

## Content Instructions for Small Installations

### Overview:

You have requested inclusion in the MilitaryINSTALLATIONS and Plan My Move (MI/PMM) websites. Your installation has been designated as a small installation based on population size or as a unique file based on some other characteristic e.g. special command. As a small installation, you are responsible for:

1. Writing an installation overview article
2. Submitting a photo or photos for your installation – One photo is required
3. Providing contacts for applicable directories – One contact with a physical address is required
4. Providing major unit listing information, if applicable

### Content instructions:

Create your file and submit it to [Linda.Rothleder.ctr@mhf.DOD.MIL](mailto:Linda.Rothleder.ctr@mhf.DOD.MIL) for publishing in MI/PMM. Any questions should be directed to Ms. Rothleder. Once published, subsequent changes must be submitted through the Defense Installation Messaging System (DIMS) at <https://apps.mhf.dod.mil/DIMS>. You will need to register for a DIMS account using the instructions provided at the DIMS website. You must have a CAC to log into DIMS. Any technical questions should be directed to the Help Desk, 1-888-363-6431.

Submit information in a MS Word document. Photos must be submitted separately in JPEG or GIF format. For examples of smaller installation files, go to <http://www.militaryinstallations.dod.mil> and type in or select an installation name from the list or directory. Examples of small installation files are: Arnold AFB, TN, National Naval Medical Center Bethesda, MD or NSA Orlando, Stavanger, RAF Fairford, Moron AB, Navy Fort Meade, Fort Greely and view their files.

### 1. Location Overview -- Article Standards:

#### *Rules for Narratives*

All files should be in MS Word (Please save as XP or lower, not Vista), times new roman 12 point font or plain text file.

#### **Editing the Text**

- The text needs to be reviewed and revised to ensure that it is written in complete sentences and is easy for everyone to understand.
- Acronyms may be used but the word should be spelled out first followed by a space, parentheses, acronym, close parentheses...i.e., MilitaryINSTALLATIONS (MI).

- Time should be civilian using a.m. and p.m.
- There should be no words written in all capital letters in the text. If you want a word to be emphasized make it bold or italics.
- The text should relate to the topic and should not have extraneous information. Stay on-point.
- You may use bulleted or numbered lists wherever possible.
- You may use **limited** web sites in your topic narratives. Make sure to submit the whole URL. The editors will hyperlink in the final text.
- Tables are permitted.
- No names of people are allowed in the text – ever!
- Do not put full addresses in the text. The associated contact from MI will be displayed with the text. If you want to provide a critical address, write it out as a complete sentence. For example, call the Army Community Service office at 301-456-3456 or visit us in Building 123. Our hours of operation are 7:30 a.m. to 5:00 p.m.
- Phone numbers should be written out with the area codes and commercial numbers. You do not have to have the word comm., commercial or some variation. Just writing the number correctly will do. The preference is for xxx-xxx-xxxx. For overseas, the country codes need to be used 011-xx-xxx-xxxx (not all overseas numbers have this many digits). If you do not know country or city code, call the international AT&T operator at “00” and ask how to dial directly from the States. For DSN numbers use the DSN area code and the letters DSN. All of Europe the area code is 314-123-4567. The Pacific is 315 for the area code. The Middle East is 318. The US is 312.
- Spell-check your work before submitting.

### Location Overview Narrative

This topic is completely installation specific. It has prescribed subheadings, but these may vary by the needs of your installation or command. Use your judgment on subheadings. Use the compliance table below to check off suggested content and length for the information. You should amend this table to reflect the information that you have supplied. By doing this you are creating a history for someone else to follow in the future.

