

UNITED STATES ARMY RECRUITING COMMAND



USAREC FAMILY STRONG RESOURCE GUIDE



ARMY STRONG.®





**UNITED STATES ARMY RECRUITING COMMAND
Fort Knox, Kentucky 40121-2725**

March 25, 2013

Teammates,

Recruiting is a critical mission in the Army, and it is not an individual mission performed by the Soldier—it is a Family effort. We need Soldiers and Families like you who are up for a challenge, who want to make a difference at the place where the Army begins—by telling your Army story to the American people.

The Army lifestyle is unique and unmatched by any other. Soldiering is a tough business and it is toughest on our Families. Being an Army Family means you have accepted the role to serve something more than yourself. You are charged with supporting and sacrificing for your Soldier, the Army's mission, and the protection of freedom and the American way of life.

As leaders, we pledge daily to provide the best quality of life possible for our Families. We firmly believe helping Soldiers and their Families contributes to a successful and resilient Army. This Family Resource Guide will assist you and your Family as you transition into this command and empower you with the knowledge and resources to keep our Army Families strong.

Thank you for all you do each and every day for our Nation and our Army. We are proud to have you as part of the USAREC team!

STRENGTH STARTS HERE!

ARMY FAMILY STRONG!

CSM Todd Moore
CSM, USAREC

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CG, USAREC

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TAB A-
USAREC

A Core Army Value:

LOYALTY
LOYALTY

Bear true faith and allegiance to the U.S. Constitution, the Army, your unit and other Soldiers.

Bearing true faith and allegiance is a matter of believing in and devoting yourself to something or someone. A loyal Soldier is one who supports the leadership and stands

up for fellow Soldiers. By wearing the uniform of the U.S. Army, you are expressing your loyalty. And by doing your share, you show your loyalty to your unit.

I. Introduction

The purpose of this United States Army Recruiting Command (USAREC) Family Strong Resource Guide is to provide you with relocation information and familiarize you with the Recruiting Command climate. Since a majority of USAREC Soldiers and Families live and work in civilian communities remote from military installations, it is important for all to be informed about what to expect in the Recruiting Command and to become familiar with the culture. If you have not yet been contacted, please feel free to contact your sponsor or gaining unit. Sponsorship is an important part of any move. If you need assistance, please contact your chain of command or the brigade Soldier and Family Assistance (SFA) program manager.

To contact an SFA toll-free in the 1st, 2nd, 3rd, 5th or 6th Brigades, please call **(800) 790-0963** and enter the prompt for your corresponding brigade and battalion. Medical Recruiting Battalion (MRBn) SFAs are not available through the 800-number. Direct battalion numbers are listed on page 33.

II. USAREC Mission, Vision and Values

USAREC Mission:

Provide the strength of the Army.

USAREC Vision:

America's Army Starts Here

A carefully selected team of dedicated professionals sustaining an All-Volunteer Army, with Soldiers and civilians who truly embrace the Army's values and Warrior Ethos, and who understand the strategic importance of our mission. Enabled by leading edge technologies and premier recruiting practices, we establish and maintain enduring relationships with Centers of Influence, Future Soldiers, Families and the American public.

USAREC Values:

The U.S. Army's trusted ambassador to the American people — exemplifying Army Values and demonstrating the Warrior Ethos: always placing the mission first, never accepting defeat, never quitting, and never leaving a fallen comrade.



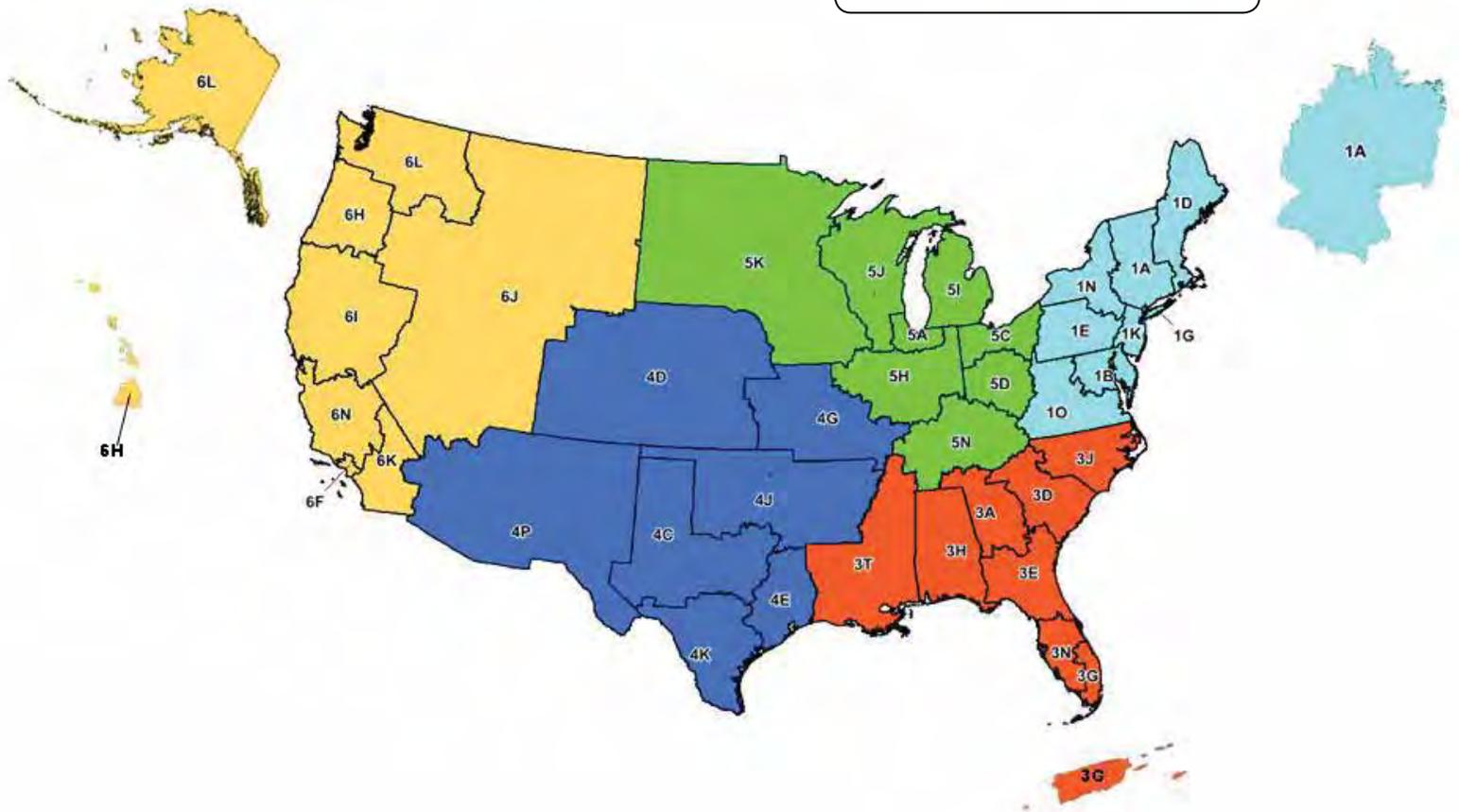
U.S. Army Recruiting Command Headquarters at Fort Knox, Ky.

U.S. Army Recruiting Command FY13

OCONUS

Alaska	Japan
Hawaii	Amer Samoa
Puerto Rico	South Korea
Virgin Islands	Guam
Germany	Panama

6 Brigades
 44 Battalions
 258 Companies
 3 Detachments
 2 Districts
 1,374 Centers/Stations
 6,986 RA Enlisted Msn RRF
 1,419 AR Enlisted Msn RRF
 8,405 Total Enlisted Msn RRF



6th Brigade

- 6F Los Angeles
- 6H Portland
- 6I Sacramento
- 6J Salt Lake City
- 6K Southern Cal
- 6L Seattle
- 6N Fresno

5th Brigade

- 4C Dallas
- 4D Denver
- 4E Houston
- 4G Kansas City
- 4J Oklahoma City
- 4K San Antonio
- 4P Phoenix

3rd Brigade

- 5A Chicago
- 5C Cleveland
- 5D Columbus
- 5H Indianapolis
- 5I Great Lakes
- 5J Milwaukee
- 5K Minneapolis
- 5N Nashville

2nd Brigade

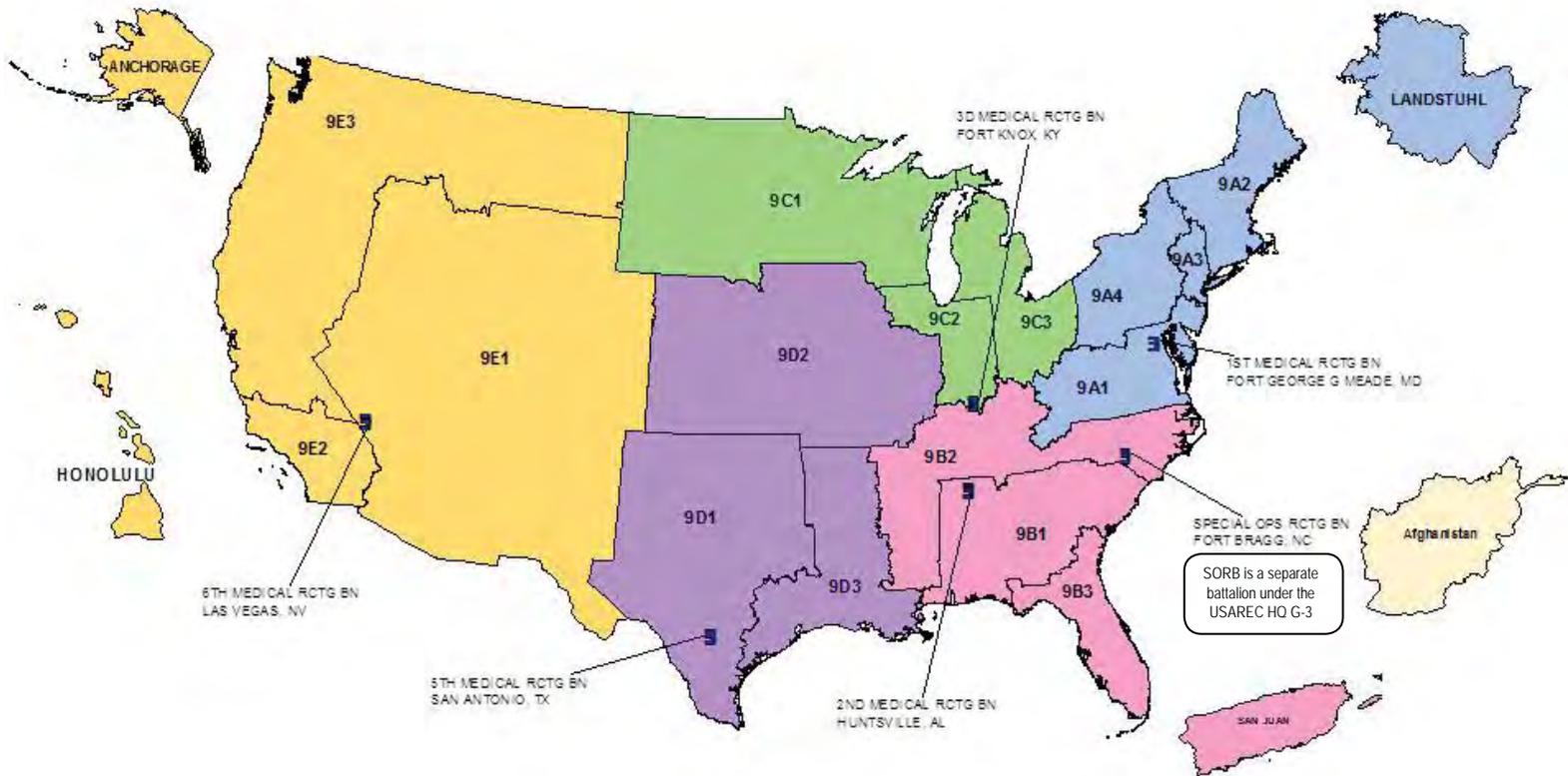
- 3A Atlanta
- 3D Columbia
- 3E Jacksonville
- 3G Miami
- 3H Montgomery
- 3J Raleigh
- 3N Tampa
- 3T Baton Rouge

1st Brigade

- 1A Albany
- 1B Baltimore
- 1D New England
- 1E Harrisburg
- 1G New York City
- 1K Mid-Atlantic
- 1N Syracuse
- 1O Beckley

U.S. Army Medical Recruiting Brigade

- 1 Medical Recruiting Brigade encompassing the entire command
- 5 Medical Recruiting Battalions
- 1 Chaplain Branch
- 16 Medical Recruiting Companies
- 6 Chaplain Recruiting Teams
- 81 Medical Recruiting Centers
- 5 SP Corps Centers



6th MRBn ■

9E1 Denver
9E2 Los Angeles
9E3 Seattle

5th MRBn ■

9D1 San Antonio
9D2 Kansas City
9D3 Houston

3rd MRBn ■

9C1 Minneapolis
9C2 Chicago
9C3 Columbus

2nd MRBn ■

9B1 Atlanta
9B2 Nashville
9B3 Orlando

1st MRBn ■

9A1 MDW
9A2 Boston
9A3 NYC
9A4 Pittsburgh

III. Recruiting Chain of Command

The Chain of Command

- a. The Center Commander
- b. The Company Commander
- c. The Battalion Commander
- d. The Brigade Commander
- e. The USAREC Commanding General

The NCO Support Channel

- a. The Center Commander
- b. The First Sergeant
- c. The Battalion Command Sergeant Major
- d. The Brigade Command Sergeant Major
- e. The USAREC Command Sergeant Major

The Chain of Command/NCO Support Channel should normally be the first step whenever you need help or information. The leaders are genuinely concerned about your welfare and will do whatever is necessary to help you resolve a situation or obtain information.

The Chain of Command

The Center Commander: The center commander is a senior NCO who directs, leads and trains an Army recruiting center. He/she supervises NCOs and is responsible for their professional development, morale, health and welfare. The recruiting center commander is responsible for all of the center's equipment and for the center accomplishing its assigned mission.

