



A Tour Thru the

Heartland: the Kansas City

Recruiting Battalion



This is an information booklet to assist you in your transition to recruiting life and the Kansas City Recruiting Battalion.

To our recruiting families:

Soldiers and their families have moved into our country's heartland from the time when we wore buckskin and blue. Now it is your turn to live and work in the heartland. We welcome each of you to the Kansas City Recruiting Battalion, the "Heartland Battalion."

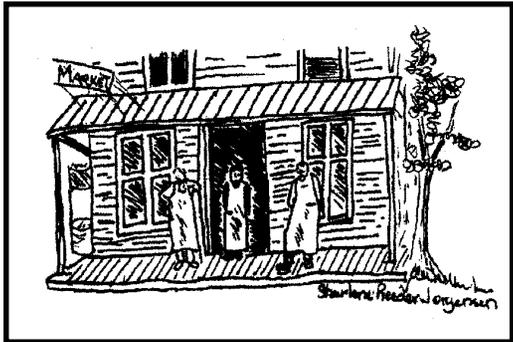
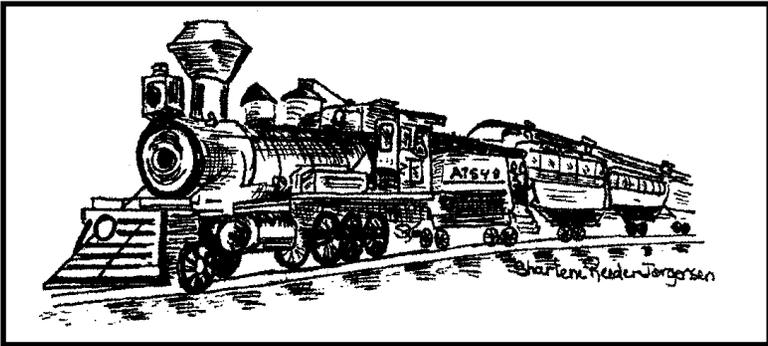
Throughout history, military families have moved around the world to serve our country. Traditionally, soldiers move from post to post, but as recruiting families you may now move into a civilian community to represent the United States Army and recruit tomorrow's soldiers. As the spouse of a recruiter, your support and understanding of his or her job is essential to success and family unity. You are an integral part of this battalion, and we want this phase of your military experience to be positive and rewarding.

As one of a few military families in a civilian community you may encounter new challenges. This guide has been prepared to help you get started. You are ultimately the one who has to make it work. Use this guide and maintain communications with your company family support volunteer and battalion family services coordinator. Get out and become part of your local community. Be involved and you will be rewarded. Of course, the battalion staff is always available if you need us.

Again welcome. You are an important part of the recruiting team, a team of winners. (

The Orientation Guide is an unofficial publication authorized under the provisions of AR 360-81, published by the U.S. Army Recruiting Battalion, 10300 N.W. Prairie View Road, Kansas City, Mo., 64153-1350, Phone (816) 891-8721. Views and opinions expressed are not necessarily those of the Army. Editor: Sharlene Reeder-Jorgensen, assisted by Family Services Coordinator, Ruth See. For more information, changes or recommendations, please phone Family Services, (816) 891-8744 or (800) 790-0963. (

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History & Mission of Recruiting

Recruiting is as old as the United States Army.

In 1775, inducing able-bodied men to enlist in the Continental Army to fight the War of Independence was a challenging and sometimes difficult task. Recruiting for the War of 1812 was not much easier. In a highly rural society, young farmers were reluctant to leave their land unworked while they were away fighting, not knowing when, or if they would return. Recruiting was a process with few rules, no official program, and was usually improvised on the spot.

A dramatic change occurred in 1822 when the newly created General Recruiting Service opened the first three recruiting “rendezvous” points in New York, N.Y.; Baltimore, Md., and Philadelphia, Pa. In a professional and organized manner, these stations accomplished their mission of supplying recruits for frontier posts so successfully, that in 1823 stations were opened in Boston, Mass.; Albany, N.Y.; and Providence, R.I. It was not until the following year that the General Recruiting Service expanded westward.

In 1872, recruiting was placed under the jurisdiction of the Adjutant General’s Office and remained there for the next 90 years. In 1945, the U.S. Army Recruiting Service became the responsibility of the newly formed Personnel Procurement Service of the Adjutant General’s Office. From that time, the recruiting function took on an increased importance in the Army structure.

In 1962, reorganization of the Army transferred recruiting, examining induction and processing responsibilities within the United States from the Adjutant General’s Office, Department of the Army (DA), to the Commanding General, U.S. Continental Army Command.

Still more changes in the recruiting service were to follow shortly. A new Command, U.S. Army Recruiting Command (USAREC), was activated Oct. 1, 1964, at Hampton, Virginia. In addition to the Army recruiting mission, USAREC became responsible for the examining, processing and induction tasks for all military services and the Selective Service System.

The command responsibilities were further divided among subordinate headquarters within USAREC with boundaries coinciding with the major Army headquarters in the United States. (

Procurement of high quality manpower was to be a job for professionals, managed by other professionals. On July 1, 1966, USAREC was designated as a Class II activity, reporting directly to the Army’s top manpower executive, the Deputy Chief of Staff for Personnel, DA.

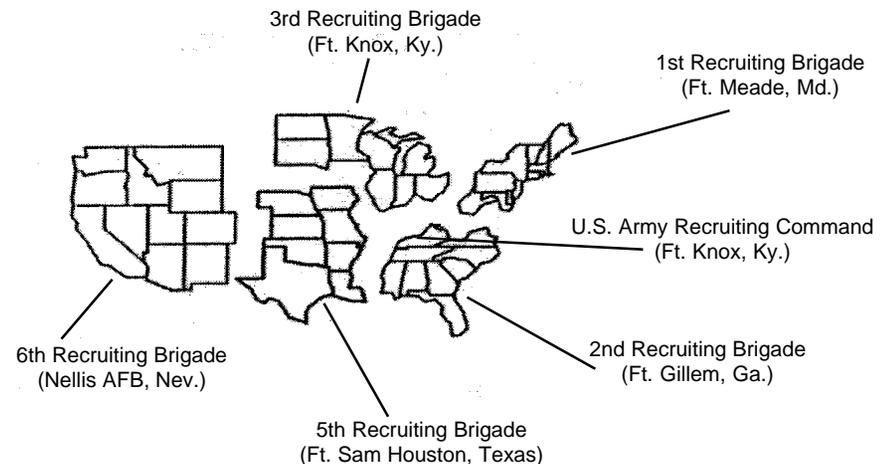
Today USAREC is a big business employing thousands of military and civilian personnel who are spread from the island of Guam in the Pacific, across the United States to Puerto Rico, the Virgin Islands and Europe. (

Organization

USAREC Headquarters is located at Ft. Knox, Ky. Currently, it is made up of five separate Brigades, with each brigade /s area of responsibility determined by area, size and population.

USAREC’s five recruiting Brigades have a total of 41 Battalions. During 1992, USAREC relocated from Ft. Sheridan, Ill., to Ft. Knox, Ky.

The 5th Recruiting Brigade headquarters (of which we are a part) is located at San Antonio, Texas. It is responsible for the south central area and is broken down into eight battalions: Dallas, Texas; Des Moines, Iowa; Houston, Texas; Kansas City, Mo.; New Orleans, La.; Oklahoma City, Okla; San Antonio, Texas; and St. Louis, Mo. (





10300 NW Prairie View Road
Kansas City, Mo., 64153-1350

The Kansas City Recruiting Battalion's area of operation includes six recruiting companies: three that cover Kansas and three that cover half of Missouri.

Kansas City is known for its great quality of life. The city boasts pro and college sports, an international airport, great tourist attractions and restaurants. Another highlight of the Kansas City battalion is the Missouri State Fair, which is held in Sedalia in August.

Ft. Leavenworth is 50 miles to the northwest of Kansas City. The installation has all the facilities of any military installation.

Kansas City is a large metropolitan area and is known as the "City of Fountains." The area (3,800 square miles) encompasses three counties in Missouri: Jackson, Cass and Clay Counties, and two counties in Kansas: Johnson and Wyandotte. There are 38 lakes in the battalion area and over 200 parks.

To locate a church of your denomination, call the National Conference of Christians and Jews (816) 221-0688. (

Unit History

"The Heartland Battalion"

With the outbreak of hostilities during the Civil War, Midwest territories were divided by loyalties to the Union and Rebel armies. Both Northerners trying to escape city life in the East, and Southerners with their slaves, had been encouraged to resettle here as politicians from both sides tried to maintain a balance of power in both Missouri and Kansas. So when a "call to arms" was proclaimed by both sides, every available man was "encouraged" to choose up sides and fight for either the Blue or the Gray.

