



Troops & Families

Leadership

Service Providers

PLAN MY MOVE

Military OneSource 24/7 family assistance 1-800-342-9647

Plan My Move Booklet for Fort Polk

Overview



Location

Fort Polk is located in Vernon Parish in West-Central Louisiana, better known as "The Crossroads". Louisiana has parishes, whereas, other states have counties. Close to our front gate are the nearby towns of Leesville and DeRidder, respectively located in Vernon and Beauregard Parishes. A low cost of living area, Fort Polk sits about 45 miles from Alexandria, 70 miles from Lake Charles, 120 miles from Shreveport, 150 miles from Baton Rouge, 250 miles from New Orleans, and 180 miles from Houston, Texas. Fort Polk is approximately 3.4 miles east of U.S. Highway 171 and approximately 4 miles south of Highway 28. The base operator's phone number is 337-531-0671 or DSN 312-863-0671.

History

Camp Polk, named for Confederate Lieutenant General and Episcopal Bishop Leonides Polk, was officially completed August 1, 1941. Soldiers of the World War II and Vietnam eras would scarcely recognize the new Fort Polk. Most of the old wooden buildings have been replaced with modern barracks, motor pools, unit administrative offices, and service facilities. After more than half a century of service, U.S. leaders continue to place their confidence in Fort Polk. In July 1993, the Joint Readiness Training Center (JRTC), one of the Defense Department's premier training facilities, relocated here from Fort Chaffee, Arkansas. For more information, go to the [JRTC-Fort Polk homepage](#).

Mission

The JRTC provides advanced level joint training for the Army (Active and Reserve Component), Air Force and Navy contingency forces in deployment and tactical operations under realistic conditions of low to mid intensity combat. Currently, Fort Polk is supporting the war on terrorism by providing contingency training for the Army's light infantry and special operations forces, and by deploying home station and reserve component forces in support of Operations Enduring Freedom, Noble Eagle, and Iraqi Freedom. The JRTC and Fort Polk is experiencing a tremendous transformation to be able to continue to accomplish our missions as a Combat Training Center, Power Projection Platform and a Modern Installation that supports our soldiers and families. For more information, see the Major Unit Listings.

Population Served

Population on-post runs between 8,000 and 9,000 people. More than 4,000 married soldiers reside with their families in recently constructed on-post housing units.

Base Transportation

Military bus and taxi services are available on post. Information concerning schedules and fees may be obtained by calling 337-531-6246. Information may also be obtained by visiting Consolidated In and Out Processing, 2030 14th Street, Bldg 1830.

Sponsorship

Requests for a sponsor should be made by calling the Consolidated In and Out Processing Center at 337-531-1126, DSN 312-863-1126.

Prior to arrival, personnel should request a Fort Polk P.O. Box at their local Post Office. To do so, you must show two forms of identification, purchase a money order, and fill out the proper forms. Your local Post Office will forward all information to Fort Polk. A box number is assigned and all pertinent information returned your local Post Office.

New arrivals during duty hours should report to Central In and Out Processing, Bldg. 1830, 337-531-7952/7307, DSN 312-863-7952/7307. After duty hours, report to the Welch Magnolia Guest House, Bldg. 522, 337-531-9200, DSN 312-863-9200.

Temporary Quarters

Reservations for soldiers PCSing with or without family members, and for official Temporary Duty (TDY) visitors are made through the Welch Magnolia Guest House, 7326 Utah Avenue, Bldg. 522, 337-531-9200, DSN 312-863-9200. There are no reduced room rates after the first 10 days of occupancy. Receipts for temporary lodging must be provided to the Finance Office for reimbursement. Contact Welch Magnolia Guest House for additional information and assistance. Pet-friendly rooms are offered upon request and availability.

Relocation Assistance

The Fort Polk Relocation Assistance program offers a variety of settling-in services including: Welcoming Services, Newcomer and Re-entry Family Day Orientation, Waiting Spouse and Adult Craft classes, CONUS/OCONUS orientations, and Sponsorship support. The Lending Closet is open 8:30 a.m. - 4:00 p.m. Monday-Wednesday, and Friday. The Army Community Service (ACS) Lending Closet is closed on Thursdays, except for emergencies. We are located in Bldg. 920. You can call us at 1 800-227-1071, 337-531-6923/6952/694, DSN 312-863-6923/6952/6941.

Critical Installation Information

- *Command Policy: Dangerous Dog Breeds:* any full or mixed Pit Bulls, American Staffordshire, Bull Terriers, English Staffordshire Bull Terriers, Rotweilers, Chows, Wolf Hybrids, or any other breed with dominant traits geared towards aggression.
- *Newcomer & Reentry Family Day Orientation:* An Installation Mandated Orientation, held every Thursday, is designed to help prepare Service and Family members adapt to life in the U.S. and Fort Polk community in coordination with the Military Personnel Division. Free on-site childcare by our accredited child care givers is available, and lunch and snacks are provided.
- *There is no Furniture Management Office (FMO) at Fort Polk.* AAFES Post Exchange, WAL MART, Discount Stores, etc., sell conveniences needed by newly arriving personnel including air mattresses.
- *The Field Officer Of The Day (FOD)* is located in Bldg. 350, 6661 Warrior Trail, and can be reached at 337-531-1726/1727, DSN 312-863-1726/1727.

Sponsorship

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

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

A sponsor is someone from your new unit who is assigned to assist you settling into your new location. You can request a sponsor through your unit, or with help from the Relocation Assistance Program or the Family Center at your new installation.

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

A sponsor's duties include:

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

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

Service specific processes for requesting a Sponsor include:

- **Army and Defense Logistics Agency:** AR 600-8-8 outlines procedures for DA Form 5434, Sponsorship Program Counseling and Information Sheet. Sponsorship is mandatory for first term Soldiers. All Soldiers, private through colonel (excluding those completing advanced individual training (AIT) and those PCSing to long term schools) and civilian employees through grade 15 may participate in the advance arrival sponsorship program. Reactionary Sponsorship is available for individuals arriving at an installation without a sponsor. Contact the gaining unit to request a sponsor.
- **Air Force:** Gaining Unit Commander Support Staff/Military Personnel Element will assign a sponsor upon receipt of assignment notice. Assigned sponsor will then make contact with the inbound member.
- **Navy:** OPNAV INSTRUCTION 1740.3C prescribes procedures regarding Command Sponsor and Indoctrination Programs. This Program is designed to facilitate the adaptation of Sailors and their families into new working and living environments, to minimize the anxiety associated with a Permanent Change of Station (PCS) move, and afford Sailors and their families the greatest opportunity for a successful and productive tour of duty.

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

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

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

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

Youth Sponsorship

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

Directions to Installation

Directions to Fort Polk

Fort Polk is located in west-central Louisiana, about 45 miles from Alexandria, 70 miles from Lake Charles, 120 miles from Shreveport, 150 miles from Baton Rouge, 250 from New Orleans, and 180 from Houston. Closer to our front gate are the nearby towns of Leesville, La, located in Vernon Parish, and DeRidder, La, located in Beauregard Parish. (Louisiana has Parishes not Counties as other states do).

Entering Post from U.S. Highway 171

Enter through the Main Gate (Louisiana Ave) to the first (1st) red light (Mississippi Ave); turn right on Mississippi Ave, Bldg 1830 is the immediate left hand turn. (If you miss the driveway, turn left at the next street, 14th Street, and it will take you by Bldg 1830).

Entering Post from U.S. Highway 28

Turn left off of Hwy 28 onto Chaffee Road (approximately 2 miles to the Chaffee Road Checkpoint; approximately 2.5 miles Chaffee becomes Alabama Ave). Chaffee Road takes you through North Fort to South Fort. At South Fort, Chaffee Road turns into Alabama Avenue (One Way Street). Consolidated in and out Processing, Building 1830, is on the Corner of Alabama Avenue and Fourteenth (14th) Street.

After Duty Hours

Report to the Welch Magnolia Guest House, Bldg 522, Utah Ave. (Located on South Fort Polk. Enter through the Main Gate on Louisiana Avenue, immediately get in the right hand lane and take the first (1st) Street to the right, Utah Avenue). Reservations for the Welch Magnolia Guest House can be made by calling 337-531-9200. Receipts for temporary lodging must be provided to the Finance Office for reimbursement.

Airports

Alexandria International Airport is located within England Industrial Airpark, off of La Hwy 28, on Vandenberg Drive and is the nearest available airport.

If you are on orders for Fort Polk and plan on flying to the area, book your flight to the Alexandria International Airport in Alexandria, Louisiana. There you will find a Fort Polk welcome display (near the baggage area) with the taxi phone number. Simply call the taxi for transportation to post (no fee is charged if you have a copy of your assignment orders).

If driving to Fort Polk from the Alexandria International Airport turn right leaving the airport terminal parking lot. Drive .2 miles and turn left onto England Drive. Drive .5 miles and turn right onto Vandenberg Drive. Drive 2.2 miles and turn right onto LA Hwy. 28 West. Drive 39.5 miles and turn left onto Hwy. 171 South. Proceed 8 miles turn left onto Fort Polk Entrance Road. Continue to Fort Polk Access Control Point #1 where you will need to provide a VALID PHOTO ID for individuals over the age of 16 (Drivers license, state issued ID, Passport, etc.) and reason for entrance. If operating a motor vehicle the following additional information is required; Vehicle Registration, Drivers License and Proof of Insurance.

For more information on access control contact: Visitors Center, 337-531-4978; DSN 312-863-4978.

Check-in Procedures

Inprocessing Procedures

During duty hours report to Consolidated In and Out Processing Bldg 1830, Alabama Ave. The telephone number for Consolidated In and Out Processing is 337-531-7952/7307; DSN 312-863-7952/7307. The Field Officer of the Day (FOD) can be reached at 1-800-227-1071, Ext 1726/1727; 337-531-1726/1727; DSN 312-863-1726/1727.

This one-stop facility provides convenient services including inprocessing of new arrivals; outprocessing and transitioning of soldiers for ETS, PCS, Retirement, Chapter actions, Compassionate Reassignment and Hardship Discharge request actions; ID/CAC/DEERS services; Finance Stations; Waiver Deposit Program office; Travel/Personnel Movement; Medical Processing station; TRICARE; Education processing station; Carlson Wagonlit Travel Agency; and Sprint Telephone office.

Upon a complete review of each inprocessing soldier's Military Personnel Records Jacket, this section, through coordination with G1/AG Strength Management Section, publishes unit of assignment orders. Necessary forms are completed to facilitate a smooth in-processing through all stations. Soldiers receive briefings and/or screenings from the following inprocessing stations:

- Finance - conducts audit of Finance Records and travel entitlements.
- Housing Referral Office - provides information concerning availability of on/off-post housing.
- Medical Records - screens records, measures height and weight, checks for last physical and schedules appointment if needed.
- Dental Records - ensures required exams and x-rays are completed.
- Education Records - screens records and schedules appointments with education counselors.
- TRICARE - enrolls/explains all supplemental programs to include CHAMPUS.
- Waiver Deposit Program - issues preliminary application forms.
- Family Housing - provides information concerning the availability of off-post housing and places the soldier on the waiting list.
- Retirement Services - counsels Service and Family Members concerning retirement rights, benefits, privileges, and the Survivor Benefits Program (SBP) entitlements and assists with all phases of SBP election.
- Transition Point - processes separating Service Members for transition back into civilian life within the time frame established by Army Regulation 635-10.
- ID Card, CAC, and/or DEERS - registration services for active duty, ARNG/USAR, retired military, family members, contract and civilian employees for the installation.

During inprocessing, personnel records are audited and updated through the Personnel Support Division of Consolidated In and Out Processing Center, to include preparation of new Emergency Data Sheets and Serviceman's Group Life Insurance. When necessary, I.D. card applications, DEERS enrollment, and I.D. Tags are prepared. Soldiers who become eligible for promotion in grade E2-E4 while in transit are promoted. Promotion packets for soldiers on the E5 and E6 list are reviewed for integration on the Fort Polk Promotion Standing List and soldiers on any Department of the Army promotion list are verified and documented.

Service Members in all ranks are scheduled for and attend the School of Standards (SOS) and is part of their completion of initial inprocessing.

Directions to Consolidate In and Out Processing

If entering post from U.S. Highway 171: enter through the MAIN GATE (Louisiana Ave) to the first (1st) red light (Mississippi Ave); turn right on Mississippi Ave, Bldg 1830 is the IMMEDIATE LEFT HAND TURN. (If you miss the driveway, turn left at the next street, 14th STREET, and it will take you by Bldg 1830).

If entering post from U.S. Highway 28: turn left off of Hwy 28 onto Chaffee Road (approximately 2 miles to the Chaffee Road Checkpoint; approximately 2.5 miles Chaffee becomes Alabama Ave). Chaffee Road takes you through North Fort to South Fort. At South Fort, Chaffee Road turns into Alabama Avenue (one way street). Building 1830 is on the corner

of Alabama Avenue and 14th Street.

After Hours Check In

After duty hours, report to the Welch Magnolia Guest House, Bldg 522, Utah Ave. The Welch Magnolia Guest House is located on South Fort Polk. Enter through the Main gate on Louisiana Avenue, immediately get in the right hand lane and take the first street to the right, Utah Avenue. Reservations for the Welch Magnolia Guest House can be made by calling 337-531-9200. Receipts for temporary lodging must be provided to Finance for reimbursement.

Newcomer's Orientation

All Service Members attend Mandatory Newcomer Orientation hosted by the Army Community Service (ACS) Relocation Readiness Program (RRP) in coordination and conjunction with G1 Strength Management and Personnel Division, according to AR 608-1 and AR 600-8-11. Orientation is held on the third day of the Service Member initial inprocessing. Family Members are invited and encouraged to attend with FREE Child Care offered on site. This Orientation is held every Thursday, at the main ACS facility, building 920, 1591 Bell Richard Avenue.

What to do if you get Married enroute?

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

Relocation Assistance

Programs and Services

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

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

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

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

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

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

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

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

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

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

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

Installation Specific Information

The Relocation Readiness Program (RRP) is an Army Community Service (ACS) program that provides information, guidance and assistance to help minimize the impact on soldiers and family members during Permanent Change of

Station (PCS) moves, soldier unaccompanied CONUS or OCONUS tours, and soldiers exiting the Army. Contact your RRP office as soon as you receive your PCS orders. Your RRP staff can provide information on your new PCS station, e.g., community, installation, schools, shopping, jobs, etc.

Fort Polk Relocation Services -- pre-move briefings and training workshops; sponsorship support; post-move assistance; and lending closet. OCONUS (overseas) and CONUS (stateside) orientations supported through Military Personnel Division and Garrison along with our Newcomer Reentry Family Day orientations are mandatory briefs for Service Members and part of their transitional briefs; Multicultural Families and Waiting Family and Adult Craft Support Group meetings are also offered.

Service Members separating and returning to civilian life are processed at the Transition Point at the Consolidated In/Out Processing Center. Pre-separation counseling on benefits available to the individual and their dependents, as well as any personal problems that may be incident to the soldier's transition to civilian status, are handled there. Actions are processed and orders published once benefits have been established and discussed with the soldier. Final disposition and distribution of records and documents initiated during pre-separation and final transition processing, as well as those accumulated during the soldier's period of active service, is also accomplished there.

Emergency Assistance

Planning for Emergencies

No matter how well you've planned your move, things happen and emergencies occur.

Important Documents/Hand Carry

Before you leave make sure you have all important papers with you (not packed with your household goods.) Make sure you have all important numbers such as FOD, ACS (new and old post), new Command Duty Officer and your sponsors who can be invaluable in case of an emergency while in transit.

American Red Cross

The American Red Cross is always available for emergency aid. Contact the nearest chapter listed in local phone directory.

Financial Assistance

Army Emergency Relief (AER) can provide financial assistance to meet unforeseen required travel and related maintenance expenses such as transportation, lodging or food, when applicable due to extraordinary costs involved with permanent change of station (PCS). Several agencies on post are here to help in time of need.