The Company Commander: The company commander leads an Army recruiting company by supporting recruiting operations and reducing mission distractions. He/she makes and communicates decisions to positively influence and motivate the force. The company commander must establish a strong working relationship with the first sergeant and leverage his/her technical expertise and practical recruiting experience. The commander balances mission success with a positive command climate and a genuine care for Soldiers, civilians and their family members.

The Battalion Commander: The battalion commander commands a recruiting battalion of recruiting companies and centers often dispersed across multiple states. He/she manages all functions of command and is responsible for the health and welfare of the unit's Soldiers, Families and civilians. These leaders care for the battalion's Families by implementing family readiness programs to sustain a high quality of life.

The Brigade Commander: The brigade commander commands a recruiting brigade composed of a headquarters unit, battalions, companies and recruiting centers dispersed across multiple states. He/she is responsible for the training, health, welfare, discipline, morale, safety and mission accomplishment of Soldiers, civilians and their Families. Brigade commanders must accomplish the mission with honor and integrity while taking exceptional care of Soldiers, civilians and Families.

The USAREC Commanding General (CG): The CG commands the U.S. Army Recruiting Command. He/she is responsible for training and sustaining more than 12,000 Soldiers and civilians to accomplish the command's recruiting mission in the United States, its territories and OCONUS. The USAREC CG also works to assure the health, welfare and safety of all Soldiers, civilians, and Families of USAREC through effective quality of life programs.

The NCO Support Channel

The First Sergeant (1SG): The company 1SG leads, trains and supervises an Army recruiting company and is responsible for the health, safety, morale and training of all NCOs in that company. The 1SG sets and enforces high standards on conduct, training, professional development and operations. Additionally, he/she assists the commander in planning, coordinating and supervising all activities that support the unit's mission while simultaneously promoting community awareness and support for the Army and its mission.

The Battalion Command Sergeant Major (CSM): The battalion CSM serves as the senior enlisted adviser to the recruiting battalion commander and is responsible for the implementation of tactics, techniques and procedures that focus on the shaping and sustainment of the recruiting force and mission. The battalion CSM establishes the tone for the NCO Corps throughout the battalion and trains and mentors NCOs toward successful mission accomplishment. Additionally, the battalion CSM assists in the training of company commanders, oversees all enlisted personnel actions, ensures the battalion sponsorship program is viable, and enforces Soldier and organizational standards.

The Brigade Command Sergeant Major: The brigade CSM provides leadership, training and guidance for the Soldiers, civilians and contractors assigned to the brigade. The brigade CSM oversees the professional development, management and welfare of all enlisted personnel and serves as the most trusted adviser to the brigade commander on all facets of recruiting operations and personnel issues.

The USAREC Command Sergeant Major: The CSM is USAREC's senior noncommissioned officer. He/she serves as the senior enlisted adviser to the commanding general on policy matters pertaining to USAREC Soldiers, Families and civilians. The USAREC CSM also provides advice and oversight on individual Soldier skills and training.



TAB B- HISTORY

A Core Army Value:

DUTY DUTY

Fulfill your obligations. Doing your duty means more than carrying out your assigned tasks. Duty means being able to accomplish tasks as part of a team. The work of the U.S. Army is a complex combination of missions, tasks and responsibilities—all in constant motion. Our work entails building one assignment onto another. You fulfill your obligations as a part of your unit every time you resist the temptation to take “shortcuts” that might undermine the integrity of the final product.

History of Army Recruiting

Knowing our history helps define us and understand the importance of our actions. It honors those who came before us, recognizing their accomplishments and appreciating their sacrifices. Understanding our history shapes the way we view our future and the answers we provide to existing problems.

Studying our history prevents us from repeating the problems of the past. As George Orwell stated, “He who controls the past, controls the future.”



Maj. Gen. Jacob Jennings Brown

Recruiting for the U.S. Army began in 1776 with the raising and training of Continental Soldiers to fight in the Revolutionary War.

Colonial militia laws — and state laws after 1776 — required able-bodied men to enroll in the militia and undergo military training, all without pay. Some militiamen volunteered for short terms of service, for which they were paid. An estimated 175,000 men served under arms in some manner during the Revolutionary War.

The U.S. Army Recruiting Command traces its history back to 1822 when Maj. Gen. Jacob J. Brown, Commanding General of the Army, started the General Recruiting Service. The first recruiting stations, called “rendezvous,” were opened in New York, Baltimore and Philadelphia.

Volunteerism has been the backbone of the Army during its history, with the draft having been in effect for only about 35 years, mainly during times of war and for a period of 20 years following the Korean Conflict.

Recruiting was reestablished in August 1945 under the direction of the Army Adjutant General’s Office. In 1962, the Army transferred the recruiting, examining, induction and processing responsibilities to the United States Continental Army Command. In late 1963, the Army’s Deputy Chief of Staff for Personnel appointed a committee to analyze the recruiting process. As a result, Army Recruiting Command was formed Oct. 1, 1964, at Fort Monroe, Va. The new command was organized into six Recruiting Districts, which mirrored the structure of the six Continental Armies. The Recruiting Districts were the equivalent of today’s Recruiting Brigades. The Recruiting Districts were organized into Recruiting Main Stations (today’s Recruiting Battalions) and were responsible for the Armed Forces Examining Stations, Armed Forces Induction Stations, and joint U.S. Army-U.S. Air Force Joint Processing Units within their boundaries.

Recruiting Command was yet again transferred in July 1966, this time to the Deputy Chief of Staff for Personnel, Department of the Army. The command now had the responsibility of recruiting for the Regular Army in the continental United States, Alaska, Hawaii and Puerto, and running the nationwide network of Armed Forces Examining and Entrance Stations.

The last draftee entered the Army in December 1972, and in July 1973 USAREC began its mission of recruiting an All-Volunteer Army.

The headquarters completed a move from Hampton, Va., to Fort Sheridan, Ill. The number of recruiting main stations increased from 40 to 64, and captains were introduced into the chain of command to improve the chain of command's structure.

In 1974, the five numbered Recruiting Districts were redesignated as Regional Recruiting Commands. The Recruiting Main Stations were redesignated as District Recruiting Commands.

The examining and entrance function was transferred to the United States Military Entrance Processing Command (MEPCOM) July 1, 1976. Since 1979, USAREC's mission has included recruiting for the Army Reserve.

In October 1983, Recruiting Command's subordinate units' designations were changed one last time. The Regional Recruiting Commands were designated as numbered Recruiting Brigades, with 1st Brigade at Fort Meade, 2d Brigade at Fort Gillem, 4th Brigade at Fort Sheridan, 5th Brigade at Fort Sam Houston, and 6th Brigade at Fort Baker. The District Recruiting Commands were redesignated as Recruiting Battalions. In 1992, USAREC headquarters was moved to Fort Knox, Ky., from Fort Sheridan.

In 1994, 3rd Recruiting Brigade was activated and assumed much of the territory assigned to 4th Brigade. The program Success 2000 re-engineered the mission, reducing 20 recruiting categories to only four, simplifying and stabilizing recruiters' monthly contract missions.

The Army Medical Department Officer Procurement Division transferred from the Office of the Surgeon General to USAREC in 1995. Each of the five brigades activated an Army medical recruiting detachment. The medical missions included the Army Nurse Corps, Dental Corps, Medical Service Corps, Veterinary Corps, Medical Corps and Specialist Corps for both the Regular Army and Army Reserve. In 2005, medical recruiting detachments were re-designated as medical recruiting battalions.

In 2005, USAREC's five Medical Recruiting Detachments were redesignated as Medical Recruiting Battalions, and the Special Operations Recruiting Battalion (SORB) was formed, consolidating the recruiting of all Army special operations specialties.

In 2006, USAREC focused on teaching the force how to think versus what to think with the publishing of its first Recruiting Operations Doctrine. Targeting the station and company level environments led to adjusting boundaries and locations to better align the recruiting force to support the market.

USAREC activated two new brigades in 2007, the Medical Recruiting Brigade and the Special Missions Brigade. The Medical Recruiting Brigade, designated as Allgood's Highlanders, assumed control of the five medical recruiting battalions.

In 2008, USAREC deactivated four battalions while creating the Fresno Battalion in California, leaving USAREC at 38 battalions. In 2009, the 2nd Recruiting Brigade moved from Fort Gillem, Ga., to Redstone Arsenal, Ala. The Special Missions Brigade was deactivated, and the Medical Recruiting Brigade assumed operational command of the SORB.

The U.S. Army Accessions Command (USAAC), USAREC's higher headquarters, moved from Fort Monroe, Va., to Fort Knox in 2010. USAAC was deactivated in January 2012, and USAREC was reorganized under the U.S. Army Training and Doctrine Command.

In October 2012, the SORB was realigned as a separate battalion, and the Army Marketing and Research Group (AMRG), headquartered in Alexandria, Va., assumed oversight for all accessions-based marketing, advertising and market research.

By the end of 2012, the Small Unit Recruiting concept was implemented command-wide, requiring recruiting teams to act in concert to accomplish the mission: One Mission, One Team, One Fight.

TAB C- RELOCATION

A Core Army Value:

RESPECT RESPECT

Treat people as they should be treated. In the Soldier's Code, we pledge to "treat others with dignity and respect while expecting others to do the same." Respect is what allows us to appreciate the best in other people. Respect is trusting that all people have done their jobs and fulfilled their duty. And self-respect is a vital ingredient with the Army value of respect, which results from knowing you have put forth your best effort. The Army is one team and each of us has something to contribute.

I. Pre-Departure: Resources

Moving is never easy, whether it is across town or to another continent. We have compiled information on many of the subjects important to USAREC Soldiers and Families making a Permanent Change of Station (PCS) move. This is general information, meaning it should apply to almost all moves — not just moves to or from any specific area. Keep in mind that local laws, rules, etc., may change some of this information. **ALWAYS ASK** the local offices, your sponsor, the battalion S-1 or SFA for information specific to your PCS.

A. Sponsorship Program

All transferring servicemembers are entitled to an appointed sponsor at their new command. The goal of the Total Army Sponsorship Program is to ease the transition of Soldiers, Department of Army civilians and their Families to their new working and living environment. Having a sponsor helps reduce the anxiety associated with any PCS move and expedite the ability to transition to the new assignment.

You will be given your battalion assignment during the second week of the Army Recruiter Course (ARC) and your recruiting center assignment during the fourth week of the ARC. Shortly thereafter, you will receive an email to your AKO account from the battalion S-1. This email will include the name and contact information for your sponsor, who will contact you within seven days. The assigned sponsor will provide a welcome packet and current information about USAREC and the surrounding community.

If you do not hear from your assigned sponsor within seven days and you desire a sponsor, please contact your battalion S-1 or SFA.

If you selected to sponsor a Family, Military OneSource offers training and tools to help you better assist incoming Soldiers and Families.

B. The Soldier and Family Assistance (SFA) Program Manager

The SFA holds a unique position only found within USAREC. He/she is a civilian employee who provides information and resources that support Soldier and Family well-being, mobility and economic readiness. Think of the SFA as the director of an installation's Army Community Service (ACS) office. The SFA plans, directs, coordinates, trains, evaluates and organizes the following programs:

- Army Family Team Building (AFTB)
- Army Family Action Plan (AFAP)
- Exceptional Family Member Program (EFMP)
- Relocation/Financial Assistance Planning
- Information/Referral and Follow-up
- Family Program Volunteers/Volunteer Recognition
- Volunteer Management Information System (VMIS)
- TRICARE Beneficiary Counseling and Assistance Coordinator (BCAC)
- Army Family Advocacy Program (FAP)
- Family Member Employment
- Family Program Funds Management

Refer to page 33 for more information about SFAs and the list of battalion SFA phone numbers.

C. Army OneSource

Healthy Families make strong Soldiers. Strong Soldiers make a successful Army. That's what Army OneSource is all about. Army OneSource enhances unit readiness by providing Soldiers and their Families with information and resources to meet their needs 24/7 — regardless of location — promoting resiliency and stability. Visit www.myarmyonesource.com or call **(877) 811-ARMY**.

D. Military OneSource

Contact Military OneSource for a free packet of information about your new community. The packet contains information about the community, housing, schools, jobs, cost of living, climate, etc., to help make the transition smoother. Plan My Move, MilitaryINSTALLATIONS and Military Youth on the Move are three of the many helpful programs available through Military OneSource.

Plan My Move

Plan My Move is an online moving tool that simplifies the moving process, breaking it down into clear, manageable steps for both experienced and first time movers. Plan My Move provides you with comprehensive moving information, details about benefits and allowances, a relocation budget planner, and links to MilitaryINSTALLATIONS and Military OneSource.

Handy To-Do Lists and Checklists

Choose your departure and destination locations, as well as a departure date, to create the printable calendar, to-do lists, and checklists to help you stay organized.

Visit <http://planmymove.militaryonesource.mil>.

Customizable Calendar

Use the Plan My Move planning calendar to organize your move. Select your departure date, departure location and your destination to easily customize the calendar to meet your specific needs.

- Add, modify, and remove tasks
- List key departure and arrival activities
- Access general and installation-specific information
- Modify the timeframe for your move ranging from one month to two years

Don't need a planning calendar? Go to MilitaryINSTALLATIONS, a searchable directory of installation and state programs and services - including recruiting battalions — for easy access to phone/fax numbers, email addresses, websites and maps. Use it to find a specific program or to create a list of programs available within a certain distance of your ZIP code.

Visit www.militaryinstallations.dod.mil/.

MilitaryINSTALLATIONS

With MilitaryINSTALLATIONS you can select any location and find valuable information on many topics such as housing, relocation assistance, child care, household goods, education and health care.

- Read numerous articles about your installation
- View photos, weather information, and maps
- Download and print complete or custom installation booklets
- Research community information and cost of living comparisons
- View a State Resource Directory and all installations in a state

Visit www.militaryonesource.com/moving or call (800) 342-9647.

II. Pre-Departure: Permanent Change of Station (PCS) Entitlements and Other Benefits

Military personnel are entitled to reimbursement for costs incurred as a result of a PCS move. These are the various allowances and entitlements associated with most Continental United States (CONUS) PCS moves. Visit www.dfas.mil/pcstravel for the most current information on the below entitlements.

A. Monetary Allowance in Lieu of Transportation (MALT)

Allowance for military members who drive their own vehicle to a new duty station. MALT is paid on a per mile basis for the official distance of each portion of the travel. The MALT Rate per authorized personal vehicle or POC (privately owned conveyance) is \$.23/mile for PCS travel beginning on or after Jan. 1, 2012.

