

WELCOME GUIDE



"RockStar"

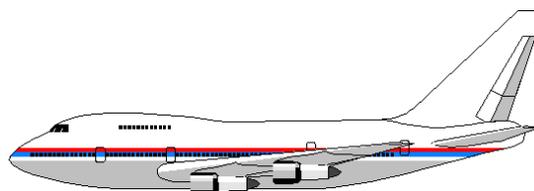
Commander
United States Army Recruiting Battalion Cleveland
US Bank Centre
1350 Euclid Avenue, Suite 1000
Cleveland, OH 44115
(216) 802-1400
Fax (216) 802-1415

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Prior to Departing Your Present Duty Center

Due to your assignment not being near any Army installation, there is a need for you to take certain steps at your current duty center to alleviate unnecessary hardships. The following are some items that you should take care of:



For AGR Records

Update your DA 201 file. Ensure your DA Form 2A and DA Form 2-1 are completely updated and all documents supporting those updates are on hand. Your DA 201 File is maintained at Fort Knox, Kentucky and there is not easy access to it while assigned to the Cleveland Recruiting Battalion.

Update Your DA Photo

Update your DA photo while you are near a photo facility. The nearest photo facility is located in western Pennsylvania.

Request Advance Payments from Finance

Request advance payments of your travel, your dependents travel, and Dislocation Allowances. It takes Fort Knox, Kentucky finance 3 to 6 weeks to settle your PCS travel. Refrain from requesting Advance Pay unless your budget can allow for the monthly deduction from your pay. It is not easy to get a second Advance Pay without detailed explanations for it.

Uniforms

Ensure that all your uniforms are in compliance with 670-1. There are no any Military Clothing Sales Stores in the area, so stock up on any uniform items. Have two Nametags and two sets of ribbons for your ASU jacket. Have your recruiting patch for ACU's. Obtain Unit Crests for your Beret. Duty uniform is ACUs with Patrol Cap.

ID Cards

Update your DEERS information and your ID cards for you and your dependents.

MEDPROs Status

MEDPROs status must be green before you in process.

Travel Card

The Travel Card is to be used for official TDY travel expenses only. It is very important that every Soldier applies for and is issued a travel card for travel expenses. Travel care expenses are paid directly through Defense Travel System (DTS) split disbursement.

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Travel Pay

During your tour in recruiting, you will be required to travel on Temporary Duty. When Temporary Duty is required you will need to send a request for travel through your chain of command. You will be required to submit your travel orders through the automated Defense Travel System (DTS). It is your responsibility to arrange your travel and lodging. We will assist you in any capacity. You are required to settle your travel through DTS within 3 working days of your completion of travel. All settlements will be paid by Electronic Fund Transfer (EFT).

Temporary Lodging Expense (TLE)

Temporary Lodging Expense (TLE) is expenses incurred while looking for a residence. This includes hotels and per diem up to 10 days. You may claim these expenses with the original receipts from the hotel upon inprocessing.

Family Separation Allowance

Family Separation Allowance is authorized for the period you were separated from your family at the Army Recruiting Course. You need to have your DD Form 1610 TDY orders, your travel settlement voucher, and DD Form 1351-2 Travel Settlement to apply. The amount will be approximately \$250.



Spouse Employment Opportunity

If you were employed before you came to Ohio, it might be worth looking into unemployment benefits while looking for new employment. According to the Department of Economics and Employment, it is up to the State you were employed in as to whether unemployment benefits will be honored. Some states have reclassified the "voluntary quit" to "involuntary quit" when the spouse is active duty. To find out more information call the nearest office in your town.

The military spouse employment preference is for employment within the Department of Defense appropriated fund civilian positions at the grade level of GS-02 through GS/GM-15. Depending on qualifications and experience, the military spouse is given priority for competitive civil service vacancies in the state. Preference is limited to positions in the same commuting area as that of the Soldier's new duty center. The military employment preference applies to current, new and reinstatement employees. There are no time restrictions for eligibility requirements following relocation. However, spouses seeking employment with less than six months remaining in an area may be non-selected for permanent continuing positions. Preference entitlement ends when the spouse accepts or declines (whichever comes first) a position expected to last longer than 12 months at any grade.