Motor Vehicles

Registration & Licensing Requirements

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

State Laws

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

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

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

Registering Vehicles on Base

All vehicles must be registered through the Provost Marshal's Office (PMO) if driven on post. The Registration office is located at the in/out processing center, building 1830.

Requirements for Registration:

- Completed DA Form 3626, Vehicle Registration/Driver Record
- Valid Drivers license
- Current Military ID Card (Service/Family member)
- Current Civilian ID Card (Army Civilian employees)
- Proof of Employment (Army Contractors)
- Current Vehicle Registration
- Valid Proof of Insurance
- Motorcycle Safety Card (those registering motorcycles)

Base Regulations

ID Cards --All military personnel, dependents, contractors and vendors are required to register through Defense Biometric Identification System (DBIDS). This system immediately alerts officers that person is authorized access to the installation. For more information, call 337-531-7303 or 337-531-1746.

You may register at the following locations:

- Central In and Out Processing, Vehicle Registration Station, 2030 14th Street.
- Welcome Center, 893 Louisiana Avenue (before you enter the installation check point - also known as Entrance Road ACP 1.

Safety Belts -- Violation of the safety belt law was changed from a secondary to a primary offense as a result of the

growing number of motor vehicle crash fatalities. Offenses for not wearing a seat belt include a \$25 fine on the 1st offense, \$50 for 2nd offense and \$50 plus court costs on the 3rd offense.

Loud Noise Abatement Law -- The state of Louisiana and JRTC and Fort Polk does enforce the noise abatement law. 1st offense is \$150, 2nd offense is \$500, etc.

Weapons Registration -- All personnel residing on post must register their privately owned weapons within three working days. A weapon is defined as all firearms, pellet guns, BB guns, knives with blades in excess of 3.5 inches, and archery bows. Items such as switchblade knives, Chinese fighting instruments (throwing stars, nunchakus), and explosive devices are prohibited.

For registration each applicant must submit the make, model, caliber, and barrel length of each weapon. The actual weapon need not be brought in. Individuals residing in family housing may retain their weapons in their quarters after registration. Residents of troop billets must store their weapons in their unit arms room.

Loan Closet

Items Available

Army Community Service offers a Loan Closet with small kitchen items, port-a-cribs, high chairs, and table and chairs. We do not provide bed linens.

How to Borrow

These items may be loaned out on a temporary basis with a copy of orders assigning personnel to Fort Polk, and a current ID card.

For more information you may contact the Relocation Program at 337-531-6952.

Housing - Overview

Government Housing

Privatization

The RCI office is a liaison between the residents, the installation staff, and Picerne. The RCI office here at Fort Polk is the government side of the partnership. The primary source of information on family housing is Picerne Military Housing. They have information on availability of on-post housing and Army Leased Housing. Visit the RCI office at 1957 Louisiana Avenue, Bldg T-1807.

The government side of the project (RCI) oversees, monitors, mediate, and arbitrates the daily operations of the partnership. The RCI Office also manages the two and three bedroom Junior Non-Commissioned Officers Housing in our Leased Housing Area. That is homes leased by the Army at Timber Ridge and Sycamore Point located about two miles off-post. The RCI office also manages a limited number of two-bedroom homes for Senior Bachelors in the grades E7-E9, Warrant Officers, and Officers.

Housing Office Staff

In a rare case where a question is not answered or an issue is not resolved at the Picerne Neighborhood office or at the Picerne Community office, Fort Polk maintains a small staff at the RCI office as backup for residents and Picerne- but this is only for use after consulting with your neighborhood and community offices.

In order to be placed on the housing list, you must first sign into Fort Polk as a NEW ARRIVAL: During duty hours report to Consolidated In and Out Processing Bldg 1830, Alabama Ave. Upon in-processing you will receive a housing briefing which includes the application for housing and the list of documents needed to complete your application packet. After you complete the housing application and get all of the required documentation, you will need to visit the Relocation Office, where you will be placed on the appropriate list.

You may wish to visit the [PICERNE homepage](#) to learn more about your new community housing or you may wish to contact: Picerne Resident Relocation Specialist by calling 337-537-5000 or 866-525-HOME.

What determines my placement on the waitlist?

Your placement on the wait list is based on your eligibility date. The eligibility date is determined by your PCS date from your last duty station. If you are newly married, your date will be the day you got married. You must apply within 30 days of arrival IF NOT your eligibility date will be the date of your application. There are some situations that may alter your date, so please check with the Relocation Office if this applies to you.

What happens if I decline a home?

If an offer is made and you decline the home after looking at it, your eligibility date will change and you will go to the bottom of the waitlist. If availability allows, you will be given the opportunity to look at more than one home. After a third declination, you will be removed from the waiting list and will need to reapply for housing.

What will my wait time be?

Your wait time is determined by the number of vacant homes available and the number of Families needing a home. The wait time given is an estimate and is subject to change due to availability and demand. Please check with the Relocation Office for updates. If you have preferences YOUR wait time could be extended.

What does it mean if I get bumped on the wait list?

If you get bumped on the wait list, it means an incoming Family arrived with an earlier eligibility date than you and went above you on the waiting list. Only the top ten percent of every waitlist is frozen and those families cannot be bumped.

If a large number of Families arrive or come back from deployment and are placed above you on the list, your estimated wait time could change.

What determines the list I am placed on?

Your rank and Family size determine the size of your home, as well as the rank band you are placed in. The rank bands are as follows: JNCO, E-1 to E-5; SNCO, E-6 to E-9; CGO, O-1 to O-3; FGO, O4 to O6; GO, O7-O9; Key and Essentials as identified by the Garrison.

Once contacted, how long do I have to respond to make a move-in appointment?

Once contacted, you have 72 hours to respond to the Relocation Office before we will offer that home to the next Family on the waiting list. Once you have responded, you need to sign for the home within 24 hours. Special circumstances will be looked at on a case-by-case basis. If advance notification is available, we can work with you to find an alternative that best serves you. If you will be out of town, please let the Relocation Office know, so arrangements can be made. Contact the Relocation Office at 337-537-5000.

How long do I have to wait for an intra-post move?

Wait times for Intra-post (IP) moves are not given. All incoming Families are housed first. When a home is available it will be offered to the first Family on the IP move list. You must have 6 months remaining at Fort Polk to be offered to move.

What happens if someone has the same eligibility date as me?

If someone has the same eligibility date, date-of-rank will be the secondary factor regarding placement on the wait list. The earlier date-of-rank will be placed first. If the date of rank is the same, date of entry into service will be used.

For more details on housing rules and requirements please visit [Picerne Military Housing webpage](#).

Single Service Member Housing

On-post bachelor housing is limited to bonafide single service members grades E-7 and above. Geographical bachelors should plan on living off post. To obtain Bachelor Officer's Quarters and Senior Enlisted Quarters billeting space, call Family Housing.

Exceptional Family Member Housing

Picerne Military Housing's core mission is Families First. Being true to our mission, we have created a Family Services (FS) program that serves to support meeting the needs of our military families.

FS representatives work to facilitate a smooth transition for the family to their new home by directing you to the proper resources for WIC, SSI, Food Stamps, FSSA and Health and Welfare issues, ACS, etc. For assistance, contact your FS Manager, at 337-537-5000.

Picerne Military Housing is focused on delivering excellence to all families. However, we know that a number of military families are in need of special support under the Exceptional Family Member Program. This program is here to assist families with special needs to improve their quality of life by making homes and facilities readily accessible. AR 608-75 establishes policies & procedures for facilitating the EFMP. The Family Services (FS) representative will address all requests for exception to policy regarding living accommodations and requests impacting waiving the wait list in a timely manner. It is critical that the attending physician, the program manager for the EFMP, and/or the community health nurse, provide a recommendation to all special consideration requests. For more details please visit [Picerne Military Housing webpage](#).

Non-government Housing

Housing options off post include apartments, duplexes, townhouses, mobile homes, mobile home parks and single/double dwelling homes. Furnished apartments are VERY difficult to find and usually VERY expensive to rent.

Fort Polk is a Medium Cost of living area. There is a shortage of rental properties due to the influx of new Service, Family members, and civilian contractors to the installation. Although there are new houses and apartments going up every day the availability cannot keep up with the demand. Houses can sell for \$50,000 - \$250, 000; rental property goes from \$400 - \$1200.00 a month.

Most landlords will require 1st and last months rent upfront and some may require you to pay a portion of utilities, rather than you having a meter of your own. It is important that your lease contain a MILITARY CLAUSE to allow you to terminate your lease early should you deploy or receive PCS orders. ALWAYS take all relative and important paperwork to the RCI HOUSING OFFICE or LEGAL ASSISTANCE OFFICE (LAO) BEFORE YOU SIGN.

RCI and the ACS Relocation Program are strong advocates of using the AHRN website to check for housing opportunities. You may do this on your own or you may visit the RCI Office here on the installation for more assistance when you arrive.

Are you PCS'ing to Fort Polk? Find housing before you pack with AHRN.com! The Automated Housing Referral Network (AHRN.com) is sponsored by the Department of Defense and is designed to assist Military Members and their families in securing available housing at Fort Polk. As a Military Member or DOD Civilian, once you have registered you can search for on-base housing, off-base rentals, military roommates, temporary lodging, and Military For Sale By Owner listings at Fort Polk. Listings include photos, maps, school information, and local housing office contacts.

For more information you may wish to visit the [webpage](#) or contact the RCI Project Manager at 337-531-6000, DSN 312-863-6000; or the Customer Service/Liaison - 337-531-7277, DSN 312-863-7277.

Housing Referral Office-(HRO) The HRO is your contact for any problems you may encounter such as discrimination complaints, tenant/landlord disputes, or any questions or problems about off-post housing is the HRO. The HRO will provide you a list of rentals with corresponding locator maps and give you information regarding the communities in which the rentals are located.

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

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

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

Housing - Temporary

Temporary Lodging Facility

Welch Magnolia House

The family of Army Lodging facilities includes: Welch Magnolia House, Bradshaw Court Apartments, Cypress Inn, Warrior Keep, and Traditions Circle Cottages.

All our facilities include a standard of amenities in keeping with the finest Army traditions. Maid service, laundry, the Cyber Hub and pet friendly rooms are just a few of the services Army Lodging on Fort Polk offers its guests. We are now proud to offer Wi-Fi access in the Magnolia house guest rooms and dial up internet connection options at Bradshaw Court. Check out time is 11:00 a.m. You may reach us by calling 337-531-9200, DSN 312-863-9200.

Amenities

All rooms have full amenities to include cable television (TV), mini kitchen with sink, microwave, coffee pot and refrigerator. Irons and ironing boards are in each room, cribs and high chairs are available. Laundry facilities and children's playground are on premises as well as school bus stop. Close proximity to Child Development Center, Youth Center, Commissary, Post Exchange, Main Post Chapel and 24-hour Shopette.

Rates

\$40.00 per night Single Occupancy, \$3.00 for each additional person

Bradshaw Court Apartments

Recently renovated, it gives you that "home away from home" feeling. With sixty (60) non-smoking, two-bedroom apartments, Bradshaw Court allows you to live in a hotel-like climate with daily or weekly housekeeping, but with all the amenities while providing a home-like atmosphere. Close proximity to schools, chapels and shopette.

Amenities

Each apartment has a master bedroom with queen-size bed, dresser and large closet space. The second bedroom has two twin-size beds, dresser and large closet space. There is also a comfortably furnished family-living area with cable television. All apartments have full-sized bathrooms; storage room for long-term stays, and free clothes washers, dryers, irons and ironing boards. Each apartment also comes equipped with a full-sized kitchen with combination range and oven, full-sized refrigerator, microwave oven, dishwasher, coffee pot and cozy dining area. If you are in need of small kitchen items, Army Community Service (ACS) has a free Lending Locker.

Rates

\$42.00 per night, \$3.00 for each additional person.

Pets

Pets are permitted in apartments 5818 A, B, C, and D; subject to availability. \$100 Deposit NON REFUNDABLE, plus \$5.00 per night not to exceed \$100.00 total. Pets are not permitted in transient lodging facilities except at Bradshaw Court Apartments.

Cypress Inn

It has fifty-nine (59) guest rooms reserved for TDY visitors, 28 rooms with queen-sized beds, 31 rooms with two (2) double-size beds, and two (2) handicap accessible rooms.

Amenities

Each room is furnished with cable television (TV), mini-kitchen with sink, microwave, coffee pot and refrigerator. Laundry facilities are available as well as a hot tub/sauna. Close proximity to dining facility, Main Post Chapel and Post Headquarters.

Rates

\$40.00 per night, Single Occupancy, \$3.00 for each Additional Person, No Pets

Warrior's Keep

It has 248 double occupancy rooms for TDY visitors. Recently renovated, Warrior's Keep offers all rooms with two (2) twin-sized beds, individual lockable storage, desk and chair, cable television (TV) and bathroom with shower. Close proximity to dining facilities, Chapels and Post Headquarters. Laundry facilities are available.

Rates

\$12.0 per night, single occupancy.

Tradition's Circle

Reserved for Fort Polk distinguished visitors (DVQ), is seated in a quiet grove of trees. Tradition's Circle consists of twenty-four (24) guest rooms, all non-smoking, comfortably furnished living and/or family area, equipped with cable television (TV). Fifteen (15) of the guest rooms are furnished with full sized kitchens and honor bars; nine (9) are furnished with micro-refrigerators. Close proximity to Post Headquarters, In and Out Processing, Main Post Chapel, Commissary and Post Exchange.

Rates

\$54.00 Single Occupancy

Pets

Pets - \$100 Deposit NON REFUNDABLE, plus \$5.00 per night not to exceed \$100.00 total. Pets are not permitted in transient lodging facilities except at Bradshaw Court Apartments.

There is a daily fee for pet occupancy of \$5 per day, per pet, maximum of two (2) pets per room. There is a weight limit of 50 pounds per pet. Allowable pets include domestic dogs and cats. Pit bulls, ferrets, reptiles and snakes are prohibited. Authorization for any pet other than domestic dog and cats must have management approval.

Inside the guest room, pets must be secured in cages whenever lodging employees (i.e custodial workers, maintenance workers) are present or whenever guest are absent from their room. Pet(s) must be on a leash at all times when outside of the room. Pet owners are responsible to scoop their animals' waste from outside areas. All pets will be exercised at least 100 feet from the building. Pets are restricted from lobby, offices and other common areas.

Pets must be kept in a carrier cage (kennel) when guest is not in the room. If pet is unsecured, lodging housekeeping staff will close the guestroom door and contact Custodial Supervisor/ Front Desk immediately. Guest will be notified the room could not be serviced due to unsecured pet.

Vaccinations for all pets must be current. Guest must produce a Pet Health Record from the Vet Clinic within 24 hours from check-in. The record will show that the pet is free of fleas, and any other diseases. Pet owners are responsible for damages caused by their pet(s). Rooms are inventoried prior to and after each occupancy. Damages discovered caused by your pet, will be billed to you at the items' current replacement cost. Pet owners are also responsible for revenue losses incurred if, after vacating your room, we are unable to rent the room as scheduled because of conditions caused by your pet (i.e., urine odors, unusual amounts of animal hair, damage to furniture and or decorative woods, etc).

Guests with pets will be assigned to designated pet rooms. Pets found in rooms other than designated pet rooms will be basis for eviction.

Kennel Rates

Rates are \$4.00 per night. Additional local kennel/pet care referral may be obtained at the Welch Magnolia House front desk, 337-531-9200; DSN 312-863-9200.

Housing - Government

Family Housing

Privatized Housing

The RCI office is a liaison between the residents, the installation staff, and Picerne. The RCI office here at Fort Polk is the government side of the partnership (POLK, PICERNE, PARTNER). The primary source of information on family housing is Picerne Military Housing. They have information on availability of on-post housing and Army Leased Housing.

