



UNITED STATES ARMY RECRUITING COMMAND (USAREC) "Family Strong" Resource Guide

ARMY ANNUAL AUDITION TOUR:
University of Texas, Butler School of Music Auditorium
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ARMY STRONG.®

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Tab A Page

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 the USAREC Soldiers and Families live and work in the civilian community, remote from the military installation, it is important for all to be informed about what to expect in the Recruiting Command and to become familiar with the culture. Please feel free to contact your sponsor or incoming unit if you have not yet been contacted. 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 Program Manager in the 1st, 2nd, 3rd, 5th or 6th Brigade, please call **(800) 790-0963** and enter the prompt for your corresponding Brigade and Battalion.

To contact the Medical Recruiting Brigade (MRB) SFA Program Manager, please call **(800) 223-3735** and enter extension 88 for directory assistance from the USAREC Command Operations Center.

II. U.S. Army Recruiting Command

USAREC Mission:

Provide the strength of the Army

USAREC Vision:

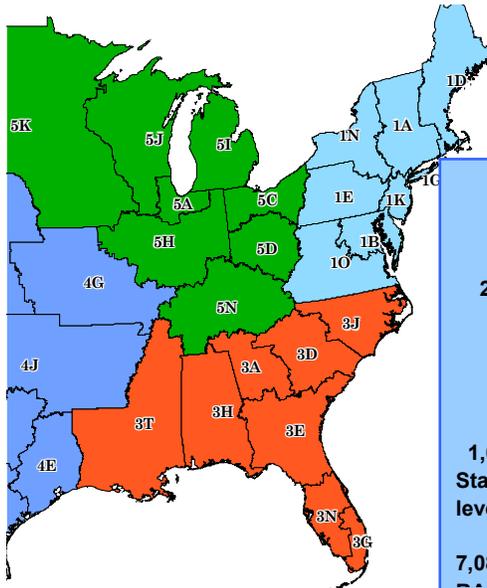
America's premier opportunity for service - for Citizens and Soldiers

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.

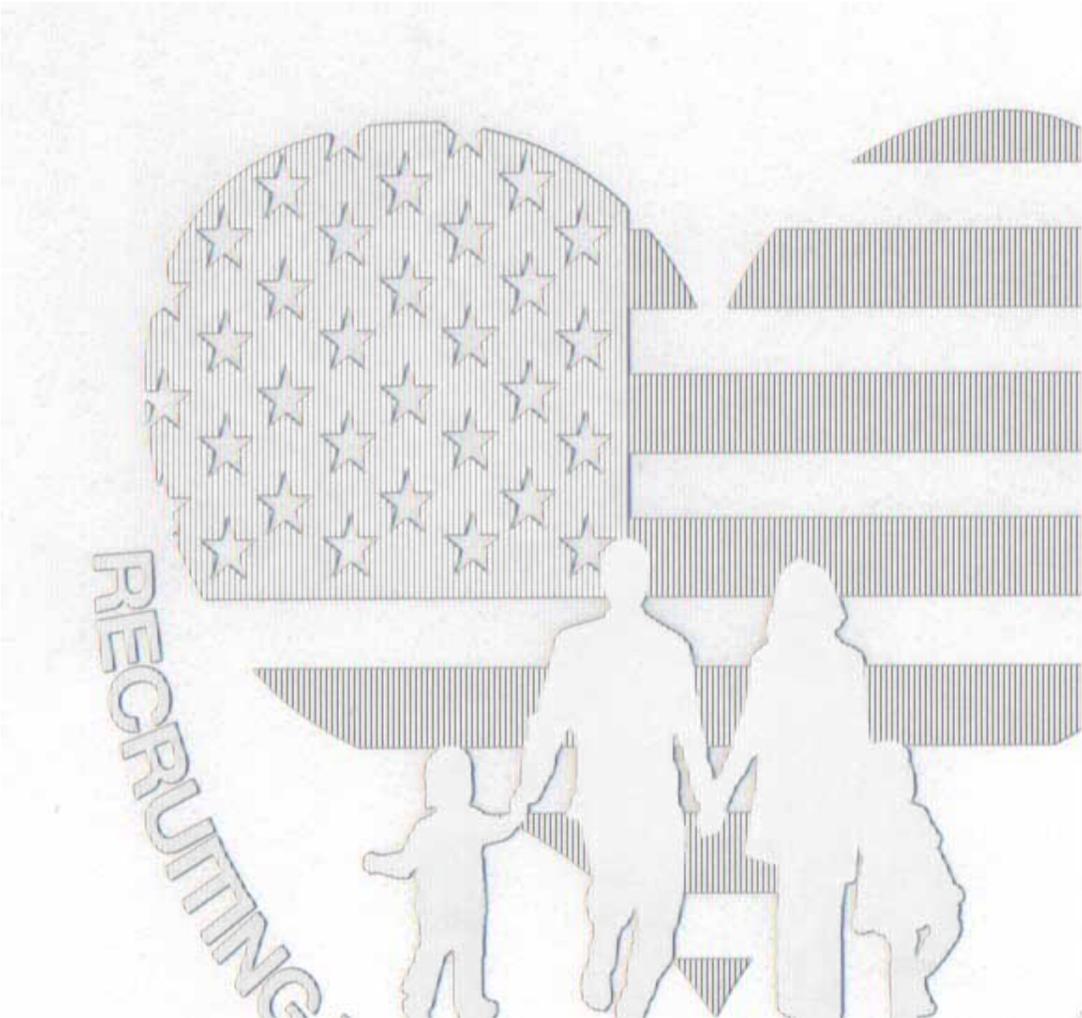


- OCONUS**
- Alaska
 - Hawaii
 - Puerto Rico
 - Germany
 - Japan
 - Amer Samoa



- 5 Brigades
- 38 Battalions
- 241 Companies
- 3 Detachments
- 1 District
- 1,650 Recruiting Stations (Includes 6 Bn level MRTs)
- 7,085 On Production

6TH BDE (7) 5TH BDE (7) 3RD BDE (8) 2ND BDE (8) 1ST BDE (8)



IV. Recruiting Chain of Command

The Chain of Command

- a. The Recruiter
- b. The Recruiting Station Commander
- c. The Recruiting Company Commander
- d. The Recruiting Battalion CSM
- e. The Recruiting Brigade Commander General
- f. The USAREC CSM
- g. The USAREC Commanding General

NCO Support Channel

- a. The Recruiter
- b. The Recruiting Station Commander
- c. The Recruiting Company First Sergeant
- d. The Recruiting Battalion CSM
- e. The Recruiting Brigade CSM
- f. The USAREC CSM

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

The Recruiter: The Recruiter is the basic element of USAREC. The ultimate “weapon” in the USAREC arsenal in accomplishing the mission: providing the Army’s strength to make our nation ARMY STRONG!

The Recruiting Station Commander: The senior NCO (normally a SFC or senior SSG) in charge of the Recruiting Station (RS). A RS usually consists of one to eight recruiters. As a new recruiter, you will normally be assigned to a multi-person station, where a seasoned recruiter will assist you in learning the ropes.

The Recruiting Company First Sergeant (1SG): The Recruiting Company 1SG is the senior non-commissioned officer (SFC or MSG) in charge of five to eight Recruiting Stations. A 1SG works directly for a Recruiting Company Commander and is responsible for the daily operations within the Recruiting Company.

The Recruiting Company Commander: There are several RS’s within a Recruiting Company, and they are commanded by a captain or major, and assisted by a recruiting 1SG.

The Recruiting Battalion Command Sergeant Major (CSM): The Recruiting Battalion CSM is the senior enlisted advisor for the Battalion and is responsible for setting and maintaining high-quality standards and discipline within the Recruiting Battalion. The Battalion CSM assists and advises the Battalion Commander concerning mission accomplishment, training, administration and personnel status. The Battalion CSM is the Commander’s representative to ensure compliance with all regulatory guidelines.

The Recruiting Battalion Commander: Several Recruiting Companies (usually four to six) are organized under a Recruiting Battalion, which is usually commanded by a lieutenant colonel. The senior enlisted advisor is the Battalion Command Sergeant Major (CSM). The Battalion also has a staff which consists of an Executive Officer (XO), an adjutant, intelligence officer, operations officer, and supply officer, and senior enlisted personnel within each of those staff sections to support the Battalion Headquarters and Recruiting Companies.

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

The Recruiting Brigade Commander: Several Recruiting Battalions are organized under a Recruiting Brigade, which is commanded by a Colonel. The Brigade has a Command Sergeant Major and senior staff to support the Battalions and ensure command and control.

