

Hill Air Force Base, Utah



U.S. AIR FORCE



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE, OHIO 45433-5001

OCT 15 2001

Dear Air Force Materiel Command Families

I'm pleased to introduce the Resources and Benefits Guide. This guide is an AFMC Community Action Information Board (CAIB) initiative, one of many initiatives evolving from our Year of the Family program (YOFAM). As you may already know, one of the goals of YOFAM is to increase awareness of existing Quality of Life programs and services available to active duty military, guard and reserve, civilians, retirees, and family members.

Whether you have just arrived at this installation, or have been stationed here for a while, you may not be aware of the variety of excellent base programs to assist you and your family members. I encourage you to use this guide as a tool to familiarize yourself with the tremendous services and resources your base offers. The success of our Quality of Life programs depends upon your knowledge and use of them!

Sincerely

A handwritten signature in black ink, appearing to read "Lester L. Lyles".

LESTER L. LYLES
General, USAF
Commander

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AIR FORCE ASSISTANCE FUND

The annual Air Force Assistance Fund Campaign, during the final week of February and the month of March, raises money for four charitable organizations benefiting active duty and retired Air Force members and their families surviving spouses and their families. The organizations are:

Air Force Aid Society: This official Air Force charity helps eligible active duty and retired Air Force members with financial emergencies. Assistance is provided through grants or interest-free loans for such things as food, rent, utilities, and other essential goods and services. The society also sponsors an education grant program (see the Air Force Aid Society officer at the family support center for further information) and a spouse tuition assistance program overseas.

Air Force Enlisted Men's Widows and Dependents Home Foundation, Inc: This foundation was created to care for widows, widowers, and dependents of Air Force enlisted personnel. Low pay and frequent military moves leave some widows without careers, home equities, outside retirement plans, or other significant assets. Frequently, they are left without survivor benefits and do not qualify for social security until they are age 62. Housing facilities are located in Florida.

Air Force Village Indigent Widow's Fund: The foundation provides financial assistance to widows and widowers of Air Force officers. The foundation's focus has remained to provide financial support and homes to members of the Air Force family who would otherwise have no other place to live. It also supports the patients and families undergoing treatment in the Wilford Hall Medical Center Bone Marrow Transplant Program. In cooperation with the Air Force Aid Society, village services are offered to both active duty and retired patients and their families, regardless of military grade, while in the lengthy outpatient program. The villages also provide important services to active duty officers and their families.

General and Mrs. Curtis E. LeMay Foundation: This foundation has cared for widows of the Air Force officer since 1987. In 1998, the charter expanded to include care for spouses of retired Air Force personnel of all ranks. The LeMay foundation provides financial aid to indigent widows and widowers who supported the careers of Air Force officers and enlisted personnel.

AIRMAN LEADERSHIP SCHOOL (ALS)

7276 8th Street
Bldg 385
(801) 777-2913

General Information

The Airman Leadership School (ALS) is a 189-hour course preparing selected senior airmen for positions of greater responsibility as supervisors and reporting officials. Completion of ALS is a prerequisite for sewing on staff sergeant or becoming a supervisor. The course is implemented at the base level using standardized curriculum provided by the College for Enlisted Professional Military Education. The Community College of the Air Force (CCAF) awards eight semester-hours college credits for ALS completion. All Hill AFB ALS instructors are degreed and CCAF certified.

Curriculum Areas

Profession of Arms
Leadership
Communication Skills

Eligibility Requirements

Senior airmen become eligible to attend upon reenlistment, selection for staff sergeant or completion of 48 months time-in-service for 6-year enlistees. Additionally, students must have 12 months retainability to attend. Students can become ineligible to attend ALS for any reason that makes them ineligible for reenlistment. The Hill AFB ALS conducts 7 to 8 classes per year with 24-45 students attending each class.

AMERICAN RED CROSS

2955 Harrison Blvd
Ogden, UT 84403
(801) 627-0000 (24 Hours)

Join the American Red Cross in our mission to help prevent, prepare for and respond to emergencies.

Learn lifesaving techniques... Help your neighbor during times of disaster... Volunteer to serve our community...

To help prevent and prepare for emergencies, the American Red Cross provides health and safety awareness and education. We offer a wide range of health and safety courses including CPR, First Aid, Automated External Defibrillator, HIV/Aids awareness and Pet First Aid. We also offer babysitters training, Basic Aid training, and other youth-oriented programs. Please pick up a copy of our course catalog today.

In keeping with the spirit of our mission, the American Red Cross trains volunteers to be prepared to respond in times of disaster. The Northern Utah Chapter responds to many types of emergencies, including residential fires and floods. Find out how you can help those with immediate, disaster-caused needs. Become a disaster volunteer and be prepared to respond, when Help Can't Wait!

The Northern Utah Chapter also provides emergency communication, as well as linking services for military families. We have the ability to send health and welfare messages, such as the birth of a child or a death or illness in the family, to our service men and women.

We also offer utility assistance to members of our community who are either disabled or elderly.

Although we no longer have an office on base, we are still here to assist military families.

We are here to help you 24 hours a day, 7 days a week, 365 days a year. Please call us or stop by our office for more information.

BASE CHAPEL

5711 E. Ave

Bldg 475

(801) 777-2106

<http://www.hill.af.mil/chapel/index.htm>

The chapel provides a variety of programs available to all who choose to participate including; worship, Sunday School, Women of the Chapel, Men of the Chapel, Youth of the Chapel, religious education, several choirs, numerous Bible studies, Vacation Bible School, and many more opportunities to fellowship and grow throughout the year. Worship, rites, and rituals are provided by chaplains of a variety of faith traditions.

Chaplains do unit visitation, conduct weddings and funerals, offer confidential counseling for premarital and marriage, alcoholism, drugs, family problems, moral issues, religious matters, and other concerns. You do not need to attend chapel or have a particular faith background to visit a chaplain.

The Chapel Community at Hill AFB is spread over a large geographic area. Both the chapel (building 475) and religious education facility (building 445) are on the east side of the base, close to the clinic. Chaplains' offices are located throughout the base at the 649 CLSS--building 237, 388 FW--building 50, 75 SFS--building 1219, as well as the main chapel and religious education facility. We offer regularly scheduled worship services for the Catholic and Protestant faiths; and we work diligently to help persons of other faith groups connect with specific worship leaders. We strive to maintain and help active duty, civilian employees, and retirees to express religious rights and freedoms according to their particular faith.

You may contact us at: 75ABW.HC@hill.af.mil

BASE EXCHANGE (BX)

Army/Air Force Exchange Service (AAFES)
7437 6th St
Bldg 430
(801) 773-1207 or DSN 777-7312
www.aafes.com

Hours: Mon – Sat 0900-2000
Sun & Holiday 1000-1800

Food Court

(801) 825-1866

American Classic

Mon - Sat 0800-1500 Sun & Holiday Closed

Anthony's Pizza

Mon - Sat 1030-1900 Sun & Holiday 1100-1700

Robin Hood

Mon - Sat 1000-1500 Sun & Holiday Closed

Taco Bell

Mon - Sat 1030-1700 Sun & Holiday 1100-1700

Concessions

Barber Shop

(801) 773-4602

Mon - Sat 0830-1800
Thur 0900-1600

Beauty Shop

(801) 773-4076

Mon - Wed 0900-1730
Thur 0900-1900
Fri - Sat 0900-1730
Sun 1200-1700

Flower Shop

(801) 773-2152

Mon - Fri 0900-1800
Sat 1200-1700
Sun Closed

GNC (Nutritional Supplements)

(801) 776-3351

Mon - Sat 0900-1800
Sun & Holiday 1000-1700

Sunland Optical Shop

(801) 776-3368

Mon - Sat 0900-1800
Sun 1200-1700

Sprint

(801) 525-0500

Mon - Sat 0900-1800
Sun Closed

**Mini Mall / Service Station /
Class Six**
7740 6th St, Bldg 420

(801) 773-4417
DSN 777-2169

Mon - Fri 0600-2300
Sat 0800-2300
Sun & Holiday 0800-2000
24 hr pump service

Frank's Franks

(801) 825-1866

Mon - Fri 1100-1500

Grounds for Coffee

(801) 825-2291

Mon - Fri 0600-1600
Sat 0800-1600
Sun Closed

Hill Cleaners

(801) 773-3823

Mon - Sat 0700-1800
Sun Closed

Military Clothing Sales Service	(801) 766-6944 DSN 777-3914	Mon - Fri 0900-1800 Sat 0900-1600 Sun Closed Reserve Weekend 1000-1400
Westgate Service Station 7955 Wardleigh Rd, Bldg 1210	(801) 774-9072	Mon - Fri 0600-1900 Sat 0900-1700 Sun & Holidays Closed 24 hr pump service
Burger King 7450 6th St, Bldg 418	(801) 774-9093	Mon - Fri 0630-2000 Sat 0730-2000 Sun 0800-1800
Hill Furniture Store 7438 6th St, Bldg 308	(801) 779-2418	Mon Closed Tue - Sun 1000-1800
Enterprise Car Rental 5837 E. Ave, Bldg 460	(801) 825-0080	Mon - Fri 0900-1700 Sat 0900-1200 Sun Closed
AAFES Administrative Office 5847 D Ave, Bldg 146 SBM & HR Office	(801) 766-0277 DSN 777-3907 776-4163 776-4164	Mon - Fri 0730-130

BASE LIBRARY

Bldg 440

7415 8th St.

(801) 777-2533

<http://www.hill.af.mil/services/index.htm>

Reading is still the key to success. The Hill Base Library offers a comprehensive selection of fiction, nonfiction, military history, best sellers, audiocassette and CD books on tape, videos, electronic research capability, and an extensive collection of periodicals. Our collection is cataloged on an integrated computer library system.

To meet customers' needs, the Base Library offers a variety of services. The McNaughton book-leasing program provides library patrons with current or newly published books. We also have a program that provides our patrons more books on tape.

CD ROM resources include Academic Search, Business Source Elite, and SIRS researcher. Staff assistance is available if a customer needs training on how to use these products.

Aerospace Daily is a service provided by AFMC libraries to all base computers. Full text articles can be researched through Newsbank (newspapers), Business Proquest (business magazine and journal articles), EBSCO (academic Internet subscription), and Military Full Text (military related articles). These can be accessed from customer computers with Internet access and either an icon is displayed or they are book marked in favorite places. With interlibrary loans, the Base Library can borrow books and articles from other libraries nation-wide.

In addition to a selection of periodicals, the Base Library subscribes to several newspapers including the *Salt Lake Tribune*, *Standard Examiner*, *Wall Street Journal* and *USA Today*.

The library has a collection of recreational and informational videos for check out. Videos check out for 1 week.

Children's story hour is offered every Wednesday at 10:30 a.m. during the school year. During the summer a reading program is offered during July.

Facilities include reading and study areas, children's room, and computer lab. We have 7 computers for patron use. Five computers have Internet access are networked to a laser jet printer. Two computers are dedicated to patrons who need Microsoft Office (Word, Excel, and PowerPoint), with a printer linked to them. We also have one typewriter, photocopier, and a microfiche reader/printer.

Future Test, an interactive examination program is available for use. There are disks for this program, which may be checked out for a one-week period.

Active duty military, retired military, reservists, base education students, and DoD civilian employees may borrow materials from the Base Library. A valid ID is needed for patrons to register for a library card. Information is kept in our computer and only your ID card is needed for check out.

All books are checked out for 3 weeks. Phone renewal for books is allowed if no one is on the waiting list.

Two book drops, one for drive-up use after hours, and one video drop are located in front of the library for customer convenience.

BASE THRIFT SHOP

Bldg 308
(801) 825-1026

Hours: Wed 1000-1600
Thurs 1000-1700

Fees: Varies by purchase

Services Available To: All Hill AFB team members

Services Provided: The Base Thrift Shop is a consignment shop run by volunteers. Any base employee may bring articles for resale to the base population on a consignment basis. Anyone with base access may shop here.

The Base Thrift Shop has available clothing, military clothing, shoes, baby items, toys, games, sporting goods, books, knick knacks, dishes, pots and pans, small kitchen appliances, electronics, televisions, CDs/tapes, videos, furniture, bicycles, vacuum cleaners, linens, and much more.

Clothing is accepted on a seasonal basis as posted. When bringing in large items such as furniture, please call first to see if there is room. Donations are always welcome. Profit is used to fund charitable works on and off base, including funding scholarships for military dependents and other worthwhile charitable causes

CHILD DEVELOPMENT CENTER

Bldg 470
(801) 777-6321
Fax: 775-3158
Annex: Bldg. 460
(801) 777-0968

Hours: Mon.-Fri 0600-1800
Closed all federal holidays.

Fees: Fees based on total family income

Hourly Care is \$3.00 per hour per child.

Services Available To: All military personnel (active/reserve/retired), DoD civilians, and eligible base contractor family members.

Services Provided: Daycare for children from ages 6 weeks to 5 years old. We provide hourly care (reservations are required) on a space available basis, full-day care, and “Give Parents A Break.” “Give Parents A Break” is a free program sponsored by Air Force Aid, a referral from a base agency such as family support, family advocacy, chapel, medical group, family member support flight, first sergeants, or commander is required for this service, services are provided on a monthly basis. Handicapped children only if physician writes a statement identifying the special needs of the child.

CHILD CARE - FAMILY DAYCARE

Bldg 460
(801) 777-0695

Hours: 0800-1600

Fees: Varies by provider

Services Available To: Active duty military personnel, DOD civilian employees and military retirees

The Family Day Care Program offers quality child care for children birth through school age. The family childcare home provides children (ages 6 weeks to 12 years) opportunities to learn through their play in the comfort of a caring home environment. The providers who care for the children in the provider's homes are trained to understand the children's development and their individual interest and needs. The providers are committed to developing a family child-care home in which children can thrive. Providers are licensed through the Air Force.

CIVILIAN INFORMATION

www.hill.af.mil/civpers/index.htm

Benefits and Entitlements Office

Bldg 1245, Rm. 12
(801) 777-6142
Fax: (801) 777-8479
Hours: Mon – Thurs 0700-1600
Fri 1000-1600
Closed federal holidays

Services Available To: All Hill AFB serviced civilian employees and retirees

Injury Compensation: Information and services regarding the Federal Employees Compensation Act (FECA). The FECA provides compensation benefits to civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty.

Retirement Counseling: Retirement is a time for reflection, rest, and enjoyment. But, a rewarding retirement doesn't just happen. It takes careful planning. Knowing when you can retire and where you will stand financially are important parts of that planning process. Services include seminars at the family service center, an onsite organization, as well as individual counseling.

Other Information:

Thrift Savings Plan (TSP): The Thrift Savings Plan is a tax-deferred retirement savings and investment plan that offers the same type of savings and tax benefits that many private corporations offer their employees under 401K plans.