This was the Army's first attempt to "recruit" eligible men in this area. After the Civil War, the need for a vast army diminished and a majority of the soldiers returned to civilian life.

Similar call-ups occurred during World War I and World War II. Finally, during the Korean conflict in 1950, the U.S. Army Recruiting Main Station (RMS), Kansas City was organized, not only to handle the manpower increases that war demands, but also to help maintain a constant flow of recruits during peacetime.

This recruiting main station served as an examination and induction point for all services. RMS Army recruiters were stationed throughout all of Kansas and the western half of Missouri.

Since then the unit has moved twice, been reorganized and changed names several times, and shifted from one command (in St. Louis, Mo.), to another (Chicago, Ill.), and another (Topeka, Kan.), back to the previous command (Chicago), and to the present command, as part of the U.S. Army 5th Recruiting Brigade, based in San Antonio, Texas. (



Kansas City Recruiting Battalion

Companies and Territories



Early Battalion Seal

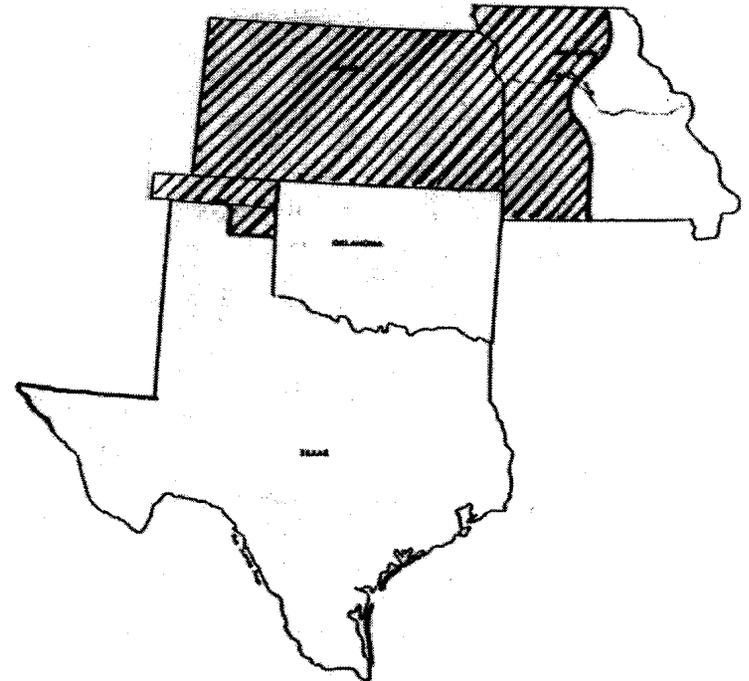


Current Battalion Seal

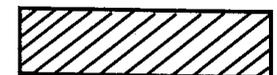
Area of Operation

<i>Population</i>	5,000,000
<i>Square Miles</i>	147,000
<i>High Schools</i>	680
<i>2-Year Colleges</i>	32
<i>4-Year Colleges</i>	44
<i>RA Recruiters</i>	117
<i>Reserve Recruiters</i>	44
<i>Total Stations</i>	39
<i>Troop Program Units</i>	128

Battalion Coverage



Area covered by the Kansas City Recruiting Battalion



Greater Kansas City Recruiting Company

1 West Armour Boulevard, Suite 303
Kansas City, Mo., 64111-2092

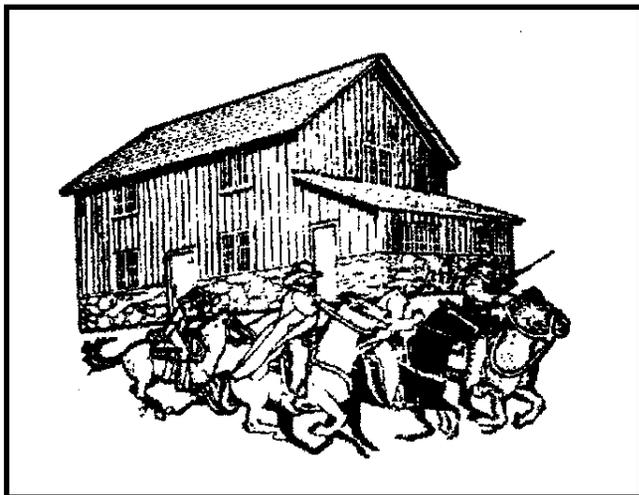
The Greater Kansas City Recruiting Company's area of operation includes six recruiting stations on the Missouri side of the Kansas City metropolitan area. The Kansas City Company serves a population of approximately one million people.

Kansas City is known for its great quality of life. The city boasts pro and college sports, an international airport, great tourist attractions and restaurants. Another highlight of the Kansas City Company is the Missouri State Fair, which is held in Sedalia in August.

Ft. Leavenworth is 50 miles to the northwest of Kansas City. The installation has all the facilities of any military installation.

Kansas City is a large metropolitan area and is known as the "City of Fountains." The area (3,800 square miles) encompasses three counties in Missouri: Jackson, Cass and Clay Counties, and two counties in Kansas: Johnson and Wyandotte. There are 38 lakes in the battalion area and over 200 parks.

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Joplin Recruiting Company

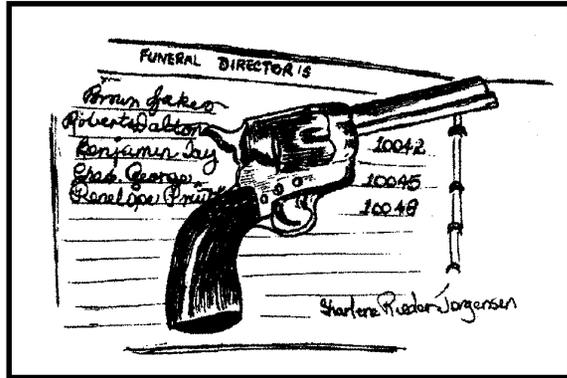
Federal Building, Room 107, 302 Joplin Street
Joplin, Mo., 64801-0106

The Joplin Recruiting Company covers part of Missouri and part of Kansas. Seven recruiting stations are located in southwestern Missouri and two in southeastern Kansas.

Springfield, Mo., a large community of over 200,000, the Lake of the Ozarks, Table Rock Lake and Branson, a country music capital, are highlights of the Joplin Recruiting Company.

The nearest military installation for this company is Ft. Leonard Wood, Mo., which is approximately 100 miles east of Springfield. (

Liberty Recruiting Company



115 Blue Jay Drive, #2
Liberty, Mo., 64068-3811

The Liberty Recruiting Company is located in northwest Missouri.

The largest city in Liberty Recruiting Company is St. Joseph. It was a major stop for the Pony Express and the outlaw Jesse James was known to have hidden out in this area.

Liberty Recruiting Company has the advantage of being close to Kansas City. The recruiting stations range from a half hour to three hours driving distance to Kansas City.

The Santa Fe Trail originated in Franklin, Mo., and ended in Santa Fe, N.M. More than half the trail ran through Kansas and the sites are visible today.

Weston, Mo., has a Winter Ski Resort and more than 100 Pre-Civil War homes.

Ft. Leavenworth boasts the Buffalo Soldier Monument dedicated to the memory of the 9th and 10th Cavalry Regiments comprised of black soldiers.

Also in the Leavenworth area is the home of Amelia Earhart in Atchison, Kan. (

Manhattan Recruiting Company

3003 Anderson Street, Suite 1001
Manhattan, Kan., 66502-2988

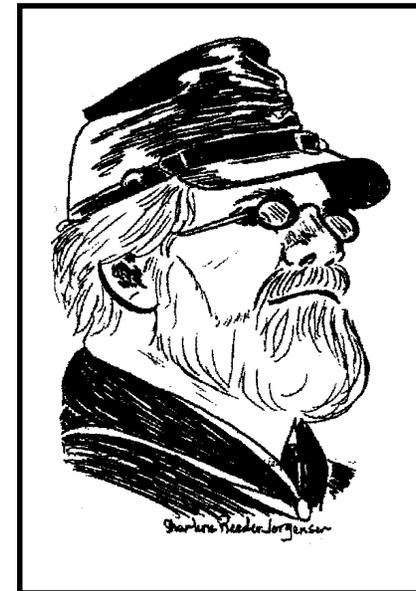
Manhattan Recruiting Company covers the largest area in the battalion. There are six recruiting stations in this company.

Manhattan is 15 minutes east of Ft. Riley where housing, shopping and medical facilities are available to the recruiters. Some of the other stations, except Hays and Colby, are close enough for shopping trips to the Ft. Riley PX and commissary.