Applications for employment in the federal service can be initiated at any office of Personnel Management. For an application and more information contact the nearest Army Community Services Center or Office of Civilian Personnel.



Training Resources

Army Spouse Employment Partnership: <http://www.myarmylifetoo.com>

UWC - The Employer's Voice on Unemployment and Workers' Compensation for More than 60 Years

The National Foundation for Unemployment Compensation and Workers' Compensation - helping individuals from industry, government, associations and other professions, gain a keen understanding of the nations' unemployment and workers' compensation laws.

International Association of Personnel in Employment Security (IAPES)

Employment Information (Continued)

United States Department of Labor Homepage - <http://www.dol.gov/>

United States Department of Labor Employment and Training Administration Homepage - <http://www.doleta.gov>

Veterans Employment and Training Service – Ohio - <http://www.va.gov>

The Workforce ATM - This information resource is provided in partnership with the U.S. Department of Labor - <http://www.workforceatm.org>

Other employment services agencies:

<http://www.employmentguide.com>

<http://www.ajb.dni.us>

<http://ohio.gov>

<http://www.usajobs.com>

<http://www.monster.com>

Other sources of career information

Career Magazine (<http://www.careermag.com>) - The most complete career resource center on the web for job listings, employer profiles, resumes, articles, and a career forum, executive recruiters and more.

National Youth Employment Coalition (<http://www.nyec.org>) - NYEC is a non-partisan national organization dedicated to promoting policies and initiatives that help youth succeed in becoming lifelong learners, productive workers and self-sufficient citizens.

State Tourism Bureau Information

Chambers of Commerce are excellent sources of information about new communities. Not only do they “sell the cities” and area attractions, but they are an invaluable source of information for job hunters.

Ohio Chamber of Commerce – www.ohiochamber.com

Pennsylvania Chamber of Commerce - www.pachamber.org/

Fairlawn, Ohio	www.fairlawnareaChamber.org
Akron, Ohio	www.greaterakronchamber.org
Ashland, Ohio	www.ashlandoh.com
Avon Lake, Ohio	www.avonlakeavoncc.com
Beachwood, Ohio	www.beachwood.org
Brecksville, Ohio	www.BrecksvilleChamber.com
Broadview Heights, Ohio	www.broadviewhts.org
Brunswick, Ohio	www.brunswickoh.org
Calcutta, Ohio	www.calcuttaohiochamber.com
Canton, Ohio	www.cantonchamber.org
Chagrin Falls, Ohio	www.cvcc.org
Cleveland Heights, Ohio	www.hrcc.org
Cleveland, Ohio	www.clevelandgrowth.com
Lakewood, Ohio	www.lakewoodchamber.org
Cuyahoga Falls, Ohio	www.cuyahogafallschamberofcommerce.com
Defiance, Ohio	www.defiancechamber.com
Fremont, Ohio	www.scchamber.org
Garfield Heights, Ohio	www.garfieldchamber.com
Geneva, Ohio	www.genevachamber.org
Hudson, Ohio	www.hudsoncoc.org
Huron, Ohio	www.huronohio.org
Lorain, Ohio	www.loraincountychamber.com
Madison, Ohio	www.mpacc.org
Maple Heights, Ohio	www.mhcoc.com
Massillon, Ohio	www.massillonohchamber.com
Maumee, Ohio	www.maumeechamber.com
Medina, Ohio	www.medinaohchamber.com
Mentor, Ohio	www.mentorchamber.org
Philadelphia, Ohio	www.tuschamber.com
North Canton, Ohio	www.northcantonchamber.org
Painesville, Ohio	www.painesvilleohchamber.org
Parma, Ohio	www.parmaareachamber.org
Perrysburg, Ohio	www.perrysburgchamber.com