The government side of the project (RCI) oversees, monitors, mediate, and arbitrates the daily operations of the partnership. The RCI Office also manages the two and three bedroom Junior Non-Commissioned Officers Housing in our 801 Leased Housing Area. That is homes leased by the Army at Timber Ridge and Sycamore Point located about two miles off-post. The RCI office also manages a limited number of two-bedroom homes for Senior Bachelors in the grades E7-E9, Warrant Officers, and Officers.

In a rare case where a question is not answered or an issue is not resolved at the Picerne Neighborhood office or at the Picerne Community office, Fort Polk maintains a small staff at the RCI office as backup for residents and Picerne - this is only for use after consulting with your neighborhood and community offices. The RCI office is the eyes and ears for the government on behalf of the soldiers and Fort Polk.

You may wish to visit the [PICERNE homepage](#) to learn more about your new community housing at or you may wish to contact: Picerne Resident Relocation Specialist by calling 337-537-5000 or 866-525-HOME.

The PICERNE homepage will give more detailed information about the availability, eligibility, application procedures as well as an eye view of the floor plans offered.

Eligibility Criteria

You are eligible for Privatized Family Housing at Fort Polk if you are an active duty service member with accompanying family members assigned to an installation within 35 miles of Fort Polk. For new move-ins, on the date of occupancy, military members must have a minimum of six months remaining on their current duty assignment. If you were already married while at your last duty station, your housing application eligibility date will be the date you left your last duty station. IF YOU GOT MARRIED ENROUTE, your housing application eligibility date will be the date you got married. IF YOU ARE A 1ST TERM SOLDIER ALREADY MARRIED when you entered the military your housing application eligibility date will be the date you entered active duty.

Picerne Military Housing

Assignment services: Family housing for accompanied soldiers, regardless of rank, are made at Central In and Out Processing, 2030 14th Street, Building 1830.

Off post housing referral services: All personnel waiting for housing must ensure they have provided a reliable contact number to the Referral Service Office, 1955 Louisiana Avenue, Building 1855.

Service/Family Members waiting for family quarters may check their status on the waiting list at the Housing Office, Building 1855; phone, 337-537-5000; or by internet on the PolkPicerne web site.

Mandatory: Pre Housing Information Brief, given daily at the Consolidated In and Out Processing Center, 2030 14th Street, Building 1830. Family Members are welcome to attend, however there are no child care provisions for this brief.

All military personnel, including bachelors, seeking to reside off post, must process through Housing before making arrangements to rent, lease, or buy in the civilian community.

This office has been designated the sole point of contact involving complaints related to housing off post and

commanders must ensure that each individual residing off post or seeking off post housing goes immediately to the Housing office with any form of complaint (i.e., tenant, landlord, discrimination, etc.)

The mission of the single soldier quarters POC is to provide living accommodations in senior enlisted quarters and bachelor officer quarters for permanent party bona fide bachelor soldiers.

Temporary living accommodations are provided for soldiers and their family members arriving or departing the installation on PCS, and TDY travels. Registration and reservations are made 24 hours per day, 7 days a week at the Welch Magnolia House, 7326 Utah Street, Building 522, 337-531-9200; DSN 312-863-9200.

Single Service Member Housing

All Soldiers in the rank of E-5 and below who are not collecting BAH at the w/dependents rate are eligible to reside in the barracks. Soldiers are housed in different types of barracks room from 5:00 p.m. to 12:00 a.m. (midnight) on a duty day and from 8:00 a.m. - 12:01 a.m. (midnight) on a non-duty day. Visitors are prohibited from 12:01 a.m. to 5:00 p.m. on duty days and from 12:01 a.m. to 7:59 a.m. on non-duty days. Visitors are required to sign in and out at the company/battery headquarters and must be escorted at all times. Cohabitation and overnight visits in the barracks rooms are strictly prohibited. Roommates must establish and agree to ground rules for visits and agree to any visits prior to taking place. The right to privacy takes precedence over visitation. All nonmilitary visitors under the age of 18 and not a member of the Soldier's immediate family (brother and/or sister) must be accompanied by a parent or legal guardian.

Good taste must be used when decorating barracks rooms. Soldiers may have Non-Government furniture, telephones, civilian linens, other comforts, etc., BUT will remain financially responsible for all government items signed for on hand receipts. Microwave ovens are permitted. Pets are prohibited. Smoking, lit candles, or any open flame is prohibited anywhere in the barracks.

Alcohol will not be served to Soldiers age 21 and under. Those 21 and older may possess or drink alcohol in the barracks. It is illegal to provide alcohol to anyone under the age of 21 and those who do will be held responsible and accountable for their participation.

For more information you may wish to visit the [JRTC & Fort Polk homepage](#).

Household Goods - Overview

Arranging Household Goods Shipments

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

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

Automobile

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

Shipping Pets

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

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

Arrival and Delivery of Household Goods Shipments

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

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

Customer Satisfaction Survey

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

Claims

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

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

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

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

Household Goods - Shipping Pets

Vaccinations, Licensing and Registration

Pets residing on post must register with the Veterinary Clinic within three working days upon obtaining housing. Current immunizations are required.

DANGEROUS BREEDS: Several breeds of dogs have been designated as dangerous breeds. These include: pure and mixed-breed Rottweiler, All the varieties of PIT BULLS, CHOWS, WOLF HYBRIDS, or ANY other breed with DOMINANT TRAITS GEARED TOWARDS AGGRESSION. Dogs belonging to dangerous breeds are prohibited from Fort Polk. Inbound personnel will not be allowed to bring pets of these breeds listed onto Fort Polk.

Micro chipping of your animals is mandatory. (JRTC & FP Reg 40-3). This is a form of permanent identification at a cost of \$20.00. You MUST do a change of ownership at the Veterinary Treatment Facility (VTF) if you give a micro chipped animal away. You will be held legally and financially responsible for your animals while they are in your name.

Pet Registration -- All pets maintained in government quarters must be registered with the Fort Polk VTF services within 10 working day of arrival or acquisition. This registration requirement does not apply to caged small animals, birds, or fish. Dogs and cats must be immunized per local statues (Leesville and Vernon Parish). Failure to register pets maintained in government quarters may result in their immediate removal and the sponsor//owner losing pet privileges for the remainder of their assignment at Fort Polk. Registration packets can be picked up during normal business hours.

Two (2) pets per household allowed without exception to policy. All animals must be current on vaccinations and Dogs MUST be kept on a heartworm preventative year round for optimal health.

Animals found running loose will be impounded at the VTF at a charge of \$7.00 per day. Owned animals will be held for 15 day; on the 16th day of impoundment unclaimed animals become property of the US Government and will be placed up for adoption at the owners' expense.

No animals will be housed in the barracks to include no reptiles, spiders, ferrets, fish, and gerbals; to include alligators of any age, length, or gender.

There are NO STABLES on Fort Polk, although there are stables and boarding facilities off post. For your arrival with your horse or pony to your new home in Louisiana, will need the interstate health certificate and Negative Coggins (equine infectious anemia) test verification. You may choose to have your horse or pony micro chipped, but at this time there is NO requirement for EQUINE CHIPPING in Louisiana. It is a personnel choice of ownership.

Boarding

There are no on-post pet kennels. Contact ACS for information, 337-531-2840/1941, DSN 312-863-2840, 1-800-241-1071 for assistance with local kennels.

Boarding facilities in the surrounding area of Fort Polk are as stated. For more information you may contact the individual facility:

- [Seaman/s K-9 Academy & Boarding Kennels](#); 337-239-6669
- [Brandon Veterinary Clinic](#); Select Membership; category: veterinarians
- [Beall Animal Clinic](#); Select Membership; category: veterinarians
- [Alexandria Pet Inn Resort & Spa, Alexandria, Louisiana](#)
- [Paw and Claws Animal Hospital](#)

Fees for boarding can range from \$5.00 - \$15.00 according to the requirements of your pet. Weekly and monthly fees are always tailored to the pet owner as well as the pet(s) and will range from \$150 - \$500 according to size, number of pets under one owners name, exotic(s), and of course length of stay. All area Veterinary services offer boarding and

kennel runs.

You will want to make pet boarding arrangements for your animal if you are not staying in a "Pet Friendly Room" when you arrive at Fort Polk Lodging. There are limited numbers of Pet Friendly rooms at Bradshaw Apartments and are not permitted in transient lodging facilities except at Bradshaw Court Apartments. There is a pet deposit of \$100.00, which is non-refundable, plus \$5.00 per night, not to exceed \$100.00 total. For more information you may contact the Welch Magnolia House Lodging facility, 337-531-9200; DSN 312-863-9200.

Quarantines

There are no quarantines for pets arriving on Fort Polk.

Transportation

When it comes to Permanent Change of Station (PCS) moves, your pet is your responsibility. You will need to meet requirements -- and pay any fees -- for documentation, immunization, and pet entry at your next duty station. Your military travel office can help you make reservations for air transport or give guidance on how to make the best arrangements for your pet. If your pet will be riding in the car with you, be sure to have proof of rabies vaccination and a current health certificate available when crossing state or international borders. If your pet is accompanying you in your vehicle when you move, keep the following issues in mind: If you are traveling overnight or longer, you should make advance reservations at motels or hotels that permit pets. Petswelcome.com is one source where you can find pet-friendly hotels. If you are camping, find out whether pets are permitted in the public or private campgrounds at which you expect to stop. A stake with a long leash attached will be useful in keeping your pet restricted outdoors, especially if you are camping.

Be aware that airlines usually won't allow animals to travel in the cargo hold when it's too hot or cold outside. In most cases your veterinarian can give authorization that your pet is healthy enough to fly at slightly higher or lower temperatures. Check with your veterinarian and the airlines. Requirements vary by carrier. Some airlines allow small dogs or cats to accompany owners in the passenger cabin, as long as they are in a carrier that fits under the seat. Airlines may impose additional charges for pets in the passenger cabin.

You should consider a carrier or portable kennel if you have a dog or cat. Folding kennels as well as crates designed especially for station wagons are available. If you haven't done so already, condition your dog or cat to a leash. Cat harnesses are available at many pet shops. Unless your dog or cat is already conditioned to car travel, start taking it on short trips to accustom it to car motion. A dog should be taught to keep its head inside the car, and not bark at passing vehicles.

Attach pet travel identification and rabies tags firmly to collars. Never let your dog or cat loose in a strange place; always attach the leash before opening the car door and detach it after the pet is back inside and the door is closed. Keep a close watch on your pets when stopping at filling stations and restaurants.

Birds and small pets, such as gerbils and hamsters, can generally travel in the cage they use at home. To keep the bird calm, its cage should be covered while on the road. Remove the water container from the cage to avoid spills. Place the cage in the car out of drafts but with plenty of ventilation, and make sure it remains steady. Be sure to give the pet fresh water at every stop, and observe normal feeding schedules.

Tropical fish are susceptible to abrupt changes in water temperature, and their condition is directly affected by overcrowding. To transport tropical fish by car, it is best to remove them from the aquarium unless it is a small one that can be moved without too much danger of breakage. It probably will not be necessary to feed the fish, as most species can go without food for as long as a week. Use a portable unbreakable container or a leak-proof plastic bag closed with a rubber band, place it in an outer bag of similar size to prevent accidental leakage, then into a sturdy container, such as a Styrofoam picnic cooler, which will help stabilize water temperature. When transferring fish to the container, remember to fill the container or plastic bag only about one-third full of water. Use water from the aquarium, add the fish and close the top. Open the container or plastic bag every four or five hours to freshen the air supply. Empty and dry the aquarium and pack it carefully, or have the mover pack it for you. Plants and snails from the aquarium can be carried along in plastic bags with a small amount of water.

Your horse or pony can be transported commercially via air freight or by a horse transporting company, or you can tow it in a horse trailer behind your motor vehicle. If you are making an out-of-state move, you will need the health documents required by the destination state. Be sure to inquire about local facilities for horse care. Motels, particularly in rural communities, will sometimes grant permission for a horse and trailer to be kept in the parking area overnight. If you are camping, make certain that horses are permitted in the campgrounds or somewhere close by. A horse or pony can generally be boarded overnight at reasonable cost at stables along the way. Most stables will ask to see the animal's interstate health certificate and negative Coggins (equine infectious anemia) as requirements for admission. Louisiana is one of those states. The Coggins paperwork MUST be current. When trailering a horse, remember to park occasionally at rest areas to unload and exercise it.

WARNING: If traveling with your pet(s) to or through Louisiana during the summer months you will want to remember the weather conditions for the state. Hot, humid and tropical conditions are the normal, with heat indexes in excess of 105* degrees at times during the summer months. You will want to keep your animal well hydrated, parked in shade when stopping, and NEVER leave your animal in a parked car with the windows up. The inside temperature of your vehicle can reach in excess of 120* degrees within 1 hour if left with little ventilation in the Louisiana summer.

Veterinary Services

Fort Polk Veterinary Treatment Facility (VTF) Welcome Packets can be picked up at the VTF during business hours. For appointments you may call 337-531-1322/1323; DSN 312-863-1322/1323 or come by the VTF.

The VTF does normal veterinary treatment to include dispensing of medications, vaccinations, micro chipping, and animal adoption. The VTF does not provide emergency services. The closest emergency services are located in Leesville or DeRidder, both within 10 - 20 minutes from the installation. Children under the age of 12 are not allowed in the Clinic (VETCOM POLICY). Arrangements can be made for children to see adoptable animals.

There are no boarding facilities for animals. Off post arrangements must be made for boarding of animals.

Dangerous Breeds are not allowed on post. Pit Bulls, Chows, Rottweiler's, English/American Staffordshire Bull Terriers and Wolf Hybrids are classified as dangerous breeds. Filing an Exception to Policy (ETP): \$300,000. 00 Liability Insurance; Good Canine Certification Certificate; Obtain ETP from Residential Communities Initiative (RCI) office; Animals must be boarded off post until completed. Reference: JRTC & FP REG 40-3 - ANIMAL AND ANIMAL DISEASE CONTROL

Garrison Policy # 28 - Control of Animals on Fort Polk, located on [JRTC & Fort Polk website](#).

The Fort Polk Veterinary Treatment Facility (VTF) provides veterinary services for animals owned by personnel authorized DOD medical care (personnel enrolled in DEERS).

Animals may be examined, immunized, micro chipped, and treated for the prevention and control of disease which may be transmitted to humans or animals, or those diseases which may constitute a community health threat.

Education - General Overview

Introduction

Bus Service and Transportation

Bus transportation is provided to over 7,000 students on a fleet of over 130 buses. Separate and specially equipped buses are used to transport students with special needs. For bus routing information you may call the Director of Transportation at 337-239-3401, or individual schools.

Individual school rules approved by the principal apply on the bus. Student behavior, at times, will be recorded by video camera. Students may lose riding privileges for violation of rules.

Students may attend the school of their choice if it's out of their designated district if the school authorities approve and the parent and/or guardian transport the student(s) to and from the desired school.

School Food Services

All school lunches served in Vernon Parish Schools are nutritious and meet the same sanitary standards that you would desire in your own home. Each breakfast served meets $\frac{1}{4}$ of the recommended dietary allowances and each lunch meets $\frac{1}{3}$ of the recommended dietary allowances.

Critical to reducing plate waste is the implementation of "offer vs. serve", which allows students to refuse some foods on the serving line.

In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap.

Meal Prices are as follows: Full price student breakfast \$.75; Full price student lunch \$1.50; Reduced price student breakfast \$.30; Reduced price student lunch \$.40; School personnel breakfast \$1.25; School personnel lunch \$2.60; Extra Milk \$.50.

Before and After School Programs

The Middle School & Teen Program provides daily programs and activities for youth in grades 6-12. Opportunities for homework assistance and tutoring are available as well as use of the Youth Services Computer Lab and Sports and Fitness facilities.

During the school year, Child and Youth Services provide summer and after school care FREE OF CHARGE to REGISTERED MEMBERS. Before school care is available to 6th & 7th grade for an hourly fee. More information: 337-531-1992/8790; DSN 312-863-1992/8790.

