



Troops & Families

Leadership

Service Providers

PLAN MY MOVE

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

Plan My Move Booklet for Minot AFB

Overview



Location

The base is located in Ward County, 13 miles north of Minot, North Dakota and only 50 miles from the Canadian border. The base is an integral part of all the local communities. The people are friendly, helpful, and honestly glad to have you here. Known as the home of Team Minot, the name emphasizes the great working relationship the base has with the community. Minot is a low cost area surrounded by military-friendly towns. The base operator's phone number is 701-723-1110, or DSN 312-453-1110.

History

Minot businessmen donated approximately \$50,000 to buy the first portions of land for the air base. The Minot Chamber of Commerce presented the United States Government with the land May 1, 1955 with construction starting a year later. The Air Force officially activated the base January 10, 1957. The base and its mission have evolved since its activation. If you would like to follow the evolution of Minot AFB, log on to the base [homepage](#), click on general information and then history/mission.

Mission

The mission of the 5th Bomb Wing, ACC, Host Wing is skilled, proud Airmen providing full spectrum, expeditionary, B-52H global strike and combat support capabilities to geographic commanders and the Commander, USSTRATCOM, and 91st Missile Wing mission support...Weapons on target, on time!

The 91st Missile Wing, AFSPC mission is to defend the United States with safe, secure intercontinental ballistic missiles, ready to immediately put bombs on target.

Population Served

Minot has the following population breakdown active duty officer: 600+; active duty enlisted: 4,000+; family members: 4,500+; and civilian employees: 500+.

Base Transportation

The Base Taxi is available for "Official" business. You can make arrangements for the Base Taxi by calling 701-723-3121.

Free transportation is provided year round to students attending downtown public schools. Bus Service is also provided to the on-base schools from November through March. Specific dates will be published yearly.

Sponsorship

Your sponsor is an important person who can help with everything from housing to in-processing. A sponsor can help resolve many issues that occur during your move. Air Force regulations require a sponsor be named after notification of

your new assignment. Sponsors are expected, at a minimum, to write you concerning the base, the unit's mission and your job. Also, your sponsor is expected to meet you on arrival and help you get settled into the base and the community. If you do not hear from your sponsor within 60 days of your reporting date, contact your local Military Personnel Element (MPE) or Airman and Family Readiness Center. If you arrive between 7:30 am and 4:30 pm, Monday through Friday, report to your commander's support staff. If you arrive after duty hours or on a weekend/holiday, the 24-hour arrival point is the Sakakawea Inn, 701-723-6161 or DSN 312-453-6161. If you encounter any problems before or during your in-processing to Minot AFB, contact the base Right Start monitor at DSN 312-453-3950 or 701-723-3950.

Until you obtain a permanent address, your mail may be forwarded to: Your Name, PSC 1 Box 1000, Minot AFB, ND 58705-5003.

Temporary Quarters

If you arrive after duty hours or on a weekend/holiday consider staying your first night at the 24 hour arrival point, the Sakakawea Inn located at 14 Summit Drive, DSN 312-453-6161 or 701-723-6161. The toll free number for making CONUS Air Force lodging reservations is 1-888-AF LODGE (1-888-235-6343). After you dial the toll free, you will be prompted for the first three digits of the base, which for Minot are 453. Your sponsor can make a reservation for you in advance.

Pets are not allowed in visiting quarters facilities. There are five pet-friendly family units available on a first-come/first-serve basis. If pet friendly rooms are booked, ask desk for arrangement options.

Single airmen should coordinate with their sponsor (or the First Sergeant) to ensure a dorm room is secured prior to arrival. Lodging and local hotels are booked for state sponsored events in late July, early September, and early October. If you are PCSing during these periods make your reservations early.

Relocation Assistance

The Airman and Family Readiness Center will assist you with any of your relocation needs. We offer Spouse Employment, base Family Childcare Provider listing, and the Air Force Aid Society's Child Care for PCS program to name a few. The 5 FSS Military Personnel Element will register you for the Right Start Briefing upon arrival. This Intro Program is designed to inform newly assigned personnel of services and resources available on base and in the surrounding area. Military and civilian personnel are required to attend. Spouses are highly encouraged to attend. Right Start is held on the 2nd and 4th Wednesday of each month at the Jimmy Doolittle Center. Just give the Airman and Family Readiness Center a call at DSN 312-453-3950 or 701-723-3950 and we will be glad to help.

Sponsorship

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

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

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

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

A sponsor's duties include:

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

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

Service specific processes for requesting a Sponsor include:

- **Army and Defense Logistics Agency:** AR 600-8-8 outlines procedures for DA Form 5434, Sponsorship Program Counseling and Information Sheet. Sponsorship is mandatory for first term Soldiers. All Soldiers, private through colonel (excluding those completing advanced individual training (AIT) and those PCSing to long term schools) and civilian employees through grade 15 may participate in the advance arrival sponsorship program. Reactionary Sponsorship is available for individuals arriving at an installation without a sponsor. Contact the gaining unit to request a sponsor.

- **Air Force:** Gaining Unit Commander Support Staff/Military Personnel Element will assign a sponsor upon receipt of assignment notice. Assigned sponsor will then make contact with the inbound member.
- **Navy:** OPNAV INSTRUCTION 1740.3B prescribes procedures regarding Command Sponsor and Indoctrination Programs. This Program is designed to facilitate the adaptation of Sailors and their families into new working and living environments, to minimize the anxiety associated with a Permanent Change of Station (PCS) move, and afford Sailors and their families the greatest opportunity for a successful and productive tour of duty.

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

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

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

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

Youth Sponsorship

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

Directions to Installation

Directions to Minot AFB North Dakota

Airports

For those traveling by air, you will be landing at the Minot International Airport on the city's northern edge. If your sponsor is not meeting you at the airport, there are two taxi companies that will take you to base (Minot City Cab, 701-852-8000 or Taxi-9000, 701-852-9000. Remember to claim the taxi fee on your travel voucher.

Driving Directions

If driving, follow US Highway 83 north through the city of Minot, the highway is called "Broadway" in the city limits. Coming from the South you will pass the town of Ruthville, about two miles south of the base. The first gate is the south gate, but don't stop there. A mile further is the main gate and the base's Visitor Control Center, your first stop.

Navigating around Minot is made easy with the city divided into four quadrants; Northwest, Northeast, Southwest, and Southeast. Most of the roads are numbered with streets running North and South and Avenues running East and West.

Traveling by Bus or Train

For those traveling by bus or train, you will be arriving at either the bus or train station in the center of the city. If your sponsor is not meeting you at the bus or train station, there are two taxi companies that will take you to base (Minot City Cab, 701-852-8000 or Taxi-9000, 701-852-9000. Remember to claim the taxi fee on your travel voucher.

Check-in Procedures

Documents to hand carry

First of all make sure you have all your important papers with you. Some documents you may need are PCS orders, marriage license, birth certificates, household goods inventories, moving van rental agreements, List of bills and due dates, etc. Do not pack these documents with your household goods. Remember to include your Commander's, orderly room and sponsor's telephone numbers in case of an emergency while you are in transit.

Travel Planning

If you arrive after duty hours or on a weekend/holiday consider staying your first night at the 24 hour arrival point, the Sakakawea Inn located at 14 Summit Drive, DSN 312-453-6161 or 701-723-6161. The toll free number for making CONUS Air Force lodging reservations is 1-888-AF LODGE (1-888-235-6343). After you dial the toll free, you will be prompted for the first three digits of the base, which for Minot are 453. Your sponsor can make a reservation for you in advance.

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Single airmen should coordinate with their sponsor (or the First Sergeant) to ensure a dorm room is secured prior to arrival. Lodging and local hotels are booked for state sponsored events in late July, early September, and early October. If you are PCSing during these periods make your reservations early.

Reporting Procedures

If you arrive between 7:30 am and 4:30 pm, Monday through Friday, report to your commander's support staff. If you will be house hunting, submit proper leave request before starting permissive leave.

If you arrive after duty hours or on a weekend/holiday the 24 hour arrival point is the Sakakawea Inn located at 14 Summit Drive, Phone number 701-727-6161, DSN 312-453-6161.

Once you have signed in at your commander's support staff, you will be scheduled for mandatory in processing appointments with Base Right Start, Support Group Commander, Unit Mobility Officer, Equal Opportunity Training, Financial Management Planning Seminar, etc. Remember, your spouse is encouraged to attend the Right Start briefing. Be sure to keep a detailed account of your trip and expenses to use when you process your travel voucher upon arrival. The sponsor packet you received from your sponsor should provide you with instructions about reporting procedures. If you do not have a Sponsor, contact your commander's support staff or the Airman & Family Readiness Center at 701-723-3950 or DSN 312-453-3950.

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 Airman and Family Readiness Center is the focal point for all Relocation Assistance. The Relocation Assistance Program (RAP) is designed to provide education, counseling, relocation planning, information, referral and emergency assistance to service members and their families.

If you are relocating to Minot, please be sure to request a sponsor. Your sponsor will be able to tell you about your new unit and give you a telephone number and address where he or she can be reached. You will receive a Sponsor Packet

from your sponsor with information on housing, base facilities and programs, and the local community. Your sponsor will normally be the person at the airport to meet you and help you get settled in on base.

Other Relocation related services:

Local job information; Financial advice; Air Force Aid Society; Airman's Attic; Family Services-Loan Closet; Volunteer opportunities.

Emergency Assistance

Planning for Emergencies

No matter how well you've planned, emergencies do happen. It is important that family members know how to contact you while you are en route to your new assignment. All military members in transit should give a copy of their orders and itinerary to a family member who is not traveling with them. This gives family members, law enforcement officials etc., a way to contact you in case of an emergency. Always carry a copy of your leave and earnings statement and your orders with you!

Important Documents/Hand Carry

First, make sure you have all your important papers with you - not packed with your household goods. Numbers for your gaining Commander, Orderly Room, and your sponsor can be invaluable in case of emergency while in transit. Also have contact information for your creditors (don't list your full account number, just the last four digits) available in case of a lost wallet or other emergency.

American Red Cross

The American Red Cross is always available for any emergency wherever you may be. Contact the nearest American Red Cross office (phone numbers are usually listed in the white pages of the local phone directory). The Red Cross can contact your base and keep them abreast of your situation. Quick communication with home about family emergencies is available 24 hours a day, 7 days a week, including verification of death or serious illness of immediate family, birth announcements to fathers deployed overseas, and health and welfare reports resulting from a lack of communication over a long period of time. If the Red Cross can't cover the financial emergency, they have a reciprocal agreement with the Air Force Aid Society to meet your need.