The USAREC Command Sergeant Major (CSM): The Command Sergeant Major - the senior non-commissioned officer of USAREC - serves as the senior enlisted advisor to the Commanding General on policy matters pertaining to USAREC enlisted soldiers and individual recruiter skills and training.

The USAREC Deputy Commanding General (DCG): The Deputy Commanding General assists the Commanding General in leading worldwide Army recruiting operations and commands headquarters and subordinate field activities located throughout the continental United States, Puerto Rico, the Virgin Islands, Guam, American Samoa, Panama, Europe and Asia. The DGC also assists with the management and supervision of all recruiting resources.

The USAREC Commanding General (CG): The Commanding General leads worldwide Army recruiting operations and commands headquarters and subordinate field activities located throughout the continental United States, Puerto Rico, the Virgin Islands, Guam, American Samoa, Panama, Europe and Asia. The CG is responsible for the management and supervision of all recruiting resources and all personnel within the recruiting command.

Tab B Page History of Army Recruiting

History of Army Recruiting

Recruiting for the U.S. Army began in 1776 with the raising and training of “continentals” to fight the Revolutionary War. U.S. Army Recruiting Command traces its history back to 1822 when Major General 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. The last draftee entered the Army in December 1972. The only time conscription completely replaced volunteerism was during the later part of World War II.

Recruiting was reestablished in August 1945 under the direction of the Army Adjutant General’s Office. In 1962, the recruiting function was transferred to the United States Continental Army Command.

The present Recruiting Command was formed on 1 October 1964 with headquarters at Hampton, Virginia. USAREC was given responsibility of both recruiting for Active Army and acting as the executive agency for the examining and entrance of volunteers of all services through a network of Military Entrance Processing stations (MEPS), formerly called Armed Forces Examining and Entrance Stations.

The USAREC headquarters was moved to Fort Sheridan, Illinois, during the summer months of 1973. This move was necessitated by the need for a more central geographical location and the expansion of the command’s mission resulting from the implementation of the “All Volunteer” Army. The examining and entrance function was transferred to the United States Military Entrance Processing Command (USMEPCOM), a joint Department of Defense (DoD) activity, on 1 July 1976. Since 1979 USAREC’s mission has included recruiting for the United States Army Reserve. The USAREC headquarters was moved to Fort Knox, Kentucky, during the summer months of 1992. This move was due to the closing of Fort Sheridan, Illinois.

Among the many persons who have served as recruiters was the late President and General of the Army, Dwight D. Eisenhower, who was assigned to the duty at Camp Logan, Colorado, during the years 1924-1925.

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

Tab C Page Relocation Readiness: Planning a Smooth Move

Moving is never easy, whether it is across town or to another continent. We have put together, in one place, information on many of the subjects important to USAREC military personnel making a Permanent Change of Station (PCS) move. This information is generic, meaning it should apply to almost all moves - not just moves to or from any specific installation. 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 the Soldier and Family Assistance (SFA) Program Manager involved with your PCS for specific information.

I. Pre-Departure: Helpful Relocation Contacts

A. Sponsorship Programs

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 to reduce the anxiety associated with any PCS move and helps expedite the member's ability to transition to their new assignment.

You will be given your Battalion assignment during the second week of Recruiter School. Shortly thereafter, you will receive an e-mail sent to your AKO account from the Battalion's S-1. This e-mail will include the name and contact information for your Sponsor, who will contact you within 7 days. The assigned Sponsor will provide you with a welcome packet and current information about USAREC and the surrounding community, determine any special needs that should be met in advance, and make arrangements for temporary lodging and transportation.

All transferring Service Members are entitled to an appointed sponsor at their new command. If you do not hear from your assigned sponsor within 7 days and desire one, please contact the Battalion S-1 or the SFA Program Manager at **(800) 790-0963**. For the Medical Recruiting Brigade, please call **(800) 223-3735, ext 88**.

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

The SFA Program Manager holds a unique position only found within USAREC. SFA Program Managers are DA Civilian employees and provide information and resources that supports Soldier and family well-being, mobility, and economic readiness. Think of your SFA Program Manager as the director of an installation's Army Community Service (ACS) office. SFA Program Managers plan, direct, coordinate, train, evaluate and organize 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-ups
- Volunteer programs (Family Readiness Group)
- TRICARE Beneficiary Counseling and Assistance Coordinator (BCAC)
- Army Family Advocacy Program (FAP)
- Family Member Employment
- Family Program Funds Management

C. Military OneSource (MOS) (1-800-342-9647)

You may also contact Military OneSource (MOS) at **800-342-9647** for a valuable (no cost to you) 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.

D. Military HomeFront Website

Plan My Move and Military Installations are two helpful features from Military HOMEFRONT that provide you with the tools to successfully plan your next move. Please go to www.MilitaryHOMEFRONT.dod.mil/moving to access the website.

Need Graphic ?

1. Plan My Move Features:

- A Planning Calendar with useful information that can be customized
- Local Installation and Major Unit Listings for all duty stations
- Comprehensive Installation Overviews including photo galleries, contacts and major unit listings
- Relocation Pay & Allowance information and links to IRS Form 3903 to help itemize moving expenses for tax deductions
- Decision Tools based on data from military and civilian comparative community studies
 - Best Communities to live in
 - Best Schools
 - Affordable Housing
- Weather & Climate Information
- Checklists for Travel, Packing, Things to Do, and Arrival
- Relocation Budget Planner to help anticipate all moving expenses, including out-of-pocket
- Moving Tip Sheets over 60 different topics
- Special Calendars for Moving with Special Needs Family Members

2. Military Installations provide addresses, telephone numbers, directions, installation overviews, pre-departure services, and facilities on more than 250 military installations worldwide and USAREC Battalions.

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 relocations:

A. Monetary Allowance in Lieu of Transportation (MALT): Allowance for military members who drive their own vehicle to a new duty station. Rate is calculated based on mileage and number of authorized travelers and can be paid in advance.

B. Per Diem Allowance: Military members who are entitled to MALT will receive a set dollar amount each day of authorized travel based on the number and age of the authorized travelers.

C. Dislocation Allowance (DLA): 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, DLA is not authorized if assigned to government quarters at the new assignment.

D. Temporary Lodging Expense Allowance (TLE): Authorized allowance to help defray the cost of meals and temporary lodging expenses incurred during the PCS relocation. Reimbursement will not exceed \$180/day for up to 10 days.

F. Basic Allowance for Housing (BAH): Compensation provided to military members to adjust for housing cost in local civilian markets. Rates vary with pay grade, dependency status and geographic location.

G. CONUS COLA: Continental United States Cost-of-Living Allowance is available to military members as a means to provide compensation for variations in non-housing costs in high-cost areas. These are established “with” and “without dependent” rates.

H. Benefits and Compensation for Recruiters

1. SDAP—Special Duty Assignment Pay: All enlisted active duty service members who perform duties designated as extremely difficult or that require an unusual degree of responsibility may be paid SDAP.

- a. Recruiters, Station Commanders, ISGs and CSM receive \$450.00 extra pay per month.
- b. Soldiers working as Guidance Counselors earn an additional \$375.00 more each month.
- c. Soldiers in low stress situations (Bde/Bn) see another \$ 300.00 each month on their LES

2. RIP—Recruiter Incentive Pay: The purpose of RIP is to increase volume and quality of enlistments. Those that put at least two Soldiers in each month receive a minimum of \$100.00 extra each month.

- a. Each Soldier put in must be either an A1/A2/A3 candidate and either a high school graduate or a high school senior.
- b. RIP monthly incentive amounts can be up to \$750 depending on the level.

3. REA—Recruiter Expense and Allowance

- a. Money enabling Recruiters to take Future Soldiers to lunch, pay documenting fees, etc
- b. These reimbursable expenses are limited to \$75.00 per month. Submit appropriate paper work to recover these monies spent.

4. COLA—Cost of Living Allowance

a. This pay is awarded to Soldiers residing in areas deemed to exceed normal living costs. For example, Soldiers living in Germany, Japan, Los Angeles, and metro Washington, DC, incur excessive out-of-pocket expenses for daily living. In this manner, the Army attempts to ease the burden on its personnel with a monthly supplement, based on rank and dependents.

b. Personnel living OCONUS must convert their funds into local currency, thus incurring a service fee. COLA defrays this “hidden cost” by helping the Soldier pay for this expense.

5. Separate Rations (often called “separate rats”): Service members can be assigned to a variety of situations, some of which either mandate or prevent obtaining meals from a government facility.

