensuring the accuracy of the Unit Status Report (USR) and identifying MOS readiness issues for the Division.</p>	
AWARDS AND SEPARATIONS	
AWARDS AND SEPARATIONS ASSISTANT CHIEF OF STAFF, G1	(912) 767-8799 (912) 767-7534 (912) 767-8799 (912) 767-5852
<p>The awards and separations branch is responsible for the processing of awards (MSM and above), Division Certificates and all separations except normal ETS.</p>	
COMMAND REENLISTMENT	
COMMAND REENLISTMENT ASSISTANT CHIEF OF STAFF, G1	(912) 767-2122 (912) 767-2700 (912) 767-2626

ADJUTANT GENERAL	
ADJUTANT GENERAL 954 WILLIAM H WILSON AVE FT STEWART GA 31314-3418	(912) 370-7525
	(912) 370-7510 (912) 370-1031 [FAX 370-7567]
OPERATIONS BRANCH	
C, OPS BR	(912) 370-7522 [370-7512]
ORDERS, TEAM LEADER	(912) 370-7565
ORDERS	(912) 370-7505 (912) 370-7507
CONGRESSIONALS	(912) 370-7542 [370-7524]

CASUALTY ASSISTANCE	
C, CASUALTY	(912) 370-7520 [370-7521]
MORTUARY AFFAIRS	(912) 370-7518
LINE OF DUTY INVESTIGATIONS	(912) 370-7513
FUNERAL SUPPORT	(912) 370-7555
	(912) 370-7556
	(912) 370-7551
	(912) 370-7552
REASSIGNMENT PROCESSING	
C, REASG PROC	(912) 370-7514
CUSTOMER SERVICE	(912) 370-7549
	(912) 370-7548
	(912) 370-7545
	(912) 370-7564
OFFICER/SPECIAL MGMT ASSIGNMENTS	(912) 370-7564
C, BRIEFING TEAM	(912) 370-7562
IN/OUTPROCESSING	
CHIEF	(912) 370-2160
ADMIN CLERK	(912) 767-3007
SOLDIER READINESS PROCESSING	
NCOIC, SRC	(912) 767-0923
SRC CLERK	(912) 767-0923
PCS CLEARING PAPERS	(912) 767-2156
RETIREMENT SERVICES	
ENLISTED RETIREMENTS	(912) 767-3096
OFFICER RETIREMENTS	(912) 767-5013

TRANSITION POINT	
RETIREMENT OFFICER	(912) 767-1858
ASST RETIREMENT OFFICER	(912) 767-1817
CHAPTERS	(912) 767-1859
ETS OFFICER/ASST OFFICER ETS	(912) 767-1860
RECORDS SHIPMENT/SIDPERS	(912) 767-8792/4745
FINAL 214	(912) 767-8785

#### DIAL-THE-BOSS

- ❖ Dial-the-Boss is a means of communicating with your Commanding General. He invites your suggestion, ideas or recommendations to help make Fort Stewart a better community and better installation.
- ❖ Calls are transcribed each morning. Concerns expressed by the caller will be evaluated and a reply made directly to the caller.
- ❖ Before using Dial-the-Boss, you should first use your chain of command, but the Commanding General is available to any soldier, family member or civilian who needs help.
- ❖ Dial-the-Boss rules are simple. Just contact the answering machine at 767-BOSS (767-2677) and give your full name, sponsor information, and telephone number (work/home). Spell your last name and since your message is being recorded, limit your comments to three minutes. At the sound of the tone, start your message.

3D SOLDIER SUPPORT BATTALION	
S1	767-4704
DET A	767-5222
DET B	767-3416
DET C	767-5729
DET D (FORT BENNING)	DSN 835-1583
C, MIL PAY	767-1763
C, HUNTER AAF FST	767-6673
C, MARNE WELCOME CTR	767-1991
NCOIC, MARNE WELCOME CTR	767-5755
C, RECONCILIATION	767-2392 [767-4688]
C, SYS CON	767-5731

HOURS OF OPERATION  
 ALL CUSTOMER SERVICE SECTIONS  
 MON, 1300-1600  
 TUES/WED, 0900-1600  
 THURS, 1300-1600  
 FRI, 0900-1400

1. Marne Welcome Center (Inprocessing and Outprocessing) will have hours of operation as designated by the Installation.
2. Officer Records ((912) 767-4427) will continue with appointments as well as servicing walk-ins.
3. Enlisted Records ((912) 767-8947) will designate separate time for Retention NCOs and Unit PACs. For example: Retention NCOs will be seen from 0900-1130; PACs will be seen from 1300-1600. During these designated times, Enlisted Records will continue to service customers.
4. ID Cards Section ((912) 767-4909) will have half-staff for SGTs' Time Training. The office will be open to service customers. A sign will be posted on the door to annotate the half staffing. All other days will operate with full staff.
5. Hunter Army Airfield and Fort Benning will follow the same hours of operation above. MacDill Air force Base will be operational 0900 to 1630, Monday – Thursday and 0900 – 1600 on Friday.
6. Personnel customer service sections will have minimal staff for division payday activities until 1200, unless payday activities fall on a payday. Finance customer service sections will remain operational to support end of month pay inquiries.

POST FINANCE	
MILITARY PAY	
BLDG 621, RM 136, FS MON-WED & FRI 11:00 A.M.-3:00P.M. THURS 1:30P.M.-3P.M. (912) 767-4802/8695/4277	BLDG 1209, HAAF MON-WED & FRI 0900-1500. THURS 1:30P.M.-3:00P.M. 352-6673/5136
TRAVEL PAY	
BLDG 621, RM 121	
MON-WED & FRI 0900-1500	
THURS 1:30P.M.-3:00P.M.	
(EMERGENCY PHONE NUMBER AFTER DUTY HOURS-(912) 767-7717/7630)	

Military pay services for all assigned soldiers. Commanders make pay inquiry appointments. Casual pay service to all branches of the service while on leave or in transit.  
 Processes travel payments for all soldiers, their families, and assigned civilian employees.

IDENTIFICATION CARDS	
ID CARD SECTION BLDG 251 MARNE WELCOME CENTER 368 HASE RD FT STEWART GA 31314-5019	ID CARD SECTION BLDG 1208 PERSONNEL PROCESSING CENTER 712 HORACE EMMET WILSON BLVD HUNTER AAF 31409-5020
APPOINTMENT AND EMERGENCIES: MON-WED & FRI 0900-1530 THURS 9:30 A.M.-4:30P.M. ACTIVE DUTY: THURS 1:00P.M.-4:00P.M.  (912) 767-4909/2277/3995	MON-FRI 9:30A.M.-4:00P.M.  352-5285/5944

Active duty soldiers should get an appointment slip from their orderly room or PAC before reporting to ID Card Section. Spouse/family members are taken on a walk-in basis. They must be accompanied by their sponsor and have documents proving the legal status of spouse and family members. Certified birth certificates must be shown for all family members. The lawful spouse is one named on a state certified marriage certificate. If either party was

married before, they must show the divorce decree(s), decree(s) of annulment, or death certificates(s) of former spouse(s).

DIVISION EQUAL OPPORTUNITY (EO)	
944 WILLIAM H WILSON AVE STE 231 FT STEWART GA 31314-3462 BLDG 620 NCOIC (912) 767-7771/8445 TRAINING (912) 767-5855	37 N SCHMIDT ST HUNTER AAF GA 31409-5301 OFFICE BLDG 1212 352-5720/5392
MON - FRI, 0900 - 1700	

Eligible: Soldiers and retirees, their families, and National Guard.

- ❖ Advises the commander and his staff about the preparation of plans, procedures, regulations, reports, and other matters concerning EO.
- ❖ Prepares, publishes, and monitors the Installation Affirmative Action Plan (AAP).
- ❖ Investigates discrimination complaints.
- ❖ Monitors unit EO education programs.
- ❖ Monitors and advises the commander of the racial climate of the installation and community.
- ❖ Liaison with off-post organizations, institutions, and civic clubs in connection with EO programs.
- ❖ Collects and analyzes statistical data and required records concerning the EO program for reports to the commander and higher headquarters.
- ❖ Provides the chain of command with information on current subjects of interest, briefings, and seminars concerning EO.
- ❖ Provides EO training to EO Representatives and other members of the chain of command.
- ❖ Supports National Guard units.
- ❖ Provides EO training to State National Guard chain of command when asked.

DIRECTORATE OF EQUAL EMPLOYMENT OPPORTUNITY (DEEO) 355 McFARLAND AVE STE 101 FT STEWART GA 31314
(912) 767-3854/4072/4074 MON - FRI, 0730 - 1615

Eligible: Current employees, former employees, or applicants for employment.

- ❖ Develops and administers the total Equal Employment Opportunity (EEO) program for Civilians.
- ❖ Offers guidance and advice to civilian employees and management in regards to EEO disputes.
- ❖ Monitors grade and job series statistics for minority employees.

CIVILIAN PERSONNEL ADVISORY CENTER 101 WEST BULTMAN AVE STE 100 FT STEWART GA 31314-4941 (BLDG T-1191)
SEE BELOW
MON - FRI, 0730-1700

Eligible: Management personnel and civilian employees.

