Content Manual

MilitaryINSTALLATIONS

This document provides an overview of the MilitaryINSTALLATIONS website and the procedures for updating the installation content on the website.

Updated September 2024

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Change Log

Record of Changes			
Version	**Date**	**Description**	**Updates By**
1	October 2024	Incorporated updates	MODES

Introduction

The MilitaryINSTALLATIONS and Plan My Move applications support the mobile military life by providing quality of life information to service members and their families. The content that relocation assistance and information and referral service providers supply in the Defense Installation Messaging System populates the MilitaryINSTALLATIONS web application and serves as a reliable source of information for more than 3 million users annually; therefore, the information reflected on MilitaryINSTALLATIONS must be accurate and up to date. Relocation 101 training, available on MilLife Learning, offers modules covering MilitaryINSTALLATIONS and DIMS.

Relocation assistance service providers are responsible for updating and maintaining all installation-specific content on MilitaryINSTALLATIONS; they are not responsible for making content updates on Plan My Move. Plan My Move content is updated by the Defense Department's Military Community and Family Policy team. However, if you have recommendations for additional content or tasks for Plan My Move, send them to your relocation service representative for review and forwarding to the DOD.

MilitaryINSTALLATIONS and Plan My Move are companion applications. For example, if an installation is not listed on MilitaryINSTALLATIONS, it will not be listed on Plan My Move. Also, if installation content is inaccurate on MilitaryINSTALLATIONS, it will be inaccurate on Plan My Move. Neither MilitaryINSTALLATIONS nor Plan My Move provides information for State Department postings such as consulates or embassies.

MilitaryINSTALLATIONS state pages are updated and maintained by the MC&FP team. Local community information can be accessed in the State and Federal Resources section on each state page.

The Defense Installation Messaging System

The Defense Installation Messaging System is a communication tool that connects relocation assistance and information and referral service providers to the editors who maintain the MilitaryINSTALLATIONS website. The relocation assistance service provider is responsible for making all updates to their installation-specific content, then submitting those updates for final review and implementation.

Note: This content manual includes a list of approved accordion titles that relocation managers can choose from when adding additional accordion titles to their entry on MilitaryINSTALLATIONS.

The DIMS application allows the relocation assistance service provider to view their installation's articles, contacts, major unit listings and photos as they appear on MilitaryINSTALLATIONS. The DIMS also allows for editing and submitting updates, certifying that the information is accurate and accessing various reports.

There are quarterly requirements for reviewing sections of the website, which ensures all content has been reviewed and updated annually. Content updates, however, can be submitted at any time.

Relocation assistance service providers will find instructions for creating a DIMS account and using the application in the DIMS Certification and User Guide, found in the platform's header dropdown. Relocation 101 training, available on MilLife Learning, offers a module covering the basics of the DIMS application. This training video offers information specific to DIMS certification.

MilLife Learning also offers additional training called DIMS Do's and Don'ts, which provide style guide and formatting tips.

Quarterly Certification

All installation relocation assistance service providers are required to perform a quarterly certification to ensure that information and URLs on MilitaryINSTALLATIONS site pages are up to date and relevant. Users have the ability to review and edit installation-specific content, contacts and photos directly in the DIMS review/editor screen, reducing dependency on attachments, tracked changes and messages for clarification. While it's important to review all content for each topic, users should pay particular attention to content that could change between certification cycles, including phone numbers, addresses and installation statistics.

Users may create, edit or delete content, photos, major units and contacts directly in the DIMS platform. Do not copy and paste content from Microsoft Word or from a webpage into the editable DIMS text box**.**

Doing so will cause formatting errors. Users should not add any type of formatting, such as font style or color, as the approved styles will be applied automatically.

During quarterly certification, installation relocation assistance service providers only need to review specific categories. The certification schedule ensures that all content, articles, major units, contacts and photos are reviewed annually.

https://download.militaryonesource.mil/12038/Project Documents/DIMS/DIMS-certification-new-process-user-guide.pdf For quick reference, the categories that require review by certification period are:

- March – Base Essentials, Moving, Overview
- June – Health, Housing, Legal, Military and Family Support Center, Contacts
- September – Base Essentials, Moving, Overview, Major Units
- December – Child and Youth Services, Education, Exceptional Family Member Program, Transportation, Photo Gallery and MWR

As a reminder, you do not have to wait for a certification month to submit updates. This ensures service members and their families have the most up-to-date and accurate information available at all times.