The Flint Hills surround the rural area providing a beautiful landscape with wooded valleys and tall grass prairies. Milford Lake is the largest reservoir in the state of Kansas and is located about 15 minutes from Manhattan.

Manhattan is know as “The Little Apple,” and is the home of Kansas State University, a member of The Big 12 Athletic Conference.

All major church denominations are accessible. Call Geary County Ministerial Assoc., (785) 238-4253 for information on services. (



Overland Park Recruiting Company

7500 College Blvd., Suite 715
Overland Park, Kan., 67210

Overland Park Company shares the same pro and college sports, airport, great tourist attractions and restaurants as the Kansas City Company. It has five recruiting stations on the Kansas side of the Kansas City metropolitan area.

Ft. Leavenworth is the closest military installation with all the facilities of any major military installation.

Kansas City is a large metropolitan area and is known as the "City of Fountains." The area (3,800 square miles) encompasses three counties in Missouri: Jackson, Cass and Clay Counties, and two counties in Kansas: Johnson and Wyandotte Counties. There are 38 lakes in the area and over 200 parks.

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Wichita Recruiting Company

345 Riverview, Suite 510
Wichita, Kan., 67203-4265

Wichita Recruiting Company is comprised of eight recruiting stations in south Kansas. Wichita itself is a large city of almost 400,000 people. There are two stations in Wichita proper. The remaining stations are located in small town reaching as far west as Liberal.

Wichita is known as the aviation center of the country. A number of major aircraft manufacturers have company offices in Wichita.

McConnell Air Force Base is also located in Wichita, and has a base exchange, a commissary and medical facilities which are available to all military personnel and their family members.

Wichita is located in the south central part of Kansas on the eastern edge of the Great Bend Prairie and the Flint Hills and the High Plains on the west. The Arkansas River runs through town and is host to the great Bathtub races in the spring. (



Company & Station Phone Numbers

Kansas City Co. Hq.	(816) 531-3818
Grandview	(816) 763-3193
Harrisonville	(816) 380-2093
Independence, Mo.	(816) 836-4400
Sedalia	(660) 826-8355
Warrensburg	(660) 747-8921
Westport	(816) 561-0613
Joplin Co. Hq.	(417) 782-2806
Ava	(417) 683-6433
Bolivar	(417) 326-3109
Battlefield	(417) 865-6458
Hollister	(417) 339-1702
Independence, Kan.	(316) 331-2980
Joplin	(417) 623-7966
Neosho	(417) 455-0227
Pittsburg,	(316) 231-3600
Seminole	(417) 883-6321
Liberty Co. Hq.	(816) 792-8724
Brookfield	(660) 258-2587
Excelsior Springs	(816) 637-4646
Gladstone	(816) 436-3383
Leavenworth	(913) 682-3800
St. Joseph	(816) 279-2524

Manhattan Co. Hq.	(785) 776-7950
Colby	(785) 462-6693
Emporia	(316) 342-0741
Hays	(785) 625-9227
Manhattan	(785) 539-7243
Salina	(785) 827-3666
Topeka	(785) 272-8300
Overland Park Co. Hq.	(913) 663-3818
Kansas City, Kan.	(913) 788-7168
Lawrence	(785) 843-0465
Olathe	(913) 764-2113
Ottawa	(785) 242-5165
Overland Park	(913) 381-8554
Wichita Co. Hq.	(316) 265-3213
Arkansas City	(316) 442-5868
Derby	(316) 788-1538
Garden City	(316) 276-2802
Great Bend	(316) 792-6799
Hutchinson	(316) 662-3631
Liberal	(316) 624-5262
Wichita East	(316) 683-0412
Wichita West	(316) 945-5181



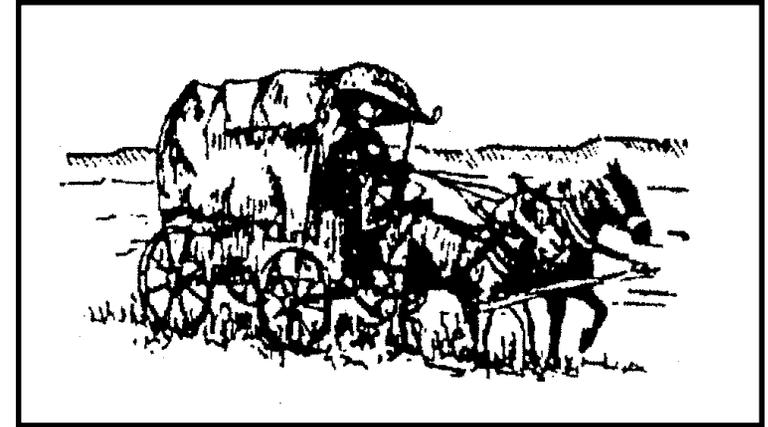
Adjusting to a New Lifestyle

Some of you will be fortunate enough to get quarters on a military installation. Recruiters in Manhattan, Kan., can live in housing at Ft. Riley. In Wichita, Kan., you can live at McConnell Air Force Base, in Warrensburg and Sedalia, Mo., you can live at Whiteman Air Force Base.

Metropolitan Kansas City recruiters can live at Ft. Leavenworth, Kan., Lake City Army Ammunition Plant at Independence, Mo., or Marine Corps housing at Belton, Mo. For many of you though, this is your first encounter living away from a military community since becoming a member of a military family. In some ways, this is as much of a culture shock as being sent overseas.

A military community is geared to support our mobile lifestyle. In a civilian community, we spend more time locating resources. Remember our children take the lead from us and will be only as happy and involved as we are.

The following pages contains hints to aid you and your family in the challenge of becoming a part of the civilian community. Best wishes for a successful and smooth relocation. (



Locating Housing for your Family

- Before anything else, you should make a plan.
 - What part of town do you want to live in?
 - How much will your finances allow for housing?
 - What are the best schools for your children?
 - Location for spouse employment.
- Talk with your sponsor and his/her family.
- Contact local realtors or housing services in the area you are being assigned. Call the local Chamber of Commerce for information. Operator assistance will have the phone numbers.
- Talk with families at your new location, if possible.
- Check local newspaper ads and home guides. Have your sponsor send you a Sunday newspaper.
- Consider the costs of utilities, lawn services and snow removal when determining where you will live. These expenses can rapidly deplete your monthly budget.
- Check on rental security deposits and utility hook-up fees.
- Check leases carefully for hidden costs, availability of appliances and repair and maintenance responsibilities. Make sure the lease has a military clause that allows you to cancel your lease with official military orders.
- Talk with your sponsor or a Family Support Group volunteer at the battalion headquarters and the company where you will be assigned. (

Become Involved in Your Community

To become involved and locate information services in the local community you should contact the following organizations:

- Chamber of Commerce
- Churches
- City/county/state offices
- Civic clubs/social organizations
- Family support at the company or battalion (volunteers are always welcome)
- Newspapers
- Parks and recreation
- Phone directory
- Public Library
- School Superintendent's office
- Services available on the nearest military installation sports programs



Don't be left out. Get involved. (

Establish a Local Bank Account

When you establish a local bank account, you facilitate check cashing. Don't cancel your old account before your new account becomes effective. Check the services provided first to avoid service charges such as fees on checks, ATM charges, minimum balance fees, etc. Look for checking accounts that pay you interest. (

Family Support Group

Due to the unique lifestyle of our recruiting families it was noted by the U.S. Army Recruiting Command (USAREC) there was a need to establish a Family Support Group, a program to better serve our recruiters and families.

The main difference between the mainstream Army and recruiting is the distance between stations and company headquarters, as well as living in a civilian community. It makes it impossible to have a centrally located office. Therefore, the Family Support Group relies on 50 volunteers located throughout the six recruiting companies in this battalion. The program in the Kansas City Recruiting Battalion is one of the most active in USAREC.

The primary purpose of the Family Support Group is to provide support and assistance, promoting the quality of life for all recruiters and their families. Quality of Life is different for each of us because it's basically the lifestyle that you and your family have grown accustomed to.