- ❖ Operates a Civilian Personnel Advisory Center (CPAC) to support the mission of commanders, directors, and managers with civilian employees.
- ❖ Responsible for relations between labor and management.
- ❖ Provides advice and guidance on processing disciplinary actions, other adverse actions, appeals, grievances, and for leave administration
- ❖ Offers employee counseling
- ❖ Provides advice and guidance on classifying appropriated fund civilian positions
- ❖ Conducts annual appropriated and non-appropriated fun locality wage surveys.
- ❖ Provides advice for the development and execution of regular and mobilization Table of Distribution and Allowances (TDAs).
- ❖ Provides advice and assistance on recruiting, hiring, and retaining a high-quality workforce.
- ❖ Identifies projected losses and staffing needs.
- ❖ Operates the One-Stop Job Information Center to provide employment information/assistance to the public.

Director - (912) 767-8358 (DSN 870-8358)  
Secretary - (912) 767-8358  
FAX - (912) 767-0279 (DSN 870-0279)

Senior Advisor for Labor Relations Issues: (912) 767-2305  
Systems Manager: (912) 767-2265

Advisors for staffing, classification, and management-employee relations issues:

[MEDDAC, CPAC, Command Group] (912) 767-2211  
[DOR, PAO, SJA, DEO, LAO, CECOM] (912) 767-2287  
[DPS, IG, DOC, SPSO, Rangers, DRM, G1/AG, CID, 188th, Interns, 3/160th, DPW ] (912) 767-2284  
[DCAS, DENTAC, DOIM, DOT, G3/BDEs] (912) 767-1805

BENEFITS: Call Army Benefits Center - Civilian (ABC-C) at 1-877-276-9287 or visit the website at:  
<https://www.abc.army.mil/>

NEED ASSISTANCE WITH ABC-C OR RESUMIX? Visit the CPAC on Tuesday between 0900-1500.

(Non-Appropriated Fund) Staff Members:

(912) 767-2315  
(912) 767-2283  
(912) 767-2282  
(912) 767-2290

(LOCAL) JOB INFORMATION CENTER

Bldg T 1191, 101 West Bultman Ave  
Fort Stewart  
Tuesdays Only, 9:00am - 3:00pm

- The Office of Personnel Management provides job listings worldwide: <http://www.usajobs.opm.gov>
- Civilian Personnel Online lists external and internal vacancy announcements: <http://cpol.army.mil>
- You can call for job listings using the automated telephone listing. The number to call is (912)757-3000 or TDD (912) 744-2299.
- North Central Civilian Operations Center for recruitment and placement information for Army Career Intern Positions: <http://ncweb.ria.army.mil/dainterns/default.htm>

<b>LOCATORS</b>
CIVILIAN EMPLOYEES BLDG 802, BULTMAN AVE (912) 767-2266 MON, WED, & THURS, 0730 - 1600 TUES. & FRI, 0730 - 1130
SOLDIERS BLDG 418B 845 HASE RD, STE 102 *ENTRY ON STEEL AVE SIDE, FACING BOWLING ALLEY (912) 767-2862/2863 MON - FRI, 1300 - 1500

- ❖ Post Locator Directory Service is only available from the Fort Stewart Postal Operations Section of the DOIM Central Correspondence Distribution and Control Center (CCDCC). Service is available between the hours of 1:00 and 3:00 p.m., Monday through Friday, except holidays. Call extensions 2862/2863 (S), or you may visit the Postal Operations Section, Bldg 418B (S), during those hours.
- ❖ The Hunter AAF branch of the DOIM CCDCC does not provide directory service.
- ❖ If you must locate a soldier due to an emergency and cannot wait until directory service hours, call the telephone operator for assistance.
- ❖ To locate a soldier assigned to Fort Stewart, call the Post Locator with his/her name, rank, and social security number. The Post Locator can give you the soldier's new duty address and phone number. Records of all Fort Stewart soldiers are kept for one year after their reassignment.

OFFICE OF THE INSPECTOR GENERAL (IG)	
101 GARRY OWEN ST FT STEWART GA 31314-5002 (912) 767-3291/2472/2803 (BLDG 131)	379 STEPHEN DOUGLAS ST STE 7 HUNTER AAF GA 31409-4627 352-5541/5546/6549 (BLDG 1021)
MON - WED, 1000 - 1700 THURS, CLOSED FRI, 1000 - 1700	MON - WED, 1000 -1700 THURS, CLOSED FRI, 1000 - 1700

Eligible: Soldiers, retirees, family members, and DA Civilians.

- ❖ All soldiers, family members, and Department of the Army civilians have the right to register complaints with the Inspector General. Soldiers are encouraged to discuss their problem or grievances with their chain of command, and civilians with their supervisors, before seeking IG assistance.
- ❖ The basic purpose of the Inspector General Action Request System is to give assistance, correct wrongs, and stop conditions that harm the efficiency or reputation of the Army.

RETIREMENT SERVICES OFFICE 368 HASE ROAD FORT STEWART GA 31314-5019 MARNE WELCOME CENTER, BLDG 251
Active duty: (912) 767-3096 (Walk-in 1300 - 1600; appointments for 0900 - 1100)
Retirees/other: (912) 767-3326/5013/0418 Fax (912) 767-2368 Mon-Fri, 0900-1600

Provides service and assistance to over 55,000 Army retirees and their family members in the Fort Stewart area of responsibility (3 counties in SC; 35 coastal counties in GA; and, all of FL with the exception of the Panhandle area). Service/assistance also provided to members of other services residing in the local area.

- ❖ Execute the Installation Retirement Services Program and the Survivor Benefit Plan Program.
- ❖ Counsel active duty soldiers and process retirement applications.
- ❖ Conduct pre-retirement orientations and mandatory retirement/SBP briefings for soldiers and spouses.
- ❖ Counsel soldiers/spouses concerning retirement rights, benefits and privileges and on legislative changes affecting those benefits.
- ❖ Assist retired members with pay issues.
- ❖ Provide information and referrals to retired members (VA, Social Security and other benefits).
- ❖ Assist with filling claims for benefits.
- ❖ Conducts annual retiree open house events.
- ❖ Publish a Retiree Bulletin twice a year.
- ❖ Counsel AD and retired personnel, spouses and former spouses on the Uniformed Services Former Spouses Protection Act.
- ❖ Execute the Retiree Council Program. The Council is comprised of Commander-appointed members of the retired community and meets semi-annually. Keeps Command apprised of retiree issues and makes recommendations to the Chief of Staff, Army Retiree Council. Applications for membership are maintained by the RSO. New appointments are made as vacancies occur.

VETERANS AFFAIRS (VA)	
VETERANS' AFFAIRS 1042 WILLIAM H WILSON AVE FT STEWART GA 31314-5019 BLDG 622, ROOM 315 (912) 767-7231	VETERANS' AFFAIRS 165 MARKWELL ST HUNTER AAF GA 31409-5100 BLDG 1290, ROOM 8 352-6924
MON/WED-FRI, 0730-1600	TUES ONLY, 0830-1600

Eligible: Prior service in the U.S. Armed Forces. "We service all veterans"

- ❖ Veterans Benefits counseling to include:
- ❖ Compensation/Pension
- ❖ Education
- ❖ Home Loans
- ❖ Death Benefits
- ❖ Dependency & Indemnity

- ❖ Medical/Dental Benefits
- ❖ Vocational Rehabilitation
- ❖ Unit Briefings
- ❖ Transition Assistance Counseling
- ❖ Causality Assistance Officer Briefings

This office has the authority to issue first time "Certificates of Eligibility" for the Home Loan Program.

- ❖ At Fort Stewart, these certificates are only available on Mon. and Fri.
  - ❖ At Hunter AAF, certificates are issued on Tuesdays.
  - ❖ A "Statement of Service" is required to apply for a "Certificate of Eligibility".
  - ❖ The Customer Service Office, Bldg. 620, on the first floor, Fort Stewart, can provide it.
- 
- ❖ At Hunter AAF you can apply for a statement at the Personnel Office, Bldg. 1208.
  - ❖ If you are inprocessing, a statement can be issued with your 201 file at the Marne Welcome Center.

RECREATION ACTIVITIES

DCAS RECREATION AND BUSINESS ACTIVITIES	
1042 WILLIAM H WILSON AVE STE 106 FT STEWART GA 31314-3321 (912) 767-3319 MON-FRI, 0730 - 1600	171 HALEY AVE HUNTER AAF GA 31409 BLDG 1286 (912) 352-5122/5525 MON-FRI, 0730 - 1600

LEISURE ACTIVITIES CENTER  
500 LINDQUIST RD STE 100  
FT STEWART GA 31314-4702  
BLDG 443, GULICK AVE  
(912) 767-8609

MATTING AND FRAMING SECTION  
(912) 767-8609

The Matting and Framing offers monthly classes for the beginning and advanced framer. The facility sells framing supplies and artists' prints. Hours vary by service. For additional information on classes refer to the Leisure Guide or contact the Leisure Activities Center.

