

WELCOME GUIDE



"Patriots"

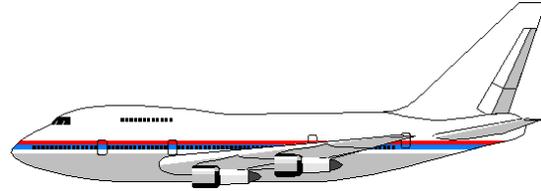
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United States Army Recruiting Battalion Cleveland
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Prior to Departing Your Present Duty Station

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



Update Your 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 up to date. 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 Class A jacket. Have your recruiting patch sewn on ACU's and your Class A jacket. Obtain Unit Crests for your cap. Duty uniform is ACUs.

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 \$50.



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 station. 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 (which ever 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 your 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)

Ohio School-to-Work Homepage - <http://www.ohio-stw.com>

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 Commerces 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



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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 station 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 \$450 a month while assigned and performing recruiting duties. Your SDAP is initiated once you complete the Army Recruiting Course and in process the battalion.

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. Monthly the average is about \$260. 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/perdiem/faq.html> For Finance FAQ's

<http://www.defensetravel.dod.mil/perdiem/rateinfo.html> See attached Finance Screen Shot (Used for BAH, Per Diem, DLA, COLA, etc....)

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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 0900 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. A Blank in processing checklist
2. Casting Assessment Program booklet
3. Most recent NCOER
4. PCS Orders
5. DA Form 31 (Both PTDY and PCS Leave Forms)
6. IMO Checklist (ensure you've completed the read ahead PRIOR to your arrival. You will not be afforded the opportunity to read this material at the Battalion Headquarters due to the limited time available for processing)
7. Completed DD 2278 – DITY Move Packet consisting of checklist with receipts and documentation for any expenses you have incurred during your PCS move.
8. Completed DD 1351-2 – Travel Voucher
9. TLE – Temporary Lodging Expenses that you have incurred after you've arrived to the Battalion area. Ten days maximum.
10. Urinalysis Statement of Understanding (Signed acknowledgement)
11. Alcohol and Drug Abuse Statement of Understanding (Signed Acknowledgement)
12. Army Recruiter Course Completion Certificate
13. DA 201 File
14. 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
15. Personal data (Family) in order to update the DD Form 93 - SGLI

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 7-10 working days. For your DITY move, expect to receive reimbursement in approximately four to six weeks.

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 (ATRRS) and initiate certification program.

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Housing Information

Welcome to the Cleveland Recruiting Battalion! I am Ms. Clarissia Telepak, the Battalion Unit Housing Representative, and I can assist you with your housing needs.

Let's first see if you are interested in one of two programs USAREC provides. Basically, both programs are the Government paying your rent and you do not receive BAH on your LES...this program gives the landlord the peace of mind of guaranteed payments on time, and could save you money!

Leased Unaccompanied Housing (BLH). This program is for unaccompanied single Soldiers, in the ranks of E-4 and below, currently receiving BAH at the without dependent rate. To qualify "one's housing costs" (rent and utilities) must exceed their BAH-rate 0% out of pocket expenses (*Note: The rate is determined by DOD and can be changed based on program funding and reform*).

Government Leased Family Housing. *This program is opened to all ranks within USAREC and the following requirements must be met: (a) Married personnel must be eligible for BAH at the dependent rate and accompanied by dependents. (In cases of joint custody of dependents, only the military member who has custody for more than 9 months per year is eligible). (b) Permanent duty personnel must be in a location greater than a one-hour commute from a military installation. (c) Soldier must have at least 12 months remaining at their current duty station from the estimated effective date of the lease. A Housing Guideline Chart is provided for assistance.*

Lease Conversion. It is possible to convert a residence found by the Soldier to a government lease. In the case of a lease conversion, a copy of the current lease must be available for verification. The lease conversion may not be approved if the Soldier is above his bedroom and dwelling authorizations.

The Program does not cover pet deposits and pet damages. The Soldier will have to do a separate agreement with the lessor (landlord), and only two pets are authorized. The pets can be one dog, one cat, or two dogs, or two cats. Not all breeds of dogs are allowed to be in our program. The restricted breeds are Pit Bull, Pit Bull Terrier, American Pit Bull Terrier, Staffordshire Terrier, Rottweiler, Chow Chow, Presa Canario, Case Corso, Neapolitan Mastiff, Wolf Hybrids, and American Staffordshire Terrier. Any dog with a mix of these breeds is included as a restricted breed.