- a. This is “money in kind” when a dining facility is not available
- b. The rate is approx ~\$10.90/day
- c. The additional pay ranges to a high of \$ 326.87/month

6. Basic Pay – This is the biggest part of a Soldier’s salary. The amount is determined by the pay grade and the length of service.

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.

DO NOT ASSUME that 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 Per Diem Committee’s website at <http://perdiem.hqda.pentagon.mil/perdiem/> as this is the official source for the most up-to-date changes to allowances and entitlements.

I. Other Benefits

1. GI Bill - The new GI Bill (Chapter 33) or so-called "Post 9/11 GI Bill," boasts the most comprehensive education benefits package since the original GI Bill was signed into law in 1944. New benefits went into effect August 1, 2009, (more information on the Post-9/11 GI Bill, eligibility, and how this new bill could affect those with service prior to Sept. 10, 2001 is available on www.Military.com or the Veterans Affairs GI Bill website at <http://gibill.va.gov/>.)

2. Servicemembers Group Life Insurance (SGLI) - SGLI is a program of low cost group life insurance for service members. A Soldier is automatically covered for the maximum amount of \$400,000, unless a lesser amount is chosen in writing. (A Soldier may even decline SGLI altogether, but this decision is so important that the Soldier must do that in writing.)

Soldiers with Families almost always select coverage in the maximum amount. Spouses and children are eligible for Family SGLI. Coverage for the spouse is automatically \$100,000 unless a lesser amount is chosen. The cost depends on the amount of coverage selected and the age of the spouse. Each child is covered for \$10,000 for free. For more information go to **www.insurance.va.gov**.

III. Pre-Departure: Housing Options

A. Family Housing

Military Family Housing opportunities may be available at your new assignment if you are near a military installation. Availability changes constantly, as do waiting times and the number and size of quarters available.

1. Applying for Family Housing. It would be to your benefit to apply in advance of your arrival should you wish to reside on an installation. Simply go to your Housing Office and complete a DD Form 1746 (Application for Assignment to Base Housing), attach two copies of your orders, and mail to the military housing office near your new assignment. Some housing offices also accept the form and a copy of your orders via fax. Please contact the housing office directly for more specific information.

2. Automated Housing Referral Network (AHRN). Your sponsor can give you the contact information of the housing office nearest you or you can contact the Automated Housing Referral Network at <http://www.ahrn.com>. This site, sponsored by the Department of Defense (DoD), is designed to accelerate the process of securing housing for relocating service members and their families. You can find out about Basic Allowance for Housing (BAH) at <https://secureapp2.hqda.pentagon.mil/perdiem>.

B. Leased Government Housing (LGH)

Recruiting personnel are often assigned to locations where housing costs are above BAH rates and military housing is not available within a reasonable commuting distance. To improve the quality of life for independent duty Army Recruiting Command personnel, the Command has established the LGH Program. The US Army Corps of Engineers (COE), in conjunction with this Headquarters, will procure leased housing. Your sponsor and the Battalion Facility Manager will be able to assist you with LGH. For more information go to www.usarec.army.mil/fhp/.

1. Eligibility for Family Leased Housing

- a. The program is opened to all ranks for married Soldiers.
- b. All eligible personnel must be receiving BAH at the 'with dependent rate' and accompanied by dependents.
- c. In cases of joint custody of dependents, only the military Soldier who has custody for more than 6 months per year is eligible.
- d. Permanent duty station must be located in a location that is greater than a 1-hour commute from a military installation that has Government housing.
- e. Soldiers are required to have at least 12 months remaining at their current duty station at the estimated date of lease consummation.
- f. If adequate suitable housing is identified by the COE but declined by the Soldier, they will be dropped from the program and cannot reapply until they have orders for a permanent change of duty station.

2. Leased Housing Procedures:
 - a. Service member fills out application, USAREC Form 884, and turns it in to their respective Battalion Facility Manager.
 - b. Service member must also submit a Statement of Understanding for Acceptance of Leased Government Housing, USAREC Form 886. The service member's signature indicates that he/she understands the provisions of participating in the LGH Program.
 - c. A copy of the service member's PCS and pin point 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 will take approximately 45-60 days.

3. Eligibility for Bachelor Leased Housing
 - a. The program is open to all Soldiers, E4 and below.
 - 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 date of lease consummation.

C. Comparing and Establishing Utilities

If you need to establish utilities, please visit the Military Moving Center website at www.militarymoving-center/aafes to view online connection services. Compare, connect, or switch utilities and essential home services in your new area.

IV. Pre-Departure: Medical and Dental Coverage

A. Understanding TRICARE Medical Coverage and TRICARE Regions

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.

TRICARE Website Info:

For additional information visit the TRICARE web site at <http://www.tricare.mil/>
TRICARE contact numbers are available at <http://www.tricare.mil/contactus/>

Graphic goes here

B. TRICARE Medical Care Responsibilities Before You PCS

If you need routine TRICARE Medical and Dental Care or prescriptions, make an appointment with the nearest medical treatment facility or your assigned civilian provider before you PCS. Before you move, make sure you have received any routine medical/dental care or prescription medicine you think you might need during the time you will be traveling.

1. Medical Records: Be sure to request your medical/dental records to hand carry them to your new duty station. If this is not possible, request a copy of the medical/dental records. Be sure that your immunization records are up-to-date and hand-carry these as well.

2. TRICARE Regions: Hand carry an information card with your TRICARE Region point of contact information. **DO NOT CHANGE YOUR TRICARE REGION UNTIL YOU ARRIVE AT YOUR NEW DUTY STATION.**

3. Primary Care Manager (PCM): Hand carry an information card with your Primary Care Manager (PCM) point of contact information. **DO NOT CHANGE YOUR PCM UNTIL YOU ARRIVE AT YOUR NEW DUTY STATION.**

C. TRICARE Dental Program (TDP) and Your Responsibilities Before You PCS

1. TRICARE Dental Program (TDP) Overview. The TDP is offered by the Department of Defense (DoD) through United Concordia Companies, Inc. who administers and underwrites the TDP. The TDP is a voluntary, high quality, cost-effective dental care benefit for eligible Family members of all active duty Uniformed Service personnel. Family member enrollment is not dependent on your sponsor's enrollment so you may enroll in the TDP at any time. Your sponsor must have at least 12 months remaining on their service commitment at the time you enroll. The TDP is offered worldwide. To locate the nearest participating TDP provider, please call (800) 866-8499 or visit <http://www.tricare.mil/mybenefit/home/Dental>.

2. TRICARE Dental Program Eligibility: Eligibility is based on the sponsor's information in the Defense Enrollment Eligibility Reporting System (DEERS). The sponsor should ensure that DEERS contains accurate and up-to-date information at all times. Please refer to section VII in this booklet on DEERS verification and enrollment.

D. TRICARE Pharmacy

TRICARE provides a world-class, comprehensive pharmacy benefit. TRICARE's focus is on providing you with exemplary health care, and efficient and courteous customer service.

1. Prescriptions can be filled at a Military Treatment Facility Pharmacy Clinic free of charge.
2. Prescriptions can be filled at a Pharmacy Network Provider (civilian drug store) for free or a minimal charge.
3. If you take prescription medications for long-term, ongoing conditions, the TRICARE Mail Order Pharmacy (TMOP) and Express Scripts can help you save both time and money. With TMOP, you can order up to a 90-day supply of your medication for the same co-payment as a 30-day supply at a retail pharmacy. That's a 66% savings for you!

For additional information, call the TRICARE Mail Order Pharmacy at 1-866-363-8667 or the TRICARE Retail Pharmacy at 1-866-363-8779 or visit the TRICARE Pharmacy web site at <http://member.express-scripts.com/dodCustom/home.do>

TRICARE HELPFUL CONTACT INFORMATION

TRICARE Information: www.tricare.osd.mil or call (888) 363-2273

TRICARE E-mail Help Service: QUESTIONS@tma.osd.mil or TRICARE_help@amedd.army.mil

Beneficiary Counseling & Assistance Coordinator (BCAC): <http://tricare.osd.mil/bcac/>

TRICARE Prime Remote (TPR) for Active Duty: <http://mmso.med.navy.mil> or call (888) 647-6676

TRICARE Prime Remote for Family Members: <http://www.tricare.osd.mil/tptr>

Retail Pharmacy: (866) 363-8779

TRICARE Mail Order Pharmacy: (866) 363-8667 or www.express-scripts.com

Eligibility (DEERS): (800) 538-9552

TRICARE For Life Claims: (866) 773-0404

V. Pre-departure: Exceptional Family Member Program (EFMP)

A. Exceptional Family Member (EFM) Assistance in USAREC

Upon notification of your assignment, please inform your sponsor or the Soldier and Family Assistance (SFA) Program Manager of any special requirements for your Family Members. Your SFA will be able to assist with or provide coordination of EFM services with the nearest military Family Support Center and/or medical group. Visit the EFMP web page on www.myarmylifetoo.com, contact MOS at (800) 342-9647 or your SFA Program Manager.

