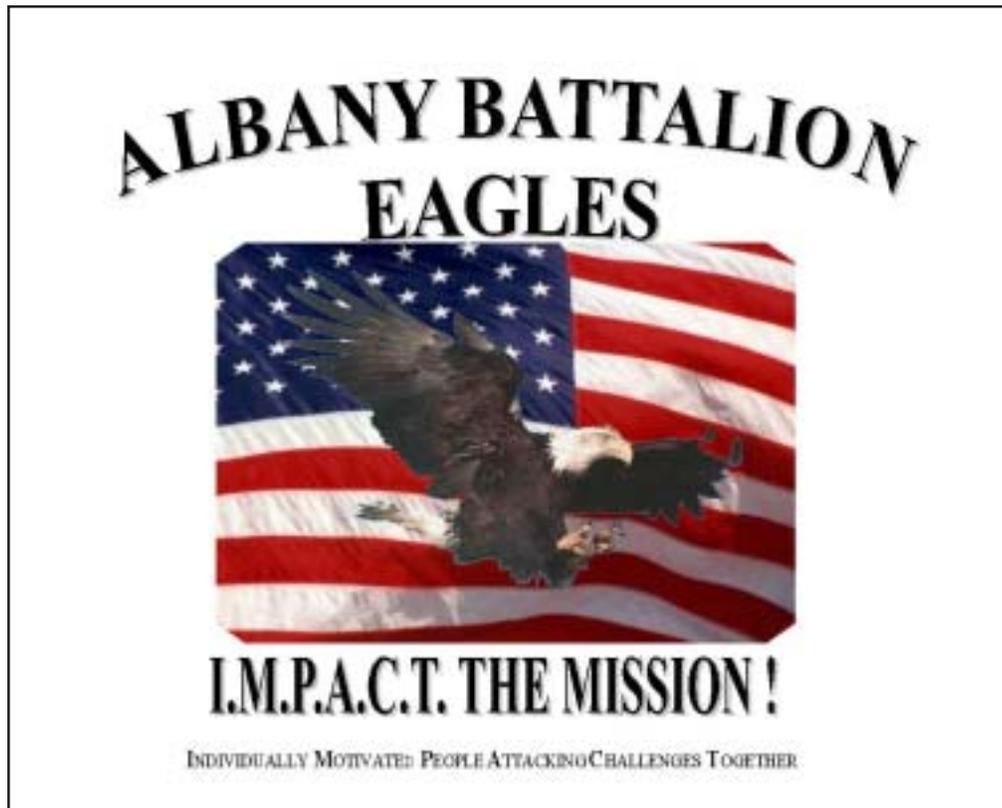


U.S. Army Albany Recruiting Battalion



**Connecticut
Massachusetts
New Jersey
New York
Vermont
Europe**

Welcome to Albany!

Updated fall, 2002

To newly assigned recruiters and families

Welcome to Albany Recruiting Battalion!

This handbook is designed to provide general information about Albany Recruiting Battalion and your new area of assignment.

Since you'll live and work in a civilian community remote from a military installation, it's very important that you become familiar with battalion organization and the programs designed to help you and your family. This handbook is the first step in an ongoing process to keep you informed.

Most families easily adapt to living in a civilian community and find it to be a unique and satisfying experience. We encourage your involvement in school and church activities, as well as other civilian community organizations. The Northeast has a wealth of historic, cultural, and entertainment opportunities for your enjoyment.

At the same time, it's important that your family participate in recruiting company and station get-togethers as often as possible to keep in touch with other soldiers and military families.

I am the Soldier & Family Assistance Program Manager. When you have questions, concerns, or suggestions please contact me at:

1.800.790.0963 (toll free)
select: 1st Brigade, Albany Battalion
or
518.438.6983

or write to me at:

U.S. Army Recruiting Battalion Albany
Soldier & Family Assistance Program Manager
Pam Lawrence
21 Aviation Road
Albany, NY 12205

Once again, welcome to the Albany Recruiting Battalion family.

Pam Lawrence
Soldier & Family Assistance Program Manager
Albany Recruiting Battalion

Albany Battalion headquarters telephone directory

Battalion Commander	518.438.0778
Executive Officer	518.438.6074
Battalion Sergeant Major	518.438.0778
Administrative Section (S-1)	518.438.7390
Information Management	518.438.6985
Soldier & Family Assistance Program Manager	518.438.6983 or 800.790.0963
Operations (S-3)	518.438.2275
Supply (S-4)	518.438.6657
Education Services Support	518.438.6988
Advertising & Public Affairs	518.438.5536
MEPS - Albany	518.438.4025
MEPS - New York City	718.836.6648
MEPS - Springfield	413.732.0293

Company headquarters directory

Albany Company	518.266.6283/84
Bear Mountain Company	845.344.5795
Burlington Company	802.654.7107
Catskill Company	518.266.6281/82
Europe Company	011.49.62211.83188
Hartford Company	860.896.0315/0541
New Haven Company	203.789.1885/1994
Springfield Company	413.593.6690

Soldier's guide for reporting

While you are at the Army Recruiter Course

Upon notification from Army Recruiting School (ARC) that you have been selected for assignment to Albany, New York Recruiting Battalion, contact the battalion adjutant or PAC supervisor at:

518.438.7390

to determine your pinpoint assignment. This will normally be determined before you graduate from ARC. Your sponsor will contact you to help facilitate your move to our battalion.

Recruiting processing is done by computer. In order to begin recruiting upon your arrival, you **must** complete the USAREC Form 1088 at the back of this packet. Fill out and sign Part 1. FAX it to the Information Management Office at 518.458.2910. Recommend you call us at 518.438.6985 to confirm receipt. If we do not receive this form at least two weeks prior to your arrival, you will experience severe delays in obtaining your assigned laptop and access to the USAREC Network, which will affect your recruiting efforts.

Before you PCS

Please note that PCS orders for all inbound new recruiters will assign you to the Albany Battalion only. Albany Battalion covers area in five states and Europe. Upon receiving your PCS orders, you may contact the S1 section at the number below if you need your orders endorsed to include your recruiting station. This will facilitate your transportation arrangements to your pinpoint assignment (eg: you may be coming to Albany, N.Y., Battalion, but going to Worcester, Mass., or Burlington, Vt.): **518.438.7390/7944**

When you get your official PCS orders, you may FAX a copy to us at:

518.458.2910, ATTN: Personnel Sergeant

When you report to the battalion

You are required to report to battalion headquarters, located on the outskirts of Albany, New York. See the enclosed map for specific directions.

You must schedule an appointment with the PAC between the hours of 0900 and 1500. Call us at the above listed telephone number. The duty uniform is class B. You will fully in-process before reporting to your company and station level assignment. **Failure to do so will greatly affect the time it takes to receive your authorized pay entitlements, listed below.**

PTDY is authorized for the first 10 days after signing in as long as you did not previously take it in conjunction with your PCS leave. After these 10 days, soldiers will be required to start their recruiting duties.

Pay entitlements

BAH is a combination of the BAQ and VHA. It differs depending on your assignment area. The intent of this allowance is to provide soldiers a housing allowance comparable to their counterparts (of comparable salary and dependency status).

SDAP is effective on the date of inprocessing and takes approximately 60 days to activate. The current rate for a field recruiter is \$375 per month.

TLE is authorized for up to 10 days. You must fill out a TLE worksheet and submit it along with a copy of your hotel receipts. Temporary housing may be available in your assigned area. Contact your sponsor to verify.

Family Separation Pay is authorized for your time at the ARC. Fill out a DD Form 1561. You cannot file this entitlement until your travel claim has been returned to finance.

