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Plan My Move Booklet for U.S. Naval Academy

Overview



Location

The U.S. Naval Academy (USNA) is located in Annapolis, Maryland on the banks of the Severn River and on the shores of the Chesapeake Bay. Annapolis is located in Anne Arundel County. This is a high cost of living area, primarily due to the high cost of housing. The history of this lovely town dates back to the beginnings of our nation and it is a beautiful setting for the Academy. The Annapolis Area Naval Complex is composed of the U.S. Naval Academy, Naval Support Activity Annapolis, and other tenant commands.

The USNA current curriculum consists of four consecutive years at Annapolis with at-sea training during the summer. Eighteen academic majors are offered which lead to a Bachelor of Science degree for all graduates. The base operator's phone number is 410-293-1000 or DSN 312-281-1000.

History

The Naval Academy was founded in 1845, by the Secretary of the Navy, George Bancroft, in what is now historic Annapolis, MD. The history of the Academy has often paralleled the history of the United States itself. As the U.S. Navy has moved from a fleet of sail and steam-powered ships to a high tech fleet of nuclear-powered submarines and surface ships capable of supporting supersonic aircraft, the Academy has changed as well.

In 1850, the Naval School became the United States Naval Academy. A new curriculum went into effect requiring midshipmen to study at the Academy for four years and to train aboard ships each summer. Congress authorized the Naval Academy to begin awarding a Bachelor of Science degree in 1933.

The Naval Academy first accepted women as midshipmen in 1976, when Congress authorized the admission of women to all of the service academies. Women comprise about 13 to 14 percent of entering plebes and they pursue the same academic and professional training as do their male classmates. For more information, see the Academy's [homepage](#).

Mission

The mission of the USNA is to prepare midshipmen morally, mentally, and physically to be professional officers in the Naval Service.

Naval Support Activity (NSA) Annapolis is located across the Severn River from the Naval Academy. Its mission is to provide material, personnel and service support to the Naval Academy by maintaining small craft, equipment and facilities for midshipmen training, and by providing logistical support to the Naval Academy in its midshipmen professional development program.

Population Served

The population served includes the entire student body of midshipmen and the tenant commands. The Academy is a 338-acre complex with a brigade of 4,000 midshipmen, and 580 faculty members (military and civilian).

Base Transportation

Currently, there is no base transportation on this installation.

Sponsorship

Contact your gaining command to request a sponsor to assist you with your transition. You may also use the [Sponsor Assignment Aid \(SSA\) web site](#). The SAA e-mails your request (with an assigned tracking number) to your gaining command's sponsor coordinator, who will assign a sponsor based upon the information you provide.

Temporary Quarters

For information about available temporary lodging, you may call the Annapolis Navy Lodge at 410-757-7900 or call 1-800-NAVY INN. Reservations can be made: active duty-60 days in advance; retiree's and DoD-30 days in advance; PCS and active duty on TDY/TAD orders-anytime.

Navy Gateway Inns & Suites can provide temporary lodging as follows: space required-military active duty, reservist, civilian DoD/contractors on orders. Space Available-non-duty active military and/or family members, military retirees depending on projected availability. Call 410-293-3906 for booking policies and requirements.

The Housing Welcome Center can also assist with on-base and off-base housing.

Relocation Assistance

Since Annapolis is in the Baltimore-Washington DC corridor, it is within a very high cost of living area. Service members and families relocating to this area should keep this in mind when planning for the move here. The financial assistance program at your current installation can provide you with tips on moving to a high cost of living area. Relocation Assistance is available through the Fleet and Family Support Center and provides the following types of services: Destination Area Information, Relocation Counseling, Settling-in Services, Information and Referral, Welcome Aboard Packets, and much more.

Critical Installation Information

Rental Partnership Program ((RPP)

The RPP was established with various area rental agencies with an agreement to charge military members a rent commensurate with their BAH. In return, the military member agrees to have rent deducted directly from pay through an allotment. This program is designed to help defray the high cost of housing in the Annapolis area. For more information contact the USNA Housing Office at 1-800-421-1474.

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 U.S. Naval Academy

Directions from BWI Airport

Exit Airport on 170 East to Annapolis. Turn right on Hammonds Ferry Rd. Just past the Maryland State Police Barracks, turn left on Dorsey Rd. and go into the right lane immediately. Take entrance ramp onto Interstate 97 South to US 50 East. On US 50 take Exit 27 to MD Rt 450. Go 1.5 miles to first light. Cross over the Naval Academy Bridge to reach the Naval Academy or make a left at this light (Route 648) and a right at the next light to go to the Fleet and Family Support Center. Welcome Aboard!

Directions from Washington, D.C.

Take US 50 East. Take Exit 27 to MD Rt 450 to Annapolis. Go 1.5 miles to the traffic light. Proceed straight over the Naval Academy Bridge to reach the USNA or turn left at the light (Route 648) and a right at the next light to go to the FFSC.

Check-in Procedures

Reporting Procedures

All Navy personnel, officer and enlisted, should report to the respective offices listed below to have their orders endorsed prior to checking in at the Customer Service Desk (CSD), 410-293-5812, located at the Naval Health Clinic, USNA.

Personnel checking in should bring their original orders, medical and dental records; enlisted personnel should also bring their service record.

All officers stationed at the U.S. Naval Academy/Annapolis Area Complex should report to the Officer Personnel Division, located in the Administration Building at 121 Blake Road, phone 410-293-1558.

All enlisted personnel assigned to the U.S. Naval Academy should report to the Administration office at 15 Bennion Road on the Naval Station during duty hours and to the BEQ Quarterdeck during non-duty hours and weekend, 410-293-2385.

All enlisted personnel assigned to the Naval Support Activity (NSA) Annapolis should report to the Administration office in Building 58 on the Naval Station, 410-293-9332.

All officer and enlisted personnel assigned to the Naval Health Clinic should report to the Administration office at the Naval Health Clinic, 410-293-1336.

All officer and enlisted personnel assigned to the Naval Academy Band should report to the Administration office/Band Room at 101 Buchanan Road, 410-293-3282.

Travel Planning

Temporary Lodging Reservations

Annapolis is a tourist area; hotel space is at a premium during the summer and special events at the Naval Academy. Reservations at the Navy Lodge should be made well in advance, but priority is given to service members on PCS orders. Call the Navy Lodge central reservation number at 1-800-NAVY INN or the Annapolis Navy Lodge at 410-757-7900.

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 U.S. Navy's Relocation Assistance Program (RAP) provides the information you need - when you need it to prepare you for a smooth PCS move. Visit your local FFSC to attend a "Smooth Move" workshop and learn about packing and protecting your belongings, weight allowances and dealing with the moving company, Personally Procured Moves (DITY), travel and car allowances, budgeting tips, up-to-date resources, and more.

The Annapolis RAP office provides the following types of services: destination area information, relocation counseling,

settling in services, information and referral, Welcome Aboard Packets, Hospitality items, and more!

Call the RAP at 410-293-2641 if you would like a Welcome Aboard Packet mailed to your home before you PCS.

On arrival, check out our Hospitality/Loan Locker - we have many available items such as futons, table and chairs, pots and pans for you to borrow until your household goods arrive.