Federal Employees Health Benefits (FEHB): FEHB provides health insurance coverage to employees and their immediate family members.

Federal Employees Group Life Insurance (FEGLI): FEGLI provides group term life insurance. It consists of Basic life insurance coverage and three options.

Benefits and Entitlements Servicing Team (BEST): The BEST provides benefit servicing in the following program areas: Federal Employees' Health Benefits (FEHB), Federal Employees' Group Life Insurance (FEGLI), and Thrift Savings Plan (TSP). The BEST automated system enables employees to be self-sufficient in managing their federal benefits and entitlements. It allows them to take more responsibility and gain a better understanding of how decisions concerning the various programs impact them and their family. Employees no longer need to fill out forms; all services can be done electronically. The system can be accessed via telephone at 1-800-997-2378, or via the Internet at <https://www.afpc.randolph.af.mil/afpcsecure/Default.asp>

Employment Information

Bldg 1221
(801) 777-6147
Fax: (801) 775-3512
Hours: Mon – Thurs 0730-1545
Fri 0730-1530

Services Available To: All military personnel and DoD civilians and their families.

Services Provided: This is a job service office. They help you to locate a job whether it is on or off base. They have Internet Access and they also do outside hiring for the DEU. You must first submit an application.

View vacancy announcements on the Federal Job Opportunities Board at: www.usajobs.opm.gov
Application forms may be obtained through www.opm.gov and select "forms;" or your local DWS office.

Employment Special Programs

Bldg 1244
(801) 777-7371
Hours: 0700-1630

Veterans with 30 Percent or More Disabilities: External hiring of veterans with disabilities.

Americans with Disabilities: External hiring of disabled individuals into the federal employment system.

Student Career Experience Program (SCEP): Provide federal employment opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited technical, vocational, 2- or 4-year college or university, graduate, or professional school.

Equal Employment Opportunity (EEO) Office

Bldg 1245, Rooms 14 & 15
(801) 777-4856
Fax: (801) 777-9030
Hours: Mon - Fri 0700-1600

Services Available To: Applicants, present employees and former employees of Hill AFB

Services Provided: Process EEO complaints of discrimination based on race, color, religion, national origin, sex, age and disability to prohibit employment discrimination.

Personnel

Bldg 1245
(801) 777-5508
Fax: (801) 586-3232
Hours: Mon – Fri 0700 – 1645
www.hill.af.mil/civpers/index.htm

Recording of current job openings: (801) 777-3762 or (800) 414-6157, ext. 73762
General employment information: (801) 777-6147

Services Available To: DoD civilian employees

General Schedule/Wage Grade

The civilian personnel office (OO-ALC/DPC) services a civilian work force of approximately 9,900 administrative, technical, professional, and trades and crafts employees. It provides recruitment, classification, staffing, pay administration, personnel administration, labor and employee relations, limited benefits and entitlements processing, awards, equal opportunity programs, and career development.

Individuals interested in civil service employment at organizations serviced by this office may submit their resumes to our employment office. Current job opportunities, employment issues, and processes can be accessed through our employment office's web site: <http://www.hill.af.mil/site/employ.shtml>.

Contact Information

Telephone: 24-Hour Job Information, (801) 414-6157 extension 7-3762
DSN 777-3762

Postal Address: OO-ALC/DPCFE-2
6091 Gum Lane
Hill AFB UT 84056-5826

Customer Service/Employment: (801) 777-6147

Staffing: (801) 777-6808

Classification: (801) 777-2279

Employee and Labor Relations: (801) 777-7129

Related Web Sites

Career Program: <http://www.afpc.randolph.af.mil/cp/>
Pay and Salary: <https://mypay.dfas.mil/mypay.aspx>
Federal Employee Health Benefits: <http://www.opm.gov/insure/98/html/index.htm>
Office of Personnel Management: <http://www.opm.gov>
Social Security: <http://www.ssa.gov/>

COMBINED FEDERAL CAMPAIGN

The Combined Federal Campaign (CFC) is an annual fund drive to solicit military and civilian federal employees for donations to worthwhile causes. A list of eligible organizations is given to the individual and he/she can direct their contribution to the charity of their choice, choose not to designate a charity (where it will be divided proportionately among charities receiving contributions), or choose not to donate. The Air Force goal is to ensure everyone in uniform has been contacted and given the opportunity to donate (civilian federal employees are solicited also). The CFC is a separate campaign from United Way but is counted by United Way as part of what is raised in the community to meet human health and welfare needs. The campaign historically takes place from 1 October to mid November of every year.

The most common way to donate is through payroll deduction, which takes effect in the January pay period following the campaign. However, all types of monetary donations are accepted. Usually, in September, all federal organizations are asked to provide a squadron/unit point of contact to ensure all their personnel are contacted. The points of contact are well trained and can answer specific questions concerning the CFC.

DEFENSE COMMISSARY AGENCY

HILL AFB
7451 6TH ST
Bldg 400
(801) 777-2300

<http://www.commissaries.com/>

Hours: Mon Closed
 Tues - Fri 0730 – 1930
 Sat 0730 – 1800
 Sun 0730 – 1600

The Hill AFB Commissary is an on-base grocery store, which selling all products at cost, allowing an average of 29 percent savings. A five percent surcharge pays for all operating supplies, new commissary construction and remodeling existing stores. Normally, the best times to shop are every morning from 0730 to 0900 and nonmilitary payday weeks.

BAGGING AND CARRYOUT SERVICE: Baggers bag and carry out patron grocery orders. They are independent contractors and NOT commissary employees. They work for the patrons and are paid by your tips. The amount of tip is determined by the service provided, which is between patron and bagger.

SPECIAL ORDERS: To have preferred items added to our stock assortment or place a special order, please complete a suggestion form or contact a manager by phone or in person. Some special orders, such as meat slicing, can be done while one is waiting or shopping. Other special order services include meat and cheese trays, decorated cakes for all occasions and fruit baskets or trays. Allow 24 hours for processing.

SPECIAL SAVINGS: Look for the “Best Value Item” blue and yellow shelf talkers through out the store assuring patrons that these items are guaranteed to be the lowest price than any like item in local off-base grocery stores. Contact a manager if you find an item at a lower price off base. Other specials are tagged with white DeCA price cards and are located through out the store. Additionally, the commissary accepts merchandise coupons; however, double or triple coupons are not accepted.

GRAB-N-GO SECTION: This is located near the store entrance and carries a variety of sandwiches, chips, snacks, fruit and beverages.

WAREHOUSE CASE LOT SALE: Look for our case lot sale with many items at 40-50 percent savings located in the warehouse at the end of aisle 5.

“The Commissary Benefit--Cornerstone of Military Quality of Life”

Store Manager	586-4863	Grocery Manager	586-4873
Meat Manager	586-4875	Produce Manager	586-4876
Customer Service Manager	586-4872	Secretary	586-4864
Store Administrator	586-4862	Store Director	586-4861

DEPLOYMENT READINESS

For further information, contact your Unit Readiness Monitor.

Members are personally responsible for completing and/or accomplishing all actions necessary to ensure they are ready to deploy. These actions include, *but are not limited to* the following:

- ◆ Complete all items as briefed by your unit readiness point of contact.
- ◆ Attend all ancillary training scheduled (*contact your UDM*).
- ◆ Build and maintain mobility bags when assigned to a mobility position (*contact your UDM for minimum requirements*).
- ◆ Immediately receive required immunization when notified.
- ◆ Have a plan for taking care of personal matters while deployed.
- ◆ Ensure all bills continue to be paid on time (*allotments, etc*).
- ◆ If married to another military member or a single parent, make dependent care arrangements in advance (*The first sergeant and family support center have dependent care planning information*).
- ◆ Ensure residence, mail, and vehicle are taken care of (*choose a trusted agent carefully*).
- ◆ Ensure a family member or trusted friend has access to important documents (*will, power of attorney, marriage/birth certificates, divorce decree, etc.*).

Government Transport Baggage Restrictions and Uniform Wear: Personal baggage is limited to 2 pieces and 140 pounds total weight, *excluding B and C-1 bags*. Excess baggage must be authorized in orders. Carry-on is limited to 9”x15”x24” *total dimensions* regardless of number of pieces. For contingencies, the deployment uniform will be specified in the TDY order.

EDUCATION CENTER

7290 8th St
 Bldg 383
 (801) 777-2710

www.hill.af.mil/dpe

Academic Programs

Community College of the Air Force (CCAF) offers and awards job-related associate in applied science degrees and other academic credentials to enhance mission readiness, contribute to recruiting, assist in retention, and support the career transitions of Air Force enlisted members.

On-base College and University Programs

Institution	Degrees Offered
Associates	
Community College of the Air Force (CCAF)	Applied Science
Embry Riddle Aeronautical University, (801) 777-0952	Professional Aeronautics Management of Technical Operations Aircraft Maintenance Certificate
Park University, (801) 777-9992	Computer Science Criminal Justice Administration Management Management /Accounting Management/Logistics Office Management Social Psychology
Bachelors	
Embry Riddle Aeronautical University, (801) 777-0952	Management of Technical Operations Professional Aeronautics
Park University, (801) 777-9992	Computer Science Criminal Justice Management Management/Accounting Management /Computer Information Management/Health Care Management/Human Resources Management/Logistics Social Psychology General Education Courses
Masters	
Embry Riddle Aeronautical University, (801) 777-0952	Aeronautical Science/Management
Webster University (801) 779-2061	Human Resource Management Human Resource Development Computer Resources and Information Management

Academic Testing

Academic testing (testing schedule & details available on the education center website) allows one to earn non-traditional college credits by successfully completing various Defense Activities for Nontraditional Educational Support (DANTES) examinations. Active duty, guard, and reserve members test free and other DoD members and spouses may test for a minimum charge:

College Level Examination Program (CLEP) These tests are general and/or subject matter examinations and are accepted by the Community College of the Air Force and at over 75% of colleges and universities.

Other examinations include:

- ◆ American College Testing (ACT)
- ◆ Interest Inventories
- ◆ Certification Tests
- ◆ Excelsior Examinations
- ◆ DANTES Subject Standardized Tests (DSST)
- ◆ Professional Military Examinations (SNCOA/SOS/ACSC/AWC)
- ◆ Scholastic Aptitude Test (SAT)
- ◆ University/College exams for distance learning students

Commissioning Programs

Air Force Academy, Prep School and Leaders Encouraging Airmen Development (LEAD) (*ages 17-22, see your Guidance Counselor for details*): Enlisted members with strongest potential to become successful career officers (who apply by 31 January) may be nominated for the Prep School or Academy. Squadron commanders should refer qualified airmen to the Education Center or education center website & the local AF Academy Liaison. Nominated airmen must meet all of the qualifications for regular entry into the Prep School.

Air Force Reserve Officer Training Corps (AFROTC): Offers both scholarship and non-scholarship alternatives. Scholarships are generally offered to technical majors with a few exceptions. Check out the Education Center website for details and points of contact for questions.

Air Force Reserve Officer Training Corps Airman Scholarship and Commissioning Program (ASCP) offers 2- to 4-year scholarships for nursing, engineering, science and mathematics degrees and some non-technical degrees. Details and points of contact are given on the Education Center website.

Air Force Reserve Officer Training Corps Professional Officers Program (POC-ERP) is for active duty airmen generally seeking a non-technical degree. Participants must complete all degree requirements and be commissioned within 2 years from discharge. Details and points of contact are given on the Education Center website.

Airmen Education and Commissioning Program (AECP) allows active duty airmen to earn baccalaureate degrees in computer science, mathematics, meteorology, physics, certain accredited engineering majors, foreign language, and nursing. Those selected attend civilian colleges for up to 36 months and received full pay/benefits of an E-5 enlisted member as well as full scholarship. Application must arrive at AFIT NLT 15 January. Check out the AECP Newsletter and other details on the Education Center website.

Medical Commissioning Programs: Active duty airmen may apply for commissions through the Air Force Physician Assistant Program and others identified on the Education Center website.

AFIT Medical Programs: For information on AFIT-sponsored graded degree programs for the nurse, biomedical science and Medical Service Corps and medical school scholarships, contact AFIT at www.afit.edu.

Officer Training School (OTS) is for an enlisted service member who has completed his/her bachelor's degree or who is within 270 days of graduation. Selection is based on leadership potential, academic background, and work experience. Selectees attend an intensive 13-week commissioning course after selection. Application details are also posted on the Education Center website.

Education Counseling

Professional educational guidance counselors provide education services information to officers and airmen. Department of Defense, spouses, reservists, Air National Guard and Civilian DoD members are served on a space available basis. Counselor provides information on a wide variety of education opportunities on base, locally or online. See the education center website for counseling details and contact information.

Education Deferment

This deferment enables Air Force personnel to complete a degree during off-duty hours without the threat of a permanent change of station. The education services officer determines the appropriateness of each request and monitors the member's academic progress.

Base Training

Monitors Up-Grade Training Programs, Unit On-The-Job Training Programs, Mandatory Career Development Course enrollments, and Skill Level designation. Provides support in career development.

Financial Assistance

Montgomery GI Bill

Eligibility depends on an individual's service entrance date:

After 1 July 1985, **Montgomery GI Bill (MGIB)** members contribute \$1,200 (\$100 per month for 12 months) and receive a monthly stipend for tuition expenses. Details are also posted on the Education Center website.

1 January 1977 through 30 June 1985, **Veterans Education Assistance Program (VEAP)** members contribute maximum of \$2,700 and the government matches two for one. Students receive a monthly stipend to pay educational expenses. The stipend amount depends upon the amount deposited and the number of months in which deposits were made. To figure the stipend, add member's deposits plus government matching funds and divide them by the number of months that member contributions were made. (Note: Some participants have rolled over their benefits to the Montgomery GI Bill and are now covered under that educational benefit program.) Details are also posted on the Education Center website.

Vietnam Era GI Bill, Chapter 34 Rollovers: As of 31 December 1989, individuals with remaining eligibility under this educational benefit program automatically switched to the Montgomery GI Bill if they had continued active service from 1 October 1984 to 30 June 1988. Check out <http://www.gibill.va.gov> for details.

Scholarships and Grants

A **scholarship** is awarded based on academic excellence and exceptional promise and, in some cases, personal attributes or financial need and is generally paid directly to the institution. A **grant** is a gift that does not require repayment as long as eligibility remains based on financial need, academic achievement, etc. and is generally paid directly to the award recipient. A wide range of resources are available and posted on the Education Center website. Many apply to military family members, some to DOD personnel, veterans and still others to the active duty member.

Pitzengberger Grants are grants for recent active duty CCAF graduates currently pursuing a bachelor's degree. These grants are awarded twice a year at CCAF graduation ceremonies.