B. 'Plus' (Per Diem) Allowances

There are two types of 'Plus' per diems paid during a PCS move to assist Families with paying for lodging and meals. MALT-Plus is authorized to servicemembers traveling in their personal vehicle. While MALT is paid on a per mile basis, the 'Plus' (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Lodgings-Plus is used to pay for lodging costs associated with a PCS move. This per diem may be paid for any necessary overnight delay or processing time at a transportation terminal or personnel processing center related to a PCS move. Lodgings-Plus and MALT-Plus cannot both be paid on the same day.

C. Dislocation Allowance (DLA)

DLA is a partial reimbursement for certain expenses associated with relocating a household such as deposits and other set-up costs. If the military member is not moving dependents and is assigned to government quarters at the new assignment, DLA is not authorized.

D. Temporary Lodging Expense Allowance (TLE)

Authorized allowance to help defray the cost of meals and temporary lodging expenses incurred during the PCS relocation, TLE will not exceed \$290/day for up to 10 days.

E. Advance Pay and Allowances

Servicemembers may request up to three months advance pay up to 60 days prior to moving. Extreme caution should be utilized if you take advantage of this benefit, as it must be repaid.

III. Pre-Departure: Housing Options

A. Military Installation Family Housing

Military Installation Family Housing opportunities may be available at your new assignment. It does not have to be an Army post; it could be another military installation. You may request information about housing options at your new duty station from the housing office at your current duty station.

1. Application for Family Housing

To apply for housing on an installation, you will need a completed DD Form 1746 (Application for Assignment to Housing), one copy of your orders, your most recent leave and earnings statement (LES), a copy of your DD Form 1172 (DEERS Enrollment), a copy of your DA 31 (leave form), a copy of your ERB/ORB and, if applicable, a special needs statement for an ADA accessible home and/or a doctor's statement confirming pregnancy. Contact the appropriate housing office directly for more specific information, including fax or email submission guidelines. Please note that application processes may vary from one military installation to another. Your sponsor can give you the contact information for the appropriate housing office.

2. Automated Housing Referral Network (AHRN)

The Automated Housing Referral Network is a Department of Defense (DOD) site designed to improve the process of connecting military members and Families with available housing, allowing them to start the home finding process as soon as they receive orders. Visit **www.ahrn.com**.

To find out how much your Basic Allowance for Housing (BAH) will be in your new area, visit **www.defensetravel.dod.mil/site/bah.cfm**.

B. Leased Government Housing (LGH)

Recruiting personnel can be assigned to locations where housing costs are not documented and not fully supported by Basic Allowance Housing (BAH) and where military housing is not available within a reasonable commuting distance. To improve the quality of life for USAREC Families in these areas, the command, in conjunction with the U.S. Army Corps of Engineers (COE), will procure leased housing. There are a limited number of LGH units available command-wide. It would be to your benefit to contact the USAREC LGH office as soon as possible for information about this program. Your sponsor and the battalion facility manager will be able to assist you with LGH. Call **(803) 751-8787/8802** or visit **www.usarec.army.mil/fhp** for more information.

1. Eligibility for Family Leased Housing

- a. The program is opened to all ranks.
- b. All eligible personnel must be receiving BAH at the 'with dependent rate' and accompanied by dependents. In cases of joint custody of dependents, only the military Soldier who has custody for more than six months per year is eligible.
- c. The permanent duty station must be located in a location that is greater than a one-hour commute from a military installation that has government housing.
- d. Soldiers are required to have at least 12 months remaining at their current duty station at the estimated lease start date.
- e. If adequate suitable housing is identified by the COE but declined by the Soldier, the Soldier will be dropped from the program. The Soldier cannot reapply for the program until he/she has orders for a permanent change of duty station.

2. Bedroom Entitlement is based on number of dependents — up to a maximum of four bedrooms — as listed below:

- Member and spouse one bedroom.
- Children under age 6 share a bedroom with siblings of the same or opposite gender (maximum of two children per bedroom).
- Children ages 6-9 share a bedroom with siblings of the same gender only (maximum of two children per bedroom).
- The servicemember's dependent parents are entitled to their own bedroom.
- Soldier must show proof that any children between the ages of 18 and 22 are enrolled in school/college to be included in the bedroom count.
- Child loses bedroom entitlement on 23rd birthday.

3. Eligibility for Bachelor Leased Housing

- a. The program is open to all ranks.
- b. All eligible personnel must be receiving BAH at the 'without dependent rate.'
- c. Permanent duty station must be located in a location that is greater than one-hour commute from a military installation that has government housing.
- d. Only one bedroom apartments are authorized.
- e. Soldiers are required to have at least 12 months remaining at their current duty station at the estimated lease start date.

4. Application Procedures for Leased Housing

- a. Servicemember completes USAREC Form 884 and turns it in to his/her respective battalion facility manager.
- b. Servicemember completes a Statement of Understanding for Acceptance of Leased Government Housing, USAREC Form 886. The servicemember's signature indicates that he/she understands the provisions of participating in the LGH Program.
- c. A copy of the servicemember's PCS and pinpoint orders must accompany the request.
- d. In the case of a lease conversion, a copy of the current lease and utility bills are required.
- e. The total application process may take approximately 45-60 days.

5. USAREC Housing Office information:

USAREC Housing Office
Recruiting & Retention School
10000 Hampton Parkway
Fort Jackson, SC 29207
Phone: **(803) 751-8787/8802**
DSN: **734-8787/8802**
FAX: **(803) 751-8020**
Email: usarmy.knox.usarec.list.hq-g4-8-housing-office@mail.mil

IV. Pre-Departure: Child/School Options

If you have school-aged children, your child's educational options may be one of the deciding factors in determining where you will live. You will have public, private or home-schooling options from which to choose. Below are resources to help you make an informed decision.

A. Military Childhood Education Coalition (MCEC)

The work of the Military Child Education Coalition (MCEC) is focused on ensuring quality educational opportunities for all military children affected by mobility, family separation, and transition. A 501(c)(3) non-profit, world-wide organization, the MCEC performs research, develops resources, conducts professional institutes and conferences, and develops and publishes resources for all military families. The MCEC serves as a model of positive leadership and advocacy for ensuring inclusive, quality educational opportunities for all military children. For more information about the MCEC, visit www.militarychild.org or call (254) 953-1923.

B. SchoolQuest.org

SchoolQuest is an educational resource tool designed for military students, their Families and the professionals who support them. The primary audience includes military students and their parents seeking information about schools, college and workplace readiness, transition, etc. It is meant to facilitate the search for new schools and centralize resources. But it's more than just a search site. A SchoolQuest Profile is also a secure storage site for students' educational, extra-curricular, award, volunteer and work information. It is a safe, centralized virtual "file drawer" where a student (or parent) can keep track of all the details that are so difficult to organize. SchoolQuest also offers a compilation of resources in one location for all 50 states, DODEA and Washington, D.C. It provides information about state school requirements and resources by each individual state, or you can identify a specific resource area that you wish to research in one or more states. Visit <https://www.schoolquest.org/> for more information.

C. Military OneSource

Military OneSource provides tools and resources that allow Soldiers and family members to research an area's educational opportunities. In addition to searching for schools and tutors, you can also learn about opportunities to get involved in your child's educational activities. Military OneSource offers information about the standardized testing requirements in the community to which you will PCS and tools to help children prepare. Visit www.militaryonesource.com or call (800) 342-9647 for more information.

V. Transition: Medical and Dental Coverage En Route

TRICARE is a regionally managed health care program for active duty and retired members of the uniformed services, their Families and survivors. TRICARE brings together the health care resources of the Army, Navy and Air Force and supplements them with networks of civilian health care professionals to provide better access and high quality service while maintaining the capability to support military operations.

Your TRICARE coverage is completely portable, meaning it moves with you. You are covered worldwide — both in transit to your new duty location and once you arrive. Depending on where you PCS, you may use a different TRICARE health plan option.

For additional information visit the TRICARE website at <http://www.tricare.mil>.

A. Emergency Care

If you need emergency care while en route to your new duty station, call 911 or go to the nearest emergency room. TRICARE defines emergency care as medical services provided for a sudden or unexpected medical or psychiatric condition, or the sudden worsening of a chronic (ongoing) condition that is threatening to life, limb or sight and needs immediate medical treatment, or which has painful symptoms that need immediate relief to stop suffering. If you are traveling near a military treatment facility (MTF), you should go to the MTF or military dental treatment facility for emergency services. If you are hospitalized in a civilian facility for more than 24 hours, contact your TRICARE region POC.

B. Urgent Care

If you need urgent care while en route to your new duty station, coordinate the care with your primary care manager (PCM) and/or TRICARE region POC. TRICARE defines urgent care as medical care for a condition that will not result in disability or death if not treated immediately but should be treated within 24 hours to avoid further complications.

If you are in a Prime program, you must coordinate urgent care with your primary care manager and/or TRICARE region POC before receiving care. If you are in TRICARE Standard & Extra or TRICARE For Life, you can receive care as you normally would. You should, however, contact your TRICARE region POC as soon as possible to coordinate any prior authorizations that are needed.

C. Prescriptions

You should have all your prescriptions filled before you leave, but if you need a prescription filled while you are traveling in the United States, you have several options:

- If near a military treatment facility, fill the prescription at the MTF pharmacy.
- Find the closest TRICARE network pharmacy. Call **(877) 363-1303** or visit **www.tricare.mil**.
- If a network pharmacy is not available, you can visit a non-network pharmacy. You may have to pay up front for medication and file a claim with Express Scripts Inc., for reimbursement. Call **(877) 363-1303** or go to **www.tricare.mil** for more information.
- The mail-order option is not recommended for a prescription you need right away, but if you will be traveling for a long time, you can arrange for any regular prescriptions to be filled via the mail-order pharmacy by calling your primary care manager or **(877) 363-1303**.

Please refer to pages 24-25 for additional TRICARE contact information and region maps.

VI. Arrival and Orientation: In-Processing

A. Finance: Permanent Change of Station (PCS) Entitlements

Finance in-processing will be done at the same time as personnel in-processing. It is very important that all documents be brought with you to receive all pay entitlements as quickly as possible. The following is a list of entitlements you may receive. Learn more about PCS entitlements, forms and settlement processing online at www.dfas.mil/pcstravel.htm.

1. Basic Allowance for Housing (BAH)

Compensation provided to military members to adjust for housing cost in local civilian markets. Rates vary by pay grade, dependency status and geographic location. There are “with” and “without dependent” rates.

2. CONUS COLA

Continental United States cost-of-living allowance is available to military members in high cost areas as a means to provide compensation for variations in non-housing costs. There are “with” and “without dependent” rates.

3. Special Duty Assignment Pay (SDAP) for Recruiters

Enlisted active duty servicemembers on recruiting duty may be paid SDAP.

- **SD-6:** Field recruiters (Active & Reserve recruiting for enlisted, medical, special forces and warrant officers), station/center commanders, company 1SGs, CSM/SGMs assigned to battalions, guidance counselors and recruiter trainers.
- **SD-5:** Battalion operations NCOs
- **SD-4:** 79R assigned to brigade and USAREC HQ, Recruiting & Retention School instructors and HQDA level 79R staff

4. Recruiter Expense Allowance (REA)

This allowance enables recruiters to pay document fees, provide lunch for Future Soldiers, etc. For a list of reimbursable expenses and how to apply for reimbursement, see USAREC Regulation 37-17.

5. Basic Allowance for Subsistence (BAS)

Basic Allowance for Subsistence (BAS) is meant to offset the cost of the Soldier’s meals, but it is not intended to cover the cost of meals for family members. The rate for 2013 is \$352.27 per month for enlisted Soldiers and \$242.60 for officers.

6. Base Pay

Pay charts can be found at www.dfas.mil. For a guide to help you understand your sponsor’s leave and earnings statement, visit www.dfas.mil/militarymembers/payentitlements/aboutpay.html.

7. Miscellaneous Pay and Allowances

A Soldier may receive many other allowances depending on his or her job and duty location, i.e. language proficiency pay, aviation career incentive pay, health professional, hazardous duty pay and Family separation pay.

8. Permanent Change of Station (PCS) Travel Settlement (DD 1351-2)

Receipts under \$75 will not need to be retained for your settlement. Soldiers will receive a flat per diem rate for themselves and their dependents and mileage reimbursement. Receipts are only needed if you make a personally procured move (PPM), formerly known as a Do-It-Yourself (DITY) move, or partial DITY move. When a PPM is filed, ensure all documentation received from transportation and any advance travel pay vouchers are included. If all documentation is provided upon in-processing and is correct, then your settlement should take no more than four to six weeks and will be paid by electronic funds transfer (EFT) into the same account that your direct deposit is currently being received.

DO NOT ASSUME you will receive any of these allowances. Allowances change periodically, so check with the finance office at the losing/gaining battalion to determine the exact amount of your allowances and entitlements. Please visit the Defense Travel Management Office website at www.defensetravel.dod.mil.

9. Servicemembers Group Life Insurance (SGLI)

SGLI is a program of low cost group life insurance for servicemembers. SGLI coverage is available in \$50,000 increments up to the maximum of \$400,000, or can be declined altogether, but these options must be elected in writing. A Soldier is automatically issued the maximum amount of \$400,000.

Spouses and dependent children of active duty servicemembers or members of the National Guard or Ready Reserve are eligible for Family Servicemembers' Group Life Insurance (FSGLI). Family coverage is available only to members insured under the SGLI program. If you are covered under SGLI, you are eligible to insure your spouse, regardless of whether your spouse is on active duty, retired, or is a civilian. Maximum spouse coverage is issued automatically, but can be declined or reduced in writing by the servicemember. FSGLI coverage is available in increments of \$10,000 and provides up to a maximum of \$100,000 of insurance coverage for spouses, not to exceed the servicemembers' SGLI coverage amount, and \$10,000 for dependent children. As the servicemember, you are always the beneficiary of FSGLI coverage.

You pay a premium for your spouse's coverage, which increases as your spouse ages. Coverage for your child is provided at no cost until the child is 18, unless the child is a full-time student or becomes permanently and totally disabled and incapable of self-support prior to age 18.