B. EFMP Enrollment Process

It is important to start the enrollment process as soon as your Family Member is identified as eligible for the EFMP. Do not wait to enroll until you have orders. If the qualifying condition is discovered during screening for overseas orders, your Family's travel could be delayed while arrangements are made to coordinate the availability of medical and educational services.

VI. Transition

Getting TRICARE/Medical Care Along the Way

1. Emergency Care: If you need Emergency Care while enroute 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.

2. Urgent care: If you need Urgent Care while enroute 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 and 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.

3. Filling Prescriptions on the Road: 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 (MTF), fill the prescription at the MTF pharmacy.

-Find the closest TRICARE network pharmacy. Call (866) 363-8779 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 (866) 363-8779 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 (866) 363-8667.

VII. Arrival and Orientation: In-Processing

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

Finance in-processing will also be done at the same time as Personnel in-processing. It is very important that all documents listed below are brought with you so you will receive all pay entitlements as quickly as possible. The following is a list of entitlements you may receive:

1. Temporary Lodging Expenses (TLE) (HFL 1727) – You are authorized a total of 10 days TLE. This includes what is taken at the departing station and the gaining station. If at all possible, it would be wise to save as many of those days for house hunting in your new duty area.

2. Special Duty Assignment Pay (SDAP) – The rate of SDAP for recruiters is up to \$450.00/month, which will begin on the date of in-processing or if applicable, the day after graduating the Recruiting Course.

3. Rations (DA 4187) – The type of rations you will receive will be “Rations in Kind Not Available”. This will also begin the day of in-processing.

4. Basic Allowance for Housing (BAH) (DA 5960) – BAH will be initiated upon in-processing. Your BAH will be determined by the zip code of your place of duty.

5. Permanent Change of Station (PCS) Travel Settlement (DA 1351-2) – Receipts for gas, and miscellaneous (under \$75.00) will not need to be retained for your settlement. You are paid a flat per diem rate for yourself and your dependents and also for mileage (receipts are only needed if you make a Do-It-Yourself (DITY) move or partial DITY move). If a DITY or partial DITY move is done, ensure all documentation received from Transportation is brought with you along with any advance travel pay vouchers. If all documentation is provided upon in-processing and is correct, then your settlement should take no more than 4 to 6 weeks and will be paid by Electronic Funds Transfer (EFT) into the same account that your direct deposit is currently being received.

6. Advance Pay (DD 2560) – You are authorized one advance pay prior to departing your unit. You are authorized a second advance pay after arriving.

B. Updating Your TRICARE Medical Care Information

Upon your arrival to your USAREC assignment, you are required to be enrolled with the TRICARE Healthcare Alliance Regional Contractor. To continue TRICARE coverage and/or transfer to a new region, you must do one of the following:

1. Contact your Soldier and Family Assistance (SFA) Program Manager who is also the USAREC Beneficiary Counseling and Assistance Coordinator (BCAC) at 1-800-790-0963. For the Medical Recruiting Brigade (MRB) SFA Program Manager call (800) 223-3735 and enter extension 88.

2. Visit your nearest Military Medical Treatment Facility (MTF)/TRICARE Office. Go to <http://www.tricare.mil/mtf/> to locate the nearest MTF.

3. Contact TRICARE Regions at:

HealthNet Federal Services, LLC (North Region) (877) 874-2273

Humana Military Healthcare Services, Inc. (South Region) (800) 444-5445

TriWest Healthcare Alliance (West Region) (888) 874-9378

4. Enroll in TRICARE Prime/Prime Remote online: <https://www.tricare/mil> and follow links. You must also update your DEERS information online. To enroll online, you need one of the following:

- a. Sponsor’s valid Common Access Card (CAC)
- b. Defense Financial and Accounting Services (DFAS) myPay PIN
- c. DoD Self-Service Logon (Formerly Family Account)

C. TRICARE Coverage While Assigned to USAREC

It is federal law that all AD personnel must be enrolled in TRICARE Prime or TPR. Each Battalion has a Soldier and Family Assistance (SFA) Program Manager/Beneficiary Counseling and Assistance Coordinator (BCAC) who will provide information to military members on how you and your Family's medical needs will be met as well assist you with proper enrollment in TRICARE during your mandatory in-processing brief, spouses are highly encouraged to attend.

1. TRICARE Prime Remote (TPR): As a recruiter, you will more than 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 service members 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 an hour drive time from a MTF and the ZIP code areas are pre-determined. To find out if you live in a designated remote location, call (888) 363-2273 or go to <http://www.tricare.mil/mybenefit/index.jsp> and enter your profile. TRICARE Prime Remote will appear as one of your health plan options if you do.

Key features of TRICARE Prime Remote include:

- a. Enrollment required to participate:
 - Active duty service members must enroll - No health care costs
 - 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 any 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)

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.

Key features of TRICARE Prime include:

- a. Enrollment is required to participate:
 - Active duty service members must enroll
 - 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:
 - Small fee per visit to civilian providers, and no fee for active duty members
 - No balance billing
 - Guaranteed appointments (access standards)
 - Primary care manager supervises and coordinates care

D. Beneficiary Counseling and Assistance Coordinator (BCAC)

The Soldier and Family Assistance (SFA) Program Manager is the Beneficiary Counseling and Assistance Coordinator (BCAC) and is available at each Recruiting Brigade/Battalion to assist military personnel and Family Members in all matters pertaining to health care. When you in-process, you will meet the SFA Program Manager and be briefed on obtaining health care for you and your Family. Upon in-processing, it is a requirement that each Soldier must be seen by the BCAC for a TRICARE enrollment and/or portability briefing; spouses are encouraged to attend.

E. 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 <http://www.tricare.mil/bcacdcao> or call (888) 777-8343.

F. Updating 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)

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.

1. Verifying Enrollment in DEERS – What is Your DEERS Status?

Mistakes or outdated information in the DEERS database can cause problems with TRICARE claims. For example, retail network pharmacies check TRICARE eligibility through DEERS and prescriptions will be filled only for beneficiaries who are listed as eligible.

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 numbers, 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, Family members can add or delete Family members from DEERS with a notarized DD Form 1172 or a Power of Attorney.

2. How to verify and update DEERS Information:

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 <http://www.dmdc.osd.mil/rsl/owa/home> to locate an ID card office locator. 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, e-mail address and phone numbers.

c. By Fax: Fax address, e-mail 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: You have two options for updating personal information online:
-Visit the DEERS Website at <https://www.dmdc.osd.mil/appj/address/indexAction.do> and follow the steps to update your address, e-mail address and phone numbers online.

f. Contact your Soldier and Family Assistance (SFA) Program Manager at 1-800-790-0963. For the Medical Recruiting Brigade (MRB) SFA Program Manager call (800) 223-3735 and enter extension 88.

G. Getting or Renewing a Government ID Card:

To get or renew a government ID card, you must first register in DEERS. The ID card will enable you to use the Post Exchange, the 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 Components and National Guard locations, Coast Guard bases and Public Health Service offices. Go to <http://www.dmdc.osd.mil/rsl/> to find a location near you. You may also contact your SFA.

H. Department of Motor Vehicles (DMV) – Renewing or Obtaining a Driver’s License

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 do a Google search for the DMV in your assigned area, or contact the DMV website for the 50 states at http://www.dmvnv.com/50_state_dmv_list.html

I. Locating Child Care Resources and Referral Agencies at Your New Assignment

Ask your sponsor or SFA Program Manager if there is a military base near you. Contact the nearest military installations for fees, waiting list status and specific program information. You can also contact Military OneSource at 1-800-342-9647 or visit www.militaryonesource.com. A consultant will provide you with a list of qualified child care providers in your area.

J. USAREC Child Care Subsidy Program

1. Military Child Care in Your Neighborhood (MCCYN) is a DoD program designed to meet the child care needs of Service Members and Civilians living in areas where on-base military child care is not available. Eligible Service Members include Recruiting Command, Cadet Command, and Military Entrance Processing personnel. Now many Recruiting Families will be eligible to pay reduced fees for the care of their children.

The National Association of Child Care and Resource Referral Agencies (NACCRRA) partner with state and local Child Care Resource and Referral Agencies to assist you in locating high quality child care spaces that meet DoD quality standards. Please call 1-800-424-2246 or visit www.militarychildcareaware.org.