The following is a list of things the Family Support Group can do for you and your family:

- Open communication networks help with crisis situations, assistance and referral services
- Provide welcome and orientation packet, information handbook, and battalion and company newsletters
- Provide loaner kits and emergency/hotline numbers
- Provide information on area schools and child care
- Support for the recruiting companies

Three main things to remember about Family Support Group volunteers is they can answer questions, provide information and assistance, and act as the liaison between the unit and the family. We are soldier families helping soldier families. (

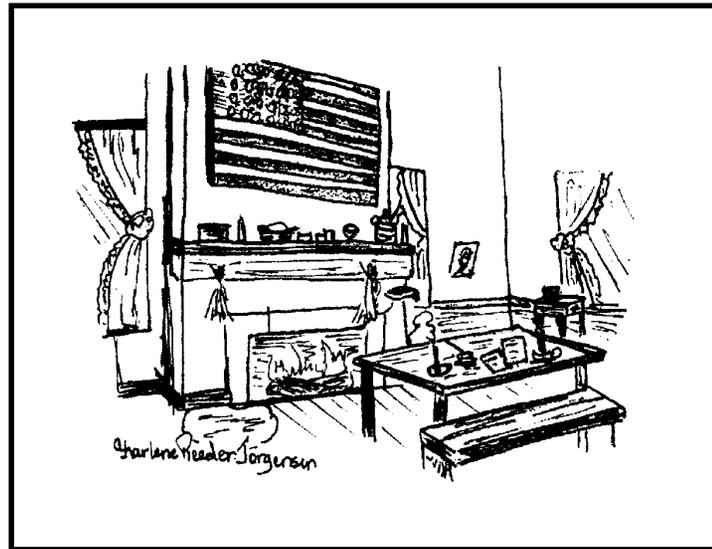
Enrolling Your Children in Public Schools

New students in the metropolitan area of Kansas City should register at the school they will attend.

For enrollment information, talk to your local school district.

In Missouri public schools, children can enroll in kindergarten if they are five years old before July 1. If the child will be five between July 1 and Sept. 1, parents can ask the district to test their child for kindergarten eligibility.

Each Kansas district sets its own standards of eligibility. In public schools, kindergarten students must be five years of age on or before Sept. 1. First-graders must be six on or before Sept. 1, unless they have completed kindergarten in a public or an accredited private school. (



Educational Opportunities

Opportunities from educational career counseling to financial aid, are available for family members who want to continue their education.

— Educational/Career Counseling

— Financial Aid – Pell Grants; student loans; federal, state and local scholarships; individual college scholarships; and special interest group scholarships.

— Adult Education Course – Check local colleges and universities for courses that may help enhance your job opportunities or complete a degree.

— Job Assistance – Army Career Alumni Program (ACAP), is available at Ft. Riley and Ft. Leavenworth, Kan., and Ft. Leonard Wood, Mo. The program is designed to assist you in preparing resumes, learning job interview techniques, filling out an OF 612, (Application for Government Employment), job search skills, etc.

— Testing Program – Career interest tests, College Level Entrance Program (CLRP) tests, certification tests, college level exams, and others are available to you.

— Check the Internet if you have that device available to you.

If you want to continue your education or have questions concerning the information listed, you may contact a specialist at any of the addresses or telephone numbers listed below.

Ft. Leavenworth Army Education Center, Ft. Leavenworth, Kan., 66027, (913) 684-4181

Ft. Leonard Wood Truman Education Center, Building 499, Ft. Leonard Wood, Mo., 65473, (314) 368-2183

Ft. Riley Army Education Center, Ft. Riley, Kan., 66442, (785) 239-6483

McConnell Air Force Base Education Center, Bldg. 324, McConnell Air Force Base, Kan., 67221, (316) 652-4240

You can always reach an education advisor at battalion headquarters, (816) 891-8721. (

TRICARE

The Defense Department's TRICARE regional managed health care program recently put in place a uniform benefit and fee structure that will be the same for everyone. Here's a look at what the three TRICARE options will cost eligible individuals and families.

ALL INPATIENT CARE MUST BE PRE-CERTIFIED!!!

TRICARE Prime

This HMO-type option requires annual enrollment if assigned within a 40-mile radius of a medical treatment facility (MTF). Active duty service members themselves will be enrolled automatically. Their families—and all others who are eligible—must take action to be enrolled by completing paperwork through the MTF. The families of active duty service members won't have to pay an enrollment fee.

Once enrolled in TRICARE Prime, there will be no annual deductibles and none of the 20-25 percent cost-sharing that is found in TRICARE Standard. Instead, there are modest co-payments—or no charge at all in some cases—for various services.

For example, persons who need civilian inpatient hospital care will pay only \$11 per day (\$25 minimum charge per admission). The same costs will apply to inpatient maternity care and care at skilled nursing facilities.

Inpatient mental health care will cost active duty family members \$20 per day (\$25 minimum). Retirees and others will pay \$40 per day. There are annual limits, subject to waiver, for mental health care. Partial hospitalization for mental health treatment has the same costs, and also has limits.

Charges for alcoholism treatment are the same as for mental health care. There are limits on this care as well. Partial hospitalization for alcoholism treatment also has the same costs.

Outpatient mental health care will cost active duty E-4 and below family members \$10 per visit (group visits are \$6). Families of E-5 and up will pay \$20 (\$12 for group visits). All others will pay \$25 per visit (\$17 for group visits).

Visits to the doctor's offices will cost the family members of active duty soldiers in the grade of E-4 and below, \$6; all others will pay \$12.

Ambulatory (same day) surgery, for which you have the surgery and go home without being admitted to the hospital, will cost Prime enrollees \$25.

There's no charge for certain types of preventive care, such as pap smears, mammograms and fecal occult blood testing, subject to some frequency and age limitations. Some immunizations (with frequency and age limitations) are also free. Immunizations required for active duty families on overseas orders carry a \$6 co-payment for E-4 and below families; all others pay \$12. No co-payment is collected if the shots are provided as part of an office visit for which a co-payment is required.

Hepatitis B vaccine is available to Prime enrollees at no charge (with certain frequency and age limitations).

Laboratory and x-ray services that aren't considered preventive in nature are not charged for if they're done as part of an office visit for which a co-payment is collected. Otherwise, the co-payment for these services is \$6 for active duty E-4 and below families and \$12 for all others.

Prescription drugs are available to active duty families for \$5 each under Prime. Others pay \$9 per prescription. However, if the prescription costs less than the \$5 or \$9 co-payment, the patient pays only the actual cost of the drugs.

Family planning and well-baby care (up to 24 months of age) have a per visit co-payment of \$6 for active duty E-4 and below families; all others pay \$12.

Ambulance services carry a \$10 per occurrence co-payment for active duty E-4 and below families; active duty E-5 and above families pay \$15; retirees and all others pay \$20.

Home health care visits require a \$6 co-payment for active duty E-4 and below families. All others will be required to pay \$12.

Periodic physical examinations (with frequency and age limitations) are free. They aren't covered under TRICARE Extra or TRICARE Standard.

Routine annual eye exams for active duty families require a co-payment of \$6 for E-4 and below families; E-5 and above families pay \$12. Retirees and all others are not covered. There's no charge for the eye exam if the exam is part of an office visit for which a co-payment is collected.

More extensive eye exams are part of the preventative care benefits added to TRICARE Prime. These are offered (with frequency and age limitations) at no charge. These eye exams are not covered under TRICARE Extra or Standard.

Durable medical equipment, prosthetic devices and medical supplies prescribed by your physician require families to pay a percentage of the fee to which the supplier agreed under its contract with the TRICARE contractor. For active duty E-4 and below families, the co-payment is 10 percent of the contracted fee. E-5 and above families pay 15 percent. Retirees and others pay 20 percent.

Wellness classes, community health services and community resource coordination are free under TRICARE Prime. They aren't covered under Extra or Standard.

As a TRICARE Prime enrollee, you also have what's called a "point-of-service" (POS) option. This means that you can choose to get non-emergency services outside the Prime network of providers without a referral from a Prime network physician. However, if you choose to get outpatient care under the POS option, there's an annual deductible of \$300 for an individual, and \$600 for a family. After the deductible is satisfied, your cost-share for POS care will be 50 percent of the TRICARE allowable charge. Your cost-share for inpatient care will also be 50 percent of the allowable charge. Any additional charges by non-network providers are also your responsibility—up to 15 percent above the allowable charge as permitted by federal law.

The POS option does not apply to TRICARE Extra or TRICARE Standard.

TRICARE Extra

In the TRICARE Extra program, when you receive care from an Extra network health care provider, you get a discount on cost-sharing, and don't have to file any claim forms. You don't have to enroll, and may use Extra on a case-by-case basis just by using the network providers.

The annual outpatient deductibles for TRICARE Extra are the same as for TRICARE Standard: for the families of active duty soldiers in grades E-4 and below, the cost for one person is \$59 or \$100 for a family per fiscal year. For all others, the deductible is \$150 for one person or \$300 per family.

In general, after the annual outpatient deductible has been satisfied the cost-share for care under TRICARE Extra for an active duty family member will be 15 percent of the fee for which the Extra network provider has contracted to provide the medical service or supply. All other eligible persons will pay a 20-percent cost-share of the contracted fee.

There are a few exceptions to the Extra cost-sharing percentages. For example, inpatient hospital care for active duty families cost \$9.50 per day, with a minimum charge of \$25 for each admission. All others must pay \$250 per day or 25 percent of the contracted rate for institutional services, whichever is less, plus 20 percent of separately billed professional charges based on the contracted fee. The same costs apply to inpatient mental health care and for partial hospitalization for mental health treatment.