If you think you qualify for the program and are interested, then please contact me if possible at least 45 days prior to your report date. Be prepared to fax or mail to me a copy of your orders and/or DEERS Enrollment Verification or if you have any questions or concerns, please feel free to either give me a call at the number listed below or send an email.

Again, welcome to our battalion. I look forward to seeing you!

Ms. Clarissia Telepak
Battalion Support Service Specialist
Phone: (216) 802-1423
Fax: (216) 771-7016
E-Mail: clarissia.telepak@usarec.army.mil

**Housing Standard Chart
Bachelor Leased Housing**

PAY GRADE	HOUSING STANDARD
E-1, E-2, E-3, E-4	1 Bedroom Apartment

**Housing Standard Chart
Family Leased Housing**

PAY GRADE	HOUSING STANDARD
E-1, E-2, E-3, E-4	2 Bedroom Apartment/Townhouse
E-5, O-1	2 Bedroom Townhouse/Duplex
E-6, E-7, E-8 O-1 E, O-2 W-1, W-2	3 Bedroom Townhouse/Duplex
E-9 O-2 E, O-3, O-3E, O-4 W-3, W-4, W-5	3 Bedroom Single Family Detached
O-5, O-6, O-7	4 Bedroom Single Family Detached

NOTE: Number and age of dependents may increase the bedroom authorizations of this chart.

**Family Leased Housing
Bedroom Eligibility Criteria**

Unit size is based on number of dependents up to a maximum of four (4) bedrooms as listed below (two bedroom unit is the minimum):

Soldier and spouse share 1 bedroom.

Children under 6 share bedroom with same or opposite gender (maximum of 2 children per bedroom).

Children 6-9 share bedroom with same gender only (maximum of 2 children per bedroom).

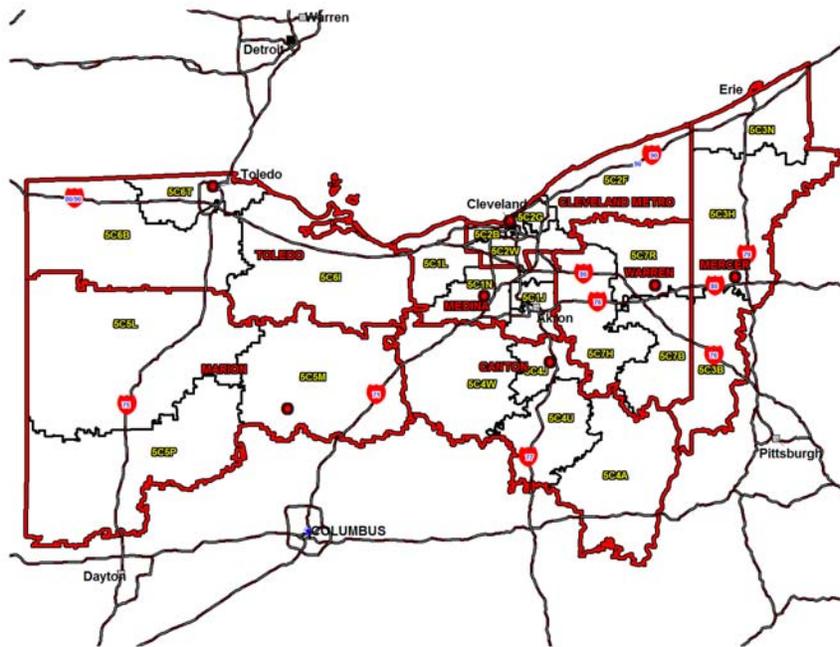
Children 10 years old and older are authorized their own bedroom.

One bedroom is authorized for a child in college. (Authorization expires on 23d birthday).

Dependent parents are authorized their own bedroom.

NOTE: In determining the number of bedrooms authorized, 3 years will be added to the child's current age.