Air Force Aid Society

Plan for the unexpected! Air Force Aid Society can provide financial assistance based upon need through loans and grants. Financial assistance include: basic living expenses (food, shelter, utilities) medical not covered by TRI CARE/CHAMPUS, dental not covered by Concordia, funeral expenses for dependents of active duty members, emergency transportation and essential car repairs. If you are not near a military installation, contact the American Red Cross, they have a reciprocal agreement with the Air Force Aid Society to meet your need.

The Minot AFB First Sergeant's maintain an on-base food pantry.

Salvation Army

The Salvation Army is another good source of information and assistance in an emergency. Contact the local telephone directory for the local for contact information or go to the [Salvation Army homepage](#).

2-1-1

North Dakota has implemented 2-1-1. Calling 2-1-1 gets you connected and gets you answers. You can also reach them [on-line](#). 2-1-1 connects people to information, referral, crisis management, life saving connections, disaster relief services, and can meet the basic needs (food, shelter, clothing) for people in need.

Motor Vehicles

Registration & Licensing Requirements

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

State Laws

You and your passengers must always wear seatbelts while driving, you will be ticketed and issued heavy fines if seatbelts are not secured. State law requires that all children under 7 years of age, 57" in height or 80 pounds be properly restrained in child seats. Some states also require younger, smaller children to sit in the back seat.

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

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

Base Regulations

North Dakota state traffic laws apply on Minot AFB.

Seat Belts -- Seat belts are mandatory in North Dakota. Child seats/restraints are mandatory for children under 4 years of age. Children ages 4-11 must be properly secured in a car seat or buckled in a safety belt. The car seats must meet the US Department of Transportation safety standards. Contact the ND Department of Transportation at 800-472-2286 or the Airman and Family Readiness Center at 701-723-3950.

Accidents -- If you have an accident while on Minot AFB contact the Security Police Desk Sergeant at 701-723-3096.

Motorcycles -- All motorcycle operators must comply with the requirements of AFI 91-207 prior to operating a motorcycle on base.

Registering Vehicles on Base

Vehicle registration is no longer required on Minot AFB. An ID is required for base entry and guests require a visitor's pass.

Loan Closet

Items Available

The Loan Closet provides temporary household goods to incoming or outgoing personnel. The Loan Closet has the following items that may be checked out for your convenience:

"Kitchen in a Box" which includes four each of the following: plates, lunch plates, soup bowls, glasses, coffee mugs, spoons, forks, knives and two servicing bowls plus one each platter, trivet, cutting board, hot pad, dish cloth, dish towel, can opener, veggie peeler, 3-piece knife set, 6-piece cooking utensil set, measuring cup set, glass measuring cup, measuring spoon set, juice pitcher, 9-piece pots and pans set, toaster and coffee pot. Other kitchen items may be added.

The Loan Closet can also check out irons, ironing boards, radio alarm clocks, dish drainers, laundry baskets, folding chairs, and folding tables.

For small children, we have highchairs, umbrella strollers, and pack-n-plays.

Bedding items consist of single folding cots, single sleeping pads and double sleeping pads.

How to Borrow

The Loan Closet is Located in the 5 FSS Outdoor Recreation Section. Outdoor Rec's winter hours are as follows: Monday and Tuesday 10:00 AM - 5:00 PM, Wednesday Closed, Thursday 10:00 AM - 5:00 PM, Friday 10:00 AM - 4:00 PM, Saturday 8:00 AM - 12:00 PM and Sunday Closed. Outdoor Rec can be reached at 701-723-3648 or 312-453-3648. Items from the Loan Closet are on a first come first serve basis and PCS loans are for 30 days. There is no cost.

Housing - Overview

Government Housing

At the present time Minot Air Force Base Housing is undergoing a renovation of housing which could affect the below listed wait times. Please call to see if any changes have occurred.

As a reminder, Housing Management cannot offer a house to a military person unless they have provided all necessary information. This includes a copy of orders, marriage license, birth certificates, and custody decrees. Members on the waiting lists should notify Housing Management when there is a change in their housing entitlement. Changes include: demotion; promotion; divorce; pregnancy; additional dependents, and dependents no longer residing with the sponsor.

The following is just an estimate. The waiting period could be longer or shorter.

Enlisted

# Bedrooms	Junior E-1 thru E-6	Senior E-7 thru E-9	Chief prestige
2	1-3 month	N/A	N/A
3	1-3 month	1-3 months	1-3 month
4	1-3 months	1-3 months	6 months

Officers

# Bedrooms	Company Grade	Field Grade
2	12-24 month	N/A
3	12-24 months	12-24 months
4	12 -24 months	12-24 months

Single Service Member Housing

There are six unaccompanied Officers Quarters (UOQ) available for Key and Essential positions at Minot AFB.

If you are a single E-4 and above, with over 3 years, expect to make housing arrangements off base.

Single personnel, E-4 and below, with less than 3 years, must check in with the Consolidated Dorm Manager (CDM) for dormitory assignment. Single personnel, E-4 and below can be authorized to live off base if the dormitory vacancy rate is low and after processing through the Housing Management Flight, your Unit Commander and the CDM. When you arrive, ask the CDM if single rate Basic Allowance for Housing (BAH) is being offered for your grade. If single rate BAH is not being offered for your grade, you can place your name on the BAH waiting list.

Exceptional Family Member Housing

Minot has 35 handicap units. There are 33 enlisted and 2 officer units. Minot does not have a priority policy for issuing these units. For more information on these units call the housing office at 701-723-2408 or DSN 312-453-2408.

Non-Government Housing

The Minot real estate market has been good and is expected to remain strong in the foreseeable future. With an expected population increase due to additional military personnel and oil production activity, housing availability will be at a premium and the supply and demand factor will determine eventual sales and sold volume figures.

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

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

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

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

Rental Options

Rental leases are normally long term (more than 30 days). Availability of housing off-base is fair provided you do not have cats and dogs. Apartments are readily available; rental townhouses, condos, and houses are limited and come in a variety of sizes and cost. Rental security deposits may not exceed one month rent. Those few landlords who do permit a cat or dog can charge tenants no more than two months rent for a pet deposit. The average cost of one, two and three bedroom apartments and houses range from \$450 to \$800+ per month.

Purchase Options

There are many options to purchase a house and many areas and factors to consider. For assistance, please contact the Housing Referral Office or the Airman and Family Readiness Center.

The Military Moving Station is a free program designed to give military members an advantage when buying or selling a home. By logging on to MilitaryMovingStation.com, you will be set up with your own personal advisor who will serve as an unbiased resource to answer all your questions every step of the way. You will have access to all the services you need, including: real estate agent selection, home buying assistance, home sale assistance, mortgage coordination, home inspection, title insurance and closing services.

Mobile Homes

Minot AFB does not have a mobile home park on base; however, the Housing Referral Office does maintain a list of mobile home parks in the area.

Housing - Temporary

Temporary Lodging Facility

The Sakakawea Inn has a total of 75 rooms to provide their guests with quality service and accommodations. Rooms consist of 15 TLFs, 30 VOs, 6 DV suites, and 24 VAQs (shared bath).

Reservations

Make reservations for temporary lodging as soon as you receive orders. When space is not available on base lodging office will set up off base lodging (contract quarters) with local hotels.

Reservations should be made at least 30 days in advance for inbound personnel for a period of up to 30 days, space permitting. Space A reservations may be made up to 30 days in advance and confirmed for up to 3 days, space permitting.

There's now a toll free number for all duty and space-available travelers to use in making Air Force CONUS lodging reservations. The toll free number is 1-888-AF LODGE (1-888-235-6343). After you dial the toll free number, you will hear a recorded prompt asking you to dial the first three digits of the base, which for Minot are 453.

Lodging and local hotels are booked for state sponsored events in late July, early September, and early October. If PCSing during these times please check for exact dates and confirm reservations as far in advance as possible or plan your arrival/departure dates after these dates.

Pets

Pets are not allowed in visiting quarters facilities. There are five pet-friendly family units available on a first-come/first-serve basis. If pet friendly rooms are booked, ask desk for arrangement options.

Length of Stay

- Space A: Reservations can be made for 3 nights at a time up to 30 days
- Family: Allow to stay for up to 30 days

Rates

- VAQ Rooms: \$34.75
- VOQ/VQ Rooms: \$39.00
- TLF: \$41.50 - \$52.00
- Distinguished VAQ: \$42.50
- Distinguished VOQ/VQ: \$48.25 - \$53.25

Housing - Government

Military Housing

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Eligibility

Military personnel, E-1 and above, with accompanying family members, may apply for military family housing. The housing list for which you are eligible is dependent on the member's rank and bedroom requirement.

Availability

Military family housing includes 2, 3 and 4 bedroom units. The following is an estimate of wait times for base housing:

Enlisted

# Bedrooms	Junior E-1 thru E-6	Senior E-7 thru E-9	Chief prestige
2	1-3 month	N/A	N/A
3	1-3 month	1-3 months	1-3 month
4	1-3 months	1-3 months	6 months

Officers

# Bedrooms	Company Grade	Field Grade
2	12-24 month	N/A
3	12-24 months	12-24 months
4	12 -24 months	12-24 months

Application

To make an advance application for base housing, contact your current Housing Management Flight to complete the DD Form 1746, Application for Assignment to Housing. A copy of your Permanent Change of Station (PCS) orders must accompany your application. We will respond to your application with information on what type of housing you are authorized and the estimated wait time for family housing. Once you arrive, check in with the Minot AFB Housing Office and you will receive current housing information during the housing briefing. You will be required to certify that your dependents live with you more than six months of the year when you arrive at Minot AFB.

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Household Goods - Overview

Arranging Household Goods Shipments

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

Set up an appointment with your transportation office as soon as you have a copy of your PCS orders. The earlier you call or visit your transportation office, the greater your chances of moving on the date you desire. The counselors will explain all your PCS move entitlements in detail. Your first decision is whether to have the government move you or whether to move yourself. There are pros and cons to each type of move. Your counselor will answer all of your questions. If you choose a government move, they will book your shipment and let you know the exact dates the movers will come. If you choose to move yourself, the counselor can assist with recommendations and tips on how to do a personal move.

Automobile

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

Shipping Pets

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

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

Delivery of Household Goods Shipments

It is your responsibility to contact the transportation office as soon as you arrive at your new duty station. Let them know how you can be contacted, phone, mobile phone and e-mail. If you already have new quarters, they will help arrange delivery of your personal property shipments. Otherwise they will arrange for temporary storage until you have permanent housing.

Customer Satisfaction Survey

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

Claims

If you have any loss or damage to your personal property you may need to file a claim. Use the front of [DD Form 1840/1840R](#) to notify the mover of any loss or damage you find at the time of delivery. If further loss or damage is discovered after the transportation provider departs, use the reverse side of the form, DD Form 1840R. You must **file DD Form 1840/1840R within 70 days of delivery**. Completing and submitting the DD Form 1840/1840R does not constitute filing a claim. A claim is separate and distinct from these forms. Your local personal property office and claims office will give you complete instructions on where and how to file DD Form 1840/1840R and your claim.