2. Steps to request Child Care Subsidy Assistance:

- a. The Service Member, Civilian, spouse, or legal guardian contacts Child Care Aware, a division of NACCRRA, toll-free at 1-800-424-2246 to determine eligibility.
- b. If eligible, families can enroll by using the NACCRRA web page and clicking on the link for the appropriate military Service. Applications can be filled out on line then sent by mail or fax.
- c. NACCRRA staff will collect information to determine eligibility and specific child care needs. In addition to the parent and provider application, NACCRRA requires the following documents (copies) via e-mail, fax, or mail: Service Member’s military orders, Leave and Earnings Statement (LES) for both the Service Member/Civilian and spouse and Child(ren)’s birth certificate(s).

Callers are given enrollment information about available child care spaces in quality civilian community child care programs. Callers are referred to their local Child Care and Referral agency for available quality spaces. For more information, call Child Care Aware (NACCRRA) at 1-800-424-2246 or visit www.militarychildcareaware.org.

VIII. Connecting With Your New Community: Volunteering

A. Family Readiness Groups (FRGs)

Do not miss out on valuable FRG information. Send your email and contact information to your BN so you can be added to the FRG contact list and receive newsletters. FRGs are always seeking new members to get involved or assume key volunteer positions. The FRG's mission is to provide current information in a timely fashion and provide resources as needed. FRGs are a command-sponsored organization of Soldiers, Family Members, volunteers and civilian employees belonging to a unit, that together provide an avenue of mutual support and assistance, a network of communications among Family Members, the chain of command, chain of concern and community resources. Your unit may also have a Virtual FRG (vFRG) website to disseminate information electronically. If your BN or Brigade has a vFRG, you can access it at www.armyfrg.org.

B. Are you new to Recruiting Command?

The USAREC-specific Level I Correspondence Course is designed for Soldiers, Family members and civilian employees who are new to Recruiting Command. The course provides an informal orientation about life in Recruiting Command. Certificates are provided upon completion of the course. Go to http://www.usarec.army.mil/hq/HRD/AFTB/USAREC_Correspondence_Course.pdf for more info.

C. The Army Volunteer Corps Program (AVC)

The AVC program (formerly the Installation Volunteer 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 our Army communities by contributing to community cohesion, increasing self-reliance, and enhancing the well-being of our Soldiers and their families.

1. Military-Related Volunteer Opportunities:

- √ Family Readiness Group (FRG) Leader
- √ Army Family Team Building (AFTB) Instructor
- √ Army Family Action Plan (AFAP) Delegate
- √ Assist with FRG fundraisers: Planning, Arts and Craft, Serving, Cooking, etc
- √ Assist with Holiday Stockings for children
- √ FRG Newsletter Editor
- √ Assist with HQs Organization Day
- √ FRG Secretary/Recorder
- √ FRG Fundraising Chairperson
- √ FRG Activities Coordinator
- √ FRG Key Caller
- √ FRG Hospitality Chairperson

2. Volunteer benefits include Child Care reimbursement, networking, training opportunities, gaining valuable experiences, making friends, exploring new interests – just to name a few!

WE WANT YOU GRAPHIC

D. Army Family Team Building (AFTB)

AFTB is an educational program whose primary objective is to improve the overall readiness of the force by teaching and promoting personal and family readiness through standardized, progressive and sequential education to family members; however, the program can be used flexibly to meet the needs of the individual audience. It is not intended to displace existing programs for family members, such as Family Readiness Groups (FRGs), but to enhance such programs.

1. AFTB Class Information

AFTB promotes unit and Family readiness. There are three levels of classes that 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 Soldier and Family Assistance (SFA) Program Manager for the BN AFTB class schedule.

2. AFTB Online Training Modules

For those who don't have time to attend a traditional class, AFTB offers training online. It's an easy way to start learning 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 <http://www.aftb.org> or www.myarmylifetoo.com to complete AFTB Levels I, II and III. The modules are available 24/7.

E. Army Family Action Plan (AFAP)

AFAP is input from the people of the Army to Army leadership. It's a process that allows Soldiers and Families to say what's working and what isn't, AND what they think will fix it. It alerts commanders and Army leaders to areas of concern that need their attention, and gives them the opportunity to quickly put plans into place to work toward resolving the issues.

1. How Does AFAP Work?

Installations and local levels hold AFAP forums. Active and Reserve Soldiers, retirees, surviving spouses, DA civilians, Family members, and tenant organizations identify issues they believe are important to maintain a good standard of living. Local commanders see to it that the issues are worked toward resolution. About 90% of AFAP issues are retained and worked at local levels, resulting in ongoing community improvements.

Some issues are applicable beyond the local level. These are sent to USAREC AFAP conferences and then to HQDA for consideration. The issues that are selected for the 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. How You Can Participate in AFAP?

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 community, 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, or Family member, you can volunteer to be part of the Battalion, Brigade, USAREC 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 or becoming familiar with current AFAP issues. Tell people what's happening - get them energized to promote Army well-being through the AFAP process. For more information, contact your Soldier and Family Assistance (SFA) Program Manager.

F. Community Volunteer Websites (just to name a few....)

1. The Points of Light Foundation is a nonpartisan nonprofit organization devoted to promoting volunteerism. Learn about workplace volunteer programs, youth service programs, volunteer centers, training opportunities, Family volunteering, the President's Service Award, the Daily Points of Light Award, National Volunteer Week, and the National Community Service Conference. (www.pointsoflight.org)

2. Groundhog Job Shadow Day enriches the lives of students by acquainting them with the world of work through job shadowing experiences. The purpose of this site is to provide useful information and resources that will help you have a successful job shadowing effort! (www.jobshadow.org)

3. Join Hands Day - Communities across America come together for Join Hands Day, a national event that unites young people and adults in an effort to make their neighborhoods better. (www.join-handsday.org/scripts/index.htm)

4. Make a Difference Day - Make A Difference Day is the most encompassing national day of helping others -- a celebration of neighbors helping neighbors. Everyone can participate, individuals and groups. Make A Difference Day is an annual event that takes place on the fourth Saturday of every October. (www.usaweekend.com/diffday/)

5. Martin Luther King Day - The Corporation for National Service promotes the King Holiday as a community service initiative to remember, celebrate, and organize to meet the challenge of Dr. King's philosophy on public service. (www.mlkday.org)

6. National Family Volunteer Day - The Points of Light Foundation and the Volunteer Center National Network call families across America to work together in volunteer service to strengthen their families, their communities, local businesses, and nonprofit agencies. (www.disney.go.com/disneyhand/Familyvolunteers/)

7. National Youth Service Day (NYSD) is the largest service event in the world, engaging millions of young Americans and focusing national attention on the amazing leadership of young people. National Youth Service Day is also an opportunity to recruit the next generation of volunteers while promoting the benefits of youth service to the American public. (www.ysa.org/NatlGYSD/tabid/59/Default.aspx)

8. National Volunteer Week - Volunteers can connect to their communities during National Volunteer Week in April. During the week, thousands of committed citizens will participate in service projects while countless recognition events will be held to honor volunteers for their valuable contributions to our society. (www.pointsoflight.org/programs/seasons/nvw/)

IX. Annual Training Conference (ATC)

Annually each Recruiting Battalion convenes to present awards to outstanding recruiters in what is known as the Annual Training Conference, or ATC. Attendance is mandatory for all Soldiers and spouses and families are encouraged to attend.

Soldiers receive training in areas that will make them better prepared to recruit new Soldiers. They also receive training in Ethics, Suicide Intervention, Domestic Violence and Sexual Assault Prevention and many other subjects. Spouses are offered a variety of classes and activities that help build team-cohesion and provide current or new resources. Usually, each Battalion plans social events involving families as well as a formal dinner event for just the adults.

X. Military Support Services

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

The SFA coordinates the services normally provided by an installation Army Community Services (ACS). 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.

B. The Brigade Judge Advocate General (JAG)

For legal assistance contact the Brigade JAG or the JAG of the nearest Military Installation. You can find a legal assistance office near you by using the Legal Assistance Locator at <http://assistance.law.af.mil>. The JAG can provide free support and assistance in several areas to include: Trial Defense, Administrative Law, Personal Property Claims, Legal Assistance, Tax Preparation and Immigration & Naturalization issues. Legal Assistance handles or is involved in a number of issues to include: Child or Spouse support, Powers of Attorney, Leases, Affidavits, Local deeds, name changes, consumer affairs, civil suits, domestic relations and Family law, immigration and naturalization, wills and estates, tax assistance, local court procedures, and claims services.

