

SPONSORS: For permanent party personnel, your sponsor can help with everything from housing to in-processing. He or she is expected, at the very least, to write you in regards to the base, your unit's mission, and details about your new job.

Upon your arrival, your sponsor will assist with in-processing and help resolve problems. If you have not been appointed a sponsor after 30 days of assignment notification, call the military personnel service INTRO office (Customer Service Center) at DSN 736-9322/9325 or commercial (940) 676-9322/9325. Our hours of operation are 0900-1600 Mon/Wed/Thurs/Friday and 0900-1800 on Tuesdays.

REPORTING/IN-PROCESSING PROCEDURES: Once you terminate your leave/permissive TDY status, report to your Unit Personnel Coordinator (UPC) whom will provide you with your unit checklist and direct you to the Base In-processing, with Customer Support located in Bldg. 402, Room 154.

In-processing briefings are 0800-0900 Monday - Friday. When reporting during duty hours, military members must be in compliance with Air Force dress and appearance standards. During this briefing Customer Support will schedule you for the necessary appointments (i.e., Accounting and Finance, Traffic Safety, Base Newcomer's Orientation, etc.). Be sure to bring your out-processing package from your last MPS. If returning from overseas, be sure to bring your official passports (They Must Be Turned In).

If you have prior military service or you received a direct commission and this is your first permanent duty assignment, bring any documents pertaining to your entry on active duty, i.e., orders, DD Form 4, etc., to the Customer Support Office.

Those arriving after duty hours or on the weekend should report to the 24-hour arrival point located at The Sheppard Inn and report to their UPC the next duty day. If you have any questions please contact the MPS Customer Support at DSN 736-2986/9321 or commercial (940) 676-2986 /9321. Our hours of operation are 0900-1600 Mon/Wed/Thurs/Friday and 0900-1800 on Tuesdays.

24-HOUR ARRIVAL POINT: When arriving at Sheppard, go to the 24-hour arrival point--Sheppard Inn, Bldg. 1600 on Avenue J. Personnel at the reservation desk can help you. From the Main Gate, make a right turn at the first light upon entering the base. Turn left onto Avenue J and the Sheppard Inn is on the right.

LODGING: Temporary quarters are available to PCS'ing families. Reservations for temporary lodging can be made through the billeting office by calling (940) 676-1844/2707. To get to the Sheppard Inn (Bldg 1600 on Avenue J) from the Main Gate, make a right turn at the first light upon entering the base. Turn left onto Avenue J and the Sheppard Inn is on the right.

ON/OFF BASE HOUSING: Accompanied personnel or single personnel grade E-5/SSgt or higher can contact Balfour Beatty housing communities for information about on-base housing at 940-613-0698 or consider residing in off-base housing.

DORMITORIES: Single permanent party members in grades Senior Airmen (E-4) and below are required to live in base dormitories unless waived by the 82nd Mission Support Group commander, or designated representative.

ADVANCED POSTAL ADDRESS FOR GENERAL DELIVERY OF MAIL: You can obtain a U.S. postal box at the U.S. Post Office located on base, Bldg. 551. Postal Service Center (PSC) boxes are available at no charge to personnel living in the dorms. Prior to your arrival, use the following temporary address for your mail:

Your Name
527 I Ave., General Delivery
Sheppard AFB, TX, 76311-9999

After you get here, check with the PSC for any hold mail you might have. You may also obtain a PSC box at the time if you need one. You'll need a copy of your PCS orders. You can reach the PSC at DSN 736-5641 or commercial (940) 676-5641. The U.S. Post Office is in the same building. For more information, call (940) 855-3319.

HOW TO GET TO SHEPPARD: At present, the only commercial airline serving Wichita Falls Municipal Airport is the American Eagle. Commercial taxi service is available from the airport to the base (approximately two miles).

If driving, all highways leading to the base are well marked once you get into Wichita Falls. The main gate is on State Highway 240, off I-44 (U.S. Highways 287 and 281). The closest major city airports are Dallas/Ft Worth International Airport and the Will Rogers International Airport in Oklahoma City, OK (both are approximately a two hour drive from Sheppard).

DRIVER'S LICENSES: The Texas Department of Public Safety recognizes the home-state driver's licenses of out-of-state military members. It also recognizes, until expiration, the state license of military members' previous duty assignments. Texas residents returning after an assignment in another state must renew licenses within 45 days. The nearest DPS driver's license office is at the corner of I-44 and Missile Road.