The ambulatory surgery cost is \$25 for active duty families, and 20 percent of the contracted fee for all others.

TRICARE Standard

What is now called TRICARE Standard is the same as the CAMPUS program that has been serving military families for nearly 30 years. Coverages, deductibles, cost-shares and claim-filing rules are the same.

Annual outpatient deductibles are the same as for TRICARE Extra. After the deductible has been satisfied, the TRICARE Standard will cost-share 80 percent of allowable charge for outpatient services and supplies for active duty families, and 75 percent of the allowable charges for all others.

Inpatient hospital care will cost active duty families \$8.50 per day, with a \$25 minimum charge per day, with a \$25 minimum charge per admission. All others will pay \$323 per day for hospital services or 25 percent of the TRICARE Standard allowable charge for separately billed professional charges. Patients are also responsible for any amounts billed by non-participating providers, up to 15 percent above the allowable charge.

Ambulatory surgery costs active duty family members \$25. All others pay a cost-share of 25 percent of the TRICARE Standard allowable charge after the annual outpatient deductible has been satisfied.

Each military family must pay a deductible of \$150 for one member and \$300 for the entire family. After that deductible is reached for outpatient care, the family pays approximately 20 percent of all allowable costs.

You can save money by going to doctors or other health care providers who “participate in TRICARE Standard.” This means the doctor will accept as payment in full the amount TRICARE Standard allows for a service or supply. It also means the doctor will file the claim and receive the check from the claims processor. A doctor who will not accept assignment is refusing to accept the TRICARE Standard allowable amount as full payment.

In this case, the doctor may or may not file the claim necessary to ascertain from them if they are a TRICARE Standard participant before assuming that they are. Non-TRICARE Standard providers should not charge more than 115% of the provider charge.

If providers are not familiar with TRICARE Standard or have any questions, tell them to call the toll-free number of the claims processor, (800) 388-6767. To participate in TRICARE Standard, providers must be approved, or authorized by TRICARE Standard. Generally, that means the providers are licensed by their state, are accredited by a national organization and meet other standards of the medical community.

Families who use TRICARE Standard should consider supplemental insurance to cover the cost-share under TRICARE Standard. Your Health Benefits Advisor (HBA) can supply you with a list of companies who offer supplemental insurance. TRICARE Standard forms can be obtained through your HBA, (816) 891-8744 or (800) 790-0965. (

Family Member Dental Plan

Through your enrollment in the Family Member Dental Plan (FMDP), you are covered by a dental care program that helps you maintain good dental health. FMDP covers only spouses and dependent children of active duty members. It does not cover active duty members. There are certain things you need to know about the program before using it.

— Be sure that your sponsor has enrolled in the plan by completing a DD Form 2494, Uniformed Services Active Duty Dental Plan Enrollment Election Form, and since FMDP is a “prepaid” program, payments are made in advance of coverage. To avoid unpaid claims, check your sponsor’s Leave and Earning Statement (LES) to ensure the appropriate deduction is being taken from his/her pay before using the FMDP. A deduction in October covers your family members for November.

— Eligibility for FMDP claims payment is based upon Dependant Enrollment Eligibility Records System (DEERS) eligibility for TRICARE. When enrolling or changing FMDP enrollment, make sure your DEERS information is correct.

—Expired ID cards will affect your dental eligibility. Check your ID card to make sure of the expiration date. Check for the deduction each month on your sponsor’s LES. If deductions stop, contact the administrative specialist at battalion headquarters, (816) 891-8037, immediately to coordinate with your sponsor’s personnel section to resolve the problem. This must be done immediately, as you will have no dental coverage when deductions are not being made.

— **FMDP does not cover all dental care.** There are special rules or limits on certain types of care. Some types of care are not covered at all. Know what they are.

— Seeing dentists who have agreed to participate in the FMDP program may save you and your family money and paperwork. By giving them your dentist’s city location, the Health Benefits Advisor will be able to tell you if that dentist is on the list of registered providers.

— As with TRICARE Standard, dentists who do not participate in the FMDP program will bill you for their normal charges, which may be higher than the FMDP fees. You will be responsible for the dentist’s bill and for filing the claim with FMDP. (

An Alert On Severe Weather

As you'll soon learn, the Kansas City Battalion is located in "Tornado Alley." A severe storm can strike at any time. In 1992 McConnell Air Force Base in Wichita, Kan., had a tornado touch down in the housing area. One of our recruiters lost everything. Hurricane Andrew completely wiped out the homes of 24 recruiters. In the Flood of 1993 several recruiters in St. Joseph, Mo., were affected and in years since then recruiters have been misplaced due to floods in Manhattan, Kan., and Wichita. Only one had insurance.

It is highly recommended that you obtain renters insurance for your new housing. Inexpensive insurance is available from a reputable agent in every community.

Don't get caught short!!

HAVE A PLAN AND BE READY SHOULD YOU BE CAUGHT IN A SEVERE WEATHER SITUATION!

You can prepare for the possibility of a tornado, severe thunderstorm or flash flood by learning the safest places to seek shelter at home, work, school or outdoors.

— Discuss with your family members how to detect a tornado or severe thunderstorm.

— Find a safe place in your home or place of employment. It should be somewhere that is free of an outside glass structure, such as glass doors, windows, skylights, etc. Most offices have a plan in effect. Review it often.

— Discuss with your family members how to detect a tornado or severe thunderstorm.

— Is there a warning system in place in your community?

— Choose a safe place in your home to gather in case of tornado or high winds. The safest place for a tornado is not always the safest place for a thunderstorm. If you hear a tornado warning or a loud roar like a locomotive, and you are in your home or a small building, you should move to a pre-designated shelter, such as a basement. If an underground shelter is not available, move to an interior room, under the stairs or a hallway on the lowest floor and get under a sturdy piece of furniture. If possible put a mattress over you.

— In schools, nursing homes, hospitals, factories, motels and shopping centers, move to the pre-designated shelter area. Interior hallways and rooms on the lowest floor are usual best. Avoid areas with wide, free-span roofs.

— Put together a DISASTER SUPPLY KIT (See page 34) and make it easily accessible in a place you can grab it and run. Make sure your family members know where it is. Also make sure that one of the items in this kit is a transistor radio with plenty of batteries.

— Take a First Aid course and learn how to administer CPR. Keep these certifications up-to-date.

— Keep an eye on the sky. Know what your local weather channel is and listen to the latest developments on current weather conditions in your area.

— Refrain from using any electrical appliances or telephones, as power lines and metal pipes are conduits for electricity, and can be dangerous during electrical storms. Also power surges from lightning can overload compressors and cause costly repairs. Unplug computers to avoid damage.

— Draw shades or blinds as they can keep flying glass away from shattering into your rooms.

— If you are boating or swimming, get out of the water immediately and seek shelter.

— If you are caught outside when a TORNADO comes, go to a low indentation (a ditch or gully) away from trees, poles or metal objects, and lay flat with your hands shielding your face.

— Make sure that if there is a danger of FLOODING, ditches and gullies are NOT the place to be!

— Also teach your children that during THUNDERSTORMS they should squat into a ball to make themselves as small a target as possible for lightning in a severe THUNDERSTORM.

TORNADO DANGER SIGNS

- Large hail
- Dark cloudy skies
- High winds
- Clouds of debris
- Funnel clouds
- Roaring noise (sounds like a train)
- Calm before the storm

SEVERE THUNDERSTORMS

- Large hail
- High winds
- Thunder and lightning

AFTER THE ALL-CLEAR IS ISSUED

— Check for injured or trapped persons. Give first aid when appropriate. Don't try to move the seriously injured unless they are in immediate danger of further injury. Call for help.

— Turn on the radio or television to get the latest emergency information. Use the telephone only for emergency calls.

FLASH FLOODS are the number one weather killer with an estimated 146 deaths per year.

LIGHTNING kills 75-100 people each year.

DAMAGING STRAIGHT LINE WINDS can reach 140 mph.

LARGE HAIL can reach the size of a grapefruit. It causes several million dollars in damage annually to property and crops. (

Prepare A Disaster Supply Kit

Assemble supplies you might need in case of emergency. This kit should be easy to carry and preferably waterproof (such as a backpack, duffel bag, anything that can easily be carried in a way that would allow both arms to be free.