C. Family Advocacy Program (FAP)

The USAREC FAP is established to prevent spouse and child abuse and to ensure that personnel are trained to properly intervene in abuse. The USAREC FAP:

1. Promotes awareness of domestic violence within the recruiting community and coordinates professional intervention at all levels within military and civilian communities.
2. Strives to break the cycle of abuse by identifying abuse as early as possible, providing intervention, and coordinating treatment for the offender and affected Family members.
3. Recognizes that many incidents of domestic violence constitute violations of the law and that a commander has authority to take disciplinary or administrative action in such cases.

The goal is to prevent spouse and child abuse, to encourage the reporting of all suspected or known instances of such abuse, to ensure the prompt assessment and investigation of all abuse cases, to protect victims of abuse, and to treat all Family members (victims and offenders) affected by or involved in abuse.

For assistance, please contact your Brigade FAP Coordinator at the appropriate telephone number below:

1st Recruiting Brigade	(301) 677-2571 DSN # 622-2571 (2938)
2d Recruiting Brigade	(256) 450-9529 DSN # 320-9529
3d Recruiting Brigade	(502) 626-0752 DSN # 536-0752
(800) 223-3735, ext 60752	
5th Recruiting Brigade	(210) 221-2767 DSN # 471-2767
6th Recruiting Brigade	(702) 639-2011
Medical Recruiting Brigade	(502) 626-0112 DSN # 536-0112

D. Sexual Assault Prevention and Response (SAPR) Program

USAREC established a SAPR Program to prevent sexual assaults and to ensure that personnel are trained to properly response to victims of sexual assault. The USAREC SAPR Program:

1. Promotes awareness of sexual assault within the recruiting community and coordinates professional intervention at all levels within military and civilian communities.
2. Strives to ensure protection of the privacy of victims of sexual assault through restricted and unrestricted reporting options.
3. 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.

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 victim of sexual assault appropriately. Please contact your FAP/SAPR Coordinator at the appropriate telephone number above for more information.

E. Alcohol and Substance Abuse Program (ASAP)

An effective program to prevent and control alcohol and drugs is very important to USAREC. Active duty, Family members of active duty, DA Civilian employees, military retirees and their Family members are eligible for this program. Both the ASAP and the Substance Abuse Rehabilitation Department (SARD) provide a professional staff trained in the biological, psychological, and sociological aspects of chemical dependency. Services provided include: information on the health risks posed by substance abuse, individual, group and family counseling, command consultation, outpatient counseling, arrangement for inpatient care, and coordination with self-help groups (Alcohol Anonymous, Alanon, Alateen, etc.)

The Army will not tolerate alcohol/drug abuse. The ASAP has been implemented to combat the ill effects of these problems. The primary objective is to restore individuals to full productive performance. If you have an alcohol or drug problem, the first step is to recognize that you have a problem and that you need help. If you fail to get help, then you must face the consequences of your behavior and duty performance. For the Soldier, this can include separation from the Army. Enrollment in a rehabilitation program is confidential – information about the individual’s enrollment in a rehabilitation program can be released to those individuals with a need to know – primarily the Soldier, the supervisor and/or commander and the counselor.

F. Chaplain Services

There is a Brigade Chaplain who is an important resource to you and your Family. Chaplains are members of the Army who serve God and their country. The Chaplain-sponsored events include Marriage Retreats, Family Wellness and Single Soldier Retreats. A Chaplain can be a spiritual leader, an educator, a counselor, or a friend. The Chaplain offers confidentiality, gives practical advice, offers encouragement, and helps you find resources in your local community, as needed.

G. The Army Suicide Prevention Program (ASPP)

The ASPP is an Army-wide program that 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 that they are having suicidal thoughts and are showing signs of emotional distress and potential self-harm, use the ACE Cards:

Ace Cards

Ask your buddy

- Have the courage to ask the question, but stay calm
- Ask the question directly: Are you thinking of killing yourself?

Care for your buddy

- Remove any means that could be used for self-injury
- Calmly control the situation; do not use force
- Actively listen to produce relief

Escort your buddy

- Never leave your buddy alone
- Escort to the chain of command, a Chaplain, a behavioral health professional, or a primary care provider

If you are depressed, lonely and are having suicidal thoughts, remember you are never alone. The following Lifeline resources are available 24/7:

National Suicide Prevention Hotline – for those who want to seek immediate help outside the military system

- www.suicidepreventionlifeline.org - 1-800-273-TALK (8255)

Chaplain or 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

Other Helpful Resources:

- Wounded Soldier and Family Hotline - 1-800-984-8523
- Emergency - 911
- www.armyfamiliesonline.org - 1-800-833-6622
- www.militaryonesource.com - 1-800-342-9647

H. Military OneSource (MOS)

This free service from the Department of Defense (DoD) is available to all active duty, Guard, and Reserve members and their Families. Consultants provide information and make referrals on a wide range of personal and wellness issues. Military OneSource offers convenient, 24/7 access to confidential resource and referral support to improve the quality of and the effectiveness of the military community. Free face-to-face counseling in the local community (up to six sessions per issue) is also available to service members and Family members. To reach MOS call 1-800-342-9647 or access the website at www.MilitaryOneSource.com.

Military OneSource Counseling Options: 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.

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.

AVAILABILITY

Available to those in the continental U.S., Alaska, Hawaii, Puerto Rico, and the Virgin Islands.

Available to those who are located outside of this area or are unable to attend in-person counseling.

Available to those located anywhere. You must have a computer to access the session.

I. USAREC Military Family Life Consultants (MFLCs) and Personal Finance Counselors (PFCs)

MFLCs and PFCs team up to offer support for Active Duty, National Guard and Reserve Components, and their Families. MFLC Teams provide support to individuals, couples, Families, and groups.

1. Military Family Life Consultants (MFLCs) have earned at least a master's degree in a mental health-related field, such as social work, psychology, marriage and Family therapy or counseling, 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) are certified as Accredited Financial Counselors (AFCs), Certified Financial Planners (CFPs) or both, and can provide face-to-face financial counseling to Service members and families on a wide variety of financial topics. The Military OneSource In-Person Financial Counseling program provides short-term, solution-focused financial counseling for personnel who may be experiencing a financial setback. For more expert information about finances, be sure to read the articles *Dealing with Uncertain Financial Times*, *The Servicemembers Civil Relief Act (SCRA)*, and *Mortgage Difficulties and the Servicemembers Civil Relief Act* at www.MilitaryOneSource.com.

There are MFLCs and PFCs assigned to each Brigade. They travel throughout the Brigade conducting site visits in the Battalion areas. Please contact the BDE SFA for the current schedule and contact information. MFLCs offer confidentiality with the exception of an obligation to report to the authorities any threats to do bodily harm. PFC's offer confidentiality as well unless command referred. Please contact your Soldier and Family Assistance (SFA) Program Manager for more information at 1-800-790-0963. For the Medical Recruiting Brigade (MRB) SFA Program Manager call (800) 223-3735 and enter extension 88.

XI. Stabilization: Additional Resources

A. Emergency Assistance Contacts

1. Army Emergency Relief (AER) Program

The AER Program plays a unique and important role in helping the Army "Take Care of Its Own." The AER office provides emergency financial assistance to Soldiers, both active and retired, and their Family members during periods of valid emergencies.

AER is a private, nonprofit organization. Its sole mission is to collect and hold funds to relieve financial distress of Soldiers and their Family members. Although a private organization, AER exists solely for the Soldier. Approval of an AER loan is based on the need created by an emergency beyond the control of the Soldier. AER will consider cases in the following areas.

- Non-Receipt of Pay
- Loss of Funds
- Medical, Dental and Hospital
- Funeral Expenses
- Required Travel Expenses
- Food
- Rent Utilities
- Essential POV Repair Privation

If you are not near an Army Installation, you can contact AER HQs at (703) 428-0000 to (866)-878-6378 for emergency assistance and they will coordinate with the nearest military installation Aid Society or Red Cross to provide the assistance. You may also contact your Soldier and Family Assistance (SFA) Program Manager at 1-800-790-0963. For the Medical Recruiting Brigade (MRB) SFA Program Manager call (800) 223-3735 and enter extension 88.

2. American Red Cross (ARC): USAREC formally joined hands with the ARC to provide the highest quality of service and care for Soldiers and Family members. ARC assists Soldiers and Families with AER funds, recovery from disasters, notification of deployed service members, and many other services. For more info visit, <http://www.redcross.org/>

B. Financial Readiness Information

1. The Federal Retirement Thrift Investment Board administers the Thrift Savings Plan (TSP). The TSP is a retirement savings plan for civilians who are employed by the United States Government and members of the uniformed services. Visit the TSP web site at www.tsp.gov for more information and to download forms.