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Port Clinton, Ohio	www.portclintonchamber.com
Solon, Ohio	www.solonchamber.com
Steubenville, Ohio	www.jeffersoncountychamber.com
Toledo, Ohio	www.toledochamber.com
Twinsburg, Ohio	www.twinsburgchamber.com
Vermillion, Ohio	www.vermillionohio.com
Warren, Ohio	www.regionalchamber.com
Willoughby, Ohio	www.wacoc.com
Wooster, Ohio	www.wooster-wayne.com
Mercer, Pennsylvania	www.mercerareachamber.com
Monaca, Pennsylvania	www.bcchamber.com/
New Castle, Pennsylvania	www.lawrencecountychamber.org/
Erie, Pennsylvania	www.eriepa.com
Meadville, Pennsylvania	www.meadvillechamber.com
Hermitage, Pennsylvania	www.svchamber.com

Many chambers provide free “Welcome” packages to new and prospective members of the community.

Ohio.....1-800-282-5393

Kentucky..... 1-800-225-8747

Michigan.....1-800-543-2937

Indiana.....1-800-289-6646

Pennsylvania.....1-800-847-4872

West Virginia.....1-800-225-5982



Administrative Notes

The United States Army Recruiting Battalion Cleveland is a unique assignment. You will be living and working in a civilian community. Sponsorship therefore is extremely important. Steps need to take place to ensure proper reception and orientation for you and your family. You will normally be assigned a specific center before you complete the Army Recruiting Course. A welcome letter from the Battalion Commander and Battalion Command Sergeant Major will be sent designating a sponsor. A DA Form 5434, Sponsorship Program Counseling and Information Sheet, will accompany this letter. Please complete this form and return it to the battalion. Your sponsor will write you a welcome letter, send information about the community, and plan for proper orientation in the community. It is important for you to maintain contact with your sponsor. This will alleviate confusion.



The following are important administrative items critical to your transition to USAREC.

Special Duty Assignment Pay (SDAP)

Special Duty Assignment Pay (SDAP) is currently \$300 a month while assigned and performing recruiting duties. Your SDAP is initiated once you complete the Army Recruiting Course and in process the battalion. SDAP changes are ongoing through FY14. Contact Battalion S1 or reference ALARACT 308/2013 for more information.

Recruiter Expense Allowance (REA)

Recruiter Expense Allowance (REA) is a program that reimburses recruiters for incidental out of pocket expenses incurred through interaction with Army applicants and their family members. A maximum amount of \$75 per month in reimbursement is currently authorized.

Basic Allowance Subsistence (BAS)

Rations Not Available (RNA) is an allowance similar to Separate Rations. Currently the amount of Separate Rations is \$7.58 a day while RNA is \$8.61 a day. Total BAS is \$325. You are authorized this amount due to a lack of availability of mess.



Basic Allowance for Housing (BAH)

Your BAH is a variable rate for housing. This rate is subject to change periodically. For example, you arrive 6 months after a Soldier arrives and your BAH rates are different. You both have the same rank and the same amount of dependents. His rate was established 6 months ago and your rate has just been established. The rate has changed. Your BAH rate only changes when your status changes, such as a PCS move. The following website will provide the BAH rates for areas in Ohio and Pennsylvania.

<http://www.defensetravel.dod.mil/site/bah.cfm>

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In Processing Procedures

All Soldiers will arrive for in processing in ACU's, which is the duty uniform.

Upon arrival to the Battalion area, you will initially report to the Company Headquarters. You will meet your Company Commander and First Sergeant, as well as your Sponsor. Each Company has a dedicated human resource assistant who will assist you in the preparation and completion of your in processing packet. In processing at the Battalion Headquarters is scheduled on the first Monday after the completion of your permissive TDY and is coordinated through the Company human resource assistant.