Household Goods - Shipping Pets

Boarding

Pets are not allowed in visiting quarters facilities. There are five pet-friendly family units available on a first-come/first-serve basis. Remember, it is a good idea to make advanced reservations for pet boarding as soon as you know your arrival date. Your sponsor may be of assistance to you.

Most of the hotels/motels in Minot allow pets. If there is not a pet friendly unit available on base, ask the desk for assistance. The some downtown hotels/motels have size restrictions and additional fees.

There are no facilities on base to temporarily house pets; however there are kennels in Minot. Prices range from \$6 to \$15 a day depending on type, size and number of pets. Following is a list of local kennels:

- [Ambush Kennels](#) -- 701-728-6363
- Best Pet -- 701-852-6413
- [Fetch Pet Care](#) -- 701-833-1616
- Sterling Kennels Inc. -- 701-852-6379

Quarantines

There is no quarantine for pets arriving from overseas locations as long as the owner can provide the following: the pet's owner is in possession of a valid veterinarian's certificate which states the pet has no diseases, and the pet has a current rabies inoculation. Due to constant changes, visit your local TMO office for tips and requirements on pet transportation.

Vaccinations and Licensing

The main priority of the Minot AFB Veterinary Treatment Facility (VTF) is to provide care to the Security Forces Military Working Dogs. The VTF also serves the Minot AFB community and their privately owned animals (POAs). The VTF staff must ensure all POAs residing on Minot AFB are registered in accordance with Minot AFB Operating Instruction 31-203 which requires all dogs, cats, and ferrets to be registered with the VTF within 14 days of their arrival on base. Registration can be done on a walk-in basis; the pet is not required to be present.

In addition, base housing residents must have microchips implanted in all their dogs and cats within 30 days of moving into a base housing unit. This can be accomplished at the base Veterinary Treatment Facility or an off-base facility of your choice. The cost of micro chip at the base facility is \$15. Pets already having proof of microchip implantation and registered at the Minot AFB Veterinary Treatment Center are in compliance. All newly acquired pets must obtain a microchip and be registered within 30 days of ownership.

There is a limit of three (four legged pets) per household on Minot AFB. Exotic pets, to include but not limited to: wolves, wolf-hybrids, birds of prey, and reptiles of any species are not authorized in base housing without prior approval from the 5th Support Group Commander. Entry of all horses brought onto Minot AFB must be coordinated prior to arrival through the VTF. The Dufresne Riding Club maintains the base stables. The riding club does not have a phone to call direct, but the VTF will provide a contact number for those interested in using the stables.

If a registered pet becomes lost and is picked up by Security Forces, it can be promptly returned to its owner. Unregistered pets, however, are taken to the local Humane Society in Minot; if their owner cannot be located the pets are kept for three days before being put up for adoption or euthanized.

Veterinary Services

Clinics for routine vaccinations and sick calls are held as a Veterinarian is available. The VTF also issues health certificates for animals in connection with home day-care, traveling overseas or crossing state lines. The VTF staff performs routine diagnostic procedures and micro chipping on non-clinic days. Please call to ensure that qualified personnel are available and keep in mind that pets are seen on an appointment-only basis or when walk in clinics are advertised. The VTF is not authorized or equipped to provide emergency medical care to POAs.

For further details, the VTF can be reached by calling 701-723-6449 or DSN 312-453-6449.

Education - General Overview

Introduction

There are no DoD schools at Minot AFB. The Minot Public School system operates the public schools that the base children will be attending. The Minot Public School District has 11 elementary schools located in the city: [Bel Air](#), [Bell](#), [Edison](#), [Lewis and Clark](#), [Lincoln](#), [Longfellow](#), [McKinley](#), [Roosevelt](#), [Perkett](#), [Sunnyside](#) and [Washington](#). There are also two elementary schools located on the Minot Air Force Base, [Dakota](#) and [North Plains](#).

There are two middle schools in the city, [Jim Hill](#) and [Erik Ramstad](#). [Memorial Middle School](#) is located on Minot Air Force Base.

Base children are bused to school during the winter months. The buses run from November to March. Exact dates are always posted ahead of time.

There is one high school on two campuses: Minot High School - [Central Campus](#) (for grades 9 and 10) and Minot High School - [Magic City Campus](#) (for grades 11 and 12). Bus service is available to take the high school students the 10 miles to Minot.

Minot Public Schools also offers an Adult Learning Center and [Souris River Campus](#), an alternative school. Minot Public Schools also provide a Head Start program for 0-5 year olds.

Private Schools

For private schools, Minot has a [Catholic school system](#) with two elementary schools, [St. Leo's](#) and Little Flower, and a combined middle and high school, Bishop Ryan. There is also a Protestant K-12 school, [Our Redeemer's Christian School](#).

Homeschooling

Parents may also select to participate in Home Schooling. The following question and answer [web site](#) will help with the North Dakota requirements.

Other school districts within a short 10-30 mile commute from Minot AFB are [Glenburn](#), [Sawyer](#), [Des Lacs/Burlington](#), and [Surrey](#).

School Year

All Public Schools have a 9 month school year. The school year begins one week before Labor Day and ends Memorial Day Weekend.

Age Requirements

Age requirements for North Dakota Public Schools by State Law. If a child has not attended school before, parents must bring a birth certificate, or other proof of age, and shot records to the school at registration time.

- Kindergarten: Child must be 5 years old by 31 August of the school year.
- First Grade: Child must be 6 years old by 31 August of the school year.

School Statistics

Enrollment for the district averages 6,600 students and has a 14:1 student teacher ratio. The graduation rates for the public and private schools are 90% and 100% respectively, far above the national rate of 71%. Between 70 - 85% of public school graduates continue their education and 90% of those that graduate from the private Bishop Ryan high school continue on. There is one computer for every two students in the Minot schools. The Minot Public School District consistently score above the state and national averages in the North Dakota Assessment and the American College Test (ATC).

Adult Education

The focal point for all education programs at Minot AFB is the Base Training and Education Services Center (BTES). Professional guidance counselors are available for both active duty and family members on an appointment basis. Complete testing facilities are available, to include CLEP, DANTES, ACT/PEP, GRE, SAT/ACT, and some specialized tests. Information pertaining to financial aid is available to all personnel, and tuition assistance is authorized for active duty personnel. Out-of-state tuition exemption applies for all military personnel and their families. The Adult Learning Center on base offers classes on GED and College Prep.

Education - Training (College/Technical)

College

Minot AFB offers a wide variety of degree programs. Supported by four on site and fully accredited universities. All of these institutions are open to military, dependents and the general public. The Base Education Center offers classes and degrees through [Central Michigan University \(CMU\)](#), [Embry-Riddle Aeronautical University \(ERAU\)](#), [Park University \(PU\)](#), [Minot State University \(MSU\)](#) and [Minot State University of Bottineau \(MSUB\)](#). Available programs include Vocational Certificates, Associates Degrees, Bachelors Degrees and Masters Degrees. Schools are fully accredited and approved for financial aid. Classes are available to military and civilians on base or at the campus. Military and their dependents pay the in-state tuition when attending an on-base school. For the cost of classes please contact the school you wish to attend.

Tuition Assistance (TA) is provided at a rate of 100% to most active duty service members. Officers will incur a two year commitment if TA is used. TA is not available for dependents.

Additional Services

Minot AFB Education Center offers test proctor services for those taking online courses or technical courses from institutions out of the area.

If you are interested in Officer Training School, The Air Force Academy, or other commissioning programs we have the resources and personnel ready to help.

Education - Local Schools

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

1. How do I choose a good school?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Education - Local Schools/Overseas

Overseas Schools -- What You Should Know

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

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

Where do I start?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Employment - Overview

Employment Opportunities

With the emphasis on the Bakken oil field, the surge in North Dakota's energy industry continues. The oilfield is seeking quality workers to meet the ever-growing demand. Positions in the oilfield can pay quite well. The average salary at the end of 2007 was \$69,212. Positions are available in both exploration and production. Some of these positions include: shop technician, sales, clerical, mechanical, welder, roustabout, truck driver, electronic tech, operator assistant, seismic, crane operator, concrete finisher, and mud logger.

The following additional details apply to most oilfield positions:

- Most positions are labor intensive and involve outdoor work in all weather conditions.
- Minimum age restrictions may be 18 or 21 years old.
- Drug testing is required in the hiring process and performed randomly on the job.
- Most positions require a valid driver's license with a clean driving record.
- Some require a commercial driver's license (CDL), or the ability to acquire one.
- Company work schedules may vary, e.g. 4 days on/4 days off; 7 days on/7 days off; 2 weeks on/1 week off with pay.
- Significant overtime hours may be available. It is important to check with the company regarding work schedules.
- In limited circumstances, housing may be provided. Some companies provide a daily per diem for meals.

To view or apply for oil field jobs go to the [website](#).

Good Prospects

Employment in the local area is oriented towards the service, construction, retail, and trade industries. Local jobs are available in service areas such as fast foods, call centers, and retail sales. Experienced clerical workers who are computer literate will find good employment opportunities.

Fair Prospects

There are a number of health care providers, hospital, clinics, and private practices in the city of Minot. People with skills in nursing and health specialty positions are often sought after by these facilities.

Poor Prospects

Professional jobs are not in abundance and are very competitive.

Local Economic Climate

The North Dakota unemployment rate for April was 3.3% and has been consistently lower than the national rate. The wage and salary employment was up over the year in all nine industries. The largest gain was in construction. Services was second, finance, insurance, manufacturing, and real estate third; followed by mining; wholesale trade; retail trade; government; and transportation, communications, and utilities. Over the past two years there has been an increase in part-time workers (those working less than 30 hours per week) and seasonal workers.

Unemployment Compensation

Unemployment compensation may be available for the spouse of a newly assigned military member or civilian employee.

For more information contact the [Job Service](#).

Employment Documentation

For job hunting purposes, be sure to hand carry all employments records and documents, resumes, OF 612, SF 171, SF 50, transcripts, certificates, licenses and remember your passwords to sites you have been using.

Employment Assistance

The A&FRC offers employment assistance through the Employment Assistance Program (EAP). The EAP was established to provide information, assistance and training to applicants enabling them to enter or re-enter the job market by giving directions on how and where to look for employment.

The EAP offers a free service to applicants and employers. Military spouses are a tremendous asset in business and volunteer work. They have a large degree of sophistication and flexibility due to travel and work experience. The talent, education, and experience levels vary from eager to learn volunteers to efficient managers.