The Annapolis FFSC offers a 2-day monthly Indoctrination/Newcomers Orientation for incoming personnel. You will receive information on area services and more. A tour of the U.S. Naval Academy is conducted on Day 2 and spouses are welcome to attend. Contact the FFSC or your Training officer for more information about this valuable introduction to your new duty station - Annapolis!

If we don't provide the service you need, we'll find someone who does!

Emergency Assistance

Planning for Emergencies

No matter how well you plan your move/travel, emergencies sometimes do happen.

Important Documents/Hand Carry

Make sure that you have all your important papers with you - *not* packed with your household goods. Telephone numbers for your Command Duty Office and your sponsor can be invaluable.

Emergency En Route

If you experience an emergency while in transit to your new duty station, always call your new command to tell them about the situation and request advice if needed. If possible, look for the nearest military installation for assistance. Call AAA if you are a member, or ask the information operator (411) for the name and phone number of a hospital or road service information, depending on the emergency.

American Red Cross

The American Red Cross is always available for emergency aid anywhere you may be. Contact the nearest chapter. In close proximity to Annapolis, the Maryland Chapter in Baltimore can be reached by calling 1-410-624-2000. They may be able to help with emergency financial assistance and contacting individuals that will need to know where you are and what is happening.

The American Red Cross's Toll-free worldwide line is 1-877-272-7337 and is a 24 hour, 7 day a week operation to assist families in notifying service members and their families in case of emergencies.

Navy-Marine Corps Relief Society

When you or your family members need emergency assistance, apply to your local Navy/Marine Corps Relief Office. Navy/Marine Corps Relief also can provide visiting nurses-house calls and instruction to mothers of newborns, housebound retirees, and widows/widowers, and layettes/junior seabags. Thrift Shops provide used items at low cost. Food Lockers may be available at some locations for emergency grocery needs, including formula and diapers

After Hours Assistance

If you need assistance after hours, call or visit the nearest American Red Cross facility, Air Force Aid Society, or Army Emergency Relief Office and request Navy/Marine Corps Relief assistance.

Motor Vehicles

Registration & Licensing Requirements

Maryland 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 6 years of age and 40 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

Pass and ID

All military and civilian faculty and staff must register their vehicles with the USNA Complex Pass and Tag Office located at the Visitors Access Center at Gate 1 to the U.S. Naval Academy. The Center is located at the corner of King George and Randall Streets. Call 410-293-5762 for information. The office is open Monday - Friday, 7:30 A.M. - 3:30 P.M.

To register your vehicle, bring the following:

- Current Registration
- Valid Driver's License
- Military or USNA ID card
- Proof of current Insurance

Traffic

Maryland State Traffic Laws are strictly enforced (patrols/radar). Three citations in a 12 month period will result in a warning letter. Fourth citation results in loss of driving and parking privileges aboard the USNA Complex. Motorcycles -- Require completed approved safety course and proper safety gear.

Driver's License

A military member, who does not claim Maryland as his/her state of residence, is not required to obtain a Maryland driver's license or register a car (in their name alone) in Maryland. This is based on the protections of the Soldiers and Sailors Civil Relief Act (Federal Law). However, they must maintain a valid driver's license and registration in some state or D.C.

If a military member's spouse or family member accompanies them to Maryland, and they are likely to reside in Maryland for more than 1 year, Maryland law requires them to get Maryland licenses. Spouses are supposed to get a Maryland driver's license if they work in the state.

To obtain a MD driver's license, you must appear in person with your current license, SSN, proof of insurance, and

original or certified copy of your birth certificate.

Automobile Inspections

A safety inspection is required when a vehicle is brought into the state or ownership changes. Vehicle Emissions Inspections are required every two years and cost \$14. Automobile owners are notified by mail when inspection is due. For information on Vehicle Emissions inspections, call 800-638-8347 or call 410-760-0400.

Loan Closet

Items Available

When you arrive at your new location, the FFSC Relocation Program Assistance office which runs the loan locker will supply you with temporary, basic household items to use until your household goods shipment arrives. The Annapolis FFSC can provide you with futons, pots and pans, irons, silverware, and more. Items are loaned to you at no-cost for a 2-week period.

The Loan Closet is located at the Fleet and Family Support Center, 348 Kinkaid Road, Annapolis.

How to Borrow

Hours of Operation: Items can be obtained from 8:00 am - 4:30 pm, Monday through Friday. No appointments are needed to secure items, as any and all staff members are trained to assist customers with loan locker check outs. All services are provided on a first-come, first-serve basis.

Housing - Overview

Government Housing

When you arrive at the Naval Academy/Annapolis Area Complex, go to the Housing Welcome Center with all of your housing concerns and questions.

Government Housing is administered by the Annapolis Housing Welcome Center. There are 364 units of military family housing at Annapolis. Waiting times vary depending on the time of year and number of personnel on the wait list. The average wait time may range from immediate occupancy up to twelve months.

Eligible personnel are assigned to family quarters in the order of detachment date from their previous command if application is made within 30 days of that date; otherwise, the application date is used. Units are assigned according to family size requirements and designation.

The Department of the Navy and Lincoln Military Housing entered into a Public Private Venture agreement in August 2005, which privatized military housing. Lincoln provides property management services at Naval Support Activity Annapolis.

The Rental Partnership Program is available allowing newly arriving personnel to move into one to three bedroom apartments, within a 20-30 minute commute, with no deposit or credit check.

Non-Government Housing

Housing, both to rent or to buy, is expensive in the Annapolis area. The challenge of finding affordable housing may take time and patience and the Housing Welcome Center is your best resource for locating quality, affordable housing.

Housing Referral Office (HRO) -- Your contact for any problems you may encounter (discrimination complaints, tenant/landlord disputes, or any questions/problems about off base 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.

Housing - Temporary

Temporary Lodging Facility

The Navy Lodge provides reasonably-priced, quality lodging facilities- 50 rooms with kitchenettes, queen sized beds, etc. for all eligible personnel such as active duty and retired military, reservists and their families, and official guests of the command. Reservations and room assignments are made without regard to rank or rate. Reservations can be made: active duty-60 days in advance; retiree's and DoD-30 days in advance; *PCS and active duty on TDY/TAD orders - anytime.*

The Navy Lodge is located on Naval Support Activity Annapolis. Call 410-757-7900.

Visitors Quarters or Navy Gateway Inns & Suites has 13 regular suites and three DVQ Suites. Eligibility requirements are as follows: Space Required-military active duty, reservist, civilian DoD/contractors on orders. Space Available-Non-duty active military and/or family members, military retirees depending on projected availability. All suites are equipped with TV/VCR/DVD, cordless telephones, small refrigerator/microwave, queen sleeper sofa and queen bed.

Gateway Inns & Suites located on U.S. Naval Academy grounds. Call 410-293-3906 for booking policies and requirements.

Reservations

Navy Lodge Reservations: World-wide reservations can be made by calling 1-800-NAVY INN (628-9466) or by visiting their [website](#). Eligibility information can also be found on the website.

Navy Gateway Inn and Suites: Reservations can be made through the website: [Navy Gateway Inn and Suites Annapolis](#).