2. Servicemembers Group Life Insurance (SGLI) is now available for Family members. Rates for up to \$100,000 coverage for spouses are based on age; children are covered free for \$10,000 up to age 18 (or 23 if a full-time student). Soldiers can choose to opt out of the insurance. For more information, visit the SGLI web site at <http://www.insurance.va.gov/sgliSITE/default.htm>

3. With MyPay, you can print your LES (current and last two pay periods), change direct deposit account, TDY settlement vouchers and more at <https://mypay.dfas.mil/mypay.aspx>. You will need your pin #. If you don't have a pin # or you lost it, you can access the "Forgot your PIN #" section of the web site for instructions on reactivation. Visit the Defense Finance and Accounting Service web site at <http://www.dod.mil/dfas/> for additional information.

4. Homeowners Assistance Program (HAP): The Department of Defense (DoD) offers the HAP to eligible service members and federal civilian, including non-appropriated fund, employees. The program is authorized by law, and administered by the US Army Corps of Engineers (USACE) to assist eligible homeowners who face financial loss when selling their primary residence homes in areas where real estate values have declined because of a base closure or realignment announcement. For more information go to <http://hap.usace.army.mil/>.

5. Free Credit Reports: A new law provides you with one free credit report each year. Go to websites <http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre34.shtm> or Free Annual Credit Report at www.annualcreditreport.com or 1-877-322-8228. Please review to ensure accuracy.

6. Credit Bureaus: The following are three major Credit Bureaus in which a beneficiary and/or Soldier can make inquiries or dispute an item on their credit report. If the disputed item is listed on all three bureaus' reports, you need to contact each of them to request an investigation.

Trans Union: www.tuc.com 1-800-916-8800

Experian: www.experian.com 1-888-397-3742

Equifax: www.equifax.com 1-800-685-1111

C. Military OneSource (MOS) 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 our free tax filing services, please return to the MOS website around mid Jan annually. You must enter the tax filing services via the link we provide to our customized version of the tax filing site. Please do not register prior to the MOS 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.

D. Other Tax Filing Resources:

1. Free File - The Internal Revenue Service (IRS) in partnership with the Free File Alliance offers free tax service to qualified taxpayers. <http://www.irs.gov/efile/article/0,,id=118986,00.html>

2. Volunteer Income Tax Assistance (VITA) Program
The 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, such as combat zone tax benefits and rules of the Earned Income Tax Credit (EITC).

Taxpayers need to bring the following items to the VITA/TCE sites to have their tax returns prepared:

- Photo identification
- Social Security cards for the taxpayer, their spouse, and dependents, if applicable
- Birth dates for primary and secondary earners and dependents on the tax return
- Current year's tax package if they received one
- Wage and earning statements (W-2, W-2G, and 1099-R forms) from all employers
- Interest and dividend statements from banks (1099 forms)
- A copy of last year's federal and state returns, if available
- Bank routing numbers and account numbers for direct deposit
- Other relevant information about income and expenses
- Total amount paid for day care
- Day care providers identifying number (tax ID or SSN)

To file taxes electronically on a married filing joint tax return, both spouses must be present to sign the required forms.

3. Armed Forces Legal Assistance Website. To locate the legal assistance office at the closest military base that can direct you to installation tax help such as VITA, use the Armed Forces Legal Assistance Legal Services Locator at <http://legalassistance.law.af.mil/content/locator.php>.

XII. Military Spouse Employment Information

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. The Soldier and Family Assistance (SFA) may also be able to assist you in your employment search.

A. Employment Eligibility Categories (others may exist, please check with local CPAC)

1. 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 System (AAFES). Once MSP is used, the spouse competes as either a current permanent federal employee or as a Family member without preference (overseas).

2. Executive Order 12721 Eligible: Worked as an appropriated fund Federal employee overseas while a Family member of a civilian employee, NAF employee, or uniformed service member 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.

3. 30 Percent Disabled Veteran: Prior military service members with a disability rating of 30 percent or more. No time limit.

4. Veteran Recruitment Authority (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.

5. Veterans Employment Opportunities Act (VEOA) of 1998 (P.L.105-339): To be eligible for this type of appointment, you must be a preference eligible or veteran separated after substantially completing 3 or more years of continuous active service performed under honorable conditions. (“Active service: defined in title 37, United States Code active duty in the uniformed services and includes full-time training duty, annual training duty, National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned. A veteran who is released under honorable conditions shortly before completing a 3-year tour is also eligible.”)

6. Transfer Eligible: Current permanent, competitive service, non-Department of Army Federal civilian employee

7. Reinstatement Eligible: Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility. A former competitive service tenure group 1 Federal employee; a former competitive service career-conditional tenure group 2 Federal employee who has less than a 3-year break in service.

8. Non-Appropriated Funds (NAF) Interchange Agreement Eligible: Currently serving on a NAFI 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 1 year in a NAFI or AAFES position. May be appointed only to permanent positions based on this authority.

9. Outstanding Scholar: US citizen and college graduate with a GPA of 3.45 or higher on a 4.0 scale for all under-graduate work or have graduated in upper 10% of class or major university subdivision.

10. 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.

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

12. Student Employment: A U.S. student enrolled or accepted for enrollment as a degree seeking student, taking at least a half-time academic or vocational/technical course load in an accredited high, technical, vocational school, or a 2 or 4 year college or university, graduate/professional school. You must meet your state’s minimum employment age for minors and are either a US citizen or permanent resident of the United States or otherwise authorized to be employed.

B. 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:

1. www.cpol.army.mil: Become a member of the Army Civilian Team. Visit the employment page and discover countless opportunities to join the Army as a Civilian.

2. www.usajobs.com: This is a United States Office of Personnel Management website. USA-JOBS is the Federal Government’s official one-stop source for Federal jobs and employment information.

3. www.opm.gov: The U.S. Office of Personnel Management (OPM) site contains forms, publications, and information on federal government personnel management.

C. Military Spouse Career Web Resources

1. Military Spouse Career Center (www.Military.com/spouse): Military Spouse Career Center connects America's 1 million military spouses with education options, scholarships, training programs, career planning tips and employment opportunities. The Military Spouse Career Center offers an extensive job board that includes hundreds of thousands of jobs from the public and private sectors. A list of Military Spouse-Friendly employers is included.

2. Military OneSource (www.militaryonesource.com) is a comprehensive service for military members and their Families who live too far away to reach installation services or for those who wish to gain additional services based on their personal needs. In regards to employment, Military OneSource can locate local resources, perform a local search for employment agencies that specialize in personal career interests, find local newspapers that advertise job opportunities, and provide lists of online websites that contain local job opportunities. The website also includes articles and resources related to finding a job or career building.

3. A Military Spouse Job Search Database (www.msjs.org)

4. The Military Spouse Career Advancement Account (CAA) project, supported by a partnership between the Department of Labor and DoD, is a time-limited demonstration project intended to find an effective way of helping military spouses get the training and education they need to have portable careers given the realities of the mobile military lifestyle. CAAs are self-managed accounts which can be used for post-secondary training and/or education that leads to a credential in one of several growing, portable careers fields. More information on this project, including eligibility requirements, a listing of participating installations, and application procedures, please contact your Soldier and Family Assistance (SFA) Program Manager at 1-800-790-0963. For Medical Recruiting Brigade (MRB) SFA Program Manager call (800) 223-3735 and enter extension 88. (www.MilSpouse.org)

5. Websites of Other Companies that Employ Military Spouses

www.aafes.com: The Army and Air Force Exchange Service (AAFES) has career opportunities in retail, procurement, food service, information management and much more.

www.mpri.com: Military Professional Resources Incorporated (MPRI) is currently contracted by the U.S. government to employ civilians with certain skills such as former recruiters.

<http://www.serco-na.com>: Serco North America is a leading provider of professional, technology, and management services focused on the federal government.

XIII. Military 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 services, testing services, and 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, on-line or locally. Please contact the nearest military installation or Military One Source at (800) 342-9647 for more info.

XIV. Military Spouse Scholarship Resources

A. Military OneSource:

Call 1-800-342-9647 to request a comprehensive search and list of scholarship information for spouses. You may visit www.militaryonesource.com to view articles and resources related to locating a school or career building.

