



JBER
Connect



Reporting and In-processing

Arriving at Anchorage International Airport:

When you land and pick up your bags, look for the Atwood Lounge (ASYMCA Military Lounge) inside the airport. From there, you can call Reception Staff Duty at 907-903-4281.

The Reception Staff Duty NCO can usually pick you up within an hour, depending on staff availability and weather permitting. Taxis are also an option (costing around \$40-\$60). If you prefer the taxi service, make sure to save your receipt to request reimbursement later at finance during your in-processing.

Driving on Base:

The Reception Staff Duty Office is located in on the bottom floor of Building 55, across from the Education Center, on the corner of Chilkoot Avenue and Fourth Street.

Reception South
BLDG 55, Basement
Joint Base Elmendorf-Richardson, Alaska
Telephone: 1-907-903-4281

What to bring when signing in:

When you check in with Reception Staff Duty, please bring:

- 2 copies of your orders bringing you to Alaska
- Most recent Leave Form

In-processing with the 11TH Airborne:

The 11TH Airborne Reception South provides a comprehensive 7-day in-processing program to ensure a smooth transition for incoming Soldiers. During this time, you will complete essential tasks such as Finance, attending informational briefs, and processing through the Central Issuing Facility (CIF). Our goal is to have you fully prepared to integrate into your unit and contribute to its mission from day one.

Total Army Sponsorship Program (TASP)

Moving to JBER? Your sponsor plays a key role in making your PCS smoother. A sponsor is assigned by your gaining unit and helps you and your family before, during, and after your move. They provide information about the base, local areas, housing, assist with in-processing, and explain your role in the unit's mission.

To request a sponsor:

1. Log into <https://actnow.army.mil>
 - a. Within 72 hours of assignment, SPONSORSHIP will appear in the left navigation panel
 - b. Additionally, you will receive an Email and Message in ACT notifying you of your assignment
 - c. Select TRACK from the left navigation, then click MESSAGES to view your Assignment Notification
2. Select SPONSORSHIP from the left navigation, then click DA FORM 5434
Click "create new form"
3. Complete all applicable sections (1, 2, 4, and 5) and save
4. You need to digitally sign the form with your CAC to complete this action
5. Once submitted, your sponsor will be notified.
6. If your sponsor changes, updates will appear in the "Messages" section in ACT.

If your PCS is **within 30 days** and you have not been contacted by your sponsor, reach out to the 11TH Airborne Division Reception Line at (907) 903-4281, or contact your gaining unit's Staff Duty for assistance.

Lodging/ Billeting:

Making reservations:

If you need lodging, make a reservation on the JBER-Richardson side of post by calling:
DSN: 317-384-5660
Phone: 907-384-5660

Additional lodging is available at the JBER-Elmendorf Northstar Inn:
Website: <https://af.dodlodging.net/property/JB-Elmendorf-Richardson>
Phone: 907-552-2454

Barracks and Housing:

E-1 through **E-5** Soldiers travelling **ALONE** and **WITHOUT** Dependents will be assigned a barracks room during in-processing. If you are accompanied by your family, you will need to make a lodging reservation using the numbers above.

E-6 through **E-9**, **O-1** through **O-6**, and **WO-1** through **WO-5** **MUST** make a lodging reservation using the numbers above.

On-Post Housing:

If you need to check availability, contact the JBER Housing Office:
DSN: 317-384-3907

Commercial: 907-384-3907

The JBER-Richardson Housing Office is located in the Welcome Center, BLDG 600, on the corner of Richardson Drive and Fifth Street, across from the Post Theater.

Aurora Housing is the provider for privatized housing on JBER
telephone 907-552-4439 / 907-753-1023

Website: www.auroramilitaryhousing.com