Application for Federal Student Aid (AFSA) is federally funded financial aid. All undergraduate financial aid applicants are required to apply each year. Applications are readily available on-line and school financial aid offices generally carry paper applications which generally require a longer processing time.

Tuition Assistance provides funds to authorized active duty personnel for attending schools and colleges during off-duty time. The "Top Up" Supplemental Tuition Program allows members to use Montgomery GI bill benefits to cover the portion of tuition not covered by Tuition Assistance. FY04 rates are capped at \$250 per semester hour and/or \$4,500 per fiscal year. Requirements are posted on the Education Center website and at the Education Center.

Distance Learning

A wide range of distance learning opportunities and media formats exist from the Air Force Institute for Advanced Distributed Learning (AFIADL) to AF Professional Development to certification and college degree programs. Check the Education Center website for details and appropriate points of contact.

Professional Military Education-Enlisted

Senior Noncommissioned Officer Academy Multimedia Correspondence Course: This is a computer-based, interactive self-study course administered by AFIADL and managed by the College of Enlisted Professional Military Education. It includes six instructional areas: Profession of Arms, Leadership Planning, Behavior Analysis, Human Resource Development, Organizational Management, Communication Skills and five sequential closed book examinations. Enrollments are managed at the Education Center with additional details on the Education Center website.

Professional Military Education - Officers

Air Command and Staff College (ACSC) Associate programs offer mid-career officers the opportunity to complete their intermediate professional military education via two formats: The Seminar uses collaborative learning and group discussion to supplement individual self-study and augments printed curricula through shared experiences, interactions with guest experts, videotapes, and computer-based simulation exercises. The seminar consists of 3-hour lessons conducted weekly from August through July. The Correspondence version is a popular distance-learning format that accommodates demanding work schedules, deployments, and personal obligations. Enrollments are managed at the Education Center with additional details on the Education Center website. .

Air War College Associate Programs allow officers to complete their senior professional military education via seminar or correspondence. Students may transfer from seminar to correspondence without loss of credit or units completed but must begin with the seminar group in the summer (usually in late July). Both Seminar and Correspondence formats are available. Enrollments are managed at the Education Center with additional details on the Education Center website.

Squadron Officer School (SOS) Nonresident Programs is the first school in the Air Force's three-tier professional military education program for officers. It generally parallels the resident school at Maxwell AFB. This program enables students to develop a basic understanding of officership, communications, leadership, and force employment. Enrollments are managed at the Education Center with additional details on the Education Center website.

Current information on these programs and many other services not listed above is posted on the Education Center website at www.hill.af.mil/dpe.

ENVIRONMENTAL

7274 Wardleigh Rd
Bldg 5
(801) 777-6916

Cultural Resources

Hill AFB has responsibility for numerous areas that contain multiple cultural resources. The Utah Test and Training Range contains over 300 pre-historic archaeological sites, many of them over 10,000 years old. Hill Air Force Base proper contains 2 historic districts: the Ogden Arsenal functioned as a bomb building plant which contributed significantly to World War II efforts, and serves as a major supply point, even today; and the Hill Field District contains many of the buildings that contributed to keeping the Army Air Corp flying, serving as a major repair depot. Most of the structures on Hill AFB are historically significant, in that they contributed to Hill's role in the Cold War, WWII and continue to support humanitarian efforts and peacekeeping efforts worldwide. The Wendover Airport, where the aircrews trained in the Enola Gay has significant missile launch sites nearby. For more information, contact the Cultural Resources Preservation Office at (801) 775-5226.

Natural Resources

Fishing opportunities are limited to the youth age 18 and under for all DoD affiliated personnel and their guests at pond 3. The pond is stocked with bass and bluegill. A state license is not required, however the youth must purchase a seasonal license from outdoor recreation 7-9666. Pond 3 also supports a walking and jogging trail and a limited number of picnic sites. For bird watchers contact EM 7-4618 for a list of species that can be seen in and around HAFB.

There are a number of hiking, jogging, biking opportunities close to the base along the Wasatch Mountain Range. Contact the US Forest Service office in Ogden for information, 625-5306. Northern Utah supports an abundance of hunting and fishing opportunities, for license requirements contact the Division of Wildlife Resources in Ogden 476-2740. Antelope Island State Park is within 10 miles of the base located on the Great Salt Lake, entrance station 773-2941, information hotline 625-1630.

FAMILY ADVOCACY

7329 11th Street
Bldg 547
(801) 777-3497
Fax: (801) 586-4011

Hours: Mon - Fri 0730 - 1630

Services Available To: Military members and their families (educational programs and classes are open to all retirees, civilians, and their families.)

Services Provided

Family Advocacy Outreach/ Prevention Programs and Classes

1. Parent Education Classes using the Nebraska Boys Town model - “**Common Sense Parenting.**” This class gives you all the tools you need to be a highly effective and less stressed parent. The course consists of 6 weekly sessions of 1½ hour duration. Participants who complete the course receive an official “Boys Town” graduation certificate, (and a new toolbox to hold all their new parenting “tools”).

2. Marital Preparation/Enrichment Course - “**Prevention and Relationship Enhancement Program**” (**PREP**). This course is geared toward engaged couples and newlyweds to help them get their relationship off to a good start in the areas of mutual understanding and personality type, communication, and problem solving. One of the classes will help you discover your own unique personality type, using the Myers-Briggs Type Indicator format. This will enhance your understanding of how various personality types can help or hinder relationships. The class consists of 4 weekly sessions.

3. MBTI (Myers-Briggs Personality Type Indicator) Organizational Stress Reduction and Team-Building Seminars. Relieve on-the-job tension and stress. Greatly reduces interpersonal problems and conflict. Boosts organizational morale and esprit-de-corps. You will also discover if your job matches (fits) your personality type (to 2-hour, or one 4-hour, workshops, held upon request)

4. “Rebuilding, When A Relationship Ends” (Divorce Adjustment) education/support group. The course is guaranteed to provide the skills, tools, and support necessary to turn a very difficult event into a positive outcome. The book “Rebuilding When Your Relationship Ends,” by Dr. Bruce Fisher, is our “reference manual” for the group. There are 10-1½-hour sessions.

5. Hidden Keys to Loving Relationships Tape Series by Gary Smalley: Learn invaluable relationship enhancement skills with Dr. Gary Smalley’s “Hidden Keys to Loving Relationships.” You will be totally entranced by Dr. Smalley’s thoughtful ideas and meaningful relationship building concepts injected with humorous true-life stories that will keep you laughing throughout the tapes.

6. 1-2-3 Magic: A Parenting Workshop for Parents with Young Children (it also works with early teenagers). Wouldn’t it be nice if you could wave a magic wand and control your kids' behavior? Well, you can - using Dr. Thomas W. Phelan's 1-2-3 Magic program. In just 2 one-hour sessions you will learn easy techniques to: 1) Stop problem behaviors, and 2) Start good behavior. You will be able to "stay calm" and still be in control! It works like MAGIC.

7. Anger Management (New Skills): This class is a must for those who have found their frustration and anger getting out of control due to multi-life stresses, combined with high job demands, and the fast pace of modern society. (This would include a large portion of our population - just take a drive on Interstate 15 where the consequences of modern day stress and subsequent anger control problems are very evident) There are 8 weekly sessions. (*This course meets the requirements of mandated court-ordered attendance at an anger management program*)

8. Anger Management: One hour on-site workshops on stress and anger control provided to organizations/groups upon request.

9. Child Abuse, and Domestic Violence Awareness Briefings: These briefings provided upon request by base groups and organizations.

Exceptional Family Member Program (EFMP): The Air Force EFMP is a mandated program for all active duty military personnel having a special needs family member (i.e., requires specialized medical, psychological and/or educational services). Primary purpose of this program is to assure every family relocating (PCS) will have the necessary specialized services available at the gaining base. The goal of the EFMP is to assist families in locating and utilizing appropriate Air Force and community resources.

Eligibility: Military Families Only

Outreach and Prevention Program: Program provides educational programs, briefings and information and referral services targeted towards improving knowledge and skills required to strengthen new families.

Family Maltreatment Program: Provides individual, group and/or family counseling to those who have been touched by family violence. Air Force Instruction 40-301 and state laws require all members and their families to report suspected child neglect and abuse as well as spouse abuse. Staff assesses all referrals involving family maltreatment, set up required medical treatment or follow-up, monitors family progress with assistance from the FMCMT and develop safety plans to prevent further abuse.

Family Advocacy First Time Parent Program: Provides education, support and information to new parents. Services are offered from the conception through one year after birth. Program emphasizes education and support services for Stress, self-esteem, relationship issues, role changes, newborn bonding and infant, growth and development.

Available Classes:

OB Orientation
Baby Basics
Infant Masseur
Child Birth Preparation (similar to Lamaze)
Infant/Child CPR
Dads 101

FAMILY SUPPORT CENTER

Bldg 308N
(801) 777-4681
Fax: (801) 777-5736
www.hill.af.mil/family

Hours: Mon – Fri 0700-1630
Closed Federal Holidays

Services Available To: All DoD employees, active duty, retired and their families.

Services Provided:

Relocation Assistance Program (RAP): Relocation assistance to individuals relocating to or from Hill AFB. Needs assessment counseling is available. Loan Locker items, information on military bases around the world, base videos, smooth move briefings, and sponsorship training for military and civilian single and married members.

Transition Assistance Program (TAP): Transition assistance is provided to individuals who are separating or retiring from active duty or civilians leaving federal service. Three-day TAP seminar offers information on veteran's benefits, job markets, stress management, job search strategies, networking, resumes, interviews and more. The resource center has computers, printers, resume software, job announcements, books, videos, Internet job search and assistance.

Employment Assistance Program (EAP): Employment assistance aids spouses in their search for employment. Spouse employment orientation provides overview of Utah's employment climate, identifies job prospects, and helps formulate an active job search plan. Job search resource materials and skills are available. TAP resource center available to spouses and their immediate family members.

Personal Financial Management Program (PFMP): Basic budgeting, check writing and credit card education provided through mandatory newcomer's financial training for enlisted personnel under four years of service. Program sponsors financial education classes on topics such as life insurance, investments, retirements and estate planning.

Family Life Education (FLE): Personal and family education for military and civilians. Topics include communication and problem solving skills, parenting classes, child and family development, time and life management, managing stress and frustrations, and single parent support. Topics can be presented in books, booklets, tapes, and videos on over 40 related topics available for check out. We have programs available for presentation in your work area.

Family Readiness Program (FRP): The Family Readiness coordinator serves as advisor to unit commanders, first sergeants, and unit support group leaders. The program goal is to empower families and single military members to help themselves, not to make them dependent upon the helpers. Every possible means will be used to ensure that the well being, morale, and welfare of AF families is maintained due to deployment of forces away from their families. Families of both active duty and reserve will be assisted as they depart from, arrive at, or settle near the installation without their sponsors. Specific services will be provided throughout the three phases of deployment: pre-deployment, post-deployment, and reunion. Facilitates the Hearts Apart Support Program.

Information and Referral (I & R): Receiving accurate, up-to-date information and referral to on-and-off base agencies is the principle reason that customers come to the FSC. We pride ourselves in being able to research and provide information on a wide range of issues, from public assistance, boarding your pet, to where to access treatment for a teen facing a substance abuse issue.

Family Related Web Sites

General Information: <http://www.afcrossroads.com>
Air Force Aid Information: www.afas.org
DoD TRICARE Web Site: <http://www.tricare.osd.mil/>
TRICARE Dental Plan Site: <http://www.tricare.osd.mil/dental/>
TRICARE Retiree Dental Plan Site: www.ddpdelta.org
National Weather Service: <http://www.wrh.noaa.gov/Saltlake/>
US Postal Service: www.usps.com

Financial:

Air Force Aid Society: www.afas.org
Consumer World: www.consumerworld.org
Housing Allowance: <http://www.dtic.mil/perdiem/rateinfo.html>
Military Entitlements: www.dfas.mil/money/travel

Education:

Air Force Aid Scholarships and Grants: <http://www.afas.org/>
Department of Defense Education Activity: www.odedodea.edu

Teen Websites:

Air Force Link Jr: www.af.mil/aflinkjr & www.afcrossroads.com

Travel Health Tips:

Centers for Disease Control & Prevention: www.cdc.gov
World Health Organization: www.who.int

FINANCE AND PAY

Bldg 1238 (Military)

(801) 777-1851

Bldg 1238 (Civilian)

(801) 777-7775

Hours: Mon–Fri 0830-1600

See individual agency information for contacts and phone numbers.

The Ogden Air Logistics Center (OO-ALC) Financial Services Office (FSO) provides the following services: military pay, travel pay, civilian pay, special and emergency payments, orders certification, funds certification, and budget authority. We also provide pay services for separations, retirements, and debts.

Civilian pay, funds certification and budget authority are currently located in building 1238 and can be reached at (801) 777-7775.

Military pay, travel pay, and order certification are currently located in Bldg 1238, North-end. Customer self-help center can be located in building 1238, Customer Service lobby. The hours of operation for military pay, travel pay, and orders certification counters are Mon through Fri, 8:30 A.M. - 4:00 P.M. For information pertaining to military pay, TDY, and PCS, call (801) 777-1851/1858.

The Customer Support Branch (Pay and Collecting) in the FSO is responsible for issuing special and emergency payments and can be located in building 1238 and reached at (801) 777-7876/7071.

HEALTH AND WELLNESS CENTER

6036 Cedar Lane
Bldg 1277
(801) 777-1215

Hours: Mon-Fri 7:30 a.m. to 4:30 p.m.
Closed Weekends and Holidays

Programs are available to active duty and their dependents, retirees, reservists, foreign military, and civilian DoD employees and their families.

Fitness Program Help

There are no personal trainers assigned to the Health and Wellness Center (HAWC). An experienced exercise physiologist can help you create an individualized personal fitness plan. Exercise 101 classes are held the 2nd Tuesday each month from 1030-1130. One-on-one instruction is scheduled on a space-available basis.

Cycle Ergometry Program Oversight

The HAWC exercise physiologist serves as the Installation Fitness Program Manager (IFPM) and provides oversight for the cycle ergometry program. Active duty members are responsible for scheduling ergometry testing at the organizational level. Any active duty entering the Self-directed Fitness Improvement Program (SFIP) or Monitored Fitness Improvement Program (MFIP) classes should be referred to this office for exercise instruction if they have not already attended a briefing at the HAWC. The SFIP briefings are held on Tuesdays at 0800 and 1300. The MFIP briefings are held on Thursdays at 0800.

“Why Weight” Commanders Briefings

“Why Weight” is a 30-minute briefing on how to avoid being placed on the Air Force’s Mandatory Weight Management Program. The briefing is available for presentation at commanders calls base-wide on an appointment basis.