INCLUDE IN YOUR DISASTER SUPPLY KIT:



- Battery powered radio, flashlight and with extra batteries
- First aid kit, prescription medicines and prescription glasses
- Water supply (one gallon per person per day)
- Non-perishable food supply, a non-electric can opener (such as the military P-38), especially special foods for special needs
- Infant care items, include diapers and formula
- Special care items for disabled family members (extra wheelchair batteries, oxygen, medication, catheters, food for guide or service dogs, or other special need items)

— A change of clothing, rain gear and sturdy shoes

— Blankets or sleeping bags

— A list of emergency phone numbers (include phone numbers of family physicians to be notified)

— A list of the style and serial numbers of medical devices such as pacemakers, hearing aids with batteries

— Extra sets of car keys and backup equipment, such as necessary manuals

Emergency Plan

Out of State Contact

Name _____ City _____

Phone number (Day) _____ (Evening) _____

Local Contact

Name _____

Phone number (Day) _____ (Evening) _____

Nearest Relative

Name _____ City _____

Phone number (Day) _____ (Evening) _____

Family Work Numbers

Father _____ Mother _____

Other _____

Emergency Telephone Numbers

In a life-threatening emergency, dial 911 or the local emergency number.

Police Department _____ Fire Department _____

Family Physicians

Hospital _____

Name _____ Phone _____

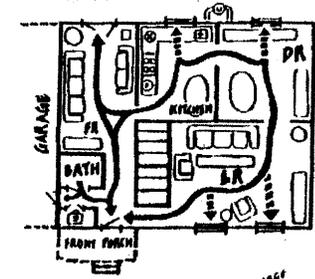
Name _____ Phone _____

Escape Plan

In a fire or other emergency, you may need to evacuate on a moment's notice.

Develop an escape plan for your family to follow.

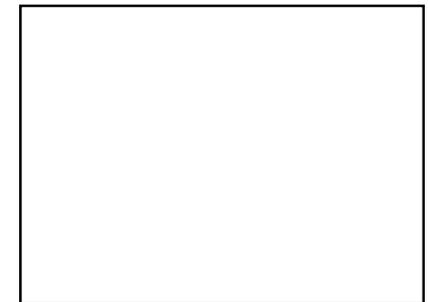
Example:



First Floor Plan



Second Floor Plan



Emergency Checklist

Call your local Red Cross chapter for local information. Some questions to ask:

What kinds of disasters could occur in this area?

- How will we be warned of expected disasters?
- Is there special assistance for people with disabilities?
 - Do communities ask people with disabilities to register with the local emergency management office, so that needed help can be provided in case of emergency?
- What kind of emergency plans are in place at your children's schools?
- Ask about emergency plans at work.
- Keep emergency telephone numbers handy and teach your children to use them.
 - Know what to do in case of power outages and personal injuries. Know what backup power is available.
- If someone in your home is disabled, know about their special needs.
- Teach those who may need to assist people with disabilities, how to help.
- Learn how to turn off water, Gas and electricity.
- Plan and practice with family members how to escape or what their roles will be.
- Learn your community's evacuation plan and which routes you should use.
- Choose one out of state or nearby relative or friend to call if separated by disaster. That way if local lines are not available, you have a contact point.
- Pick two meeting points: one near your home and one outside your neighborhood in case you cannot return home.
- Keep family records in an airtight, fireproof container. (

Army Emergency Relief

Army Emergency Relief (AER) provides loans and grants under emergency conditions. Here are some situations in which AER usually assists:

- Initial rent and deposit, or rent to prevent eviction
- Emergency travel expenses
- Emergency food assistance
- Utilities to prevent cut-off
- Essential privately owned vehicle repairs
- Medical, dental and hospital expenses not covered by TRICARE
- Fire or other disaster relief

Contact your company commander for more information on AER. (



American Red Cross

The American Red Cross provides assistance in emergency conditions. Service is provided for soldiers as well as family members. Some of the services provided include:

- Emergency communications to service members and their families worldwide
- Counseling services
- Emergency financial assistance
- Access to emergency financial assistance WORLD-WIDE
- Various community services—Classes in CPR and First Aid
- Emergency leave verification
- Disaster assistance

The Red Cross can also act as a single point of contact for other volunteer programs in the area for those in need of assistance or wish to get involved in their community. (



Poison Control Hot Lines

Poison Control lines in Kansas and Missouri offer Kansas City area residents immediate help if children or other family members swallow medicine or other household substances.

Poison Control Center staff members can tell you whether a substance is toxic and how to treat the person who has consumed it.

All of the following Hot Line numbers are answered 24 hours a day.

University of Kansas Medical Center: (913) 588-6633, and the toll-free number for Kansas calls is (800) 332-6633.

Children's Mercy Hospital: (816) 234-3000, Kansas City, Mo.

Cardinal Glennon Children's Hospital in St. Louis (the Regional Poison Control Center for Missouri) toll-free numbers are (800) 392-9111 or (800) 366-8888.

Medical authorities say you should call a Hot Line even if the victim shows no signs of illness because symptoms sometimes are delayed. Have the product nearby so you can spell its name to the staff member. Keep syrup of ipecac in the house but don't use it to induce vomiting unless you are instructed to do so. Vomiting sometimes can be harmful. (



Hot Line Telephone Numbers

AIDS Information Hot Line	(800) 342-AIDS
(Provides information on AIDS and makes referrals)	
Al-Anon Family Group	(800) 356-9996
(Provides info to help families f alcoholics)	
Alcohol Abuse Assistance and Treatment ..	(800) 234-1253
Alcohol and Drug Abuse Help Line	(800) 821-4357
(Provides 24-hour referral info on alcohol abuse)	
Child Abuse and Neglect	(800) 392-3738
(Provides counseling information on child abuse)	
Crisis Intervention	(800) 621-4000/6946
(Offers assistance to runaways, adolescent mediation, suicide)	
Elderly Abuse and Neglect	(800) 392-0210
Missing Children Center	(800) USA KIDS
(Provides 24-hour service for counseling, locating children)	
Narcotics Anonymous	(800) 561-2250
National Institute on Drug Abuse	(800) 662 HELP
(Provides literature, information and referral on drug abuse)	
National Cocaine Hot Line	(800) COCAINE
(Provides 24-hour counseling, referrals on cocaine abuse)	
National Domestic Violence Hot Line	(800) 779-7233
Planned Parenthood	(800) 230-7526
(Provides counseling, referrals, information related to pregnancy)	
National Travelers Aid	(800) TO BE SAFE
Recruiting Command Hot Line	(888) USAREC1
(Provides assistance to problems unresolved by Chain of Command)	
VD Hot Line	(800) 227-8922
(Provides information, referrals on sexually transmitted diseases)	

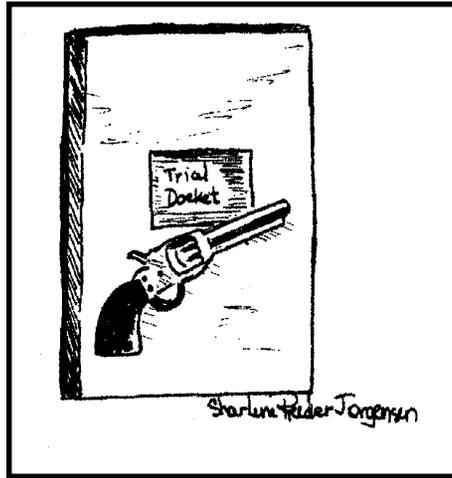


Battalion Phone Numbers to Remember

Administration/Finance/Logistics	(816) 891-8037
Army Suggestion Program, Telephone Problems/Requests, Equal Opportunity, Personnel Issues	
Supply/Truckmaster	(816) 891-8037
Advertising and Public Affairs	(816) 891-8721
Advertising Requests, DEP/COI Functions, Public Affairs Guidance, Sales Promotion Planning	
Battalion Commander/Executive Officer/ Command Sergeant Major	(816) 891-7616
Carlson Wagonlit Travel	(816) 880-9115
TRICARE, Dental, Health Benefits	(816) 891-8744 (800) 790-0963 press 5, then 3
Education Coordinator	(816) 891-8729
Family Services Coordinator	(816) 891-8744 (800) 790-0963 press 5, then 3
MEPS	(816) 891-9484
Control Desk	(816) 891-9590
Guidance Counselor	(816) 891-6742
Operations	(816) 891-7731
Enlistment Standards, Production Statistics, RA Renegotiations, USAR Waiver Preparations	
Recruiter Training NCOs ..	(816) 891-7731
Technical Warrant Officer Recruiter	