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Battalion/Company/Station	Phone
Battalion Hqs	(216) 802-1400
Battalion MEPs	(216) 265-2364
Medina Company	(330) 722-1749
Cuyahoga Falls Station	(330) 929-2877
Elyria Station	(440) 324-3922
Lorain Station	(440) 245-6351
Barberton Station	(330) 245-6351
Medina Station	(330) 225-7932
Brunswick Station	(330) 273-1361
Cleveland Metro Company	(216) 861-6051
University Circle Station	(216) 297-0484
Parma Station	(440) 886-6880
Lakewood Station	(216) 521-4177
North Olmsted Station	(440) 734-8440
Maple Heights Station	(216) 663-1785
Euclid Station	(216) 531-9926
Mercer Company	(724) 662-4733
Beaver Valley Station	(724) 775-8370
Erie Metro Station	(814) 459-1281
New Castle Station	(724) 658-1732
Erie Station	(814) 868-9979
Meadville Station	(814) 724-8634
Hermitage Station	(724) 981-9544
Canton Company	(330) 493-1460
Steubenville Station	(740) 264-5869
Massillon Station	(330) 833-1777

Battalion/Company/Station	Phone
Canton Station	(330) 493-3320
New Philadelphia Station	(330) 364-8836
Wooster Station	(330) 264-1146
Marion Company	(740) 383-4763
Bellefontaine Station	(937) 593-5075
Van Wert Station	(419) 238-4995
Piqua Station	(937) 773-0122
Findlay Station	(419) 423-2816
Mansfield Station	(419) 522-0882
Lima Station	(419) 227-2007
Marion Station	(740) 383-1104
Toledo Company	(419) 536-8684
Bowling Green Station	(419) 352-7541
Toledo East Station	(419) 292-0358
Defiance Station	(419) 782-3221
Fremont Station	(419) 334-4451
Toledo West Station	(419) 531-3515
Sandusky Station	(419) 625-2268
Warren Company	(330) 505-1101
Alliance Station	(330) 823-3233
Kent Station	(330) 678-0338
Warren Station	(330) 392-2578
Ashtabula Station	(440) 998-3735
Boardman Station	(330) 965-1125
Mentor Station	(440) 951-6113

Recruiting Symbolism

The Recruiter Badge

Military personnel assigned to the US Army Recruiting Command and designated by the Commanding General USAREC, may wear the US Army Basic Recruiter Badge (silver). The basic badge is awarded to recruiters on graduation from the Army Recruiter Course. The Commanding General, USAREC, authorizes recruiters to wear the US Army Gold Recruiter Badge if they are eligible and meet established criteria. Up to three sapphire achievement stars may be awarded to eligible recruiters who hold the Gold Recruiter Badge. Achievement stars are affixed to the badge. Recruiters who honorably complete their tour of duty with USAREC may wear the Gold Badge as a part of their permanent military uniform.



The Recruiter Ring

The Army Recruiter Ring is the 2d highest achievement award for recruiting excellence offered by the United States Army Recruiting Command.



A recruiter who receives the recruiter ring can wear it for life. Recruiters treasure it as members of Super Bowl football teams treasure their Super Bowl rings – a symbol of sustained superior effort and achievement. To receive the ring, a recruiter must earn 1200 points within 24 months and be recommended by the battalion commander for total performance as a recruiter.

Made of yellow gold, the ring has a green stone insert symbolizing the Army. Around the stone the inscription "US Army –1775". The Liberty Bell, surrounded by 13 stars, is molded on the right side of the ring. A representation of the recruiter badge is on the left, and the design is enhanced by laurel leaves. WANT TO WEAR THE RECRUITER RING? First you have to earn it!!

Glen E. Morrell Award w/Ring

The Glen E. Morrell Award is the ultimate achievement award offered by the United States Army Recruiting Command for recruiting excellence. The award was named after retired Sergeant Major of the Army Glen E. Morrell who served as the United States Army Recruiting Command's Command Sergeant Major from October 1981 to September 1982. Sergeant Major of the Army Morrell is a man who stands for professionalism, integrity, and devotion to duty, all the positive attributes required in order to achieve this renowned award.

The award is a prestigious sterling silver ring; rhodium plated, with a garnet stone, and sealed on the stone the original Glen E. Morrell Eagle design. The right side of the ring features the Army of One logo and the left side of the ring reflects the "Provide the Strength" crest. Also presented with the ring is a bronze medallion 2 ½ inches in diameter hung on a 1 ½ inch red, white, and blue ribbon. The medallion is authorized for wear with the dress blue uniform when attending USAREC formal functions. The medallion design was the result of a USAREC wide competition. The front of the medallion is an adaptation of the design submitted by SFC Timothy S. Clark, U.S. Army Montrose Recruiting Station Harrisburg Recruiting Battalion. This front design will also be sealed on the top of the garnet stone of the new GEM Ring. The back of the medallion is an adaptation of the design submitted by SFC Palmer Miller, U.S. Army Tucson Central Recruiting Station, Phoenix Recruiting Battalion.