Housing - Government

Family Housing

Eligibility

All Military Personnel and Key and Essential Civilian Personnel assigned or attached for duty at U. S. Naval Academy, Annapolis Area Complex and installations aligned under Commander Naval District Washington are eligible for military housing subject to the priority provisions contained in the Public Private Venture (PPV) Property Management Agreement.

Privatization

Military housing is administered by the Housing Welcome Center. The Department of Navy and Lincoln Military Housing entered into a Public Private Venture agreement on 1 August 2005, which privatized military housing. Under the terms of the 50-year partnership, 370 housing assets transferred from the Navy to Lincoln Military Housing.

The Navy Housing Office manages the Qualified Military Tenant List and determines eligibility and the priority of all Qualified Military Tenants. The Navy Housing Office makes the initial contact with military personnel and, via the Portal, refers the qualified prospective tenant to the Lincoln Military Housing's Property Manager, to finalize actions for occupancy. Once referred, the Qualified Military Tenant is shown a home for which they qualify based on their pay grade.

Application

If you wish to be placed on the waiting list, you must:

- Complete a DD-1746, "Application for Assignment to Quarters"
- supply a copy of your orders
- supply a copy of Page 2, or emergency data

Your control date is your detachment date from your last duty station, or the date you apply after reporting to the command. Your name may be placed on the waiting list as soon as you receive orders and submit a complete application package consisting of the items listed above.

Availability

There are 370 PPV housing assets available. Waiting time varies depending on the time of year and number of personnel on the waiting list. The average wait time may range from immediate occupancy up to twelve months, based on pay grade. If you are on a lease in the civilian community, and desire military housing, your name will remain on the waiting list until your lease expires. You will retain your position on the wait list until your lease expiration date and housing is accepted.

Bachelor (Single Service Member) Housing

All E-4 and below single sailors have their own room in Bachelor Housing. There are 109 rooms available in two locations, Reina Mercedes and Fuller Hall. Rooms are furnished with full-sized beds, dressers, sofas, kitchenettes, chairs, microwaves, etc.

All lounges have a big screen TV, comfortable chairs and sofas. All facilities have a lighted parking lot and are within walking distance of the installation gym, galley, marina, and "Liberty Zone" for single sailors.

Once you have received your orders to Annapolis, give the Bachelor Housing Manager a call at 410-293-9070 to let him know your arrival date. Your room will be clean, bed made, and ready for occupancy upon your arrival. That is the NSA Annapolis Bachelor Housing way of saying "Welcome Aboard!"

Bachelor Housing check-in begins at Reina Mercedes, Building 47, Naval Support Activity, Annapolis 24/7.

Geographical Bachelor Housing is extremely limited. If you wish to be placed on the Waiting List, please call the Bachelor Housing Manager at 410-293-9070 to express your desire to reside in Geo Bachelor Quarters. Once your request is

submitted, you must go before an Assignment Review Board for approval.

Service members who are on *transient or accompanied orders* do not have billeting at Bachelor Housing.

Household Goods - Overview

Arranging Household Goods Shipments

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

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

Automobile

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

Shipping Pets

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

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

Delivery of Household Goods Shipments

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

Customer Satisfaction Survey

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

Claims

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

Household Goods - Shipping Pets

Boarding

There are no boarding facilities on the installation. Check out the Ft. Meade Pet Care Center - the Center has 28 indoor/outdoor runs and 11 individual cat units. It provides 24-hour heat and air conditioning, automatic water fixtures and state-of-the-art aluminum bars, ensuring no entangled claws. The Center also has a veterinarian on-call 24 hours a day. For more information, call 301-677-4059.

In addition, Anne Arundel County has a large number of boarding kennels. Please consult the yellow pages in the local phone directory for a complete listing.

Pets are allowed at the following temporary lodging facilities: Red Roof Inn @ BWI: 410-850-7600 and the Comfort Inn @ BWI: 410-789-9100.

Government Housing allows 2 pets per unit. The term "pet" refers to dogs and cats. No "exotic" pets or aggressive dog breeds are permitted in government housing.

Licensing

All dogs and cats, 4 months and older, must be vaccinated against rabies and must be licensed through Anne Arundel County. New residents moving into the County have thirty (30) days to license their dog or cat. For more information on licensing your pet, you may visit the [Anne Arundel county website](#).

Pet Travel

Upon receiving your orders, you should immediately request information and make arrangements for your pet's transportation - due to limited pet space on flights. Be aware that during the hotter months, pet air transportation may be limited. Passenger is responsible for complying with required shipping container, host country documentation, immunizations, border clearance requirements, and associated costs.

Arrangements are more complicated for service members transferring overseas, and plenty of time should be allowed for planning.

For more detailed information on moving with pets and specific overseas quarantine requirements, contact your Fleet and Family Support Center and installation transportation office.

Veterinary Services

There are no veterinary services available at NSA Annapolis. The nearest military veterinarian is located at Fort Meade. Basic veterinary care is available on an appointment basis. Clinic primary mission is to provide care for military work dogs; appointments for pets are on a space available basis. Call 301-677-1300 for appointments and information. Valid military ID is required.

Quarantines

There are no quarantines required.

Education - General Overview

Public School

There are no DoD schools at the Annapolis Area Complex (Naval Academy, Naval Support Activity, and tenant commands.) Anne Arundel County; however, has abundant educational opportunities for preschoolers through adults. At least 130 accredited public and private institutions provide schooling for youth. Adults are able to choose degree or noncredit programs from a wide range of topics. It's A Fact: Anne Arundel's public schools system is ranked one of the top systems in the nation! For information on the procedure for early admission of children under the age of six to first grade, please contact your school principal.

Your children will attend Anne Arundel County schools. Your best resource for information on public schools in this area is their [website](#). There you will find how to locate your child's school based on your address, links to all local elementary, middle, and high schools, information on registration, helpful phone numbers, and more.

Local Schools

Annapolis is part of the Anne Arundel County Public Schools System (AACPS). The district includes 119 schools (Pre-K to 12) serving over 74,000 students. District-wide, the pupil: teacher ratio is 16:1. SAT scores for 2007 averaged 1519 (Reading 507/Math 516/Writing 496) which exceed the state and national average. More than 78% of AACPS students continue on to institutions of higher learning. Grades are based on a 10 point scale: A= 90-100, B=80-89, C=70-79, D=60-69, E=0-59. GPA is calculated using a 4 point scale. A=4.0, B=3.0, C=2.0, D=1.0, E=0.0.

AACPS offers both Magnet and International Baccalaureate programs. New programs are being added; contact AACPS for the most current information.

If you are interested in Home Schooling, contact the Home Schooling Coordinator at 410-222-5457.

Private School

There are more than 60 private schools in the county offering a wide variety of programs. A partial listing of private schools in the area may be found on the state's [website](#).

Adult Education

There are 2 centers of applied technology that provide specialized instruction in career and technology education, including trades, cosmetology, and nursing.

Education - Training (College/Technical)

Continuing Education/College

Consult with your Command Career Counselor and check with the Command's Educational Services officer for information on adult education, advancement, and college opportunities in the area.

