

SPONSORS: Permanent party personnel will be assigned a sponsor prior to their arrival at Sheppard. **NOTE:** Student pilots at the 80 FTW are assigned to a training office upon their arrival at Sheppard to assist them in their transition and in-processing. Students will be assigned a Military Training Leader during their respective training class.

REPORTING/IN-PROCESSING PROCEDURES: Once you terminate your leave/permissive TDY status, permanent party personnel report directly to the Commander's Support Staff/Bldg 2322 to start in-processing.

NOTE: Student pilots should report to the Director of Training (DoT) office in Bldg 2320 for in-processing.

When reporting during duty hours, military members must be in compliance with Air Force dress and appearance standards. The CSS (or DoT office) will schedule you for the necessary appointments (i.e., Accounting and Finance, Traffic Safety, Base Newcomer's Orientation, etc.). Be sure to bring a copy of your orders as well as your passport, if returning from overseas, and be sure to bring the sealed envelope from your previous unit. 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 CSS. Those arriving after duty hours should report to the 24-hour arrival point (The Sheppard Inn) and the CSS for in-processing the next duty day.

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.

Upon arrival, all unaccompanied student pilots will be assigned to a dormitory; accompanied student pilots will contact Balfour Beatty housing communities (for on-base housing) at 940-613-0698 or consider off-base housing.

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.

IF YOU HAVE VISITOR'S DURING YOUR STAY: Sheppard Air Force base conducts 100% ID card checks on everyone entering the installation. The Sheppard Visitor's Center provides temporary passes for visits to the installation and is located in Bldg. 1405 on Missile Road off of Highway 240. All sponsors must direct their non-Department of Defense affiliated guest(s) to the Visitor Center, where all visitors will be verified and passes will be issued. Ensure all visitors have appropriate identification with a current picture, such as a driver's license. For those personnel wishing to obtain a room in base lodging (The Sheppard Inn) for their guest(s), contact (940) 676-1844/2707 for specific information.

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.