Nutritional Counseling

The goal of our registered dietitian is to promote the health and well being of individuals by encouraging proper food choices through nutrition education. The dietitian can help reduce the risk of chronic diseases such as hypertension, hyperlipidemia, diabetes and obesity through individual counseling. Nutrition-based classes are held every month. Patients are referred to monthly classes for weight management, cholesterol education, diabetes and basic nutrition education. Individual counseling is available by appointment.

Cooking Classes

Cooking classes and mini-demonstrations are available on a wide range of subjects including low-fat, vegetarian, diabetic, etc. Classes may be taught at the HAWC, Family Support Center or the Commissary and are scheduled on a seasonal or as requested basis.

Health Screenings

The HAWC offers a health screening called PIT Stop (Prevention in Time). This comprehensive screening includes cholesterol and glucose, body mass index (BMI), blood pressure and flexibility measurements. The cholesterol-screening test requires blood from a finger-stick and measures total cholesterol, HDL and glucose. A 12-hour fast is not required, but is recommended for an accurate reading. The PIT Stop will

soon be expanded to include a complete Micro-Fit assessment and bone density scan. Appointments are required.

Tobacco Cessation Program

Individuals who want to quit tobacco use may call the HAWC and arrange for a class with our certified health education specialist. Children under the age of 18 must have a consult from a physician. The Tobacco Cessation classes are taught on Wednesdays from 0900-1030 and Thursdays from 1600-1730 and run for four weeks followed by attendance at support groups. The support groups are held on Wednesdays from 1100-1130. Attendance is required at a minimum of three weekly support groups following graduation from the program.

Stress Management

Stress Management classes are held on a monthly basis. Classes are taught by our certified health education specialist on Tuesdays from 1000-1100 and run for four weeks. Participants are taught how to identify stressors, increase their self-esteem, practice specific stress avoidance and management techniques and develop the art of relaxation and meditation. Following the expansion of the HAWC, a relaxation room will be available with a massage chair, dimmed lighting and relaxing music.

Literature and Videotapes

The HAWC has a wide variety of pamphlets on topics such as stress management, tobacco use, exercise, nutrition, cholesterol, osteoporosis, etc. There are videotapes available on most of the same health-related topics. Videos may be checked out for one week at a time with no charge.

Blood Pressure Machines

Blood pressure machines are located in the following locations for individuals interested in checking their blood pressure:

HAWC, Bldg 1277
West Side Fitness Center, bldg 1277
Hess Fitness Center, bldg 520
Base Exchange lobby, bldg 430
Hill Clinic, Bldg 570

HILL AEROSPACE MUSEUM

7961 Wardleigh
(801) 777-6868 / 6818

Hours: Mon–Fri 0900-1630
Closed Thanksgiving, Christmas, and New Years.

The Hill Aerospace Museum is located on the northwest corner of Hill Air Force Base and home to a collection of 59 aircraft, missiles, and other artifacts. The museum is staffed with five government employees and 106 volunteers. The volunteers contributed 28,678 hours during 2000.

The museum sits on 50 acres and consists of a 40,000 sq ft gallery and 12,000 sq ft administrative center, World War II Chapel, Barracks, and restoration buildings. The General Hadley Gallery and administration center was donated by the State of Utah to the Air Force in 1991. A new 43,000 sq ft gallery, Lindquist – Stewart Fighter Gallery was dedicated December 7, 1999.

The AF Heritage Program was activated in 1979 by the Secretary of the Air Force. Hill jumped on the bandwagon and hired their first director in 1981, which in turn began an aggressive program. The museum opened its doors to the public in May of 1987, in building 1919, and has since become the largest tourist attraction in Northern Utah. The annual visitation rate is nearly 200,000, with visitors from all 50 states and 150 countries.

The galleries house 40 aircraft ranging from the WWII fabric covered PT-17 to the SR-71C (Blackbird) and the F-16 Falcon. The Hadley Gallery has a rare B-17 and one of the few P-38s left in the world. The museum's P-38 was recovered from the Aleutian Islands in 1994, rebuilt by the non-profit AF Heritage Foundation of Utah and donated to the Air Force. Along the walls of the gallery hangs a portion of the museum's art and hundreds of other artifacts. An extensive uniform display was opened in the fall of 1995. The museum's 50 seat theater features short films pertaining to the museum functions and information videos relating to the Air Force. A well-appointed gift shop located in the museum offers a selection of items to the public.

On the grounds surrounding the museum sits the rest of the museums' aircraft and missiles. Some additional 22 aircraft are available for viewing by visitors. Aircraft in the collection date from the 1930's designed C-47 to the Air Force's top of the line F-15 Eagle and the Navy's F-18 Hornet. Also on display is a WWII B-29 and B-52, similar to those still in service. On any given day visitors may find the staff and volunteers involved in one of the many restoration tasks necessary to keep the collection in top condition. Picnic benches are located throughout the grounds for public use.

Located at the flag pole stands a granite monument to all Air Force Medal of Honor recipients. A tree stands along Wardleigh road in memory of each recipient.

Across the street from the museum buildings in the middle of the Memorial Park is the restored WWII vintage chapel. Decorated with flags of the states and commemorative banners, the chapel contains a replica beautiful stained glass window dedicated to the 384th Bomb Group, 8th Air Force, in memory of their fallen comrades. The window was donated by the people of Grafton-Underwood, Northhampton, England. The chapel is used for memorial services, reunions, and weddings.

Beside the chapel is located a barracks building (needing restoration), with the Missile Park being adjacent to it. The Missile Park is currently under construction. Sited there now is the Snark, Firebee Drone, and one of two Hard Mobile Launchers (HML). This piece of equipment was designed to move and launch missiles during the Cold War.

Museum staff sees some 20,000 students. Over 15,000 visit the museum annually where they are briefed in the classroom on the types, mission, and history of the Air Force. Students are then given a guided tour by

museum volunteers who are all military veterans. The museums' Out-Reach Program takes a one-hour program titled, "The History of Flight" to elementary schools throughout the three states of Utah, Idaho, and Wyoming.

Air Plane Talk, lectures on planes and flying, are held on Saturdays at 1:00 p.m. during the months of October through May. Speakers are aircrew members with years of experience that date from WWII to present times. Lectures are free and open to the public.

During September the museum hosts a Food for Life Drive. On these days, for a donation of a non-perishable food item, visitors may enter selected aircraft that are opened to the public for their educational experience.

The museum is handicapped accessible with drinking fountains, wheelchairs, restrooms, and parking. Paved walkways make it possible for wheelchairs to view all outside aircraft.

Access to the museum is at the Roy Exit 341, off I-15. Admission and parking are free. Visitors do not need to have a base pass to visit the museum. All exhibits and displays are identified to permit touring without guides. Volunteer guides are usually available for pre-scheduled groups. Large groups are requested to call or write to make special arrangements.

HILL CLINIC / MEDICAL TREATMENT FACILITY

75th Medical Group
 7321 11th Street
 Bldg 570
 (801) 728-2600

<http://www.75mdg.hill.af.mil/>

The 75th Medical Group (75 MDG) provides primary care and a limited range of specialty services for an enrolled population of almost 17,000 beneficiaries. Family practice, pediatrics, and aerospace medicine provide the primary care base. Specialty clinics include gynecology (through a resource sharing agreement), life skills, audiology, and optometry. Ancillary services include clinical laboratory, radiology, pharmacy, and physical therapy. Bioenvironmental engineering, army veterinary services, public health, the health and wellness center, and family advocacy also support the base community. Dental services include general dentistry, prosthodontics, endodontics, periodontics, limited capabilities in oral surgery, and a dental laboratory.

What are the Medical Treatment Facility’s (MTF) Hours of Operation?

Family Practice Clinic	0730 - 1630 Monday-Friday
Family Practice Clinic – extended hours	1630 - 1900 Monday-Friday
Flight Medicine	0730 - 1600 Monday-Friday
Immunization	0730 - 1130 & 1300 - 1600 Monday - Thursday, 0730 - 1130 Friday
Laboratory hours	0730 - 1630 Monday - Friday
Pediatric Clinic	0730 - 1630 Monday-Friday
Pharmacy hours	0745 - 1700 Monday-Friday
X-ray	0730 - 1630 Monday - Friday

Telephone Numbers

Region VIII TRICARE Appointment/Information/Ask A Nurse *Please call TRICARE for appointments (except specialty)	(801) 728-2600
Pediatric Clinic	(801) 777-6214
TRICARE 24 hour service	(888) 874-9378
PCM after hours	(801) 777-5286

Sick Call Hours of Operation (Active Duty Only)

Family Practice (same day appointments) call at (801) 586-9720	0630 - 0800 & 1200 - 1300 Monday-Friday
Flight Medicine (walk-in sick call)	0730 - 0830 & 1300 - 1330 Monday-Friday
Dental Clinic (walk-in sick call)	0730 - 0830 & 1300 - 1330 Monday-Friday

How do I Make an Appointment?

For most appointments, contact the TRICARE Service Center (TSC) appointment line between 0730-1630, Monday-Friday at (801) 728-2600

For after-hours medical appointments, between 1630-1900 Monday-Friday, contact the Family Practice Extended Hours Clinic at (801) 777-5285

For Flight Medicine appointments, call (801) 777-7932 Monday-Friday, 0730-1600

For Dental Clinic appointments, call (801) 777-7921 Monday-Friday 0730-1630

How do I Get After Hours Care?

Emergency care does not require prior approval

If you feel you have a medical condition that poses a threat to life, limb, or eyesight, proceed directly to the nearest emergency room

If possible call your Primary Care Manager (PCM) within 24 hours for follow-up care

TRICARE beneficiaries with urgent care needs after clinic hours of operation should first call the PCM on duty at 777-5285

Examples of urgent conditions include severe sprains, persistent earaches with a fever, sore throats that affect swallowing or are accompanied by a fever, temperatures over 101 degrees, and urinary tract infections

The PCM may authorize treatment at one of the health care facilities in the local area.

What is Enrollment?

Enrollment is the process of signing up for TRICARE Prime. Active duty members (except for Geographically Separated Units) are automatically enrolled in TRICARE Prime when they in-process. All enrollees select a PCM.

How do I Enroll Family Members in TRICARE Prime at Hill Air Force Base?

Active duty sponsors may enroll their family members during base in processing (provided they have all information necessary to complete the enrollment form)

Active duty family members not enrolled during in processing may come to the TRICARE Service Center (Bldg 570) to complete an enrollment form

What is the Benefit of TRICARE Prime to the Beneficiary?

Cost

No co-payments for authorized or emergency off-base care

Minimal civilian pharmacy co-payments (Network /National Mail Order pharmacy: \$3 generic, \$9 brand name drugs)

Guaranteed priority access to health care

Assigned to a PCM – the doctor who knows you and your family

Focus on preventive care - keeping you and your family healthy

Coverage while away from home

“Split” enrollment allowed, with some family members enrolled in different locations

A Primary Care Manager (PCM)....

Is a health care professional, similar to a local family doctor, who provides and manages health care delivery for TRICARE Prime enrollees. The PCM is the first point of contact for all non-emergency health

care needs and questions. The PCM recommends preventive and wellness services and makes any needed specialty referrals; i.e. dermatology or physical therapy

TRICARE Service Center

The TRICARE Service Center (TSC), Bldg 570, second floor, has staff available to assist with a variety of issues. Stop by the TSC or call TriWest at (888) 874-9378. Services include:

- TRICARE Program Information
- Enrollment
- Referrals
- Claims Issues

Primary Care Optimization

Primary Care Optimization (PCO) is the Surgeon General's plan to improve the efficiencies of primary care services. This plan coordinates the efforts of an entire health care team (consisting of one provider, one nurse, two medical technicians and one health services manager) for each TRICARE Prime enrollee. The patients know their entire health care team, and the team knows their patients. This promotes responsive health care such as improved access, continuity of care, emphasis on preventive health and partnering with patients. Services such as nurse triage will guarantee that patients receive the right level of care at the right time.

Right Start

Introduces active duty military and their families to the resources available at the medical clinic upon arrival at the base. The PCM teams schedule Right Start appointments for newly assigned members/families within two months of arrival. Beneficiaries meet the PCO team and formulate short/long term health care plan. This gives an opportunity for active duty and their family members to discuss health care concerns.

Open Access

New approach to scheduling appointments: do today's business today

Same day acute appointments for TRICARE Prime enrollees

Patients see own PCM more often

Wait times significantly improved

Hill is one of first facilities in the Air Force Medical Service to implement this program

Family Member Dental Program

Active duty spouses and children (up to the age of 21, or 23 if they are full time college students)

Family Member Dental Enrollment

You may enroll your family members in the Family Member Dental Program by contacting United Concordia at (800) 866-8499

Sponsors must have at least 12 months remaining on service commitment

Note: Retainability can be waived if sponsor signs intent to re-enlist

What are the Rates?

\$7.63 per year for single

\$19.08 per year for family

Who Do I Call for Information?

For questions concerning the Family Member Dental Program, call United Concordia at (800) 866-8499

Pediatric/Adolescent Clinic

7321 11th Street
Bldg 569
(801) 777-6214

Welcome to Hill Air Force Base and the 75th Medical Group Pediatric Clinic! The Hill AFB Pediatric Clinic offers general pediatric care services to eligible dependent children and adolescents (up to 18 years of age) of active duty and retired military personnel. All pediatric services are offered in Building 569 during normal duty hours, Monday through Friday. The clinic is closed on weekends and holidays. We are currently staffed with two Pediatricians and a Pediatric Nurse Practitioner. The healthcare providers are supported by five medical technicians, two registered nurses, and three health services managers.

Purpose

To provide comprehensive world-class health, and primary care pediatric services for TRICARE Prime enrollees up to and including 18 years of age and be our population’s center of choice for health services.

Hours Of Operation

Pediatric Clinic	7:30 A.M. - 4:30 P.M.
After Hours, Weekends and Holidays	Call 777-5286 to speak to a Provider on call

Check In Procedure

Arrive at the Pediatric clinic at your scheduled appointment time so check-in procedures may be accomplished. Generally, patients who are more than 10 minutes late for an appointment will be asked to reschedule. If you carry any additional health insurance be sure to bring the insurance information with you. Please bring a current military ID card, TRICARE card, and your child’s immunization records to every appointment. ID cards are required for children 10 years and over. If you cannot make an appointment, please call **1-801-728-2600** to reschedule.

Appointment Categories

(Patients who are not enrolled in TRICARE Prime are seen on a space available basis.)

Same Day Appointments

Please call TRICARE line for same day appointments. All acute trauma cases will be triaged by our nurses to determine if the patient should go to the local Emergency Room for treatment. Please call **9-1-1** for any life-threatening emergencies!