MAGNOLIA CERAMICS  
(912) 368-3776

Magnolia Ceramics is operated by a private contractor who offers classes for the beginner and more advanced student. The retail store offers variety of paints, greenware, and other ceramic supplies.

LEISURE TRAVEL AND RENTALS  
TUES/WED/FRI, 1030 - 1800  
THURS, 1030 - 2000  
SAT, 0830 - 1600  
SUN/MON - CLOSED  
(912) 767-2841

Leisure Travel sells discounted attraction tickets, books hotel accommodations and provides brochures of attractions in the southeast. They also rent canopies, tables, chairs, and grills, chaffing dishes, bikes, kayaks, dunk booths and much more.

POST THEATERS  
MOON THEATER  
BLDG 704, GULICK AVE & 3<sup>RD</sup> ST  
FORT STEWART  
(912) 767-2826

WOODRUFF THEATER  
BLDG 410, HERO RD  
FORT STEWART  
(912) 767-3069

Recently released movies are shown at Woodruff weekly. For recorded information on daily shows, show times, costs, and ratings call (912) 767-3069. Moon Theater is used primarily for briefings and special events. Call 767-2826 to make a reservation.

There is no theater on Hunter AAF; however, there are several theaters in the Savannah area. For further information refer to a local phone book, under the listing of Theaters.

THE CLUB SYSTEM

The club system offers a variety of services: dining facilities, ballrooms, catered events, lounges, and leisure activities.

CLUB STEWART (COMMUNITY ACTIVITIES CENTER)  
1020 HERO RD STE 100  
FT STEWART GA 31314-5110

Bldg 405  
(912) 368-2212/2213

Planning a special function? Wedding receptions, banquets, hail & farewell parties, dining-in, dining-out, whatever the occasion, let the CAC cater your next event. Rooms are available for 50 - 500 people. Ballrooms are also available. Call 368-2212 and leave the planning to someone else.

THE HUNTER CLUB  
135 DUNCAN DR  
HUNTER AAF GA 31409-5101  
Bldg 6015  
(912) 353-7923

The Hunter Club offers dining facilities and full-service catering. Events can be catered for 50 or more people. A lounge is also located in the club. Some of the special events held at the club include Family Night, Dart Tournaments, and Sunday Brunch.

SPORTS USA, DODD'S ENLISTED CLUB  
1639 GULICK AVE STE 100  
FT STEWART, GA 31314-4113  
BLDG 703  
(912) 767-8715/5604

Features the latest in video technology in a full game room, a caged in regulation free-throw court, Big Screen sports action, interactive trivia, dancing, Karaoke, and much more. Jackalopes is the Country side of Sports USA

#### BOAT STORAGE

DRY STORAGE  
BLDG 8325, HIGHWAY 144 EAST  
FORT STEWART

DRY STORAGE  
BLDG 8454, PERIMETER RD,

WET STORAGE  
LOTTS ISLAND MARINA  
HUNTER AAF

Wet storage is only available at Hunter AAF. The cost for boat storage varies dependent upon the size of the vessel. Wet storage has water and electricity available. A boat hoist is available for a fee. No fuel is available.

#### CAMPGROUNDS

Fort Stewart: A campground is located in the Holbrook Pond Recreation Area. There are 20 improved camp pads, which include water and electricity, and 20 primitive sites. Restrooms, showers, a laundry facility and covered picnic pavilions. Reservations are recommended, but not required. They can be made by contacting Outdoor Recreation. Reservations will be accepted no more than 30 days in advance.

Hunter AAF: A campground is located at Lotts Island on Perimeter Road. 15 spaces are available and some spaces include grills and tables. To use the campground, attain an Access Area Pass at Lotts Island. There is no electricity; however, water is available.

EQUIPMENT CHECKOUT/SERVICE CENTER	
<p>HOLBROOK POND, OUTDOOR REC RENTALS 688 FORT STEWART RD 48 FT STEWART GA 31314-7500</p> <p>BLDG 8325, HOLBROOK POND OFF HIGHWAY 144 EAST, TURN AT MILE MARKER 13</p> <p>(912) 767-2717/2771</p> <p><u>APR 15 - OCT 15</u> MON/THURS/FRI: 1100 - 1730 SAT, SUN, &amp; HOLIDAYS: 0700 - 1500 <u>OCT 16 - APR 14</u> MON/THUR/FRI: 1100 - 1730 SAT/SUN/HOLIDAYS: 0930 - 1730 TUES/WED: CLOSED</p>	<p>OUTDOOR RECREATION RENTALS 222 SHOOTING STAR RD STE 100 HUNTER AAF GA 31409-5830</p> <p>BLDG 8454, OFF PERIMETER RD</p> <p>(912) 352-5722</p> <p><u>APR 15 - OCT 15</u> MON/THURS/FRI: 1100 -1730 SAT, SUN, &amp; HOLIDAYS: 0700 - 1500 <u>OCT 16 - APR 14</u> MON/THUR/FRI: 1100 - 1730 SAT/SUN/HOLIDAYS: 0930 - 1730 TUES/WED: CLOSED</p>

Are you planning a low-country boil, a family picnic, a weekend camping trip, or just wanting to paddle down the river in a canoe? Outdoor recreation has the equipment you need. From equipment rental, to safety courses, to garden plots, and archery/skeet ranges the Outdoor Recreation Center is the place to visit. Equipment Rental includes:

- ❖ Dunking Booth
- ❖ Bicycles/helmets/child seats/car racks
- ❖ Boat Motors
- ❖ Boats
- ❖ Campers
- ❖ Camping Equipment
- ❖ Cooking Equipment (Coolers, Lanterns, Tents, Stoves, Pots, Cots)
- ❖ Baby Cribs/High Chairs
- ❖ Canopies
- ❖ Folding Tables and Chairs
- ❖ Garden Tillers
- ❖ Party Cookers/Grills
- ❖ Trailers
- ❖ Generators
- ❖ Rollaway Beds

Call Outdoor Recreation Equipment Checkout to inquire about other items that are available. Fishing bait is sold at the rental center, including worms and crickets.

#### FISHING

Fort Stewart has 23 ponds, covering a total of 1,450 acres. There are 261 miles of freshwater streams and rivers to include the Canoochee and Ogeechee Rivers. Game species include largemouth bass, bluegill sunfish, red-ear sunfish, redbreast sunfish, channel catfish, black crappie, hybrid striped bass, and others. Lake Information sheets are available on all ponds. The sheets provide a map of the pond, routes to locate, Lake Facts, types of fish stocked in the pond, and pond management information. Get them from Pass and Permit or Outdoor Recreation. Fort Stewart also has 33 river landings. A Georgia fishing license and Post Fishing Permits are required. These can be obtained at the Pass and Permit Office. Access authorized areas through an automated system.

Hunter AAF has Three ponds available for fishing. The opportunity for salt-water fishing is available at Lotts Island on the Forest River. This river has easy access to the ocean and the coastal waterways. A 90-ft. pier and a smaller pier are available for fishing at the Lotts Island Marina. Check with the Lotts Island Office for fishing rules and regulations.

Halstrom Lake, Pond 24, Perimeter Rd, near Outdoor Recreation  
Oglethorpe Lake, Pond 29, at Strachan Dr. and Douglas St  
Retention Pond, Pond 35, Perimeter Rd

**GARDEN PLOTS**

If you have a green thumb or would like to experiment with plants, Outdoor Recreation has garden plots available. The cost at Fort Stewart is \$10.00 each, per season. All garden plots include water. To arrange for a garden plot, come to Outdoor Recreation.

Fort Stewart Garden Plots are located off of Highway 144 East

**HUNTING**

Fort Stewart is a hunter's paradise. The hunting areas include 230,000 acres for hunting. White-tailed deer, feral hog, mourning dove, quail; rabbit, squirrel, wild turkey, and other small game are found in the hunting areas of Fort Stewart.

Some areas are set aside for bow-hunting only; however most areas permit rifles, shotguns, muzzleloaders, and archery. If requesting permission to hunt, a hunting permit and GA Hunting license are required. These can be attained at Pass and Permit, for either post.

They can also inform you of availability of the various hunting areas, and cover check-in checkout requirements.

**LOTTS ISLAND RECREATION OFFICE**

1747 LOTTS ISLAND RD  
HUNTER AAF GA 31409-5701

BLDG 8709, OFF RIO RD  
(912) 352-5974/5916

Lotts Island is on the Forest River, which is salt water. This area includes boat storage, picnic areas, campground and Tackle Shop. Also available for purchase are limited tackle, crab baskets, and fish bait, to include frozen shrimp and frozen squid.

**OUTDOOR RECREATION DAY TRIPS**

Tours are available to local historic attractions. Fees are nominal and generally range between \$7 -15 plus your lunch at a local restaurant. Some of the tours include the barrier islands, colonial and civil war cemeteries, museums, southern plantations, and civil war forts and churches. Outdoor Recreation is available to assist you and your group in planning similar programs that you might be interested in attending or conducting. For further information contact Outdoor Recreation at (912) 767-2717/2771.