For more information and premiums, visit www.benefits.va.gov/insurance.

B. Government ID Card

To get or renew a government ID card, you must be registered in DEERS. The ID card will enable use of the post exchange and commissary and access services such as legal assistance or medical care. All military members, spouses and children over the age of 10 must have an ID card. You can get an ID card at any active duty military base or post (Army, Navy, Air Force or Marine) and some Reserve component and National Guard locations, Coast Guard bases and Public Health Service offices. To find a location near you visit www.dmdc.osd.mil/rsl or contact your SFA.

C. Driver's License

Some states require that family members with a current license obtain a driver's license for that state. Please contact your local DMV for more information, or search the DMV website at www.dmv.com

D. Defense Enrollment Eligibility Reporting System (DEERS)

DEERS is a computerized information service linked by an extensive voice and data communications network to Uniformed Services Installations. DEERS is used to verify and confirm the eligibility for those individuals receiving Uniformed Services Benefits. The system has many other uses as well, such as ID card issuance, locating master medical and dental records, and providing population information. Upon your arrival at your new duty station, it is very important that you change your address and provide DEERS with a copy of your PCS orders.

You should update your record in DEERS within 30 days whenever you experience any of the following life events (this list is not all-inclusive):

- Change in sponsor's status (change in service status i.e. enlisted to officer, branch change)
- Getting married or divorced
- Having a baby or adopting a child
- Moving to a new location for any reason
- Becoming entitled to Medicare (either you or a family member)

Mistakes or outdated information in the DEERS database will cause problems with TRICARE claims.

1. DEERS Enrollment and Update

To enroll family members or update DEERS records, sponsors must complete an Application for Department of Defense Common Access Card and DEERS Enrollment (DD Form 1172) and provide other documentation, such as marriage, birth or death certificates, Social Security cards, separation papers (DD Form 214), Medicare cards, etc. Each family member's eligibility record must be updated separately when changes occur. Note: If the sponsor is not available, DEERS can be updated by a family member with a notarized DD Form 1172 or a power of attorney.

- a. In Person: To add or delete family members, visit a local ID card office. You can search for an office near you by ZIP code, city or state by visiting www.dmdc.osd.mil/rsl. Call the office first to verify location and business hours.
- b. By Phone: Call the Defense Manpower Data Center Support Office at **(800) 538-9552** to update your addresses, email address and phone numbers.
- c. By Fax: Fax address, email address or phone number changes to the Defense Manpower Data Center Support Office at **(831) 655-8317**.
- d. By Mail: Mail changes to the Defense Manpower Data Center Support Office. You must also mail supporting documentation if you are adding or deleting a family member:
Defense Manpower Data Center Support Office
Attn: COA, 400 Gigling Road
Seaside, CA 93955-6771
- e. Online: Visit the DEERS website at www.dmdc.osd.mil/milconnect and follow the steps to update your address, email address and phone numbers.
- f. Contact your unit SFA.

TRICARE Medical Information

It is federal law that all active duty personnel be enrolled in TRICARE Prime or TRICARE Prime Remote. In order to enroll family members in TRICARE, DEERS must be up to date.

For complete information on TRICARE coverage options, visit www.tricare.mil.

2. TRICARE Prime (TP)

For active duty Families, there is no enrollment fee for TRICARE Prime. However you must complete an enrollment form to select Prime as your coverage plan. TRICARE Prime is a managed care option offering the most affordable and comprehensive coverage.

- a. Enrollment is required to participate:
 - Active duty servicemembers must enroll (no enrollment fee)
 - Active duty family members have the option to enroll or use TRICARE Standard & Extra
- b. Receive most health care from a military treatment facility (MTF), along with the TRICARE contracted civilian medical providers called Preferred Provider Network (PPN)
- c. Other Features:
 - No balance billing
 - Guaranteed appointments (access standards)
 - Primary care manager supervises and coordinates care

3. TRICARE Prime Remote (TPR)

As a recruiter, you will likely use TRICARE Prime Remote (TPR) because you will probably not be located near a military installation. TPR is a managed care option similar to TRICARE Prime for active duty servicemembers and their eligible family members while they are assigned to remote duty stations in the United States. Remote locations are those that are 50 miles or one hour from an MTF (based on ZIP code). To find out if you live in a designated remote location, ask your SFA or go to www.tricare.mil and enter your profile.

- a. Enrollment required to participate
 - Active duty servicemembers must enroll (no enrollment fee)
 - Active duty family members have the option to enroll or use TRICARE Standard & Extra
- b. Receive most care from an assigned network primary care manager (PCM), who will provide referrals for specialty care. If a network PCM is not available, care is received from another TRICARE-authorized provider.
- c. Other Features:
 - Fewer out-of-pocket costs
 - Eligible for travel reimbursement if referred for necessary medical care far from home
 - Enhanced coverage for vision and clinical preventive services
 - No claims to file (in most cases)



CONTACT INFORMATION

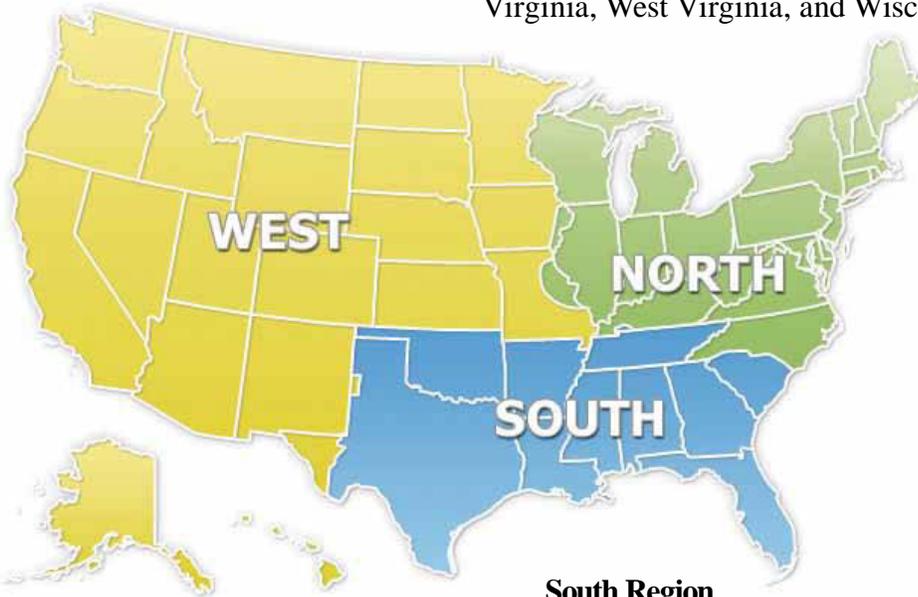
<p>TRICARE North Region Health Net Federal Services, LLC 1-877-TRICARE (1-877-874-2273) 1-800-555-2605 (TRICARE Reserve Select) www.hnfs.com</p>	<p>TRICARE South Region Humana Military 1-800-444-5445 1-877-298-3408 (National Guard and Reserve) 1-877-249-9179 (Active duty programs) Warrior Navigation and Assistance Program: 1-888-4GO-WNAP (1-888-446-9627) Humana-Military.com</p>	<p>TRICARE West Region UnitedHealthcare Military & Veterans 1-877-988-WEST (1-877-988-9378) www.uhcmilitarywest.com</p>
<p>TRICARE For Life www.tricare.mil/tfl Wisconsin Physicians Service 1-866-773-0404 1-866-773-0405 (TDD/TTY) www.TRICARE4u.com</p>	<p>milConnect Web Site — Update DEERS Online http://milconnect.dmdc.mil DEERS Information www.tricare.mil/deers Beneficiary Web Enrollment Information www.tricare.mil/bwe</p>	<p>TRICARE Pharmacy Program www.tricare.mil/pharmacy Express Scripts, Inc. 1-877-363-1303 Member Choice Center 1-877-363-1433 (convert retail prescriptions to home delivery): www.express-scripts.com/TRICARE</p>
<p>TRICARE Active Duty Dental Program www.tricare.mil/addp United Concordia Companies, Inc. 1-866-984-ADDP (1-866-984-2337) www.addp-ucc.com</p>	<p>TRICARE Dental Program www.tricare.mil/tdp MetLife 1-855-MET-TDP1 (1-855-638-8371) (stateside) 1-855-MET-TDP2 (1-855-638-8372) (overseas) 1-855-MET-TDP3 (1-855-638-8373) (TDD/TTY) https://mybenefits.metlife.com/tricare</p>	<p>TRICARE Retiree Dental Program www.tricare.mil/trdp Delta Dental of California 1-888-838-8737 www.trdp.org</p>
<p>US Family Health Plan www.tricare.mil/usfhp 1-800-74-USFHP (1-800-748-7347) www.usfhp.com</p>	<p>TRICARE Website www.tricare.mil</p>	<p>Military Health System Website www.health.mil</p>

Source: TRICARE Choices: At a Glance, February 2013 <http://www.tricare.mil/Publications.aspx>

TRICARE REGIONS

North Region

The North Region includes Connecticut, Delaware, the District of Columbia, Illinois, Indiana, Iowa (Rock Island Arsenal area), Kentucky (except Fort Campbell), Maine, Maryland, Massachusetts, Michigan, Missouri (St. Louis Area), New Hampshire, New Jersey, New York, North Carolina, Ohio Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, and Wisconsin.



West Region

The West Region includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa (excluding Rock Island Arsenal area), Kansas, Minnesota, Missouri (except the St. Louis area), Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Texas (the southwestern corner, including El Paso), Utah, Washington and Wyoming.

South Region

The South Region includes Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, South Carolina, Tennessee, Texas (excluding the El Paso area) and Fort Campbell, Ky.

Overseas Region

The overseas region is divided into three geographic areas supported by TRICARE Area Offices (TAOs) and a single overseas contractor, International SOS: the Eurasia-Africa, Latin America-Canada and Pacific areas.

For the overseas region map and contact information, visit www.tricare-overseas.com/ContactUs/default.htm

4. Beneficiary Counseling and Assistance Coordinator (BCAC)

The Soldier and Family Assistance (SFA) program manager is a certified BCAC and is available at each recruiting brigade/battalion to assist military personnel and family members in all matters pertaining to health care. Upon in-processing, it is a requirement that each Soldier be seen by the BCAC for a TRICARE enrollment and/or portability briefing; spouses are encouraged to attend.

5. Debt Collection Assistance Officer (DCAO)

TRICARE has a debt collection assistance officer assigned to the TRICARE regional offices and MTFs worldwide to help beneficiaries understand and get assistance with debt collection problems related to TRICARE. Individuals who have received a notice from a collection agency or a negative credit report because of a medical or dental bill should be referred to the nearest DCAO or the SFA Program Manager. To locate the DCAO nearest you go to www.tricare.mil/bcacadcao.

If you are enrolled in a TRICARE plan such as TRICARE Prime, TRICARE Prime Remote, TRICARE Reserve Select, TRICARE Prime Overseas or TRICARE Global Remote Overseas, make sure to report your address change to your regional contractor or TRICARE area office. See page 24 for the region information.

E. TRICARE Dental Program (TDP)

MetLife administers the TRICARE Dental Program (TDP) to active duty family members, National Guard and Reserve members and their Families. Family member enrollment is not dependent on a sponsor's enrollment; family members may enroll in the TDP at any time. A sponsor must have at least 12 months remaining on their service commitment at the time of enrollment. The TDP is offered worldwide. To locate the nearest participating provider, call **(855) 638-8371** or visit <https://mybenefits.metlife.com/tricare>.

1. TRICARE Dental Program Eligibility

TRICARE Dental Program eligibility is based on the sponsor's information in DEERS. The sponsor should ensure DEERS contains accurate and up-to-date information at all times. Please refer to page 22 in this booklet for DEERS verification and enrollment information.

F. TRICARE Pharmacy Benefits

1. Military Treatment Facility Pharmacy Clinics fill prescriptions free of charge.
2. Pharmacy Network Providers (civilian drug stores) fill prescriptions free or for a minimal charge.
3. The TRICARE Pharmacy Home Delivery is your least expensive option when not using the military pharmacy. You can have your prescriptions sent to any address in the U.S. and U.S. Territories, including temporary and APO/FPO addresses. With home delivery, you can get up to a 90-day supply for most medications and request refills by mail, phone or online.

For additional information, call the TRICARE Mail Order Pharmacy at **(866) 363-8667** or the TRICARE Retail Pharmacy at **(866) 363-8779** or visit the TRICARE Pharmacy website at <https://www.express-scripts.com/>.

G. Child Care Resources and Referral Agencies

1. Child Care Resources

Visit www.naccrra.org/military-families/army to learn more about the following child care options.

a. Operation Military Child Care (OMCC)

The Operation Military Child Care program provides fee assistance for Families of deployed or mobilized National Guard, Reserve and active duty Army Soldiers during the duration of the deployment.

b. Military Child Care in Your Neighborhood (MCCYN)

The Military Child Care in Your Neighborhood program provides fee assistance for Families of active duty Army servicemembers and Army civilians who are unable to access on-post child care. Providers for the MCCYN program must meet additional high quality standards.

c. Army Child Care in Your Neighborhood (ACCYN)

The Army Child Care in Your Neighborhood (ACCYN) program serves Families who live in the communities surrounding the installations listed below and provides fee assistance for Families of active duty Soldiers and Army civilians who are unable to access on-post child care.

Fort Stewart/Hunter Army Airfield	Fort Belvoir	Fort Bliss
Joint Base Lewis-McChord	Fort Bragg	Fort Campbell
Joint Base Myer/Henderson Hall	Fort Carson	Fort Drum
Joint Base San Antonio	Fort Hood	Fort Riley
Fort Leonard Wood	USAG Miami	

d. Army School-Age Program in Your Neighborhood (ASPYN)

The Army School-Age Program in Your Neighborhood (ASPYN) program serves Families who live in the communities surrounding the installations listed below and provides fee assistance for Families of active duty Army servicemembers and Army civilians who are unable to access on-post child care. The ASPYN program serves school-age children who attend child care before and after school, as well as full time when school is not in session.

