Hello and congratulations on your orders to Naval Weapons Station Earle!

My name is Stacey Gardner and I am the Housing Program Director here at NWS Earle.

Although your command and sponsor can provide a wealth of information on your new duty station, we at the Naval Weapons Station Earle Housing Service Center look forward to speaking with you directly about your specific housing needs, questions and concerns. We are your point of contact for all housing at Naval Weapons Station Earle: Family; Unaccompanied; and Local Community. Please contact us at 1 (800) 987-4775 or DSN 449-2177 or e-mail at earlehousing@navy.mil, as soon as you are in receipt of orders to Naval Weapons Station Earle to begin discussing all of your housing options.

NJ is an extremely high cost area. On base housing may be the most economical decision. We strongly encourage everyone to apply for on base housing even if you don’t think you want to live on base. You are under no obligation to accept base housing, but it’s best to apply and have the option available.

Prior to entering into a lease, it is very important that service members speak to the Housing Service Center personnel. We are very familiar with the area. You may be able to find a rental that seems reasonable but it may be in an area that has high crime rate, bad school district or has some other type of negative factor that may not be apparent to someone that is not familiar with the area. Once you sign that lease, you are legally bound. There is nothing that you or your command can do if you change your mind.

**Family Housing (FH):** On-base family housing is privatized and is managed and maintained by Balfour Beatty Communities (BBC) in partnership with the Navy. The Navy Housing Service Center still maintains the waiting list. Applications are available through the Housing Service Center and all completed applications must be processed through the Housing Service Center prior to referral to BBC for assignment. If you chose this option, you will receive your BAH and set up an allotment to BBC to pay your rent. Rent is normally the “With Dependent” BAH rate for your pay grade for the NWS Earle area. There may be rental discounts being offered. Please contact BBC directly at (732)308-1003 to inquire about any current specials. You can view photos and floor plans on their website at: [www.nwsearlehomes.com](http://www.nwsearlehomes.com). You should know that there is a two pet limit in BBC housing. Certain “aggressive breeds” (Akita, Boxer, Chow, Doberman, and Rottweiler) require proof of $100,000 liability insurance prior to move in. American Staffordshire Terriers, American Bull Dogs, and American Pit Bulls are **NOT** allowed in BBC housing.

If you choose to live in BBC housing, you should understand that rents are paid to BBC in arrears. Meaning if you move in mid-month, you will have pro-rated rent due at the time of your lease signing. BBC will let you know prior to your lease signing, how much prorated rent will be due so you are prepared. It is important that you save your BAH allowances and any other allowances you receive in between duty stations to be prepared for this financial obligation.
**Unaccompanied Personnel Housing (UPH):** UPH is primarily for single service members that are E4 and below. All E1-E3, unaccompanied personnel will be housed two per room. E4s will be housed singly, if space permits. Anyone over an E4 may be housed if space permits, but single service members E5 and above should plan on residing in the local community. All single sailors E5 and above who would like to reside off base must submit a special request chit to receive BAH and have it approved PRIOR to signing a lease.

All inbound personnel should be aware that there is no room currently available for Geographical Bachelors (GB) in UPH. We are NOT accepting GB applications at this time and all inbound personnel should plan accordingly.

Balfour Beatty offers a roommate program. This may be an option for those wishing to be a GB here at Earle. If you are interested in this program, please contact BBC directly about the program cost and current availability. If you are still interested, please contact the Housing Service Center for an application.

**Off-Base Housing:** We have many resources available for off-base rental listings. We prefer to discuss your housing preferences with you and tailor a list to your specific wants and needs rather than handout a generic listing. Community rentals come and go quickly, dealing one on one with inbound personnel rather than maintaining a generic list allows us to provide the most timely and accurate information on off base rentals.

It's important to note condition of home or apartment you are renting and also documenting with photos before you move in. Make sure that both you and the landlord have a record of the condition of the residence at move in so you will not be charged for any pre-existing damage. You are strongly encouraged to get renters insurance whether you chose to live on or off base.