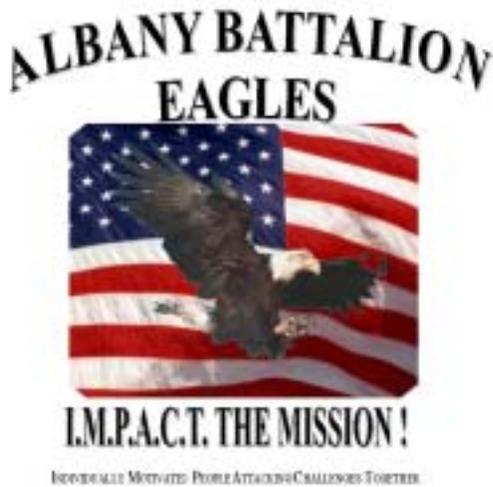
to duty at Albany Battalion

You **must** bring the following items with you at the time you in-process:

- √ PCS orders and any ammendments to these orders
- √ Original DA 31 (leave form)
- √ Finance packet to include advance travel receipts (manila folder)
- √ MOS orders (provided by the Army Recruiter School)
- √ Army Recruiter Course (ARC) graduation certificate
- √ Vehicle registration (if you have two vehicles)
- √ Information necessary to update DD93 and SGLI
- √ Military 201 file: 2A, 2-1, promotion packet (if applicable)
- √ Last NCOER
- √ Military ID card
- √ Civilian and military drivers license
- √ Reenlistment card
- √ Quarters termination sheet if you lived in government quarters

It is extremely important you have **all** the above required documents at the time of your in-processing. This is a large battalion ... 41,442 square miles in CONUS. You may have a long drive back to your pinpoint assignment if you forget any of these documents. In-processing must be completed on the day you arrive at the battalion.

Who we are



Welcome to Albany Recruiting Battalion. We hope you find the information in this packet to be of interest and helpful in making your assignment here more pleasant.

The Albany Recruiting Battalion, with headquarters in Albany, New York, encompasses the northeastern 23 counties of New York, the states of Vermont and Connecticut, the five counties of western Massachusetts, the northern five counties of New Jersey, and Europe. There are almost 11 million people living within our CONUS boundaries. They inhabit hundreds of small and mid-sized towns, and cities like Albany and Poughkeepsie N.Y., Burlington, Vt., Hartford and New Haven, Conn., and Springfield, Mass. They also live in sparsely populated rural areas, primarily in northern New York and most of Vermont.

In December 1972, when we were established, Albany Battalion was responsible for only northeastern New York and western Vermont, but then we grew, and grew, and grew. Our mission was then, and still is, to provide soldiers for the active Army and Army Reserve for our area of responsibility.

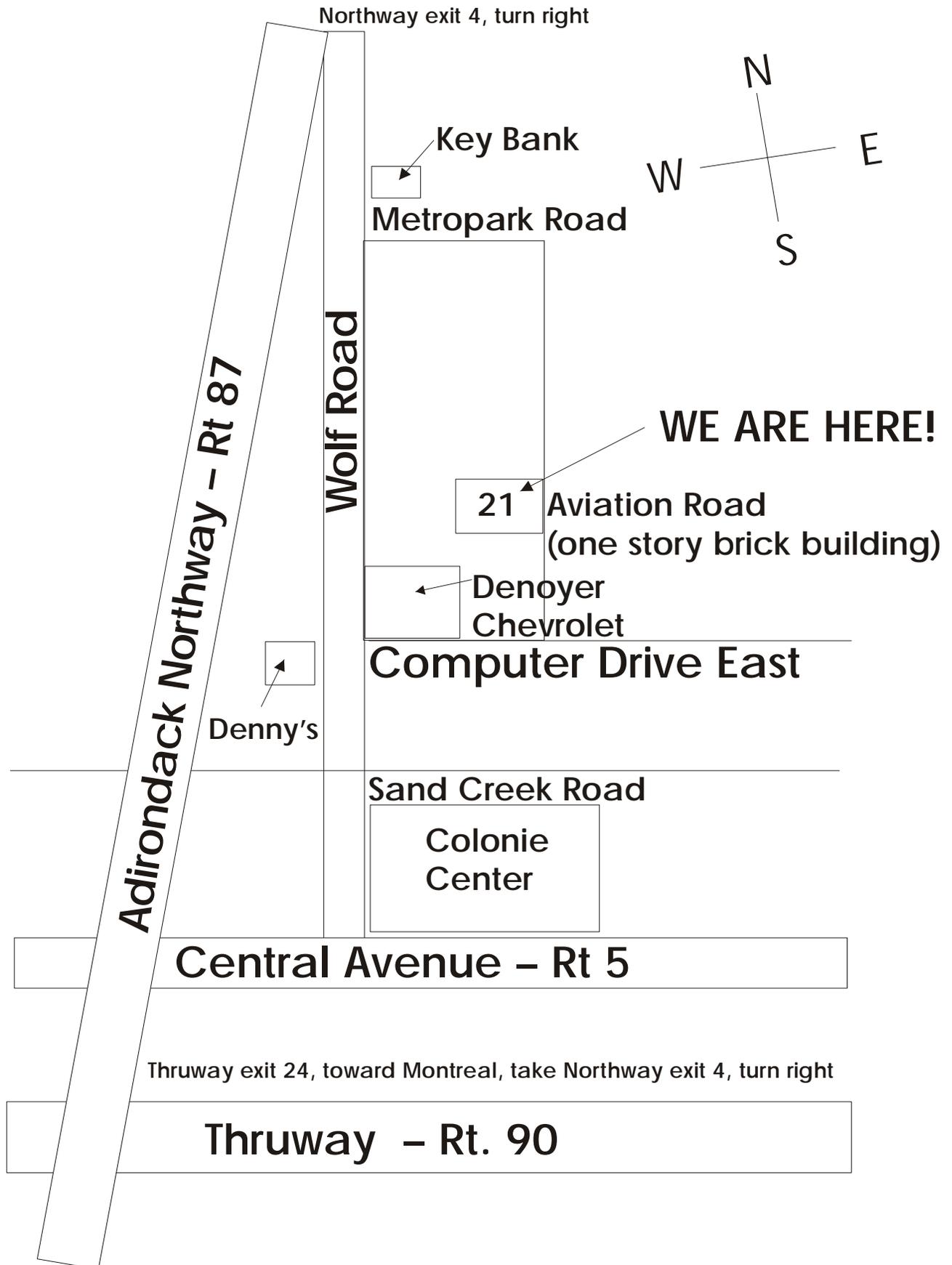
The battalion operates 46 CONUS recruiting stations under seven recruiting companies across the five states and four recruiting stations under a recruiting detachment in Europe, supported by a battalion staff of 37. We support 64 Army Reserve units in addition to the active Army mission. Special missions include: Officer Candidate School, Warrant Officer Flight Program, Army Band, and referrals for the Reserve Officer Training Corps (ROTC). The battalion is supported by three Military Enlistment Processing Stations (MEPS) located in New York City and Albany, N.Y., and Springfield, Mass., as well as various military units in Europe.

Battalion headquarters is located on the outskirts of Albany, N.Y., in the suburb of Colonie. Traveling to Albany is both convenient and enjoyable. Located at the crossroads of the Northeast, the Capital Region is accessible by major expressways, well-maintained rural thoroughfares, AMTRAK railway, and Albany International Airport. The New York Thruway, Adirondack Northway, Taconic Parkway and Interstate 88 all converge in the region.

No matter what your interests may be; spring, summer, fall and winter all offer their own kind of fun ... sports, fine arts, arts & crafts, history -- the American Revolution happened all around us in places like Saratoga and Bennington -- it can be found in or around Albany Battalion. The great cities of New York City, Boston and Montreal are easily accessible for a day trip or a long weekend. See each company page for more information.

Included is a strip map to battalion headquarters. Remember, this assignment is what you make it, so be sure to enjoy everything that the great Northeast has to offer.