Fort Carson	Fort Riley	Fort Jackson	Fort Hood
Fort Benning	Fort Bragg	Fort Bliss	Fort Lewis

e. Army Respite Care Program

The Army Respite Care Program provides free hourly child care to support the unique child care needs for Families of Soldiers who are deployed, active duty Recruiters, ROTC cadre, Wounded Warriors assigned to a Warrior Transition Unit or Warrior Transition Battalion, and survivors of Fallen Warriors.

2. USAREC Respite Care Program

The Army-subsidized 16 hours (five hours of respite child care per child per month for Army recruiters) of respite child care is for eligible children of deployed; temporary change of station; TDY (90-179 days); unaccompanied PCS; wounded, ill and injured Soldiers. You can use this time to run errands, attend appointments, or just take some time out for yourself. The Army recognizes the challenges and extraordinary stress you and your Family may be experiencing and wants to help support you in meeting your unique child care needs.

a. Eligibility Requirements

You or your spouse need only be an Army servicemember in one of the following categories:

- Deployed active duty (for 30 days prior and 90 days after return)
- Deployed Army National Guard/Reserve members
- Active duty recruiters (five hours of respite child care per child per month for Army recruiters)
- ROTC cadre
- Wounded Warriors assigned to a Warrior Transition Unit (WTU) or Warrior Transition Battalion (WTB)
- Survivors of Fallen Warriors
- The Army spouse is not required to be working or enrolled in school to qualify. Eligible hours will vary depending on status.

Parents who already receive fee assistance through another Army program should email ARMYRESPITECHILDCARE@naccrra.org for details on how to apply for additional assistance through the Army respite program.

Both parents and prospective respite care providers can find the eligibility information and required documents at <http://www.naccrra.org/military-families/army/army-respite-program>.

To find a provider who meets the requirements to serve your family, please contact Child Care Aware at **(800) 424-2246** for a personal consultation or search online for providers already pre-qualified to serve Army Families in your area.

b. Payment Rules for Army Respite Care

- Army respite care is not a substitute for regularly scheduled child care
- May be used at the discretion of the parent
- Combination of installation respite care and Child Care Aware respite care cannot exceed authorized monthly hours
- Must be used in at least two-hour increments
- Monthly attendance sheet will be verified by parent and provider to receive reimbursement

Army Families with concerns or complaints about any of the programs available through Child Care Aware should call **(877) 816-3877** 9 a.m. to 5 p.m. Eastern time Monday-Friday.

**TAB D-
RECRUITING
COMMAND**

A Core Army Value:

SELFLESS SERVICE

Put the welfare of the Nation, the Army and your subordinates before your own. Selfless service is larger than just one person. In serving your country, you are doing your duty loyally without thought of recognition or gain. The basic building block of selfless service is the commitment of each team member to go a little further, endure a little longer, and look a little closer to see how he or she can add to the effort.

I. Connect With Your Community

A. Family Readiness Groups (FRGs)

FRGs are a command-sponsored organization of Soldiers, family members, volunteers and civilian employees belonging to a unit. The FRG's mission is to provide current information in a timely fashion and provide resources as needed. The FRG provides an avenue of mutual support and assistance, a network of communications among Family members, the chain of command, chain of concern and community resources.

In order to receive FRG newsletters and updates, provide your email and other contact information when in-processing. You may also request an FRG contact list. FRGs are always seeking new members to get involved or assume key volunteer positions. Your unit may also have a virtual FRG (vFRG) website to disseminate information electronically. To access your battalion or brigade vFRG, visit www.armyfrg.org.

B. Army Family Team Building (AFTB)

The AFTB program improves the overall readiness of the force by teaching and promoting personal and Family readiness through standardized, progressive and sequential education to family members. The program can also be used to meet the needs of the individual audience. It is intended to enhance — not replace — existing programs for family members, such as Family Readiness Groups (FRGs).

1. AFTB Class Information

Three levels of classes give USAREC Families the tools and resources necessary to be self sufficient and self-reliant. These classes will help you understand the Army's mission as well as how your Family fits into the big picture. Please contact your SFA for the battalion AFTB class schedule.

2. AFTB Online Training Modules

For those who do not have time to attend a traditional class, AFTB offers online training. It is an easy way to learn about how to survive and thrive in today's Army. Lessons are available online in both English and Spanish. AFTB lessons can be downloaded and reviewed at your convenience. Go to www.myarmyonesource.com and click the online training button to access AFTB Levels I, II and III.

You can also learn how USAREC assists Future Soldiers' Families through the AFTB program.

C. The Army Volunteer Corps Program (AVC)

The AVC program has a mission to promote and strengthen volunteerism by uniting community volunteer efforts, supporting professional management, enhancing volunteer career mobility, and establishing volunteer partnerships to support individual personal growth and life-long volunteer commitment. Volunteerism stabilizes Army communities by contributing to community cohesion, increasing self-reliance, and enhancing the well-being of our Soldiers and their Families.

1. USAREC Voluteer Corps Program

USAREC Volunteer Opportunities (sample list is not all inclusive):



- √ Family Readiness Group (FRG) Leader
- √ Army Family Team Building (AFTB) Instructor
- √ Army Family Action Plan (AFAP) Delegate
- √ Assist with FRG fundraisers
- √ Assist with holiday stockings for children
- √ FRG Newsletter Editor
- √ Assist with Unit Organization Day
- √ FRG Secretary/Recorder
- √ FRG Fundraising Chairperson
- √ FRG Activities Coordinator
- √ FRG Key Caller
- √ FRG Hospitality Chairperson

2. Volunteer Benefits

Child care reimbursement, networking, resume building, training, valuable experiences, making friends and exploring new interests are just a few of the benefits for a volunteer.

3. Volunteer Management Information System (VMIS)

VMIS is the official Army volunteer hours tracking system. VMIS may be accessed through Army OneSource. Please see your SFA for information regarding registration in VMIS. This will enable you to build a resume, volunteer for positions and become eligible for volunteer recognition. Visit www.myarmyonesource.com/FamilyProgramsandServices/Volunteering/VMIS/VMISHome.aspx

D. Army Family Action Plan (AFAP)

AFAP is input from the entire Army team to Army leadership. It is a process that allows Soldiers and Families to address issues they have encountered and offer possible solutions. It alerts commanders and Army leaders to areas of concern that need attention, and gives them the opportunity to quickly put plans into place to work toward resolving the issues.

1. AFAP Forums

AFAP forums are held at the battalion level. Active and Reserve Soldiers, retirees, surviving spouses, DA civilians and Families identify issues they to be addressed in order to maintain a good standard of living. Battalion commanders see to it the issues are addressed in order to work toward an appropriate resolution. About 90 percent of AFAP issues are retained and worked at local levels and have resulted in significant community improvements.

AFAP issues may be submitted to your SFA or FRG leader at any time of the year.
YOU DO NOT HAVE TO WAIT UNTIL THE ANNUAL AFAP / TRAINING CONFERENCE.

Some AFAP issues are applicable beyond the battalion level. These are sent to brigade AFAP conferences and potentially on for Army-level consideration. The issues selected for the Army's AFAP are worked toward resolution by Army staff and DOD agencies. The General Officer Steering Committee (GOSC) reviews the progress of AFAP issues on a semi-annual basis. The AFAP GOSC is the final deciding authority on the status of all issues (determining if an issue is resolved, unattainable, or needs to remain active until the issue's stated objectives have been met).

2. AFAP Participation

If you are part of the Army, you can be an AFAP participant. If you are a commander, you can support a strong AFAP program in your unit, and you can draw on the real-time quality of life information AFAP provides. If you are a Soldier — Active, Guard or Reserve — retiree, civilian employee or family member, you can volunteer to be part of the battalion, brigade, TRADOC and HQDA AFAP programs by volunteering to be a delegate, help with a conference, assist with the program, become a member of the local AFAP planning committee and by becoming familiar with current AFAP issues. If you live on or near an installation, you may participate in that installation's AFAP program. For more information, contact your SFA.

II. Military Support Services

A. **The Soldier and Family Assistance (SFA) Program Manager**

The SFA coordinates the services normally provided by an installation Army Community Service (ACS) center. The SFA handles the Exceptional Family Member Program (EFMP), Family Advocacy Program (FAP), Army Emergency Relief (AER), financial management, Army Family Action Plan (AFAP), employment program, Army Family Team Building (AFTB), relocation issues, TRICARE concerns and issues, the Army Volunteer Program and disaster preparedness.

To contact an SFA toll-free in the 1st, 2nd, 3rd, 5th or 6th Brigades, please call **(800) 790-0963** and enter the prompt for your corresponding brigade and battalion. MRB SFAs are not available through the 800-number. Battalion numbers are listed to the right.

Battalion SFA Phone Numbers

Albany — (518) 266-7456
Atlanta — (770) 850-8762
Baltimore — (301) 677-7060
Baton Rouge — (225) 767-3079
Beckley — (804) 771-2633
Chicago — (224) 538-3513
Cleveland — (216) 802-1407
Columbia — (803) 751-0943
Columbus — (614) 963-2910
Dallas — (972) 714-0561
Denver — (303) 863-8362
Fresno — (559) 443-1470
Great Lakes — (517) 887-7460
Harrisburg — (717) 770-6234
Houston — (713) 588-4007
Indianapolis — (317) 549-1780
Jacksonville — (904) 309-6915
Kansas City — (816) 891-8744
Los Angeles — (818) 609-7468
Miami — (305) 403-8470
Mid-Atlantic — (732) 323-7441
Milwaukee — (414) 577-2527
Minneapolis — (612) 725-3120
Montgomery — (334) 551-3211
Nashville — (615) 872-7519
New England — (603) 610-0415
New York City — (718) 630-4372
Oklahoma City — (405) 609-8789
Phoenix — (602) 254-0569
Portland — (503) 256-9060
Raleigh — (919) 600-5586
Sacramento — (916) 844-1312
Salt Lake City — (801) 974-9521
San Antonio — (210) 295-0641
Seattle — (206) 764-6743
Southern California — (949) 367-1858
Syracuse — (315) 479-8532
Tampa — (813) 915-8417/935-5365
1st MRBn — (301) 677-6695
2d MRBn — (256) 450-9670
3d MRBn — (502) 626-0788
5th MRBn — (210) 295-0813
6th MRBn — (702) 898-9842

B. Exceptional Family Member Program Systems Navigation

Systems Navigation is a community support component of the EFMP that connects exceptional family members with the systems of care they need, both on and off an installation. All Families have the privilege of using EFMP Systems Navigators for any EFM needs. Systems Navigation also supports the goals of the Army Family Covenant.

1. USAREC EFMP System Navigators

Systems Navigators work in conjunction with the battalion SFAs. Systems Navigators provide EFMP Soldiers with information on local, state and federal programs, resources and care givers who can offer assistance to their exceptional family members.

An EFMP Systems Navigator is able to help your Family with any EFMP needs, to include the following.

- Identify your EFM and Family strengths and needs.
- Help identify and prioritize your EFM and Family goals.
- Develop a Family Service Plan to reach your goals.
- Make referrals to required services.
- Provide information about disabilities or medical conditions of concern.
- Find transportation to appointments related to the Family Service Plan.
- Identify support groups and social activities.
- Strengthen your ability to advocate for your EFM.
- Research resources.

Brigades are assigned the following EFMP Systems Navigators to assist with any EFMP needs. To receive services please contact your assigned EFMP Systems Navigator:

- 1st and 2nd Brigades and MRB call Dwight Wiggins at **(502) 626-1080**.
- 3rd, 5th and 6th Brigades call Emily Hay at **(502) 626-2015**.

Soldiers or their spouses may subscribe to the quarterly USAREC EFMP newsletter through their Systems Navigator.

C. USAREC Military Family Life Consultants (MFLCs) and Personal Financial Counselors (PFCs)

MFLCs and PFCs team up to offer support for active duty, National Guard and Reserve component Soldiers and their Families. MFLC teams provide support to individuals, couples, Families and groups.

There are MFLCs and PFCs assigned to each brigade. They travel throughout the brigade conducting site visits in the battalion areas. MFLCs offer confidentiality, with the exception of an obligation to report to the authorities any threats to do bodily harm. PFCs offer confidentiality, as well, unless command referred. Please contact the brigade SFA for the current schedule and contact information; contact phone numbers are on page 67.

1. Military Family Life Consultants (MFLCs)

MFLCs have earned at least a master's degree in a mental health-related field, are licensed by a state or territory to provide independent practice in their field, and have completed a background investigation. MFLCs provide non-medical, short term, situational, problem-solving counseling support designed to help Service members and their Families cope with normal reactions to the stressful/adverse situations associated with the military lifestyle. Long term counseling needs will be referred to a Military Medical Treatment Facility, TRICARE, or other providers of professional mental health care.

2. Personal Financial Counselors (PFCs)

PFCs are certified as Accredited Financial Counselors (AFCs), Certified Financial Planners (CFPs) or both, and can provide face-to-face financial counseling to servicemembers and Families on a wide variety of financial topics.

D. Unit Ministry Team (UMT)

The Unit Ministry Team is a great resource for your religious support. The UMT consists of an Army chaplain and chaplain assistant. The two work together to perform and provide religious support throughout the command for Soldiers, Families and civilian employees. Religious support includes worship services, religious activities for command ceremonies, religious education for military communities, unit training (such as suicide prevention) and confidential counseling services.