The A&FRC can assist with:

- Career counseling and advising
- Resume/Application review and feedback
- Educational information
- Job leads on and off base

Services are available to all active duty and retired personnel, their spouses and family members, and DoD civilians.

Seminars, Workshops & Individual Appointments

Local Job Market Orientation: Individual assistance provides an overview of the area job market and information on positions that are currently open in the community and on base.

Federal Job Search: Individual assistance provides an overview of jobs in the federal government. Information on various hiring agencies is discussed along with procedures for applying for positions.

Resumes: Writing a resume is an in-depth process through which an individual examines his or her career goals, work history, and personal attributes. Individuals will gain a better understanding of the role of the resume in the employment process. They will also learn to create an effective resume and about various formats for this document.

Interviewing Skills: The job interview is the key that can unlock the door to employment. Answering an interviewer's questions with good, solid responses is important. Additionally, the individual interested in doing well should know how to prepare for an interview, how to create a good appearance, and how to follow-up on an interview.

Transition Assistance Program

The Transition Assistance Program (TAP) was developed to provide separating or retiring personnel and their families with the skills and knowledge required to make a smooth, well-disciplined, and successful transition to a second career or into retirement.

Nearly all personnel leaving the Department of Defense (DoD) service will seek some form of civilian employment. Their civilian job search can be shortened if they first take time to learn job search techniques. The job hunter that has good job search skills and works diligently will have an advantage in the job market. A good place to start honing your job search skills is with TAP. Key points of the program are individual pre-separation counseling and employment assistance.

Seminars, Workshops & Individual Appointments

Individual Preseparation Counseling: Public Law 102-484, Chapter 58, Section 1142, states that all active duty members must be provided individual preseparation counseling no less than 90 days prior to discharge or release from active duty; however, it is highly suggested that separating members schedule this appointment one year prior to DOS and retirees two years prior to DOR. Spouses are encouraged to attend also. This one-on-one counseling generates the DD Form 2648 required to be filed in the permanent records of all separating or retiring personnel.

3-day TAP Seminar: The TAP Seminar is designed for transitioning military members and their spouses. This program is also available to DoD civilians preparing for separation or retirement. This presentation is a joint effort between the Department of Defense, Department of Labor, and Veterans Affairs.

Areas covered:

Day One

- Deal With Stress
- Strategies for an Effective Job Search
- Create a Career Catalog/Identify Strengths and Challenges/Analyze Your Skills/Determine Your Work Preferences/Analyze Work-Related Values
- Career Research
- Assess Financial Needs
- Strategies for an Effective Job Search
- Set Goals/Get Organized/Approach the Job Search Process/Research; Companies/Job Search Assistance/Job Search On line/Analyze Want; Adds/Complete Application Forms/Opportunities for Federal Civil Service; Employment

Day Two

- Financial Briefing
- Create an Effective Resume
- Write Cover Letters
- Interviews
- Understand the Interview Process/Take Employment Test/Present Your 30-Second Commercial/Prepare for Interviews/Dress for Success/Sharpen your Listening Skills/Interpret Body Language

Day Three

- Veterans Service Officer
- DTAP
- DAV
- Veteran's Benefits
- Lunch
- Interviews
- Mock Interviews/ What Questions to Ask During Interviews/Follow-Up Interviews/Analyze Why You Did Not Get a Job/Reviewing Job Offers
- Workshop Evaluations/Closing

Disability TAP (DTAP)

This informative session, held during the TAP Seminar, is led by a representative from the Department of Veterans Affairs (DVA). They assist those individuals who are considering applying for vocational rehabilitation and disability compensation. Attendees receive information on how to complete DVA Forms 21-526, Veteran's Application for Compensation and/or Pension, and 28-1900, Disabled Veterans Application for Vocational Rehabilitation.

Employment Programs & Automated Job Banks

Transition Assistance Bulletin Board (TBB): Job seekers can review want ads placed by employers in various regions for specific occupations.

USAJOBS: The official site for federal job information provided by the US Office of Personnel Management (OPM).

Resume Assistance: Assistance is provided in formatting and personalizing individual resumes and cover letters for private sector, civil service, and other federal employment opportunities. Computer programs and printers are available.

Career One Stop: A service of the US DoL Nationwide Employment Service providing job seekers with work opportunities in the US and other worldwide locations. It is the central processing hub for State Employment Security Agencies and

their local offices.

Troops to Teachers: Fact sheets and application forms for this teacher and teacher's aid placement assistance are available. The goal of this program is the improvement of American education by providing motivated, experienced, and dedicated personnel for the nation's classrooms.

O*NET: Use this on-line program to "civilianize" job duties or research duties of new career fields.

Scholarship Resource Network (SRN): A scholarship database system, which provides leads on scholarships, grants, loans, work-fellowship, and work-cooperative programs.

Volunteer Resource Program

The Volunteer Resource Program (VRP) is a base-wide program designed to fully utilize and recognize the contributions of volunteers at Minot AFB. It creates a central base resource for volunteer recruitment, training and recognition. It was established in recognition of volunteerism as an integral part of our community. The intent of the VRP is to promote the spirit of volunteerism through assisting volunteer agencies in meeting their needs and helping individuals to find volunteer jobs which best suit their personal interests or career goals.

Are you thinking of becoming a Minot AFB volunteer?

The A&FRC has information available on the following subjects:

- Volunteer opportunities on base and in the local community
- Child Care for Volunteers
- Relating volunteer experience to future paid employment
- Selecting an agency and volunteer position

You will be assisted in reviewing your interests and matching them to an agency which can utilize and enhance your skills.

Air Force Wounded Warrior Support Services Program

The Air Force Wounded Warrior Support Services Program (AFW2) is the AF military severely injured program to assist combat-related ill/injured Airmen and their families in receiving world-class personnel services and support, extended transition assistance, and five-year case management follow-up. A&FRC staff will provide one-on-one consultation with the Airman and/or family representative for financial assessment, personal issues counseling, AF federal employment opportunities, VA benefits/DTAP counseling and more.

New Parent Support Program

General Program Description

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

Staff Qualifications

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

Eligibility Requirements

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

How to Enroll

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

Installation Specific Information

The Minot AFB NPSP offers services for parents with children ages 0-3.

Services Offered:

- Postpartum Telephone Contact
- Education on Pregnancy
- Education on Baby and Toddler Care
- Information on Community Resources
- "What To Expect When You Are Expecting" book series
- "Spring Garden" Pregnancy DVD's
- Counseling Services
- Bereavement Services for Pregnancy Loss
- Home Visits by Registered Nurse and/or Family Clinical Social Worker
- Exceptional Family Member Program
- Referrals to Infant Development Program at local University (Minot State University)

Classes/Group:

- OB Orientation
- Bundles for Babies
- Breastfeeding Class
- Breastfeeding clinic
- Infant Massage
- New Parent's Play Group
- Common Sense Parenting
- Anger Management
- New Parent's Class
- Couples Communication

- Infant Sign Language
- Prenatal Bereavement Group
- Happiest Baby on the Block
- Childbirth Education Classes
- Magic 1, 2, 3

For more information call Family Advocacy at 701-723-5096 or DSN 312-453-5096.

Child Care

Child Development Center (CDC) and Family Child Care (FCC)

The Minot Child Development Center (CDC) is an Accredited Program that provides care for children between the ages of 6 weeks and 6 years old. The CDC has implemented Creative Curriculum, a child centered curriculum system that focuses on the classroom and the home environment supporting the development of the child. The CDC care giving staff is warm, caring, nurturing and well trained in the Department of Defense (DoD) Caregiver module program. The CDC is certified to operate by the DoD and is accredited by the National Association for the Education of Young Children.

Family Child Care (FCC) provides valuable in-home child care services to support the families of Minot AFB. The FCC program offers quality care for children ranging from birth to 12 years of age by licensed, professional child care providers. Along with full-time, part-time, weekly, and hourly child care, FCC Providers offer care for weekends, evenings, shift work, newborn infants, TDY, PCS, special needs and before and after school. There are several free expanded child care programs available to families (Extended Duty Care, Missile Care and Returning Home Care).

FCC is the perfect choice for parents who want quality child care in a small group, home-like setting. The goal of the FCC program is to meet the physical, social, emotional, and intellectual needs of children while providing a safe, healthy, and nurturing environment for children.

The FCC Program publishes and continuously updates an FCC Provider List for those parents seeking child care in an FCC home. There are approximately 30 licensed FCC providers on the installation. The FCC program accepts children, employment of staff, and approval of providers with chronic health problems. This list can be obtained at several locations throughout the base, to include Housing, Airmen and Family Readiness Center, Civilian Personnel Office, 5 FSS Human Resource Office, Lodging, CDC, and FCC. For more information about the FCC Program, licensing for FCC Providers, or to obtain an FCC Provider List, please call 701-723-6662 or stop by our office at 201 Missile Ave.

Programs and Services Offered

The majority of the care offered is full time however there are several other programs available for parents.

- Full Time Care
- The Kindergarten program offers care before and after school and serves both elementary schools on base.
- The Part-Day Enrichment (PDE) program is offered to children 3 to 5 years old who have successfully mastered toilet learning before admission. This program is offered in 2 1/2 hour blocks of time 2, 3 and 4 times per week. Transportation for children who live on base for PDE is available for an extra fee.
- Hourly care is offered on a space available basis and can be reserved up to two weeks in advance.
- The CDC also participates in the "Give Parents a Break" program. This program offers free child care for deployed and families in need, one Friday evening and one Saturday afternoon a month, for a four hour period.

Eligibility

Eligible patrons include active duty military personnel, DoD civilian personnel paid with either Appropriated Funds or Non-Appropriated Funds, reservists on active duty or during inactive duty training, and DoD contractors. Active Duty and DoD civilian employed parents have a higher priority for care than other groups.

Costs and Enrollment

There is a sliding fee scale based on total family income. Proof of income is required for enrollment and fee will be set in one of six categories. Specific fee information can be obtained by contacting the Child Development Center.

Enrollment packages are available at the Child Development Center. Enrollment information can also be e-mailed if requested. Some age groups have a waiting list for care. Please contact the CDC for specific waiting list information.

Youth Services

Youth Services

The 5th Force Support Squadron at Minot AFB offer many youth programs. The Youth center is one of the best in the Air Force.

Tween Activities

Provides opportunity in the arts; career and education enhancement; character and leadership development; health and life skills; and sports, fitness, and recreation. Activities included are Power Hour; a variety of clubs such as Torch, Cooking, Club Zoom and Art; Fine Arts and Image Makers Contest; instructional programs such as dance, cheerleading, martial arts and tumbling. We offer a free Tutoring Program called Above and Beyond.

All programs have state-of-the-art computers with Internet accessibility. Base-wide programs offered include Fantastic Friday, Giggles Galore, fall skating program, dances, pool parties, spring and fall carnivals, Easter Hunts, holiday events and field trips. We offer something for everyone.