PASS AND PERMIT	
2651 GA HIGHWAY 144E FT STEWART GA 31314-4702 BLDG 8091 (912) 767-5032	22 SHOOTING STAR RD STE 100 HUNTER AAF GA 31409-5830 BLDG 8454 (912) 352-5974
Mon-Fri, 1100-1800 Sat & Sun, 0700-1500	Mon/Thur/Fri, 1100 - 1730 Weekends & Holidays, 0700 - 1500 Closed Tues & Wed

Georgia hunting and fishing license can be purchased at Pass and Permit. Post access passes are also issued. Maps of ponds and hunting areas are available.

**PICNIC AREAS**

There are various picnic areas at Fort Stewart. Contact Outdoor Recreation to reserve an area for a family picnic or group activity.

Lotts Island Recreation Area at Hunter AAF has an open picnic area. It is available on first come, first serve basis. Picnic areas with covered pavilions are available by reservations only. Contact the Lotts Island Office to make reservations.

**FT STEWART RECREATIONAL RIFLE AND ARCHERY RANGE**

Highway 144 East  
Behind the Pass and Permit Office

To sharpen your skills, a recreational rifle and archery range is available for practice. Check-in is required at the Pass and Permit office. The cost is \$5.00, which includes use of the range and targets. For more information contact Pass and Permit.

HUNTER AAF ARCHERY RANGE  
 Bldg 8454, Perimeter Rd  
 Behind Outdoor Recreation

Summer	Winter
Mon/Thurs/Fri, 1100 - 1730	Mon/Thur/Fri, 1130 - 1730
Sat/Sun/Holidays, 0700 - 1500	Sat/Sun, 0930-1730

Sign in at Outdoor Recreation to use the Archery Range. Broad head arrows and crossbows are not allowed. For special events refer to the Leisure Guide.

**RECREATION VEHICLE (RV) STORAGE LOT**

A lot is available for you to store your recreational vehicle. At Fort Stewart, the lot is at the Holbrook Pond Outdoor Recreation Equipment Checkout Center, Bldg 8325, Highway 144 East. For additional information call (912) 767-2717/2771.

Hunter AAF's RV storage lot is located at the Equipment Checkout Center at 222 Shooting Star Rd. For more details contact Outdoor Recreation, Bldg 8454, Perimeter Rd, 352-5722.

**SAFETY COURSES**

**BOATING SAFETY COURSE**

The Boating Safety Courses is free and available at both installations through Outdoor Recreation. This course is required to rent any boat with a gasoline motor. Classes are offered monthly. For more information on Fort Stewart class schedules call (912) 767-2771. At Hunter AAF call (912) 352-5722.

**HUNTING SAFETY COURSE**

A free Hunting Safety Course is offered during hunting season. Anyone wishing to hunt on Fort Stewart or Hunter AAF must show proof of having successfully completed a certified Hunter Safety Course. For class schedules and further information contact Outdoor Recreation.

SKEET RANGE	
58 SKEET RANGE RD FT STEWART GA 31314-7508 BLDG 8332, HOLBROOK POND OFF HIGHWAY 144 EAST (912) 767-2717/2771	56 STRATOFORTRESS ST HUNTER AAF GA 31409-5832 BLDG 8250 (912) 352-5722
OPEN SHOOTING ON THURSDAY EVENINGS	

Refer to the Leisure Guide for special events at both installations.

**STABLES**

**WHISPERING PINES RIDING CLUB**

1267 GA HIGHWAY 144 E  
 FT STEWART GA 31314-4003  
 BLDG 8099, HIGHWAY 144, NEAR MILE MARKER 10, FORT STEWART  
 (912) 368-7223

Boarding stables for privately owned horses.

GYMNASIUMS	
<u>CARO GYM</u> 1592 WILLIAM H WILSON AVE FT STEWART GA 31314-3205 BLDG 708, GULICK AVE (912) 767-7090/4763 MON-FRI, 0730 - 2200 SAT & SUN, 1200 - 2000	<u>NEWMAN PHYSICAL FITNESS CENTER</u> 215 W 06 <sup>TH</sup> ST STE 100 FT STEWART GA 31314-4718 BLDG 439, BUNDY AVE & 6 <sup>TH</sup> ST (912) 767-3031/3033 MON-FRI, 0500 - 2200 SAT, 0900 - 2100

	SUN, 1200 - 2100
<u>JORDAN GYM</u> 496 W 06 <sup>TH</sup> ST FT STEWART GA 31314-4724 BLDG 608, GULICK AVE & 6 <sup>TH</sup> ST (912) 767-5060 MON-FRI, 0730 - 2200 SAT & SUN, 1200 - 2000	<u>HAAF POST GYM &amp; SPORTS OFFICE</u> 425 DUNCAN DR HUNTER AAF GA 31409-4417 BLDG 925, DUNCAN DR (912) 352-5078/6351 MON-FRI, 0600-2100 SAT, 0900 - 2000 SUN, 1100 - 1900
<u>MOWER GYM</u> 614 HARMON AVE FT STEWART GA 31314-5519 BLDG 208, 1 <sup>ST</sup> AVE (912) 767-8894/8895 MON-FRI, 0730 - 2200	

Full basketball courts, racquetball courts, weight equipment, free weights, stationary bikes, stair steppers, and fitness programs are just some of the programs offered at the gyms. Some programs are not available at some locations. Equipment can be checked-out for use at the facility. Schedules of activities and classes are available at the gyms. Also available are saunas, showers, and dressing rooms. The Newman Physical Fitness Center has an indoor Olympic-size swimming pool, handball courts, and conference rooms for small group meetings.

SWIMMING POOLS	
<u>Bryan Village Pool</u> Bldg 7099, Austin Rd (912) 767-2701	<u>Weaver Pool</u> Bldg 7746, Wright Army Airfield (912) 767-3045
<u>Corkan Pool</u> Bldg 446, Lindquist Ave (912) 767-8575	HUNTER AAF Stauss Pool Bldg 6018, Duncan Dr 352-5786
<u>Newman Indoor Pool</u> Bldg 439, 6 <sup>th</sup> St (912) 767-3034	

The Newman Indoor Pool is an Olympic-size pool and is open year-round. All other pools are open from Memorial weekend until Labor Day weekend. An ID card is required to use the pool facilities. PT clothing is not allowed in the pools.

BOWLING	
<u>MARNE LANES</u> 54 STEELE AVE FT STEWART GA 31314-5130 BLDG 402 (912) 767-4866 SUN-THURS, 1100 - 2300 FRI & SAT, 1100 - 2400	<u>HUNTER LANES</u> 337 NORTH MIDDLEGROUND RD HUNTER AAF GA 31409-5014 BLDG 1280 (912) 352-5205 MON-THURS, 1100 - 2200 FRI, 1100 - 2400 SAT, 1300 - 2400 SUN, 1400 - 2200 HOLIDAYS, 1600 - 2200
<u>STEWART LANES</u> 439 LINDQUIST RD FT STEWART GA 31314-4701 BLDG 450 (912) 767-4273 MON & TUES, 1100 - 2200 WED, 1100 - 2200 THURS, 0830 - 2200 FRI, 1100 - 0100 SAT, 1200 - 0100 SUN/HOL, 1300-2100	A snack bar and game room is located at each facility. Marne Lanes also has a lounge. Lockers are available at each location. Bowling lessons are offered. All post bowling lanes offer daily league and open bowling specials. Refer to the Leisure Guide for special events and activities. Birthday parties are also available at all of the locations.

GOLF COURSES	
1766 GULICK AVE STE 100 FT STEWART GA 31314-4114 BLDG 2150 (912) 767-2370	1548 S PERIMETER RD HUNTER AAF GA 31409-5902 BLDG 8205 (912) 352-5622
MON-THURS, 0800 - DUSK FRI-SUN, 0730 - DUSK	MON-FRI, 0730 - DUSK SAT/SUN/HOLIDAYS, 0700 - DUSK

18 hole courses, practice putting greens, and driving range. The driving range is open 7 days a week. Private and group lessons are available by appointment. The facility has a Pro Shop which stocks major brands of apparel and pro-line equipment. For items not found in the Pro Shop, special orders are available. A concession area is available for snacks. The course is open to military and civilians. Tee times are required on weekends and holidays. A minimum of three players is required. Walk-ons are available. The golf courses offer scrambles, tournaments, club championships, and other events. For more information on special activities refer to the Leisure Guide or contact the golf course office. Hunter Golf Course offers free lessons to dependents of military on Tues at 0900.

#### INTRAMURAL SPORTS

##### SPORTS OFFICE

78 LINDQUIST RD  
FT STEWART GA 31314-5521  
BLDG 471  
(912) 767-8238/8326  
Mon - Fri, 0730 - 1600

##### SPORTS OFFICE

425 DUNCAN DR  
HUNTER AAF GA 31409-4417  
BLDG 925  
(912) 352-5078/6351

	Fort Stewart Play Begins	Hunter AAF Play Begins
Basketball	Nov	Nov
Volleyball	Mar	Feb
Softball	Apr	May
Track & Field	Apr	Apr
Tennis	Jun	Jun
Bowling	Jul	Jul
Golf	Aug	Aug
Flag Football	Aug	Sep
Soccer	Jan	

If you are interested in participating in Intramural Sports you are encouraged to sign up a month before play begins.