Content	Check
<b>Location –</b> <ul style="list-style-type: none"> <li>• Where is the installation -- country, region, state, county, city and town.</li> <li>• Do not include the address.</li> <li>• Indicate if this is a “military town/area”</li> <li>• Is this a high or low cost area?</li> <li>• Include something unique about the area that will entice the reader.</li> <li>• Include the telephone number of the base operator.</li> <li>• Note links to base videos and PDF welcome packets or other PDF’s can be included</li> </ul>	
<b>History–</b> Brief. No more that 1 short paragraph and include the installation homepage.	
<b>Mission –</b> No more than 1 short paragraph and include a brief mention of the major	

command(s) on your installation.	
<b>Population Served –</b> <ul style="list-style-type: none"> <li>• DoD personnel, families, civilians, joint services.</li> <li>• Consider a table here, if you are a large installation.</li> <li>• Do not use exact numbers, but paint a picture of the population.</li> </ul>	
<b>Base Transportation --</b> Discuss the installation transportation options including taxis, bus services and/or shuttles available.	
<b>Sponsorship –</b> <ul style="list-style-type: none"> <li>• How does someone go about finding a sponsor?</li> <li>• Arrival information should be here too. Does the sponsor meet new personnel? If not, where should personnel report when they get to the base (include the telephone number in the narrative).</li> <li>• Indicate what should happen with mail enroute.</li> <li>• No more than 2 paragraphs.</li> </ul>	
<b>Temporary Quarters –</b> <ul style="list-style-type: none"> <li>• How and where will a family spend their first night?</li> <li>• Can reservations be made in advance?</li> <li>• Do personnel with PCS orders have priority for rooms?</li> <li>• Does temporary quarters facility allow pets? If not, offer alternatives.</li> <li>• No more than one paragraph.</li> </ul>	
<b>Relocation Assistance –</b> Include a mention of your services – newcomer’s briefings and loan closet. Include your phone number in the 1 paragraph write up.	
<b>Critical Installation Information --</b> This is for you to decide, but it is recommended that you include BRAC, deployment, and global repositioning information; money matters (such as currency needs); housing issues; if there is a problem with child care; a specific new law or regulation such as dangerous dogs; etc.	

## 2. Major Unit Listings:

Major unit listings are displayed separately in PMM on the Location Overview page.

Major unit listings are those on your installation which you determine are important. All Major Units must include a commercial phone number, commercial fax number, a DSN phone number and a DSN fax number. No addresses will be included in the Major Units. Websites of major units may be included. When creating Major Units should be set-up like the example below:

- The name of the major unit
- A contact position if applicable, e.g. Commander
- The phone numbers: commercial and DSN
  - COM: xxx-xxx-xxxx
  - DSN: xxx-xxx-xxxx
  - COM FAX: xxx-xxx-xxxx
  - DSN FAX: xxx-xxx-xxxx
- A website for the unit can be included

It is your responsibility to send changes through DIMS. As with all changes, please highlight the changes that you are making to the current text and/or phone number. Please do not include lengthy descriptions as there is no room in the content management system to accommodate this information and it will not display.

### 3. Photos:

- *Images (pictures or other artwork to appear as content must meet the following specifications):*
  - Format: JPEG/JPG (preferred) or GIF files only.
  - File Size: No larger than 100KB per image.
  - Maximum Image Size: 640x480 pixels (total pixel size no larger than 307,200 pixels). If you have trouble resizing photos, contact the Help Desk for assistance.
  - Scanned Photo dpi: If you are scanning printed photos, scan them at 300dpi. Use 4x5 or 4x6 photos for best results.
  - Submit your photo caption or description along with your image in the message field.

Military Installations can accommodate as many photos as you would like for your installation. Following are some suggestions of photos:

- Front Gate or Entrance
- Family Center and/or Relocation Office
- Housing Office
- Transportation Office
- Sample of Installation Housing
- Floor Plans of Housing, if they are available
- Shopping Area
- Child Care Area
- Schools on the Installation
- Major Recreational areas on the Installation

You should consider creating a windshield tour of photos. Consult your Public Affairs Office for assistance in putting together something attractive and interesting with the photomontage. Each Service also has photo guidelines, which need to be adhered to. You can get this from the Public Affairs Office. It is a general rule that you cannot take photos of people (active duty, children, and civilians) without a signed release. However, it is also a general rule that pictures are more interesting if they include people i.e. children playing. There are ways to take interesting photos that do not show an individual's face so that it is identifiable. You can blur images, take the backs of people, take pictures in motion, etc.