However, be advised that updates completed outside the certification period must still be validated and certified during the appropriate certification month for that category.

Website URL Submissions

All website links included in content, contacts and major units will be submitted for review automatically in the DIMS system. The MC&FP team reviews and determines an outcome for each link before it is posted on MilitaryINSTALLATIONS. Do not include "browser search links" in your URL submission. For example, if you want to link to an installation, you should link to that installation-specific home page or to MilitaryINSTALLATIONS for that installation. For more information, see the Link Vetting Application course on MilLife Learning.

Articles

This section includes several categories, each with multiple topics (titles) that relocation assistance service providers can select from to populate their installation's content on MilitaryINSTALLATIONS. Refer to the DIMS Certification and User Guide for information on how to add and update content.

In-Depth Overview

For this category, include general information about the installation. If you include information on cost of living or population in this section, pay particular attention to this content during certification, as this data will change with some frequency.

Base Realignment and Closure Status

Base Realignment and Closure is the congressionally authorized process the DOD has used to reorganize its base structure to more efficiently and effectively support service members, increase operational readiness and facilitate new ways of doing business. Provide a brief statement regarding BRAC status, as applicable.

Base Transportation

Discuss the on-installation transportation options, including taxis, bus services and shuttles. Transportation options should only include on-installation transportation services.

Contact Information

Include the main contact information for the installation.

Cost of Living

Include cost-of-living information for the town or city where the installation is located. Local community information is located on the MilitaryINSTALLATIONS state pages, in the State and Federal Resources section. Ensure this information is reviewed annually and updated as cost-of-living data changes.

Defense Switched Network Dialing Instructions

Include information on how to dial the Defense Switch Network phone number to an installation.

Directions

Include airports serving the area, with information on transportation from airport welcome centers and USO facilities. Also, include any special directions for the front gate and any currency needs for overseas locations. Do not provide links for each individual airline associated with the airport, as this may be subject to change. Also, do not provide multiple links for the same airport; provide the main page only.

History

Include a brief overview of the installation's history.

Installation Overview

Include any general specific information unique to your installation that is not covered in other categories.

Location

Include the country, state, county, city and/or town of the installation, but not the street address. Indicate if the installation is in a military town, something unique about the installation, a telephone number and the installation website, if applicable.

Mission

Provide a brief overview of the installation's mission.

Populations

Populations may include service members, family members, DOD civilians and/or joint services.

Special and Critical Installation Information

Include important or vital information that is critical to know for those relocating to this installation.

Vision

Provide a brief overview of the installation's vision.

Base Essentials

For this category, include general information about the installation, including check-in procedures, local emergency assistance, contact details for major units and any installation-specific information about sponsorship.

Check-In Procedures

For this section, include details on in-processing procedures, both during and after duty hours. Mention the sponsor's role during these processes and how a service member can obtain a sponsor. Discuss special requirements regarding check-in procedures for the installation or command, as applicable.

Approved Accordions/Subtopic Titles			
Checking In	In-Processing	Reporting Procedures	After Arrival
Contacts	Documents to Hand Carry	Travel Planning	Unaccompanied Personnel
Sponsorship	Temporary Lodging	Mail	What to Do if You Get Married En Route
Other			

Emergency Assistance

Include installation-specific information on emergency services, the American Red Cross and 211 services, if available.

Approved Accordions/Subtopic Titles			
Emergency Care	Emergency Contacts	Emergency Resources	Emergency Services
Emergency Assistance	After Hours Assistance	Sexual Harassment/Assault Response and Prevention	Victim Assistance
Medical Assistance	Emergencies En Route	Air Force Aid Society	American Red Cross
Army Emergency Relief	Navy-Marine Corps Relief Society	Fleet and Family Support Center	Important Documents
Information and Referral	The Salvation Army	Financial Assistance	Other

Major Units

Major unit listings are added by the installation relocation assistance service provider. All major unit listings must include a unit name, command name and a commercial phone number. A DSN phone number, a DSN fax number and websites are not required, but may be included. Addresses are not included in the major unit listings.