#### TRACK

The Quick Field Running Track is located on the corner of Bundy Ave and 6<sup>th</sup> St., at Fort Stewart. It is a 400-meter track and use is limited to track activities only. The track is off limits to motorized vehicles, bicycles, tricycles, combat boots, and spikes over 1/8 inch. The track is used for special events, including Special Olympics.

AUTO CRAFT SHOPS	
929 W 06 <sup>TH</sup> ST FT STEWART GA 31314-4863 BLDG 1503 (912) 767-3527 THURS & FRI, 1300 - 2100 SAT & SUN, 0900 - 1700 MON, 1300 - 1900 TRAINING HOLIDAYS 0900 - 1700	140 LEONARD - NEAL ST HUNTER AAF GA 31409-5005 Bldg 1288 (912) 352-6244 THURS, FRI, & MON 1300 - 2100 SAT & SUN, 0900 - 1700 TRAINING HOLIDAYS 0900 - 1700

Patrons are provided Instruction in intricate and minor automotive repair. Tools and special equipment are provided. A large selection of automotive parts is available including tires and batteries. Free automotive maintenance safety class is available any operation day. For more information on classes and schedules refer to the Leisure Guide or contact Auto Crafts. Some classes offered include:

- ❖ Basic Auto Care Class
- ❖ Oil Change and Lube

❖ Tune Up & Maintenance

PRIVATELY OWNED VEHICLE (POV) RESALE LOT

Auto Crafts has a POV Resale Lot. Your POV must be registered at the Auto Craft Shop before it can be put on the lot. For more information contact the Auto Craft Shop.

FORT STEWART POV RESALE LOT

6<sup>th</sup> St. and Bundy Ave

HUNTER AAF POV RESALE LOT

Barksdale Cir and Haley Ave

MUSEUMS

FORT STEWART MUSEUM

2022 FRANK COCHRAN DRIVE

(912) 767-7885

BLDG T-904, CORNER OF WILSON AVE & FRANK COCHRAN DR

Tues-Sun, 10:00am - 4:00pm

Take a tour through history at the Fort Stewart Museum. The museum chronicles the history of the military present in Coastal Ga. with emphasis on the U.S. Army's Camp Stewart/Fort Stewart installation from 1940 to present. Included in these wonderful stories are the heritage and traditions of two of the finest U.S. fighting Army units, 3d Infantry Division (Mech.) and 24<sup>th</sup> Infantry Division (Mech.) The Division's and Installation's role in wars of the past is exhibited through pictures, artifacts, and displays.

Information is also available on some local historical sights. The Museum is open to the public at no charge.

The Fort Stewart Museum staff has developed a wide range of educational programs, training packages, and staff rides designed to utilize local resources and military history. Each program is designed to meet the specific need of the participating group. Feel free to contact the museum in order to discuss which program ideas you might be interested. Some programs available include: Sherman's Campaign for Savannah, The Final Assault on Fort McAllister, Sherman's Forces in Liberty County, Forts and Artillery, The Revolutionary War in Liberty County, Early Military History of Coastal Ga., and The African-American Experience in Coastal Ga., 3d Infantry Division History, Fort Stewart History, and OPFOR Threat Vehicle Identification Class.

An ARMOR PARK is located outside of the museum. A shaded picnic area is also located on the grounds.

The Officers' Spouse Club (OSC) operates a gift shop in the museum. A wide variety of gifts and souvenirs are available. Funds raised from the gift shop benefit scholarship programs. Gift Shop operating hours are 1000 - 1400 Tues through Fri and 1000 - 1600 Sat and Sun.

DESERT STORM MEMORIAL: The Desert Storm Memorial is located at Lindquist Rd and Long Circle on Fort Stewart. The memorial is dedicated to the brave men and women of the 24<sup>th</sup> Infantry Division (Mech.) who served in Desert Storm.

THE HUNTER ROOM

The Hunter Room Exhibit is dedicated to the memory of Frank O'Driscoll Hunter, for which Hunter AAF was named. Information, displays, and documents can be viewed. It is located in Bldg 1201, on Wilson Blvd, inside Garrison Headquarters.

FORT STEWART LIBRARY

316 LINDQUIST AVE (BLDG 411)

FT STEWART, GA 31314-5126

(912) 767-2828/2260

MON-THURS, 1030 - 2100

SAT - SUN, 1130 - 1800

CLOSED FRIDAYS AND HOLIDAYS

RELIGIOUS SERVICES

CHAPLAINS	
INSTALLATION STAFF CHAPLAIN 484 W 6TH ST FT STEWART GA 31314-4724 BLDG 610 (912) 767-4219/8801 MON-FRI, 0900-1500	HAAF POST CHAPEL 368 HALEY AVE HUNTER AAF 31409-4418 BLDG 145 352-5111/5515 MON-FRI, 0900-1500 352-5111/5515
DIVISION CHAPLAIN 944 WILLIAM H WILSON AVE STE 224 FT STEWART GA 31314-3463 BLDG 624 (912) 767-5004/5419 MON-FRI, 0900-1700	AFTER DUTY HOURS CONTACT THE SDO FS (912) 767-8666/8667 HAAF (912) 352-4140

CHAPELS	
HERITAGE CHAPEL 171 LINDQUIST RD STE 100 FT STEWART GA 31314-5123 (912) 767-0419 BLDG 85	VICTORY CHAPEL 374 DIVARTY RD STE 100 FT STEWART GA 31314-4417 BLDG 2125 (912) 767-7028
MARNE CHAPEL 484 W 06TH ST FT STEWART GA 31314-4724 BLDG 610 (912) 767-7708/8801	VALE CHAPEL 806 AUSTIN RD FT STEWART GA 31314-6004 BLDG 7335 (912) 767-3077
HOSPITAL CHAPLAIN WINN ARMY COMMUNITY HOSPITAL BLDG P302, 2 <sup>ND</sup> FLOOR (912) 370-6183/6661	MUSLIM PRAYER CENTER BULTMAN AVE BLDG 9182 (NEAR THE MP STATION) (912) 767-1083
FAMILY LIFE CENTER 374 DIVARTY RD STE 101 FT STEWART GA 31314-4417 BLDG 2125 (912) 767-8549/7028	HAAF POST CHAPEL 368 HALEY AVE HUNTER AAF 31409-4418 BLDG 145 352-5111/5515 MON-FRI, 0900-1500 352-5111/5515

Unit Chaplains: (Contact your unit for the name and number of your unit chaplain.)

Chaplains' services include

- ❖ All counseling is done by appointment, but walk-ins are accepted.
- ❖ Pastoral counseling in the form of interviews, guidance, counseling, and spiritual help.
- ❖ Premarital, marital, family, and child counseling and workshops.
- ❖ Communication Skills Workshops.
- ❖ Values Workshops.
- ❖ Family Visitations.
- ❖ Suicide Prevention and Education.
- ❖ Food Assistance.
- ❖ Hospitalization and Confinement Assistance.
- ❖ Religious Services
- ❖ Services of Worship
- ❖ Religious Missions
- ❖ Religious Retreats
- ❖ Marriages
- ❖ Baptisms
- ❖ Funerals

- ❖ Other sacraments, rites, and/or ordinances according to denominational preference and availability of Chaplain.
- ❖ Religious education.
- ❖ Pastoral care in the form of counseling regarding administrative matters, confinement counseling, troop visitation, and hospital ministries.

**PROCEDURE FOR REPORTING HOSPITALIZATION OR CONFINEMENT**

- ❖ In the event of hospitalization of confinement of soldier or family member, it is important to notify the chain of command and the Chaplain.
- ❖ When informing the Chaplain of hospitalization the following information is needed:
- ❖ Soldier's name, rank, company/family member's name.
- ❖ Hospital, and Ward or room number
- ❖ Illness
- ❖ Date admitted

When informing the Chaplain of confinement the following information must be provided:

- ❖ Soldier's name, rank, company/family member's name.
- ❖ Location (Liberty County Jail, Chatham County, etc.)
- ❖ Offense
- ❖ Date arrested
  
- ❖ The Fort Stewart/Hunter AAF Unit Ministry Teams are dedicated to the mission of enriching the spirituality and quality of life of soldiers and their family members. To assist in accomplishment of their mission they provide opportunities for Sunday/Sabbath worship, religious education, and pastoral care and counseling, family life ministry, retreats, workshops, and seminars. All services and activities are conducted with appreciation for the multi-faith and multi-cultural community.
- ❖ Fort Stewart/Hunter AAF offers many programs for soldiers and family members. We hope that you will visit our chapels and become actively involved in our religious programs. For additional information contact your unit chaplain.