It is the service members responsibility to ensure that they have done what is necessary to get their BAH started prior to signing a lease (whether it's PPV or local community housing). Delays in getting your BAH started do NOT relieve you of your obligation to pay your rent. Please let us know if you need assistance. Additionally, please remember that the BAH that you receive is meant to pay for your housing (rent). It is not for new furniture, or your car payment, or a vacation.

We at the Housing Services Center look forward to meeting you and assisting you and your family with all your housing needs.

Sincerely,

Stacey Gardner
NWS EARLE REQUEST FOR YOUTH SPONSORSHIP

Please fill in the following information and anything else about yourself that may be of interest. We will try to assign you a Youth Sponsor according to your age, grade and interests.

Please contact our Program lead for any questions or concerns you may have at 732-866-2148. We look forward to you being a part of our program!

Name ________________________________________________

Male _____ Female _____ Age _____ Grade _____ School ____________________

Address ____________________________________________

Email ______________________________________________

Hobbies/Interests ____________________________________

Activities/Clubs ______________________________________

Questions about the NWS Earle area ____________________

__________________________________________________________________________

Estimated arrival date ______________ Date leaving current address ______________

__________________________________________________________________________

_________________________________________ ______________________________
Your Signature Date

I hereby give my consent to release my son/daughter(s) name and address for the purpose of participating in the Youth/Teen Sponsorship Program.

_________________________________________ ______________________________
Parent/Guardian Signature Date

Parent Contact: Phone __________________ Email __________________

*Please return this form to NWS Earle’s Youth Center:
Fax: 732-866-2148 or email: kara.haugland@navy.mil*
Please feel free to contact us to answer any questions. We welcome feedback and suggestions to this new healthcare delivery model. You can contact the Health Benefits Customer Service Representative at (732) 866-2274. You can also call Customer Relations at (732) 866-2018.

Be sure to check our website for any updates at http://www.med.navy.mil/sites/annapolis/BranchClinics/Page/Earle.aspx

Prior to seeking urgent care treatment, you should talk to the FREE TRICARE Nurse hotline at 1-800-TRICARE. If you are in fear of loss of life, limb, or eye sight go directly to the nearest emergency room or dial 911.

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**Contacting**
**Branch Health Clinic Earle**

**MEDICAL HOME PORT CLINIC**
**MONDAY - FRIDAY**
0730-1600
Closed Weekends + Holidays
(732) 866-2303
During: 0730-1600

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**DENTAL CLINIC**
**MONDAY - FRIDAY**
0730-1600
Closed Weekends + Holidays
(732) 866-2255
During: 0730-1600

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**After Hours:**
(215) 970-4176

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**Branch Health Clinic EARLE**
**Medical Home Port**

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**A guide for our beneficiaries**

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**RelayHealth**

Email your provider/Medical Home team

Send an e-mail to schedule your next appointment

Request your lab results

Request a medication renewal for prescriptions

Access health information to manage your health

Create your own health record
<table>
<thead>
<tr>
<th>What is Medical Home?</th>
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<tr>
<td>The Medical Home model is an approach to healthcare delivery that fosters partnerships between patients, providers, clinic staff, and when appropriate, family members; with the goal of maximizing positive health outcomes. We use a team approach in providing comprehensive healthcare to you as an actively involved patient. Our overall goal is to partner with our patients to enhance their health. This Department of Defense program is referred to as Medical Home Port in the US Navy. The Medical Home Port will still be located in the Primary Care wing at BHC Earle. One of the highlights of Medical Home Port is an improved communication process which makes it easier for you to make appointments, request medication renewals, check lab results, and communicate any other questions to the Medical Home Port Team. We are already using an online service called RelayHealth to improve access to your Medical Home Port Team. Registration can be done at: <a href="https://app.relayhealth.com/Patients/Registration.aspx?Bid=nhca">https://app.relayhealth.com/Patients/Registration.aspx?Bid=nhca</a> Watch our command website for more information to come about Medical Home Port: Home Port: <a href="http://www.med.navy.mil/sites/annapolis">http://www.med.navy.mil/sites/annapolis</a></td>
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<tr>
<th>Patient Responsibilities</th>
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| **To Provide Information About Your Health:**
We ask that you provide us with accurate and complete information related to past medical conditions and to maintain updated information in DEERS. To update your DEERS information, call: 1-800-538-9552 |