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The Eagle on the front with the American Flag in the background is symbolic of our freedom since the inception of our country. The 13 stars represent the original 13 states. On the back are two symbols of American Freedom, the Liberty Bell and American Flag. The Recruiting Flag and Recruiter Ring add the finishing touch to the back design of the medallion. The 50 stars represent the 50 states and are indicative of the important role of the United States Army Recruiting Command to the continued freedom of our nation.

In addition to the Sterling Silver Ring and the Medallion, the recruiter receives a certificate signed by the Commanding General and the Command Sergeant Major of USAREC. Only recruiters who have distinguished themselves as experts by earning the coveted Recruiter Ring are eligible to compete for the Morrell Award. After receiving the Recruiter Ring, recruiters must earn a total of 2400 points to become eligible to join the truly elite group of Morrell Award recipients.



The Recruiting Patch

The recruiting shoulder patch, that all USAREC personnel proudly wear, dates back to the mid-1960's. On July 1, 1966, USAREC became an activity reporting directly to the Deputy Chief of Staff for personnel, Department of the Army. The patch that had been worn when USAREC was a part of the Continental Army Command was no longer appropriate. Recruiters felt that a new distinctive insignia must be designed for all Soldiers assigned to USAREC. The new design is heraldic in significance: red, white and blue to represent the nation, 13 stars to represent the original 13 states; and the Liberty Bell to symbolize the role of the Recruiting Command in preservation of liberty and defense of our country.



The Unit Crest

The distinctive unit crest of the Recruiting Command consists of an upright tricolor scroll divided horizontally in red, white and blue, surmounted by a bronze Liberty Bell, which was placed between two vertical silver quills, shafts facing inward and points to base. A wreath of laurel and olives symbolizing victory and peace embraces the quills. The scroll simulates a muster roll. The quills indicate authority to command. The Liberty Bell, along with the Command's motto, "To Provide the Strength," alludes to the overall mission – to provide the manpower strength for the United States Army.



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).

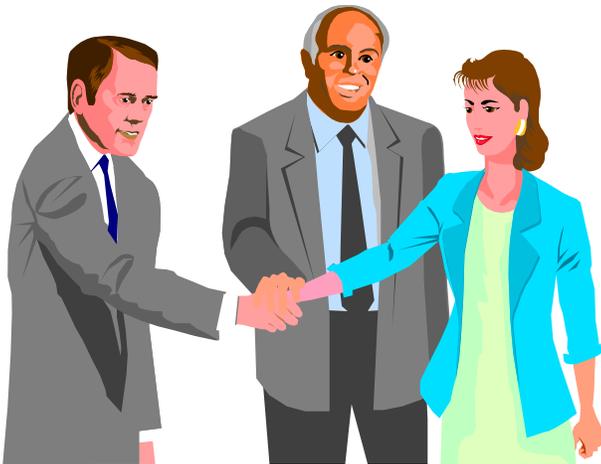
I believe this assignment will be one of the most challenging and rewarding tours you will experience while in the military.

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.



Katherine Shrewsbury
Soldier & Family Assistance
Program Manager
(216) 802-1407
(800) 790-0963 ext 32

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 Adjutant –Mr. Jery M. Zambounis (jery.zambounis@usarec.army.mil) (216) 802-1410
CSM – CSM David C. Boyer (david.boyer@usarec.army.mil) (216) 802-1402
Human Resource Assistant – Tracie Hill (tracie.hill@usarec.army.mil) (216) 802-1410

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

United Concordia Companies, Inc. Dental Plan – www.tricare dental program.com

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 United Concordia Companies, Inc., Customer Service at (800) 866-8499.

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.

Cleveland Recruiting Battalion Welcome Guide

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 station.
- ✓ 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



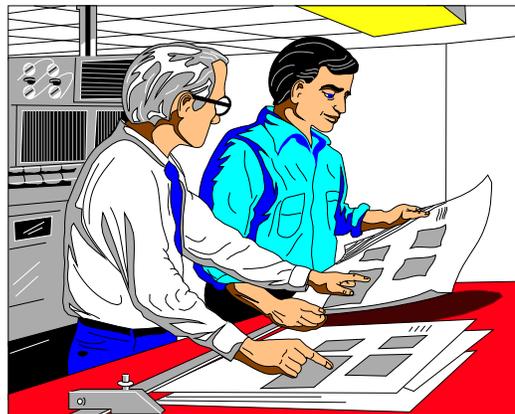
Contract Interpretations and Other Legal Services

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."