**WORSHIP OPPORTUNITIES**

FORT STEWART			
CATHOLIC MASS	LOCATION	DAY	TIME
Mass	Victory	Sunday	9am
Mass	Victory	Sunday	7pm
Spanish Sat Mass	Victory	1 <sup>st</sup> &3 <sup>rd</sup> Sat	5pm
English Sat Mass	Victory	2 <sup>nd</sup> ,4 <sup>th</sup> ,5 <sup>th</sup> Sat	5pm
Mass	Victory	Daily	1:45am
Mass	WACH	Wed	11:45am
PROTESTANT			
Soldier Family Worship	Heritage	Sunday	9:30am
Christian Family Worship	Marne	Sunday	11am
Multi-cultural, Gospel style	Victory	Sunday	11am
Liturgical (Weekly Communion)	Heritage	Sunday	11am
Family Matters	Vale	Sunday	11am
Contemporary (informal)	Marne	Sunday	6pm
AMERICAN SAMOAN	Heritage	Sunday	1pm
MUSLIM			
Jum'ah	Bldg 9182	Friday	1:15pm
Masjid	Bldg 9182	Daily	5:30am
SEVEN DAY ADVENTIST			
Sabbath School	Vale	Saturday	9:15am
Divine Worship	Vale	Saturday	11am
HEALING SERVICE	WACH	Tuesday	11:30am
LUTHERAN	Heritage	Sunday	11:00am
CONTEMPORARY	Marne	Sunday	6pm

HUNTER ARMY AIRFIELD  
 CATHOLIC Post Chapel, Sunday, 9:30am

In addition to the Christian services offered on post, there are a few hundred churches, representing virtually every denomination, in the communities surrounding Fort Stewart and Hunter AAF.

There is one Muslim Mosque in Savannah  
Masjid Jihad  
117 E. 34th Street  
(912) 236-7387  
On 34th Street between Abercorn and Drayton

Jewish services are not currently available on post. There are three Synagogues in Savannah.

Congregation Agudath Achim  
9 Lee Street  
(912) 352-4737  
Conservative

Congregation Mickve Israel  
20 E. Gordon Street  
(912) 233-1547  
Reform

Congregation B'Nai Brith Jacob  
5444 Abercorn Street  
(912) 354-7721  
Orthodox

SHOPPING AND PERSONAL SERVICES

COMMISSARY	
FORT STEWART BLDG 421, HERO RD (NEXT TO PX MALL) (912) 767-1812	HUNTER AAF BLDG 6025, HALEY AVE 352-5219/5007
TUES-FRI, 1000-2000 (0700-0900 TO BUY 5 ITEMS OR LESS) SAT, 1000-1800 SUN, 1100-1700	TUES, WED, FRI & SAT 1000-1800 THURS, 1000-1900 SUN, 1100-1700

PX ADMINISTRATIVE OFFICES	
AAFES MAIN OFFICE BLDG 90 642 HASE RD FT STEWART GA 31314-4710 876-2494/2851 MON-FRI, 0730-1630	AAFES BLDG 6020 130 HALEY AVE HUNTER AAF GA 31409-5003 352-8380 MON-FRI, 0900-1700
AAFES BUSINESS OFFICE 642 HASE RD FT STEWART GA 31314-5136 876-8880	

POST EXCHANGE (PX)	
MAIN POST EXCHANGE 112 VILSECK RD STE 100 FT STEWART GA 31314-5117 BLDG 419 876-2850/9585/9120 767-8362 MON-SAT, 0900-2100 SUN, 1000-1900	MAIN PX 130 HALEY AVE HUNTER AAF GA 31409-5003 BLDG 6020 352-8380/5336 MON-FRI, 1000-1900 SAT-SUN, 1000-1800
HOSPITAL PX 1061 HARMON AVE STE 100 FT STEWART GA 31314-5611 370-6895	MON, 0930-1730 TUES, 0930-1930 WED-FRI, 0930-1730

PX MALL CONCESSIONS	
FORT STEWART BEAUTY SHOP 876-2663 MON-FRI, 0900-1800 SAT, 0900-1600 SUN, 1100-1600	HUNTER AAF BEAUTY SHOP 354-9214 MON-FRI, 1000-1800 SAT, 1000-1700
ONE-HOUR PHOTO FINISH (912) 876-2992 MON-SAT, 0900-1900 SUN, 1000-1600	FLOWER SHOP 356-5977 MON-FRI, 1000-1800 SAT, 1000-1600
FURNITURE STORE 876-2850 MON-SAT, 0900-2100 SUN, 1000-1900	GENERAL NUTRITION CENTER (GNC) 876-4994 MON-SAT, 0900 - 1900 SUN, 1000 - 1700
FLOWER SHOP 876-5312 MON-SAT, 0900-1800 SUN, 1000-1600	OPTICAL SHOP 352-0740 MON, 1100-1700 TUES-SAT, 1000-1900
GIFT SHOP 877-4734 MON-SAT, 0900-1900 SUN, 1000 - 1700	
OPTICAL SHOP 876-2488 MON-SAT, 0900-1800	

BARBER SHOPS	
BARBER SHOP, MAIN PX 112 VILSECK RD STE 102 FT STEWART GA 31314-5117 876-0934 MON-FRI, 0900-1800 SAT, 0900-1700 SUN, 1200-1700	BARBER SHOP, MAIN PX 130 HALEY AVE HUNTER AAF GA 31409-5003 (912) 692-0101 MON-FRI, 1000-1800 SAT, 1000-1700 SUN, 1100-1700
BARBER SHOP, BDE POST EXCHANGE 500 DIVARTY RD 100 STE 100 FT STEWART GA 31314-4421 (912) 767-3060 MON-WED, 0900-1730 THURS, 1200-1730 FRI, 0900-1730	ID CARDS ARE REQUIRED

CAR CARE	
AAFES CAR CARE CENTER 430 BUNDY AVE FT STEWART 31314-3701 876-5265 MON-FRI, 0700-1800 SAT, 0900 - 1600 SOME AUTOMOTIVE PARTS ARE AVAILABLE. AUTOMOTIVE SERVICES ARE OFFERED FOR OIL CHANGES, FRONT-END ALIGNMENT, BRAKES, AND TIRES. U-HAUL RENTAL TRUCKS ARE ALSO AVAILABLE.	AAFES CAR WASH 116 BUNDY AVE FT STEWART 31314-3702

CLASS SIX (LIQUOR STORE)	
AAFES CLASS VI STORE 1020 HERO RD 101 FT STEWART 31314-5110	BLDG 1033, BLANTON RD HUNTER AAF 354-8752/4770

BLDG 405 368-5080 MON-THURS, 0900-2000 FRI-SAT, 0900-2100 SUN, 1200-1800	MON-WED, 1000-1800 THURS-SAT, 1000-1900 SUN, 1100-1800
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**LAUNDRY/DRY CLEANERS [PX]**

LAUNDRY/DRY CLEANERS MAIN POST EXCHANGE 112 VILSECK RD STE 105 FT STEWART GA 31314-5117 876-9820 MON-FRI, 0900-1900 SAT, 1000-1700 SUN, 1100-1500	PX MALL, BLDG 6020 HALEY AVE HUNTER AAF 353-9060 MON-FRI, 1000-1800 SAT, 1000-1600
LAUNDRY/DRY CLEANERS 500 DIVARTY RD STE 101 FT STEWART GA 31314-4421 876-9824 MON-WED & FRI, 1000-1800 THURS, 1200-1800	

**LAUNDROMAT**

AAFES LAUNDROMAT 489 LINDQUIST RD FT STEWART GA 31314-4701 DAILY, 0800-2200	AAFES LAUNDROMAT 844 AUSTIN RD FT STEWART GA 31314-6004 BLDG 7339
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**MILITARY CLOTHING SALES STORE**

MILITARY CLOTHING SALES STORE, AAFES 1004 MCFARLAND AVE FT STEWART GA 31314-4831 (912) 767-8372/9147 MON-FRI, 0800-1800 SAT, 1000-1500	BLDG 6020, HALEY AVE HUNTER AAF GA 31409 (912) 352-5338 MON-FRI, 1000-1900 SAT, 1000-1800
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**SHOPPETTES**

MAIN POST SHOPPETTE 58 VILSECK RD FT STEWART GA 31314-5108 (BLDG 417)	(912) 876-0868	MON-FRI 0600-2300 SAT-SUN 0900-2200 GUARD SEASON: SAT-SUN 0700-2200
VICTORY SHOPPETTE 357 WILLIAM H WILSON AVE FT STEWART GA 31314-3401 BLDG 939	(912) 876-8434	24 HOURS DAILY
BRYAN VILLAGE SHOPPETTE 876 AUSTIN RD FT STEWART 31315-1714 BLDG 7336	(912) 368-2237	DAILY 0700-2200
MINI-SHOPPETTE 2070 HARMON AVE STE 101 FT STEWART GA 31314-5851 BLDG 7805		
SHOPPETTE, BDE PX 500 DIVARTY RD FT STEWART GA 31314 BLDG 706	(912) 876-0340	24 HOURS DAILY