#### 4. Contacts Directory List

This is the list of the 56 Directories for the MilitaryINSTALLATIONS application. On a smaller installation, not every directory will have contacts. Some files may only have a location contact or a contact for each location in a command. A complete contact consists of:

- Title
- Complete Physical Address including street, city, state and zip code.
- Complete Mailing Address if different than physical address.
- Phone and fax numbers, commercial and DSN, if applicable
- E-mail address (can support up to 3)
- Websites (can support up to 3)
- Hours of operation for each contact portrayed in civilian time.

The following are the Directories.

1. Location – This is mandatory and must be a physical location. A mailing address may also be provided along with the physical location.
2. Advanced Education Centers
3. Automotive Services -- this is the installation Service (Gas) Station, not the hobby shop.
4. Barracks/Single Service Member Housing
5. Beauty/Barber Shops
6. Chapels
7. Child Care Centers/Child Development Centers – this is the address of the center(s) and the center director. The resource and referral contact is in another Directory.
8. Child and Youth Registration – this is the community resource and referral contact.
9. Citizenship and Immigration Services
10. Civilian Personnel Office
11. Commissary/Shoppette
12. Dental Clinics
13. Deployment/Mobilization
14. DoD Schools – these are the DoDDs schools on all installations worldwide – not local community schools.
15. Educational and Developmental Intervention Services (EDIS)
16. Emergency Relief Services
17. Exceptional Family Member Program/Special Needs – this is the person who a family needs to contact prior to and upon arrival.
18. Exchange(s)
19. Family Advocacy Program – includes life skills.
20. Family Center -- the center's main address and center director.
21. Family Child Care/Child Development – In Home Services – handles the in-home referral services for child care.
22. Family Member Employment Assistance Program
23. Federal Credit Unions
24. Finance Office – if there is an office on your installation.

25. Golf Courses
26. Gymnasiums/Fitness Centers
27. Health Benefits Advisory
28. Hospital/Military Treatment Facility(s) – hospitals and clinic for medical care on the installation (not dental – it has its own directory).
29. Household Goods/Transportation Office (Inbound) -- include transportation office in both of these directories (inbound and outbound) if they are not separate locations and/or phone numbers. If they are separate phone numbers but the same location, then include separately.
30. Household Goods/Transportation Office (Outbound) – see note in #27.
31. Housing Office/Government Housing – this is for all government controlled housing. Housing Privatization is in the Housing Referral Office directory.
32. Housing Referral Office/Housing Privatization – also includes community referral.
33. ID/CAC Card Processing
34. Information and Referral Services
35. Legal Services/JAG
36. Library
37. Loan Closet
38. Location – this is the street address of the installation.
39. Military Clothing Sales –
40. MWR (Morale, Welfare and Recreation) – this is the location of the MWR office(s), not ALL MWR activity locations.
41. New Parent Support Program
42. Non-appropriated Funds Human Resources (NAF) – this is the location where folks can apply for non-appropriated fund positions on an installation.
43. Personal Financial Management Services – this is the consumer affairs person in the family centers.
44. Personnel Support Office -- this is the office that supports service member's personnel record and other needs.
45. Relocation Assistance Program
46. Restaurants/Fast Food
47. Retirement Services -- it may also be an out-processing point.
48. School Age Care
49. School Liaison Office/Community Schools – this is just the installation's school liaison office – not all community schools.
50. Temporary Lodging/Billeting – these are on the installation and government owned and controlled.
51. Transition Assistance Program
52. Travel Office
53. Veterinary Services
54. Victim Advocate Services
55. Welcome/Visitors Center
56. Women Infants and Children (WIC) – this applies to the States and overseas WIC-O program.
57. Youth Centers/Services