School Age Services (SAS) are available to parents of all school children in 1st - 5th grade. Parents electing to enroll a child in the School Age Services Program may choose a program of before and/or after school care, or they may choose care by the hour or day. Before school care assures your child will be supervised and placed on the RIGHT BUS FOR SCHOOL. SNACKS are available in the afternoon when children return from school. For more information: 337-531-1992; DSN 312-863-1992.

Schools Sports

Each school participates in individualized sports programs. Football, basketball, tennis, baseball, soccer, golf, rodeo/horseback events, track & field events, are some of the most popular sports offered. For more information you may call Vernon Parish School Board, 337-239-3401 or you may choose to check out the [Vernon Parish](#) and/or [Beauregard Parish](#) School Websites.

Exceptional Childrens Programs

Services are provided for students 3-21 years of age by an adequate number of special education teachers, speech therapists, adaptive physical education teachers, occupational therapists and physical therapists. We have highly qualified paraprofessionals providing services in special education and regular classrooms.

Our program serves students with the following exceptionalities: Autism; Orthopedic Impairment; Deaf-Blindness; Other Health Impairment; Developmental Delay; Specific Learning Disability; Emotional Disturbance; Speech or Language Impairment; Gifted Talented; Hearing Impairment; Traumatic Brain Injury; Mental Disability; Visual Impairment; Multiple Disabilities.

Please contact the Vernon Parish Special Education Department at 337-239-1689 or toll free 1-800-621-1742.

There is a Gifted Program in Vernon Parish. You must pass the Louisiana gifted entrance exam to participate in the gifted classes. Please coordinate this effort with your child's teacher or School Guidance Counselor.

Local School

Children from military families at Fort Polk attend all area schools as welcome and important students. The combined efforts of the entire educational team, students, parents, school board and staff in Vernon Parish results in a wide range of outstanding accomplishments. A tradition of academic achievement, athletic pride, and positive relationships continues between the Fort Polk and Vernon Parish communities.

The state's criterion-referenced Louisiana Educational Assessment Program (LEAP) and Graduate Exit Exams, Vernon Parish continue their prominence in these scores as well. LEAP tests are given to grades 3, 5, 7, 10, and 11, the latter two being required for graduation. Tests are administered in language arts, mathematics, writing, science, and social studies.

Children of military families who reside on/off post may attend the South and North Polk Elementary schools, Vernon Elementary, Leesville, Pickering or DeRidder, depending upon where they live. All children in grades 5 - 12, residing both on and off-post, may attend schools in Vernon or Beauregard Parishes.

There are other schools, besides those listed, within Vernon Parish, however, a small number of military children attend them.

There are no DODDS schools in Vernon or Beauregard Parishes.

Results from California Achievement Tests indicate that Vernon Parish students continue to score almost 20 points above the national average, which is 50th percentile. The current average score in 1996 is 68.1 percentile, as compared with a 1988 average in Vernon Parish of 50.6 percentile. Concentrated efforts by all schools, students, parents, teachers, administrators, and supervisors, have helped Vernon Parish scores remain the envy of most parishes in Louisiana.

Louisiana law requires that, "In order to be eligible to receive grades, high school students shall be in attendance a minimum of eighty (80) days per semester, or one hundred sixty (160) days per school year. Elementary students shall be in attendance a minimum of one hundred sixty days per school year. The days absent for elementary and secondary school students shall include temporarily excused absences, and suspensions." Soldiers with school age children should be prepared to arrive at Fort Polk as early as 1 August of each year to avoid creating possible problems. School normally begins between the second and third weeks of August each year and dismisses in late May or early June.

Basic Enrollment Requirements

- 1.

Birth Certificate

-

Copy of School Records (grade/transcript)

•

Social Security Card

•

Updated and/or Current Shot Record, which includes these immunizations:

- DTP's (4th one after 4th birthday)
- 3 Polio's (3rd one after 4th birthday)
- 2 MMR's
- 3 Hepatitis B
- 1 Varicella (Chickenpox) or proof of the disease

Number of Schools

Elementary - 7

Middle Schools - 1

Junior High School - 1

High Schools - 9

Optional School - 1

Grading

GRADE: A , 90%-100%, EXCELLENT, 4 Quality Points

GRADE: B , 80%-89%, ABOVE AVERAGE, 3 Quality Points

GRADE: C , 70%-79%, AVERAGE, 2 Quality Points

GRADE: D , 60%-69%, BELOW AVERAGE, 1 Quality Point

GRADE: E , 0%-59% , UNSATISFACTORY, 0 Quality Point

GRADE: U , UNABLE TO MEET PUPIL PROGRESSION PLAN

Graduation Requirements

12th Grade Graduation Requirements Vernon/Beauregard Parish require 23 Credits including 4 English; 3 Math; 3 Science; 3 Social Studies (1 World History, 1 American History, 1/2 Civics, 1/2 Free Enterprise); 2 Physical Education; 1/2 Computer Literacy; and 7 1/2 Electives

Note: Students must pass all 5 parts of the graduation exit examination.

Private Schools

- First Assembly Christian Academy -- 1201 S 9th St Leesville, La 71446; 337-239-6533. K4 - 8th Grade; A Beka Curriculum; Before and After School Care Available
- Faith Training Christian Academy -- 601 E Mechanic St Leesville, La 71446; 337-239-1055
- Beauregard Christian Academy -- 2154 Hwy 171 DeRidder, La 70634; 337-463-9595
- Beckwith Christian School -- 5525 Hwy 27 De Ridder, La 70634; 337-462-7006

Adult Education

There are five on-post schools:

- Central Michigan University 337-537-5713
- Central Texas College 337-531-5661/537-5202
- Louisiana State University 888-232-9939
- Northwestern State University 337-392-3134; 337-653-0812/0813
- Upper Iowa University 337-531-5262/337-537-4465

The Education Center is located at 7660 Colorado Ave. Bldg. 660 Fort Polk, LA 71459.

Louisiana Technical College, Lamar Salter Campus -- 337-537-3135

Louisiana Technical College campuses are leaders in workforce development, preparing participants in programs with job skills that are necessary for the student to be prepared for today's job market. The programs listed below are Council of Occupational Education approved courses offered to the general public for Adult Education. [Air Conditioning & Refrigeration](#); [Automotive Technology](#); [Care and Development of Young Children](#); [Carpentry](#); [Computer Electronics Technology](#); [Computer Specialist \(Applications\)](#); [Developmental Studies](#); [Emergency Medical Technician/Paramedic](#); [Industrial Electronics Technology](#); [Medical Office Assistant](#); [Nurse Assistant](#); [Office Systems Technology](#); [Outdoor Power Equipment Technology](#); [Practical Nursing](#); [Pre-Allied Health](#); [Welding](#)

Education - Training (College/Technical)

Continuing Education

Adult education is alive and well on Fort Polk. In addition to college classes offered nightly, there are many other services available to assist the adult student in continuing their education. English-as-a-Second Language classes are offered weekly. There are also many classes made available to family members, free of charge, through the Army Continuing Education Service (ACES). For more information contact the ACES personnel, Mon - Fri, 8:00 a.m. - 4:00 p.m., Building 660, Colorado Ave, 337-531-7238.

College

Fort Polk offers a higher education opportunity for everyone, with programs ranging from technical college to master's degrees. Four colleges/universities offer classes at the Education Center on South Fort Polk. The Education Center offers services through the Army Learning Center (ALC), [Central Michigan College \(CMC\)](#), [Central Texas College \(CTC\)](#), Louisiana State University (LSU), [Upper Iowa University](#) and Northwestern State University (NSU). ACES Counselors as well as the Testing Center are housed with in the Education Center. For more information, you may contact the Education Center, 7460 Colorado Ave., Building 660, Mon-Thurs 8:00 a.m. - 5:30 p.m., phone(s): 337-531-7238, DSN 312-863-7238.

Library

Army General Libraries - something for everyone! From art and photographic exhibits...to community related programs, Army libraries have something for everyone. Connect to the world via the Internet. Prepare projects/presentations using office software. Search the library's electronic catalog. Log into Army Knowledge Online from home, office, or library to access full-text databases, magazines, newspapers, ebooks and audio books 24/7 anywhere, anytime. Look for jobs and colleges on-line, take college prep tests and CLEP tests on-line. Research academic and military subjects on-line. Plug into eArmyU throughout your library. Attend a popular programming event for fun and intellectual stimulation. Escape through fiction, keep up with current affairs, find military professional reading material, explore your hobby, find a quiet nook to study or to dream, encourage reading in your young child---whether a singular experience or a family affair, it all adds up to a life enriching experience. Evening and weekend hours accommodate your busy schedule at 71 main libraries and 21 branches world-wide.

Military OneSource On-Line Library

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

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

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

Education - Local Schools

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

1. How do I choose a good school?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Education - Local Schools/Overseas

Overseas Schools -- What You Should Know

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

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

Where do I start?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Employment - Overview

Employment Options

The majority of employment opportunities available to Fort Polk Family members can be found through the Louisiana Department of Labor Career Solutions, under Vernon and Beauregard Parish on the Career Solutions websites. Army Community Service (ACS) Employment Readiness Program, and ACS Army Volunteer Corps Coordinator (AVCC) may be located on the JRTC and Fort Polk homepage, under the ACS title.

The most prevalent jobs that stay open in the private sector are in the retail trade, \$7.23 - \$8.50/hr; finance, insurance, and commodities services, (budgeting, accounting, sell life, property, casualty, health, automotive, or other types of insurance and personnel work), \$12.50 - \$20.79/hr; real estate and rental/leasing, \$9.50 - \$17.80/hr; food services, \$6.50 - \$18.00/hr; professional health care and technical services, \$6.23 - \$35.00/hr; warehousing, \$6.50 - \$10.00/hr; child and adult care, \$6.50 - 12.50/hr; merchandise retail salespersons (furniture, motor vehicles, appliances, apparel), \$8.75 - \$12.50/hr; direct home selling (cosmetics, in-home services, kitchen and household items), as the economy supports; consultation services (bridal, home renovation and decor, yard and grounds renewal and decoration,) \$7.50 - \$15.50/hr. These amounts are based on the Louisiana Occupational Employment and Wage Scale for Vernon, Beauregard, Allen and Rapides Parishes.

For more information you may contact the ACS Employment Readiness Program, 8:00 am - 4:00 pm, Monday - Friday, 337-531-6922, DSN 312-863-6922.

Employment Resources

The Directorate of Civilian Personnel (DCP), Fort Polk, welcomes you and your family to Louisiana. The DCP offers a Job Information Center (JIC) to provide information on employment in the federal and private sectors within the commuting area. A 24-hour, 7-day a week recording of job listings of external recruitment at Fort Polk is available by calling 337-531-6414. Due to military downsizing, Appropriated and Non-appropriated fund jobs at Fort Polk are minimal. However many jobs are available on the installation with the local contracting agencies. More information may be gained by contacting our Army Community Service Employment Readiness Program Manager, Monday - Friday, 8:30 a.m.-4:00 p.m., 337-531-6922; DSN 312-863-6922.

Fort Polk Employment Readiness Program

Workshops are offered in: Self Assessment; Resume Writing; Interviewing Techniques; Job Search Strategies; Tips on Completing an Application; and Image for Success. These services are available to all Military ID cardholders, DOD civilians and their Family members. Also offered are the Employment Readiness Websites for Job Search.

The most widely used websites the Employment Readiness Program suggests for our Military Spouses are:

- [Military Spouse Job Search](#)
- [Military Spouse Career Center Networks](#)

[Military OneSource](#) and [My Army Life Too](#) are still the most frequently visited websites for a variety of questions and information.

Many occupations are filled through contractors and Non Appropriated Fund (NAF) job listings and referrals. The NAF workforce at Fort Polk is 350 employees strong, and provides service to military and civilian patrons. NAF employees work at different Morale, Welfare, and Recreation (MWR) activities to include Clubs, Golf Course, Outdoor Recreation, Sports & Athletic Branch, Bowling Center, Lodging, Arts & Crafts, Auto Crafts, Library, Child Development Services/Youth Services, Administration/Support, and administrative offices which support these activities. Please contact the NAF Personnel Office at 337-531-6631 for additional information.

For anyone desiring re-occurring temporary work, the Employment Readiness Program keeps listings for all local contractors. For more information you may phone 337-531-6922, DSN 312-863-6922.

State and Parish Employment Programs

The [Louisiana Department of Labor](#) is the most widely used web page for state and parish employment listings.

Louisiana Workforce Commission

Louisiana Workforce Commission, Business and Career Solutions Centers have three locations offering Job search/job listings, Career planning, Resume development & critique, Occupational skills training, Employer based training (EBT), Youth drop-out recovery programs (JAG), Business services and Labor market information. Remember Louisiana has parishes instead of counties when you access the Louisiana Workforce home page. Vernon and Beauregard Parishes are nearer to Fort Polk than Allen Parish, however you will find all three (3) centers listed below.

- Vernon Career Solutions Center, Vernon Parish, 337-238-4179, TDD & Fax 337-238-0066.
- Beauregard Career Solutions, Beauregard Parish, 337-462-5838, TDD & Fax 337-462-6115.
- Allen Career Solutions, Allen Parish, 337-639-2175, TDD & Fax 337-639-2560. Many occupations are filled through on post services and contractors. Your local on post Employment Readiness Program offers an aid to reducing the stresses associated in obtaining employment (paid and non-paid) and pursuing educational and training opportunities. Spouses are offered assistance in acquiring skills, networks and resources that will allow them to participate in the work force and to develop a career/work plan. In order to accomplish this mission, various services and workshops are offered, as follows; Referrals - Job Bank of Local Employment Opportunities; Resume Assistance; Application Assistance; Career Counseling and Guidance; Computer (available by appointment only); Resource Materials; and Volunteer and Educational Opportunities.

Employment Documentation

Employment documentation for job hunting is often a major issue for the soon-to-be relocating Service and/or Family member. Employers value the skills; leadership and experience that the military families offer to the job market so you will want to hand carry your employment information. Remember when you get ready to transition to your new military installation to pack your employment portfolio separately so you will have access to it when you arrive at your new destination.

You will want to have your past employment records and documents to include any/all copies of your SF 171, SF 50, school and/or college transcripts, certificates of evaluation and awards for your many skills, verification of your security clearance if required in your former job, letters of recommendation, cover letters and resumes, course certificates, and verification of your successful projects. Remember, you will want to have your Employment Portfolio with you when you get to your new home so pack it where you can easily get to it when you go to your interview for your new job.

Unemployment Benefits

To Receive Benefits:

1. To receive unemployment benefits through the state of Louisiana you must make a weekly claim for benefits through the "easy call" system or [on line](#). You must claim your first week of benefits during the week following the week you filed your claim. Continue to file each week for as long as you are unemployed and wish to claim benefits. You should make your calls on the Sunday or Monday of each week. You will be claiming benefits for the prior week. If you forget to file on Sunday or Monday, you may file on any other day of that week. However, in no case should you make your weekly call later than Friday at 5:00 pm Central Time. The "Easy Call" numbers are listed in the "Easy Call" instructions found on the LAWorks website.
2. You must report all earnings during the week when earned, even if you are not paid during that week. Report the amount before deductions. Include all wages, commissions, tips, and gratuities.
3. You must make at least one active work search during each week that you claim benefits. you must register for work through your local career solutions center (job center) within fourteen (14) days of filing an initial claim for benefits. You will receive a separate mailer advising you of the location of nearest center. Union members and those on temporary layoff with a definite date of return may be exempt from these requirements.

4. If you move, you must report your new address as soon as possible.
5. In most cases, benefits will be paid through a debit card or through a direct deposit into your personal bank account. Activate the debit card as soon as you receive it. Any payments you received, or expect to receive from your employer must be reported.

If you failed to report a payment or were not aware of a payment at the time you filed your claim, and you receive it at a later date, you must contact the UI Call Center at 1-866-783-5567. Failure to report deductible income can result in a disqualification or an overpayment on your claim.