Teen Center

Youth Programs has a Teen Center for youth ages 13-18. Teens can participate in an exciting variety of activities such as field trips, sports programs, fundraisers, community service projects, and self-directed activities. Structured programs for teens include the Trail Program, Youth Employment Skills (YES) Program, the Congressional Awards Program and the Boys and Girls Club of America (BGCA) Youth of the Year. Teens can become a member of the BCGA Keystone Club and assist the Coordinator in planning and implementing activities.

Youth Recreation and Sports

Our sports program offers an opportunity for youth of all ages! Our Wee Sports involves 3 and 4 year olds in age appropriate skills enhancing large motor and eye hand coordination and social opportunities. Our goal in the Wee program is to introduce athletics, ensure our participants have a positive experience, and learn at an early age that sports are fun!

We offer the Wee Program and League play for older youth in Indoor/Outdoor Soccer, Roller Hockey, Volleyball, Basketball, Baseball and Flag Football. Our baseball program has grown over the past few years to include Babe Ruth and Legion teams. Our volunteer coaches are certified by the National Association for Youth Sports, a program that covers coaching responsibilities, appropriate practice, Code of Conduct/Ethics and sports injury/safety.

Youth Religious Programs

Awana is the only religious program at the Youth Center and is operated by the base Chapel.

Boys and Girls Scouts

Although the Youth Center does not operate Boys and Girls Scouts programs, they are available and active at Minot AFB.

For more information regarding Youth Programs, please call 701-723-2838 or DSN 312-453-2838.

Family Center

Programs and Services

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

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

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

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

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

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

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

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

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

Financial Assistance

Personal Financial Management Program

The personal financial management services provided at the Airmen and Family Readiness Center include assistance with budgeting, credit management, financial planning, and basic investing. Computer-generated spending/savings plans and the PowerPay debt repayment programs may be used to identify and compare alternate financial options. Individual and family consultations are available. First Duty Station Airmen will receive their mandatory financial briefing while attending the First Term Airman Center.

Minot's Cost of Living

Minot's cost of living was more than 7% lower than national average during 2007. Rental options range from \$400 - \$600+. The average purchase price for an 1800 square foot home is \$118,000.

Air Force Aid Society

During your move if you find yourself in need of emergency financial assistance the Air Force Aid Society may be able to assist you. If you are not near a military installation contact the American Red Cross for assistance.

Advance Pay

Advance pay is a "loan" on income not yet earned, and it must be paid back within 12 months. Although it seems like a good idea and you can afford it now, things could change during that year placing you in a financial bind. Before taking advance pay, carefully consider your budget (your Airman and Family Readiness Center is available for help with this) so you can determine if this new debt is your best option.

Car Insurance

State law requires that each motor vehicle carry a minimum of \$25,000 per person, \$50,000 per accident for bodily injury and \$25,000 per accident for property damage.

Legal Assistance

Legal Services

For legal assistance you must be a military/dependent/retiree I.D. card holder. Legal Assistance with an attorney is on a walk in basis on the following days and hours: Wednesday 12:00 p.m. - 1:30 p.m. and Thursday 9:00 a.m. - 10:30 a.m.

If you are unable to make it during those above hours, or if you have any questions concerning the type of legal assistance you can obtain, please contact the front desk at 701-723-3026; DSN 312-453-3026.

Powers of Attorney and Notaries

Powers of Attorney and notaries are available on a daily basis during legal office hours (no appointment needed): Monday, Wednesday, Friday 9:00 a.m. - 4:30 p.m.; Tuesday, Thursday 7:30 a.m. - 4:30 p.m.

Claims

If you have any loss or damage to your personal property you may need to file a claim. Use the front of DD Form 1840/1840R to notify the mover of any loss or damage you find at the time of delivery. If further loss or damage is discovered after the transportation provider departs, use the reverse side of the form, DD Form 1840R. You must file the DD Form 1840/1840R with the base legal office within 70 days from date of delivery. Completing and submitting the DD Form 1840/1840R does not constitute filing a claim. A claim is separate and distinct from these forms. Your local personal property office and legal/claims office will give you complete instructions on where and how to file DD Form 1840/1840R and your claim.

Household Good and personal property claims for Minot AFB are now filed on-line with the Air Force Claims Service Center. For information required to file your claim proceed to the [website](#). You may also contact the Air Force Claims Service Center at 1-877-754-1212. Remember to file your DD Form 1840/1840R with your base legal office within 70 days from date of delivery.

The Minot Law Center also provides legal advice in the areas of:

- Wills and Living Wills
- Service Members Civil Relief Act
- Veteran's Reemployment Rights
- Landlord/tenant issues
- Tax Assistance
- Involuntary Allotment

Contact the legal office at 701-723-3026; DSN 312-453-3026. The legal office is located on the 2nd floor in the Pride Building.

Deployment Support

Deployment Support

The leaders and service providers at Minot are committed to helping families remain strong during deployments, extended TDYs and remote tours. Two Readiness NCOs are assigned to the Airman and Family Readiness Center (A&FRC) to work with unit leadership and service agencies providing services to Airman and families during family separations. For additional information or questions please contact the A&FRC at 701-723-3950 or DSN 312-453-3950.

Airmen Support

Readiness Briefings held every Wednesday at 2:00 p.m.

Readiness briefings emphasize the need for preparing and reviewing personal and family documents, and family-care plans for both single and married military members and families. Deployment, separation, and reunion issues are discussed as well as A&FRC and community resources that are available to members and families during deployments. Attending a readiness briefing helps ensure that personal and family affairs are in order to help minimize the stress of deployment and family separation. Resources are available to assist single, single parent, and married active duty members, their spouses, and their children with issues of deployment and separation.

Reintegration Briefings

When personnel return from deployment locations they are required to attend a reintegration briefing. This briefing can be accomplished in mass formation with all agencies or one-on-one occurrences, depending on the numbers of returning Airmen. Your Unit Deployment Manager will brief you on when and where briefings are held.

Phone Home Program

The AFAS provides a \$20 prepaid calling card for all service members when they deploy for 30 days or more. This program makes it possible to "phone home" to family or friends during deployments. Member must process through the A&FRC to receive calling card.

Hearts-Apart Morale Call Program

This program is for eligible family members of active duty military members, Department of Air Force (DAF) civilian employees or single active duty military members in an unaccompanied status at an overseas/remote location, or performing extended temporary duty of more than 14 days. Those providing care for the minor children of a military member or DAF civilian in one of the previously mentioned categories are also eligible for this program. The A&FRC enrolls eligible participants in the program. After enrollment, the A&FRC provides calling information to the base operators and calls are made from a home phone. The program offers two 15-minute phone calls per week to separated active duty military personnel or DAF civilians.

Car Care Because We Care

Under this program, a first term Airman or a spouse whose sponsor will be deployed over 30 days or is on a remote tour has the opportunity to receive preventive maintenance (to include an oil/filter change and lubrication) on the family's primary vehicle. A special voucher from the A&FRC and an appointment with the AAFES Service Station is all you need to obtain this "free" service. The voucher is valid for 30 days.

Give Parents a Break

This program is designed to relieve the stress that accompanies parenthood when a member is deployed or on temporary duty for more than 30 days or in unique circumstances. Eight hours of free child care is offered twice per month in two 4-hour sessions. One session is on a Friday evening from 6:00 p.m. - 10:00 p.m. and the other on a Saturday afternoon from 1:00 p.m. - 5:00 p.m. To receive your certificate, visit the A&FRC and present military orders to verify eligibility. Registration for each session is made through the Child Development Center or the Youth Center.

Key Spouse Outreach Program

This partnership between squadrons and the A&FRC is designed to maximize support to families. Key spouses are

volunteers appointed by participating squadron commanders. All key spouses are trained by the A&FRC to inform, refer, and support families in accessing base resources and/or leadership. If interested in becoming a key spouse, contact your first sergeant. To obtain a key spouse contact in your squadron, contact your first sergeant or the A&FRC.

Operation HEROES (A Family Deployment Line)

Participants see first hand what their active duty Air Force personnel loved ones experience when they deploy. Operation HEROES will include pre-deployment briefings, processing lines, interactive displays, free T-shirts, dog tags and an experience you will remember forever.

Volunteer Resource Program

The Volunteer Resource Program (VRP) is a base-wide program designed to fully utilize and recognize the contributions of volunteers at Minot AFB. The intent of the VRP is to promote the spirit of volunteerism through assisting volunteer agencies in meeting their needs and helping individuals to find volunteer jobs which best suit their personal interests or career goals. The A&FRC is the focal point for volunteer recruitment, training and recognition. Free childcare may be available for eligible volunteers.

Health Care - Overview

Moving With TRICARE

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

When Enrolled in a TRICARE Prime Option

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

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

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

Prime Options in the United States

TRICARE Prime

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

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

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

TRICARE Prime Remote

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

Prime Options Outside of the United States

TRICARE Prime Overseas

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

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

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

TRICARE Global Remote Overseas

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

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

When Using TRICARE Standard and Extra

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

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

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

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

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

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

When Using TRICARE For Life

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

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

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

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

Getting Care Along the Way

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

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

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

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

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

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

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

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

Filling Prescriptions on the Road

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

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

Your pharmacy coverage is limited overseas:

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

If You Have Questions

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

Installation Specific Information

Medical Care

The 5th Medical Group is an integrated health care delivery system that provides comprehensive services for the military community. Active duty members, retirees, and their families will find that the 5th Med Group strives to provide high quality, cost effective care in a timely manner.

Any services not provided in the Medical Treatment Facility (MTF) will be acquired from providers in our local network. Active duty personnel are guaranteed access to a 5th Medical Group health care provider within 24 hours for acute illnesses, seven days a week. The 5th Medical Group adheres to a set of universally accepted standards that apply to all Tricare Prime enrollees, which includes acute care access in 24 hours, routine access in 7 days, and specialty care in 30 days. The philosophy of the 5th Medical Group centers on personal health and wellness, with services focused on the prevention and management of disease processes.

Beneficiaries will find a full range of services including:

- Primary Care
- Dentistry (Active Duty only)
- Life Skills Services (Active Duty only)
- Pediatrics
- Optometry
- Family Advocacy
- Immunizations
- Internal Medicine

Beneficiaries will enroll in TRICARE Prime at the Tricare Service Center located on the third floor of the MTF, or during Base In processing/Medical Right Start, held every Thursday. Each member will be assigned to a Primary Care Management team which is designed to fully meet the health care needs of their population. Each team consists of a Provider, Nurse, two Medical Technicians and administrative support. Our goal is to have beneficiaries know their Provider by name to ensure the best continuity of care.

Appointments can be made by calling the central scheduling Tricare number.