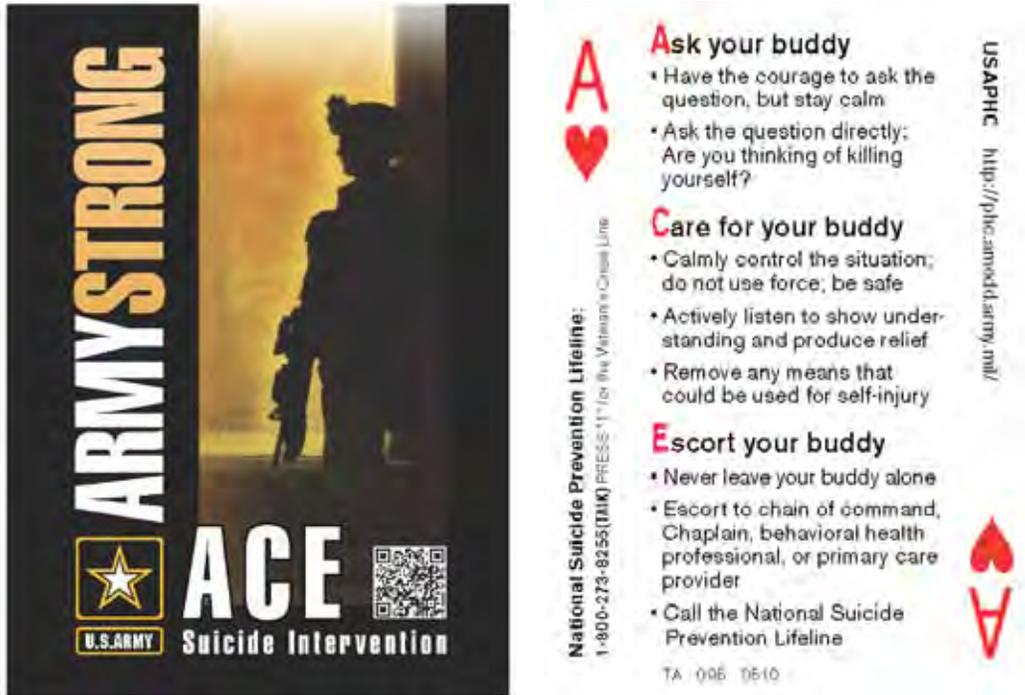
USAREC Unit Ministry Teams

1st Bde/1st MRBn	5th Bde/5th MRBn
(888) 235-5953 or (301) 677-2943	(888) 301-1761 or (210) 221-1565
2nd Bde/2nd MRBn	6th Bde/6th MRBn
(888) 253-7923 or (256) 450-9525	(888) 476-4358 or (702) 639-2026
3rd Bde/3rd MRBn	USAREC HQ/MRB
(888) 390-5749 or (502) 626-1039	(888) 204-7660 or (502) 626-0535

E. The Army Suicide Prevention Program (ASPP)

The Army Suicide Prevention Program provides resources for suicide awareness, intervention skills, prevention and follow-up in an effort to reduce the occurrence of suicidal behavior across the Army. The ASPP develops initiatives to tailor and target policies, programs, and training in order to mitigate risk and behavior associated with suicide. If you are concerned about someone and believe he or she is having suicidal thoughts and is showing signs of emotional distress and potential self-harm, use the ACE card pictured below.

For more information about the Army's program, visit www.preventsuicide.army.mil.



If you are depressed, lonely and are having suicidal thoughts, remember you are never alone.

National Suicide Prevention Hotline — (800) 273-TALK (8255)

Press 1 for Military Crisis Hotline, text to 838255 or go to www.suicidepreventionlifeline.org.

F. Command Psychologist

The Office of the Command Psychologist (OCP) provides command and behavioral health (BH) consultation to promote a well-conditioned Soldier and civilian force. The OCP conducts BH screenings and evaluations, participates in military medical administrative evaluations, advises in crisis intervention and management and repatriation, recommends appropriate clinical care, and consults on the disposition, assessment and selection of detailed recruiters.

Each recruiting brigade is assigned a psychologist (called a Behavioral Health Consultant or BHC) who provides consultation to leaders at all levels (company, battalion and brigade headquarters) about how to support recruiters and their Families.

BHCs have experience as direct clinical service providers in military treatment facilities prior to joining USAREC. As command consultants, however, they cannot be direct care providers for individual recruiters and their Families. If recruiters and their Families have questions about accessing care, the BHCs can review records and treatment recommendations to direct them to appropriate clinical services. In addition, BHCs can offer educational group training in such areas as executive coaching for leadership performance enhancement, tactical awareness of stressful situations in the workplace and after duty hours (i.e. for stress inoculation), individual mental toughness and emotional resilience, essential communication for reducing workplace conflict, and post-deployment reintegration into USAREC and Family life.

SFAs are encouraged to contact the brigade BHC directly for individual recruiter/Family consultation and to request BHC group training through the unit’s training department.

G. Family Advocacy Program (FAP)

The U.S. Army Family Advocacy Program is dedicated to the prevention, education, prompt reporting, investigation, intervention and treatment of spousal and child abuse. The program provides a variety of services to Soldiers and Families to enhance their relationship skills and improve their quality of life. This mission is accomplished through a variety of groups, seminars, workshops and counseling and intervention services.

For assistance, please contact your FAP/SHARP coordinator at the appropriate number below.

USAREC Family Advocacy Program/SHARP Coordinators

Command FAP: (800) 223-3735 x 60239 / (888) 434-6209 / DSN 536-0239

1st Bde	5th Bde
(301) 677-2571	(210) 221-2767
2nd Bde	6th Bde
(256) 450-9529	(702) 639-2010
3rd Bde	MRB
(502) 626-0752	(502) 626-1208

Brigade Soldier and Family Assistance (SFA) Program Managers

1st Bde	5th Bde
(301) 677-4586	(210) 221-2956
2nd Bde	6th Bde
(256) 450-9532	(702) 639-2010
3rd Bde	MRB
(502) 626-1049	(502) 626-3236

H. Sexual Harassment / Assault Response & Prevention (SHARP)

The SHARP program reinforces the Army's commitment to eliminate incidents of sexual assault through a comprehensive policy that centers on awareness and prevention, training and education, victim advocacy, response, reporting and accountability. Army policy promotes sensitive care and confidential reporting for victims of sexual assault and accountability for those who commit these crimes.

The SHARP Program:

Promotes awareness of sexual assault within the recruiting community and coordinates professional intervention at all levels within military and civilian communities.

Strives to ensure protection of the privacy of victims of sexual assault through restricted and unrestricted reporting options.

Recognizes that **incidents of sexual assault constitute violations of the law** and that a commander has authority to take disciplinary or administrative action in such cases.

For more information about the Army's SHARP program, visit www.sexualassault.army.mil/.

The goal is to prevent sexual assault, to encourage the reporting of all instances of sexual assault, to protect victims of sexual assault, and to treat victims of sexual assault appropriately. Please contact your FAP/SHARP coordinator (phone numbers on page 37) for more information.

Sexual Assault Response Coordinators (SARC) ensure the needs of sexual assault victims are met quickly, appropriately, and confidentially. Call your brigade SARC if you are a victim of sexual assault or just want more information about sexual assault.

Sexual Assault Response Coordinators

1st Bde	(800) 853-2675
2nd Bde	(800) 316-6251
3rd Bde	(888) 228-6890
5th Bde	(888) 297-8523
6th Bde	(888) 476-4341
MRB	(888) 571-3848
HQ, USAREC	(888) 434-6209

I. Army Substance Abuse Program (ASAP)

The ASAP mission is to strengthen overall fitness and effectiveness of the Army's workforce, to preserve manpower, and enhance the combat readiness of Soldiers.

USAREC implements this mission by randomly selecting its Soldiers for drug testing through urinalysis each month. By the end of each fiscal year, each battalion will test every assigned Soldier at least once. In addition, there are mandatory substance abuse classes taught quarterly. These classes combine for a minimum of eight hours per year of substance abuse training and education.

Soldiers who recognize they have a substance abuse problem and desire assistance should use the self-referral option to enter a drug and alcohol education and rehabilitation program. This method will allow them to avoid adverse actions to their careers while receiving the professional help needed to return them to duty and full health. This method is highly preferred by the Army.

The self-referral process is explained in AR 600-85, 7-10. Soldiers wishing to receive ASAP counseling may ask their commander to assist them in making an appointment with the nearest Army installation ASAP office for the initial interview, although it is not necessary to do so. The Soldier has certain legal protections available under the limited use policy, as applicable. See AR 600-85, 10-12. There is also a Battle Buddy Hotline USAREC Soldiers may call for guidance: **(800) 223-3735 Ext. 0**.

Family members battling substance abuse may receive counseling and rehabilitation through the Employee Assistance Program (EAP). This is detailed in AR 600-85, 6-3. Each Army installation has an EAP representative assigned to the ASAP office. EAP representatives may, at their discretion, refer the member to a local civilian counseling and treatment facility. TRICARE will pay part or all of the cost for care, depending on the sponsor's plan. The EAP representative will explain this to the sponsor during the initial interview.

J. The Brigade Judge Advocate (BJA)

For legal assistance, contact the Brigade Judge Advocate or the Office of the Staff Judge Advocate of the nearest military installation. To find the nearest legal assistance office, use the U.S. Armed Forces Legal Assistance Locator at <http://legalassistance.law.af.mil/content/locator.php>. The OSJA can provide free support and assistance in several areas, to include trial defense, administrative law, personal property claims, legal assistance, tax preparation, and immigration and naturalization issues. Legal assistance also provides assistance with child or spousal support, powers of attorney, leases, affidavits, local deeds, name changes, consumer affairs, civil suits, domestic relations and family law, wills and estates, local court procedures and claims services.

Brigade Judge Advocate Contact Information

1st Bde	(301) 677-2788
2nd Bde	(256) 450-9520
3rd Bde	(502) 626-0617
5th Bde	(210) 221-2929
6th Bde	(702) 639-2062
MRB	(502) 626-2412

K. Military OneSource

Military OneSource is a free service provided by the Department of Defense to servicemembers and their Families to help with a broad range of concerns, including money management, spouse employment and education, parenting and child care, relocation, deployment, reunion, particular concerns of Families with special-needs members, relationships, stress and grief. Services are available 24 hours a day by telephone and online. Many Military OneSource staff members have military experience (veterans, spouses and Guard and Reserve members), and all receive ongoing training on military matters and military lifestyle. The program can be especially helpful to servicemembers and their Families who do not live close to a military installation.

Three kinds of short-term, non-medical counseling services are available at no cost to you:

Face-to-Face Counseling

Military OneSource arranges for you to meet face-to-face with a professional counselor in your community. Available to Families in the continental U.S., Alaska, Hawaii, Puerto Rico and the Virgin Islands.

Telephone Consultations

For those unable to attend face-to-face counseling (because of their location or other circumstances), Military OneSource arranges telephone consultations.

Online Consultations

For those who prefer communicating online, this option uses instant-messaging, with the consultant and participant communicating online in real time.

To reach Military OneSource visit www.militaryonesource.mil or call (800) 342-9647.

L. Emergency Assistance Contacts

1. Army Emergency Relief (AER) Program

AER is the Army's own financial assistance organization and is dedicated to "Helping the Army Take Care of Its Own." AER provides commanders a valuable asset in accomplishing their basic command responsibility for the morale and welfare of Soldiers. AER funds are made available to commanders having AER sections to provide financial assistance to Soldiers — active and retired — and their dependents when there is a valid need.



Contact AER at (703) 428-0000 or (866) 878-6378 for emergency assistance.

Additional information about AER may be found at www.aerhq.org.

2. American Red Cross

USAREC formally joined hands with the Red Cross to provide the highest quality of service and care for Soldiers and family members. The Red Cross assists Soldiers and Families with AER funds, recovery from disasters, notification of deployed servicemembers and many other services.

For more information, visit www.redcross.org.



M. Tax Filing Services

1. Volunteer Income Tax Assistance (VITA) Program

Military-based VITA sites provide free tax advice, tax preparation and assistance to military members and their Families. Agents are trained and equipped to address military specific tax issues. For more information, visit www.irs.gov or call **(800) 906-9887**.

2. Military OneSource Tax Filing Services

Military OneSource provides free tax filing services for the tax season around mid-January each year. Services will include free online tax filing services (both state and federal) and free telephonic tax consultations. To get access to the free tax filing services, please return to the Military OneSource website annually around mid-January.

You must enter the tax filing services via the link provided by Military OneSource. Please do not register prior to the Military OneSource tax season date by accessing a tax filing service website directly — doing so will result in a fee being charged for the use of the product.

For more information, visit www.militaryonesource.mil/pfm/tax-planning-and-preparation. Also refer to www.irs.gov/Individuals/Military for tax information for military members.

III. Military Spouse Employment & Education

A. Employment

The Army offers numerous opportunities for challenging and rewarding civilian employment in virtually all career fields and in different parts of the world. Whether you are a military spouse, student, a recent graduate, a veteran or a current federal employee seeking information about opportunities with the Army, please contact the nearest military installation Civilian Personnel Advisory Center (CPAC) or the Family Support Center for federal employment assistance. Your battalion SFA may also be able to assist you in your employment search.

1. Employment Eligibility Categories

For more detailed information on federal employment categories, refer to the U.S. Office of Personnel Management website at www.opm.gov/policy-data-oversight/hiring-authorities/.

If you are a veteran, visit www.opm.gov/policy-data-oversight/veterans-services/vet-guide/.

a. Military Spouse Preference (MSP) Program

The MSP Program applies to spouses of active duty military members of the U.S. Armed Forces who desire priority consideration for positions at DOD activities. To receive preference eligibility, the spouse must be married to the military sponsor before reporting to the new duty assignment. MSP applies only within the commuting area of the military sponsor's permanent duty station and if you are ranked among the "best qualified" for the vacancy for which you are applying. MSP eligibility is retained until the military spouse accepts or declines the offer of a permanent appointment to a full-time or part-time position with fixed work schedules (continuing positions). This includes positions with non-appropriated fund (NAF) organizations or the Army and Air Force Exchange Service (AAFES). Once MSP is used, the spouse competes as either a current permanent federal employee or as a family member without preference (overseas).

b. Executive Order 12721 Eligible

Worked as an appropriated fund Federal employee overseas while a Family member of a civilian employee, NAF employee, or uniformed servicemember serving overseas. Must have accumulated 52 weeks creditable service, received a fully successful or better performance rating, and returned to the U.S. from the overseas tour of duty and must meet time requirements.

c. 30 Percent Disabled Veteran

Prior military servicemembers with a disability rating of 30 percent or more. No time limit.

d. Veterans Recruitment Appointment (VRA) Eligible

Includes disabled veterans or veterans who have been awarded a campaign badge, Armed Forces Expeditionary Medal (AFEM) or Armed Forces Service Medal (AFSM), or recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years. There is no length of service requirement. Authority is limited to positions at or below the GS-11 or equivalent level.

e. Reinstatement Eligible

Individual has attained career status on a permanent, competitive federal appointment, or career-conditional with reinstatement eligibility. A former competitive service tenure group one federal employee, a former competitive service career-conditional tenure group two federal employee who has less than a three-year break in service — unless they have veteran's preference, then the three-year time limit does not apply.

f. Non-Appropriated Funds (NAF) Interchange Agreement Eligible

Currently serving on a NAF or AAFES position without time limitation or has been involuntarily separated from such appointment without personal cause within preceding year. Must be or have been serving continuously for at least one year in a NAFI or AAFES position. May only be appointed to permanent positions based on this authority.

g. Outstanding Scholar

U.S. citizen and college graduate with a GPA of 3.45 or higher on a 4.0 scale for all undergraduate work or have graduated in upper 10 percent of class or major university subdivision.

h. Non Status

All applicants without personal competitive status, employees on temporary and term positions; employees on excepted service positions who do not meet eligibility requirements for an interchange agreement, and applicants who have not worked for the federal government.

i. Reemployed Annuitant

A former federal employee who has retired under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS).

j. The Pathways Program

The Pathways Program consists of three streamlined developmental programs: the Internship Program for students; the Recent Graduates Program for people who have completed a qualifying educational program within the preceding two years; and the Presidential Management Fellows (PMF) Program for people who obtained a graduate or professional degree within the preceding two years. Visit www.opm.gov/policy-data-oversight/hiring-authorities/students-recent-graduates/.

