



64th Air Refueling Squadron
"That's one ugly baby!"

302 Newmarket St
Pease ANGB, NH 03803-0157

Welcome to 64 ARS!

New Arrival Handbook

CAO: 7 Dec 2011



CSS: (603)430-3554/3557/3559

"That's one ugly baby!"

Dear Newly Assigned,
This guide will serve as a go-to source for information, requirements, and advice as you make your arrangements into the area. We are a diverse group of 24 AFSCs working in shops all over the base. This package is meant to guide you through the processes that are not like our usual PCS experience. If you have any questions along the way, please do not hesitate to contact your sponsor or the CSS. Welcome to Pease ANGB and the New Eng-

A Little Information About Our Area

Pease ANGB

Pease ANGB is located in Newington, New Hampshire. It originally was a Strategic Air Command (SAC) base with Active Duty and Air National Guard (ANG) until the BRAC closed the base for Active duty in 1993. When the 64th Air Refueling Squadron was activated in 2009, it marked the first time Active Duty had presided on the base in over a decade.

Guard and Active Duty?

We are an Active Duty unit. However, we are a part of a Total Force Integration unit, or TFI. This means we work side by side and in the same sections as our ANG counterparts. Our rating chain of command is all Active Duty, but our immediate chain of command is often interlaced with ANG leadership.

I have orders, now what?

Keep in regular contact with your sponsor. Let him/her know when you plan to enter the area and how you plan to get here (car, plane, etc.). Make sure you secure hotel arrangements. A non-availability letter should be included in your sponsor package. More information about lodging options is available in the Active Associate packet.

Child/Youth Program

Child Development Center

The CDC is located on the shipyard and is open from 0630-1700 Monday through Friday, except for designated holidays/observances. Space is severely limited in all rooms and often there is a wait list, so early registration is important. There are a few at-home CDC providers, and the CYP coordinator will be able to inform you of any availability in those programs.

School-Age Program

The school age program is also located on the shipyard. The application site for both programs is available in your quick reference guide. If you have children that go to Kittery public schools, there is a special school bus that Picks up SAP children from the center and drops them off at the center each day.

A Few Last Notes...

Please ensure you keep your sponsor and/or the CSS informed of any changes or needs to make your PCS as smooth as possible. The CSS email is 64ars.css@ang.af.mil

If you would like any specific information about programs in our area, please feel free to contact us.

If you have any questions, concerns, or require any guidance or advice, please come to the CSS

Registering a Car in NH/ME

Although most personnel choose to register their vehicle in their home of record or the last location they were stationed, it is possible and feasible to register a vehicle in these 2 states.

Excise Tax

Unless you are a permanent resident of these states, you are exempt from paying these taxes. Affidavit forms are available in the CSS to fill out and be signed by the commander.

Registering in New Hampshire or Maine

When registering your vehicle, you will need your affidavit, previous registration, proof of insurance, and proof of paid sales tax (if registering in ME). Both states have vanity plate availability for special order as well. For New Hampshire registrations, the DMV in Dover has coordinated many 64 ARS members' registrations, and will be the most effective location. For members registering in Maine, the Kennebunk BMV is the closest location that will process a transfer registration. Once you have registered once in ME, you can re-register at the Eliot BMV satellite location.

Vehicle Decals

To get onto the Portsmouth Shipyard, you must have vehicle decals. You can accomplish this 2 ways:

- Contact 157 SFS in Bldg 245 (next to our firestation) and receive decals through Pease
- Register for decals with the Portsmouth Shipyard at Pass & ID located near the front gate

NOTE: You CANNOT access the shipyard without decals—no exceptions. Temporary passes are only given on a case-by-case basis.

In-Processing Pease ANGB

Your sponsor should be the first person to meet you when you arrive. He/she may meet you at the airport or even just at your lodging. They will assist you in getting to Pease ANGB if needed. Once you arrive, several steps need to be completed to get you checked in to the unit.

You will meet with our CSS to stop your leave and add you to Pease ANGB. At this time, you will want a copy of your orders and any information your previous FSS may have given you.

If possible, please come with your DoD Information Assurance certificate printed out so that we can process your email account paperwork.