SHOPPETTES		
GA NATL GUARD, SHOPETTE 1380 WORCESTER AVE FT STEWART GA 31314-5728 BLDG 9804		
HOLBROOK POND SNACK BAR & SHOPPETTE 787 FORT STEWART RD 48B STE 100 FT STEWART GA 31314-7507 BLDG 8340		SEASONAL FRI 1230-1900 SAT 1000-1800 SUN 1100-1700
SHOPPETTE/GAS STATION 530 LEONARD - NEAL ST HUNTER AAF 31409 BLDG 931	(912) 354-0075	MON-THURS 0700-2200 FRI 0700-2300 SAT-SUN 0800-2300

RESTAURANTS	
AMERICAN EATERY FOOD COURT, MAIN POST EXCHANGE 112 VILSECK RD STE 107 FT STEWART GA 31314-5117	ANTHONY'S PIZZA FOOD COURT, MAIN POST EXCHANGE 112 VILSECK RD STE 108 FT STEWART GA 31314-5117
ROBIN HOOD DELI FOOD COURT, MAIN POST EXCHANGE 112 VILSECK RD STE 110 FT STEWART GA 31314-5117	ANTHONY'S PIZZA , BLDG 706 500 DIVARTY RD STE 101 FT STEWART GA 31314-4421
SWEET REFLECTIONS FOOD COURT, MAIN POST EXCHANGE 112 VILSECK RD STE 111 FT STEWART GA 31314-5117	
POPEYE'S CHICKEN, BLDG 703 1639 GULICK AVE STE 101 FT STEWART GA 31314-4113	ROBIN HOOD DELI, BLDG 706 500 DIVARTY RD STE 103 FT STEWART GA 31314-4421
FRANK'S FRANKS, BLDG 706 500 DIVARTY RD STE 102 FT STEWART GA 31314-4421	BURGER KING, BLDG 455 614 GULICK AVE FT STEWART GA 31314-4710
BURGER KING, BLDG 455 PX MALL HUNTER AAF	SPECIAL T'S FOOD COURT, PX MALL HUNTER AAF

TAILOR SHOPS	
ALTERATIONS SHOP, MAIN POST EXCHANGE 419 VILSECK RD STE 104 FT STEWART GA 31314-5117 368-5869 MON-FRI, 0800-1800 SAT, 1000-1500	BLDG 212, HASE RD 876-9797 MON-FRI, 0800-1600
BLDG 706, DIVARTY RD 368-8245 MON-WED, 1000-1800 THURS, 1200-1800 FRI, 1000-1800	BLDG 1004, MCFARLAND AVE 368-5890 MON-FRI, 1000-1800 SAT, 1000-1400
	BLDG 125, HALEY AVE, HAAF 353-2390 MON-FRI, 0730-2000 SAT, 1000-1600

TELECENTER/ PHONE CENTER	
BLDG 706, DIVARTY RD 369-0521	THE PHONE CENTER IS A PLACE FOR SOLDIERS AND FAMILY MEMBERS TO MAKE LONG DISTANCE AND OVERSEAS CALLS. ALSO AVAILABLE IS A FAX MACHINE,

DAILY, 1100 - 2200	FLORAL WIRE SERVICE, AND INTERNET SERVICE.
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THRIFT SHOPS	
BLDG T-70, HERO RD, FORT STEWART 876-2667	BLDG 122, MITCHELL BLVD, HUNTER AAF 352-0376
SALES: TUES, THURS & 1 <sup>ST</sup> SAT, 1000-1400 WED, 1500 - 1900 SAT, 1500 - 1900 ACCEPT CONSIGNMENTS: TUES, THURS & 1 <sup>ST</sup> SAT, 1000-1200	SALES: WED, FRI & 1 <sup>ST</sup> SAT, 1000-1400 ACCEPT CONSIGNMENTS: WED, FRI & 1 <sup>ST</sup> SAT, 1000-1300
<p>THE THRIFT SHOP IS A RESALE SHOP, WHICH IS STAFFED BY VOLUNTEERS. USED ITEMS - VARYING FROM CLOTHING TO TV SETS AND FURNITURE - ARE SOLD AT REDUCED PRICES. CONSIGNMENTS ARE FROM THE MILITARY COMMUNITY. HOWEVER, ANYONE MAY PURCHASE ITEMS. DONATIONS ARE ALWAYS WELCOME. ALL PROCEEDS GO TOWARD SCHOLARSHIPS AND OTHER COMMUNITY PROJECTS.</p> <p>MILITARY ID CARD HOLDERS MAY TAKE ITEMS TO THE THRIFT SHOP FOR RESALE ON CONSIGNMENT. CLOTHING MUST BE CLEAN AND SERVICEABLE. A LIMIT OF 20 ITEMS PER FAMILY, PER DAY, MAY BE CONSIGNED. THE THRIFT SHOP CANNOT BE HELD RESPONSIBLE FOR ITEMS STOLEN OR DAMAGED.</p>	

BANKS	
HERITAGE BANK, PX MALL BRANCH  MON-FRI, 0900-1700 SAT, 0900-1300 SUN, 1000-1900	SUNTRUST BANK, HAAF BRANCH BUILDING 301 353-5042/5041 MON- THURS, 9:00-3:30 P.M. FRI, 9:00- 5:00 P.M.

FORT STEWART GEORGIA FEDERAL CREDIT UNION		
MAIN OFFICE BLDG 416, HASE ROAD 876-5156 AUTOMATED ACCOUNT INFORMATION (912) 368-6567		HINESVILLE BRANCH 111 W HENDRY ST (WINN-DIXIE SHOPPING CENTER) (912) 368-2477 MON-FRI, 0900-1700
LOBBY & WALK-UP WINDOW	MON-FRI 0900-1700 SAT, 0900-1300 (WALKUP WINDOW ONLY)	
DRIVE-THRU	MON-FRI 0900-1700 SAT, 0900-1300	

TRANSPORTATION AND TRAVEL SERVICES

TRANSPORTATION OFFICE PERSONAL PROPERTY SECTION		
	725 SIGMA ST, SUITE 100 (BLDG 920) FORT STEWART, GA 31314	BLDG 1211, WILSON BLVD HUNTER AAF, 31409
PERSONAL PROPERTY	(912)767-4221 [FAX 767-5959]	691-5257
QUALITY CONTROL	(912) 767-4243 [FAX 767-9098]	352-6460
NON-TEMPORARY STORAGE	(912) 767-4226/4227	
INTERACTIVE VOICE SYSTEM	(912) 767-3656/3275	(912) 352-5301
IN THE EVENT OF PROBLEMS WITH THE INTERACTIVE VOICE SYSTEM CONTACT THE FOLLOWING SECTIONS AND NUMBERS:		
INBOUND	LAST NAME A-K	(912) 767-2889
	LAST NAME L-Z	(912) 767-4208
	ALTERNATE NUMBER	(912) 767-8130
OUTBOUND	(912) 767-8154/7971	
MON-FRI, 0730-1115 & 1200-1545		

Eligible: Soldiers, civilian employees, units and activities as required for official purposes.  
Plans and arranges all official shipments of personal property. Counsels clients about their obligations and entitlements.

**INBOUND PROPERTY**

The Inbound section provides services for shipment arrivals to Fort Stewart, Hunter AAF, and other locations within our area of responsibility. It is very important that newly arrived personnel who shipped property to this area contact the Inbound section immediately upon their arrival. Delivery arrangements for the shipment cannot be made without contact with the member or his designated representative. The annual workload for this department is approximately 5,600 shipments.

**OUTBOUND PROPERTY**

The section provides services for departing customers for permanent change of station, separation, and retirement. This section operates on an appointment system and customers must have their official orders to process. Normally, within 7-10 workdays of their appointment, the customer will have a commercial moving company at his residence picking up their household goods. However, during the customer peak moving season, May-Sep, the moving carriers have limited assets and the time from appointment to residence pickup may increase to 3-4 weeks Vs 7-10 workdays. This department will manage and process in excess of 10,000 shipments annually.

**NON-TEMPORARY STORAGE**

Maintains shipment records for customers that are authorized long term storage of their property while they are usually on an OCONUS tour. This department monitors and processes billing monthly for approximately 1,200 shipments.

The personal property office at Hunter AAF has been selected by HQ DA to test a new concept in the worldwide movement of personal property. This office is the only Army test site and is programmed for one-year test with two optional years if needed. The basic concept involves the Army contracting out the shipment of personal property for Soldiers departing Hunter AAF. The contract will specify the services we require but not how to accomplish the process. These services will be provided in accordance with commercial business practices. Contract started 1 July 1997.

OFFICIAL TRAVEL CARLSON WAGONLIT TRAVEL	
FORT STEWART	HUNTER AAF
725 SIGMA ST , STE 200 (BLDG 920) 877-6801 MON-FRI, 0730-1530	171 HALEY AVE, BLDG 1286 353-9295 MON-FRI, 0730-1530
Provides air travel, car rental, and hotel reservations for soldiers and civilians traveling on TDY, PCS, ETS, and Emergency Leave.	