Strip map to Albany Battalion:



Handy information index for soldiers and families

American Red Cross



The American Red Cross acts as a source of information and referral for family counseling. They can verify and notify soldiers and family members of personal emergencies when separated by distance. They offer first aid and safety classes; and they act on behalf of Army Emergency Relief. Call **877.272.7337** for emergencies. Contact your local American Red Cross chapter, listed in your local telephone directory, for more information.

Army Community Service

Army Community Service offices are located at:

Watervliet Arsenal, N.Y. 518.266.5103

Fort Drum, N.Y. 315.772.6799

West Point, N.Y. 845.938.2519

Hanscom AFB, Mass. 781.377.4222

Groton Naval Base, Conn. 860.694.3383

They are available to assist you with varied services including:

- ➔ information and referral - on relocation such as: area schools, recreation, military and civilian agencies, child care, etc.
- ➔ employment assistance - provides individual job/career search information, resumes, SF 171 and referrals.
- ➔ Family Advocacy Services - assistance with special needs and counseling referrals
- ➔ financial assistance - budget counseling, debt liquidation assistance, financial planning for every situation.
- ➔ Community Outreach - home visitation
- ➔ Military Personnel Services - assistance with SBP, pensions, health benefits and all retirement issues.

Child care

The cost and location of child care varies in each geographic area. Contact your Family Support Group leader through the Company/ Station Commander for advice on child care facilities in your area.



Connecticut:

Groton Child Development Center **860.694.3741**

Massachusetts:

Massachusetts ACS/FSC at Fort Devens, contact at **800.554.7813**, extension **2260**

Hanscom AFB at **781.377.4617**, Child Development Center **781.377.7166**

New York:

Watervliet Arsenal FSC **518.266.5103**

West Point ACS **845.938.4621/2519**, Child Development Center **845.938.4798**

Stewart ACS **845.563.3257/3754**, Child Development Center **845.563.3522** or **3316**

Dental plan

Active Duty Service Members are eligible to receive \$500 a year routine dental care from a civilian provider without prior authorization. Routine dental care includes:

- ☺ **cleaning**
- ☺ **bite wing x-rays**
- ☺ **fillings**

Any dental procedures other than routine must be submitted to Albany Battalion for forwarding to Military Medical Support Office (MMSO) for approval. These include:

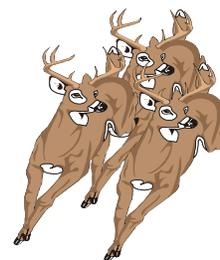
- ☹ **crowns**
- ☹ **orthodontics**
- ☹ **root canals**
- ☹ **fillings which will exceed the \$500 limit**

The Active Duty Family Member Dental Plan (FMDP) is a voluntary comprehensive dental plan available to active duty family members (spouses and children). Sponsors must intend to remain on active duty for 24 months to enroll family members. To avoid eligibility problems, sponsors must ensure that family information in DEERS is accurate and up-to-date. Send dental claim forms to:

United Concordia
TDP Claims Processing
PO Box 69411
Harrisburg, PA 17107-9411
For information, call: 800.866.8499

DEERS Enrollment

The Defense Enrollment Eligibility Reporting System, DEERS, verifies and confirms the soldier's and family member's eligibility to receive uniformed services benefits. Soldiers are automatically enrolled. Family members, including those younger than age 10, **MUST** be enrolled through the administrative section at battalion headquarters.



Whenever a soldier re-enlists, family members **MUST** be re-enrolled into DEERS. Copies of marriage and birth certificates are required, if applicable. The soldier's signature is required to complete enrollment. The toll free number to check on DEERS enrollment is **800.538.9552**. To contact DEERS with address changes, e-mail them at: **addrinfo@osd.pentagon.mil**.

Exceptional Family Member Program

The Department of the Army's EFMP addresses the special needs of any family member who has an illness or disability that limits daily functions and requires ongoing educational or health-related services. It ensures that service members receive the information and assistance necessary to involve those family members in specialized programs and services. The exceptional family member must be enrolled in this program. Information about the program can be obtained from:

West Point, N.Y., 845.938.6388
Fort Drum, N.Y., 315.772.4653
Hanscom AFB, Mass., 781.377.4617.

If you have a family member with special medical needs, it is **MANDATORY** that you participate in this program. You must contact Soldier & Family Program Manager Pam Lawrence at **518.438.6983**, or toll-free at **800.790.0963** prior to your arrival if you have a family member with special medical needs in order to ensure appropriate care.

Family Advocacy

The primary emphasis of the Family Advocacy Program is the prevention, identification, and treatment of child and spousal neglect and/or abuse. For more information on this program contact Albany Battalion Soldier and Family Program Manager Pam Lawrence at **800.790.0963** or at **518.438.6983**.



Family Readiness Group

The Albany Recruiting Battalion Family Readiness Group (FRG) is an organization of spouses designed to assist and support family members. FRG representatives are available at each recruiting company. They are caring people who can assist you with many of your concerns such as relocation, FRG activities and communication among company spouses. All spouses are encouraged and welcomed to take an active part in their FRG. For information about the FRG in your company contact your Company Leadership Team (CLT) or Battalion FSC Pam Lawrence, toll-free at **800.790.0963**, or at **518.438.6983**.

The primary purpose of the Family Readiness Group is to provide support and assistance, promoting the best possible Quality of Life for all recruiters and families. Quality of Life is different for each of us. It's the values and goals, interests and material benefits ... the lifestyle ... for which you and your family strive.



Higher education

There are numerous two- and four-year colleges, universities, junior colleges and vocational schools available throughout the battalion. Acceptance policies and tuition costs vary widely. Additional information may be obtained from Battalion Education Specialist Bruce Barclay at **518.438.6988**.

Household goods

Transportation offices are located at:

-  **Saratoga Navy Depot, Scotia, N.Y. 518.226.0548**
-  **Westover AFB, Chicopee, Mass.**
-  **West Point, N.Y. 845.938.5311**
-  **U.S. Naval Submarine Base, Groton, Conn.**

These offices provide transportation coordination for your household goods incoming to the Albany Battalion. If you are expecting household goods to arrive, contact the transportation section at one of these installations and provide them with an address and phone number for the movers. Claims for damaged goods must be received in the transportation office within 70 days after arrival. For more information call Albany Battalion Administration at **518.438.7390**.

Job referral information

Employment opportunities can be found at your local Department of Labor Employment Office or local daily newspaper. Job referral points of contact can be found at:

- Connecticut:** Groton Naval Base **860.694.3383**
- Massachusetts:** Hanscom Air Force Base **781.377.4222**
- New York:** Army Community Services Office, Watervliet Arsenal **518.266.5103**
West Point **845.938.2519**
Navy Family Service Center **518.583.2900**
- Military Spouses' Career Network:** www.mscn.org

Legal assistance

The Army Legal Assistance Program provides you and your family with free legal advice and counseling. This service can be obtained at Fort Drum, N.Y., West Point, N.Y., US Naval Submarine Base, Groton, Conn., and Watervliet Arsenal, N.Y. An appointment should be made before traveling to any location. A personal affairs checklist is attached in this handbook, complete this to help you quickly inventory your family's state of preparedness. Contact battalion administrative section at **518.438.7390** for further assistance.

Medical/dental direct care from civilian providers

Active duty Army and Army Reserve military personnel in Albany Recruiting Battalion will follow the procedures outlined below when using medical or dental care from civilian providers.