Note: All URLs submitted in major units will be automatically processed for review and approval before going live on MilitaryINSTALLATIONS. For more information regarding the link review, refer to the Link Vetting Process section of [DIMS Certification and User Guide](#) and visit [MilLife Learning for a course on the Link Vetting Application and process](#).

Sponsorship

Include information on how to find a sponsor, the sponsorship process, what a sponsor provides to a newcomer and what happens with mail for someone en route.

Approved Accordions/Subtopic Titles			
	Sponsorship Program*	Youth Sponsorship Program*	Other

Standard content provided by the DOD.

Military and Family Support Services

Child and Youth Services

Child and Youth Programs

Approved Accordions/Subtopic Titles			
Child Development Centers*	Family Child Care*	School-Age Care Programs*	Youth Programs*
Requesting Child Care*	Expanded Hourly Child Care Options*		

Standard content provided by the DOD.

Child Care

Provide a summary of child care services available on your installation, including information on eligibility, registration, fees, waiting lists, hourly care and special needs care. Offer information on preschools, family child care providers and school-age care programs available on the installation, as well as how to register for services. Provide a link to the DOD-wide site for child care information, MilitaryChildCare.com. Do not list all providers.

Approved Accordions/Subtopic Titles			
Child Care	Respite Care	Family Child Care	Child Development Center
Child Development Homes	Child Development Services	School-Age Care	School-Age Program
School-Age Services	School Liaison	Child and Youth Programs and Services	Child, Youth and School Services
Child, Youth and Teen Program	Other		

Youth Services

Include a description of the centers on your installation, with addresses, age and fee requirements, enrollment procedures and available dates and hours.

Approved Accordions/Subtopic Titles			
Child, Youth and School Services	Youth Center	Youth Employment	Youth Programs
Youth Services	Youth Social Programs	Youth Sponsorship Programs	School-Age Care
School Liaison	Boy Scouts, Girl Scouts	Recreation and Sports	Religious Programs
Driver's License	Safety	Other	

Education

Give a broad overview of the educational system in the local area, including information on DOD schools, public and private schools and homeschooling options. Include information about accreditation, before-school and afterschool programs and sports programs. Be sure to include information on school liaison and exceptional family member programs. Include information on enrollment numbers, standardized test scores and links to other applicable statistics. Discuss the availability of magnet schools, grading systems, alternative education programs and any situations unique to your area. Offer an overview of education opportunities for adults and refer readers to the Colleges/Technical Training section.

Note: When providing links, link to the main page; do not include multiple links for the same site.

Note: Do not include links to colleges, universities, private schools or homeschools. You may link to public schools and base education centers.

Approved Accordions/Subtopic Titles			
Introduction	DOD Schools	Local Schools	Public Schools
Private Schools	Homeschooling	Adult Education	School Liaison
Other			

Local Schools

MC&FP will provide standard content information regarding local schools.

Approved Accordions/Subtopic Titles			
How can I help plan for a successful transition?*	How do I choose a school for my child?*	How do I find out about schools near my new duty station?*	

Standard content provided by the DOD.

Overseas Schools

MC&FP will provide standard content information regarding OCONUS schools.

Approved Accordions/Subtopic Titles			
Where do I start?*	How do I know what educational options are available?*	How do I successfully transition my child to an overseas location?*	

Standard content provided by the DOD.

College/Technical Training

Offer information on continuing education services available on the installation. If applicable, discuss classes offered to prepare individuals to take specific exams such as the GED, the College Level Examination Program and college admission tests. Include information on tuition assistance, including the My Career Advancement Account Scholarship program for military spouses. List only those colleges associated with the installation or link directly to the installation education center for additional information on colleges/technical training.

Note: Do not include links to colleges, universities, private schools or homeschools. You may link to public schools and base education centers.