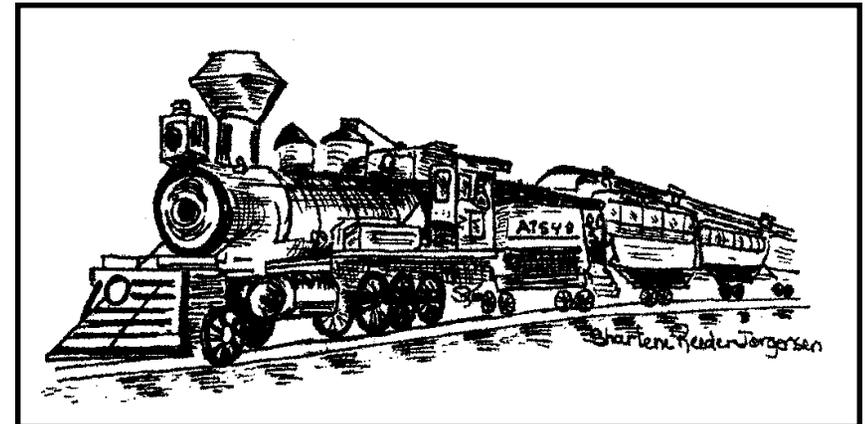


More Telephone Numbers



Area Code	Ft. Riley, Kan. (785)	McConnell AFB, Kan. (316)	Whiteman AFB, Mo. (660)
ACS	239-9435	652-6020	687-3660
Ambulance	911/239-7283	652-5027	911
Billeting	239-2830	683-7711	687-1844
Chaplain	239-3359	652-3562	687-3652
Commissary	239-2921	652-5625	687-5655
Fire Dept.	911/239-4257	652-3902	911
ITT		652-4002	687-5618
MP/SP	239-3053	652-3976	687-3700
Pharmacy	239-7416	652-5062	
Post Info	239-3911	652-6100	687-1110
PX/BX	784-4672	685-0231	563-3003
Transportation	239-6468	652-5257	
TRICARE	784-1200	691-9300	

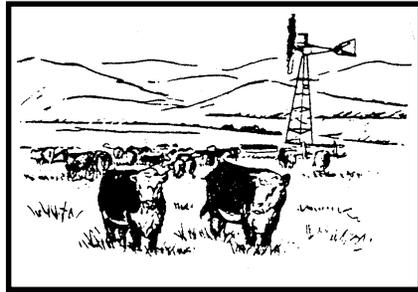
Area Code	Ft. Leavenworth, Kan. (913)	Ft. Leonard Wood, Mo. (573)
ACS	684-4357	596-0186
Ambulance	911	596-2155
Billeting	684-4091	596-0999 (800) 677-8356
Chaplain	684-2210	596-0309
Commissary	684-4903	596-0689
Fire Dept.	911	596-0883
ITT	684-2580	596-6813
MP	684-3322	596-0590
Pharmacy	684-6102	
Post Info	684-4021	596-0131
PX	651-7271	329-2200
Transportation	684-5631	596-0077
TRICARE	684-6224	



What about a Driver's License?

MISSOURI

To get a new driver's license in Missouri, you must present a valid driver's license from your former state and our social security card or military ID if it has your social security number on it. You must pass a written test and a vision test before a new license will be issued.



Those with an expired license must bring clearance letter from the state in which they were previously licensed to drive and they also must pass a written exam, a vision and driving test.

Persons between the ages of 16 and 18 who are applying for their first driver's license must bring an original birth certificate, including a valid city or state seal. A learner's permit (available for \$1) allows the permit holder to drive with a licensed driver for six months.

After passing the tests, a six-month temporary license, in the form of a receipt, will be issued. This will be valid until a three-year license is mailed.

KANSAS

In Kansas, residents must bring the license issued in their former state of residence. Military personnel and family members may maintain a driver's license in the state of their legal residence or obtain a Kansas license. If you apply for a Kansas license you must give up your home of record license. You must pass the vision examination and a written test. Without the license from the former state, new residents will also be required to bring a letter of clearance from the former state.

They do not have to have the driving test unless their license has been expired for more than 90 days. If their license expired more than 90 days prior, they must bring a letter of clearance from the state that issued that license.

Persons who successfully complete the required testing receive a license immediately. (

To Register your Automobiles

You may elect to register your car in your state of legal residence or in the state where you're stationed. Below are guidelines if you elect to register your car in Missouri or Kansas.

MISSOURI

Vehicles must be inspected at an official inspection station prior to registering them. Phone the county courthouse for locations. Many service stations and automobile dealerships provide the service.

Registration in Missouri includes obtaining a Missouri title for the car with an out-of-state title, as well as obtaining a Missouri license plate and a personal property tax clearance or payment receipt. The clearance is a county document showing that no personal property taxes are owed.

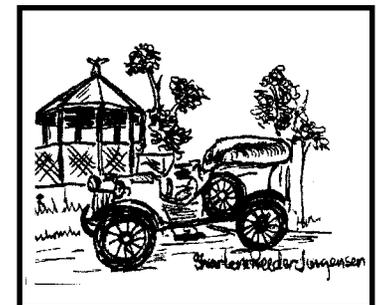
Property tax clearance can be obtained from the county courthouse. Residents also must sign a statement indicating the vehicle is insured.

The original out-of-state title can be obtained through the license bureau branches. The title, tax clearance, safety inspection receipt (no more than 60 days old) and listing of the mileage then may be taken to a state Motor Vehicle and Driver's License Bureau branch office.

KANSAS

New Kansas residents have 90 days after establishing residency in the state to register a vehicle, unless current tags are expired.

They must present their original out-of-state title, their vehicle insurance policy number, insurance company name and car mileage. If not covered by no-fault insurance, new Kansas residents must arrange for such coverage with an insurance agent. New Kansas residents also must have their cars inspected by a Kansas Highway patrol representative to verify the mileage and identification number listed on the title. (



Hunting and Fishing Licenses

Before you put out the “gone fishing” sign or plan your next hunting trip, you’ll have to take care of one technicality. You’ll have to buy a license.

MISSOURI

In Missouri, a person is eligible for a resident license after living in the state for 30 days. (The service member and family do not have to wait 30 days. Take your ID card, orders and rental agreement as proof.)

A combination license is available to residents for small-game hunting and fishing.

For more information about licenses and fees; call the Missouri department of Conservation, (816) 356-2280.



KANSAS

All Kansas hunters ages 16-65 must have a resident hunting license. All non-resident hunters, regardless of age, must purchase a non-resident hunting license. Anyone born after July 12, 1957 must successfully complete a certified hunter education course in order to purchase a license except on land they own or operate.

A small-game hunting and fishing combination license is available to residents.

Vendors may charge an issuance fee of up to \$1 for all fishing and hunting licenses.

Kansas boat licenses may be obtained from any state park office.

For more information, call the Kansas Department of Wildlife and Parks, (913) 894-9113. (

Rules for Wise Consumerism

- Hop around before you purchase, whether it be medical care, small appliance repair or consumer items of food and clothing.
- Check references whenever possible.
- Be tactfully assertive if you feel you are getting the run-around, but control your emotions.
- Read warranty information and register products.
- Keep all receipts for the full warranty period.
- Ask questions. You have the right to a full explanation of charges, services and expected results.
- Make a list before you shop.
- Seek low cost alternatives to costly luxury items.
- Get written estimates with itemized costs for services.

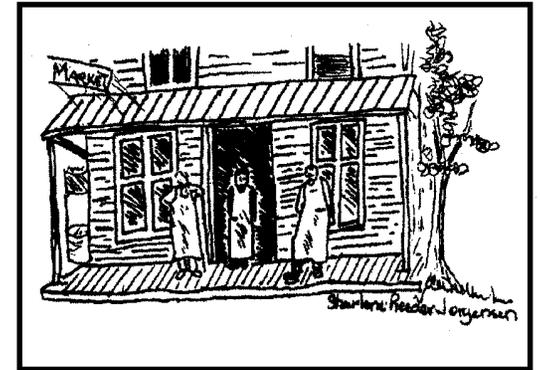
— Check ahead on house calls for repairs; prices vary greatly.

— Save coupons for items you purchase regularly.

— Shop ads for breaks on prices, especially for groceries and personal care products.

— Read labels on clothes, food and medications to be sure you’re getting a good deal.

— Read the consumer guides at the library. (



Home Security and Crime Prevention

Most of our recruiting families live on the economy. This may be a new experience for many, and the reality of economy living is much different than most are accustomed to. Economy living does not provide the security and safety we are accustomed to on most military installations. There is no single set of rules by which all our neighbors abide. The need for home security is much greater. By applying a few common sense principles, we can enjoy living almost anywhere, whether in the county or in a large city, while feeling safe and secure in our new community.