Online education is available for continuing education on the installation. Graduate Equivalent Diploma (GED), College Level Examination Program (CLEP), and college admission tests are administered on the installation; however, no preparatory classes are available. Prep classes are offered at the Navy College Office, NSA, Anacostia Annex, Washington, DC.

The Education Services Officer (ESO) on base handles Tuition Assistance issues for off-duty education.

The Annapolis area is fortunate to be close to numerous institutions of higher learning. [Anne Arundel Community College](#) offers a wide range of degree, certificate and continuing education programs. Visit their website for programs, fees and registration information.

[University of Maryland at College Park](#) is located 30 minutes from Annapolis and offers undergraduate and graduate programs.

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 Options

Annapolis and the surrounding Anne Arundel County enjoy a low (3.3%) unemployment rate. Annapolis is a popular tourist area, creating plenty of employment opportunities in the service industry. Restaurant workers, hotel staff and retail salespeople are in demand. The growing medical center in Annapolis also creates a need for healthcare professionals. Salaries for Administrative positions range from \$7-\$13/hour. Pay for specific skills is commensurate with experience.

Check out the Anne Arundel Economic Development Corporation [website](#) for area employment information/opportunities.

Information about employment opportunities in Maryland can be found on-line at the [Maryland Department of Labor website](#). Anne Arundel County employment information is available at the [Anne Arundel County website](#).

Located 30 miles from Baltimore, MD and Washington, DC, many Annapolis residents commute to work. Traffic conditions may make this trip difficult; there are some ride-share services available.

Fleet and Family Support Center

The Relocation Assistance Program (RAP) works closely with the Family Employment Readiness Program (FERP). FERP assists military spouses in finding employment when relocation occurs, as well as whenever job assistance is required. FERP can help spouses choose career opportunities that are compatible with the Navy's mobile lifestyle.

Contact the FERP manager as soon as you arrive at USNA/Annapolis Area Complex. She will assist you in establishing career goals and objectives, in developing and refining resumes, and direct you to job leads and resources. Call 410-293-2641 for more information.

Employment opportunities can be found on base at:

- Navy Exchange -- 410-757-0005
- Commissary -- 410-293-9030
- NAF -- 410-263-3264

Employment Documentation

It is important to bring with you all necessary employment information including: certifications, licenses, transcripts, resumes, SF 171 and SF 50 if applicable. Be sure to have valid ID and Social Security card, passport or green card to document right to work in the United States.

Unemployment Compensation

Unemployment compensation claims for military dependents relocating to Annapolis must be filed with the state where the claimant worked. Check with your home state for eligibility requirements before you move. For information about filing an unemployment compensation claim in Maryland, visit their [website](#) or call 410-368-5300.

Transition Assistance

The FFSC Transition Assistance manager assists active duty military members considering retirement or separation with employment readiness assistance. Akin to FERP, the Transition Assistance Program (TAP) provides pre-separation counseling, job search assistance, career assessment testing, and more. FFSC Annapolis offers a 4-day TAP seminar each month.

Tuition Assistance

Educational resources in the Annapolis area include the University of Maryland and Anne Arundel Community College. Residency requirements vary; contact the registrar to determine your residency status.

Anne Arundel Community College offers dependents of military personnel assigned to Annapolis the lower in-county rate. Students must present a copy of their sponsor's orders to qualify.

New Parent Support Program

Navy New Parent Support Home Visitation Program

About Our Program for Expectant Parents and Parents of children ages 0 to 3

New Parent Support Home Visitation Program (NPSHVP) is an early-intervention service to families designed to foster healthy child development, specifically for families that are expecting or have children up to 3 years of age.

The Navy NPSHVP is based on the Nurturing Parenting Program ©. This program is family-centered and is responsive to the unique strengths and needs of each military family. Families that are experiencing challenges with the fast paced military lifestyle can benefit from the NPSHVP Nurturing Parenting Program. Parents learn from an evidence based, tested and proven program that assist you with a variety of topics and issues, including:

- Bonding with your new baby or toddler
- Understanding the developmental stages that your child is going through
- Alternative ways to discipline your children
- The importance of Nurturing Touch
- Learning about family roles
- Learning about how children master new skills
- Learning what you should expect from your little one

Parenting can be fun! Childhood is a special time of watching a young life grow, explore and find excitement in many things. In this program you will experience fun, closeness and enjoyment in growing together. Your Home Visitor will assess your family, so that sessions are tailor made to fit your interest and your child's needs. Parents and their children receive a sequence of lessons and activities in home-based sessions. The Home Visitor works with you, promoting positive parent-child relationships between you and your child, improving your parent knowledge and skills, and fosters healthy child development. Our program partners closely with other key community services, such as community health agencies, hospitals, social workers and educators to provide a rich and comprehensive resource base to our NPSHVP families.

About NPSHVP Home Visitors

The Navy New Parent Support Home Visitor team is composed of educators with experience in the field of maternal/child health, child development or public health child development backgrounds. Home Visitors have a bachelors or equivalent degree in education, nursing or social service related studies and often have additional training beyond the stated requirements. All Home Visitors, in accordance with DODINST 1402.5 and PERS letter 1754 Ser 660/173, who have regular contact alone with children under the age of 18 undergo a criminal history background check.

All Home Visitors have been trained to deliver the Nurturing Parenting Program ©. This program has been empirically proven to help new parents learn positive and fun strategies that make families successful. The author and creator of this program, Stephen Bavolek, Ph.D. has consulted with the United States Navy New Parent Support Home Visitation Program to develop materials and information that is relevant to today's military family. Dr. Bavolek personally teaches the Navy Home Visitors the Nurturing Parenting Program philosophy and program implementation so that Home Visitors can best serve military families.

Who is eligible?

Eligibility for this program is determined by the Service member or family member being eligible to receive treatment in a Military Medical Treatment Facility. First priority is given to families with a deployed active duty member. Every service member/family member who is expecting a child or is the parent of children ages zero to three can be screened and assessed for NPSHVP services.

How to Get Started in the Program

Contact your local Fleet and Family Support Center (FFSC) to inquire about Home Visitation or related resources in your area. If a Home Visitor is available in your area, the Home Visitor will screen your family and determine what resources would be the best fit for your family. If a Home Visitor is not available, the FFSC will provide you with information and referral resources in your community that offer support to new parents.

Child Care

Child Development Center (CDC)

Accredited by NAEYC (National Association for the Education of Young Children), the Child Development Center is located on Gage Road in the North Severn housing community. All active duty, reservists and DoD civilian employees can use the facility. It offers developmental programs for children 6 weeks old to 5 years of age. The center provides hot and cold United States Department of Agriculture approved breakfasts and lunches, as well as afternoon snacks. In addition to weekly, full time care the CDC offers a pre-school program. Many options are available for school age care.

Child Development Homes (CDH) Program

The CDH program provides child care in a warm, family setting in which children can participate in developmentally appropriate learning activities and home-life experiences. The children are able to build a trusting relationship with a provider who will foster their curiosity and creativity, provide guidance and give them the hugs they need.

Providers attend 20 hours of orientation classes including CPR and First Aid and national background checks are performed on all CDH providers. CDH homes are inspected by the Naval Academy fire department, safety office and preventive medicine department. The CDH program offers providers the opportunity to work in their home and watch their own children grow and develop while at the same time caring for children and earning an additional income. CDH homes have space available for new children, ages 6 weeks to 12 years old. Some providers also offer evening and weekend drop-in care. If you need child care or would like to become a provider, call 410-293-9395.