Other Appointments

Routine Appointments - For problems with symptoms longer than 3 days duration or for medical conditions/concerns not requiring immediate care. Please call TRICARE line, **1-801-728-2600**, for routine appointments. Follow-up appointments may be booked in an established appointment slot and can be scheduled before you leave the clinic by our staff or through the TRICARE line.

Well Baby Checks - These are done at ages 2 weeks, 2, 4, 6, 12, 18, and 24 months. Please call TRICARE line, **1-801-728-2600**, for Well Baby Check appointments. **Please bring your child’s immunization record to every pediatric clinic appointment.**

Ear Check - A 5-minute recheck done by appointment only. For children recovering from an ear infection. Please call TRICARE line, **1-801-728-2600**, for ear check appointments. Other problems cannot be handled during this short visit.

Prescription Renewals – If you need a prescription renewed, please call the clinic at 777-6214. Further guidance will be given at that time to expedite refilling your medications.

Forms and Updating Physicals – To have a form completed, the child must have a current physical from this clinic. Please bring the form, filled out as much as possible, and any documentation required for the form (I.E., immunization record) to your appointment. WELL CHILD PHYSICALS are scheduled from 0730 to 0910 Mon – Fri. Please call 728-2600 to make this appointment.

Throat Cultures - These are done as a walk-in service on children 3-18 years of age, Mon - Fri from 7:30 A.M. – 4:30 P.M. No appointment is necessary. Notification of a positive Strep Throat (Beta Strep Group A) will be made within 2 days.

Immunizations – Immunizations are available in the immunization clinic Monday through Thursday 7:30-1130 A.M. and 1300-4:00 P.M and Fri from 7:30 A.M. – 1130 A.M. You must bring child(s) shot record.

Physical Examinations - Health maintenance/Periodic Physical appointments, such as school or sports physicals, are done throughout the year. Please call TRICARE, **1-801-728-2600**, to make the appointment.

Space Available Appointments - Appointments for patients who are not enrolled in TRICARE. Prime is limited and may only be scheduled on the day of the appointment after 1:00 P.M. Prime patients are given first priority when scheduling appointments.

Inclement weather - Please call **1-801-728-2600** to reschedule an appointment due to base closure or delay.

The Pediatric Clinic offers car seat checks, and Developmental/Education/Prevention material. Please call (801) 777-6214 for more information or stop by the clinic during normal duty hours.

Do you have a question about your child’s symptoms, condition? TRICARE offers a 24 hour “Ask A Nurse” line or Health Care Information Line (HCIL). Simply dial **1-888-874-9378**.

**PROBLEMS, QUESTIONS, TROUBLE OBTAINING AN APPOINTMENT, OR CONCERNS?
PLEASE CALL THE PEDIATRIC CLINIC AT (801) 777-6214.**

Websites

75th Medical Group: <http://www.75mdg.hill.af.mil/>

TRICARE Management Activity: <http://www.tricare.osd.mil/>

HOUSING OFFICE

7285 4th Street

Bldg 180

Facilities section (801) 777-2963

Housing Maintenance (801) 773-3303

Housing Referral (801) 777-0737

(801) 777-1840

<http://www.hill.af.mil/housing/CEH/>

On-Base Housing

Families

Hill Air Force Base has 1,141 housing units, all located on the base. Waiting times for the three and four bedroom units average six to eight months and the two-bedroom junior enlisted ten to eleven months.

Unaccompanied People

Hill Air Force Base AFB dormitories consist of nine buildings having 630 bed spaces. Five of the dormitories were renovated from 1998 to 2001. All are centrally located and close to the dining facility, Exchange, Commissary, Sports and Fitness Center, Library, and Auto Hobby shop.

Off-Base Housing Referral

The Housing Office maintains Rental and For Sale by Owner listings. The average rent for apartments in the Hill Air Force Base area range from \$400 to \$800 and for houses from \$650 to \$1,900 monthly. Rents vary depending on the age, location and the amenities offered. Sale prices range from \$95,000 to \$375,000 with the average being \$150,000.

Web Sites

Housing Office - <http://www.hill.af.mil/housing/CEH/>

Sites - www.dmdc.osd.mil/sites

Veterans Administration – www.va.gov

Rates and Allowances Home Page – www.dtic.mil/perdiem/rateinfo.html

Basic Allowance for Housing – www.dtic.mil/perdiem/bah.html

Overseas Housing Allowance – www.dtic.mil/perdiem/allooha.html

LEGAL OFFICE

6026 Cedar Lane

Bldg 1278

(801) 777-6625

<http://www.hill.af.mil/ja/>

Legal Assistance Branch

Legal Assistance is offered for active duty/retired members and their dependents on personal civil matters Monday through Thursday, 0730-0830, on a walk-in basis.

Notary services and Powers of Attorney are offered Monday through Thursday 0730-1130.

Will executions are accomplished on Tuesdays at 1330 and Thursday at 1000.

Claims Branch

AF Form 1840R Pink Form drop off is Monday through Friday 0730-1630.

Household Goods Claims by appointment only Mondays and Wednesdays 0800-1200 and Tuesdays 1200-1600.

Claims Briefing is provided every Thursday at 0800.

Tax Center

During Regular Tax Season (January-May):

Walk-in 1040EZ and 1040A service Monday through Thursday 1000-1400 and Fridays 0600-1400.

1040 service by appointment only Tuesday, Wednesday, and Thursday 1500-1700 and Saturdays 0800-1200.

Other Times: By appointment. Call 777-6625 for additional information.

MILITARY EQUAL OPPORTUNITY (MEO)

7190 11th Street
Bldg 555
(801) 775-6722
Fax: (801) 777-6661

Complaint Processing

A process whereby military and their family members, and retirees present allegations of unlawful discrimination (based on race, religion, sex, color, or national origin) and sexual harassment. Their concerns are investigated, addressed, mediated, and often resolved.

Discrimination is any action that unlawfully or unjustly results in unequal treatment of persons or groups based on race, religion, sex, color, or national origin. (Family members have the same discrimination rights and responsibilities as active duty members while on Hill AFB. Unlawful discrimination will not be tolerated, on- or off-base.)

Sexual Harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; or submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

(The above definition emphasizes that for workplace conduct to be actionable as "abusive work environment" harassment, it need not result in concrete psychological harm to the victim, but rather need only be so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or offensive. [Note: Workplace is an expansive term and may include conduct on or off duty, 24 hours a day.] Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.)

Human Relations Education

Commander's Call Briefings/Unit Training: The MEO staff will brief at commander's call or scheduled group training as appropriate. Specific areas include Air Force MEO policy and definitions, sexual harassment, wing commander's MEO policy, and responsibilities of each commander, supervisor, and individual. Other related topics can be covered as requested.

Customized Unit Training: Tailors human relations issues training for individual units or duty sections.

First Duty Station (FDS) Orientation: This 5-hour course acclimates new military and civilian members to equal opportunity and treatment policies and programs. Military members are scheduled for this training when they in-process through the Military Personnel Flight (MPF), and they attend while at First Term Airman's Course (FTAC). Civilians are scheduled through the Civilian Personnel Office (OO-ALC/DPC) upon their arrival to Hill AFB. All members must attend within 30 days of arrival.

Key Personnel Briefing (KPB): A personalized overview provided too newly assigned Hill AFB leadership with information of MEO programs and services. This training is mandatory within 30 days of assuming the position. Other key people such as command chief master sergeants, squadron section commanders, and operations officers are also offered the training.

Military Equal Opportunity Refresher Orientation (Newcomers' Orientation): This 1-hour session for military members, upon a second or subsequent duty assignment, covers equal opportunity and treatment policies and programs and specific local issues. This training is scheduled while in processing through the MPF, within 30 days of arrival.

Professional Military Education (PME): Human Relations Education is incorporated into the curriculums of all Air Force PME, both officer and enlisted. The amount is dependent on the level of the course. A member from our staff assists in teaching the MEO block of instruction at Airman Leadership School.

Sexual Harassment Awareness Training: This class can be provided for a unit or work-center when requested by unit leaders.

Mediation

Certified mediators, as a neutral party, assist in resolving informal complaints.

Out and About Climate Assessment

This assessment allows the MEO office to gather information on equal opportunity and treatment and quality of life issues for the wing, unit, or appropriate agency chief. It is documented on an AF Form 1271.

Unit Climate Assessment (UCA)

This assessment assists commanders in determining the human relations climate within their unit by identifying those human relations factors, positive and negative, that may affect mission accomplishment.

MILITARY PERSONNEL

7285 4th Street
Bldg 180
(801) 777-1845

Hours: Mon – Fri 0800 - 1600

Awards and Decorations

This function provides support in submitting all awards and decorations requests, researching request statuses, and provides information about requirements and nomination procedures. (801) 775-6329

Customer Service/Records

Customer Service and Records provides a full range of military personnel services; however, most military personnel tasks can be addressed by one's Commander's Support Staff/Orderly Room. For military identification cards, family member registration in DEERS, access to military personnel records call (801) 777-1845

Employment/Classification

Gains accession officers and active duty members to the installation, update duty histories, recruiter incentive pay issues, Personnel Reliability Program, and other duties ensuring the personnel computer database is kept current. (801) 777-2431

Evaluations

Provides guidance on the Officer and Enlisted Evaluation System. Ensures performance reports are accurately and timely updated in personnel databases. Distributes completed performance reports to the appropriate office of record. Additionally, provides guidance on performance report appeal procedures. (801) 777-2064

Formal Training

Assists military members with all aspects of military training schools/programs. For questions, contact your unit training manager or the Formal Training office at (801) 777-2462.

In-processing

Base in processing is held at the Family Support Center, Building 308, every Tuesday and Friday. The in-processing appointments are made through the member's commander's support staff.

Outbound Assignments

Prepares military PCS orders and provides briefing on what to do for overseas or stateside moves. Also works medical/educational clearance paperwork for overseas moves, humanitarian, and special duty assignments, passports for official, military travel only: and work retainability and/or active duty service commitments, when required. (801) 777-3171

Promotion/Special Actions

Promotion/Special Actions manages all military member promotion issues and promotion cycles, boards, promotion eligibility, supplemental consideration, and promotion release. Also manages the Weight and Body Fat Management Program, Unfavorable Information Files, Control Rosters, and procedural guidance for administering disciplinary actions. (801) 777-2916

Readiness

Oversees personnel deployment eligibility for various contingency operations, including exercises worldwide. Ensures unit identifies personnel to fill deployment taskings in a timely manner, briefs all deploying personnel on their out-processing requirements, types all contingency/exercise TDY orders, monitors and tracks contingency/exercise duty statuses. Readiness section also works closely with each Unit Deployment Manager to ensure all tasked personnel are qualified to deploy. (801) 777-0131/9486/3498

Retention

Base office of primary responsibility for reenlistment and extension of enlistment issues. Process Initial Enlistment Bonus (IEB) requests, Selective Reenlistment Bonus (SRB) requests, Career Status Bonus (CSB) requests.

Brief personnel on options regarding terms of enlistment and other enlistment guarantees. (801) 777-3571

Retraining

Provides support in career development and retraining programs. (801) 777-2431

Separations and Retirements

For military members retired or separated, and initial appointment is needed. To start your processing or to inquire about your eligibility, you can contact a counselor. (801) 777-2854

Testing

The testing control officer manages the administration of tests for promotion, Foreign Language Proficiency Pay, Air Force Classification, Air Force Officer Qualifying, Basic Attributes, Electronic Data Processing, Defense Language Aptitude Battery, and Defense Language Proficiency. (801) 777-7295

OFFICERS' SPOUSES CLUB

Club Hill
(801) 777-2809
Fax: (801) 775-5439

Fees: Dues are \$48 per year (pro rated) and are NOT paid through the O' Club or the club card.

Services available to: Anyone who is eligible for membership in the Hill AFB Open Mess.

Service Provided: The Officers' Wives' Club gives out scholarships to military dependants assigned to Hill AFB. The club supports local on and off base charities, and is constantly looking for needs they can meet in the local area. It also offers many clubs you can join such as the gourmet club, the playgroup, and the quilting club.

ORGANIZATIONAL HEALTH CENTER

BLDG 150
(801) 777-6790

The primary purpose of the Organizational Health Center is to assist civil service managers and employees in creating a healthier more productive working environment, where all employees are valued and treated with dignity and respect. The focus is on prevention and organizational intervention. To accomplish this purpose the OHC has a responsibility to:

- ◆ Conduct Organizational Stress Evaluations
- ◆ Conduct individual and organizational Health Risk Appraisals
- ◆ Design intervention strategies to create healthier more productive working relationships
- ◆ Coordinate or provide training in the prevention of work-place violence, suicides and other risks to health and productivity. This includes skills training in the management of stress, conflicts, anger, frustrations, fears, uncertainty and other negative emotions; as well as giving and taking criticism without damaging self-esteem, personal empowerment, and other related topics that promote healthy personal and interpersonal functioning and productivity.
- ◆ Consult with managers and supervisors on issues dealing with the psycho/social health of their employees
- ◆ Provide interpersonal and management skills training for supervisors
- ◆ Assist in advertising and making appropriate referrals to other human service organizations both on and off base.
- ◆ Coordinate appropriate responses to crisis and other critical incidents involving DoD civilian employees.

PASS AND REGISTRATION

75 SFS/SFOXI
(801) 777-5480

Pass and Registration

Hours: Mon - Fri 0700-1600

Closed weekends and Holidays - Exception: Reserve weekends

South Visitors Center

Closed until further notice because of construction. Please go to the West Gate Visitor's Center for base vehicle registration and passes.

Vehicle Registration

Vehicle registration must be accomplished within *60 duty days* after establishing residence in Utah.

NOTE: only if you desire to change states. Required documentation:

- Proof of ownership (*title, previous registration and emission/safety inspection*)
- Proof of insurance (*current insurance policy with liability and personal injury*)
- Utah Driver's License should be obtained within *60 Days* after establishing residence. **NOTE:** only if you desire to change states.

Hill AFB Vehicle Registration Decal must be obtained within *10 duty days* upon arrival to Hill AFB (upon PCS). Decal will be placed in the center top exterior of windshield. The following documentation will be required before receiving a vehicle decal:

Valid ID Card (*DoD Identification*)

Valid Driver's License

Current Vehicle Registration

Proof of Insurance

Current Emission Test (*will not accept out of state test*). Current tests can be obtained at most local Utah garages.

To register vehicle in someone else's name, you will need the above as well as a notarized statement authorizing use.

Motorcycles

Same documentation as vehicle, but no emission required. *Must* provide proof of completed base safety course or proof of course date by local safety office.

Must wear safety gear (*helmet, eye protection, covered hand, arm- and foot-wear*)

Transition to a Utah Insurance Company should be made within *30 Days* after establishing residence.

Weapons Registration

Base residents *must* register weapons with the Security Forces Armory, located at building 1219, 777-7916.