Approved Accordions/Subtopic Titles			
Continuing Education	College	College Classes	Tuition Assistance
Installation Education Center	Other		

Exceptional Family Member Program

Exceptional Familly Member Program

Include information regarding your installation's Exceptional Family Member Program and any installation-specific information it may have. Be sure the installation-specific text does not repeat or contradict the standard text.

Approved Accordions/Subtopic Titles			
What are special needs consultations?*	The Exceptional Family Member Program has three components.*	Who should enroll in the program?*	How do families enroll in the program?*
Why enroll in the program?*	What is assignment coordination?*	How do families access their local EFMP family support providers?*	What is family support?*
How can families help ease the transition to a new school system following a move?*	Other	Service-Specific Information*	

Standard content provided by the DOD.

Health Care/Special Needs

Give a very brief summary of medical and dental services available on the installation and who is entitled to receive this care. If you add installation-specific content, make sure it does not repeat or contradict the standard text.

Approved Accordions/Subtopic Titles			
Moving to a new TRICARE region*	Federal and State Health Care Programs*	Military Treatment Facilities*	Beneficiary Counseling and Assistance Coordinators and Debt Collection Assistance Officers*
Medical Case Management*	TRICARE Extended Care Health Options, or ECHO*	Transporting Medical Equipment*	Other

Standard content provided by the DOD.

Education Directory

Approved Accordions/Subtopic Titles			
Background*			

Standard content provided by the DOD.

Special Education/Education Information

This article includes standard text for installations with and without a DOD school and an education and developmental intervention services program. The Education Information System information may vary by installation and by service branch. The installation-specific content should include the services available on your installation, but do not repeat or contradict the standard text. You may want to include community information to enhance this topic.

Approved Accordions/Subtopic Titles			
Preschool		Children Between 3 and 21 Years of Age*	Children from Birth to 3 Years of Age*
Special Education Records	Contacts	Services Available	Local Community Information
Exceptional Family Member Program	Other Resources*	Other	

Standard content provided by the DOD.

Preparing for Your Move

This information will be provided by the MC&FP team.

Approved Accordions/Subtopic Titles			
Relocation Tips*			

Health

Health Care

Give a brief summary of medical and dental services available on the installation and who is entitled to receive this care. Also, include military treatment facilities and TRICARE information.

Approved Accordions/Subtopic Titles			
Emergency Care	Medical Care	Medical Services	Dental Care
Moving with TRICARE*	Prime Options	TRICARE Select	TRICARE For Life
Getting Care Along the Way*	PCS for Active-Duty Service Members*	Civilian Health Care	Other

Standard content provided by the DOD.

Housing

Housing

Include the number and types of government and privatized housing available with waitlist information, websites and phone numbers. Also, include important information about community housing and a link to Homes.mil.

Approved Accordions/Subtopic Titles			
Utilities*	Reporting Requirements	Government Housing	Non-Government Housing
Applications	Off-Base/Off-Post Housing	On-Base/On-Post Housing	Family Housing
Privatized Housing	Single Service Member Housing	Unaccompanied Personnel Housing	Exceptional Family Member Program
Pets	Mobile Homes	Purchasing	Renting
Temporary Housing	Temporary Living Allowance	Temporary Lodging	Other

Standard content provided by the DOD.

Government Housing

Provide a link to homes.mil, along with other installation-specific content. Include information on family housing, single service member housing and housing for families with special needs.

Approved Accordions/Subtopic Titles			
Eligibility	Availability	Applications	Check In Procedures
Family Housing	Government Housing	Military Housing	Non-Government Housing
Off-Base/Off-Post Housing	Privatized Housing	Single Service Member Housing	Unaccompanied Personnel Housing
Other Options	Exceptional Family Member Program	Pets	Temporary Lodging
Other			

Temporary Housing

Be sure to include location and website links, if applicable. Offer information on costs, registration procedures, the maximum length of stay and pet restrictions. Include information on units available for families with special needs, as applicable.

Approved Accordions/Subtopic Titles			
Temporary Lodging Facility	Amenities	Eligibility	Temporary Lodging Allowance
Availability	Rates	Payment	Pets
Length of Stay	Reservations	Check In/Check Out	Documents to Hand Carry
Directions	Off-Base Temporary Lodging	Hotels and Inns	Camping
Other			

Legal

Legal Assistance

These articles should give a synopsis of services available on the installation and eligibility for these services.