| **To Comply with Recommended Medical Care:**
We ask that you help us develop your medical treatment plan. This includes taking all prescription medications and treatments as directed and keeping appointments and follow-ups as scheduled. |

| **To Arrive on Time for Appointments:**
If you are not able to keep your appointment, please notify BHC Earle at least 3 hours prior so that we can schedule other patients. The Late Policy will be initiated if you arrive after your scheduled appointment time. |

| **To Return Medical Records:**
We request your assistance to return any medical record or clinical care documentation to be included in your permanent health record. Copies may be requested at the front desk. |

<table>
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<tr>
<th>Clinic Responsibilities</th>
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| **To Provide Quality Evidence Based Care:**
The Medical Home Port Team will provide treatment decisions based upon the most current scientific literature. |

| **To Emphasize the Importance of Preventative Medicine:**
Rather than waiting for a disease process to occur, your Medical Home Port Team will engage you in ways to prevent such processes from starting. Emphasis will be placed on living a healthy lifestyle and ways to reduce your risk of developing such conditions. |

| **To Maximize Patient Safety:**
Your Medical Home Team will do everything possible to use medications correctly, prevent infection, and prevent mistakes during invasive procedures. |

| **To Maximize Access to Care:**
Through the use of online systems such as RelayHealth, your Medical Home Port Team will streamline the way health care is delivered. Many things, such as prescription refill or review of laboratory values, can now be done online instead of coming into see the provider. |
# Frequently Called Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Command Duty Officer (NWS EARLE)</td>
<td>(732) 558-3362</td>
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<tr>
<td>Child Development Center</td>
<td>(732) 866-2518</td>
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<tr>
<td>Credit Union - Navy Federal</td>
<td>(732) 866-6328</td>
</tr>
<tr>
<td>Dental Clinic NWS Earle</td>
<td>(732) 866-2255</td>
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<tr>
<td>EMERGENCY NWS EARLE</td>
<td>(732) 866-2911</td>
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<tr>
<td>Fitness Center/Gymnasium</td>
<td>(732) 866-2119</td>
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<tr>
<td>Fleet and Family Support Center</td>
<td>(732) 866-2115</td>
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<tr>
<td>ID Cards NWS Earle</td>
<td>(732) 866-7419</td>
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<tr>
<td>Lakehurst Information</td>
<td>(732) 323-1079</td>
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<tr>
<td>Medical Clinic</td>
<td>(732) 866-2300</td>
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<tr>
<td>Navy Administration</td>
<td>(732) 866-2775</td>
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<tr>
<td>Navy Exchange/Mini Mart</td>
<td>(732) 866-2893</td>
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<tr>
<td>Navy Housing Welcome Center</td>
<td>(732) 866-2117</td>
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<tr>
<td>Navy Legal Service</td>
<td>(732) 866-2066</td>
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<tr>
<td>NWS Earle Information (Automated)</td>
<td>(732) 866-2000</td>
</tr>
<tr>
<td>Pass &amp; ID/Front Desk</td>
<td>(732) 866-2214/2228</td>
</tr>
<tr>
<td>Personal Property Inbound/Outbound</td>
<td>(609) 754-6911</td>
</tr>
<tr>
<td>Post Office - Colt's Neck</td>
<td>(732) 462-3935</td>
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<tr>
<td>Red Cross - Toll Free</td>
<td>(877) 272-7337</td>
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<tr>
<td>Tricare - Toll Free</td>
<td>(877) 874-2273</td>
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<tr>
<td>USO (NYC)</td>
<td>(212) 695-6160</td>
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<tr>
<td>Weapon's Registration NWS Earle</td>
<td>(732) 866-2526</td>
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<tr>
<td>Youth Center</td>
<td>(732) 866-2148</td>
</tr>
<tr>
<td>School Liaison Officer</td>
<td>(732) 866-2472</td>
</tr>
</tbody>
</table>
NJ SCHOOLS & EDUCATIONAL PROGRAMS

New Jersey is known for having great schools!