Reportable payments which may be deductible from your benefits include: Severance, Vacation, Holiday, Bonus pay, WARN Act, Wages in Lieu of Notice, Separation/Dismissal, Tips/Gratuity, Worker's Compensation, Military Retirement pay and any other periodic payment based on previous work.

Remember, if you have any questions about deductible income, contact the UI Call Center immediately at 1-866-783-5567.

Transition Assistance

The Ft Polk Army Career and Alumni Program (ACAP) is a tool to enable a smooth transition from the Army to civilian workforce. Whatever your plans are for the future, preparation is the key.

ACAP can assist in the full spectrum of transition planning: Job and Skills Analysis, Resume Writing, Interviewing, VA Benefits, Disability Compensation and Programs, and Service Provider Referrals. The best part of the service is the Individualized Assistance. The Ft Polk ACAP staff consists of the Transition Services Manager, the Contract Installation Manager, 3 Transition/Outplacement Counselors and an Automations Specialist.

Pre-separation Briefings are conducted every Monday and Wednesday at 1:00 p.m. until 3:00 p.m., Tuesday and Thursday, 9:00 - 11:00 a.m. at the Ft Polk ACAP Center. Please call 337-531-1591 for more information.

The [ACAP Express website](#) is your speedy access to the Army's transition program (ACAP). ACAP Express provides immediate access to services via a high speed portal for those considering transition and those in the process of transition. Anywhere you have Internet access; you can use ACAP Express, even in remote locations; in the comfort of your own home, convenience of your office, and /or in the field or motor pool. You may register for Mandated Preseparation Counseling; Schedule Transition Assistance Program (TAP) Employment Workshops; Schedule Veterans Administration (VA) Briefings; Schedule other Employment Assistance Training; Use ACAP tools to write resumes and cover letters; Connect with ACAP employment professionals for advice and support and Learn How to Find a Job in the civilian sector.

You are eligible to begin the ACAP process up to 1 year (2 years, if retiring) prior to your scheduled separation.

Tuition Assistance

Spouse tuition assistance has been greatly enhanced under the provisions of the Wounded Warrior Spouse Scholarship Program. Created in the spirit of the Army Family Covenant, spouses of Purple Heart recipients are eligible for up to 30 semester hours within a one-year period that began Aug. 1. Spouses interested in the program must present a marriage license, Department of Defense identification card and their spouse's DD Form 214 or Purple Heart award orders. Only spouses of those Soldiers who earned the Purple Heart after September 2001 are eligible. For more information you may call 337-531-2362/7270, DSN 312-863-2362/7270.

Another program, Grantham, is offering scholarships to the family members of United States Military Service Members. The Family Scholarship program is an expansion of the Military Scholarship program initiated in September 2001.

Eligibility: Applicants must provide proof of dependent status. Children and spouses of active duty, guard, reserve personnel and veterans (honorably or medically discharged) may be eligible for the Grantham Military Family Scholarship Program. Eligibility must be determined upon re-enrollment each semester. The scholarship includes a

special tuition rate of \$250 per credit hour and all required textbooks and software. If you have additional questions, call 1-800-955-2527.

The Stateside Spouse Education Assistance Program (SEAP) is a need-based education assistance program designed to provide spouses of active duty and retired Army Soldiers, and widows(ers) of Army Soldiers who died either on active duty or in a retired status, and residing in the United States, with financial assistance in pursuing educational goals. The purpose of the program is to assist spouses/widows(ers) in gaining the education required to allow them to qualify for increased occupational opportunities. Individuals who receive free tuition as a result of their employment will not receive tuition assistance from Army emergency Relief (AER). However, they may apply for assistance for fees, supplies or books (no duplicates) for classes in which they are enrolled. "Active Duty" military personnel are not eligible. The Stateside Spouse Education Assistance Program scholarships are awarded annually for up to four academic years to attend post secondary school full time as undergraduate level students. All students must complete an application and mail all supporting documentation each year. Stateside financial assistance is awarded based on financial need, as evidenced by income, assets, family size, special financial obligations and circumstances with a \$2700 maximum per academic year. For more information you may call the ACS Financial Readiness Program, 337-531-1957/1958, DSN, 312-863-1957/1958.

For more in-depth information you may contact the Fort Polk Education Center, 337-531-1537; DSN:312-863-1537.

New Parent Support Program

General Program Description

The Army New Parent Support Program (NPSP) provides intensive home visiting services to eligible Families with children prenatal to 3 years old whether they live on or off the installation. Activities and services provided include information and referral to military and civilian programs that support parents of infants and young children, such as parenting programs, respite care for children, and supervised play time for children. All activities and services provided through NPSP are voluntary and non-stigmatizing and emphasize the parents' strengths.

Goals of the Army NPSP are:

1. Contribute to mission readiness.
2. Support Family member adaptation to military life.
3. Enhance the knowledge and skills Family members need to form healthy relationships and provide safe, nurturing environments for children to prevent Family violence.
4. Foster a supportive military community for young military Families.

Staff Qualifications

NPSP Home Visitor staff consists of Licensed Clinical Social Workers and Registered Nurses. All personnel will possess the knowledge, skills, and abilities necessary for their professional certification/licensure and positions. Local installation or State background checks, including Army Central Registry checks, will be completed on all personnel who provide services to parents and their children and will be updated annually.

Eligibility Requirements

Families may be self-referred or referred by other agencies such as health care providers, chaplains, social service staff, command, or Family Advocacy Program (FAP) staff.

How to Enroll

Interested families may contact the local Army Community Service (ACS) office, or their health care provider, for further information in the New Parent Support Program.

Installation Specific Information

The New Parent Support Program (NPSP) -- is a preventive, educational support program that seeks to address the many needs of our prospective and new parents. The dedicated professionals who staff this program at Fort Polk seek to insure safety but also to give parents the opportunity to grow and bond with their children. NPSP constantly seeks to develop stronger working relationships with our on post hospital, Bayne Jones Hospital, Child and Youth Services, Child Protective Services, community professionals and most importantly with Commands. Our Commands at Fort Polk have developed strong ties with the NPSP program.

A team composed of an RN and Licensed Social Worker are conducting meet and greets with every new child and their parent(s) born at the post hospital. In addition to offering congratulations, pictures and birth announcements; the team is conducting two follow up home visits with each family. Often this relationship continues long after the first visits are completed. In addition New Parent Support is teaming with the Garrison Commanding General in providing each newborn resident of Fort Polk with a signed welcoming certificate. New Parent Support staff offer parenting classes, weekly play mornings and infant massage classes. The goal is to reduce child abuse and neglect by offering new parents concrete physical support and educational opportunities.

Child Care

Child Care

Enrollment

The Central Enrollment and Registration Office (CERO) is located in Bldg 400 Radio Road; 337-531-1955/1956/2625. Hours are Monday - Thursday, 8:00 a.m. - 5:00 p.m. (Full Service); Friday - 8:00 a.m. - 12:00 p.m. (Full Service); 12:00 - 5:00 p.m. (Limited Service); Third Saturday of the Month: by appointment from 8:00 a.m. - 1:00 p.m. We welcome registration walk-ins. To avoid waiting in line we offer registration appointments between the hours of 1:00 p.m. & 4:00 p.m. Please plan on spending a minimum of 30 minutes with our registration staff.

Note: There is no registration fee because of the Army Family Covenant. Individual program costs vary. You will find the fee form on the website.

Please bring the following with you to registration:

- Family care plan for dual or single military households; must be current, or must provide it within 30 days of registration; DA Form 5305-R only.
- Current Immunization record for your children
- Emergency release designees in local area
- LES and pay stubs showing your current level of total family income
- Child Health Assessment/Sports Physical (30 days to return to CERO Office)

All Registration Forms can be downloaded [online](#).

Child Development Center (CDC)

The Fort Polk CDC is located in Building 744 on Utah Avenue and can be reached by calling 337-531-2149/1954/2891.

The CDC offers a variety of programs to meet every parent's concerns and ensures children receive age appropriate activities, balanced nutrition and preparation for kindergarten. The CDC provides care for children ages 6 weeks to 6 years of age.

Hours of Operation -- The center is open Monday through Friday, 5:45 a.m.- 5:30 p.m.

Programs Offered

In addition to full time child care, the following programs are available at the Fort Polk CDC:

- *Before and After Kindergarten Care* -- Care is available on-site. Transportation is provided by Vernon Parish school buses with regular stops at the CDC.
- *Part Day Pre-School Program* -- Classes are available Monday through Friday. This program operates by the Vernon Parish School Board Calendar.
- *Hourly Care* -- Hourly care services are available from 8:30 a.m. until 3:00 p.m. Reservations are required and may be made 2 weeks in advance. Call 337-531-2149 for reservations.

Family Child Care (FCC)

FCC offers child care for children ages 4 weeks to 12 years and is very flexible, with many accredited providers available. Full day, part day and hourly care are available, as well as extended care for up to 6 weeks of 24 hour care including overnight and weekend care (when mission related).

All FCC providers:

- Are Certified in CPR
- Are Certified in First Aid
- Are Medically screened
- Meet a background check
- Trained in all areas of child development
- Undergo periodic fire, health, and safety inspections

School Age Services (SAS)

School Age Services provides supervised child care for parents during the before/after school periods, school vacations, Vernon Parish teacher in-service days, school holidays and the summer months. The program operates for youth in kindergarten to sixth grades (5-12 years), for children attending North and South Polk Elementary, Vernon Elementary and Pickering Elementary Schools. Children are bused to and from the schools. The program offers supervised child care with developmental and educational activities, compute and homework instruction, skating, bowling and snacks.

Youth Services

Youth Services

Youth Sponsorship Program

The Youth Sponsorship Program knows it's tough to be the New Kid on the Block. Go to the website, Click on Youth Services (on the left column), and then on the picture of the girl with the computer to download the Fort Polk 2009 Youth Welcome Guidebook and Youth Sponsorship Request. You can write us, call us or email your Sponsorship Request and it will be processed immediately.

For more information you may call 337-531-6673/9481, DSN 312-863-6673/9481; or visit the website.

Youth Employment

Youth Development Job Service Program offers youth ages 16-18 years an opportunity to volunteer their time in a variety of job related ways. Teens may volunteer for internships at local businesses, radio stations, disc jockey at dances or various other post activities.

Youth Employment and Volunteer Opportunities are many and diversified. The Employment Readiness Program (ERP) offers workshops for teens such as Dress for Success, and Interviewing Skills, Resume Writing and Job Search Counseling. These workshops assist you with information to help prepare for future job searching and interviews.

Other ERP Classes: "Effective Job Hunting"; Career Assessment Classes and One on One Sessions; Resume Writing and Job Search Workshops; Information on Education and Volunteering Opportunities; Use of Computer¿Word Processing Programs; and the Career Resource Center.

Job Opportunities always open for Teens at Ft. Polk: Lifeguards; Recreation Assistant at Gym; Recreation Assistant at Bowling Center; and AAFES.

Many volunteer opportunities exist for youth on Ft. Polk. American Red Cross has volunteer positions for youth doing clerical work at Bayne Jones Army Community Hospital. The Family Readiness Center uses youth volunteers to help put together Deployment and Mobilization packets. CYS Services uses Youth Volunteers in CDC, SAS and Youth Sports. Army Community Services has opportunities for youth to assist at the Lending Locker. FMWR hosts Special Events such as BGCA Day for Kids, Jingle Jam and Alternative Trick or Treat that utilize youth volunteers. Off¿post, the Big Brothers/Big Sisters program and local youth programs use youth volunteers to assist with younger children.

Youth Sports

Here at Ft. Polk, you will have plenty of opportunities to develop your athletic skills. Youth Sports offers a wide variety of sports programs for all ages. We offer team and individual sports.

- Jan¿Feb: Bowling and Archery
- Feb¿Mar: Spring Soccer
- April¿June: Baseball, Softball, and T¿Ball
- April¿July: Summer Traveling Baseball
- Aug¿Oct: Fall Soccer
- Oct¿Dec: Tackle Football and Flag Football
- Oct¿Dec: Cheerleading
- Dec-Mar: Basketball

Youth Religious Programs

- AWANA meets every Wednesday during the school year starting at 6:00 p.m.. Youth ages 3 - 12 can participate.
- Vacation Bible School meets for one week during the summer vacation. Youth ages 4 - 12 can participate.
- Youth of the Chapel meet every Wednesday from 5:30 - 7:00 p.m. at Soldiers' Chapel. Youth ages 12 - 18 can participate.
- Gospel Youth Dance Ministry meets every Tuesday at 6:30 p.m. at Glory Chapel.
- Gospel Children's Choir meets every 2nd and 3rd Thursday at 6:00 p.m. at Glory Chapel.

Additional Programs Available

Middle School and Teen Programs at Youth Services offers a wide range of activities that provide the opportunity for youth to develop social skills, self-esteem, life skills, and personal growth through interactions with others. Other activities are offered that develop leadership, conflict resolution, and decision making skills. Counseling, mentoring, and support services are readily available in the form of homework assistance, scheduled workshops, speakers, and a library full of resource materials.

Youth Services is an affiliate member of 4H and Boys and Girls Club. Projects and activities exclusive to these clubs are offered year round. Youth participate in councils, conferences, forums, community service projects, contests, festivals, and specialty clubs. Youth participate in Torch Club (a middle school council), Keystone Club (a high school council), ATP (Army Teen Panel), YLF (Youth Leadership Forum), and AFAP (Army Family Action Plan).

SKIES Unlimited - (Schools of Knowledge, Inspiration, Education and Skills) SKIES Unlimited offers instructional programs for children and youth ranging in age from 3 years to teens. Through SKIES, you will have opportunities to expand your knowledge, be inspired, explore and acquire new skills. SKIES offer Swim Camps, Tutoring, Babysitting Courses, Mixed Martial Arts, Shotokan, and Tae Kwon Do, and Ballet. Warrior Hills Golf Course offers YOUTH CLINICS through SKIES Unlimited also, for avid and beginning golfers.

Non-Seasonal Youth Recreation

Fort Polk has two pools: the 50M pool and the 25M pool. The 50M pool has 7 lanes, 2 diving boards (1M and 3M) plus a water slide. It is an outdoor pool, but a "bubble" is erected during the winter for year round fun. Raft Night is every Saturday at the 50M pool. During this time, the pool is transformed into an aquatic park with slides and flotation devices for the whole family to enjoy. The 25M pool is used to teach swim lessons and water aerobics.

Fort Polk youth have their own fishin' hole named Catfish Cove. Catfish Cove is regularly stocked with channel cats just so you can catch them and take them home for dinner. All Adults MUST be ACCOMPANIED by a YOUTH with a fishing pole. Unaccompanied ADULTS will be evicted from the premises.

Wheelock Bayou Fitness Center has a variety of equipment and materials available to youth. Cardio Room, Weight Room, Classes, Personal Trainers, Steam Room, Sauna, Hot Tub, Aqua Massage and Rock Climbing Wall. At age 16, youth can use the gym without a parent or guardian.

At the *Strike Zone Bowling Center* they offer many specials, tournaments, a pro shop, the Strike Zone Snack Bar, and a video game room. Regular events include League Bowling, Family Day Bowling (Ask about the \$20.00 night for your family. You get your "gear", bowling rights to Your lane, and X-TRA Large Pizza meal for \$20.00), Color Pin Bowling and Cosmic Bowling.

The *Art & Crafts Center* offers a variety of classes for users of all ages. Youth 12+ can participate in adult classes with their parents. Classes include painting, ceramics, woodshop, framing and floral design.

Cub Scouts (Grades 1st&5th) -- means "doing." Everything is designed to have the boys doing things. Activities are used to achieve the aims of Scouting-citizenship training, character development, and personal fitness. They participate in overnight trips, campouts, day camps and pinewood derby races.

Boy Scouts (Ages 11&18) -- through the Boy Scout program, young men can achieve the core objectives of strengthening character, personal fitness and good citizenship.