Youth Services

Youth Services

Attention Relocating Teens! You will find lots of support by taking advantage of the many activities and programs available through the Fleet and Family Support Center (FFSC) and Morale Welfare and Recreation (MWR) Youth Programs. By getting involved, you will surely meet others with similar interests as yours and friendships will be formed!

MWR's Youth Programs provides a wide range of recreational, social and educational activities for children from 5 years old (and in kindergarten) to 18. Programs include:

- Before and After School care
- special theme events
- field trips to area attractions
- Summer Day Camp

Youth Employment

FFSC is an excellent resource for job information.

Want to earn money babysitting? The FFSC offers a 2-1/2 day "Super Sitter" class that will give you step-by-step instructions on how to be the best sitter ever! Your services will be in demand from everyone in the neighborhood.

"Teens for Hire Workshop" -- Whether you are looking for a job to buy some new clothes, to help pay for college, or just to have some money in your pocket, attend this program and get the latest on what jobs you can expect to find and who to contact for summer employment.

Youth Center

The "Billy the Kid" Youth Center, at Alder Road, Naval Support Activity Annapolis, provides a wide range of recreational, social and educational activities for children from 5 years old (and in kindergarten) to 18. Programs include School-Age Care, leisure skills development classes, special themed events and field trips to area attractions. There is a Summer Day camp for children entering first grade through 12 years old.

Membership for the Youth Center is free and includes all open recreation activities. There is a small fee for special events, snacks, and trips. The Youth Center is open Monday through Friday from 2:30P.M. - 5:30P.M. for middle and high school kids with a Youth Center membership to use the computers with Internet connection, TV/VCR, Nintendo, etc. For more information on the Billy the Kid Youth Center, call (410) 293-4998.

Youth Sports

MWR Youth Programs provides many sports opportunities for children, to include T-ball, soccer, basketball clinics, and more. Call (410) 293-4998 for information.

The U.S. Naval Academy offers a multitude of sports camps for children, including soccer, swimming, basketball, tennis, and lacrosse. For information, go to the [website](#).

Youth Religious Programs

The USNA Chapel offers programs for children and teens.

Family Center

Programs and Services

A key resource on your installation and a gateway to accessing all of the resources available to you, the Fleet and Family Support Center provides information, support and services to help you balance the demands of family and the military lifestyle. The Fleet and Family Support 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 Fleet and Family Support Center should be one of you first stops upon arriving at an installation; its programs and services will be an important resource for you and your family.

Deployment/Individual Augmentee Support - We will assist during all phases of the deployment cycle, providing workshops, online and virtual support groups, deployment handbooks, family preparedness seminars and much more. During the deployment, we'll help your family cope with the challenges of extended absences and connect them with resources to ease the burden of family separation. Upon return from deployment, we offer return, reunion, and reintegration seminars to help transition from deployment to homecoming.

Relocation Assistance - From "Smooth Move" workshops to household hospitality kits, we can provide information, referral, resources and tools to make your permanent change of station (PCS) moves efficient and simple. Services include a loan closet from which families may borrow basic household goods; assistance with in-transit emergencies; classes on move-related topics such as buying or selling homes; and individual PCS planning, among others.

Transition Assistance - Leaving the Navy may involve a total lifestyle change. We host the U.S. Department of Labor-sponsored Transition Assistance Program (TAP) Employment Workshop for sailors planning to leave the Navy or retire. These information-packed workshops are designed to provide you with the skills and knowledge necessary to plan and execute a successful transition. The Department of Veterans Affairs (VA) presentation on VA benefits is also included.

Personal Financial Management - A program to assist you in developing a personal and/or family financial management plan. Our trained personal financial fitness staff can help you analyze your finances. You can learn more about setting priorities, creating budgets, debt liquidation, Thrift Savings Plan, consumer and credit issues, and predatory lending. We'll help you set a course for financial independence and guide you through your journey of becoming a Million Dollar Sailor. The FFSC staff is a centralized training source for command financial specialists.

Employment Assistance - The training, information, and personalized career coaching will help you identify and reach your employment and career development goals, manage the challenges associated with a mobile lifestyle and develop job search skills. Our network with local employers can have you climbing the ladder of success. Employment assistance professionals can assist with a wide variety of family employment issues.

Life Skills - We offer proactive workshops to enhance and assist with balancing your personal and professional life. This program provides you with information and education about a variety of life cycle issues, including parenting and relationships to help you strengthen your relationships.

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

Ombudsman - The morale, health, welfare and efficiency of command personnel are the responsibility of the Commanding Officer. The Command Ombudsman acts as a liaison between the command and its families. Our highly-trained Ombudsmen help provide you with information necessary to meet the unique challenges of a military lifestyle.

Family centers may also provide other services, such as Counseling, Family Advocacy, New Parent Support, Sexual Assault Victim Intervention, Volunteer and exceptional family member support. Services vary by location.

Financial Assistance

Financial Assistance

When anticipating a PCS (Permanent Change of Duty Station), if at all possible, start putting some money aside in a savings account to prepare for the move. You may wish to request an advance from your Finance Office to be used for temporary lodging, housing costs, and deposits at your new duty station.

Financial counseling is available at Fleet and Family Support Centers and at Navy/Marine Corps Relief Societies.

Command Financial Specialist (CFS)

For additional information on personal financial management, contact your Command Financial Specialist (CFS). Financial guidance is offered to anyone experiencing money management difficulties or for those who just wish to be in control of their finances. Fleet and Family Support Centers as well as Navy/Marine Corps Relief Societies can work with you to prepare a personalized budget and spending plan designed to make your life a little easier.

Navy/Marine Corps Relief Society

When you or your family members need financial assistance, apply to your local Navy/Marine Corps Relief Office. The Society is a non-profit charitable organization whose purpose is to assist Navy and Marine Corps personnel and their families in time of need.

Navy/Marine Corps Relief can provide interest-free loans or grants to help with emergency needs such as: emergency transportation, funeral expenses, medical/dental bills (patients' share), food, rent, and utilities, disaster relief assistance, child care expenses, and essential vehicle repairs. They will not assist to pay credit debts, furniture payments, or POV down-payments.

Navy/Marine Corps Relief Society can provide: Budget Counseling (training, education, remedial counseling) and Education loans and grants for dependent children and fleet personnel enrolled in commissioning programs.

Emergency Financial Assistance

If you need assistance after hours, call or visit the nearest American Red Cross facility, Air Force Aid Society, or Army Emergency Relief Office and request Navy/Marine Corps Relief assistance.

Legal Assistance

Legal Services

Annapolis Area Complex Naval Legal Services - Office of Legal Counsel

Legal assistance services are available to midshipmen, active duty and retired military personnel assigned to the Naval Academy complex or living in the Annapolis area and to their family members. Available services include legal advice, preparation of legal documents, as well as: Wills , Powers of Attorney, Notarizations, Divorce, Child Support, Custody, Landlord-Tenant, and Creditors. Appointments only.