PASSPORT OFFICE	
FORT STEWART	HUNTER AAF
725 SIGMA ST , STE 200 (BLDG 920) (912) 767-2163/3601 MON-FRI, 0730-1130 & 1200-1545	BLDG 1286, HALEY AVE 352-6394 MON-FRI, 0730-1600

The Passport Office handles official passports only. If you need to apply for a non-official passport you can visit the following locations:

**LIBERTY COUNTY**

Liberty County Court House  
100 South Main St., Room C-3, Hinesville  
876-3625  
Mon-Fri, 0830-1700

**CHATHAM COUNTY**

Main Post Office  
Corner of Fahm St. and Bay St  
235-4619  
Mon-Fri, 0900-1500

**OGLETHORPE STATION**

1348 Eisenhower Dr  
352-8510  
Mon-Fri, 1000-1400

To apply for a U.S. Passport you need:

- ❖ Completed passport application (DSP-11).
- ❖ Certified copy of your birth certificate.
- ❖ Two Passport Photos (2" x 2").
- ❖ Proof of Identity (Picture ID).

## YOUTH PROGRAMS

The Child and Youth Services staff would like to welcome you and your family to Fort Stewart, Georgia, and take this opportunity to introduce you to the programs and activities sponsored by the School Age Youth Services and Youth Services programs.

Child and Youth Services is prepared to serve the Army community by providing recreational and leisure activities that support the mission of Fort Stewart and satisfy the leisure needs of youth. Youngsters participating at School Age Services and Youth Services will find activities that encourage a life full of fun and wholesome leisure experiences. Many activities are held in the state-of-the-art Youth Center located in Bryan Village on Austin Road, near the Shoppette. Various programs use Morale, Welfare and Recreation (MWR) facilities, as well as local recreational sites and parks.

### CYS MEMBERSHIP

Open to youth family members of active duty or retired military, National Guard members, Army Reservists and Department of Defense civilians. In order to participate in programs or facilities, all youths must be registered with Child and Youth Services. Each member will receive a Child and Youth Services identification card with a printed bar code that children and youth use to access all the facilities and programs offered.

### FORT STEWART

CYS REGISTRATION 500 LINDQUIST RD FT STEWART GA 31314 BLDG 443 (912) 767-2312	INSTALLATION CHILD CARE CENTER 56 STEELE AVE FT STEWART GA 31314-5130 BLDG 403 (912) 767-3202
FAMILY CHILD CARE 500 LINDQUIST RD FT STEWART GA 31314 BLDG 443 (912) 767-2311	YOUTH CENTER 507 DAVIS AVE FT STEWART GA 31314-4400 BLDG 6571 (912) 767-4491/4493
SCHOOL AGE AND YOUTH SERVICES AUSTIN RD FT STEWART GA 31314 BLDG 7338 (912) 767-2312	CORKAN YOUTH GYM 440 LINDQUIST RD FT STEWART GA 31314-4700 BLDG 449 (912) 767-2143
BRYAN VILLAGE YOUTH CENTER 946 AUSTIN RD FT STEWART GA 31314 BLDG 7338 (912) 767-5395/4493	

### HUNTER AAF

CYS REGISTRATION 171 HALEY AVE STE 200 HUNTER AAF GA 31409-5019 BLDG 1286 (912) 352-5425	CHILD DEVELOPMENT SERVICES 369 N MIDDLEGROUND RD STE 100 HUNTER AAF GA 31409-5014 BLDG 1284 352-6115
FAMILY CHILD CARE 171 HALEY AVE STE 202 HUNTER AAF GA 31409-5019 BLDG 1286 (912) 352-6064	YOUTH CENTER 294 N PERIMETER RD STE 100 HUNTER AAF GA 31409-5402 BLDG 6052 (912) 352-5622

### YOUTH CENTERS

The Youth Centers are places in which youth from 6<sup>th</sup> to 9<sup>th</sup> Grade may enjoy activities such as billiards, bumper pool, football, Sega, Nintendo games, table games, dances, contests, special events, tournaments, theme parties and cultural events. The Youth Center is also where parents register their children for all the activities and programs offered by School Age Youth Services.

Bryan Village Youth Center is located in Bryan Village on Austin Road near the Shoppette.

YOUTH DEVELOPMENT		
YOUTH SPONSORSHIP	PRE-TEEN / TEEN COUNCILS	CAREER EXPLORATIONS
COMMUNITY SERVICE PROJECTS	TEEN CENTERS / SPACE	SUPPORT GROUPS
INDIVIDUAL DEVELOPMENT PLANS	SATELLITE SERVICES	
PHONE: (912) 767-5395		

**INSTRUCTIONAL PROGRAMS**

Child and Youth Services offers instructional programs to help meet leisure and developmental needs for all interested SAY members. These classes last throughout the school year, with abbreviated sessions for the summer program. Fees are payable by the 1<sup>st</sup> of each month.

**DANCE**

Tuesday or Thursday at the Youth Center  
Ages 3-19

**GYMNASTICS**

Saturday at Corkan Youth Gym  
Ages 4-19

**PIANO**

Monday, Wednesday, Friday, or Saturday at the Youth Center  
Ages 5-19

**TAE KWON DO**

Tuesday & Thursday at the Youth Center  
Ages 5-19

**SWIMMING**

Monday - Saturday Summer months only  
Ages 0 - 18

**SUMMER PROGRAMS**

Each summer, School Age Youth Services offers a wide variety of programs and activities designed to teach youth new skills, develop new leisure activities or just to have fun. Swim lessons, swim team, golf, tennis, weight training, sports camps, Camp Adventure, dance, gymnastics, crafts classes, piano lessons and tae kwon do are just some of the activities offered as part of the summer program. Registration for the summer program begins in May and activities begin in mid-June. Phone (912) 767-4491/4493

**SCOUTING**

School Age Youth Services is the sponsoring unit for all scouting groups at Fort Stewart. Call School Age Youth Services for point of contact and information about any of the following scouting groups. Phone (912) (912) 767-4491/4493

**GIRL SCOUTING**

Daisy Age 5  
Brownie Age 6-8  
Junior Age 9-11  
Cadette Age 12-14  
Senior Age 14-17

**BOY SCOUTING**

Tiger Scouts Age 6  
Cub Scouts Age 7-10  
Boy Scouts Age 11-17

**BOY AND GIRLS**

Explorers Age 14-19

## SCHOOL AGE SERVICES PROGRAM

- ❖ The School Age Services Program is designed to provide age-appropriate recreational, educational and overall fun activities for children, ages 5-12, before and after school. The program also operates full time during school holidays and vacations.
- ❖ Children enrolled in the program are will supervised and involved in organized activities, including arts and crafts, cooking, dancing, painting, sports, movies, exercise and field trips to local points of interest. A quite time is also incorporated during which children relax or do homework.

Fees are based on graduated scale that includes gross family income.

### YOUTH SPORTS PROGRAMS

- ❖ The sports program is conducted with emphasis on safety, participation, fun and good sportsmanship. Volunteer coaches, certified under the National Youth Sports Coaches Association coach all teams. All participants will be furnished with a basic uniform, evaluated, assigned to a team and guaranteed a specific amount of playing time.
- ❖ The program is designed to provide all youths the opportunity to participate, develop fundamental skills and grow in an atmosphere of sportsmanship, citizenship and teamwork.
- ❖ Trophies are awarded to all members of any team that finishes the season in first or second place in their league. All others receive certificates of participation.
- ❖ Fees for all sports programs will be paid at the Youth Center, Building 6571, Davis Avenue. Phone (912) 767-4491 / 4493)

Sports Facility - Corkan Gym: Corkan Youth Gym is located at the corner of Hero Road and Lindquist Avenue, across the street from the PX and Commissary. This facility has three regulation-size basketball courts. SAYS members can checkout all equipment needed to take full advantage of the basketball and tennis courts located just behind the gym. Parent must accompany youth under 10 years of age.

### FOOTBALL & CHEERLEADING BOYS AND GIRLS, AGES 7-13

Age and weight divisions apply to all participants  
Registration begins in July  
Season runs Sept to mid-Nov

### FALL SOCCER BOYS AND GIRLS, AGES 5-17

Registration begins in Sept.  
Season runs Oct to mid-Nov

### BASKETBALL & CHEERLEADING BOYS AND GIRLS, AGES 7-17

Registration begins in Nov.  
Season runs mid-Dec to Feb

### TRACK & FIELD BOYS AND GIRLS, AGES 6-14

Registration begins in February  
Season runs March to April

### SPRING SOCCER BOYS AND GIRLS, AGES 5-17

Registration begins in February  
Season runs March to April

### BASEBALL, SOFTBALL, T-BALL BOYS AND GIRLS, AGES 6-18

Registration begins in April  
Season runs April to June

### SCHOOL AGE and YOUTH SERVICES STAFF

SAYS Coordinator, (912) 767-4496  
Youth Services Director, (912) 767-4494  
Youth Center Director, (912) 767-2185  
School Age Services, Director (912) 767-5662  
Youth Development, (912) 767-5395  
Teen Center Director, (912) 767-2815  
Youth Center Admin, (912) 767-4491 / 4493  
SAS Center Admin, (912) 767-2635  
Sports Director, (912) 767-9156  
Youth Sports Director, (912) 767-9894 / 9895

Corkan Youth Gym, (912) 767-2143  
Maintenance, (912) 767-8516

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