The day you are scheduled to in process at the Battalion Headquarters, please arrive NLT 0830 hours with your Sponsor, don't be late because you will be receiving informational briefings from every staff section of the Battalion Headquarters. In order to ensure the timeliness of your in processing, please arrive prepared by having in your possession:

1. PCS Orders with all amendments
2. DA Form 31 (Both PTDY and PCS Leave Forms)
3. BAH Form Completed
4. Personal data (Family) in order to update the DD Form 93 - SGLI
5. Completed DD 1351-2 – Travel Voucher
6. TLE – Temporary Lodging Expenses that you have incurred after you've arrived to the Battalion area. Ten days maximum.
7. Most recent NCOER
8. DA 201 File
9. Army Recruiter Course Completion Certificate and 1059
10. If requested, we will process your Dislocated Living Allowance (DLA) and / or Advance pay if you have not received any prior to your PCS move
11. All dependent documents (marriage license, divorce decree, birth certificates)
12. Most recent APFT card and body fat worksheet (if applicable)
13. Most recent weapons qualification card
14. If promotable: your promotion packet and any supporting documents to add points
15. ID tags and CAC card
16. Original supporting documents to update ERB/ORB
17. Profile (if applicable)
18. Orders identifying 79R as your secondary MOS
19. Orders authorizing Basic Army Recruiter Silver Badge
20. Receipts for any travel expenses over \$75
21. Arrive with MEDPROs status as GREEN

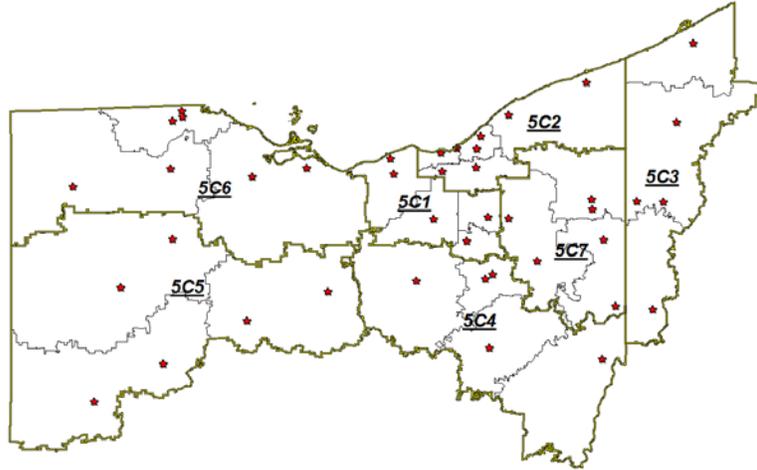
The Battalion S-1 will forward your DA 201 file to Fort Knox, KY. They are the custodian of records for all Soldiers of the 3rd Recruiting Brigade. We will forward any Finance Actions to Fort Knox for processing as well. Expect to receive your finance/travel entitlements in approximately 15-30 working days.

We want you to know the Battalion S-1 section, as well as your Sponsor are there to assist and attend to you and your family's needs. In addition, your Sponsor will take the time to show you around your new community, introduce you to your Recruiting Team and settle you into the unique environment of recruiting.



S-3 Training Section – When in processing Soldier must have a copy of recent APFT and Profile. Review of last school attended: NCOES & Recruiter (ATTRS) and initiate certification program.

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Battalion/Company/Center	Phone
Battalion Hqs	(216) 802-1400
Battalion MEPs	(216) 265-2364
Medina Company	(330) 722-1749
Cuyahoga Falls Center	(330) 929-2877
Elyria Center	(440) 324-3922
Lorain Center	(440) 245-6351
Barberton Center	(330) 245-6351
Medina Center	(330) 225-7932
Cleveland Metro Company	(216) 861-6051
University Circle Center	(216) 297-0484
Parma Center	(440) 886-6880
Lakewood Center	(216) 521-4177
North Olmsted Center	(440) 734-8440
Maple Heights Center	(216) 663-1785
Euclid Center	(216) 531-9926
New Castle Company	(724) 652-7170
Beaver Valley Center	(724) 775-8370
Erie Metro Center	(814) 459-1281
New Castle Center	(724) 658-1732
Erie Center	(814) 868-9979
Meadville Center	(814) 724-8634
Hermitage Center	(724) 981-9544
Canton Company	(330) 493-1460
Steubenville Center	(740) 264-5869
Massillon Center	(330) 833-1777