Deployment Support

Fleet and Family Support Center

Deployments are an inevitable part of military life and deployment readiness is a priority for Commands, Service Members, and their families. The more information that a person has and the more planning that he/she does before deployment occurs, the more in control he/she is likely to feel. The Fleet & Family Support Center working with Command Leadership and ombudsmen acts as a safety net and provides the necessary information and practical skills that allow active duty and family members to cope with deployment challenges.

More and more sailors are being deployed as Individual Augmentees (IAs) to Iraq, Afghanistan, the Horn of Africa, and Guantanamo Bay. They are being sent to assist, or augment, the Army in the Global War on Terrorism. For the family members left behind, knowing their resources and not feeling "disconnected" is Key to surviving a deployment successfully.

The Annapolis FFSC provides pre-deployment briefings and deployment resource materials for adults and children. Additionally, a Deployment Support/Discussion Group meets on the 1st and 3rd Tuesday of each month. Call us at 410-293-2641 for more information.

Family Deployment Support

If you must leave your family behind for any reason, there are some things you need to consider:

1. Power of Attorney - important if a family member is left behind and has to do things in the name of the military member.
2. Family Care Plan - keep an up-to-date family care plan, with correct names and numbers of those that may have to care for your children.
3. Copies of Orders - leave extra copies of your orders with family member.
4. Finances - make sure allotments, checkbooks, savings accounts, credit cards, etc. are accessible for family members.
5. Vehicles - up-to-date maintenance schedule.
6. School Information - ensure that all school records are in order for transfer.

Contact your Relocation Assistance Program office at the FFSC for individual/family relocation counseling and/or concerns regarding deployment.

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 mission of the Naval Health Clinic at the US Naval Academy is to promote the optimal health of the Brigade of Midshipmen, Active Duty forces and all others entrusted to their care. The clinic hours of operation are 7:30 am until 6:30 pm, Monday through Friday and Saturday 8 am until 12 noon.

Emergency Care -- The facility is not an emergency medical clinic. Prior to seeking urgent care in the civilian community, it is extremely important to obtain authorization from either your Primary Care Manager (PCM) or the duty provider. Failure to obtain authorization in advance could result in the beneficiary incurring a TRICARE "point of service" charge, which could be hundreds of dollars.

Appointments -- If you need to make an appointment at any of our primary care clinics, please call our appointment line at (410)293-CARE (2273) between 6:30 am and 6:30 pm on weekdays and 8 am and 12 noon on Saturdays. After normal working hours, you may contact a duty provider by calling the appointment line, then pressing #1.

The Health Benefits Advisor (HBA) is available for realistic counseling where health care and availability are concerned. Naval Health Clinic is a small clinic with personal service and you, the customer, are our primary concern!

Health Care - Special Needs

Exceptional Family Member Program

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

Military Treatment Facility

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

Moving to a New TRICARE Region

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

Beneficiary Counseling and Assistance Coordinator (BCAC)

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

Case Management

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

Extended Care Health Option (ECHO)

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

Transporting Medical Equipment

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

Federal and State Health Care Programs

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

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

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

[contact](#) and other pertinent information.

Other Important Resources

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

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

Installation Specific Information

Exceptional Family Member Program (EFMP)

The Exceptional Family Member Program (EFMP) is a mandatory program per OPNAVINST 1754.2 (series) that identifies long term medical and special education needs of family members and ensures assignment consideration of those needs when transferring. EFM sponsor names are provided to officer and enlisted detailers who will make every effort to ensure the services are available at the sponsor's next duty station to meet the family's needs. The program also ensures that EFM sponsors whose family members require ongoing specialized medical care are located only within major medical facility areas.

EFM enrollment can be done at any time. However, the Navy encourages sponsor enrollment at least 10 months prior to a PCS move, so the detailer will have time to work with the sponsor and pinpoint the best possible assignment to meet both the Navy's needs and the family's special needs. A sponsor does not have to be eligible for orders to register.

Enrollment does not prevent a sponsor from meeting their sea duty obligations nor will it preclude a member from accepting a voluntary unaccompanied tour.

Education - Special Education/EIS

Exceptional Family Member Program

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

Children from Birth to Three Years of Age

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

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

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

Children from 3 through 21 Years of Age

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

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

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

Others who can help you:

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

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

Washington PAVE
STOMP Project

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

Installation Information

For assistance in locating services or targeting the special education services that best match your need, please contact the Exceptional Family Member Coordinator at the Naval Health Clinic and/or the Fleet and Family Service Center's Work and Family Life Consultant/Relocation.

Local Community Information

Special Education is built on the belief that all students can and will learn. It is the school system's responsibility to provide appropriate learning experiences for all students, to recognize and understand the unique nature of each student, to promote the worth and dignity of each student, and to strive for the educational success of every student.

As much as possible, instruction for students with disabilities will be provided in the same setting as instruction for students without disabilities.

The AACO school system offers special education and related services to students, birth through age 20, who have been identified with a disability and who are in need of special education. Services include screening, assessment, identification, and Individualized Education Program (IEP) development to include non-academic and extracurricular activities when appropriate.

The Division of Special Education supports the Anne Arundel County Public Schools goals of academic achievement, safe and orderly environment and community partnerships by working collaboratively with general educators to ensure maximum educational opportunities for all students with disabilities. More information can be found on their [website](#).

Contact Information

121 Blake Road
U.S. Naval Academy Administration
Annapolis, MD 21402-5073
Phone 410-293-1558
Phone (DSN) 312-281-1558
Fax 410-293-3678
Fax (DSN) 312-281-3678

[Website](#)

Automotive Services

Auto Skills Shop
Halligan Road
Naval Support Activity
Annapolis, MD 21402
Phone 410-349-3859

[Website](#)

Open Friday, Saturday, Sunday

Beauty/Barber Shops

Barber Shop
321 Kinkaid Road
Annapolis, MD 21402
Phone 410-757-0005

[Website](#)

Monday - Friday 8:30 a.m. - 5:45 p.m.

Saturday - 8:30 a.m. - 4:45 p.m.

Beneficiary Counseling Assistance Coordinators

Health Benefits Advisor, Naval Health Clinic
250 Wood Road
Annapolis, MD 21402
Phone 410-293-2276
Phone (DSN) 312-281-2276
Fax 410-293-2465

[Email](#)

[Website](#)

Monday - Friday 8:00 a.m. - 4:30 p.m.

Child Development Centers

Child Development Services/Center
298 Eucalyptus Road
Annapolis, MD 21402
Phone 410-293-9390
Phone (DSN) 312-281-9390
Fax 410-293-9398
Fax (DSN) 312-281-9398

[Website](#)

Monday - Friday 5:30 a.m. - 5:30 p.m.