Approved Accordions/Subtopic Titles			
Legal Assistance	Other	Claims	Eligibility
Legal Services			

Military and Family Support Center

Military and Support Family Support Center

Provide programs and services that are specific to an installation. Do not repeat what exists in the standard content.

Note: The EFMP is not listed under Military and Family Support Center; it is a separate category.

Approved Accordions/Subtopic Titles			
Programs and Services*	Other	Federal Voting Assistance Program	

Standard content provided by the DOD.

Deployment Support

Give a brief summary of services offered. Include the installation's Military and Family Support Center and how it assists service members and their family members during the deployment cycle. As applicable, include information on briefings and programs to assist children and teens during the deployment cycle.

Approved Accordions/Subtopic Titles			
Deployment Support Programs	Family Deployment Support	Family Readiness Group	Military and Family Life Counseling Program
Hearts Apart	Reunion and Reintegration	Other	Pre-Deployment Briefing

Employment

Give a brief summary of services offered. Include information about employment assistance information and resources available, such as SECO, MyCAA and MSEP portals.

Approved Accordions/Subtopic Titles			
Army Community Service	Career Options and Navy Skills Evaluation Program	Employment Assistance	Employment Documentation
Employment Opportunities	Employment Information	Employment Readiness Program	Family Employment Readiness Program
Fleet and Family Support Center	Other	Spouse Resources	Transition Assistance Program
Tuition Assistance Program	Unemployment Benefits	Volunteering	

Financial Assistance

Provide a brief summary of services offered, especially those offered through the Military and Family Support Center. Include information on the cost-of-living allowance, if available. You may link to the Defense Travel Management Office website for CONUS and OCONUS COLA rates. You may also link to the Bureau of Labor and Statistics Consumer Price Index for local cost-of-living data.

Approved Accordions/Subtopic Titles			
Financial Assistance	Financial Planning and Preparedness	Financial Readiness Program	Personal Financial Management Program
Plan a PCS Budget	Pay and Allowances	Banking	Cost of Living
Documents to Hand Carry	Command Financial NCO Program	Consumer Financial Specialist Program	Air Force Aid Society
Airman and Family Readiness Center	American Red Cross	Army Community Service Financial Readiness Program	Army Emergency Relief
Fleet and Family Support Center	Navy/Marine Corps Relief Society	Auto Insurance, Vehicle Purchase and Rentals	Temporary Lodging Allowance
Emergency assistance	Other		

Family Advocacy Program

Standard content information will be provided by the MC&FP team. Add information regarding an installation-specific Family Advocacy Program in the "Other" accordion. Be sure installation-specific FAP information does not contradict standard content.

Approved Accordions/Subtopic Titles			
Prevention, Education and Outreach*	General Program Description*	Child Abuse and Neglect*	Domestic Abuse*
Restricted Report*	Unrestricted Report*	Eligibility Requirements*	

*Standard content provided by the DOD.

Loan Closet

If your installation has a loan closet, include information on its location, available items and borrowing procedures. If your installation does not have a loan closet, you may want to include information for on-installation thrift stores.

Approved Accordions/Subtopic Titles			
Loan Closet	Items Available	How to Borrow	Loan Locker
Thrift Store	Other		

New Parent Support Program

Include details on the New Parent Support Program on your installation, including enrollment procedures and supplemental services. Discuss other installation or civilian resources, as applicable. Installation-specific content should not repeat the existing standard content.

Approved Accordions/Subtopic Titles			
Staff Qualifications*	Eligibility*	How to Enroll	Enrollment*
Getting Started	Home Visitors	Other	
General Program Description*	Marine Corps New Parent Support Program	Navy New Parent Support Program	Program Highlights

*Standard content provided by the DOD.

Relocation Assitance

Describe specific relocation assistance services that are different and unique from those in the standard text. For example, you may want to include information on workshops and briefings, newcomer support, orientations, tours, cultural adaptation and English language classes. List location information and other contact information.