Dorm residents *must* store weapons in the armory.

Operating hours; 0600-1700.

Gate Hours

South and West gates: 24 hours a day / 7 days a week

Southwest gate: Mon – Fri, 0500 – 1800, closed weekends and holidays

Roy gate: Mon – Fri, 0600 – 1730, closed weekends and holidays

Safety

Obey traffic laws, *exercise* caution when driving in winter conditions, helmet *required* for all bicyclists and keep doors locked, both home and vehicle.

Responsibilities

Report

- Suspicious individual(s) or activities
- Domestic violence
- Mark valuable items for identification
- Be responsible for guests signed on base

Do Not

- Store expensive items in vehicle
- Store recreational vehicles in base housing over 3 calendar days
- Leave children under age of 10 unattended in government quarters

Key phone numbers and e-mail addresses

Emergency	911	Non-emergency	777-3056/57/58
Commander	777-7975	Operations Officer	777-5531
SFS Manager	777-8627	1 st Sergeant	777-5533
Install. Sec	777-5550	Police Services	775-2627
On Base Emergency – calling from a cell phone			777-1911

<http://www.hill.af.mil/>

<http://dmv.utah.gov/>

PERSONAL READINESS

Family Readiness Program
(801) 775-4681

Checklist

To prepare for military separation, check the appropriate block(s) when each item is completed or in process:

Normal Family Life Tasks:

- Appreciate, respect & trust
- Respect privacy
- Teach self reliance
- Serve others
- Engage in table talk
- Share leisure times
- Good communication
- Problem solve together
- Practice commitment
- Nurture spiritual health
- Learn good coping strategies
- Nurture a sense of humor
- Share responsibilities
- Celebrate traditions & rituals
- Others:
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Pre-deployment Tasks:

- Inventory important papers
- Update DD Form 93
- Check SGLI beneficiaries
- Know pay & allowances
- Set up allotments, if needed
- Check DD Form 1172
- Check tax statuses
- Power of Attorney
- Will up to date?
- Inventory safe deposit box
- Gather account information
- Housing lease
- Copy of PCS orders
- Copy of TDY orders
- Driver's License current?
- Car registration/title
- Car insurance policy
- Life insurance policies
- Homeowner/renter insurance
- Account/checkbook(s)
- Naturalization/adoption papers
- Official certificates
- Immunization records
- Birth/marriage/death/divorce certificates
- Social Security card(s)
- Uniforms complete?
- Other family aware of status
- Children's school records

Some questions to ask, include:

- **Bill Paying:** What do we pay, when and who will pay bills? Where are the blank checks, and account and financial records?
- **Cash Reserves:** Do we have cash reserves/savings/bonds/other? Do adult family members have access to them? When should they be used? Should we continue to add to them?
- **Allotments:** Do we have any? How will they be affected?
- **Insurance:** What do we have? Where are the policies? Are premiums paid up-to-date?
- **Assistance:** What agencies are available to help? How do we reach them?
- **Extended Family/Friends/Neighbors:** Can they provide help if we need it? Who should we contact? What help can or should we expect from them?
- **Housing:** Will we stay here or live somewhere else?
- **Work:** How will deployment affect our work schedules? Can we both continue our jobs? What adjustments will be needed?
- **Child Care:** How will we manage the children? What kinds of arrangements must be made for them?
- **Home Management:** What additional duties are there? Where can we get help if we can't manage?
- **School:** Will deployment affect school arrangements? Are any changes or adjustments necessary?

- **Emergencies:** What will we do if someone gets sick or dies?
- **Income:** How will our income be affected? How will we manage two households? Where will the paychecks go?
- **Financial:** Do we need two accounts? Who will be able to withdraw funds/write checks? What if there is a financial emergency?
- **Property:** Do we own property? Where are the papers? Do we owe money on it? Are payments up to date? Under what conditions should property arrangements be altered? Is there the needed legal authority to do so?
- **Taxes:** What if you are deployed when taxes are due? Are any special taxes owed? Where are proofs of payment located? Are all paid up to date?
- **Will:** Where is it kept? Is it up to date?
- **Power of Attorney:** Do we need one? If so, what kind is needed? Would we need something different if the member were missing in action?
- **Feelings:** What kinds of feelings will we have and how will we deal with them? Will they change as time goes on?
- **Confidence:** What family responsibilities do I feel confident about? What areas are in doubt? What past experiences will help me? What else do I need to learn in order to be effective and successful?
- **Expectations:** What do we expect from each other? How should the family be run during deployment? What rules are important or must be followed? What rules are negotiable and not as important?
- **Children:** Do the children understand what deployment means? What new responsibilities will they take on? Have we included their needs in our planning? Do they know what to expect?
- **Communications:** How and how often will we communicate? What are the limits on phone calls? What information do we need or expect to share?
- **Coping:** How can we make things easier to manage? What coping strategies work best for us? Do we need some new ones?
- **Unit:** Who is the unit point of contact? How do I get in touch with him or her? What kinds of things can they help with?

If You Die, Your Family May Receive (Benefits are subject to change):

- ◆ All outstanding pay & allowances
- ◆ A death gratuity - up to \$6,000
- ◆ Social Security lump sum death payment
- ◆ Service member Group Life Insurance proceeds
- ◆ Transportation & Move to Home of Record
- ◆ Monthly Social Security to Widow with Children
- ◆ Spouse or Child Education Assistance (special requirements)
- ◆ Continuing Medical Care
- ◆ Home Loan Guarantees
- ◆ Monthly Survivor Benefits (SBP) (special requirements)

Deployment Tasks:

- Write frequent letters
- Keep a journal
- Use Hearts Apart morale calls
- Have the AD member pick up an AFAS PhoneHome card at Family Support at least 3 days before departure
- Send pictures back home
- Send pictures to deployed location
- Write to teachers
- Prepare for reunion

Reunion Tasks:

- Expect adjustments will be needed
- Have “real world” expectations
- Allow time for relationships, children and intimacy
- Arrange family time rather than taking off on leave
- Forgive each other for hurts and mistakes made
- Realize roles may need re-negotiating
- Limit criticism and emphasize appreciation
- Go over “lessons learned” as a family and make plans to do better next time
- Include reunited parent in family times and decisions
- Share good and bad experiences of deployment

PUBLIC AFFAIRS

7981 Georgia Street
Bldg 1102, Room 220
(801) 777-5201

Base Newspaper

Public Affairs publishes *The Hilltop Times* on Thursdays, serving active duty military, Air Force Reserve, civil service employees, retirees and family members. This free publication is distributed to work sites, public facilities and housing residence throughout the base. The publication can also be read on the Internet at www.hilltoptimes.com.

Deadlines

Editorial and “Around the Hill” items, 3 p.m. Friday the week before publication; sports articles, 9 a.m. Monday and classified ads, 2 p.m. Tuesday, week of publication.

To place an ad, call the publisher at 625-4300. Editorial copy can be delivered to the editor located in Bldg. 1102, Room 217, faxed to 625-4387 or e-mailed to hilltop.pa@hill.af.mil

For more information, call the *Hilltop Times* at 777-4598.

Media Requests

All media requests for interviews with base military and civilian personnel and for visits on base are coordinated through Public Affairs. A public affairs specialist must be present at all times during an interview/visit.

Community Relations

Base tour and speaker requests are coordinated through Public Affairs’ Community Relations Division. A public affairs specialist is also available to help with environmental concerns. For more information, call 777-5201.

Public Affairs Tenant Organizations

The 388th Fighter Wing, 419th Fighter Wing and 75th Air Base Wing also maintain Public Affairs offices to handle unit-related matters. Call 777-3200 for 388th, 777-2713 for 419th and 777-5487 for the 75th.

Action Line

The Public Affairs office maintains the Commander’s Action Line program. To ask a question, make a suggestion, register a complaint or offer praise, call 777-7000 or send an e-mail to action.line.pa@hill.af.mil. Action Line should only be called after the supervisor and chain of command has had the opportunity to respond.

RECRUITING

Air Force

On Base

Active Duty

- ◆ 6075 Indigo Lane, Bldg 1532 (801) 777-3523
 - ◆ Enlisted and Officer candidates
 - ◆ Includes recruiting for NV, UT, ID, MT, western WY, eastern WA and eastern OR

Reserve

- ◆ 7285 4th Street, Bldg 180 (801) 777-3849
 - ◆ Includes assist with Palace Chase and Palace Front Reserve programs
 - ◆ Part time positions include Traditional Reserve and IMA
 - ◆ Full time positions include ART and AGT

Off Base

- ◆ 5621 S. 1900 West, Roy (801) 825-5406

Army

- ◆ 298 24th St, Ogden (801) 627-4880
- ◆ 3585 S. Harrison Blvd, Ogden (801) 627-2759
- ◆ 5629 S. 1900 West, Roy (801) 774-5030

Coast Guard

- ◆ 5639 S. 1900 West, Roy (801) 525-1904

Marine Corps

- ◆ 5617 S. 1900 West, Roy (801) 774-0281

Navy

- ◆ 5611 S. 1900 West, Roy (801) 774-0543
- ◆ Naval Reserve (619) 532-3139

RETENTION AND CAREER ASSISTANCE

7285 4th St
(801) 777-3571

The Career Assistance Advisor's (CAA) primary role is to serve as an advisor to commanders and supervisors on retention issues. The CAA assists with career counseling; develops and manages AF retention programs; advises on career progression and planning; monitors mandatory pay and benefits briefing programs; conducts advertising and publicity programs; and is available upon request to assist in any matter which affects retention.

At HAFB, the CAA has unit volunteers who help disseminate benefit updates and information to everyone within the unit. A monthly newsletter is published which discusses various AF opportunities for airmen of all ranks. Again, available upon request, the CAA can brief organizations on various AF programs and opportunities, such as: ALS, FTAC, Base Newcomers Orientation, Commanders Call, and more.

The Right Decision Seminar is a mandatory briefing held once a month for first term airmen 13 months from their date of separation (DOS) and for second term airmen 7 months from their DOS. Attendance is also mandatory for the member's supervisor if he/she has not attended previously. Spouses are invited and highly encouraged to attend as well. The purpose of this briefing is to educate and give members the capability to make an informed decision about his/her career in the AF. Various topics discussed include pay; benefits; entitlements; medical programs; service life intangibles, and the Command Chief Master Sergeant discusses AF initiatives. Attendees will also here testimonies from commanders, chiefs, and personnel who were active duty, separated, and decided to rejoin.

For more information on Air Force programs, opportunities, and other links, visit the Junior Workforce Web Site for enlisted, officers, and civilians located at <https://www.asc.wpafb.af.mil/asc/hr/retention/index.htm>.

The Air Force Personnel Center has established a web page at <http://www.afpc.randolph.af.mil/afretention>. These sites will provide good information on retention data and other career related information.

SAFETY DIRECTORATE

7290 8th Street
Building 383, Upstairs
(801) 777-3333
<http://www.hill.af.mil/safety>

Hours: Mon – Fri 0630 – 1700

The OO-ALC Safety Directorate (SE) has four divisions that include ground, weapons, flight and system. Our mission is to implement the OO-ALC Commander's Flight, Ground, System and Weapons safety programs ensuring the OO-ALC mission is accomplished in a safe and efficient manner. Below is a brief description of what some of the divisions offer to the people of Hill AFB. Additional information can be obtained by accessing our web site at the above address.

Flight

MACA: Mid-Air Collision Avoidance is an ongoing program where we work with local airfields and the general aviation community to ensure that all efforts are made to avoid in-flight mishaps between aircraft. The Wasatch Front airspace can become congested with a variety of aircraft used for different reasons and this program allows for the exchange of information to keep everybody flying safe.

BASH: Bird Aircraft Strike Hazard is a problem anytime there are birds and aircraft occupying the same airspace. This program tracks all wildlife that can pose a potential hazard to aircraft operating in the local area. There are a variety of methods we employ to reduce the threat, but a large part of our effort can come from the base population.

Mishap Investigation: We have trained teams of investigators who will follow aircraft mishaps from reporting to investigation completion. The purpose of mishap investigation (both ground and flight) is to find causes and prevent recurrence.

Ground Safety

Ground safety is a full service safety office providing all required ground safety support. Just a few programs are listed below.

Hazard Reporting: The Safety Office investigates all hazards that are reported on the installation. Use AF Form 457 to report hazards. These forms are located on the bulletin boards. If you need assistance, call 777-3333.

Local Conditions: This training (a part of Newcomer's Orientation and required for military and civilian members upon assignment to Hill AFB) covers local driving conditions, state laws, etc.

Motorcycle Riding: Motorcycle Safety Foundation courses are *mandatory* for all military who operate motorcycles on or off-base and DoD civilians who operate a motorcycle during duty hours or on Hill Air Force Base. The course is offered through the OO-ALC Safety office. Call 777-3333 to schedule the training. The training is required to register a motorcycle on base.

Safety Regulations: Call 777-3333 for assistance in locating or interpreting safety requirements. An experienced staff is available to assist in Ground, Weapons, Flight, or System Safety issues.

Supervisors' Safety Training: This is mandatory for all civilian supervisors assigned as supervisors, SSGts and above, and for all officers who have not had the training. It is designed to enhance safety knowledge and awareness for all members, including DoD civilians. You can schedule the training through your training monitor.

Other Services: 101 Critical Days of Summer campaign, product recall, and safety information are available on a seasonal basis.

Weapons

This comprehensive safety program covers all aspects of weapons safety, including acquisition, storage, training, usage, and disposal. From bullets to bombs, our weapons safety program covers much of the arsenal used in today's military. Explosive Safety Orientation is required for unescorted entry into munitions areas. Unit Weapons Safety Representatives can provide this orientation or call 7-3333 for assistance.

SAVINGS BONDS

Military Personnel Flight, Customer Assistance
(801) 777-1845

The annual savings bonds campaign historically occurs during June. Squadron points of contact inform military and civilian personnel about the benefits of purchasing savings bonds and help in filling out the paperwork to start a payroll allotment. However, savings bonds can be purchased at any time by going to Finance, which is located in Building 1238, and completing the appropriate paperwork. Bond denominations, from \$100 to \$10,000, may be purchased in full with cash, monthly payroll deductions or by making partial payments every month until a given denomination is purchased. The bond cost is half the face value at maturity. [For example, if one wants a \$500 savings bond, a \$50 monthly allotment would purchase the bond in 5 months ($5 \times \$50 = \250)].

SCHOOLS

Children living on base attend schools in surrounding communities. Some school districts charge student fees for classes, activities and textbooks. School assignments are determined by housing areas:

Areas A and B: South Clearfield Elementary, North Layton Junior High and Northridge High
Areas D, E (Patriot Hills), F (Freedom Terrace) and G (Liberty Heights): Hill Field Elementary, North Davis Junior High, and Northridge High.