Citizenship and Immigration Services

U.S. Citizenship & Naturalization Services - Baltimore District Office
Fallon Federal Building
31 Hopkins Place
Baltimore, MD 21201
Phone 410-767-7514 / 800-375-5283

[Website](#)

Adult Education Centers

Education Services Officer
Bennion Road
Building 15
Enlisted Personnel Office
Naval Support Activity
Annapolis, MD 21401
Phone 410-293-2386

Barracks/Single Service Member Housing

Barracks/Single Service Member Housing
47 Bennion Road
Annapolis, MD 21402
Phone 410-293-9067
Phone (DSN) 312-281-9067
Fax 410-293-9069

[Website](#)

Monday - Friday 24 Hours

Beauty/Barber Shops

Beauty Shop
321 Kinkaid Road
Annapolis, MD 21402
Phone 410-757-0005 ext. 136

[Website](#)

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

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

Chapels

Naval Academy Chaplain Center
101 Cooper Road
Annapolis, MD 21402
Phone 410-293-1100
Phone (DSN) 312-281-1100
Fax 410-293-4809

[Website](#)

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

Child and Youth Registration and Referral

Child Development Services/Center
298 Eucalyptus Road
Annapolis, MD 21402
Phone 410-293-9390
Phone (DSN) 312-281-9390
Fax 410-293-9398
Fax (DSN) 312-281-9398

[Website](#)

Monday - Friday 5:30 a.m. - 5:30 p.m.

Civilian Personnel Office

Human Resources Department
181 Wainwright Road
Annapolis, MD 21402
Phone 410-293-3822 / 410-293-3388

[Website](#)

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

NAF:

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

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

Commissary/Shoppette

Commissary Store
321 Kinkaid Road
Annapolis, MD 21402
Phone 410-293-9035

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

Tuesday - Friday 9:00 a.m. - 7:00 p.m.
Saturday 9:00 a.m. - 5:00 p.m.
Sunday - 11:00 a.m. - 5:00 p.m.
Monday - closed

Emergency Relief Services

Navy/Marine Corps Relief Society
348 Kinkaid Road
Annapolis, MD 21402
Phone 410-293-9221/9220
Phone (DSN) 312-281-9221
Fax 410-293-3727

[Website](#)

Tuesdays and Thursdays 9:00 a.m. - 1:00 p.m.

Exchange(s)

Navy Exchange
321 Kinkaid Road
Annapolis, MD 21402
Phone 410-757-0005
Fax 410-757-2690

[Website](#)

Monday - Friday 9:00 a.m. - 7:00 p.m.
Saturdays 9:00 a.m. - 5:00 p.m.
Sundays 10:00 a.m. - 5:00 p.m.

Family Center

Fleet and Family Support Center
348 Kinkaid Road
Annapolis, MD 21402
Phone 410-293-2641
Phone (DSN) 312-281-2641
Fax 410-293-5237
Fax (DSN) 312-281-5237

[Email](#)

[Website](#)

Monday - Friday 8:00 a.m. - 4:30 p.m.

Financial Institutions

Navy Federal Credit Union
321 Kinkaid Road
Annapolis, MD 21402
Phone 1-888-842-6328
Fax 410-757-1347

[Website](#)

Monday - Friday 8:00 a.m. - 6:00 p.m.
Saturday 8:00 a.m. - 2:00 p.m.

Dental Clinics

Dental Clinic
101 Sands Road
Annapolis, MD 21402
Phone 410-293-3756/3788
Phone (DSN) 312-281-3756/3788

[Website](#)

Monday - Friday 6:45 a.m. - 4:00 p.m.

Exceptional Family Member Program/Special Needs

Exceptional Family Member Program(EFMP)
250 Wood Road, NHC
Annapolis, MD 21402
Phone 410-293-1127
Phone (DSN) 312281-1127
Fax 410-293-2615
Fax (DSN) 312-281-2615

[Website](#)

Monday - Friday 7:30 a.m. - 11:30 a.m. and 1:00 p.m. - 4:00 p.m.

Family Advocacy Program

Fleet and Family Support Center
348 Kinkaid Road
Annapolis, MD 21402
Phone 410-293-2641
Phone (DSN) 312-281-2641
Fax 410-293-5380
Fax (DSN) 312-281-5380

[Email](#)

[Website](#)

Monday - Friday 8:00 am - 5:00 pm
Saturday and Sunday - closed

Family Child Care/Child Development Homes

Navy Child Development Homes
Naval Station Metzger Hall
Bldg. 168
Annapolis, MD 21402
Phone 410-293-9395
Phone (DSN) 312-281-9395
Fax 410-293-3280

[Email](#)

Golf Courses

Naval Academy Golf Course
64 Greenbury Point Road
Naval Station
Annapolis, MD 21402
Phone 410-757-2022

Daily 8:00 a.m. - 6:00 p.m.

Gymnasiums/Fitness Centers*MWR Recreational Services*

89 Bennion Rd.

Annapolis, MD 21402

Phone 410-293-9200

Phone (DSN) 312-281-9200

Fax 410-293-9215

[Website](#)

Monday - Friday 5:30 a.m. - 8:00 p.m.

Saturday, Sunday & Holidays - 8:00 a.m. - 5:00 p.m.

Household Goods/Transportation Office (inbound)*Personal Property Division*

181 Wainwright Rd.

Annapolis, MD 21402

Phone 410-293-2286

Phone (DSN) 312-281-2286

Fax 410-293-2495

Fax (DSN) 312-281-2495

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

Monday - Friday 6:30 a.m. - 3:30 p.m.

Housing Office/Government Housing*Housing Welcome Center*

349 Kinkaid Road, Naval Station

Annapolis, MD 21402

Phone 410-293-9731 / 1-800-421-1474

Phone (DSN) 312-281-9731

Fax 410-293-2600

Fax (DSN) 312-281-2600

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

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

ID/CAC Card Processing*Customer Service Desk (CSD)*

251 Wood Road

Annapolis, MD 21402

Phone 410-293-5813

Phone (DSN) 312-281-5813

Fax 410-293-3939

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

Legal Services/JAG*Office of Legal Counsel*

103 Fullam Court

Annapolis, MD 21402

Phone 410-293-2268

Phone (DSN) 312-281-2268

Fax 410-293-2588

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

Hospital/Medical Treatment Facility(s)*Naval Health Clinic Annapolis*

250 Wood Road

Annapolis, MD 21402-5050

Phone 410-293-2273 / 1-800-475-9365

Phone (DSN) 312-281-2273

Fax 410-293-3546

Fax (DSN) 312-281-3546

[Website](#)

Monday - Friday 8:00 a.m. - 6:30 p.m.

Household Goods/Transportation Office (outbound)*Personal Property Division*

181 Wainwright Rd.

Annapolis, MD 21402

Phone 410-293-2286

Phone (DSN) 312-281-2286

Fax 410-293-2495

Fax (DSN) 312-281-2495

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

Monday - Friday 6:30 a.m. - 3:30 p.m.

Housing Referral Office/Housing Privatization*Housing Privatization*

349 Kinkaid Road

Annapolis, MD 21402

Phone 410-349-1740

Phone (DSN) 312-281-1740

Fax 410-349-1745

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

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

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

Information and Referral Services*Fleet and Family Support Center*

348 Kinkaid Road

Annapolis, MD 21402

Phone 410-293-2641

Phone (DSN) 312-281-2641

Fax 410-293-5237

Fax (DSN) 312-281-5237

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

Monday - Friday 8:00 a.m. - 4:30 p.m.