Girl Scouts Leadership Experience -- Kindergarten - 12th + grade is offered. The programming is designed to engage girls in discovering self, connecting with others, and taking action to make the world a better place. The three keys to Leadership: Discover: Girls understand themselves and their values and use their knowledge and skills to explore the world. Connect: Girls care about, inspire, and team with others locally and globally. Take Action: Girls act to make the world a better place.

Family Center

Programs and Services

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

Deployment Readiness -- Assists you during all phases of the deployment cycle. We provide programs and services to individual soldiers, civilians, and family members throughout the deployment process. We educate you on what to expect and the best ways to prepare.

Relocation Readiness -- Provides information, referral, resources and tools to help you with permanent change of station (PCS) moves and post-move orientations. We maintain a loan closet from which families may borrow basic household goods. We also assist you with in-transit emergencies by providing classes on move-related topics such as buying or selling homes and individual PCS planning, among others. We serve as liaison to citizenship, immigration, and multicultural diversity information, and provide outreach to waiting families.

Personal Financial Readiness -- A program to assist you in sustaining financial self-sufficiency. You can learn more about debt liquidation, thrift savings plans, consumer and credit issues, and predatory lending.

Employment Readiness -- The training and information provided can help you identify and reach your employment and career development goals, manage the challenges associated with a mobile lifestyle and develop job search skills. Assists you in acquiring skills, networks, and resources that will allow you to participate in the work force and to develop a career/work plan.

Family Life Education -- Provides you with information and education about a variety of life cycle issues, including parenting and relationships, among others, to help you strengthen your relationships.

Information and Referral -- An integral function of the family center, information and referral services can assist you in locating needed services and programs available on your installation, through civilian agencies in the local community, and connect to national resources.

Army Community Service may also provide other services, such as counseling, family advocacy, fitness and recreation programs and Exceptional Family Member support. Services vary by location.

Installation Specific Information

Army Community Service (ACS) is a social service agency that assists commanders in maintaining readiness of individuals, Families and communities within America's army by developing, coordinating, and delivering services, which promote self-reliance, resiliency and stability during war and peace. The ACS Programs are located in the in the Army Community Service Center, and the Family Readiness Center. For more information you may wish to visit the [website](#), or by calling 1-800-241-1071, 337-531-1941, DSN 312-863-1941 to talk with an ACS representative.

Services provided by the Fort Polk Army Community Service:

Relocation Readiness -- We provide Relocation Counseling, Pre-Arrival Information, Overseas Orientation, Newcomers & Re-entry Orientations, Special Workshops, Lending Locker, Military HomeFront Plan My Move books and information for PCS/ETS, Sponsorship Support, Cultural Adaptation, and Hearts Apart & Waiting Families Art & Crafts Workshops.

Deployment Readiness -- We educate you on what to expect and the best ways to prepare Pre-deployment, Deployment, Post Deployment, Stability and Support Services, Family Assistance Center, Assist Rear Detachment, Assist Family

Readiness Group's, and Operation R.E.A.D.Y.

Military Family Life Consultants (MFLC) -- are available to help Service members, spouses, Family members, children and civilian staff. Consultant services include confidential intervention for grief, loss, anger, depression, martial and family issues or everyday stressors.

Family Advocacy Program -- Divorce Meditation, Practical Application of Intimate Relationship Skills (PAIRS), Prevention and Relationship Enhancement Program (PREP), Stepping Together, Single or Suddenly Single, Victim Advocacy Program, Welcoming Baby, New Parent Support Program, Attention Deficit Hyperactivity Disorder (ADHD) Classes, Parenting With Love-N-Logic, Children Cope With Divorce Seminar, Transitional Compensation, Family Wellness, Myers-Briggs Personality Inventory and Specialized Classes upon request.

Consumer Affairs & Financial Assistance -- Basic Prevention Education Programs, Budget Counseling, 1st Termers Financial Training, Food Vouchers, Financial Statements, Consumer Affairs and Complaint Resolution, and Family Subsistence Supplemental Allowance (FSSA).

Employment Readiness Program -- Resource Information, Job Search Assistance, Job Workshop, Career Counseling and Private Sector Job Bank.

Army Volunteer Corps Coordinator (AVCC) -- Installation volunteers have flexibility of hours, build self-confidence, gain leadership skills and provide a service that is needed and appreciated. Your help and assistance is given to Soldiers, retirees and their Family members. Volunteer positions are tailored to your interests, skills, and hobbies.

Exceptional Family Member Program (EFMP) -- The EFMP is outlined in AR 608-75 and works in concert with other military and civilian agencies to offer a comprehensive, multidisciplinary approach for medical, social, educational, community support or services for Soldiers and their Family members with special physical, emotional or intellectual needs, and chronic illnesses.

Army Family Team Building (AFTB) -- AFTB is a volunteer driven program that provides knowledge and empowerment to Army Families. The training leads to skills, abilities and behaviors that will prepare the Army Family to adapt successfully to the Army lifestyle. AFTB is a flexible modular training program and all classes can be taught separately for a Family Readiness Group's (FRG) meeting or a unit meeting.

Unit Service Coordinator (USC) -- The Army community Service, Unit Service Coordinator serves as a link between ACS and the Unit, Soldiers and Families. The USC provides subject matter "expertise" on Family support issues and services while increasing Unit awareness of services, and facilitate contact with ACS staff in order to provide greater access to programs.

Outreach Program -- The Outreach Program offers a wide variety of social, educational and recreational classes and activities at no cost. Special Classes and Activities are planned periodically and are usually geared to the interest of the Family members.

Army Family Action Plan (AFAP) -- The AFAP Conference is conducted annually. This conference provides a forum for America's Army (active duty, reserve component, retirees, DOD civilians and Family members) to identify concerns that effect the quality of life, not only here at Fort Polk but throughout the Army. It determines actions necessary to resolve and improve existing Family programs, benefits and entitlements for the TOTAL ARMY FAMILY, single Soldiers, married Soldiers and Family members.

Community Action Council (CAC) -- CAC is designed to generate community spirit and pride by encouraging involvement in community activities, projects and programs while informing the community of services available. Provide a community atmosphere that fosters a total community involvement, which aids in the retention of good Soldiers.

Army Community Service (ACS) Volunteer Program -- The ACS Volunteer Program supports and lends strength to ACS programs by providing volunteer services to the installation community, while in some instances aiding to community involvement and job services and training. Positions may include English as a Second Language Instructors, Administrative Assistants, Office Receptionists, Clerical Assistants, Lending Locker Assistants, Financial Instructors,

Relocation Instructors, Counselors and Clerks, Army Family Team Building Instructors, Information and Referral Assistants, Victim Advocates, and Skill Development Class Instructors. ACS volunteers are the most talented and valuable assets we have.

For more information you may wish to visit the [ACS website](#), Phone 1-800-241-1071, 337-531-1941, or DSN 312-863-1941.

Financial Assistance

Budget for PCS Move

There is a saying, "The Army moves these people so **you know it doesn't cost them anything to move to a new post!**"; but whoever it was **never** served or lived the military life. The reality is that every move does cost the soldier and family out-of-pocket.

It has been said, **the average military family loses \$2.00 for every \$3.00 they spend, due to poor planning.** I take exception to that statement, because the reality is that not all expenses are meant to be reimbursed by the military. The consumer affairs program at ACS is designed to help budget for moves. Most soldiers are pretty good "Plan-Budget Engineers", or our families would never be able to make the moves and transitions required of us. So, experienced financial counselors are located in ACS to assist with planning and share their experiences. They will tell you to learned to budget, plan, read, etc, everything about the new place they will be diving, including **how to get there and where all the cheap, clean restaurants/cafes/hotels/motels are along the way.** You know what we mean; the kind of restaurant/cafe you go into and order 2 or 3 large value meals and divide the meals with the kiddies. This is just one trick, others include how to pack everything edible (except the peanut butter) in an ice chest, (just in case your funds don't stretch as far as you thought they would); and six weeks worth of clothing for the whole family in an overnight bag, (that's because the packers also packed the luggage along with the garbage and household goods).

These incidents listed above probably haven't been experienced by most of you, but if you feel you need more help with planning for your next move, go by or call the ACS Financial Readiness Counselors. The counselor will tell you what the current allowances and entitlements are for your rank. They will help you budget, provide more tips, assist in any way that they can to help you minimize your out-of-pocket costs.

Army Emergency Relief (AER)

AER plays a unique and important role in helping the Army "Take Care of its Own." AER provides financial assistance to Soldiers (active & retired) and their families during periods of valid emergencies.

Budget Counseling

Certified financial counselors' assists clients in developing a realistic personal budget and provide record keeping tips.

Family Subsistence Supplemental Allowance (FSSA)

FSSA is a program to increase the Service member's Basic Allowance for Subsistence (BAS). ACS counselors pre-screen clients to determine if the family qualifies for FSSA.

Food Voucher

The emergency food voucher (made payable to the commissary) is intended to assist active duty and retired military families with food in an emergency, not to exceed 3 days.

Financial Statements

Information, depicting the financial status of a client, in the form of an income and expense statement can be provided.

Debt Management Program

Team up with Incharge Debt solutions and let them: Work with your creditors to lower interest rates & payments; Consolidate your payments into one monthly payment; Stop collection calls; Help you become debt free in 3-5 years.

Consumer Affairs and Complaint Resolution

When filing a complaint bring all relevant and supporting documentation, i.e. warranties, bill of sale, correspondence with merchant, etc.

Baby Center Referral

After a financial budget is completed, our financial counselors can refer you to the baby center for an emergency supply of diapers, formula, baby wipes, baby food, ect.

Specialty financial education classes are available upon request. Banking and Financial Services, Car Buying Strategies, Consumer Awareness, Credit Management, Financial Planning for Deployments, Home Buying, Military Pay Issues, Money and the Move.

Cost of Living

These classes and services are especially beneficial due to the cost of living for this area. Fort Polk is a Medium Cost of living area. There is a shortage of rental properties due to the influx of new Service, Family members, and civilian contractors to the installation. Although there are new houses and apartments going up every day the availability cannot keep up with the demand. Houses sell for \$50,000 - \$250, 000; rental property goes from \$400 - \$1200.00. Utility bills run \$20.00 (water/sewage); \$80 - \$200 (+ or -).

Temporary Lodging prices start at: Single Soldiers Barrack Rooms - \$12 per night; Welch Magnolia House - \$40 per night, \$3 for each additional person, no pets, and six (6) room accommodations for guests with disabilities; Bradshaw Court Apartments - \$42 per night, \$3 for each additional person. Pets are permitted in apartments 5818 A, B, C, and D; subject to availability.

Pets - \$100 Deposit NON REFUNDABLE, plus \$5.00 per night not to exceed \$100.00 total.

Agencies while traveling you may request assistance: Red Cross, and AER. Upon arrival: Vernon Community Action Council; WIC; La Food Stamp Office; VFW; Helping Hands; Red Cross; Angel Food Ministries; Installation Chaplain Office; AER.

Advanced Pay

Avoid requesting an ADVANCE PAY. Members on PCS orders are entitled to an advance of 1 up to 3 month's basic pay, Minus Taxes and Deductions. To draw one month advance pay prorated over a 12 month period, Sergeants and above may sign the request themselves; E4 and below must have their company commander's approval. All request for the second advance pay must have itemized expenses and be signed by the Company Commander. All request s for the 3rd advance pay must have itemized expenses and be signed by the Battalion Commander who may request a repayment period up to 24 months. This type of pay draw can cause unusual hardship(s) on the family due to the repayment of the debt. This can reduce the Service member's monthly income drastically according to repayment options with the Finance office.

Legal Assistance

Legal Services

Legal assistance is available to all ID card holders. Available to discuss and/or provide assistance with:

- Powers-of-attorney (POAs)
- Wills
- Family support matters and issues
- Consumer issues
- Immigration for family members
- Electronic tax filing

Clients to be seen by an attorney, will be seen **by appointment only**. For more information you may wish to contact the administration office, Monday - Friday, 8:30 a.m. - 4:00 p.m., 337-531-2580.

Claims

Claimants have 70 days to notify the shipping or storage company of the damage or lost property. This is generally done through the Claims Division of their local Office of the Staff Judge Advocate (OSJA). For international shipments picked up after 1 Oct 2007 or domestic shipments picked up after 1 Nov 2007, claimants have the option of giving notice directly to the shipping or storage company within 75 days of the shipment. If they choose to go through the local OSJA Claims Division, notice must be given within 70 days to allow the Claims Division to give timely notice to the shipping or storage company. All damage to POVS must be noted at time of delivery! Because of the time sensitive nature of the claims system, the Claims Division **MUST** be contacted as soon as possible.

Damage to Household Goods

Filing a claim for damage to household goods requires several forms. First, claimants must complete DD Form 1840R, Notice of Damage to Household Goods. This is the form used to give notice to the moving or storage company within 70 days. Failure to deliver this form can reduce the amount payable for your claim or cause the claim to be denied. Claimants have two (2) years from the time of delivery to file the forms that constitute the actual claim. These forms include DD Form 1842, the claim form, and DD Form 1844R, an item-by-item description of the damage and amount claimed. Claimants may need to file other documents such as receipts and repair estimates. Expedient filing is recommended in all cases. Payments for damaged goods will generally be based on repair costs or loss of value or depreciated value of the goods.

Full Replacement Value (FRV)

International shipments made after 1 Oct 2007 and domestic shipment made after 1 Nov 2007 may now be eligible for the new Full Replacement Value (FRV) program for lost or destroyed items. Shipments made before that date are not eligible for this new program. New time limits and procedures are applicable to the new program. To be eligible for FRV, claims must be filed directly with the moving or storage company within nine (9) months of delivery. That company will supply you with forms and instructions for filing the claim. Do not delay beyond the nine (9) month period to collect additional data that may be needed. If necessary, additional documentation requested by the moving or storage company can be provided later. Claims filed more than nine (9) months but less than two (2) years after the delivery may be filed with the local OSJA Claims Division. In that event, you will not receive FRV. Payment will be limited to market value or depreciated value. Please note that the FRV program is not unlimited. In rare instances, a moving or storage company may inform you that you have received the maximum liability of that company. In that event, claimants should contact the local OSJA Claims Division to file a claim for any uncompensated damages. Any payment made by the Division will be based upon market or depreciated value.

Privately Owned Vehicle (POV)

All damage to POVs must be noted at time of delivery. Filing a claim for damage to a POV requires notification of the damage on the VISF (Vehicle Inspection and Shipping Form) at the time of delivery. This form is an inspection sheet for

the vehicle that must be completed before leaving the vehicle checkpoint/pick-up point. A thorough inspection is important because damage not noted on the VISF is rarely payable. If the claimant notices damage after taking possession of the vehicle, he or she should immediately return to the checkpoint and note the damage on the VISF. A claimant has two (2) years from the date of delivery to file a claim for damages noted on the VISF. Claimants can always file a claim even if they don't have sufficient information.

Deployment Support

Deployment and Mobilization Readiness Program (DMR)

The DMR program is designed to support active and reserve component Soldiers and their Families prior to and during periods of extended separation to include pre-deployment briefs. Pre-planned Family assistance and support services ensure a comprehensive effort and coordinated assistance delivery system is in place prior to military operations. The objective of DMR is to provide guidance and assistance to unit commanders, Soldiers and Family members. This program actively promotes self-development for Family members in volunteer leadership positions and fosters teamwork in Family Readiness Groups.

Operation R.E.A.D.Y.

Resources for Educating About Deployment and You training is a must for military Families. Installation training is conducted periodically throughout the year. Training includes Coping with Separation, Homecoming/Reunion, Reintegration, Spouse Battlemind, Care Team Training and much more. If you are unable to attend the training, Family members may check out deployment videos and receive age-appropriate children's workbooks to assist toddlers through teens to cope with the stress of military separations. Family members are invited and encouraged to utilize the video-teleconference equipment to maintain communication with deployed Soldiers and those on unaccompanied tours. For additional information, you may contact the Deployment and Mobilization Readiness Program in BLDG 924; 531-9743/9834.