-  Military Treatment Facilities (MTF) will be used when the individual is within a 40 mile radius of an installation or MTF. **Emergency** care from a civilian provider does **not** require prior approval. If an injury or illness occurs that requires emergency care the soldier can go directly to an emergency room and seek treatment. This also applies to dental emergencies. The soldier or someone acting on his or her behalf must notify the soldier's chain of command as soon as possible to report the treatment. Emergency conditions are defined as medical treatment of patients with **severe life threatening** or **potentially disabling** conditions resulting from accident or sudden onset of illness. These conditions necessitate immediate care to prevent undue suffering or loss of life and dental treatment for relief of painful or acute conditions.
-  Routine medical/dental care may be obtained from civilian providers when soldiers are beyond the 40 mile catchment range (per zip code). Before receiving medical care the soldier must contact TRICARE **888.999.5195** for a list of participating providers. See TRICARE for additional information.
-  The provider will send form HCFA 1500, UB92 or ADA, to the battalion HBA if medical treatment is from a non-participating provider.
-  If the cost of dental care exceeds \$500 for treatment of a specific condition there are certain procedures you must follow. Contact battalion HBA before seeking care that falls into this category.
-  Active duty personnel may receive up to \$500 worth of routine dental care per fiscal year.
-  Eye examinations may be obtained from civilian sources. The cost of civilian glasses are **not** covered at Army expense unless certain conditions are met.
-  Reimbursement for prescription drugs must include the name and a statement signed by the recruiter. This invoice must be sent to battalion HBA for processing.

Military identification cards

Military identification cards (ID) for soldiers and their family members can be completed in the administrative section at battalion headquarters. For verification, marriage and birth certificates are required. All ID card applications for family members require the soldier's signature. Children age 10 and older require a military ID card.

Active duty soldiers **must** obtain ID cards through an Army installation such as Fort Drum or West Point. Family members may obtain ID cards at a military installation or at the Navy Administrative Unit, Scotia, NY.

Motor vehicle license and registration

Non-resident military personnel may operate private vehicles in any of the states covered by the Albany Battalion as long as they hold a valid driver's license from their home state. This privilege does not extend to spouses in all states. Spouses may need to obtain a driver's license for that state within 30 days of moving into the state.

Recruiter Expense Allowance

Recruiter Expense Allowance (REA) is a program used to reimburse recruiters for incidental out-of-pocket expenses incurred through interaction with Army applicants and their family members. The maximum amount authorized is \$75 per month, per recruiter. More detailed information pertaining to REA will be provided by budget personnel during your in-processing.



School enrollment for children

Obtain a copy of your children's records from the school they are now attending at the time you withdraw them from that school. This helps the new school to provide the best placement and services for your children.

The new school will request the records from the old school but that often takes a long time. You also need to bring a copy of each child's immunization records and birth certificate with you when enrolling your children. For more information about school enrollment contact Battalion Education Specialist Bruce Barclay at **518.438.6988**. Inquiries can also be made to the respective state departments of education.

Tax assistance programs

Each of the following tax assistance locations offers assistance to all personnel with the the EZ form and e-filing. Some offer assistance or can answer questions with more complicated forms.



West Point: **845.938.6040**

Groton Naval Base: **860.694.3741** menu #32

Hanscom AFB: **781.377.4227** - call for an appointment

Additional resources you can contact for assistance:



IRS Tax Assistance Line **800.829.1040**, open 24 hours a day, 7 days a week



local public libraries -- listed in your local phone book in the yellow pages



National Guard -- listed in your local phone book



your computer -- there are a variety of programs available ... look for one that contains all the different state forms.



TRICARE

TRICARE is the Health and Medical Program of the Uniformed Services. There has been a change to the health benefits of Active Duty Service Members (ADSM) and their family members (ADFM) in Region 1. Websites for TRICARE information are:

Health Affairs: www.ha.osd.mil

TRICARE Provider Directory: www.tricare.osd.mil

Sierra: www.sierramilitary.com

All soldiers assigned to Albany Recruiting Battalion must enroll in TRICARE Prime.

TRICARE Prime

ADSMs who live or work within 50 miles of a Military Medical Treatment Facility (MTF) must enroll in TRICARE Prime, and use that MTF for all their medical needs. If the ADSM needs specialty care that is not offered at that MTF, he/she must receive pre-authorization to use another care provider by contacting **888.999.5195**. Sierra Military Health Services (SMHS), the TRICARE contractor, will set up the appointment for the specialty care.

Soldiers may get prescriptions filled through the National Mail Order Program (NMOP), at local Veterans Administration Hospitals, and at TRICARE Extra network pharmacies. Soldiers will not be reimbursed for prescriptions obtained through non-network civilian pharmacies.

Family members living with a soldier eligible for TRICARE Prime may also enroll in the same plan as the soldier. ADFMs interested in enrolling in the TRICARE Prime or Northeast GSU Program may contact SMHS at **888.999.5195** or the Battalion SFAPM at **800.790.0963** 1st Brigade, Albany Bn, for an enrollment form and information.

TRICARE Standard

No enrollment is necessary for family members who continue to use TRICARE Standard. A provision of TRICARE Standard is an annual deductible. TRICARE Standard will cost-share 80 percent of the allowable charge for outpatient services and supplies for active duty families when using a TRICARE Standard participating provider. **TRICARE Standard will not cover all charges.** Claims for inpatient care must be filed no later than one year of the date a patient is discharged from an inpatient facility.

more on TRICARE on next page ...

TRICARE, continued ...

Families do not have to pay more than a total of \$1,000 of the TRICARE allowable charges plus the annual deductible for out-of-pocket expenses each year. For medical expenses above \$1,000, TRICARE will pick up the entire share of TRICARE allowable charges.

It is each family's responsibility to track their total annual expenses. When you reach \$1,000, you must inform TRICARE by including a letter with the claim you are submitting.

You can get forms and assistance regarding TRICARE options from the following HBAs:

Fort Drum:	315.772.5111
West Point:	845.938.4838
Hanscom AFB:	781.377.7921
Groton Naval Base:	860.694.3383
Albany Battalion:	800.790.0963

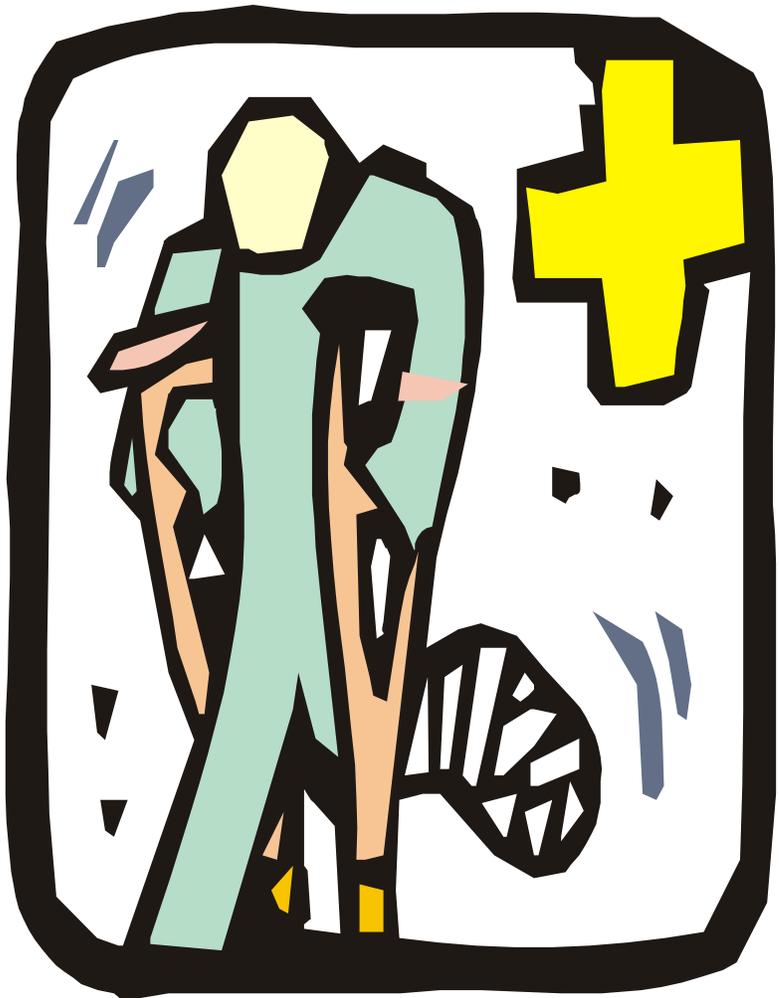
If you need to check the status of your claim, call TRICARE at **800.578.1294**.