Loan Closet*Fleet and Family Support Center*

348 Kinkaid Road

Annapolis, MD 21402

Phone 410-293-2641

Phone (DSN) 312-281-2641

Fax 410-293-5237

Fax (DSN) 312-281-5237

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

Monday - Friday 8:00 a.m. - 4:30 p.m.

MWR (Morale Welfare and Recreation)*MWR Recreational Services*

89 Bennion Rd.

Annapolis, MD 21402

Phone 410-293-9200

Phone (DSN) 312-281-9200

Fax 410-293-9215

[Website](#)

Monday - Friday 5:30 a.m. - 8:00 p.m.

Saturday, Sunday & Holidays - 8:00 a.m. - 5:00 p.m.

Non-appropriated Funds (NAF) Human Resources*Human Resources Department*

181 Wainwright Road

Annapolis, MD 21402

Phone 410-293-3822 / 410-293-3388

[Website](#)

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

NAF:

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

Friday - 7:30 am. - 3:30 p.m.

Personnel Support Office*Customer Service Desk (CSD)*

251 Wood Road

Annapolis, MD 21402

Phone 410-293-5813

Phone (DSN) 312-281-5813

Fax 410-293-3939

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

Restaurants/Fast Food*Subway Sandwich Shop*

178 Kinkaid Road

Annapolis, MD 21402

Phone 410-349-2955

Monday - Saturday 7:00 a.m. - 9:00 p.m.

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

School Age Care*Billy the Kid Youth Center*

126 Alder Rd.

Naval Station

Annapolis, MD 21402

Phone 410-293-4997 / 410-293-9396

Phone (DSN) 312-281-4997

Fax 410-293-4999

Fax (DSN) 312-281-4999

[Website](#)

Monday - Friday 6:30 a.m. - 5:30 p.m.

Military Clothing Sales*Navy Exchange*

321 Kinkaid Road

Annapolis, MD 21402

Phone 410-757-0005

Fax 410-757-2690

[Website](#)

Monday - Friday 9:00 a.m. - 7:00 p.m.

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

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

Personal Financial Management Services*FFSC Personal Financial Management Program*

348 Kinkaid Road

Annapolis, MD 21402

Phone 410-293-2641

Phone (DSN) 312-281-2641

Fax 410-293-5237

Fax (DSN) 312-281-5237

[Email](#)[Website](#)**Relocation Assistance Program***FFSC Relocation Assistance Program*

348 Kinkaid Road

Annapolis, MD 21402

Phone 410-293-2641

Phone (DSN) 312-281-2641

Fax 410-293-5237

Fax (DSN) 312-281-5237

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

Monday - Friday 8:00 a.m. - 4:30 p.m.

Retirement Services*Retired Affairs Office*

348 Kinkaid Road

Annapolis, MD 21402

Phone 410-293-2641

Phone (DSN) 312-281-2641

Fax 410-293-5237

Fax (DSN) 312-281-5237

[Website](#)

Wednesday - 9:00 a.m. - 12:00 p.m.

Spouse Education, Training and Careers*Fleet and Family Support Center*

348 Kinkaid Road

Annapolis, MD 21402

Phone 410-293-2641

Phone (DSN) 312-281-2641

Fax 410-293-5237

Fax (DSN) 312-281-5237

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

Monday - Friday 8:00 a.m. - 4:30 p.m.

Temporary Lodging/Billeting

Navy Gateway Inns & Suites Annapolis
 2 Truxton Road
 Annapolis, MD 21402
 Phone 410-293-3906
 Phone (DSN) 312-281-3906
 Fax 410-293-2444
[Website](#)
 Monday – Friday 8:00 a.m. - 4:00 p.m.

Transition Assistance Program

FFSC Transition Program
Fleet and Family Support Center
 348 Kinkaid Road
 Annapolis, MD 21402
 Phone 410-293-2641
 Phone (DSN) 312-281-2641
 Fax 410-293-5237
 Fax (DSN) 312-281-5237
[Email](#)
[Website](#)
 Monday - Friday 8:00 a.m. - 4:30 p.m.

VA Facilities

Veterans Assistance
 348 Kinkaid Road
 Arnold, MD 21402-5050
 Phone 410-293-2641
 Phone (DSN) 312-281-2641
 Fax 410-293-5237
 Fax (DSN) 312-281-5237
[Website](#)
 Tuesday - 8:00 a.m. - 12:00 p.m. (second Tuesday of every month)

Victim Advocate Services

Fleet and Family Support Center
 348 Kinkaid Road
 Annapolis, MD 21402
 Phone 410-293-2641
 Phone (DSN) 312-281-2641
 Fax 410-293-5280
 Fax (DSN) 312-281-5280
[Email](#)
[Website](#)
 Monday - Friday 8:00 a.m. - 4:00 p.m.

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

Anne Arundel County Department of Health
 3 Harry S. Truman Parkway
 Annapolis, MD 21401
 Phone 410-222-7095 / 410-222-7381 Clinic Services
[Website](#)

Temporary Lodging/Billeting

Annapolis Navy Lodge
 347 Kinkaid Road
 Annapolis, MD 21402
 Phone 410-757-7900 / 1-800-NAVY-INN
 Fax 410-757-9394
[Email](#)
[Website](#)
 Open 24 hours a day, 7 days a week

Travel Office

Omega World Travel Agency
 101 Wilson Road
 Annapolis, MD 21402
 Phone 410-293-4059 / 1-888-314-6956
[Email](#)
 Monday - Friday 8:00 a.m. - 5:00 p.m.

Veterinary Services

Fort Meade Veterinary Services
 2018 Annapolis Road
 Fort Meade, MD 20755
 Phone 301-677-1300
 Monday - Friday 7:30 a.m.- 3:30 p.m.

Welcome/Visitors Center

Welcome/Visitor Center & Gift Shop
 52 King George Street
 Annapolis, MD 21402
 Phone 410-263-6933 / 1-800-778-4260
[Website](#)
 Monday - Sunday 9:00 a.m. - 5:00 p.m.

Youth Programs/Centers

Billy the Kid Youth Center
 126 Alder Rd.
 Naval Station
 Annapolis, MD 21402
 Phone 410-293-4997 / 410-293-9396
 Phone (DSN) 312-281-4997
 Fax 410-293-4999
 Fax (DSN) 312-281-4999
[Website](#)
 Monday - Friday 6:30 a.m. - 5:30 p.m.

Major Units

United States Naval Academy Band

Contact Information:

COM: 410-293-1257

DSN: 312-281-1257

<http://www.usna.edu/USNABand/>

United States Naval Academy

Contact Information:

Officer Personnel

COM: 410-293-1558

DSN: 312-281-1558

FAX: 410-293-3678

<http://www.usna.edu> Contact Information: Enlisted Personnel
Waterfront Readiness
COM: 410-293-2385
DSN: 312-281-2385
FAX: 410-293-9021
<http://www.usna.edu>

Naval Support Activity Annapolis

Contact Information:

COM: 410-293-9332

DSN: 312-281-9332

FAX: 410-293-9328

<http://www.usna.edu/ndwe/>

Naval Health Clinic Annapolis

Contact Information:

COM: 410-293-1336

DSN: 312-281-1336

FAX: 410-293-3546

<http://navymedicine.med.navy.mil/annapolis/>