Health Care - Overview

Moving With TRICARE

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

When Enrolled in a TRICARE Prime Option

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

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

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

Prime Options in the United States

TRICARE Prime

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

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

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

TRICARE Prime Remote

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

Prime Options Outside of the United States

TRICARE Prime Overseas

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

- TRICARE Europe Toll free: 1-888-777-8343; Commercial 011-49-6302-67-7432; DSN 314-496-7432 Fax Numbers: Commercial 011-49-6302-67-6374; DSN 314-496-6374 or [e-mail](#)
- TRICARE Pacific Toll free: 1-888-777-8343; Commercial 011-81-6117-43-2036; DSN: 643-2036; Remote Sites: 011-65-6-338-9277 Fax Numbers: Commercial 011-81-611-743-2037; DSN: 643-2037 or [e-mail](#)

- TRICARE Latin America & Canada (TLAC) Address: TAO-LAC, Bldg 38802, Ft Gordon GA 30905-5650; Toll free 1-888-777-8343; 1-706-787-2424; DSN: 773-2424 Fax Number 1-706-787-3024 or [e-mail](#)

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

TRICARE Global Remote Overseas

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

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

When Using TRICARE Standard and Extra

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

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

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

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

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

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

When Using TRICARE For Life

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

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

If you move overseas, your TRICARE For Life coverage may change depending on where you move. In U.S. Territories such as Guam, Puerto Rico and the U.S. Virgin Islands, TRICARE For Life coverage works the same as the stateside program. But, in all other overseas locations, TRICARE For Life Overseas works differently because Medicare does not

provider coverage in most overseas locations. Therefore, TRICARE is the primary payer. You can get care from any host nation provider and you will be responsible for TRICARE deductibles and cost shares.

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

Getting Care Along the Way

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

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

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

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

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

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

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

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

Filling Prescriptions on the Road

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

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

Your pharmacy coverage is limited overseas:

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

If You Have Questions

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

Installation Specific Information

Medical Care

At Bayne-Jones Army Community Hospital, inpatient and outpatient care is provided to eligible beneficiaries. Most outpatient care is provided by our Department of Family Practice. The provider from which a family receives care is determined by the sponsor's unit of assignment. Active duty personnel are first seen by Troop Medical Clinic staff. If additional care is required, they will be seen in Family Practice.

The extent of services and capabilities available fluctuates with the number of assigned staff members. Specialties currently available include: family practice, pharmacy, behavioral health, referral management, pediatrics, obstetrics and gynecology, internal medicine, general surgery, orthopedic surgery, podiatry, physical and occupational therapy, dermatology, psychiatry, adult and child psychology, otolaryngology (EENT), laboratory, ophthalmology, optometry, social work, preventative medicine, occupational medicine, environmental medicine, community health nursing, clinical dietetics, aviation medicine and radiology.

Primary care services at Bayne-Jones Army Community Hospital are provided in Health Practice Groups based on soldiers' unit assignment. Priority of care at Bayne-Jones Army Community Hospital continues to be active duty first, followed by families of active duty, then retirees and their families.

Dental Care

The Family Member Dental Plan (FMDP) United Concordia, offers a readily available source of comprehensive dental care for family members of active duty. Information about enrollment, benefits, and local participating providers is available at the office of the Health Benefits Advisor, Bayne-Jones Army Community Hospital. The office can be reached by calling 337-531-3974/3908.

Regrettably, significantly reduced staffing and resources necessitate limiting dental care for retirees and their families to emergency care only.

Health Care - Special Needs

Exceptional Family Member Program

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

Military Treatment Facility

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

Moving to a New TRICARE Region

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

Beneficiary Counseling and Assistance Coordinator (BCAC)

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

Case Management

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

Extended Care Health Option (ECHO)

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

Transporting Medical Equipment

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

Federal and State Health Care Programs

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

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

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

Other Important Resources

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

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

Installation Specific Information

Exceptional Family Member Program (EFMP)

The Exceptional Family Member Program (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 is one (child or adult) with any physical, emotional, developmental, or intellectual disability that requires special treatment, therapy, education, training or counseling.

Education - Special Education/EIS

Exceptional Family Member Program

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

Children from Birth to Three Years of Age

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

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

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

Children from 3 through 21 Years of Age

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

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

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

Others who can help you:

- **Parent Training and Information Centers** Each state is home to at least one Parent Training and Information Center (PTI). PTIs serve families of children and young adults from birth to age 22 with all disabilities: physical, cognitive, emotional, and learning. They help families obtain appropriate education and services for their children with disabilities; work to improve education results for all children; train and inform parents and professionals on a variety of topics; resolve problems between families and schools or other agencies; and connect children with disabilities to community resources that address their needs. [The Technical Assistance Alliance for Parent Centers](#) provides addresses and phone number of the centers in your state.
- **STOMP (Specialized Training of Military Parents)** is a federally funded Parent Training and Information (PTI) Center established to assist military families who have children with special education or health needs. The staff of the [STOMP Project](#) are parents of children who have disabilities and have experience in raising their children in military communities and traveling with their spouses to different locations.

6316 So. 12th St.
Tacoma, WA 98465
253-565-2266 (v/tty)
1-800-5-PARENT (v/tty)
Fax: 253-566-8052

[Email](#)

Installation Specific Information

Army Regulation 608-75, 7 Dec 93, requires the Army to carefully consider the availability of facilities to care for and educate Exceptional Family Members in deployment locations. It also requires the enrollment of all Exceptional Family Members in the Exceptional Family Member Program. Public Law 94-142, 1975, requires Free Appropriate Education to all handicapped children. Public Law 95-561, Defense Department Act, 1978, mandates DOD schools to implement Public Law 94-142 in overseas locations.

In layman's terms this means that while the laws mandate that handicapped children are guaranteed appropriate facilities, the Exceptional Family Member Program is **designed to include all eligible family members (children, spouses, and dependent relatives) with special needs - regardless of age.**

Contact Information

7073 Radio Road
Fort Polk, LA 71459-5342
Phone 337 531-1418 / 337-531- 2011
Phone (DSN) 312-863-2011
Fax 337-531-2403
Fax (DSN) 312-863-2403
[Email](#)
[Website](#)

Automotive Services

South Fort Filling Station
7433 Alabama Ave.
Bldg 1725
Fort Polk, LA 71459
Phone 337-537-6149
Phone (DSN) 312-863-6149
[Email](#)
[Website](#)
Mon, Tue, Wed, & Fri 1:30 pm – 9:00 pm
Thu, Sat, & Sun 10:30 am – 6:00 pm

Beauty/Barber Shops

AAFES - Army and Air Force Exchange Service
-Beauty/Barber Shop
7784 Colorado Avenue
Building 840
Fort Polk, LA 71459-5000
Phone 337-537-1795 / 337-537-1792
Phone (DSN) 312-863-1792
Fax 337-537-5590
[Website](#) [Website](#)

Chapels

Duty Chaplain
6661 Warrior Trail
Bldg 350
Fort Polk, LA 71459
Phone 337-531-1726 / 337-531-1727
Phone (DSN) 312-863-1726
Fax 337-531-1563
Fax (DSN) 312-863-1563
[Email](#)
[Website](#)
24 Hour Service available

Adult Education Centers

FORT POLK LIBRARY AND EDUCATION CENTER
7460 COLORADO AVE
BLDG 660
FORT POLK, LA 71459
Phone 337-531-1537 / 337-531-7838
Fax 337-531-8388
Fax (DSN) 312-863-8388
[Email](#)
[Website](#)
Mon - Fri 8:00 a.m. - 4:00 p.m.

Barracks/Single Service Member Housing

Welch Magnolia Guest House - Temporary Lodging
522, Utah Avenue -- PO BOX 3930
Fort Polk, LA 71459-7100
Phone 337-531-9200
Phone (DSN) 312-863-9200
Fax 337-535-0968
Fax (DSN) 312-863-0968
[Email](#)
[Website](#)
Open 24 Hours

Beneficiary Counseling Assistance Coordinators

HEALTH CARE: Contact Numbers
1585 3RD St.
Bayne Jones Hospital
Building 285
Fort Polk, LA 71449
Phone 337-531-3974 / 1-800-752-4658 Ext. 3974
Phone (DSN) 312-863-3974
[Email](#)
[Website](#)
Mon - Fri 8:00 a.m. - 4:30 p.m.
Sat and Sun - closed

Child Development Centers

Child Development Center (CDC)
7600 Utah Avenue
Bldg 744, Utah Ave
Fort Polk, LA 71459
Phone 337-531-2149 / 337-531-1954 / 337-531-2891
Phone (DSN) 312-863-2149
Fax 337-531-8120
Fax (DSN) 312-863-8120
[Email](#)
[Website](#)
Mon - Fri 5:45 am – 6:00 pm
1st & 3rd Sat of the month 12:00 pm – 5:00 pm
Sun and Holidays - closed

Child and Youth Registration and Referral

Child and Youth Registration and Referral
6880 Radio Road
Building 400

Fort Polk, LA 71446

Phone 337-531-1961 / 337-531-1955

Phone (DSN) 312-863-1961

Fax 337-531-0407

Fax (DSN) 312 863-0407

[Website Website](#)

Mon – Fri 8:00 am – 5:00 pm

(Fri 12:00 pm – 5:00 pm – limited service)

Third Sat of the month by appointment

Citizenship and Immigration Services

Legal Assistance and Claims (Staff Judge Advocate Office)
7141 Radio Road
Building 406

Fort Polk, LA 71459

Phone 337-531-2580 / 337-531-2112 / 337-531-2636

Phone (DSN) 312-863-2580

Fax 337 531-9420

[Email](#)

[Website Website](#)

Legal Services:

Mon – Fri 8:00 am – 5:00 pm

Sat and Sun - closed

Closed Federal Holidays

Citizenship & Immigration Services:

Mon, Tue, Wed, Fri 8:00 am – 11:30am

& 12:30 pm – 5:00 pm

Thu – 12:30 pm – 5:00 pm

Civilian Personnel Office

Civilian Personnel Operations Center (CPOC)
7041 Radio Road

Buildings 412 & 413, Radio Road

Fort Polk, LA 71459-5000

Phone 337-531-4020 / 337 531-4207

Phone (DSN) 312 863-4020

[Email](#)

[Website](#)

Mon – Fri 8:00 am – 4:30 pm

Sat and Sun - closed

Holidays - closed

Commissary/Shoppette

Fort Polk Commissary
7906 Colorado Avenue
Bldg 830

Fort Polk, LA 71449-5000

Phone 337-531-7339 / 337-531-2747

Phone (DSN) 312 863-2747

Fax 337-531-2638

Fax (DSN) 312-863-2638

[Email](#)

[Website Website](#)

Emergency Relief Services

(ACS) Army Emergency Relief (AER)
1591 Bell Richard Avenue
Building 920

Fort Polk, LA 71459

Phone 337-531-1957 / 337-531-1958 / 1-800-241-1071

Phone (DSN) 312-863-1957

Fax 337-531-1563

Fax (DSN) 312-863-1563

[Email](#)

[Website](#)

Exceptional Family Member Program/Special Needs

(ACS) Exceptional Family Member Program
1591 Bell Richard Avenue
Fort Polk, LA 71459-5227

Phone 1-800-241-1071 / 337-531-2840

Phone (DSN) 312-863-2840

Fax 337-531-1692

Fax (DSN) 337-531-1692

[Email](#)

[Website](#)

Exchange(s)

AAFES - Army and Air Force Exchange Service
7784 Colorado Avenue
Building 840

Fort Polk, LA 71459-5000

Phone 337-537-1795 / 337-537-1001

Phone (DSN) 312 863-1001

Fax 337 539-9765

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

Mon - Sat 9:00 a.m. - 8:00 p.m.

Sun 11:00 a.m. - 6:00 p.m.

Family Advocacy Program

(ACS) Family Advocacy Program (FAP)
1591 Bell Richard Ave
Building 920, Bell Richard Ave.

Fort Polk, LA 71459

Phone 337-531-1938 / 1-800-241-1071

Phone (DSN) 312-863-1938

Fax 337-531-6487

Fax (DSN) 312-863-6487

[Email](#)

[Website](#)

Mon - Fri 8:00 a.m. - 4:30 p.m.

Sat and Sun - closed

Closed Federal Holidays

Family Center

Army Community Service
1591 Bell Richard Avenue
Bldg. 920

Fort Polk, LA 71459

Phone 337-531-1941 / 1-800-241-1071

Phone (DSN) 312-863-1941

Fax 337-531-1692

Fax (DSN) 312-863-6415

[Email](#)

[Website](#)

Family Child Care/Child Development Homes

FAMILY CHILD CARE (FCC)
6880 Radio Road
Bldg 400

Fort Polk, LA 71446

Phone 337-531-1961 / 337-531-6692

Phone (DSN) 312-863-1961

Fax 337-531-0407

Fax (DSN) 312-863-0407

[Email](#)

[Website](#)

Mon - Fri 8:00 am - 4:30 pm

Sat and Sun - closed

Holidays - closed

Family Child Care/Child Development Homes

Quarters-Based Family Child Care (FCC)
Bldg 662, Utah Ave.
Fort Polk, LA 71459

Phone 337-531-1961/6692

Fax 337-531-0407

Fax (DSN) 312 863-0407

[Email](#)

[Website](#)

Mon - Fri 8:00 am - 4:30 pm

Sat and Sun - closed

Holidays - closed

Finance Office

FINANCE-MILITARY PAY
1787 23rd Street
Building 2524

Fort Polk, LA 71459

Phone 337-531-8648 / 337-531-9663 / 337-531-4784

Phone (DSN) 312-863-6034

Fax 337- 531-7300

Fax (DSN) 312 863-7300

[Email](#)

[Website](#)

Mon - Fri 8:00 am - 4:30 pm

Sat and Sun - closed

Holidays - closed

Financial Institutions

Sabine State Bank
Fort Polk Office
7640 Colorado Avenue

Fort Polk, LA 71459

Phone 337-537-3421 / 1-800-247-7655

Fax 337-239-1010

[Website](#)

Lobby:

Mon - Thu 9:00 am - 4:00 pm

Fri 9:00 am -5:00 pm

Drive-Thru:

Mon -Thu 8:00 am -5:30 pm

Fri 8:00 am - 6:00 pm

Sat 9:00 am -12:00 noon

Financial Institutions

BANKS
9261 Shreveport Highway
Leesville, LA 71459

Phone 337-238-0349

Fax 337-238-6290

[Email](#)

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

Golf Courses

Warrior Hills Golf Course
 7001 Patterson Drive
 Bldg 323
 Fort Polk, LA 71459
 Phone 337-531-4661 / 337-531-1982
 Phone (DSN) 312-863-4661

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

Tue – Fri 8:00 am – 5:00 pm
 Sat – Sun & Holidays 7:00 am – 5:00 pm
 Closed Mon

Gymnasiums/Fitness Centers

Morale, Welfare, and Recreation (MWR)
 6661 Warrior Trail
 Bldg 350, 3rd Floor
 Fort Polk, LA 71459
 Phone 337-531-1959
 Phone (DSN) 312-863-6640
 Fax 337-531-4260
 Fax (DSN) damon.nash@us.army.mil

[Email](#)
[Website](#)
 Mon – Fri 8:00 a.m. – 4:30 p.m.
 Closed - Federal Holidays

Hospital/Medical Treatment Facility(s)

Hospital
 1585 3RD ST.
 Bayne Jones Army Community Hospital
 (BJACH)
 Bldg 285
 Fort Polk, LA 71459
 Phone 337-531-3118 / 337-531-3119 / 337-531-3000
 Phone (DSN) 312-863-3118
 Fax 337-531-3100
 Fax (DSN) 312-863-3100

[Email](#)
[Website](#)
 24 Hour Service

Household Goods/Transportation Office (inbound)

Transportation Division - Inbound
 7585 Virginia Avenue
 Bldg 4374
 Fort Polk, LA 71459-5227
 Phone 337-531-1216 / 337-531-1226
 Phone (DSN) 312-863-1226