Approved Accordions/Subtopic Titles			
Programs and Services*	Other		

Standard content provided by the DOD.

Service Specific Information

Provide any service-specific information regarding your installation's Military and Family Support Center.

Approved Accordions/Subtopic Titles			
Base Services	Post Services	Airman and Family Readiness Center	Army Community Service
Family Service Center	Fleet and Family Support Center	Marine and Family Services	Other

Morale, Welfare and Recreation

MWR

Include the MWR website, and commissary and exchange information, as well as information for credit unions on your installation and MWR programs (gyms, recreations programs, golf, etc.) Do not list any banking institutions.

Approved Accordions/Subtopic Titles			
Other	DOD MWR Libraries*		

Standard content provided by the DOD.

Library

This article includes standard content. You may include information specific to your on-base libraries.

Approved Accordions/Subtopic Titles			
Air Force Library Program*	Army General Libraries*	Marine Corps General Library Program*	Navy General Library Program*
Other			

Standard content provided by the DOD.

Moving

Household Goods

Briefly explain the household goods processes on your installation. Include important information and contacts for the installation transportation offices. Link to https://www.pcsmypov.com. Do not include links to moving companies that are privately owned, as this implies endorsement. You may want to link to installation resources to assist in the moving process.

Approved Accordions/Subtopic Titles			
Moving Resources*	Arranging Household Goods Shipments*	Pets*	Other

Standard content provided by the DOD.

Shipping Pets

Include information on boarding, transportation, quarantines, vaccinations, licensing, registration and veterinary services, if applicable.

Do not include links to commercial facilities or hospitals that are not located on a military installation. Also, do not list links to individual airline pet policies, as they are subject to change. Instead, you can add a general statement about checking with the airline regarding policies.

Approved Accordions/Subtopic Titles			
Licensing, Vaccinations and Registration	Pet Transportation	Pet Travel and Quarantine	Boarding
Veterinary Services	Marine Corps Official Pet Policy	Dangerous Dog Laws	Other

Transportation

Motor Vehicles

Include any unique and local installation regulations. For overseas locations, provide information on how to obtain a driver's license and information on motor vehicles, including local laws and regulations. Only include links to the official Department of Motor Vehicles in your state. When providing links, link to the main page; do not include multiple links for the same site.

Approved Accordions/Subtopic Titles			
Base Transportation	Transportation Options	Driving in Your New Location	Registration and Licensing Requirements
Vehicle Registration	Installation Regulations and Registration	Obtaining a Driver's License	Driver's License
	State and Local Laws	Safety and Security	Speed Limits, Traffic and Tolls
Cellphone Use While Driving	Buying a Car	Plan a PCS budget	Claims and Insurance
Privately Owned Vehicles	Motorcycles	Other	

Contacts

Like the articles, changes to your installation's contacts may be submitted through DIMS. The contact directory includes numerous contact options. Each installation must provide a location contact and a contact email for the Relocation Assistance Program. Other contacts will depend on the available programs and services on your installation. Refer to the dropdown menu in the DIMS Contacts tab for a list of your installation's contacts.

All contacts should include the following information, as applicable:

- Title
- Complete physical street address, including street, city, state and ZIP Code.
- Complete mailing address, if different from the physical address.
  - o **NOTE:** *Do not enter duplicate information in both address sections. Mailing address fields are used only when physical location and mailing address are different.*
  - o **NOTE:** *To avoid duplication of contact cards, select "Check box to delete" if the installation physical and mailing addresses are the same.*
- Commercial and DSN phone numbers
- Email (up to three; emails will not appear to the public)
  - o **NOTE:** *This email feature was temporarily disabled and is not available on MI at this time.*
- Website (up to three)
- Hours of operation in civilian time

When reviewing your contacts, be sure all the information is spelled correctly, phone numbers include area codes (overseas numbers should be written as if dialing from the United States) and all URLs begin with "http://" or "https://."

Note: All links submitted in contacts will be automatically processed for review and approval before going live on MilitaryINSTALLATIONS. For more information regarding the link review process, refer to the Link Vetting Process section of the [DIMS Certification and User Guide](#).