The VA Clinic is also located on the first floor of the hospital.

Dependent Dental Care

The base dental clinic is for Active duty only. Dependents can be enrolled in the TRICARE dental insurance program, Concordia, for use in the local community. To enroll, you must go to the TRICARE office on the third floor of the base hospital.

Special Needs

Family Advocacy is responsible for the Special Needs Identifier and Relocations Assistance Program. This program is designated to ensure service availability for family members of active duty military in the event of a PCS. It identifies exceptional needs of family members (medical, mental health, and educational). Family Advocacy verifies resource availability in both military and civilian communities. Enrollment is mandatory for all active duty military personnel with a family member with an exceptional need.

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

Special Needs Identification and Assignment Coordination (SNIAC) program

The Special Needs Identification and Assignment Coordination (SNIAC), formally called 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 SNIAC ensures that the family member's medical needs will be considered during the assignment coordination process.

Personnel arriving with a Special Needs family member should contact the Special Needs office upon arrival. The office is located in the base Medical Treatment Facility, 1st Floor in the Family Advocacy Clinic. Appointments are required.

Education - Special Education/EIS

Exceptional Family Member Program

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

Children from Birth to Three Years of Age

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

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

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

Children from 3 through 21 Years of Age

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

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

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

Others who can help you:

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

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

Washington PAVE
STOMP Project
6316 So. 12th St.
Tacoma, WA 98465

253-565-2266 (v/tty)
1-800-5-PARENT (v/tty)
Fax: 253-566-8052
[Email](#)

Installation Specific Information

Special Needs Identification and Assignment Coordination (SNIAC) program

The Special Needs Identification and Assignment Coordination (SNIAC), formally called 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 SNIAC ensures that the family member's medical needs will be considered during the assignment coordination process.

Local Community Information

The Souris Valley Special Services are required to meet the state and federal regulations concerning Special needs. Please contact the Souris Valley Special Services or the Principal of your child's school to request services.

North Dakota has 211 hotline that brings services and people together.

Contact Information

15 Missile Avenue
Minot AFB, ND 58705-5003
Phone 701-723-3093
Phone (DSN) 312-453-3093
[Website](#)

Automotive Services

AAFES
304 Tanker Trail
Minot AFB, ND 58705
Phone 701-727-4876
Phone (DSN) 312-453-4876
Fax 701-727-1034
[Website](#)
Monday – Friday 6:30 AM – 6:00 PM
Saturday 8:00 AM – 5:00 PM
Sunday – Holidays 10 AM – 5:00 PM
24 Hours at the pump

Beauty/Barber Shops

Barber Shop (Base Exchange)
215 Bomber Blvd
Minot AFB, ND 58705
Phone 701-727-4868
[Website](#)
Barber shop:
Monday - Friday 7:30 AM – 5:30 PM
Saturday 9:00 AM – 4:30 PM
Sunday - closed
Beauty Shop:
Closed until Fall 2008

Chapels

Chaplain
230 Missile Ave
Minot AFB, ND 58705
Phone 701-723-2456
Phone (DSN) 312-453-2456
Fax 701-723-3052
Fax (DSN) 312-453-3052
[Email](#)
Monday - Friday 7:30 a.m. - 4:30 p.m.
Saturday and Sunday - closed

Adult Education Centers

Base Training & Education Services
210 Missile Avenue
Minot AFB, ND 58705
Phone 701-723-2772
Phone (DSN) 312-453-2772
Fax 701-723-3710
Fax (DSN) 312-453-3710
[Email](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.
Saturday and Sunday - closed
Holidays - closed

Barracks/Single Service Member Housing

Consolidated Dorm Management
325 Tanker Trail
Minot AFB, ND 58705
Phone 701-723-3315
Phone (DSN) 312-453-3315
Fax 701-723-1985
Fax (DSN) 321-453-1985

Monday - Friday 7:30 a.m. - 4:00 p.m.
Saturday and Sunday - closed
Holidays - closed

Beneficiary Counseling Assistance Coordinators

Tricare Beneficiary Services Office
10 Missile Avenue
Minot AFB, ND 58705
Phone 701-723-5176
Phone (DSN) 312-453-5176
Fax 701-723-5733
Fax (DSN) 312-453-5185

Monday - Friday 6:30 a.m. - 3:30 p.m.
Saturday and Sunday - closed
Holidays - closed

Child Development Centers

Child Development Center
215 Missile Avenue
Minot AFB, ND 58705
Phone 701-723-3750 / 701-723-6606 / 701-723-3105
Phone (DSN) 312-453-3750
Fax 701-723-1137
Fax (DSN) 312-453-1137

[Email](#)
[Website](#)
Monday - Friday 6:30 a.m. - 5:45 p.m.
Saturday and Sunday - closed
Holidays - closed

Child and Youth Registration and Referral

Minot AFB Youth/Teen Center
 17 Peacekeeper Place
 Minot AFB, ND 58705-5003
 Phone 701-723-2838
 Phone (DSN) 312-453-2838
 Fax 701-723-1479
 Fax (DSN) 312-453-1479

[Email](#)

[Website](#)

Monday - Thursday 12:30 p.m. - 6:00 p.m.
 Friday 2:00 p.m. - 11:00 p.m.
 Saturday 3:00 p.m. - 11:00 p.m.
 Sunday - Closed

Civilian Personnel Office

Civilian Personnel Office
 300 Summit Drive
 Minot AFB, ND 58705
 Phone 701-723-2583
 Phone (DSN) 312-453-2583
 Fax 701-723-4228
 Fax (DSN) 312-453-4228

Monday - Friday 7:30 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Dental Clinics

Dental Clinic
 10 Missile Ave
 Minot AFB, ND 58705
 Phone 701-723-5565
 Phone (DSN) 312-453-5565
 Fax 701-723-5555
 Fax (DSN) 312-453-5555

Monday - Friday 6:45 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Exceptional Family Member Program/Special Needs

Family Advocacy Program
 10 Missile Avenue
 Minot AFB, ND 58705
 Phone 701-723-5096
 Phone (DSN) 312-453-5096
 Fax 701-723-5573
 Fax (DSN) 312-453-5573

Monday - Friday 7:30 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Citizenship and Immigration Services

Airman and Family Readiness Center
 22 Peacekeeper Place
 Unit 1
 Minot AFB, ND 58705
 Phone 701-723-3950
 Phone (DSN) 312-453-3950
 Fax 701-723-2922
 Fax (DSN) 312-453-2922

[Email](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Commissary/Shoppette

Commissary
 360 Missile Ave
 Minot AFB, ND 58705-5000
 Phone 701-723-4559
 Phone (DSN) 312-453-4559
 Fax 701-723-3959
 Fax (DSN) 312-453-3959

[Website](#)

Sunday 11:00 a.m. - 6:00 p.m.
 Monday - closed
 Tuesday - Friday 7:00 a.m. - 7:00 p.m.
 Saturday 7:00 a.m. - 6:00 p.m.

Emergency Relief Services

Air Force Aid Society
 22 Peacekeeper Place
 Minot AFB, ND 58705-5003
 Phone 701-723-3950
 Phone (DSN) 312-453-3950
 Fax 701-723-3848
 Fax (DSN) 312-453-3848

[Email](#)

[Website](#)

24 Hrs. through First Sergeant

Exchange(s)

Main Exchange
 215 Bomber Boulevard
 Minot AFB, ND 58705-5000
 Phone 701-727-4717
 Fax 701-723-5060

[Website](#)

Monday - Saturday 9:30 a.m. - 6:30 p.m.
 Sunday 11:00 a.m. - 5:00 p.m.

Family Advocacy Program

Family Advocacy Program
 10 Missile Avenue
 Minot AFB, ND 50705
 Phone 701-723-5096
 Phone (DSN) 312-453-5096
 Fax 701-723-5573
 Fax (DSN) 312-453-5573

Monday - Friday 7:30 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Family Child Care/Child Development Homes

Family Child Care Program
 201 Missile Ave
 Minot AFB, ND 58705
 Phone 701-723-6662
 Phone (DSN) 312-453-6662
 Fax 701-723-3443
 Fax (DSN) 312-453-3443

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

Monday - Friday 8:00 a.m. - 5:00 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Financial Institutions

Wells Fargo Bank
Minot AFB Branch
 241 Missile Avenue
 Minot AFB, ND 58705
 Phone 701-857-1780

[Website](#)

Base Branch:

Monday - Friday 9:00 a.m. - 5:00 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Golf Courses

Rough Rider Golf Course
 220 Golf Drive
 Minot AFB, ND 58705
 Phone 701-723-3164
 Phone (DSN) 312-453-3164
 Fax 701-723-3850
 Fax (DSN) 312-453-3850

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

Summer hours:

Monday - Friday 8:00 a.m. - Dusk
 Saturday - Sunday 7:00 a.m. - Dusk
 Holidays 7:00 a.m. - Dusk

Family Center

Airman and Family Readiness Center
 22 Peacekeeper Place
 Unit 1
 Minot AFB, ND 58705
 Phone 701-723-3950
 Phone (DSN) 312-453-3950
 Fax 701-723-2922
 Fax (DSN) 312-453-2922

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

Monday - Friday 7:30 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Finance Office

Finance office
 300 Summit Dr
 Minot Air Force Base, ND 58705
 Phone 701-723-4322
 Phone (DSN) 312-453-4322
 Fax 701-723-4328
 Fax (DSN) 312-453-4328

Monday - Friday 7:30 a.m. - 3:30 p.m.
 Saturday, Sunday and Holidays - closed

Financial Institutions

Northern Tier Credit Union
 210 Summit Dr
 Minot AFB, ND 58704
 Phone 701-727-6111
 Fax 701-727-6108

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

Monday - Friday:
 Lobby 9:00 a.m. - 5:00 p.m.
 Drive up 8:00 a.m. - 6:00 p.m.
 Saturday 9:00 a.m. - 1:00 p.m.

Gymnasiums/Fitness Centers

McAdoo Sports & Fitness Complex
 220 Tanker Trail
 Minot AFB, ND 58705
 Phone 701-723-2145
 Phone (DSN) 312-453-2145
 Fax 701-723-7297
 Fax (DSN) 312-453-7297

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

Monday - Friday 5:00 a.m. - 12:00 a.m.
 Saturday, Sunday & Holidays 8:00 a.m. - 6:00 p.m.