Battalion/Company/Center	Phone
Canton Center	(330) 493-3320
New Philadelphia Center	(330) 364-8836
Wooster Center	(330) 264-1146
Marion Company	(740) 383-4763
Bellefontaine Center	(937) 593-5075
Piqua Center	(937) 773-0122
Findlay Center	(419) 423-2816
Mansfield Center	(419) 522-0882
Lima Center	(419) 227-2007
Marion Center	(740) 383-1104
Toledo Company	(419) 536-8684
Bowling Green Center	(419) 352-7541
Toledo East Center	(419) 292-0358
Defiance Center	(419) 782-3221
Fremont Center	(419) 334-4451
Toledo West Center	(419) 531-3515
Sandusky Center	(419) 625-2268
Warren Company	(330) 505-1101
Alliance Center	(330) 823-3233
Kent Center	(330) 678-0338
Warren Center	(330) 392-2578
Ashtabula Center	(440) 998-3735
Boardman Center	(330) 965-1125
Mentor Center	(440) 951-6113

Cleveland Recruiting Battalion Welcome Guide

Welcome from the Soldier & Family Assistance Program Manager

Welcome to the US Army Recruiting Battalion Cleveland; the best Battalion in the United States Army Recruiting Command (USAREC).

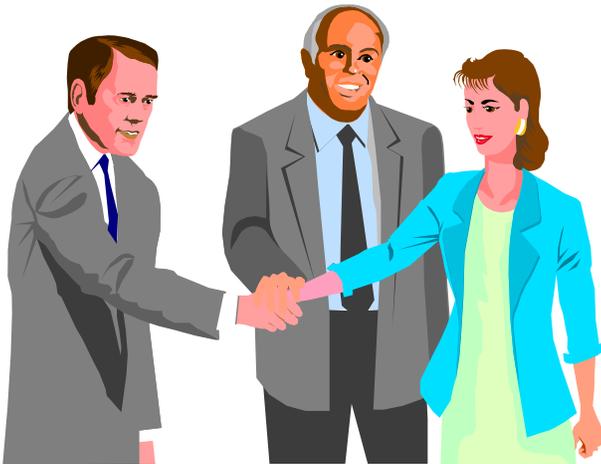
I believe this assignment will be one of the most challenging and rewarding tours you will experience while in the military.

Unlike most assignments, you will be somewhat removed from a nearby installation and the support to which you are probably accustomed. For that reason, family services and family support groups need to work together to provide similar needed services.

As your battalion Soldier & Family Assistance Program Manager, as well as your Health Benefits Advisor, I will be planning Family Life Programs and activities to meet your needs and interests. Please feel free to let me know any special interests and activities you would like to know more about. I will assist you in any way I can to make your tour and transition into your new community as trouble-free as possible.

During the new recruiter's orientation, we will discuss the many initiatives you will be undertaking and will encourage you to get involved to the fullest extent possible.

I look forward to meeting you and your spouse. Again, welcome to the Cleveland Recruiting Battalion.



Soldier & Family Assistance Program Manager
(216) 802-1407
(800) 790-0963 ext 32
Usarmy.knox.usarec.list.5cbn-sfa@mail.mil

Family Medical Care

TRICARE is the name of the health care program for the Department of Defense (DOD). TRICARE is a network of military and civilian hospitals, clinics, and medical professionals. It offers a wide range of health care benefits and guarantees timely access to care. The health care delivery network is established and maintained by Healthnet Federal Service, a company contracted by the DOD to manage TRICARE North Region. There are three regions in the United States. TRICARE, as its name implies, gives beneficiaries in our area four options for care: TRICARE Prime Remote, TRICARE Prime, TRICARE Extra, and TRICARE Standard.



Management of the Military Health System (MHS) requires a great deal of coordination between the direct care system and TRICARE-funded civilian care. The TRICARE program was established to manage care and give beneficiaries a choice of the best health care available to meet their needs.

All eligible beneficiaries must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) database as being eligible for military health benefits.