New Jersey schools provide academic excellence and an array of extra-curricular activities. The public school your child/children will attend is determined by where you choose to reside within the community. Residents of Naval Weapons Station Earle are designated to local school districts. In the local area, there are multiple towns within commuting distance of Naval Weapons Station Earle. Monmouth County has many beautiful parks which offer great recreational programs for children. For more information, please contact the School Liaison Officer at 732-866-2472 or SLO.NWSEARLE.fct@navy.mil

THE CDC PROGRAM

Provides breakfast, lunch snack, indoor and outdoor activity, involves parents in planning through the parent involvement board, and frequently has events in which parents and others are invited. The director places emphasis on reading in the classrooms and a broad variety of stimulating materials is provided to encourage early reading habits among the children. The CDC provides special programs honoring specific events, including the week of the military child and reading week when employees are invited to come in and read to a class.

THE YOUTH CENTER

Maintains a school age care (SAC) program for children ages 5-12 years old as well as a summer camp program and extended days during winter and spring breaks. The youth program is an affiliate member of boys' girls' clubs of America and has a chartered 4-H program. Both torch and keystone club programs are offered at the Earle youth center as well as youth of the year, career launch, money matters, triple play, smart girls and power hour. The youth program also has a teen employment program, enabling teens to work during the summer for both income and experience.

For more information, contact the School Liaison Officer at 732-866-2472
# Checklist for School Moves

**From the Parent/Guardian:**
- Student's birth certificate
- Student's social security number/card
- Student's shot record
- Legal documents, as needed (power of attorney, custody papers, etc.)
- Proof of residency (2 utility bills with remittance attached)
- Military orders (including housing orders)

**School Information:**
- Address, phone numbers, email, other contact information
- Course description book/grading scale (for 6th grade and above)
- Copy of the cover of each textbook
- School profile/handbook
- School web page
- Other:

**School Records:**
- Copy of cumulative folder (only the copied mailed between schools is considered official)
- Current schedule
- Report cards
- Withdrawal grades or progress reports
- Test scores (standardized or special program testing, etc.)
- Other:

**Special Programs Records as Appropriate:**
- Individual Education Plan (IEP)/Individual Accommodation Plan (504)
- Gifted and Talented Program description
- English as a Second Language (ESL) or Bilingual Education description
- At-Risk or other action plans for classroom modifications
- Other:
THE 5 Principles

The Creative Curriculum is Based on 5 Fundamental Principles

1. Positive interactions and relationships
2. Social/Emotional competence
3. Constructive purposeful play
4. The Physical Environment – The place to start
5. Teacher/Family partnerships

Naval Weapons Station Earle
Child Development Center
732-866-2518
RELOCATING?
WE CAN HELP!

Check Out
www.MilitaryOneSource.com

and make a smooth move with these online tools:

Military INSTALLATIONS: Find maps, photos and more on over 250
military installations worldwide.

Plan my move: Provides e-moving tools, planning calendars,
checklists and information on education and employment.

Military OneSource Relocation Tool: Compare communities
throughout the US. Find cost of living reports, school report cards, a
salary analyzer, crime and safety reports, calculators and more.

Contact Military OneSource at
1-800-342-9647
for your specific relocation needs.

You name it. We can help—24/7!

Visit our website for overseas, Spanish and hearing impaired toll free telephone numbers,
Provided by the Department of Defense at no cost to active duty, Guard and Reserve, and their families.

Military OneSource is a virtual extension of installation services.