Hospital/Medical Treatment Facility(s)*Hospital Appointments**10 Missile Ave*

Minot AFB, ND 58705

Phone 1-866-299-4233 / 701-723-5633

Phone (DSN) 312-453-5633

Fax 701-723-5769

Fax (DSN) 312-453-5769

Household Goods/Transportation Office (inbound)*Traffic Management Office**341 Bomber Boulevard*

Minot AFB, ND 58705

Phone 701-723-1848

Phone (DSN) 312-453-1848

Fax 701-723-2196

Fax (DSN) 312-453-2196

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

Saturday and Sunday - closed

Holidays - closed

Household Goods/Transportation Office (outbound)*Traffic Management Office**341 Bomber Boulevard*

Minot AFB, ND 58705

Phone 701-723-1848

Phone (DSN) 312-453-1848

Fax 701-723-2196

Fax (DSN) 312-453-2196

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

Saturday and Sunday - closed

Holidays - closed

Housing Office/Government Housing*Housing Management Flight**5 Summit Drive*

Minot AFB, ND 58705

Phone 701-723-4660

Phone (DSN) 312-453-4660

Fax 701-723-3680

Fax (DSN) 312-453-3680

[Email](#)

Monday - Friday 8:00 a.m. - 3:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Housing Referral Office/Housing Privatization*Housing Management Flight**5 Summit Drive*

Minot AFB, ND 58705

Phone 701-723-4660

Phone (DSN) 312-453-4660

Fax 701-723-3680

Fax (DSN) 312-453-3680

[Email](#)

Monday - Friday 8:00 a.m. - 3:30 p.m.

Saturday and Sunday - closed

Holidays - closed

ID/CAC Card Processing*Military Personnel Flight**300 Summit Drive*

Minot AFB, ND 58705

Phone 701-723-1342

Phone (DSN) 312-453-1342

Fax 701-723-4202

Fax (DSN) 312-453-4202

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

Saturday and Sunday - closed

Holidays - closed

Information and Referral Services*Airman and Family Readiness Center**22 Peacekeeper Place*

Unit 1

Minot AFB, ND 58705

Phone 701-723-3950

Phone (DSN) 312-453-3950

Fax 701-723-2922

Fax (DSN) 312-453-2922

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

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

Saturday and Sunday - closed

Holidays - closed

Legal Services/JAG*Legal Office**300 Summit Drive*

Minot AFB, ND 58705

Phone 701-723-3026

Phone (DSN) 312-453-3026

Fax 701-723-4159

Fax (DSN) 312-453-4159

[Email](#)

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

Saturday and Sunday - closed

Holidays - closed

Library

Francis X Deignan Center - Library
 210 Missile Ave
 Minot AFB, ND 58705
 Phone 701-723-3344
 Phone (DSN) 312-453-3344
 Fax 701-727-9850

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

Monday - Thursday 10:00 a.m. - 8:00 p.m.
 Friday - Sunday 12:00 p.m. - 6:00 p.m.

MWR (Morale Welfare and Recreation)

MWR Outdoor Recreation
 206 Missile Ave
 Minot AFB, ND 58705
 Phone 701-723-3648
 Phone (DSN) 312-453-3648
 Fax 701-723-4334
 Fax (DSN) 312-453-4334

[Website](#)

Monday 8:00 a.m. - 5:00 p.m.
 Tuesday - Thursday 10:00 a.m. - 5:00 p.m.
 Friday 10:00 a.m. - 6:00 p.m.
 Saturday 8:00 a.m. - 12:00 p.m.
 Sunday - closed

New Parent Support Program

Family Advocacy Program
 10 Missile Avenue
 Minot AFB, ND 50705
 Phone 701-723-5096
 Phone (DSN) 312-453-5096
 Fax 701-723-5573
 Fax (DSN) 312-453-5573

Monday - Friday 7:30 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Personal Financial Management Services

Airman and Family Readiness Center
 22 Peacekeeper Place
 Unit 1
 Minot AFB, ND 58705
 Phone 701-723-3950
 Phone (DSN) 312-453-3950
 Fax 701-723-2922
 Fax (DSN) 312-453-2922

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

Monday - Friday 7:30 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Loan Closet

MWR Outdoor Recreation
 206 Missile Avenue
 Minot AFB, ND 58705
 Phone 701-723-3648
 Phone (DSN) 312-453-3648
 Fax 701-723-4334
 Fax (DSN) 312-453-4334

[Website](#)

Monday, Tuesday, Thursday 10:00 a.m. - 5:00 p.m.
 Wednesday 10:00 a.m. - 2:00 p.m.
 Friday 10:00 a.m. - 6:00 p.m.
 Saturday 8:00 a.m. - 12:00 p.m.
 Sunday - closed

Military Clothing Sales

AAFES
 310 Missile Avenue
 Minot AFB, ND 58705
 Phone 701-727-4717 / 701-723-3341
 Phone (DSN) 312-453-3341

Monday - Friday 9:00 a.m. - 6:00 p.m.
 Saturday 11:00 a.m. - 3:00 p.m.
 Sunday - closed

Non-appropriated Funds (NAF) Human Resources

Non-appropriated Funds (NAF) Human Resources
 300 Summit Drive
 Suite 323
 Minot AFB, ND 58705-5037
 Phone 701-723-2812
 Phone (DSN) 312-453-2812
 Fax 701-723-6921
 Fax (DSN) 312-453-6921

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Personnel Support Office

Military Personnel Flight
 300 Summit Drive
 Minot AFB, ND 58705
 Phone 701-723-1342
 Phone (DSN) 312-453-1342
 Fax 701-723-4202
 Fax (DSN) 312-453-4202

Monday - Friday 7:30 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Relocation Assistance Program

Airman and Family Readiness Center
 22 Peacekeeper Place
 Unit 1

Minot AFB, ND 58705

Phone 701-723-3950

Phone (DSN) 312-453-3950

Fax 701-723-2922

Fax (DSN) 312-453-2922

[Email](#)

[Website](#)

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

Saturday and Sunday - closed

Holidays - closed

Retirement Services

Airman and Family Readiness Center
 22 Peacekeeper Place
 Unit 1

Minot AFB, ND 58705

Phone 701-723-3950

Phone (DSN) 312-453-3950

Fax 701-723-2922

Fax (DSN) 312-453-2922

[Email](#)

[Website](#)

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

Saturday and Sunday - closed

Holidays - closed

School Liaison Office/Community Schools

Airman and Family Readiness Center
 22 Peacekeeper Place Unit 1
 Minot AFB, ND 58705

Phone 701-723-3950

Phone (DSN) 312-453-3950

Fax 701-723-2922

Fax (DSN) 312-453-2922

[Email](#)

[Website](#)

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

Saturday and Sunday - closed

Restaurants/Fast Food

AAFES

215 Bomber Boulevard

Minot AFB, ND 58705

Phone 701-727-4717

[Website](#)

Monday - Saturday 10:30 a.m. - 6:30 p.m.

Sunday 12:00 p.m. - 5:00 p.m.

School Age Care

Minot AFB Youth/Teen Center

17 Peacekeeper Place

Minot AFB, ND 58705

Phone 701-723-2838

Phone (DSN) 312-453-2838

Fax 701-723-1479

Fax (DSN) 312-453-1479

[Email](#)

[Website](#)

Youth Center

Monday - Thursday 2:00 p.m. - 6:00 p.m.

Friday 2:00 p.m. - 9:00 p.m.

Saturday 3:00 p.m. - 8:00 p.m.

Teen Center

Monday - Thursday 3:00 p.m. - 6:00 p.m.

Friday - Saturday 3:00 p.m. - 11:00 p.m.

Spouse Education, Training and Careers

Airman and Family Readiness Center

22 Peacekeeper Place

Unit 1

Minot AFB, ND 58705

Phone 701-723-3950

Phone (DSN) 312-453-3950

Fax 701-723-2922

Fax (DSN) 312-453-2922

[Email](#)

[Website](#)

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

Saturday and Sunday - closed

Holidays - closed

Temporary Lodging/Billeting

Sakakawea Inn
 14 Summit Drive
 Minot AFB, ND 58705
 Phone 701-727-6161 EXT 3007
 Phone (DSN) 312-453-6161 EXT 3007
 Fax 701-723-1844
 Fax (DSN) 312-453-1844

[Email](#)

[Website](#)

Open 24 hours a day, 7 days a week

Travel Office

SATO Travel
 341 Bomber Boulevard
 Minot AFB, ND 58705
 Phone 701-723-2108
 Phone (DSN) 312-453-2108
 Fax 701-723-2396
 Fax (DSN) 312-453-2396

Monday - Friday 8:00 a.m. - 3:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Veterinary Services

Base Veterinary Clinic
 300 Missile Avenue
 Minot AFB, ND 58705
 Phone 701-723-6449
 Phone (DSN) 312-453-6449
 Fax 701-723-6325
 Fax (DSN) 312-453-6325

[Email](#)

[Website](#)

Tuesday - Thursday 8:00 a.m. - 12:00 p.m.

and 1:00 p.m. - 3:00 p.m.

Friday - Monday - closed

Welcome/Visitors Center

Visitor's center
 15 Missile Avenue
 Minot AFB, ND 58705-5003
 Phone 701-723-4066
 Phone (DSN) 312-453-4066
 Fax 701-723-4068
 Fax (DSN) 312-453-4068

Base Passes: 24 hours a day

Pass & ID:

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

Transition Assistance Program

Airman and Family Readiness Center
 22 Peacekeeper Place
 Unit 1
 Minot AFB, ND 58705
 Phone 701-723-3950
 Phone (DSN) 312-453-3950
 Fax 701-723-2922
 Fax (DSN) 312-453-2922

[Email](#)

[Website](#)

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

Saturday and Sunday - closed

Holidays - closed

VA Facilities

Minot Base Hospital
 10 Missile Avenue
 Minot AFB, ND 58705-5003
 Phone 701-727-9800
 Fax 701-727-9804

[Website](#)

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

Saturday & Sunday - Closed

Victim Advocate Services

Sexual Assault Prevention and Response Program
 10 Missile Avenue
 Minot AFB, ND 58705
 Phone 701-723-5275 / 701-723-5721
 Phone (DSN) 312-453-5275/5721
 Fax 701-723-5695
 Fax (DSN) 312-453-5695

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

Saturday and Sunday - closed

Holidays - closed

On call - 24 hours a day

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

Women, Infants and Children (WIC) Program
 220 Peacekeeper Pl
 Minot AFB, ND 58704
 Phone 701-723-2118
 Phone (DSN) 312-453-2118

[Website](#)

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

Saturday and Sunday - closed

Holidays - closed

Youth Programs/Centers*Minot AFB Youth/Teen Center**17 Peacekeeper Place*

Minot AFB, ND 58705

Phone 701-723-2838

Phone (DSN) 312-453-2838

Fax 701-723-1479

Fax (DSN) 312-453-1479

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

Youth Center

Monday - Thursday 2:00 p.m. - 6:00 p.m.

Friday 2:00 p.m. - 9:00 p.m.

Saturday 3:00 p.m. - 8:00 p.m.

Teen Center

Monday - Thursday 3:00 p.m. - 6:00 p.m.