TRICARE supplemental insurance

TRICARE supplemental insurance can be purchased and will pay all or part of the remaining costs after TRICARE has paid its portion of the medical bill. TRICARE supplemental plans are offered by military associations and credit unions.

Unlike the TRICARE program which automatically accepts an eligible military family member, each TRICARE supplement has its own rules about eligibility and acceptance. The family must apply for the supplemental coverage. It is possible that an individual might be accepted for only a limited coverage. Even if a family is granted coverage by the supplemental plan, not all expenses may be paid. You must read the insurance option carefully before selecting a plan.

The cost of supplemental insurance is listed as annual premium. Most plans do offer the option of monthly, quarterly or semi-annual payments. Premiums from different insurance companies vary even for the same benefits.



Military installation information

There are several military facilities located in the states of Connecticut, Massachusetts and New York that provide services to soldiers and family members. Because Albany Recruiting Battalion covers four CONUS states there is no one “nearest” military installation at which you may receive services. Use the installation most convenient for you and your family. In each of the installations listed below, the first phone numbers listed are the main post (or base)operator, the second number is the Army Community Service Center or service equivalent.

Installation	Housing	Dental	Hospital	PX	Commissary
Connecticut					
Naval Hospital Groton, CT 203.449.4919	X	X	X	X	X
Massachusetts					
South Weymouth Naval Air Station Boston, MA 02190 617.786.2500 617.786.2581	X	Clinic	Clinic	X	X
Cape Cod Coast Guard Barnstable, MA 02542 508.968.5300 508.968.5541	X	Clinic	Clinic	X	X
Hanscom Air Force Base Bedford, MA 01731 617.377.4441 617.377.4222	X		Clinic	X	X
Westover Air Force Base Chicopee, MA 413.557.1110				X	X
New York					
Ballston Spa Navy Clinic Ballston Spa, NY 518.885.4011	X	X	Clinic		
Scotia Naval Depot Scotia, NY 518.382.0473 518.382.0473				X	X
US Military Academy West Point, NY 914.938.5000	X	X	X	X	X
Fort Drum Watertown, NY 315.772.5111	X	X	X	X	X



Housing options



Housing of all types is available on the market. Your choices are limited only by your geographic area, your, or your family's, taste and, of course, your budget.

You may be eligible to consider housing available through the Government Leased Housing Program. Soldiers and their families have the opportunity to occupy housing managed and paid for directly by the government. The goal is to alleviate financial burdens caused by the possible high cost of housing in your area. There are two categories:

Bachelor Leased Housing Program (BLHP).

The BLHP is intended for **single** service members who are entitled to BAH at the “without dependents” rate. The program was established to assist personnel at locations where hardship would be encountered because of high costs and non-availability of government housing.

Basic eligibility requirements:

1. E6 or below, not on the E7 promotion list.
2. Receiving BAH at the “without dependents” rate or “with differential.”
3. Paying in excess of 15% of BAH out of pocket for rent/utilities.
4. Government quarters not available within a one hour commute to duty station.

If you meet these requirements, you may be eligible for Bachelor Leased Housing. Please contact Battalion Leased Government Housing Program Manager Lynne Kubis at 518.438.6987 or email lynne.kubis@usarec.army.mil.

Government Leased Family Housing Program.

The Leased Family Housing Program is designed for **families** assigned to locations where BAH does not adequately support housing costs and military housing is not available within a one hour commute from the duty station. The program helps to prevent families from incurring excessive out-of-pocket costs.

Basic eligibility requirements:

1. Be eligible for the BAH at the “with dependents” rate.
2. Government quarters not available within a one hour commute to duty station.
3. Be accompanied by dependents.

If you meet these requirements, you may be eligible for Family Leased Housing. Please contact Battalion Leased Government Housing Program Manager Lynne Kubis at 518.438.6987 or email lynne.kubis@usarec.army.mil.

Looking for a job?



Here are some places to start:

Military Spouses' Career Network:

Internet address: www.mscn.org

Connecticut:

Internet address: www.state.ct.us

Massachusetts:

Internet address: www.state.ma.us

New York:

Internet address: www.state.ny.us

New Jersey:

Internet address: www.state.nj.us

Vermont:

Internet address: www.state.vt.us

Hotline/assistance toll-free telephone numbers

Al-Anon Family Group Headquarters (Provides literature to help families of alcoholics)	800.356.9996
Alcohol and Drug Abuse Helpline (Provides 24-hour helpline, information and referral on alcohol abuse)	800.252.6465
Beechnut Baby Foods (Provides information on feeding & nutrition)	800.223.2468
Child Abuse Hotline (Provides counseling and information on child abuse)	800.422.4453
Cocaine/Substance Abuse Hotline/Drug Abuse Institute (Provides 24-hour counseling/referrals on cocaine abuse, and literature, information and referral on alcohol abuse)	800.662.4357
LifeWorks	888.267.8126
National Runaway Switchboard (Provides counseling and referrals to troubled teenagers)	800.621.4000
Red Cross	800.831.0927
VD Hotline (Provides information/referrals on sexually transmitted diseases)	800.227.8922

Albany Recruiting Company

Watervliet Arsenal

ATTN: Albany Recruiting Company Bldg. 10

Watervliet, NY 12189-4050

518.266.6284/6283

Recruiting Stations:

Albany Recruiting Station
Colonie Center Mall
Central Avenue & Wolf Road
Albany, NY 12205
518.458.8554

Oneonta Recruiting Station
100-102 Main Street
Oneonta, NY 13820
607.432.5530

Saratoga Recruiting Station
Gaslight Square & South Broadway
Saratoga Springs, NY 12866
518.587.5216

Schenectady Recruiting Station
34 Jay Street
Schenectady, NY 12305
518.382.1741

Johnstown Recruiting Station
55 East Main Street
Johnstown, NY 12095
518.762.6665

Glens Falls Recruiting Station
Rte 9, Mt. Royal Plaza
Queensbury, NY 12804
518.792.5181

Albany Recruiting Company encompasses the regions of the upper Hudson Valley, southern Adirondack Mountains, eastern Leatherstocking country, and the Capital District/Saratoga area. There's lots to explore and enjoy during your Albany Battalion tour.

The upper Hudson Valley Region is home to quaint villages, wineries, historic parks and sites. In the summer, produce stands offer the best of the area's specialties ... several have "pick your own" fields ... an economic option for family fun. Companies in Glens Falls and Lake George offer hot air balloon rides.

The Adirondacks include a six million acre plus wilderness preserve, five mountain chains, forests, lakes and river valleys. Recreational activities include fishing, boating, horseback riding, and winter sports. The Great Escape Splashwater Kingdom in Queensbury, with 125 rides, shows and attractions, is open Memorial Day to Labor Day.

In Leatherstocking country, Cooperstown, with the world-famous Baseball Hall of Fame, is also home to several museums and attractions, and the Glimmerglass Opera. Howe's Caverns and the Iroquois Indian Museum are good reasons to visit Schoharie County. Oneonta offers the Soccer Hall of Fame.

The Capital District/Saratoga Region offers a mix of old and new; the Empire State Plaza with the innovative "Egg" theatre, the New York State Capital with its million dollar staircase, historic homes of the Knickerbockers, golf courses, arena football and minor league baseball. The original American home of the Shaker religious community is near Albany International Airport.