Other employment eligibility categories may exist, please check with your servicing CPAC.

2. Federal Employment Websites

The most current and reliable federal employment information is available via the Internet. By accessing the sites below you can view current vacancy announcements.

a. www.armycivilianservice.com

Army civilian service positions generally fall within broad career groups that directly support the overall mission of the U.S. Army. This site provides information and a search function for employment with the Department of the Army.

b. www.usajobs.gov

Run by the U.S. Office of Personnel Management (OPM), USAJOBS is the federal government's official one-stop source for job announcements and employment information for most federal agencies across the nation, including the Department of the Army.

c. www.opm.gov

The OPM website contains forms, publications and information on federal government personnel management.

3. Military Spouse Career Resources

a. DOD Spouse Education and Career Opportunities (SECO) Program

To address their unique combination of work-life interests and priorities, DOD has established a comprehensive, holistic, spouse-centered program called SECO. It is part of DOD's commitment to overall spouse health and well-being. SECO recognizes that spouses make important decisions every day regarding home and work life. When the time is right for more education, training, licensure, employment and portable career advancement opportunities, SECO is just a call or click away.

Military OneSource provides the gateway to the SECO program and provides numerous resources related to the four pillars of service that help spouses move in and out of the workforce at various ages and stages of life: Career Exploration; Education, Training, and Licensure; Career Readiness; and Career Connections.

Visit the SECO section of Military OneSource at www.militaryonesource.mil/seco or call SECO's education and career counseling services at (800) 342-9647.

b. Military Spouse Employment Partnership (MSEP)

The Department of Defense (DOD) leveraged the successful partnerships created under the former Army Spouse Employment Partnership (ASEP) by expanding the program to Navy, Marine Corps and Air Force spouses. The expanded program — the Military Spouse Employment Partnership — is part of DOD's broader SECO initiative and helps all military spouses gain the competitive edge needed for employment by providing corporate and federal partners ready to hire spouses.

Visit <https://msepjobs.militaryonesource.mil>.



c. The Military Spouse Career Advancement Account (MyCAA)

The Military Spouse Career Advancement Accounts Program, a component of DOD's Spouse Education and Career Opportunities program, is a career development and employment assistance program. MyCAA helps military spouses pursue licenses, certificates, certifications or associate degrees necessary for gainful employment in high demand, high growth portable career fields and occupations. MyCAA provides a maximum education benefit of \$4,000 with an annual fiscal year cap of \$2,000 to assist eligible military spouses who need professional credentials to meet their portable career goals.

Learn more at <https://aiportal.acc.af.mil/mycaa/default.aspx> or call (800) 342-9647 to speak with a MyCAA career and education consultant.

B. Education

1. Military Installation Education Centers

There are several education programs established by the Army to help Soldiers (and, in some locations, family members) start or continue their education. The education center provides counseling and testing services, the Army Learning Center, educational programs and scholarship or tuition assistance information. The staff will advise you on finishing high school or earning an associate, bachelor's or master's degree from an accredited college or university. Many offer courses on post, online or locally.

If you are not located near an installation, your battalion education services specialist (ESS) can guide you to your servicing education center. A list of installation education centers can also be found at www.militaryfamily.org/get-info/spouse-education/.

2. Military OneSource

Call (800) 342-9647 to request a comprehensive search and list of scholarship information for spouses. Pursuing higher education is not only admirable and exciting, it can also lead to rewarding opportunities. Although it may prove to be difficult for military spouses who relocate regularly, it is certainly not impossible. Don't feel overwhelmed or discouraged when thinking of furthering your education — in fact, it's easier than you think. Visit the SECO program online at www.militaryonesource.mil/seco to find valuable resources targeted to helping you achieve your goals.

3. Post-9/11 GI Bill

The transferability option under the Post-9/11 GI Bill allows servicemembers to transfer unused benefits to their spouses. An eligible servicemember may transfer up to the total months of unused Post-9/11 GI Bill benefits, or the entire 36 months if the member has used none (unless DOD/DHS limits the number of months an individual may transfer). Once the benefit transfer has been approved, the spouse may begin using the benefit immediately, and can use the benefit for up to 15 years after the servicemember's last separation from active duty. For more information, visit gibill.va.gov/benefits/post_911_gibill/transfer_of_benefits.html.

4. March 2 Success

March 2 Success is an online test preparation course that provides help with taking standardized tests and improving math, language arts and science skills. The Army-sponsored curriculum is designed by Peterson's and Educational Options. It is available free to anyone. Visit www.march2success.com.

TAB E- **RESOURCES**

A Core Army Value:

HONOR HONOR

Live up to Army values. The Nation's highest military award is The Medal of Honor. This award goes to Soldiers who make honor a matter of daily living—Soldiers who develop the habit of being honorable, and solidify that habit with every value choice they make. Honor is a matter of carrying out, acting, and living the values of respect, duty, loyalty, selfless service, integrity and personal courage in everything you do.

Top Family Assistance Websites

The following are websites you may find useful in answering some common questions.

American Red Cross - www.redcross.org

Army Emergency Relief (AER) - The AER fund assists Soldiers in need of financial help. AER collects donations from Soldiers and Army retirees annually. www.aerhq.org

Army Family Team Building (AFTB) - Along with a lot of useful information, the site offers the AFTB Levels I, II & III courses online. www.myarmyonesource.com Click on 'Online Training'

Armed Forces Vacation Club (AFVC) - AFVC is a space-available program that offers DOD-affiliated personnel the opportunity to take affordable condominium vacations at resorts around the world. www.afvclub.com

Army Knowledge Online (AKO) - www.us.army.mil

Army OneSource - Army OneSource is a comprehensive multi-component website that provides information on Army and community support services to meet the diverse needs of active Army, Army National Guard and Army Reserve Soldiers and Families. www.myarmyonesource.com

Army A-Z - A resource that will link you to every Army unit website as well as support organizations. All organizations in alphabetic order. www.army.mil/info/a-z/

Defense Finance and Accounting Services (DFAS) - DFAS has links to MyPay, per diem amounts, PCS travel information, housing allowances and pay charts. www.dfas.mil

Exceptional Family Member Program (EFMP) - EFMP is a mandatory enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical, and personnel services to Families with special needs. www.myarmyonesource.com Click on the EFMP logo.

Army Family and Morale, Welfare and Recreation (FMWR) - FMWR is a comprehensive network of support and leisure services designed to enhance the lives of Soldiers (active, Reserve, and Guard), their Families, civilian employees, military retirees and other eligible participants. www.armymwr.org

Military OneSource - You will need to log in to access this site, which offers help to Army Families in elder care, parenting, marriage and life skills among many other topics. Military OneSource has translation services in 150 languages and a multicultural staff. www.militaryonesource.com

Consumer Sentinel - Military - This site contains information on identity theft, work-at-home scams, and other consumer protection issues that affect military personnel and their Families. <http://www.ftc.gov/sentinel/military/index.shtml>

Military Youth on the Move - MYOM is focused on dealing with age-specific issues related to relocation, transitioning to a new school, military life and much more. MYOM was developed with kids in mind, drawing upon input from military children of all ages.

<http://apps.militaryonesource.mil/myom>

Plan My Move - Plan My Move is the official DOD website to assist military members and their Families with all the details connected with a government ordered permanent change of station (PCS). **<http://planmymove.militaryonesource.mil/>**

Thrift Savings Plan - The Thrift Savings Plan is a retirement plan for federal government civilian employees and uniformed servicemembers. **www.tsp.gov**

TRICARE Dental Care - MetLife administers the TRICARE Dental Program (TDP) to active duty family members, National Guard and Reserve members and their Families.

www.tricare.mil/dental

TRICARE Health Care - TRICARE is the health care system for Soldiers, retirees and their Families. This site contains information on enrollment, claims, benefits and much more.

www.tricare.mil/mybenefit

milConnect — milConnect is a website provided by the DMDC that offers sponsors, spouses, and their children (18 years and older) access to their personal information, health care eligibility, personnel records, and other information from a centralized location. **<https://www.dmdc.osd.mil/milconnect/>**

Other Helpful Internet Resources

Note: These websites are provided for informational purposes only. Appearance in this guide does not indicate endorsement by USAREC or the Army.

ARMY

U.S. Army Recruiting Command <http://www.usarec.army.mil>
U.S. Army <http://www.army.mil>
Human Resources Command..... <http://www.hrc.army.mil>

BENEFITS

Military Pay & Entitlements <http://www.dfas.mil/militarymembers.html>
Military Benefits <http://www.military.com/benefits>
MyPay <http://mypay.dfas.mil/>
Thrift Savings Plan <http://www.tsp.gov>

BUSINESS

Small Business Administration <http://www.sba.gov>

CALCULATORS

Social Security Benefit Calculators <http://www.socialsecurity.gov/estimator/>
TSP Retirement Planner <http://www.tsp.gov/planningtools/retirementplanning/howMuchToSave.shtml>
Life Insurance Needs Calculator <http://www.benefits.va.gov/INSURANCE/introCalc.asp>
BAH Calculator..... <http://www.defensetravel.dod.mil/site/bahCalc.cfm>

EDUCATION

College Board..... <http://www.collegeboard.com>
Federal Employee Education & Assistance Fund Scholarships <http://www.feea.org/programs/scholarships>
U.S. Department of Education..... <http://www.ed.gov>
GI Bill Information <http://www.gibill.va.gov>
Princeton Review <http://www.princetonreview.com>
Scholarships for Military Children..... <http://www.militaryscholar.org/index.shtml>
Federal Student Aid <http://studentaid.ed.gov/>
March 2 Success..... <http://www.march2success.com>

FAMILY

Army Family Team Building Courses Online..... <https://www.myarmyonesource.com>
Tragedy Assistance Program <http://www.taps.org>
The Military Coalition..... <http://www.themilitarycoalition.org>
Military Family Association <http://www.nmfa.org/>
Military Spouse Career Site (Department of Labor) <http://www.careeronestop.org/militaryspouse/>
Military Family Research Institute..... <https://www.mfri.purdue.edu/>
NYU Child Study Center..... <http://www.aboutourkids.org>
Parents Helping Parents of Massachusetts..... <http://www.parentshelpingparents.org>
Military Child..... <http://www.militarychild.org>

FEDERAL EMPLOYEE

Military Spouse Preference Eligibility <https://cpolrhp.cpol.army.mil/eur/employment/msp/index.asp>
EEOC's Quick Start for Employees <http://www.eeoc.gov/gsemployees.html>
Federal Employee Education and Assistance Fund (FEEA) <http://www.feea.org>
Social Security Retirement Planner <http://www.ssa.gov/retire2>
Determine Your Veterans Preference <http://www.dol.gov/vets>
Thrift Savings Plan <http://www.tsp.gov>
Army Benefits Center..... <https://www.abc.army.mil>
DCPDS Portal for MyBiz..... <https://compo.dcpds.cpms.osd.mil>
Defense Civilian Personnel Advisory Service <http://www.cpms.osd.mil>

FINANCIAL ASSISTANCE

Army Emergency Relief <http://www.aerhq.org>
Federal Employee Education and Assistance Fund (FEEA) <http://www.feea.org>
Military Money Magazine <http://www.incharge.org/military-money>

GUARD & RESERVE

U.S. Army Reserve <http://www.usar.army.mil>
Army National Guard..... <http://www.arng.army.mil>
Air National Guard <http://www.ang.af.mil>
Coast Guard Reserve..... <http://www.uscg.mil/reserve>
U.S. Navy Reserve..... <https://www.navyreserve.navy.mil/Pages/default.aspx>
Air Force Reserve <http://www.afreserve.com>
U.S. Marine Corps Forces Reserve <http://www.marforres.marines.mil>
National Guard Bureau..... <http://www.nationalguard.mil>
National Guard Family Program..... <http://www.jointservicessupport.org/FP/Default.aspx>
Employer Support of the Guard & Reserve (ESGR)..... <http://www.esgr.mil>
Reserve Affairs <http://ra.defense.gov>

HEALTH CARE

My TRICARE Claims Processing Service..... <http://www.mytricare.com>
TRICARE Dental <http://www.tricare.mil/dental>
TRICARE..... <http://www.tricare.mil>

ID CARDS

RAPIDS Site Locator <http://www.dmdc.osd.mil/rsl>

INSURANCE

Servicemembers Group Life Insurance (SGLI)..... <http://www.benefits.va.gov/insurance/sgli.asp>

LEGISLATIVE AND GOVERNMENT AGENCIES

Federal Emergency Management Agency (FEMA)	http://www.fema.gov
Housing & Urban Development (HUD).....	http://portal.hud.gov/hudportal/HUD
The White House	http://www.whitehouse.gov
U.S. Senate.....	http://www.senate.gov
U.S. State Department.....	http://www.state.gov
U.S. Department of Labor.....	http://www.dol.gov
Tax Information.....	http://www.irs.gov
The Library of Congress	http://www.loc.gov
U.S. Federal Government Agencies Directory.....	http://www.usa.gov/Agencies.shtml
U.S. House of Representatives.....	http://www.house.gov
U.S. Postal Service.....	http://www.usps.com