Friday - Saturday 3:00 p.m. - 11:00 p. m.

Major Units

91 Maintenance Operations Squadron

Contact Information:
 Commander, 91 MOS
 COM: 701-723-3632
 DSN: 312-453-3632

5 Maintenance Group

Contact Information:
 Commander, 5 MXG
 COM: 701-723-2560
 DSN: 312-453-2560
 COM FAX: 701-723-4089
 DSN FAX: 312-453-4089

5 Contracting Squadron

Contact Information:
 Commander 5 CONS
 COM: 701-723-4186
 DSN: 312-453-4186
 COM FAX: 701-723-4173
 DSN FAX: 312-453-4173

5 Munitions Squadron

Contact Information:
 Commander, 5 MUNS
 COM: 701-723-6594
 DSN: 312-453-6594
 COM FAX: 701-723-2675
 DSN FAX: 312-453-2675

5 Logistics Readiness Squadron

Contact Information:
 Commander 5 LRS
 COM: 701-723-3365
 DSN: 312-453-3365
 COM FAX: 701-723-3040
 DSN FAX: 312-453-3040

91 Operations Group

Contact Information:
 Commander, 91 OG
 COM: 701-723-3213
 DSN: 312-453-3213
 COM FAX: 701-723-2128
 DSN FAX: 312-453-2128

91 Missile Maintenance Squadron

Contact Information:
 Commander's Support Staff
 COM: 701-723-3776
 DSN: 312-453-3776

91 Maintenance Operations Squadron

Contact Information:
 Commander's Support Staff
 COM: 701-723-3383
 DSN: 312-453-3383

5 Maintenance Group

Contact Information:
 Commander's Support Staff
 COM: 701-723-3134
 DSN: 312-453-3134
 COM FAX: 701-723-4089
 DSN FAX: 312-453-4089

5 Maintenance Operations Squadron

Contact Information:
 Commander, 5 MOS
 COM: 701-723-3370
 DSN: 312-453-3370
 COM FAX: 701-723-4089
 DSN FAX: 312-453-4089

5 Munitions Squadron

Contact Information:
 Commander's Support Staff
 COM: 701-723-3437
 DSN: 312-453-3437
 COM FAX: 701-723-2675
 DSN FAX: 312-453-2675

5 Medical Support Squadron

Contact Information:
 Commander, 5 MDSS
 COM: 701-723-5135
 DSN: 312-453-5135
 COM FAX: 701-723-5181
 DSN FAX: 312-453-5181

91 Missile Maintenance Squadron

Contact Information:
 Commander, 91 MMXS
 COM: 701-723-3630
 DSN: 312-453-3630
 COM FAX: 701-723-6733
 DSN FAX: 312-453-6733

5 Bomb Wing Command Section

Contact Information:
 Commander
 COM: 701-723-3115
 DSN: 312-453-3115
 COM FAX: 701-723-3409
 DSN FAX: 312-453-3409

5 Comptroller Squadron

Contact Information:

Commander, 5 CPTS
COM: 701-723-3059
DSN: 312-453-3059
COM FAX: 701-723-4292
DSN FAX: 312-453-4292

23 Bomb Squadron

Contact Information:

Commander 23 BS
COM: 701-723-6633
DSN: 312-453-6633
COM FAX: 701-723-4732
DSN FAX: 312-453-4732

5 Aircraft Maintenance Squadron

Contact Information:

Commander, 5 AMXS
COM: 701-723-4801
DSN: 312-453-4801
COM FAX: 701-723-1446
DSN FAX: 312-453-1446

91 Security Forces Group

Contact Information:

Commander, 91 SFG
COM: 701-723-3491
DSN: 312-453-3491
COM FAX: 701-723-3627
DSN FAX: 312-453-3627

91 Missile Security Forces Squadron

Contact Information:

Commander, 91 MSFS
COM: 701-723-4969
DSN: 312-459-4969
COM FAX: 701-723-3301
DSN FAX: 312-453-3301

5 Operations Group

Contact Information:

Commander, 5 OG
COM: 701-723-2707
DSN: 312-453-2707
COM FAX: 701-723-4098
DSN FAX: 312-453-4098

5 Medical Operations Squadron

Contact Information:

Commander, 5 MDOS
COM: 701-723-5114
DSN: 312-453-5114
COM FAX: 701-723-5181
DSN FAX: 312-453-5181

5 Comptroller Squadron

Contact Information:

Commander's Support Staff
COM: 701-723-3050
DSN: 312-453-3050
COM FAX: 701-723-4292
DSN FAX: 312-453-4292

23 Bomb Squadron

Contact Information:

Commander's Support Staff
COM: 701-723-2340
DSN: 312-453-2340
COM FAX: 701-723-4732
DSN FAX: 312-453-4732

5 Aircraft Maintenance Squadron

Contact Information:

Commander's Support Staff
COM: 701-723-3201
DSN: 312-453-3201
COM FAX: 701-723-1446
DSN FAX: 312-453-1446

91 Security Forces Support Squadron

Contact Information:

Commander, 91 SSPTS
COM: 701-723-6331
DSN: 312-453-6331

791 Missile Security Forces Squadron

Contact Information:

Commander 791 MSFS
COM: 701-723-2840
DSN: 312-453-2840
COM FAX: 701-723-3960
DSN FAX: 312-453-3960

5 Operations Support Squadron

Contact Information:

Commander, 5 OSS
COM: 701-723-2017
DSN: 312-453-2017

5 Communication Squadron

Contact Information:

Commander, 5 CS
COM: 701-723-2150
DSN: 312-453-2150
COM FAX: 701-723-3790
DSN FAX: 312-453-3790

5 Communication Squadron

Contact Information:
Commander's Support Staff
COM: 701-723-2152
DSN: 312-453-2152
COM FAX: 701-723-3790
DSN FAX: 312-453-3790

5 Medical Group

Contact Information:
Commander's Support Staff
COM: 701-723-5130
DSN: 312-453-5130
COM FAX: 701-723-5164
DSN FAX: 312-453-5164

91 Maintenance Group

Contact Information:
Commander, 91 MXG
COM: 701-723-3234
DSN: 312-453-3234
COM FAX: 701-723-3125
DSNFAX: 312-453-3125

91 Operations Support Squadron

Contact Information:
Commander's Support Staff
COM: 701-723-6403
DSN: 312-453-6403
COM FAX: 701-723-2464
DSN FAX: 312-453-2464

740 Missile Squadron

Contact Information:
Commander's Support Staff
COM: 701-723-3776
DSN: 312-453-3776
COM FAX: 701-723-3424
DSN FAX: 312-453-3424

741 Missile Squadron

Contact Information:
Commander's Support Staff
COM: 701-723-2871
DSN: 312-453-2871
COM FAX: 701-723-6306
DSN FAX: 312-453-6306

742 Missile Squadron

Contact Information:
Commander's Support Staff
COM: 701-723-6294
DSN: 312-453-6294
COM FAX: 701-723-2833
DSN FAX: 312-453-2833

5 Medical Group

Contact Information:
Commander, 5 MDG
COM: 701-723-5103
DSN: 312-453-5103
COM FAX: 701-723-5181
DSN FAX: 312-453-5881

91 Space Wing

Contact Information:
Commander 91 SW
COM: 701-723-3215
DSN: 312-453-3215
COM FAX: 701-723-3818
DSN FAX: 312-453-3818

91 Operations Support Squadron

Contact Information:
Commander, 91 OSS
COM: 701-723-3081
DSN: 312-453-3081
COM FAX: 701-723-2464
DSN FAX: 312-453-2464

740 Missile Squadron

Contact Information:
Commander, 740 MS
COM: 701-723-3015
DSN: 312-453-3015
COM FAX: 701-723-3301
DSN FAX: 312-453-3301

741 Missile Squadron

Contact Information:
Commander, 741 MS
COM: 701-723-6309
DSN: 312-453-6309
COM FAX: 701-723-6306
DSN FAX: 312-453-6306

742 Missile Squadron

Contact Information:
Commander, 742 MS
COM: 701-723-6291
DSN: 312-453-6291
COM FAX: 701-723-2833
DSN FAX: 312-453-2833

91 Security Support Squadron

Contact Information:
Commander, 91 SSPTS
COM: 701-723-6528
DSN: 312-453-6528
COM FAX: 701-723-3627
DSN FAX: 312-453-3627

91 Security Support Squadron

Contact Information:
Commander's Support Staff
COM: 701-723-6331
DSN: 312-453-6331
COM FAX: 701-723-3627
DSN FAX: 312-453-3627

5 Maintenance Squadron

Contact Information:
Commander, 5 MXS
COM: 701-723-3672
DSN: 312-453-3672
COM FAX: 701-723-6634
DSN FAX: 312-453-6634

5 Logistics Readiness Squadron

Contact Information:
Commander's Support Staff
COM: 701-723-2716
DSN: 312-453-2716
COM FAX: 701-723-4262
DSN FAX: 312-453-4262

5 Civil Engineering Squadron

Contact Information:
Commander 5 CES
COM: 701-723-2434
DSN: 312-453-2434
COM FAX: 701-723-4425
DSN FAX: 312-453-4425

5 Force Support Squadron

Contact Information:
Commander, 5 FSS
COM: 701-723-2787
DSN: 312-453-2787
COM FAX: 701-723-6657
DSN FAX: 312-453-6657

5 Security Forces Squadron

Contact Information:
Commander, 5 SFS
COM: 701-723-3635
DSN: 312-453-3635
COM FAX: 701-723-4622
DSN FAX: 312-453-4622

54 Rescue Flight

Contact Information:
Commander 54 HS
COM: 701-723-2333
DSN: 312-453-2333
COM FAX: 701-723-2034
DSN FAX: 312-453-2034

5 Maintenance Squadron

Contact Information:
Commander's Support Staff
COM: 701-723-2784
DSN: 312-453-2784
COM FAX: 701-723-3679
DSN FAX: 312-453-3679

5 Mission Support Group

Contact Information:
Commander, 5 MSG
COM: 701-723-2205
DSN: 312-453-2205
COM FAX: 701-723-2800
DSN FAX: 312-453-2800

5 Civil Engineering Squadron

Contact Information:
Commander's Support Staff
COM: 701-723-3728
DSN: 312-453-3728
COM FAX: 701-723-1879
DSN FAX: 312-453-1879

5 Force Support Squadron

Contact Information:
Commander's Support Staff
COM: 701-723-2787
DSN: 312-453-2787
COM FAX: 701-723-6781
DSN FAX: 312-453-6781

5 Security Forces Squadron

Contact Information:
Commander's Support Staff
COM: 701-723-2001
DSN: 312-453-2001
COM FAX: 701-723-4622
DSN FAX: 312-453-4622