Saratoga Springs is a world-class tourist attraction. The summer season offers thoroughbred racing, invigorating mineral baths, symphony, ballet, and rock & roll under the stars at the Saratoga Performing Arts Center. The Battle of Saratoga, the turning point of the Revolutionary War, is commemorated at a park and center. You can tour Revolutionary General Philip Schuyler's home in Schuylerville, right outside Saratoga, or visit several arts centers or museums in the city of Saratoga.

The State University of New York has several campuses in the area, along with several private and community colleges. Shopping opportunities include the second largest shopping center in the country, Crossgates, just west of Albany on Route 20. Antique and craft shops are everywhere. The region has several summer fairs and craft shows throughout the year.

Access www.state.ny.us/ for more information.

Bear Mountain Recruiting Company

USAR Center, Phelps Road

453 Route 211 East

Middletown, NY 10940

845.344.5795

Recruiting stations:

Middletown Recruiting Station

453 Route 211 East
Middletown, NY 10940
845.343.1006

Newton Recruiting Station

21-23 Main Street
Newton, NJ 07860
973.383.9933

Spring Valley Recruiting Station

301 West Route 59
Nanuet, NJ 10954
845.624.6185

Monticello Recruiting Station

230 Broadway
Monticello, NY 12701
845.796.1601

Paterson Recruiting Station

386B Main Street
Paterson, NJ 07501
973.357.0814

Newburgh Recruiting Station

Lakeside Plaza, Store #2
136 Lake Street
Newburgh, NY 12550
845.561.2563

Bear Mountain Company encompasses the southern Hudson Valley and Catskill regions in New York and the northern counties of New Jersey. There's lots to explore and enjoy during your Albany Battalion tour.

The United States Military Academy, better known as West Point, is in the company area. Located just 50 miles north of New York City, West Point's role in American history dates back to the Revolutionary War, when both sides recognized the strategic importance of the commanding plateau on the west bank of the Hudson River. General George Washington transferred his headquarters here in 1779. Escorted tours are available year-round from West Point Tours. Call 914.446.4724 for more information.

Historic sites include General George Washington's Revolutionary War headquarters in Newburgh. It's a National Historic Site you can tour from mid-April to October. In Stony Point, the 1779 battlefield site of the successful midnight Light Infantry attack against the British, led by General "Mad" Anthony Wayne, is open April 15 to October.

In the northern New Jersey area, just outside New York City, you'll find fresh green parks and recreation areas, dramatic river valleys, and miles of nature trails, including 70 miles of the Appalachian Trail. You'll soon see why New Jersey is called "The Garden State."

Historic sites, cultural activities, museums like the U.S. Golf Museum at Farr Hills, and shopping opportunities are everywhere. The Jets, Nets and Devils are just next door. Stop by Great Bear Swamp or Lake Hopatcong. Maybe you'll see the monsters -- they've lived there since the 17th century.

Just east of Bear Mountain Company is the "greatest city in the world," New York City. More stores, museums, and entertainment are packed into the island of Manhattan than anywhere else. Several companies offer bus and boat tours.

Just south of Bear Mountain Company is the gaming capital of the Northeast, Atlantic City. Twelve resorts offer adult and family fun. The first and world's most famous boardwalk is known as "America's Favorite Playground."

The Statue of Liberty, symbol of America's freedom, is claimed by both New Jersey and New York. But it doesn't matter which state it's in -- it's a great opportunity for you and your kids to experience. Take the ferry ride and see the first glimpse millions of immigrants -- maybe yours -- saw of their new home.

Access www.state.ny.us/, or www.state.nj.us/ for more information.

Burlington Recruiting Company

245 South Park Drive
Suite 8
Colchester, VT 05446
802.654.7107/7108

Recruiting Stations:

Barre Recruiting Station
304 North Main Street
Barre, VT 05641
802.476.6610/4530

Burlington Recruiting Station
1000 Shelburne Road, Suite 40
S. Burlington, VT 05403
802.863.3883

Bennington Recruiting Station
355 Main Street
Bennington, VT 05201
802.442.8457

Malone Recruiting Station
7 Pearl Street
Malone, NY 12953
518.483.8480

Plattsburgh Recruiting Station
529 State Route 3
Plattsburgh, NY 12901
518.561.4820

Rutland Recruiting Station
North End Plaza, North Main Street, Unit 271
Rutland, VT 05701
802.775.2518

St. Johnsbury Recruiting Station
107 Eastern Avenue, Suite B
St. Johnsbury, VT 05819
802.748.5003

Burlington Recruiting Company's headquarters are in the heart of the Green Mountains and cover the entire state of Vermont and the upper northeast portion of New York state. There's lots to explore and enjoy during your Albany Battalion tour.

Vermont is famous for its dairies (some say they have more cows than people), granite mines, slate quarries, maple syrup, Cabot cheese, picturesque New England towns, sailing and skiing. In a place that celebrates winter, you can ski (downhill or cross-country), snowshoe, tube, or snowboard at many places, including Stratton Mountain, where Jake Burton Carpenter invented the snowboard, or Stowe, where descendants of the Von Trapp family, of "The Sound of Music" fame, settled when they escaped the Nazis in WWII. Winter carnivals, snow sculpture contests, ice fishing, and sleigh rides should keep you and the kids busy through the cold months. In the fall "leaf peeping" is an annual rite of passage, with residents and tourists alike looking for the most brilliant foliage. County fairs and festivals run throughout the year.

Tourism is a major source of the state's economy. Antique, fine arts and craft shops are everywhere. Museums include Bennington Museum with a large Grandma Moses section including a reconstruction of the studio where she painted, and two Norman Rockwell museums, one in Rutland and one in Arlington. Manchester, a quaint town in itself, is an outstanding outlet center.

Vermont and upstate New York were key to winning the Revolutionary War. The first American victory of the Revolutionary War was fought at Fort Ticonderoga, N.Y. Restored to 1755, it's open to the public and holds reenactments, drills and parades. The Green Mountain Boys, under the command of Ethan Allen, fought the battle of Bennington, Vt., where you can visit the Bennington Monument.

The upper portion of New York state that is part of Burlington Company includes the northern Adirondack Mountains from the Canadian border on the north, west to the Adirondack Wilderness, and south to Glens Falls. The Lake Placid Olympic facility lies within this area with activities like the ESPN outdoor games and the "Iron Man" triathlon. Parks, lakes, mountains, nature trails and rivers in New York and Vermont offer lots of opportunities for outdoor family fun.

Visit www.state.vt.us/, or www.state.ny.us/ for more information.

Catskill Recruiting Company

Watervliet Arsenal

ATTN: Catskill Company Bldg 10

Watervliet, NY 12189-4050

518.266.6281/6282

Recruiting Stations:

Hudson Recruiting Station
160 Fairview Plaza
Hudson, NY 12534
518.822.8514

Peekskill Recruiting Station
1045 Park Street
Peekskill, NY 10566
914.737.6875

Poughkeepsie Recruiting Station
2494 South Road
Poughkeepsie, NY 12601
914.462.3007

Green Island Recruiting Station
37 Lower Hudson Avenue
Green Island, NY 12183
518.273.2103

Kingston Recruiting Station
King Mall Store 31
Kingston, NY 12401
914.382.1673

Pittsfield Recruiting Station
75 North Street - Suite 170
Pittsfield, MA 01201
413.442.0909

Catskill Company extends north to south from Troy to Peekskill, New York, east to Pittsfield, Mass., in the Berkshire Mountains, and as far west as the Hudson River. There's lots to explore and enjoy during your Albany Battalion tour.

The home and library of 32nd President of the United States Franklin D. Roosevelt, Eleanor Roosevelt's cabin at Valkill, and the palatial home of the Vanderbilts are in Hyde Park, N.Y. All are National Historic Sites. Catskill Company has more than its fair share of mansions and history. The 8th President of the United States Martin Van Buren was from Kinderhook, where you can tour his home.