TRICARE Prime and Prime Remote Program

An HMO-like option where beneficiaries elect to enroll in a voluntary program which provides TRICARE Standard benefits and enhanced primary and preventive benefits with nominal beneficiary cost-sharing. TRICARE Prime requires beneficiaries to use a Primary Care Manager (PCM) located at either a Military Treatment Facility or a PCM from the network.

TRICARE Extra Program

A preferred provider option where beneficiaries choose to remain eligible for the TRICARE Standard benefits package; however, when their benefits are provided by civilian providers who are in a network established by Anthem Alliance through contractual arrangements, the beneficiary's cost-sharing is reduced. This option allows beneficiaries to receive their care from civilian network providers at a reduced cost compared to TRICARE Standard.

TRICARE Standard Program

An option to remain in the traditional fee-for-service non-enrolled standard TRICARE program. Beneficiaries using this option have the greatest choice of civilian physicians, but this comes at the greatest cost. The cost of the standard program includes a deductible, plus copays.



For more information on all of the options provided through TRICARE, contact TRICARE North Region at (877) TRICARE.

Exceptional Family Member Program

If you believe you have a family member with medical or education problems that require special attention, you may want to apply for enrollment in the EFMP. Please contact the Battalion Adjutant, CSM or PSNCO prior to arrival so any necessary changes in assignment location can be made.

Battalion S1 Section, Usarmy.knox.usarec.list.5cbn-s1@mail.mil, (216) 802-1410
Battalion Command Sergeant Major, Usarmy.knox.usarec.list.5cbn-csm@mail.mil, (216) 802-1402

Enrollment in EFMP entitles a Soldier to special consideration to ensure assignment to an area which can address special education and/or medical needs.

MetLife TRICARE Dental Program – <https://mybenefits.metlife.com/tricare>

TRICARE Family Member Dental Plan (FMDP) is offered for a small charge which is collected through payroll deduction. FMDP offers basic preventive and restorative dental care for enrolled family members of active duty Soldiers. FMDP does not cover all dental care. There are special rules and limits on certain types of care and some types of care not covered at all. The cost of coverage depends on the size of the Soldier's family and whom he/she wishes to cover.

With FMDP, civilian dentists provide care. Claims are filed, either by the dentist or the family who received the care, with the FMDP contractor. The FMDP may cover up to 100% of the allowable charges for specific dental care. Even if your dentist recommends certain types of care, however, the FMDP may not help pay for it. If you are unsure whether a service is covered, contact MetLife, Customer Service at (855) 638-8371.

TRICARE Supplemental Insurance Plans

TRICARE never pays the total cost. It is not an insurance plan, it is a benefit, and you do not pay premiums. TRICARE standard covers what is considered medically necessary and then it only cost-shares on whatever the allowable charge may be. TRICARE standard cannot cover the ever-increasing cost of health care.

There are several supplemental plans, which cover pre-existing conditions, your deductible, and various out-of-pocket costs not paid by TRICARE. There are 41 supplemental plans available to active duty families. A separate list of those plans and the most commonly asked questions are available upon request from the Bn SFA.

The decision to buy supplemental insurance must be a personal one, but it doesn't cost anything to check it out. If you have any questions concerning TRICARE or supplemental plans, please feel free to call the battalion Soldier & Family Assistance Program Manager at (216) 802-1407 or nationwide (800) 790-0963 ext 32.

Family Readiness Group

Every spouse is encouraged to become active in our Family Readiness Group. We can only be as great as our members. Each member's voice adds another idea or solution to problems or concerns many families may share. In addition, this is a great way to get involved early on to meet new friends and to increase the feeling of community and unit cohesion.

The Family Readiness Group (FRG) is a support system for all Soldiers and family members during their tour of duty with the Cleveland Recruiting Battalion. It is a Commander-supported program that is established by concerned and willing members and the unit chain of command. It is an additional aid in assisting the commander in caring for the families of the unit. As always, the commander is responsible for providing for the morale and welfare of support and outreach to family members.