We will also provide you with the following items:

- In-processing checklists
- A map of Pease ANGB
- A map of the Portsmouth Shipyard
- A pocket reference guide of key phone numbers and information
- PIPS In-processing pamphlet
- GTC/CSA information
- A current recall roster

If we miss any of these items, or you desire any additional information on programs in this area, please let us know and we will work to get that information to you.

We will ask for your current contact information to include family member's names, phone numbers, lodging name, room number, and some additional information to get you on track to have a smooth entrance into work.

NOTE: Please inform us if you are arriving from overseas and have a car in shipment. You are authorized pickup of that vehicle in Edison, NJ and the associated costs with getting there and back.

Right Start Briefings?

Although most bases have a program like this, Pease ANGB does not. New technology (PIPS) and the fact we only have a handful of personnel arrive in any given month would actually delay entry into the unit if we were to utilize such a program.

House Hunting

Once you sign in to the unit, you will be placed on **8 days** of house hunting. The CSS will process **hard-copy permissive TDY paperwork** for you to sign to allow you this time. You may take personal leave on top of this time if you choose, but you must coordinate that with your new chain of command prior to taking it. Your Active Associate packet can tell you more about your housing options, but here is some information to consider as you make your housing choices.

You may be able to get **privatized housing** adjacent to the Portsmouth Shipyard in Kittery, ME. Many of our members do live in the community. You may apply for housing through the Balfor Beatty Communities Housing office. Please keep in mind this housing is aging, and the units can be small. Please take into consideration your family size, and age of your children, as those factors will come into play when the management considers the number of rooms to assign. Storage space is limited as well. Privatized housing also takes your entire BAH allowance to allot for oil, heat, electric, water, trash, and recycle. At times, there can be a wait list since we share this housing with all services.

Renting is an option for the majority of those who PCS. Renting is recommended in case you plan to move again quickly or if you are still testing the waters in house buying. Several areas are good options to rent: Newmarket, Dover, Berwick, York, Hampton, Portsmouth, and Rochester are the most popular areas to rent. Renting comes with several up-front costs. Most rentals require first month's rent and a security deposit equal to first month's rent. Most rent also does not include utilities such as water, trash/recycle and oil. Make sure you are prepared to pay these extra costs when choosing a place to live. Check the DoD housing allowances at <http://www.defensetravel.dod.mil/site/bah.cfm> to find out what your BAH rate will be in this area.

Buying a home in our area can also be a possibility. Please let your chain know if you are considering buying a home. Many members have bought houses in the area and can offer good advice.



How's the Weather?

The New England area has all 4 seasons, and with that comes new driving challenges for some.

Fall is often wet and cold, and occasionally freezes overnight which causes black ice. It has also been known to snow. During the early morning hours, pay attention to the roads and those around you. The fall also comes with visitors who are fascinated by the falling leaves. Be vigilant as there are times when drivers may veer off the road or into another lane.

Winter is very cold and wet. It snows often and sometimes in large volumes. The roads become very slippery and driving can become difficult. Pay attention to the Desktop Alert System, the 157 ARW Twitter feed, or the Snow Phone for regular updates on when personnel will show up to work. Always exercise caution on the roads and call if you will be late to arrive. Better a late safe arrival than an accident.

Spring is also rainy often (do you see a trend?) and wet roads are normal. You can still see freezing in the early months.

Summers are usually mild and sunny. Occasionally, it can get muggy and uncomfortable. The sun can be strong at times so sunscreen is a must. Also, there are usually no air conditioning units in rental units and in most homes. During the summer months, there is a higher volume of tourist traffic toward the beaches and outlet malls. Allow yourself more time to reach destinations and be patient when trying to navigate through popular areas.

Medical/Dental Information

All active duty members will be enrolled in Tricare. You may do this at either the 157th Medical Group at Pease or through the Naval Clinic at the Portsmouth Shipyard. Our medical records are sent to the Naval Clinic. Flight medical records and dental records are kept at the 157th MDG.

For Flyers:

For regular medical and dental appointments unrelated specifically to flying, you will see the Naval Clinic. For flight medicine, you will see the 157th MDG.

For Non-flyers:

You will see the Naval Clinic for all medical and dental needs.

What about my dependents?

Dependents may choose to be seen at the Naval Clinic or they may be enrolled in Martin's Point Healthcare. Martin's Point will allow the dependent to choose the doctor(s) they see and where they pick up prescriptions. Either option ultimately depends on which will best fit the needs of the family members and their schedules. If you are interested in Martin's Point, please see the 1st Sergeant or the CSS.