Sam Wilson, known as "Uncle Sam" was from Lansingburgh, just outside Troy. There's an annual parade in his honor in September. You can visit his grave or his statue any time. A restored Shaker religious community is in New Lebanon, N.Y., just west of the Massachusetts border. It's just down the highway from Lebanon Valley Speedway, for those who like racing.

Some of the biggest names in show business can be found performing in the Catskill Resort area in the summer. The Catskill area boasts wineries, art galleries, and world-famous trout streams. The Fly Fishing Center and Museum, in Lexington, offers a 35-acre picnicking and hiking site, along with fishing, of course. Experience the world's largest kaleidoscope, set in a restored barn with a restaurant and country shops, in Catskill Corners.

Tourism is big business in both the Catskills and the Berkshires, where the mountains offer skiing in winter and green, gorgeous resort relaxation in the fresh mountain air in the summer. The fall foliage season also draws many tourists to the area. Check out the Mohawk Trail, a 63-mile scenic tour starting in Williamstown, Mass. The legendary Indian trail is surrounded by 50,000 acres of state forest, parks and reservations. The Norman Rockwell Museum and Studio is in Stockbridge. Pittsfield, Mass., was the home of Herman Melville, author of Moby Dick. You can visit his home there.

In the summer, produce stands offer the best of the area's specialties ... several have "pick your own" fields ... an economic option for family fun. In the fall, most counties host a fair, complete with rides, attractions and shows. Rural pursuits like tractor pulls and 4H blue-ribbon produce and products are available to interest and entertain -- maybe you can participate.

Antiques and craft shopping opportunities are everywhere. The second largest mall in America is just north of Catskill Company. Visit Crossgates, just west of Albany, on Route 20.

Access www.state.ny.us/ for more information.

Europe Recruiting Detachment

U. S. Army Recruiting Company

HQ, USAREUR & 7th Army

DCSPER

ATTN: 1SG Vogel

APO AE 09014

Recruiting Stations:

Heidelberg Recruiting Station

U.S. Army Europe Reserve Recruiting
7th ARCOM ATTN: Recruiter
Unit 29238
APO AE 09102

Hanau Recruiting Station

U.S. Army Recruiting Station
CMR 470 Box 1678
APO AE 09165

Kaiserslautern Recruiting Station

U.S. Army Recruiting Station
PSC 2 Box 9163
APO AE 09012

Wuerzburg Recruiting Station

U.S. Army Recruiting Station
CMR 475 Box 877
APO AE 09036

Recruiting Stations in Europe are centered in Germany, land of mountains, castles and Octoberfests. But within driving distance are the wonders of the world there for you to visit and enjoy. The most unique characteristic of Europe is its age. A short drive can take you back in time.

Some of the most well-known places to visit in Germany include: Trier, the oldest Roman settlement in Germany with an amphitheater and an almost complete set of Roman baths; the Maulbronn Monastery, a medieval 12th century monastery just north of the Alps; and Koln, located on the Rhine River with its world-famous cathedrals. You can also explore castles, like King Ludwig's, which gave Disney inspiration, and stroll through walled-in cities such as Rothenburg.

For those who want a more relaxing weekend, you may enjoy traveling the Deutsche Weinstrasse or the Schwarzwald. Either roadway is known for its beautiful landscapes, quaint villages, and wine festivals.

However, for those who want to stay close to home, you can also find many activities to stay occupied within any town center. There are local markets, outdoor cafes, spas, bike/walking paths, and park centers.

If you find yourself having already "seen and done it all," in Germany, cross any border and explore a new country with different cultures. Go to the Internet and check out europass.com, where you'll find many different inexpensive travel options to explore one or several countries, or europeforvisitors.com for a wealth of information on the European continent.

Visit places you've only seen in books, or places you've never heard of. France, land of the Eifel Tower, also offers Eurodisney. Travel the canals of Venice in a gondola, or check out tiny Liechtenstein, 4 miles wide by 16 miles long. Liechtenstein isn't the smallest country in Europe, though ... visit the casinos or the designer shops in Monaco ... bring money. At less than a square mile, they call themselves, "the biggest little country in Europe." Sail around the Greek islands, or explore the Iberian Peninsula in Spain or Portugal. Take the *Sound of Music* tour in Salzburg, Austria, or travel under the English Channel via the "chunnel" to the British Isles. Enjoy the mountains and lakes, skiing and sailing. Take advantage of living in a place where world-class destinations, experiences and historic sites are within a few minutes or a few hours drive.

Enjoy.

Hartford Recruiting Company

USAR Center, Phelps Road
East Windsor, CT 06088
860.623.0466/9839

Recruiting Stations:

Hartford Recruiting Station
233 Pearl Street
Hartford, CT 06103
860.527.6457

Manchester Recruiting Station
398 & 400 West Middle Turnpike
Manchester Parkade
Manchester, CT 06040
860.643.9462

Bristol Recruiting Station
67 Laurel Street
Bristol, CT 06051
860.584.0366

Danielson Recruiting Station
162A Main Street
Danielson, CT 06239
860.774.5067

Enfield Recruiting Station
77 Hazard Avenue
Enfield, CT 06082
203.741.8496

Torrington Recruiting Station
954 East Main Street
Torrington, CT 06790
860.489.0560

Waterbury Recruiting Station
2457 East Main Street
Waterbury, CT 06705
203.754.0126

Hartford Recruiting Company encompasses the northern half of the state of Connecticut. The company covers four counties with a great diversity of lifestyles from rural to upscale urban. There's lots to explore and enjoy during your Albany Battalion tour.

Connecticut offers recreation for all seasons of the year. Favorites include bicycling the rolling countryside and downhill skiing as well as activities associated with the ocean (southern Connecticut beaches are about an hour's drive from anywhere within the company). A favorite is the fall foliage season.

If museums are your thing, there are a wide variety to choose from. They include the Jail Museum (boasting 32 original cells) in Tolland, the Trolley Museum in East Windsor, the Shaving and Barbershop Museum in Meridan, the Clock and Watch Museum in Bristol, the Northeastern Air Museum in Windsor Locks, and the Eli Whitney Museum in Hamden. The Nathan Hale Homestead in Coventry is a National Historic Landmark.

Sports fans have the New Britain Rock Cats. The Bridgeport Bluefish, New Haven Ravens, and Mohegan Wolves all have their home bases in cities just south of the company.

Middlebury's Quassy Amusement Park is on Lake Quassapaug. A petting zoo, 30 rides and games, boat rides, picnicking and swimming are all reasons this park is called a "family playground." Lake Compounce Theme Park, open since 1846 (but with many improvements since), offers rides for all ages, a water park and a mile-long mountainside roller coaster.

Many famous people made their homes in Connecticut, and many still do today, with New York City a short commute away. Step back to the Gilded Age on a guided tour of the 19-room, Tiffany-decorated mansion where Mark Twain wrote *The Adventures of Tom Sawyer* and *Adventures of Huckleberry Finn*, a National Historic Landmark in Hartford.

Wineries throughout Connecticut offer tours and free wine tastings. Shopping opportunities are everywhere, and it's just a short drive or ride to either "Beantown" or "The Big Apple."

Access www.state.ct.us for more information.