There are Family Readiness Group Representatives and a chain of concern in each company. These are caring volunteers whose main purpose is to assist you with your concerns, organize Family Readiness Group activities, and give out information or refer family members when in need. They are the Commander's eyes and ears, and assist in ensuring that establishing and maintaining a healthy recruiting lifestyle remains a top command priority.

Company Commanders are also required by the Battalion Commander to conduct specific programs in addition to the Company Family Readiness Group Program. The Company Commander is required to:

- ✓ Have an up-to-date unit telephone tree and telephone chain of concern.
- ✓ Have strips maps to all quarters in his unit.
- ✓ Conduct an initial joint orientation (husband and wife) that covers the company's mission and the new recruiter's recruiting center.
- ✓ Conduct housing visitation. The initial visitation within 30 days and at least once every six months afterwards.
- ✓ Contact unit FRG representatives no less than monthly.
- ✓ Provide company input for the Battalion Family Newsletter.

If we can be of any assistance or if you would like to become involved in the support of one another, please contact the Battalion Soldier & Family Assistance Program Manager at 1-800-790-0963, ext 32 (Nationwide) or 1-216-802-1407 (Commercial).

The Military Wife



THE GOOD LORD WAS CREATING A MODEL FOR MILITARY WIVES AND WAS INTO HIS SIXTH DAY OF OVERTIME WHEN AN ANGEL APPEARED. SHE SAID, "LORD, YOU SEEM TO HAVE A LOT OF TROUBLE WITH THIS ONE. WHAT'S WRONG WITH THE STANDARD MODEL?"

THE LORD REPLIED, "HAVE YOU SEEN THE SPECS ON THIS ORDER? SHE HAS TO BE COMPLETELY INDEPENDENT, POSSESS THE QUALITIES OF BOTH FATHER AND MOTHER, BE A PERFECT HOSTESS TO FOUR OR 40 WITH AN HOUR'S NOTICE, RUN ON BLACK COFFEE, HANDLE EVERY EMERGENCY IMAGINABLE WITHOUT A MANUAL, BE ABLE TO CARRY ON CHEERFULLY, EVEN IF SHE IS PREGNANT AND HAS THE FLU, AND SHE MUST BE WILLING TO MOVE TO A NEW LOCATION 10 TIMES IN 17 YEARS. AND OH, YES, SHE MUST HAVE SIX PAIRS OF HANDS."

THE ANGEL SHOOK HER HEAD, "SIX PAIRS OF HANDS? NO WAY."

THE LORD CONTINUED, "DON'T WORRY, WE WILL MAKE OTHER MILITARY WIVES TO HELP HER, AND WE WILL GIVE HER AN UNUSUALLY STRONG HEART SO IT CAN SWELL WITH PRIDE IN HER HUSBAND'S ACHIEVEMENTS, SUSTAIN THE PAIN OF SEPARATIONS, BEAT SOUNDLY WHEN IT IS OVERWORKED AND TIRED, AND BE LARGE ENOUGH TO SAY, 'I UNDERSTAND,' WHEN SHE DOESN'T, AND SAY, 'I LOVE YOU,' REGARDLESS."

"LORD," SAID THE ANGEL, TOUCHING HIS ARMY GENTLY, "GOTO BED AND GET SOME REST. YOU CAN FINISH THIS TOMORROW."

"I CAN'T STOP NOW," SAID THE LORD. "I AM SO CLOSE TO CREATING SOMETHING UNIQUE. ALREADY THIS MODEL HEALS HERSELF WHEN SHE IS SICK, CAN PUT UP SIX UNEXPECTED GUESTS FOR THE WEEKEND, WAVE GOODBYE TO HER HUSBAND FROM A PIER, A RUNWAY OR A DEPOT AND UNDERSTAND WHY IT'S IMPORTANT THAT HE LEAVE."

THE ANGEL CIRCLED THE MODEL OF THE MILITARY WIFE, LOOKED AT IT CLOSELY AND SIGHED, "IT LOOKS FINE, BUT IT'S TOO SOFT."