What if I end up needing a profile?

The profile process is a tricky process, since we begin to involve Hanscom's medical group. If your Naval Clinic doctor needs to place you on profile and gives you a slip stating what you can/cannot do, you will have to call the central appointment line to speak with Hanscom AFB and register yourself as a GSU. You will need to get a telephone consult with a Hanscom doctor in regard to your profile needs. When the technician calls you back, the clinic will require you to fax information to Hanscom, and will provide that phone number. You will then fax your profile sheet from the Naval clinic to them for evaluation. You will hear from the physician or his/her assistant if there are any questions, and an AF Form 469 will be issued. At that time, Mr. Dale Bennett from the HAWC will review and prescribe your AF Form 422. All of these forms will be reviewed by the commander.

Appointment line: 1-888-NAVY-MED
Dental Appointments: (207)438-1802
HAWC: DSN 478-6560

Factors to consider when choosing housing:

Heat

Nearly all homes are run on **oil heat**. Oil heats your house and hot water, and is run off an independent tank on the side of the home. Oil can end up costing **as much as your car gas** (\$3.60) and the cost will add up quickly, especially in the winter. When choosing your housing location, pay attention to what the oil cost the previous owner/renter. Also look for adequate insulation or the ability to direct the heat within the home. You can also try and locate homes that run on only electricity or on natural gas.

Trash

In some areas, garbage pickup is offered on certain days as it normally is at other bases/areas. However, there are locations in this area that you are responsible to remove and dispose of your trash at a designated center. When choosing your housing location, find out what the trash policies are.

Recycle

New Hampshire and Maine have consolidated recycling programs, meaning all your recycling goes into one bin (sometimes with exception to paper). Check **www.wm.com** for more details on recycling programs in the area you will be living. Maine also has a bottle redemption program. Any bottle that is labeled with ME 5(10, 15)¢ can be redeemed for that value.

Location-Location-Location!

Travel between for choice of residence and your work location can be difficult at times so location is important. We have personnel who live as far as 1 hour away from work, and the commute can be rather lengthy with traffic, weather, and the potential to have car problems. Before settling on a home, take a drive to your potential neighborhood and to work during peak hours (0630-0800 and 1530-1700) to see what the commute is like.



Housing FAQs

But what if I'm not sure I want to buy right away?

Again, renting is a viable option for many personnel who are unsure if they want to purchase. Many leasing companies in the area have options for leases that span less than a year. You can also do a short-term rental in the seasonal rentals often found in the area while you search for a home. Many winter rentals are available between October and May.

Are there any other military housing/quarters?

There are. Hanscom AFB has housing, however the commute can be tricky at times.

I saw an apartment of Craigslist...is it safe?

It can be safe, as long as you follow some precautions. First, make sure his/her contact information is correct. Ask for references of other renters he/she has had. Make sure you tour the house physically before making any decisions. Ask about your utilities and who will service your oil tank as well as the arrangements for the trash pick-up. Ask what is included in your rent price. Do not agree to anything or pay anything until the entire agreement is in WRITING. Last but not least, make sure the landlord agrees to a "military clause" to allow you to be released from your lease if you deploy/PCS. When in doubt, do not sign anything until your supervision and/or the legal office (at Hanscom) reviews it.

What is PIPS?

Permanent Change of Station In-Processing System, (PIPS) is an automated in-processing tool that the MPS uses to facilitate all the in-processing actions required when a member arrives at a new duty station. It rolls the following actions into one process:

- Travel Voucher
- Change of Legal Residence/Voting
- Update of squadron information
- Start/Stop BAH
- Entitlements
- TLE/TLA settlement
- Direct Deposit information

The process of accessing PIPS the first time can be confusing. Nearly all members of 64 ARS have completed PIPS at some point. Often, the process comes to a screeching halt based on the following information:

- Scanned documents that are not clear enough
- Missing information
- Incorrect email addresses

Always ask for help if you run into a delay with filing your PIPS voucher—it's your money!

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The JPSSO office is located on Hanscom AFB. All actions can be completed via phone call or the website from your quick reference pamphlet. Most of the time, TMO can be scheduled easily and quickly, unless your goods are in the storage facility. DITY moves and partial DITY moves can be coordinated via phone as well.