MILITARY ASSOCIATIONS

Association of the United States Army (AUSA).....	http://www.ausa.org
National Guard Association of the United States (NGAUS).....	http://www.ngaus.org
Noncommissioned Officers Association (NCOA).....	http://www.ncoausa.org
Reserve Officers Association (ROA).....	http://www.roa.org

MILITARY SHOPPING

Defense Commissary Agency (DECA).....	http://www.commissaries.com
Navy Exchange	https://www.mynavyexchange.com
Army & Air Force Exchange Service (AAFES).....	http://www.shopmyexchange.com

MORALE, WELFARE & RECREATION

Army Family and Morale, Welfare & Recreation	http://www.armymwr.com
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SERVICE AGENCIES

Air Force Aid Society	http://www.afas.org
Navy-Marine Corps Relief Society	http://www.nmcrs.org
Armed Forces YMCA.....	http://www.asymca.org
Army Emergency Relief	http://www.aerhq.org
American Red Cross.....	http://www.redcross.org
USO.....	http://www.uso.org

SERVICE

Department of Defense (DOD)	http://www.defense.gov
U.S. Navy.....	http://www.navy.mil
U.S. Marine Corps.....	http://www.marines.mil
U.S. Air Force.....	http://www.af.mil
U.S. Coast Guard	http://www.uscg.mil

TRAVEL

Army FMWR Travel Resources.....	http://www.armymwr.com/travel
National Park Service	http://www.nps.gov
Armed Forces Vacation Club.....	http://www.afvclub.com

VETERAN/RETIREE

Arlington National Cemetery<http://www.arlingtoncemetery.mil>
Veterans of Foreign Wars (VFW)<http://www.vfw.org>
Homes for our Troops..... <http://www.homesforourtroops.org>
Military Handbook <http://www.militaryhandbooks.com/militaryhandbooks.htm>
National Cemetery Administration..... <http://www.cem.va.gov>
Department of Veterans Affairs<http://www.va.gov>
DOL Veterans' Employment and Training Service (VETS)..... <http://www.dol.gov/vets>
American Legion<http://www.legion.org>
Veterans Group Life Insurance.....<http://benefits.va.gov/INSURANCE/index.asp>

VOLUNTEER

Corporation for National and Community Service<http://www.nationalservice.gov>
Joining Forces..... <http://www.joiningforces.allforgood.org>

VOTER INFORMATION

U.S. Election Assistance Commission<http://www.eac.gov>

**TAB F—
GLOSSARY
OF ACRONYMS &
HELPFUL TERMS**

A Core Army Value:

INTEGRITY INTEGRITY

Do what's right, legally and morally. Integrity is a quality you develop by adhering to moral principles. It requires that you do and say nothing that deceives others. As your integrity grows, so does the trust others place in you. The more choices you make based on integrity, the more this highly prized value will affect your relationships with family and friends, and, finally, the fundamental acceptance of yourself.

A

AAFES	Army and Air Force Exchange Service
AAR	After Action Review
Accession	An individual who has enlisted and shipped to initial entry training
AC	Active Component: a military organization which is on continuous active duty, unlike the Reserve component, which is usually only on active duty during training
ACAP	Army Career and Alumni Program
ACC	Assistant Center Commander
ACE	Army Career Explorer, part of the www.goarmy.com website
ACS	Army Community Service
AD	Active Duty
ADOS-RC	Active Duty for Operational Support - Reserve Component
AER	Army Emergency Relief
AFAP	Army Family Action Plan
AFQT	Armed Forces Qualification Test
AFTB	Army Family Team Building: A program designed to enhance personal and Family preparedness
AGR	Active Guard Reserve: A Reserve component Soldier on active duty for a period of three or more years
AHRN	Automated Housing Referral Network
AIT	Advanced Individual Training: Training given to Soldiers, usually immediately following Basic Combat Training, that teaches them and qualifies them in a particular skill or occupational specialty
ALC	Advanced Leader Course (formerly known as BNOC)
Applicant	A person who has begun processing for enlistment
AMEDD	Army Medical Department
AO	Area of Operations
APA	Advertising and Public Affairs
APF	Appropriated Funds
AR	Army Reserve or Army Regulation
ARC	Army Recruiter Course
ARCA	Army Recruiting Compensation Advantage
ARNG	Army National Guard
ASB	Accessions Support Brigade
ASPP	Army Suicide Prevention Program
ASVAB	Armed Services Vocational Aptitude Battery
ATC	Annual Training Conference
ATP	Advanced Training Program: Part of the Recruiter Development Program
AVC	Army Volunteer Corps Program
AVCC	Army Volunteer Corps Coordinator

B

BAH	Basic Allowance for Housing
BCAC	Beneficiary Counseling and Assistance Coordinator — In USAREC this position is filled by the Battalion Soldier and Family Assistance (SFA) Program Manager.
BAS	Basic Allowance for Subsistence
BCT	Brigade Combat Team or Basic Combat Training
BDE	Brigade
BJA	Brigade Judge Advocate
BN	Battalion

C

Career Day	A prescribed day in a high school, college or vocational school to give students an opportunity to discuss employment and educational opportunities with military and civilian businesses
CAST	Computer Adaptive Screening Test
CDR	Commander
Center	
Commander	a noncommissioned officer who leads a recruiting center/station
CG	Commanding General
CIP	Command Inspection Program
COA	Course of Action
COE	U.S. Army Corps of Engineers
COI	Centers of Influence
Contact	Personal or telephonic contact with an individual by the recruiter for the purposes of establishing interest in an appointment to discuss Army opportunities.
CONUS	Continental United States
COS	Chief of Staff
CSM	Command Sergeant Major
COLA	Cost of Living Allowance

D

DA	Department of the Army
DACH	Department of the Army, Chaplains
DCAO	Debt Collection Assistance Officer:
DCG	Deputy Commanding General
DCO	Deputy Commanding Officer
DECA	Defense Commissary Agency
DEERS	Defense Enrollment Eligibility Reporting System: the organization that registers spouses and children, certifying them for ID cards, medical care and other military privileges

Deployment	The relocation of forces and materiel to operational areas. Deployment encompasses all activities from home station through destination, including intercontinental, inter-theater and intra-theater movement, staging, and holding areas
Detailed Recruiter	A Soldier who has been selected for recruiting duty and will go back to his/her primary MOS at the end of the recruiting tour
DFAS	Defense Finance and Accounting Service — the organization that pays Soldiers and civilian employees, keeps track of allotments, and leave time
DLA	Dislocation Allowance
DoD	Department of Defense

E

EFMP	Exceptional Family Member Program: provides support and resources to Soldiers' Family members with disabilities
ENTNAC	Entrance National Agency Check — A personal background check conducted by the Defense Security Service
ERM	Electronic Records Management
ESS	Education Services Specialist
EST	Enlistment Screening Test
ETS	End Term of Service, the date when a Soldier's commitment to the Army ends, unless he/she reenlists

F

FAP	Family Advocacy Program
FMWR	Family and Morale, Welfare and Recreation - a collection of facilities (such as fitness centers and bowling alleys) and services (such as travel agencies and tours) available on post for Soldiers and their Families
FRG	Family Readiness Group
FSTP	Future Soldier Training Program
Future Soldier	Someone who has enlisted but has not shipped for Basic Combat Training

G

GA	Grad Alpha - non prior service high school graduate who scores above 50 on the ASVAB
GED	General Educational Development test, also called High School Equivalency
Geo Bachelor	Married Soldier who does not have his/her Family at a duty station
GOV	Government Owned Vehicle
GOVCC	Government Charge Card

H

HRAP	Hometown Recruiter Assistance Program
HQs	Headquarters

I

IG	Inspector General
IM	Information Management
IMT	Initial Military Training
ITO	Invitational Travel Order

J

JAG	Judge Advocate General - the Army's legal branch
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L

LEADS	Lead Evaluation and Distribution System
LES	Leave and Earnings Statement - the Soldier's pay stub
LGH	Leased Government Housing
LTO	Leisure Travel Office
LZ	Leader Zone or Landing Zone

M

MALT	Monetary Allowance in Lieu of Transportation
MAP	Mission Accomplishment Plan
MEDDAC	Medical Department Activity
MEPCOM	Military Entrance Processing Command
MEPS	Military Entrance Processing Station
MET	Mobile Examining Team
MFLC	Military Family Life Consultants
MOS	Military Occupational Specialty
MSP	Military Spouse Preference
MT	Master Trainer

N

NAF	Non-Appropriated Funds
NCO	Noncommissioned Officer
NCOER	Noncommissioned Officer Evaluation Report
NCOIC	Noncommissioned Officer in Charge

O

OCONUS	Outside the Continental United States
Other	Anyone other than a grad alpha or an senior alpha

P

P1	Telephone prospecting
P2	Referral prospecting
P3	Face to face prospecting
PCM	Primary Care Manager
PCS	Permanent Change of Station (i.e., moving)
PDQ	Permanently Disqualified
PFC	Personal Finance Counselors
POA	Power Of Attorney
POC	Point Of Contact
POV	Personally Owned Vehicle
PT	Physical Training

Q

Quarters	The place where Soldiers and Families live
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R

RA	Regular Army - Active Duty
RC	Recruiting Center
RCI	Residential Community Initiative
Rctg Bde	Recruiting Brigade
Rctg Bn	Recruiting Battalion
Rctg Co	Recruiting Company
Recruiter	
Zone	Computer Program used for time management and processing
Reintegration	The process of transitioning Soldiers from deployment to their regular duties and home station life.
REA	Recruiter Expense Allowance

REQUEST	Recruit Quota System
RI	Recruiting Impropriety
Ringer	An individual who attempts to test and/or process under a false name to qualify another individual for enlistment
RM	Resource Management
RMZ	Report Management Zone
ROP	Recruiting Operation Plan
RPI	Recruiting Publicity Item
RRS	Recruiting and Retention School
RST	Recruiting Support Team

S

SA	Senior Alpha - a high school senior who scores above 50 on the ASVAB
SDAP	Special Duty Assignment Pay
SFA	Soldier and Family Assistance Program Manager
SGLI	Servicemembers Group Life Insurance
SLC	Senior Leader Course
SLO	School Liaison Officer
SMT	Senior Master Trainer
SRP	School Recruiting Program
SZ	School Zone

T

TAIR	Total Army Involvement in Recruiting
TDP	TRICARE Dental Program
TDY	Temporary Duty — the military equivalent to a business trip
TLE	Temporary Lodging Expense
TRADOC	U.S. Army Training and Doctrine Command
TRICARE	The Department of Defense managed health care program
TSP	Thrift Savings Plan

U

UMT	Unit Ministry Team — the brigade chaplain and chaplain assistant
USACC	United States Army Cadet Command
USAR	United States Army Reserve
USAREC	United States Army Recruiting Command

V

VHA	Variable Housing Allowance - amount differs depending on location
VMIS	Volunteer Management Information System

W

Walk-In	A potential enlistee who walks into a recruiting station without prior contact from a recruiter
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X

XO	Executive Officer
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Other

79R	MOS for a career recruiter
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TAB G- **ACKNOWLEDGEMENTS**

A Core Army Value:

PERSONAL COURAGE

Face fear, danger or adversity (physical or moral).
Personal courage has long been associated with our Army. With physical courage, it is a matter of enduring physical duress and at times risking personal safety.

Facing moral fear or adversity may be a long, slow process of continuing forward on the right path, especially if taking those actions is not popular with others.

You can build your personal courage by daily standing up for and acting upon the things that you know are honorable.



USAREC wants to recognize and thank Mrs. Robyn Mann, Mrs. Cara Moore, Mrs. Lori Legg and Mr. Chris Lamb for all their hard work and dedication toward creating this resource guide. Their efforts will provide the quality information needed to allow our Soldiers and their Families to make a smooth transition into USAREC.

Find the most current version of the USAREC Family Resource Guide online at www.usarec.army.mil/hq/HRD/SFA/index.shtml

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www.usarec.army.mil

The information within this guide does not necessarily represent the views of U.S. Army or Recruiting Command and was current as of the date above. The U.S. Army is not responsible or liable for any incorrect information or sources. For comments, corrections or suggestions, please contact the USAREC Office of Soldier and Family Readiness at (502) 626-0092 or brian.c.mcdonald2.civ@mail.mil.



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someone is there to help.*

*Contact Safe Helpline to connect with a trained
professional and get needed support.*



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Call 877-995-5247

Text* 55-247 (INSIDE THE U.S.)

202-470-5546 (OUTSIDE THE U.S.)

*Text your location for the nearest support resources



Want to go mobile? To download the free
DoD Safe Helpline app, visit the App Store or Google Play.

USAREC - Quick Reference Sheet

Brigade Resources	Telephone Numbers
Military Family Life Consultants (MFLCs)	USAREC HQs: (877) 302-8534 1st Brigade: (877) 382-7668 2nd Brigade: (877) 382-7680 3rd Brigade: (866) 947-6194 5th Brigade: (866) 949-7523 6th Brigade: (866) 947-6176 Medical Recruiting Brigade: (866) 629-9698
Personal Financial Counselors (PFCs)	USAREC HQs: (270) 319-2684 1st Brigade: (301) 741-2163 2nd Brigade: (877) 592-3870 3rd Brigade: (270) 319-2681 5th Brigade: (877) 592-3870 6th Brigade: (877) 243-1512 Medical Recruiting Brigade: (502) 565-6498
Brigade Soldier & Family Assistance (SFA) Program Managers	1st, 2nd, 3rd, 5th and 6th Brigade (800) 790-0963 Battalion list on page 33
Family Advocacy Program Coordinators (FAPCs)	1st Brigade: (301) 677-2571 2nd Brigade: (256) 450-9529 3rd Brigade: (502) 626-0752 5th Brigade: (210) 221-2767 6th Brigade: (702) 639-2011 Medical Recruiting Brigade: (502) 626-1208
Military OneSource (www.militaryonesource.mil)	(800) 342-9647
Army Suicide Prevention Program	National Suicide Prevention Lifeline (800) 273-TALK (8255)
USAREC Chaplain/Unit Ministry Team	USAREC HQs Chaplain: (888) 204-7660 1st Brigade: (888) 235-5953 2nd Brigade: (888) 253-7923 3rd Brigade: (888) 390-5749 5th Brigade: (888) 301-1761 6th Brigade: (888) 476-4341 Medical Recruiting Brigade: (888) 204-7660

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