"SHE MIGHT LOOK SOFT," REPLIED THE LORD, "BUT SHE HAS THE STRENGTH OF A LION. YOU WOULD NOT BELIEVE WHAT SHE CAN ENDURE."

FINALLY, THE ANGEL BENT OVER AND RAN HER FINGER ACROSS THE CHEEK OF THE LORD'S CREATION. "THERE'S A LEAK," SHE ANNOUNCED. "SOMETHING IS WRONG WITH THE CONSTRUCTION. I AM NOT SURPRISED THAT IT HAS CRACKED. YOU ARE TRYING TO PUT TOO MUCH INTO THIS MODEL."

THE LORD APPEARED OFFENDED AT THE ANGEL'S LACK OF CONFIDENCE. "WHAT YOU SEE IS NOT A LEAK," HE SAID. "IT IS A TEAR."

"A TEAR? WHAT IS IT THERE FOR?" ASKED THE ANGEL

THE LORD REPLIED, "IT'S FOR JOY, SADNESS, PAIN, DISAPPOINTMENT, LONELINESS, PRIDE AND A DEDICATION TO ALL THE VALUES THAT SHE AND HER HUSBAND HOLD DEAR."

"YOUR ARE A GENIUS?" EXCLAIMED THE ANGEL.

THE LORD LOOKED PUZZLED AND REPLIED, "I DIDN'T PUT IT THERE."

AUTHOR UNKNOWN



Family Security

Home Security

If you're 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 a few minutes. Besides the front door, keep garage, cellar, patio, and storage areas locked.



Ask a neighbor to collect any mail, flyers, and newspapers so they don't pile up outside your door or in your 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 them 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.

Many communities have crime watch programs. Inquire and get involved.

Home Security/Crime Prevention

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

General Information

American Red Cross

The American Red Cross provides assistance in emergency situations. 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, various community services, and Emergency Leave verification.



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 wishing to get involved in their communities.

Army Emergency Relief

Army Emergency Relief (AER) provides loans and grants under emergency conditions. Situations in which AER usually assists include:

- ✓ 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 and other disaster relief.

If AER is not available, Red Cross can also help. Contact your unit commander for information on AER.

Legal Assistance

The Legal Assistance Office provides free legal counsel for Soldiers and their families. Legal Assistance can be obtained from Coast Guard Legal or Fort Knox Legal. Some of their services are:

- ✓ Powers of Attorney
- ✓ Wills
- ✓ Notarization



Contract Interpretations and Other Legal Services

Attached near the back of this handbook is a personal affairs checklist. The checklist is designed to provide you with a means in which to quickly inventory your family's state of legal preparedness. With this checklist you may discover other areas your legal office may assist. Keep the checklist current and handy for ready reference in case a member of your family needs to find something important quickly.

Battalion Newsletter

Every quarter the Advertising Public Affairs Section produces a newsletter, which is mailed to all Soldiers/Families throughout the battalion.

The newsletter contains battalion news, feature stories about recruiters, staff information, and family issues such as TRICARE, DEERS, and Dental Care. Anyone may submit an article or topic to the Bn SFA, for consideration for publication.



Information You Should Know

- Are all Immunizations up to date?
- Do you know the account numbers, addresses, and names of the banks in which you and your spouse have documents?
- Do you have money available on a continuous basis and in case of an emergency during a deployment?
- Do you have or know the location of a strong box or safety deposit box for important papers?
- Do you know the location of all credit cards and whom to call if they are lost or stolen?
- Do you know all payments that must be made, to whom and when, while your spouse is deployed?
- Do you know expiration date of your ID card?
- Do you know your spouse's social security number and unit of assignment?
- Do you have names, current addresses and phone numbers of all immediate family members?
- Will you require or do you have a Power of Attorney? Will?
- Do you have a recent copy of your spouse's Leave and Earnings Statement?
- Payment Book (Loans, Mortgages)?
- Car Registration and Title?
- Home Deed and/or Mortgage?
- Spare car keys?
- If you need help or information during the deployment and don't know where to turn, call the "Chain of Concern."