Hill Field Elementary School is located within walking distance of base housing. Student enrollment is approximately 830, with 99 percent of the student body living on the base. Students living in base housing and on Airline Drive and 1000 East in Clearfield attend the school. Students who live in temporary housing are welcome to attend Hillfield Elementary until they move from the base. They will then enroll at the school within the boundaries where they live. Boundary variances are granted based on a letter from base housing indicating housing placement within three months.

Enrollment information

Base residents and those living in Farmington, Kaysville, Layton, Clearfield, South Weber, Sunset and Syracuse:

Davis County School District Administration Office
45 East, Farmington
451-1261

For those in Ogden, Farr West, West Haven, Hooper, Roy, Riverdale, Plain City, Pleasant View, Washington Terrace and Huntsville contact:

Weber County School District Administration Office
5320 S. 500 East, Ogden
476-7800

Ogden City School District Administration Office
2444 Adams Ave, Ogden
625-8776.

SERVICES

(801) 777-2013

<http://www.hill.af.mil/services/index.htm>

Archery Range: The archery range is located along Deer Run Drive on the northeast side of the base overlooking Weber Canyon. The range features a measured course with distances up to 70 yards for normal practice. There is a 28-target field course offering a variety of shooting situations from level, uphill, downhill, and cross canyon shots. A broad head course is available for practice prior to the bow hunt with marked distances up to 60 yards. For more information, please call 777-7780.

Base Auto Mart: The Base Auto Mart is located on the east of building 524 (outdoor Recreation / Equipment Checkout Center). The Auto Mart is designed to assist base personnel in the sale of their POVs, motorcycles, and recreational vehicles. The rental space is reserved through the Skills Development Center, building 534. For more information, please call the Auto Skills Center at 777-3467.

Base Restaurants: Base Restaurants are located throughout the base to provide quality food and beverages to military and civilian personnel. The Base Restaurant is also responsible for mobile food service vehicles. The Base Restaurant administrative office is located in building 230. Call 777-2043 for more information.

Base Theater: The Base Theater is located in building 441. The facility can be reserved for special daytime meetings and commander's calls through the Services Administrative Office. To schedule this facility, please call 777-4134.

Bowling Center: The Bowling Center is open to all! The center is located in building 525, adjacent to the Hess Fitness Center. The facility has 20 lanes that feature the AMF "AccuScore" system. The center offers adult and youth bowling leagues, tournaments, Thunder Alley (Glow-in-the-Dark Bowling), and a variety of programs designed for the whole family. The Bowling Center also offers bowling birthday parties. For more information, please call 777-6565 or 777-9911.

Car Wash Fund Raisers: Those interested in holding a car wash for a fund raiser may reserve the parking lot adjacent to building 308 South (Class VI Store). Reservations for the car wash are made by calling the Services Division Private Organizations Administrator at 775-6794.

Carter Creek Camp: Carter Creek Camp has six cabins, four camp trailers, four RV pads and three tent sites available for rent. This facility is located 105 miles from Hill AFB in the Uintah Mountains. Cabins or the entire camp may be reserved. Call 777-9666 for reservation information.

Centennial Park: Centennial Park is located west of the Hill AFB South Gate. Reservations are made after January 1st, until the facility closes in November. User fee and cleaning / key deposit required.

Child Development Center: The Child Development Center is located in building 470. The center is accredited by the National Academy of Early Childhood Programs. The CDC accepts children from 6 weeks to 12 years of age. Patrons must complete an application for enrollment. Applicants are accepted on a first-come, first-serve basis. If two applicants apply at the same time, priority will be given to single - military then dual military. The CDC also offers a part-day enrichment program (preschool). If the center's hours of operation do not meet your needs you may want to consider the Hill AFB Family ChildCare Program. For more information, please call 777-6321.

Enlisted Club: The club is located in building 450. The facility is a high energy entertainment venue that also features dining and catering for members and their guests. The pool side patio may also be reserved for parties during the summer. Active duty, retired and reserve military member's grade E-1 through E-9 are eligible for club membership. All Federal civilian employees of all grades, up to the equivalent of GS-8, and all NAF employees through grade NF-3 are also eligible for membership. For more information, please call the club at 777-3841. Club members under the Preferred Plus! Program can show their club

card and receive a 10% discount on goods and services in most Services facilities, every time, all of the time.

Enterprise Rent-A-Car: The Enterprise Rent-a-Car Office is collocated with the Information, Ticket and Tours Office in Bldg 460. Make arrangements for all of your leisure ground transportation needs. Please call 825-0080 for details.

Equipment Checkout Center: The Equipment Checkout Center/Outdoor Recreation is located in building 524. The center rents seasonal recreational equipment from camping equipment and fishing boats to skis and snowboards. Some larger rental items, such as camp trailers and boats, require a deposit. Deposits must be in the form of a check or money order. Rental items are available on a first-come, first-serve basis. For more information, please call 777-9666.

FamCamp: The FamCamp is located west of the Hill AFB South Gate on 11th Street. Because the camp is filled on a first-come, first-serve basis, no reservations are required. FamCamp patrons must first check in with the camp host or the Thornton Community Center located in building 460. The FamCamp has laundry, rest room and shower facilities available. Call 777-9996 for rates and other information.

Family Childcare Office: Do you want to have your own business to help supplement your family income? The Family ChildCare Office can get you started. The program offers training, resource materials, and even a USDA food subsidy program while providing childcare in your home for military members. For more information, please call 777-0695

Gerrity Memorial Library: In addition to books and periodicals, the library also has CDs, videotapes, and books-on-tape for checkout. The library also has a computer lab and a reserved program. If material is not available, the library will place your name on a reserved list. When the material becomes available, the library staff will contact you. For more information on library programs, please call 777-2533.

Hess Fitness Center: The Hess Fitness Center in building 520 is one of two fitness centers on Hill AFB. The Westside Fitness Center is located in building 1277. The Hess Fitness Center takes reservations for the tennis courts, racquetball courts, basketball courts, and ball fields by calling 777-2761. The base has one indoor and two outdoor swimming pools. Pools may be rented during nonoperational hours by calling 777-4617.

Hillcrest Dining Facility: The Hillcrest Dining Facility is a four-time winner of the Gold Plate award. The facility serves appetizing and nutritious food for our military members. The dining facility is located in building 519. For more information, or hours of operation, please call 777-3428.

Honor Guard: The Hill AFB Honor Guard is available for official functions in the local area. Please call 777-3967 to schedule the Honor Guard.

Hubbard Memorial Golf Course: The golf course is located east of the runway. It is an 18-hole course complete with driving range, halfway house, and pro shop. All eligible players are limited to reserving one tee time during any one day. To reserve a tee time, there must be a minimum of three players, except for tee times allocated for twosomes. Reservations can be made by calling the golf course, beginning at 9 a.m., at 777-3272 or 777-1108. Weekend and holiday lottery slips must be in the drawing box Thursday morning by 9am. The slips will be drawn for the next Saturday, Sunday and holidays. Groups with one active duty military member may fill out a special slip; all other players must fill out regular slips. Each slip must have at least two players. All special slips are drawn first, then the regular slips will be drawn. Only one slip per group. All remaining tee times will be given out at noon on a first-come, first-serve basis or by phone.

Weekdays: Call the day before (except Mondays times which are taken on the preceding Friday).

Weekends: Call after noon (1200) Thursday for Saturday and Sunday.

Holidays: The lottery system will be used the Thursday before the holiday, then all tee times will be issued at noon (1200), the Thursday before the holiday. All block tee times must be approved by the Golf Pro/Manager or the Assistant Manager. Call 777-3272 for details.

Human Resource Office NAF: The Human Resource Office is located in Bldg. 564, and offers a variety of NAF job opportunities with flexible shifts and hours. For more information, please call 777-2791.

Lodging: Reservations - (801) 777-1844; (801) 777-0801

Visiting military and TDY DoD civilians will find comfortable accommodations at the Mountain View Inn. Twenty-four hour check-in service is available at the main desk in Bldg 146. The Mountain View Inn consists of ten buildings. Facilities include 161 VQ rooms with private bath. All rooms are air-conditioned and provide microwaves, refrigerators, televisions and telephones with DSN access. Transient Living Facilities (TLF), Bldg 472 and 480, offer 38 one-bedroom mini efficiency apartments and 16 two-bedroom units. These facilities are available for military families PCSing out or in.

Log Cabin: The Log Cabin, building 804, is located on 11th Street, between the South Gate and truck gate. The log cabin can be reserved for special functions, parties, etc. The log cabin will accommodate approximately 60 people comfortably. Reservations may be made two months in advance. Nominal user fee and cleaning / key deposit.

Marquee: The electric marquee is located on 2nd street, between the east and west areas. Messages can be placed on the sign for base events as well as personal messages and greetings. Rates are \$7 per day or 4 days for \$25. Messages cannot be of an off-base or commercial nature. Other policies regarding messages may apply. A letter of instruction is available and messages are placed through the Information, Ticket, and Tours Office Bldg. 150. For more information, please call the Services Marketing & Publicity Office at 775-2084.

Officers' Club: The Officers' Club is located in building 150. It features family dining, catering, reception and banquet facilities, tours and Friday night activities for their members and guests. Members of the Enlisted Club are eligible to use catering and banquet facilities at the Officers' Club. Active duty, retired and reserve military members grade O-1 and above are eligible for club membership. All federal civilian employees in grades equivalent to GS-9 and above are also eligible for membership. For more information, please call the club at 777-2809. Club members (under the Preferred Plus! Program) can show their club card and receive a 10% discount on goods and services in most Services facilities (some restrictions apply).

Outdoor Recreation: The Outdoor Recreation Program offers a variety of seasonal adventures. Sign-ups for Outdoor Adventure trips are accepted at the Outdoor Recreation / Equipment Checkout Center, located in building 505. For more information on all activities, please call 777-9666.

Recycle Center: Located at the west end of building 800, the Recycle Center has drop off bins for plastics, tin, cardboard, paper, newsprint, and an aluminum can buy-back station. Call 777-9007 for more information

Riding Stable: The riding stable is located on the West Side of Hill AFB in building 1725. It offers stables for your horses and an area to ride. For more information, please call 777-8071.

Rod & Gun Club: The Rod & Gun Club is located on the West Side of Hill AFB in Bldg. 1506. The club is open to all military and civilian personnel working on Hill AFB, and retired military members. Retired DoD civilians are eligible only if they were members at the time of their retirement. The club has four excellent skeet ranges, four trap ranges and is also responsible for the Archery range. For more information on membership, facilities, or shoot schedules, please call 777-6767.

Skills Development Center: The Skills Development center is located in building 534, and has a variety of Facilities for every hobby enthusiast. The center offers woodworking, engraving, matting, framing, auto repair, personal vehicle resale lot, instructional classes children's craft classes and children's birthday

parties. Our expert staff can assist customers with difficult do-it-yourself projects. Resale merchandise is also available for purchase. For more information, please call the appropriate section at:

Director:	586-0566
Wood Shop:	586-0565
Auto Skills Center	777-3476
Frame Shop	586-0567
Engraving Shop	777-2649

Tickets and Tours: Tickets and Tours is located in Bldg 460. Information, Tickets and Tours sells discount tickets for local attractions, lift passes and special events, as well as Southern California. The ITT Office can also provide you with information and discounts on accommodations and resorts. Please call 777-3525 for details.

Veterinary Clinic: The Base Veterinary Office is located behind the Commissary in building 401. All pets that will be living on base must be registered with the Veterinarian Clinic. Pet immunizations are available for military member's pets only. For appointments or more information, please call 777-2611.

Westside Fitness Center: The Westside Fitness Center is located in building 1277. This fitness center is collocated with the Health and Wellness Center. Call 777-8360.

Youth Center: The Youth Activities Center is located in building 883. The Youth Center has a variety of programs for dependent youth ages 6 to 18. The center also hosts the Summer Day Camp Program, Before and After School Program, and a variety of instructional classes and social programs. For more information, please call 777-2419.

Phone Numbers:

Services Administrative Office	777-4134	Linen Exchange	777-3196
Archery Range	777-7780	Lodging	777-0801
Base Theater Movie Showings	777-3394	Log Cabin Reservations	777-9666
Bowling Center	777-6565	Marketing & Publicity	775-2084
Carter Creek Cabins Reservations	777-9666	Massage Therapy (Appt.)	777-0801
Centennial Park Reservations	777-9666	Officers' Club	777-2809
Child Development Center	777-6321	Officers' Club Barber Shop	777-2523
Enlisted Club	777-3841	Outdoor Recreation	777-9666
Enlisted Club Barber Shop	776-4614	Recycling Center	777-9007
Equipment Check-out	777-9666	Resource Management	775-2403
FAMCAMP	777-9666	Skills Development Center	777-2649
Camp Host	777-3250	Auto Skills Center	777-3476
Flight Kitchen	777-1010	Restaurant (Crosswinds)	777-2043
Golf Course	777-3272	Riding Stables	777-8071
Hess Fitness Center	777-2761	Rod & Gun Club	777-6767
Hillcrest Dining Facility	777-3428	Travel Office (N&N Travel)	777-1322
Honor Guard	777-3967	Tickets & Tours	777-3525
Human Resource Office	777-2771	Training Office	777-6006
Jazzercise Instruction	773-3589	Veterinarian	777-2611
Library	777-2533	Youth Center	777-2419

SUBSTANCE ABUSE PROGRAM

Bldg 1295
(801) 777-6015

Hours: Mon - Fri 0730 – 1630

Services Provided:

Evaluation: Substance abuse evaluations are available for all military (active duty/reserve/ retired), family members, DoD civilians and eligible base contractors. Self-referrals encouraged.

Treatment:

Group Education: Substance abuse education classes are available monthly for all military, family members, and DoD civilians. (Classes meet State of Utah DUI requirements)

Intensive Outpatient Substance Abuse Treatment: Monthly program available to eligible beneficiaries

Stress Management: Conducted at work centers (a presentation that lasts 1 1/2 hours)
Objective: Brief look at stressors and our reaction to them, a healthy way to resist stress and some relaxation techniques to help relieve stress. *Call 777-6015 to arrange for a class*

Supervisor Classes: Monthly (How to identify a troubled employee)

Support Groups: Alcoholics Anonymous- Thursdays (1130-1230) at the Base Chapel
Aftercare Group for Substance Abusers- Wednesday (1400-1430)

Other Resources: Pamphlets - Videos (videos can be checked out)

NOTE: Evaluations are accepted through self, supervisor, court, doctor, or union referral.

TELEPHONE SERVICE

Reporting Nuisance Calls

Malicious, threatening and abusive calls, including those in which obscene or profane language is used, are prohibited. Calls of this nature should be reported to the Security Police Desk Sergeant at extension 7-3056.