New Haven Recruiting Company

159 Orange Street
New Haven, CT 06510
203.789.1885/1994

Recruiting Stations:

Middletown Recruiting Station
170 Main Street
Middletown, CT 06457
860.347.3972

New London Recruiting Station
78 Howard Street, Shaw's Cove
New London, CT 06320
860.442.7653

Norwich Recruiting Station
372 West Main Street
Norwich, CT 06360
860.885.1264

Bridgeport Recruiting Station
4490 Main Street
Bridgeport, CT 06606
203.372.0042

New Haven Recruiting Station
161 Orange Street
New Haven, CT 06510
203.624.3312

Danbury Recruiting Station
2 White Street Plaza, Unit #2
Danbury, CT 06810
203.792.1590

Stamford Recruiting Station
231 Bedford Street
Stamford, CT 06901
203.975.1114

New Haven Recruiting Company covers the southern portion of the state of Connecticut. Historic towns, lakes and streams, rolling farmlands and cool, deep woods offer beautiful, if expensive, places to live. Most of the company area, though, is near the Long Island Sound where the Connecticut River has its delta, so ocean activities ... beaches, boat rides, aquariums ... rule. There's lots to explore and enjoy during your Albany Battalion tour.

When the Dutch explorer Adriaen Block found Connecticut in 1614, Indian tribes were well established. Visit Pequot Village in Mashantucket to see a 1550 depiction of how the Pequot tribe lived.

Indian influence is also evident in two world-class gaming facilities, Foxwoods Resort Casino in Mashantucket, and Mohegan Sun, offering a variety of family entertainment, in Uncasville.

Mystic Seaport, founded in 1929, is renowned for its village area of 19th century buildings and ships, including the *Amistad*. Daily demonstrations of maritime trades, changing exhibits, and a planetarium make the Seaport well worth the price of admission. Access www.mysticseaport.org for more information.

The Military Historian's Museum in Westbrook claims the largest collection of American military uniforms in the country. It's free, and open year-round Tuesday to Friday. The Military Museum of Southern New England, in Danbury, offers dioramas, displays and a "hands on" tank. Other museums include the Submarine Library and Museum in Middletown, the Nautilus and Submarine Force Museum in Groton, and the Children's Museum of Southern Connecticut in Niantic. The Museum of Fife and Drum is at Ivorytown.

Visit the beautiful Ivy League Yale campus where Nathan Hale, William Howard Taft and Noah Webster studied. There's a one-hour guided walking tour offered. Among many attractions, the Peabody Natural History Museum is on campus. Enjoy "Murder on the Connecticut River" on a Camelot Cruise dinner theatre presentation.

Vinyards throughout the state offer tours and free wine tastings. You can camp, hike, bike, or just enjoy the states many parks and forests.

Access www.state.ct.us for more information.

Springfield Recruiting Company

Westover Air Reserve Base
277A Starlifter Avenue
Chicopee, MA 01022
413.593.6690

Recruiting Stations:

Leominster Recruiting Station
100 Erdman Way
Leominster, MA 01453
978.466.9348

Worcester Recruiting Station
255 Park Avenue, 3rd Floor
Worcester, MA 01609
508.753.1255

Southbridge Recruiting Station
128 Main Street, Unit 1
Sturbridge, MA 01556
508.347.5089

South Hadley Recruiting Station
485A Newton Street
South Hadley Shopping Ctr
South Hadley, MA 01075
413.533.2501

Greenfield Recruiting Station
41 Federal Street
Greenfield, Massachusetts 01301
413.774.7586

Springfield Recruiting Station
1550 Main Street, Room 106, Box 12
Springfield, MA 01103
413.785.0100

Springfield Recruiting Company is in the “Heart of New England.” Company Headquarters is a short drive from downtown state capital Springfield, where Springfield Recruiting Station and MEPS are located.

You can experience everything for which New England is famous in Massachusetts. For history ... check out Sturbridge Village, a living history 18th century settlement. For world-class culture, music and theatre, go just west of the company to Tanglewood or Jacob’s Pillow in the Berkshires. For shopping, Massachusetts has its share of outlet centers, including the Yankee Candle outlet in Amherst.

Springfield is the birthplace of basketball, and boasts the Basketball Hall of Fame, where you can test your skill at the “shoot-out” gallery. Museums include the Higgins Armory Museum in Worcester and the Indian Motorcycle Museum in Springfield. The poet Emily Dickenson lived in Amherst, where you can visit her house. Wineries throughout the state offer tours and free wine tastings.

Big cities, quaint New England towns, parks, campgrounds, wildlife trails and refuges, bicycle trails and skiing ... lots to do for every taste. Fall foliage is a yearly treat. Southwick’s Wild Animal Farm in Mendon, open seasonally, has the largest collection of wild animals in New England.

Just east of the company area are historic sites you won’t want your kids to miss. Boston’s Freedom Trail takes you through the places where the American Revolution happened. Just south of Boston, Plimoth Plantation is a living history reproduction of the 1627 Pilgrim settlement, and the Mayflower reproduction is just down the road. Or, you might just want to fall in love with Old Cape Cod, or visit Salem, just north of Boston, where they make the most of their witch heritage. For inexpensive vacation family housing in cabins, RVs or campsites, Hanscom Air Force Base runs Forth Cliff Family Recreation Area, in Humarock, just south of Boston. Access www.hanscom.af.mil/Orgs/66ABW/SV/forth.htm for more information.

Access www.state.ma.us for more information.

USAREC SYSTEM ACCESS REQUEST

(For use of this form see USAREC Pam 380-5)

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 552a(e)(3)(A) and 40 USC 1441.

PRINCIPAL PURPOSE: Used to identify, verify, and authorize Automated Information Systems (AIS) users and assign user identification (ID) codes required to access USAREC host systems.

ROUTINE USES: To assign user ID code(s) and add user ID for access to USAREC host system(s).

DISCLOSURE: Voluntary, however, failure to furnish requested information will result in denial of user ID issuance and access to the USAREC host system.

TYPE OF REQUEST INITIAL MODIFICATION DELETION DATE

PART I (To be completed by User)

1. NAME (Last, First, MI) 2. SOCIAL SECURITY NUMBER

3. GRADE/RANK 4. PHONE (DSN or COMM) 5. OFFICE SYMBOL/DEPARTMENT 6. ACCOUNT CODE/RSID

7. JOB TITLE/FUNCTION 8. ORGANIZATION

9. DIRECTORATE 10. DIVISION 11. BRANCH

12. DATE OF BIRTH 13. PLACE OF BIRTH 14. U.S. CITIZEN
a. CITY b. COUNTY c. STATE d. COUNTRY Yes No

I have read and understand the USAREC "Information Systems Security Briefing for Users, Supervisors, and Managers of Automated Information Systems."

15. USER SIGNATURE 16. DATE

PART II (To be completed by User's Supervisor)

17. ACCESS REQUIRED (Systems - i.e., ARADS, ARC3S, etc.) ARADS ARC3S ARISS E-MAIL USAREC-NET
 PKI COML ISP HRAP HSS UAN OTHER (Specify in Block 20)

18. ACCESS TO CLASSIFIED REQUIRED? 19. TYPE OF USER
 NO YES FUNCTIONAL SECURITY ADMINISTRATOR
 ISSM/ISSO APPLICATION DEVELOPER
 SYSTEM ADMIN OTHER (Specify in Block 20)

20. JUSTIFICATION FOR ACCESS

VERIFICATION OF NEED TO KNOW

I certify that this user requires access as requested in the performance of his/her job function.

21. SUPERVISOR NAME (Last, First, MI) 22. PHONE NUMBER

23. SIGNATURE OF SUPERVISOR 24. DATE

PART III (To be completed by User's Security Manager)

25. CLEARANCE LEVEL 26. TYPE OF INVESTIGATION 27. DATE OF INVESTIGATION 28. CHECK BOX IF NO RECORD OF INVESTIGATION ON FILE

29. SECURITY MANAGER'S NAME (Last, First, MI) 30. PHONE NUMBER

31. SECURITY MANAGER'S SIGNATURE 32. DATE

PART IV (To be completed by AIS Security Officer)

33. ISSM/ISSO (Last, First, MI) 34. PHONE NUMBER (DSN or COMM)

35. ISSM/ISSO SIGNATURE 36. DATE