Contact "Program or Service" Options

Each contact added to MilitaryINSTALLATIONS must have an associated program or service identified. The options are standard across all installations and therefore are not editable. However, one contact can be assigned to more than one program or service, and installation relocation assistance service providers can request to have a contact's program or service changed.

Provide the accompanying program or service selection for each new contact added. The program or service options are:

- Adoption/Foster Care*
- Adult Education Centers
- Automotive Services
- Barracks/Single Service Member Housing
- Beauty/Barber Shops
- Beneficiary Counseling Assistance Coordinators
- Casualty Assistance Office*
- Chapels
- Child Development Centers
- Child and Youth Registration and Referral
- Citizenship and Immigration Services
- Civilian Personnel Office
- Commissary/Shoppette
- Dental Clinics
- Deployment/Mobilization
- DOD Schools
- EFMP – Enrollment
- EFMP – Family Support
- Educational and Developmental Intervention Services (EDIS)
- Emergency Relief Services
- Exchange(s)
- Family Advocacy Program
- Family Child Care/Child Development Homes
- Finance Office
- Financial Institutions
- Golf Courses
- Gymnasiums/Fitness Centers
- Hospitals/Medical Treatment Facilities
- Household Goods/Transportation Office

- Housing Office/Government Housing
- Housing Referral Office/Housing Privatization
- ID/CAC Processing
- Information and Referral Services
- Legal Services/JAG
- Library
- Loan Closet
- MWR (Morale Welfare and Recreation)
- Military and Family Support Center
- Military Clothing Sales
- New Parent Support Program
- Nonappropriated Funds (NAF) Human Resources
- Personal Financial Management Services
- Personnel Support Office
- Relocation Assistance Program
- Restaurants/Fast Food
- Retirement Services
- School-Age Care
- School Liaison Program
- Spouse Education, Training and Careers
- Temporary Lodging/Billeting
- Transition Assistance Program
- Travel Office
- VA Facilities
- Veterinary Services
- Victim Advocate Services
- Welcome/Visitors Center
- Women, Infants and Children
- Youth Programs/Centers

These are standard/locked contacts and are not editable.

Photo Gallery

Images should show important and relevant aspects of an installation. Photos must be approved by Public Affairs prior to posting on MilitaryINSTALLATIONS.

The images, pictures or other artwork to appear as content must meet the following specifications:

- Format – Use JPEG/JPG, preferred, PNG or GIF files only.
- File size – Upload files no larger than 100KB per image.
- Maximum image size – Use 640 by 480 pixels; total pixel size no larger than 307,200 pixels.
- Scanned photo dpi – If you are scanning printed photos, scan them at 300 dpi. Use 4x5 or 4x6 photos for best results.
- Do not add words into the photos (e.g., with word art). Use the photo's caption field to provide additional information to the user.

Adding, Updating or Archiving an Installation

The following actions are service-specific decisions:

- Adding an installation
- Changing the name of an installation
- Changing command alignment of an installation
- Archiving an installation

All requests to change the name of an installation, update command alignment or archive an installation must be in writing to the DOD relocation program manager. Once this request is received, the DOD will work with the headquarters representative to finalize the requests. It is the responsibility of the service representative to provide information to the DOD to complete an action.

Minimum Requirements for a Major Installation

If the request to add a new installation is approved, major installations will be required to provide the following content before the new installation is added to the MilitaryINSTALLATIONS website:

- Installation name
- Installation contact information, including address
- Installation overview
- Base essentials

Once the minimum requirements have been met, the installation relocation assistance service provider should populate the remaining categories, under Military and Family Support Resources, to complete their installation site pages, as applicable.

Minimum Requirements for U.S. Army Recruiting Command Installations

If the request to add a new installation is approved, U.S. Army recruiting commang installations will be required to provide the following content before the new installation is added to the MilitaryINSTALLATIONS website:

- Installation name
- Installation contact information, including address
- Installation overview

Once the minimum requirements have been met, the installation relocation assistance service provider should populate the remaining categories, including Base Essentials and Military and Family Support Resources, to complete their installation site pages, as applicable.

Note: All new installations added to MilitaryINSTALLATIONS will be populated with DOD-approved standard content.