Telephone Directory Format

The Hill AFB Telephone Directory is prepared in accordance with the format prescribed by AFI 33-111. The major sections used in this directory are: General Information, Organizational and Classified.

1. ORGANIZATIONAL SECTION: This section contains an alphanumeric listing of all units served by the exchange showing telephone numbers of principal staff offices of each organization. The listings of organizations and functions will be by official titles as authorized in AFRS 26-2. The principal staff office and operating sections will appear under the organizational listings and will be carried in alphabetical/functional order. Building or location designators will be included. The office symbol and extension number will follow each listing.

2. CLASSIFIED SECTION: This section will contain an alphabetical listing on all principal activities by base function or mission and title that is recognized within the military terminology. Each activity may have as many different listings as it has common names for military usage. Activity building numbers, organization and office symbol will be included.

CHANGES TO DIRECTORY

An accurate telephone directory cannot be maintained from AF Form 3215 alone. Many changes to the listing occur without involving any changes in telephone equipment and without requiring the submission of an AF Form 3215. Any office, which experiences a change involving the information in this directory, (organizational, classified, quick reference, emergency), must submit all changes in writing to 75CS/SCMO. Any noted errors or omissions should be brought to the attention of 75CS/SCMO, extension 777-5575.

BASE LOCATOR

It is everyone's (military & civilian) responsibility to keep his or her locator files updated. If you have any changes (name, rank, telephone number, office symbol or building number) please call 75CS/SCMO, at ext. 7-1188.

Reporting Telephone Troubles

Report all telephone troubles to 119. If you encounter trouble on your line while using the telephone, use another telephone to report the trouble. If you are using a key system (multiple button set) you may follow the above procedure or you may depress the Hold button on your set and use one of the other numbers to report the trouble. In doing so the repairman is able to locate equipment trouble more readily.

On Base Dialing

On Base Information: 411
On Base Calls: Last 5 Digits
Local Call: 99+7 Digit Number
Off Base Information: Dial 0
DSN: 94+7 Digit Number
Telephone Repair: 119
Chief Operator: 777-9245

Toll Free Numbers: 99+800+7 Digit Number
EMERGENCY: 911

Personal Telephone Calls

Pay stations located on the base should be used for personal calls. Official telephones may be used to make unofficial calls when necessary to cope with a family or personal emergency as long as it does not incur toll charges to the government. Each person who has a government telephone at his disposal is responsible for ensuring strict observance of this instruction. Improper use of telephones for personal calls may result in the user being charged for the call and subject to disciplinary action.

Calling Toll Free Information

Subscribers are encouraged to call 99+800-555-1212 for toll free information on agencies not served by DSN. Toll free numbers can be reached by dialing 99+800 and the number.

Special Dialing

1. **TO CALL AN ON-BASE EXTENSION** from on base, dial the 5-digit extension number listed.
2. **TO CALL HILL AFB FROM OFF-BASE TELEPHONES**, dial 777,775 or 586 plus the last 4 digits of the 5-digit extension number.
3. **TO CALL OFF-BASE FROM HILL AFB**, direct dial service is available.
To call any of the Ogden, Clearfield, Layton, Kaysville, Salt Lake City, Bountiful, Murray, Farmington, Kearns, Magna, Holladay, Cottonwood and Midvale, dial 99 and all 7 digits of number desired.

Information Calls

1. When calling from a base extension consult this directory for the desired number. Please do not ask the information operator to look up a number for you unless you are sure it is not listed in the directory. Dial 411 for the base information operator.
2. When calling from an off-base telephone, obtain the desired extension number in advance, if possible. When necessary dial 777-1411 for information.
3. Your cooperation in limiting requests to necessary cases will greatly improve the service rendered.

USE OF BASE TELEPHONES

1. **DIALING ON BASE EXTENSIONS:** Dial the 5- digit extension number. All base extensions start with the number 5 or 7.
2. **DSN:** Dial 94 plus the seven digit DSN number from your DSN access phone. You will not hear a DSN dial tone after dialing 94. It is necessary to dial all digits.
3. **LOCAL COMMERCIAL NUMBERS:** When dialing off base into the local area, dial 99 plus the 7-digit number. This applies to both Salt Lake City and Ogden area calls. You will not hear a dial tone after dialing 99. If all lines are busy, the busy tone will sound only after all digits have been dialed.
4. **DIALING THE OPERATOR:** Lift the handset and dial 0 when you require operator assistance. Dial 411 if you need directory assistance on base.

Voice Mail

1. Voice Mail is a computerized voice messaging system that works in conjunction with the base telephone system. It allows users to send and receive voice messages from any touch-tone telephone 24 hours a day. Either the sender or the receiver must have an assigned mailbox. Users must have a touch-tone telephone or a tone generator.
2. Using the system: a. If you have an assigned mailbox: (1) Dial 7-8562 or 5-6464 to access system (depends upon assigned mailbox number). (2) Enter the # sign. (3) Dial your 5-digit number, for example 7-xxxx, 5-xxxx or 6-xxxx. (4) Now enter your security code. (5) Listen to options and choose from there.
3. If you have any questions concerning the Voice Mail System or how to obtain an assigned mail box, contact your organization's Unit Requirements Officer or 75th Communications Squadron/SCX, 777-1850.

TRANSPORTATION MANAGEMENT OFFICE (TMO)

7530 11th Street

Bldg 800, Bay 7D

(801) 777-1848 for INCOMING Shipments

(801) 775-2849 for OUTGOING Shipments

Permanent Change of Station Move: After receiving orders and any amendments (four copies required per shipment), contact TMO to start the move process. Some overseas areas have special restrictions on the amount of personal property that can be shipped. Unneeded items may be stored at government expense for the tour duration. Take only essential items in your unaccompanied baggage. Unaccompanied baggage consists of items you will need immediately on arrival at destination, pending receipt of your household goods. It is packed and shipped separately (for overseas) from your household goods. Items most often included are seasonal clothing, essential linens, cooking utensils and dishes, baby cribs and infant-care articles, a small radio, portable television and items required for health and comfort. You should also include professional books, papers and equipment needed immediately to perform your official duties. If included, the weight of professional item is not included in the weight charged toward your maximum authorization. Each branch of the armed services has rules regarding when and how much unaccompanied baggage may be shipped. After reviewing your orders, the counselor at the transportation office can determine your unaccompanied baggage entitlement.

*The Military will move your personal property **only once per official travel order.***

Assignment to Government Housing: When assigned to base housing, the government can move your household goods or service members can move themselves under the Do it Yourself (DITY) program. Before having base housing issue orders, you as the member must decide which option will suit your needs better. Housing must annotate the type of move on the housing orders.

Self-Procured-Transportation/Do-It-Yourself (DITY) Move: Under the DITY program you can move as much property as you wish, regardless of your weight entitlement. The Air Force will pay you an incentive of 95% of what the government would have paid to move the same property (up to the amount of weight remaining on your entitlement), less actual expenses and applicable taxes. The incentive is based on the actual weight moved, not to exceed your prescribed weight allowance.

Inbound: Once you arrive at your new duty station, contact TMO immediately. It is important that we are able to get in touch with you, in order to make decisions concerning your personal property.

VETERINARY CLINIC

Bldg 401
(801) 777-2611 / 2969

The US Army Veterinary Clinic provides care for all US forces, retirees and their dependents. Services are provided for privately owned animals on a time available basis and include a wide range of care, such as immunizations and general sick call. Services are not provided in the areas of breeding or surgery. All services are provided on an appointment basis. Appointments for vaccination clinics and sick animal clinics can be booked by calling the Veterinary Clinic receptionists. After hours emergency services are not provided. In the event of an emergency, you must contact an off-base veterinary clinic.

Children under the age of 12 years are discouraged from accompanying pet owners into the animal clinic on clinic days. This policy is for your child's safety and health. Please make arrangements ahead of time. If for some reason you cannot keep an appointment for this reason, they will try and reschedule you for an appointment at the end of the morning or afternoon schedule to minimize risk to your child.

Veterinary services are authorized for animals owned by persons authorized routine DoD medical care. This does not apply to those animals maintained for commercial purposes for sale or profit.

Because the Veterinary Treatment Facility operates as a non-appropriated fund instrumentality, charges are made for all products received and services rendered at time of visit. A \$2.00 user fee is added to each cash register transaction. This user fee is mandated by Congress and deposited into the US Treasury.

PHONE DIRECTORY

** EMERGENCY **		
HILL AFB		
FIRE DEPARTMENT		911
LAW ENFORCEMENT DESK		911 / (801) 777-3056
POISON CENTER		(801)
** BASE PHONE INFORMATION **		
Area Code: 801	Commercial: 777-XXXX	DSN: 777-XXXX
	775-XXXX	775-XXXX
	586-XXXX	586-XXXX
Operator Assistance	777-1110	777-1110
** ON-BASE DIRECTORY **		
Action Line		777-7000
Air Force Aid Society		777-4681
Airmen's Attic		586-2699
Airmen's Dining Hall Bldg 519		777-3428
Airman Leadership School		777-2913
American Red Cross		627-0000
Barber Shop: BX		773-4602
Officers Club		777-2523
Base Chapel		777-2106
Base Exchange		773-1207
Base Library		777-2533
Base Thrift Shop		825-1026
Base Theater – reserving during the day		777-4134
Base Theater – Movie schedules		777-3394
Beauty Shop BX		773-4076
Billeting Office		777-1844
Burger King		774-9093
Bowling Center		777-6565
CE Trouble Desk		777-1856
Civilian Personnel		777-5508
Civilian Pay		777-7775
Chaplain		777-2106
Class VI		825-8564
Cleaners: BX Dry cleaners		773-3823
Commissary		777-2300
Community Center		777-5333
Dental Clinic		777-7921
Education & Training		777-2710
Environmental Services		777-6916
Family Advocacy		777-3497
Family Practice		586-9720
Family Support Center		777-4681
Flight Medicine		777-7932
Florist: BX		773-2152

HILL AFB – RESOURCES AND BENEFITS HANDBOOK

Gate Info:	South (Main)	777-2394
	West (After hours 7-7833)	777-5636
	Truck	775-3031
Golf Course (Pro Shop 777-3272)		777-1108
GYN		777-7776
Health and Wellness Center		777-1215
Hess Fitness Center		777-2762
Hobby Shop (Auto)		777-3476
Hobby Shop (Wood/Frame/Engraving)		777-2649
Housing Maintenance (duty/after hours)		773-5963
Housing Office		777-2963
Household Goods (TMO)		777-1849
Immunization Clinic		777-5209
Legal Office		777-6625
Lodging Reservations (24 hours)		777-1844
Medical Treatment Facility		728-2600
Life Skills Support		777-4537
Military Equal Opportunity		775-6722
Military Pay		777-1851
Military Personnel		777-1845
Mountain View Inn		777-0801
Mortuary Affairs		777-7143
Official Travel		777-4677
Tickets & Tours Leisure Travel		777-1322
Officers' Club		777-2809
Optical Shop		776-3368
Optometry		777-4832
Outdoor Recreation		777-9666
Pass & Registration		777-5480
Pediatric/Adolescent Clinic		777-6214
Pharmacy/Prescription Refill Phone-in Line		777-5463
Pool: indoor/outdoor		777-3471/777-6010/777-2165
Postal Service Center		777-3507
Public Affairs		777-5201
Recycling		777-9007
Retention & Career Assistance		777-3571
Retiree Activities		777-5735
Safety Office		777-3333
Services		777-2013
TMO Inbound/Outbound		777-1848/775-2849
TRICARE		(888)874-9378
Veterinarian		777-2611
Weather Recording		777-2643
West Area Fitness Center		777-8360

AIR FORCE ACRONYMS

AA/PI - Asian American / Pacific Islander	DOS - Date of Separation
AAFES - Army Air Force Exchange Service	DSST - DANTEs Subject Standardized Tests
ACSC - Air Command & Staff College	EEO - Equal Employment Opportunity
ACT - American College Testing	EFMP - Exceptional Family Member Program
AECP - Airman Education and Commissioning Program	FAP - Family Advocacy Program
AFAS - Air Force Aid Society	FDS - First Duty Station
AFIADL - Air Force Institute for Advanced Distributed Learning	FMDP - Family Member Dental Plan
AFIT - Air Force Institute of Technology	FSO - Financial Services Officer
AFROTC - Air Force Reserve Officer Training Corps	FTAC - First Team Airman's Course
ALS - Airman Leadership School	FWP - Federal Women's Program
APS - Adult Protective Services	GNC - General Nutrition Center
ASC - Aeronautical Systems Center	GPAB - Give Parents a Break
ASCP - Airman Scholarship and Commissioning Program	GRH - Guaranteed Ride Home
BEP - Black Employment Program	HCIL - Health Care Info Line
BX - Base Exchange	HEP - Hispanic Employment Program
CAA - Career Assistance Advisor	IFPM - Installation Fitness Program Manager
CBT - Computer Based Training	KPB - Key Personnel Briefing
CCAF - Community College of the Air Force	LEAD - Leaders Encouraging Airmen Development
CDC - Career Development Course	MEO - Military Equal Opportunity
CDC - Child Development Center	MFIP - Monitored Fitness Improvement Program
CFC - Combined Federal Campaign	MGIB - Montgomery GI Bill
CLEP - College Level Examination Program	MPF - Military Personnel Flight
CMO - Communications Management Officer	MVRPC - Miami Valley Regional Planning Committee
CPF - Civilian Personnel Flight	NRT - Nicotine Replacement Therapy
D.A.R.E. - Drug Abuse Resistance Education	OPM - Office of Personnel Management
DANTEs - Defense Activity for Non-Traditional Educational Support	OTC - over the counter
DeCA - Defense Commissary Agency	OTS - Officers Training School
DITY - Do IT Yourself	OWC - Officers' Wives' Club
DORS - Defense Outplacement & Referral System	PACS - Public and Community Service
	PCM - Primary Care Manager
	PCS - Permanent Change of Station
	PME - Professional Military Education
	POC - Professional Officers Program
	PPD - Program for People w/Disabilities
	RCEP - Regents College Examinations Program
	RTA - Regional Transit Authority

SAT - Scholastic Aptitude Test
SEP - Special Emphasis Program
SFIP - Self-directed Fitness
Improvement Program
SITES - Standard Installation Topic
Exchange Service
SOAR - Scholarships for Outstanding
Airmen to Reserve
SOS - Squadron Officers School
TDP - TRICARE Dental Plan
TERA - Temporary Early Retirement
Authority

TLF - Transient Living Facilities
TMO - Transportation Management Office
TRACC - Transition/Relocation
Assistance Coordinating
Committee
UCA - Unit Climate Assessment
VEAP - Veterans Education Assistance
Program