[Email](#)
[Website](#)
 Mon – Fri 8:00 a.m. – 4:30 p.m.
 Closed - Federal Holidays

Household Goods/Transportation Office (outbound)

TRANSPORTATION DIVISION
 7585 Virginia Avenue
 Building 4374
 FORT POLK, LA 71459
 Phone 337-531-2217 / 337-531-7097
 Phone (DSN) 312-863-2217

[Email](#)
[Website](#)
 Mon – Fri 8:00 a.m. – 4:30 p.m.
 Closed - Federal Holidays

Housing Office/Government Housing

PICERNE MILITARY HOUSING (Privatized Housing)
 2030 14th Street
 Building 1830
 Fort Polk, LA 71459-7100
 Phone Toll Free: 866-525-HOME (4663) / 337-537-5031

[Email](#)
[Website](#) [Website](#)
 24 Hour Service

Housing Referral Office/Housing Privatization

RCI - Residential Community Initiative
 1957 Louisiana Avenue
 Building T-1807
 Fort Polk, LA 71459-7100
 Phone 337-531-6000
 Phone (DSN) 312-863-6000
 Fax 337-531-8969
 Fax (DSN) 312-863-8969

[Email](#)
[Website](#)
 Mon – Fri 8:00 a.m. – 4:30 p.m.
 Closed Federal Holidays

ID/CAC Card Processing

Central In and Out Processing
 2030 14th Street
 Bldg 1830
 Fort Polk, LA 71459
 Phone 337-537-0658
 Phone (DSN) 312-863-7258/6119
 Fax 337-531-4839

[Email](#)
[Website](#)
 Mon - Fri 8:00 a.m. – 4:30 p.m.
 Sat and Sun - closed
 Closed Federal Holidays

Information and Referral Services*(ACS) Information, Referral, and Follow-up Program*1591 Bell Richard Avenue
Bldg 920,

Fort Polk, LA 71459

Phone 337-531-0772 / 1-800-241-1071

Phone (DSN) 312-863-0772

Fax 337-531-1692

Fax (DSN) 312-863-1692

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

Mon – Fri 8:00 am – 4:30 pm

Sat and Sun - closed

Closed Federal Holidays

Legal Services/JAG*Legal Assistance and Claims (Staff Judge Advocate Office)*

7141 Radio Road

Building 406

Fort Polk, LA 71459

Phone 337-531-2580 / 337-531-2112 / 337-531-2636

Phone (DSN) 312-863-2580

Fax 337 531-9420

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

Legal Services:

Mon – Fri 8:00 am – 5:00 pm

Sat and Sun - closed

Closed Federal Holidays

Citizenship & Immigration Services:

Mon, Tue, Wed, Fri 8:00 am – 11:30am

& 12:30 pm – 5:00 pm

Thu – 12:30 pm – 5:00 pm

Library*Allen Memorial Library*

7460 Colorado Ave

Bldg 660

Fort Polk, LA 71459

Phone 337-531-2665 / 337-531-1987

Phone (DSN) 312-863-2665

Fax 337-531-6687

Fax (DSN) 312-863-6687

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

Mon – Fri 8:00 am – 6:30 pm

Sat and Sun - closed

Closed Federal Holidays

Loan Closet*(ACS) Relocation Readiness Program (RRP)*

1591 Bell Richard Avenue

Building 920

Fort Polk, LA 71459

Phone 337-531-6941 / 337-531-6952 / 1-800-241-1071

Phone (DSN) 312-863-6941

Fax 337-531-1692

Fax (DSN) 312-863-1692

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

Mon – Fri 8:00 a.m. – 4:30 p.m.

Sat and Sun - closed

Closed Federal Holidays

MWR (Morale Welfare and Recreation)*Morale, Welfare, and Recreation (MWR)*

6661 Warrior Trail

Bldg 350, 3rd Floor

Fort Polk, LA 71459

Phone 337-531-1959

Phone (DSN) 312-863-6640

Fax 337-531-4260

Fax (DSN) damon.nash@us.army.mil

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

Mon – Fri 8:00 a.m. – 4:30 p.m.

Closed - Federal Holidays

Military Clothing Sales*Military Clothing Sales Store*

1455 9th Street

Bldg 4310 (off Texas Ave.)

Fort Polk, LA 71459

Phone 337-537-1017

Phone (DSN) 312-863-2000

Fax 337-539-9765

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

Mon - Fri 9:00 a.m. - 6:00 p.m.

Sat 9:00 a.m. - 5:00 p.m.

New Parent Support Program

(ACS) Family Advocacy Program (FAP)
 1591 Bell Richard Ave
 Building 920, Bell Richard Ave.
 Fort Polk, LA 71459
 Phone 337-531-1938 / 1-800-241-1071
 Phone (DSN) 312-863-1938
 Fax 337-531-6487
 Fax (DSN) 312-863-6487
[Email](#)
[Website](#)
 Mon – Fri 8:00 a.m. – 4:30 p.m.
 Sat and Sun - closed
 Closed Federal Holidays

Non-appropriated Funds (NAF) Human Resources

Civilian Personnel Advisory Center (CPAC)
 2271 Louisiana Avenue
 Building 3304
 Fort Polk, LA 71459
 Phone 337-531-4020 / 337-531-4207 / 337-531-6631
 Phone (DSN) 312-863-4207
 Fax 337-653-3589
[Email](#)
[Website](#) [Website](#)
 Mon - Fri 8:00 am - 4:30 pm
 Sat and Sun - closed
 Federal Holidays - closed

Personal Financial Management Services

(ACS) FINANCIAL READINESS
 1591 Bell Richard Avenue
 Building 920
 Fort Polk, LA 71459
 Phone 337-531-1957/58 / 1-800-241-1071
 Phone (DSN) 337-863-1957/58
 Fax 337-531-1563
 Fax (DSN) 337-863-1563
[Email](#)
[Website](#)
 Mon – Fri 8:00 a.m. - 4:30 p.m.
 Sat and Sun - closed
 Closed Federal Holidays

Personnel Support Office

Central In and Out Processing
 2030 14th Street
 Bldg 1830
 Fort Polk, LA 71459
 Phone 337-531-7258/6119 / 337-531-3952 / FOD: 337-531-1726
 Phone (DSN) 312-863-7258/6119
 Fax 337-531-4839
[Email](#)
[Website](#)
 Mon – Fri 7:30 a.m. - 4:30 p.m.
 Sat and Sun - closed
 Closed Federal Holidays
 FOD: 24 Hours, 7 days a week

Relocation Assistance Program

(ACS) Relocation Readiness Program (RRP)
 1591 Bell Richard Avenue
 Building 920
 Fort Polk, LA 71459
 Phone 337-531-6941 / 337-531-6952 / 1-800-241-1071
 Phone (DSN) 312-863-6941
 Fax 337-531-1692
 Fax (DSN) 312-863-1692
[Email](#)
[Website](#)
 Mon – Fri 8:00 a.m. – 4:30 p.m.
 Sat and Sun - closed
 Closed Federal Holidays

Restaurants/Fast Food

COMMUNITY CLUB SYSTEM
 1321 Corp Road
 Building 352
 Fort Polk, LA 71459
 Phone Warrior Community Club: 337-531-4440 / Spare Time: 337-531-8139 / Huddle House: 337-531-4754
 Phone (DSN) 312-863-4440
 Fax (DSN) 312-531-6215
[Email](#)
[Website](#) [Website](#)
 Mon – Fri 8:00 a.m. – 4:30 p.m.
 Closed Federal Holidays
 Mulligan's: 337-531-7668
 Strike Zone: 337-531-6273

Retirement Services

Central In and Out Processing
2030 14th Street, Suite 128
Building 1830

Fort Polk, LA 71459
Phone 337-531-0363/ 7361
Phone (DSN) 312-863-0363
Fax 337-531-8620
Fax (DSN) 312-863-8620

[Email](#)

Mon – Fri 8:00 a.m.– 4:30 p.m.
Closed Federal Holidays

School Age Care

School Age Services
5538 University Pkwy/ LA HWY 467
Building 4996

Fort Polk, LA 71459
Phone 337-531-8774 / 337-531-1992
Fax 337-531-6215
Fax (DSN) 312-863-6215

[Email](#)

Mon – Fri 5:45 a.m. - 8:00 a.m. & 2:45 p.m. - 6:00 p.m.
1st & 3rd Sat of the month, 12:00 p.m. - 5:00 p.m.
Summer & School Holidays, 5:45 a.m. - 6:00 p.m.

School Liaison Office/Community Schools

School Liaison, School Support Services
6880 Radio Road
Building 400

Fort Polk, LA 71459
Phone 337-531-9481
Phone (DSN) 337-863-9481
Fax 337-531-0407

[Email](#)

[Website](#)

Mon – Fri 8:00 am – 4:30 pm
Closed Federal Holidays

Spouse Education, Training and Careers

(ACS) Employment Readiness Program
7960 Mississippi Avenue
Bldg 924

Fort Polk, LA 71459
Phone 337-531-6922
Phone (DSN) 312-863-6922
Fax 337-531-1692
Fax (DSN) 312-863-6415

[Email](#)

[Website](#)

Mon - Fri 8:00 am – 4:30 pm
Sat and Sun - closed
Closed Federal Holidays

Temporary Lodging/Billeting

BILLETING (Welch Magnolia House)
7326 Utah Avenue
Bldg. 522

P.O. Drawer 3930
Fort Polk, LA 71459
Phone 337-531-9000 / 337-531-9200
Phone (DSN) 312-863-9000/9200
Fax 337-535-0968

[Email](#)

[Website](#)

24 Hour Service

Transition Assistance Program

Army Career & Alumni Program (ACAP)
7950 Alabama Avenue
Fort Polk, LA 71459

Phone 337-531-1594 / 337-531-1591
Phone (DSN) 312-863-1594
Fax 337-531-4759
Fax (DSN) 312-863-4759

[Email](#)

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

Mon - Fri 8:00 a.m. – 4:30 p.m.
Sat and Sun - closed
Closed Federal Holidays

Travel Office

Central In and Out Processing
2030 14th Street
Bldg 1830

Fort Polk, LA 71459
Phone 337-537-0658
Phone (DSN) 312-863-7258/6119
Fax 337-531-4839

[Email](#)

[Website](#)

Mon - Fri 8:00 a.m. – 4:30 p.m.
Sat and Sun - closed
Closed Federal Holidays

Veterinary Services

Veterinary Service/Treatment Clinic - Fort Polk
7417 Colorado Avenue
Building 665

Fort Polk, LA 71459
Phone 337-531-1322
Phone (DSN) 312-863-6215

[Email](#)

[Website](#)

Mon, Tue, Thu, 9:00 am – 4:00 pm
1st & 2nd Thu of the month, 12:00 pm – 7:00 pm
Fri, 9:00 am – 3:00 pm
Wed, 9:00 am – 4:00 pm for non-clinic services

Victim Advocate Services

(ACS) Family Advocacy Program (FAP)
1591 Bell Richard Ave
Building 920, Bell Richard Ave.
Fort Polk, LA 71459
Phone 337-531-1938 / 1-800-241-1071
Phone (DSN) 312-863-1938
Fax 337-531-6487
Fax (DSN) 312-863-6487

[Email](#)

[Website](#)

Mon – Fri 8:00 a.m. – 4:30 p.m.
Sat and Sun - closed
Closed Federal Holidays

Women, Infants, and Children (WIC & WIC-O)

WIC Services
1603-B Boone Street
Leesville, LA 71446
Phone 337-239-1203 / 1-800-251-BABY
(2229)
Fax 504-568-3065

[Email](#)

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

Mon – Fri 8:00 a.m. – 4:30 p.m.
Sat and Sun - closed
Closed Federal Holidays

Welcome/Visitors Center

(ACS) Army Community Service
1591 Bell Richard Avenue
Building 920
Fort Polk, LA 71459
Phone 1-800-241-1071 / 337-531-1941 / 337-531- 0772
Phone (DSN) 312-863-1941
Fax 337-531-1692
Fax (DSN) 312-863-1692

[Email](#)

[Website](#)

Mon – Fri 8:00 a.m. – 4:30 p.m.
Sat and Sun - closed
Closed Federal Holidays

Youth Programs/Centers

Siegfried Youth Center (SYC)
LA Hwy 467, University Parkway
Building 4996
Fort Polk, LA 71459
Phone 337-531-1992 / 337-531-1955 / 337-531-8790
Phone (DSN) 312-863-1992
Fax 337-531-9494
Fax (DSN) 312-863-8120

[Email](#)

[Website](#)

Mon – Fri 8:00 a.m. – 4:30 p.m.
Sat and Sun - closed
Closed Federal Holidays

Major Units**4TH BRIGADE, 10TH MOUNTAIN DIVISION**

Contact Information:

CDR/CSM

COM: 337-531-0517

COM: 337-653-2110

DSN: 312-863-0517

DENTAC

Contact Information:

CDR/ADMIN OFFICER

COM: 337-531-2327

DSN: 312-863-2327

1ST BN , 509TH INFANTRY BATTALION

Contact Information:

CDR/CSM:

COM: 337-531-9850

DSN: 312-863-9850

S1: 337-531-9848

S2: 337-531-8918

S4: 337-531-0474

S6: 337-531-8959

CDR/CSM HHC: 337-531-8951

CDR/CSM A CO: 337-531-4295

CDR/CSM B CO: 337-531-0492

CDR/CSM D TRP: 337-531-2545

1ST MANEUVER ENHANCEMENT BRIGADE

Contact Information:

CDR/CSM

COM: 337-531-7505

DSN: 312-863-7505

S1: 531-7052

S2: 531-0408

S3: 531-2576

S4: 531-2528

S5: 531-1822

S6: 531-2573

VETERINARY

Contact Information:

CDR/NCOIC

COMM: 337-531-1322

DSN: 312-863-1322

519TH MILITARY POLICE BATTALION

519TH MILITARY POLICE BATTALION

Contact Information:

CDR/CSM

COM: 337-531-7020/6379

DSN: 312-863-7020

OPERATIONS GROUP (OPSGRP)

Contact Information:

CDR/CSM

COM: 337-531-0264/0290/ 0291

DSN: 312-863-0264/0200/ 0291

Division XO:

COM: 337-531-1497

DSN: 312-863-1497

Senior AGI O/C:

COM: 337-531-0268

DSN: 312-863-0268

MEDDAC (BAYNE-JONES ARMY HOSPITAL)

Contact Information:

CDR/CSM

COM: 337-531-3926/3928

DSN: 312-863-3926/3928

Toll Free: 1-800-752-4658

INFO:

COM: 337-531-3118/3119

DSN: 312-863-3118/3119

162nd INF BDE - FSF-TT

Contact Information:

COM PREFIX: 337
DSN PREFIX: 863
CDR/CSM 337-653-3136
DSN: 312-863-3136/3133
S1: 337-653-3244
S3: 337-653-3236
S4: 337-653-3120
S6: 337-653-3109

CDR/CSM 2nd BN:
COM: 337-653-2417
DSN: 312-863-2417

CDR/CSM 3rd BN:
COM: 337-653-2173/2198
DSN: 312-863-2173/2198

CDR/CSM 4th BN:
COM: 337-653-3137/2411
DSN: 312-863-3137/2411

115th Combat Support Hospital

Contact Information:

COM PREFIX: 337
DSN PREFIX: 863
S1: 531-6096
S2: 531-6057
S3: 531-1204
S4: 531-2450
S6: 531-2511

CDR/CSM HHD:
COM: 337 531-6065
DSN: 312-863-6065

CDR/CSM A CO:
COM: 337-531-7212
DSN: 312-863-7212

CDR/CSM B CO:
COM: 337-531-4664/6819
DSN: 312-863-4664/6819

CDR/CSM 433RD:
COM: 337-531-4318
DSN: 312-863-4318

CDR/CSM 565TH:
COM: 337-531-7111
DSN: 312-863-7111