Home Security

- If you are planning to be out of town on leave, don't advertise it. This alerts everyone that you will be away for an extended period of time.
- Lock the doors, even if you are going out for just a few minutes. Besides the front and rear doors, keep garage, cellar, patio and storage areas locked. Periodically check them.
- Ask a neighbor or a friend in your company to collect any mail, flyers and newspapers so they won't pile up outside your door or in the mailbox. Stop deliveries until you return.
- Be cautious of door-to-door sales people and other solicitors. If possible, conduct the conversation at the door. Be cautious whom you invite into your home. If you do invite a solicitor in, DO NOT leave them alone in a room.
- Keep telephone numbers of the local police, fire department and ambulance near your telephone. Familiarize yourself with emergency reporting procedures, such as: calling for police assistance, obtaining emergency medical help, etc.
- Report suspicious persons or activities immediately to the local law enforcement agency.
- Tell your children to never admit being home alone on the telephone or to someone at the door. Say mom or dad can't come to the phone and will call back.
- Instruct children to look out for each other and tell you when something unusual

or suspicious occurs.

- Screen repairpersons and solicitors to ensure their visit is legitimate. If possible, install a peephole in your door; if unable to do so, use a window.
- Make sure no keys to your doors are hidden outside in the mailbox, under the door mat, or in other predictable places.
- Remove all identification tags from your key ring so that if it's lost, a burglar won't know where to use your keys.
- Leave front and back porch lights on at night.
- If you suspect/detect someone observing your home/activities or that of your neighbors, report it immediately to the police. Many of the communities have crime watch programs. Inquire and get involved.
- Having cell phones in vehicles may also be a great help in case of emergency. Keep emergency cell phone numbers handy. However take care to pull off the road to use your cell phone. (



Recruiting Terms

Accession –

Credit toward mission by an individual who enlisted into an active or reserve program.

ANCOC – (Advanced Noncommissioned Officer Course)

This is the second level of schooling for grades E-6 or E-7.

AGR – (Active Guard Reserve)

A member of the Army Reserve or National Guard who's placed on active duty as a recruiter.

ATC – (Annual Training Conference)

A battalion conference held annually to conduct refresher training, present awards and inform recruiters and families of new programs, initiatives and benefits.

ARADS – (Army Recruiting and Accession Data System)

A computer system designed to track Army enlistments.

ASVAB – (Armed Services Vocational Aptitude Battery)

A series of tests which determines vocational aptitude.

BLT – (Battalion Leadership Team)

The recruiting battalion commander, executive officer and battalion sergeant major.

BI – (Background Investigation)

Investigation conducted on those applicants requiring a security clearance.

BCT – (Basic Combat Training)

Training for enlistees which provides fundamental military knowledge and combat training.

CAT I-III –

Applicant scoring 50 or more on the ASVAB and is considered a quality applicant.

CIHS – (Currently in High School)

A person currently enrolled in high school other than a senior (i.e., a junior or sophomore).

CLT – (Company Leadership Team)

Consists of the company commander and the first sergeant.

COI – (Center of Influence)

Individuals other than Active Army or Reserve members who, by virtue of their relationship with and access to enlistment aged youths, are capable of directly or indirectly influencing these youths to seek more information about the Army enlistment opportunities.

Combined Box –

Reserve and Active Army total mission box.

DEP Loss –

A member of the Delayed Entry Program who fails to ship for personal or medical reasons.

ENTAC – (Entrance National Agency Check)

See NAC.

FSG – (Family Support Group)

GMA – (Graduate Male I-III)

A graduate male who scores above 50 on the ASVAB test.

GMB –

A graduate male who scores below 50 on the ASVAB test.

GFA – (Graduate Female I-III)

A graduate female who scores above 50 on the ASVAB test.

GFB –

A graduate female who scores below 50 on the ASVAB test.

Grad –

An enlistee who has graduated from high school.

GSMA – (Graduate or Senior Male I-III)

GSFA – (Graduate or Senior Female I-III)

HBA – (Heath Benefit Advisor)

HSDG – (High School Diploma Graduate)

Individual who has completed all requirements of high school and received a diploma so stating.

HSSR – (High School Senior)

A student enrolled in high school as a senior and a candidate for high school graduation, or enrolled in a state-controlled adult education program.

HRAP – (Hometown Recruiter Assistance Program)

A service member (also called a Hometown Recruiter) who, after completing Basic and advanced individual training, comes to his hometown for two weeks on permissive TDY to help recruiters.

HMA –

A GED or high school equivalent male alpha applicant who scores higher than 50 on the ASVAB.

IRR – (Individual Ready Reservist)

A controlled group comprised of USAR members not assigned to a selected reserve unit, but provides a readily available pool of trained manpower who may be ordered to active duty during a period of national emergency.

JOIN – (Joint Optical Information Network)

A computer system used at a recruiting station. It shows what the Army has to offer.

Lead –

Information pertaining to a potential Army prospect.

LPSC – (Limited Production Station Commander)

LRL – (Lead Refinement List)

Form used to list names, addresses, and phone numbers for potential prospects with space provided for comments after each contact or phone call.

MEPS – (Military Entrance Processing Station)

The joint service facility which conducts final physical examinations and mental tests of all service applicants, processing and shipping to appropriate reception or duty station.

MET – (Mobil Examination Team)

A team who provides mental testing of applicants in areas remote from the MEPS.

MET Testing –

Mental test administered to prospects to determine whether or not the applicant is qualified for enlistment and what jobs (MOSSs) each applicant is qualified to choose.

MOS – (Military Occupational Specialty)

A term used to classify a grouping of duty positions with close occupational or functional relationships.

79T – Designated military occupational specialty (MOS) code for Regular Army (RA) recruiting and retention of noncommissioned officers.

Mission Accomplishment –

Fulfilling minimum requirements of mission box.

Mission Box –

Format depicting the assignment of the recruiting mission category (Regular Army and the Army Reserve) from Headquarters, Department of the Army to recruiters.

NAC - (National Agency Check)

This is accomplished by the Defense Investigative Service through appropriate agencies for obtaining a security check on a designated individual.

NCO – (Noncommissioned Officer)

Any Army member in grades E-5 (Sergeant or Specialist) to E-9 (Sergeant Major).

NCOER – (Noncommissioned Officer Evaluation Report)

The form used to rate an NCO during a given period of time, usually every 12 months or when a supervisor changes.

NCOIC – (Noncommissioned Officer in Charge)

New Recruiter Program –

The initial nine-month training program for new recruiters upon arrival at the battalion.

OPS – (Operations)

The operations staff section of a headquarters that facilitates processing of applicants, determines eligibility and processes and analyzes production data.

OPSC – (On Production Station Commander)

Other –

A non-quality applicant.

- Ownership –**
A sense of responsibility by the recruiter, for the applicant and his/her total processing treatment as an applicant.
- PI – (Physical Inspection)**
An abbreviated medical examination given prior to entry on military service, to an individual who has received a complete medical examination within one year of the date of enlistment and was found acceptable.
- Planning Guide –**
An essential recruiter management tool. Recruiters plan daily and monthly activities. Also, called MANDEX.
- PMS – (Production Management System)**
How many appointments a recruiter makes, conducts and ultimately enlists in the Army.
- Police Check –**
A check of criminal records to determine an applicant's eligibility to enlist.
- Processing List –**
Provides a daily activity log for each recruiter through which the station commander can monitor and track prospects/applicants through the processing cycle.
- Processing Station –**
A MEPS element responsible to all administrative actions relative to processing applicants for the armed forces.
- Prospect –**
An individual who has directly indicated interest in an enlistment or commission to a recruiter.
- QNE – (Qualified Not Enlisted)**
An individual who is fully qualified, however did not enlist or accept appointment while at MEPS.
- RA – (Regular Army) as opposed to USAR (Reserve)**
- Ringer -**
An individual who attempts to process under a false name to qualify another individual for enlisting.
- SDAP – (Special Duty Assignment Pay)**
Additional pay provided to soldiers performing duties as recruiters.
- Senior –**
Any high school senior of recruiting age.
- Ship –**
To transport an enlistee to a reception station. Often used by recruiters with reference to transporting prospects and applicants to the MEPS.
- Sports Clinic –**
Instructional exhibitions on high school and local sports areas given by Army athletes. Programs are sponsored by the local recruiters.
- Straight Shipper –**
An individual who completes medical and mental processing to include HIV test results, enlists in the Regular Army, and ships to a reception station in a Single day.
- TAIR – (The Army Involvement in Recruiting)**
This program provides involvement of the entire Army in support of recruiting.
- USAR - (United States Army Reserve) as opposed to RA (Regular Army).**
- USAREC – (United States Army Recruiting Command)**
- Walk-in –**
A potential enlistee who walks into a recruiting station without prior contact. Also refers to a person arriving at MEPS for processing without prior notification or being scheduled for processing. (

Notes

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*Provided by the
Kansas City Recruiting Battalion
Advertising and Public Affairs Office
in conjunction with
the Family Services Coordinator
Published in 1998*