B. Scholarships for Military Spouses:

1. NMFA Joann Holbrook Patton Military Spouse Scholarship: Spouses of Soldiers, including active duty, National Guard and Reserve, retiree and survivors, are eligible for the 2009 National Military Family Association (NMFA) Joann Holbrook Patton Military Spouse Scholarship. Scholarships of up to \$1,000 are awarded to military spouses to obtain professional certification or to attend post-secondary or graduate school. These scholarships may be used to assist with tuition, fees, and school room and board. Funds are paid directly to the accredited educational institution. For more information or to apply, visit http://www.nmfa.org/site/PageServer?pagename=Spouse_Scholarship

2. University of Maryland University College (UMUC): A new scholarship fund earmarked to assist active-duty, enlisted service members and their Families. The \$200,000 fund will provide financial assistance to UMUC's military students and their spouses in Asia, Europe and the Middle East, as well as stateside. It will cover the cost of textbooks for enlisted, active-duty members of the U.S. armed forces, as well as tuition assistance in the form of scholarships to spouses of enlisted, active-duty service members. All awards will be need-based, renewable, and contingent upon the student maintaining satisfactory academic standing. The initial endowment will be disbursed over four years, but the fund will remain open to additional contributions. <http://www.ed.umuc.edu/news/news081104.html>

3. The AER Stateside Spouse Education Assistance Program (SSEAP) is a need-based education assistance program designed to provide spouses of active duty and retired Army Soldiers, and widows(ers) of Army Soldiers who died either on active duty or in a retired status, and residing in the United States, with financial assistance in pursuing educational goals. The purpose of the program is to assist spouses/widows(ers) in gaining the education required to allow them to qualify for increased occupational opportunities. Go to www.aerhq.org (click scholarship tab) for more info on SSEAP Online Applications and to apply.

XV. Fitness Center Memberships for Soldiers and Families

A. YMCA Memberships:

DoD has partnered with the YMCA to offer free memberships for eligible Military Families and personnel who may not have access to a nearby military facility (independent duty personnel). This is available in the United States and Puerto Rico for Active Duty (Title 10) status personnel and their families. Independent Duty personnel are Active Duty Service members who are serving in a location remote from a military installation. (Note: Not all YMCA's are participating in this service.)

B. Other Fitness Center Memberships:

Personnel may receive up to 16 hours per month of respite child care per child at YMCA facilities for eligible families in DOD approved status. The DoD will also purchase memberships at local fitness facilities (e.g. Gold's Gym/Bally's, etc) for single active duty personnel at independent duty stations. This is also available for entire command units. Please call Military One Source at (800) 342-9647 or visit www.MilitaryOneSource.com for complete eligibility requirements and registration information.

C. USAREC Sponsored Memberships:

Provides memberships to Soldiers 15 miles or more away from installations. There are exceptions based on commuting time. The Brigade Commander is the approval authority for the program. Currently, this does not include Family members, although some facilities may offer a discount for Family members.

Tab D

Recruiting

I. Information for the Recruiter

Who is selected for Recruiting?

Who is chosen for the very important task of providing the strength of the Army? The answer to this question is YOU! You have been actively involved in the training of young Soldiers. Before you can effectively sell the Army to someone else, you must be involved in the training of young Soldiers. Before you can effectively sell the Army to someone else, you must have true love, dedication, and commitment for the Army. You will be detailed to recruiting duty for 3 years, which means that you will retain your Primary Military Occupational Specialty (PMOS) but will be actually working as a recruiter.

The USAREC Challenge:

The mission of USAREC is to “Provide the Strength.” This means recruiting individuals in the necessary numbers and quality for the skills to keep the Army combat ready. There are several factors, which add to the difficulty of this mission. First of all, not everybody wants to join the Army. Second, not everybody meets the physical and mental standards needed in the Army. Third, the Army must compete against the other Armed Services in competing for the same market. Finally, the interests of individuals need to be matched with the skills and specialties needed in the Army. As you can see, recruiting involves a lot more than just putting in “numbers.”

The Individual Challenge:

As a recruiter, you must sell the Army on a person to person level. To be successful, you must contact prospective enlistees and sell the Army. In many cases, an individual will have reasons for not wanting to enlist. You will need to use selling techniques along with your knowledge of Army enlistment programs to persuade the individual that the Army can meet their personal needs. It may also be necessary for you to persuade the individual that the Army can meet their needs better than any of the other Armed Services. Then, you must match that individual’s interests with career management fields needed by the Army. Finally, you have to promote the Army with enthusiasm and recruit with integrity.

Recruiting – To Succeed or not Succeed:

One of the biggest questions that will be on the mind of a Soldier who has just been notified that he/she has been selected for recruiting duty is, “Can I make it on recruiting duty?” Soldier’s anxieties are sometimes compounded by stories about disastrous things happening to recruiters who failed to meet their mission.

It will be primarily up to you as to whether or not you will be successful. Since the success of USAREC depends upon your success, you will be provided with necessary training and assistance to be a good recruiter. It will be up to you to use the resources available to help you become successful.

The New Recruiter Program:

“The New Recruiter Program” helps recruiters apply newly learned skills in the location where they will recruit. During this period, you will be working with experienced recruiters – your Station Commander, your 1SG along with the Master and Senior Trainers from your battalion. Who are experts in hands-on training and have the experience to help you. If you work hard and apply the knowledge you have been provided, before you know it, you will be an “ACE” recruiter and will be instructing new recruiters coming into your station.

II. Recruiting: Making the Mission

How the mission is established:

The process starts with Congress, which dictates how large the Army can be. The Department of the Army (DA) then determines how many enlistments (by category) are needed to keep the Army at the strength prescribed by Congress (based upon the projected strength of the Army, taking in to account projected losses). This mission is then given to USAREC where it is broken down among each Recruiting Brigade then each Battalion, then each Company, and finally, to each station.

What happens if my Recruiting Station doesn't succeed?

Whenever the mission isn't accomplished at any level from HQ USAREC down to the individual recruiting station, it is very important to determine what needs to be done to get back on track. If your recruiting station doesn't make mission in a particular category, then personnel need to look at what they can do to improve their recruiting efforts.

If recruiting stations use the tools available to help them recruit, plan their recruiting activities, and work hard, they should be able to make mission 99% of the time. If they don't follow the rules for being a successful recruiting station, they can expect a trend of failure in making mission, and that's when they invite problems. Making mission in USAREC is hard work, but it is not impossible.

Why not be the best?

If you work hard and become a successful recruiter, you will be recognized and rewarded. As a successful recruiter, you can look forward to awards, various forms of special recognition, and good assignments, promotion, and advanced schooling. So why not be the best?

A. Career in Recruiting:

For many Soldiers, initial assignment as a recruiter is the beginning of a career in selling the Army; selling the Army to people to enlist, or selling the Army to people to stay in the Army. If you elect to remain in USAREC, you can progress to positions of increasing responsibility. If you elect to depart USAREC, you will return to duty in your primary MOS.

III. Recruiting: Recognition and Rewards

Throughout the Army, Soldiers who do a good job are recognized and rewarded. This is especially important in USAREC where the work is demanding and the hours for the most part are long. Occasionally, you may feel that your hard work is not noticed, but that is not the case. In addition to all of the forms of recognizing and rewarding the good Soldier that are used throughout the Army, USAREC has a special incentive awards program.

In addition to standard Army forms of recognition, USAREC uses the Recruiting Incentive Program to recognize successful recruiters. The program involves a point system based upon overall mission achievement and achievement in specific mission box categories. Recruiters must earn the awards in a specified sequence. Each award also includes a certificate that is placed in your personnel records. Here is a list of the various Recruiting Incentive Awards in the order of sequence in which earned:

Silver Recruiter Badge

1st Gold Star
2nd Gold Star
3rd Gold Star
Recruiter Ring

Gold Recruiter Badge

1st Sapphire Star
2nd Sapphire Star
3rd Sapphire Star
Glenn E. Morrell award (Medallion)

Other aspects of The Recruiting Incentive Awards Program

In addition to the above awards, there are other aspects to the Recruiting Incentive Awards Program. For example, The Secretary of the Army recognizes the Top Regular Army and Army Reserve Recruiters (selected from USAREC's annual award board). Local commanders also have their own programs of awards and recognition to supplement the USAREC program. Outstanding recruiters are also recognized in various command publications at all levels throughout USAREC.

Meritorious Promotions:

Headquarters, Department of the Army has authorized USAREC to request meritorious promotions for deserving recruiters. Detailed recruiters (Regular Army) in the rank of Sergeant who have earned the Recruiter Ring may be recommended for promotion to Staff Sergeant. Also, the Department of the Army has allocated 10 meritorious promotions to USAREC per fiscal year for career recruiters (79R) who may be promoted to the rank of Sergeant First Class. These Soldiers are selected through a combination of the Brigade Commander's selection and a HQs USAREC selection board.

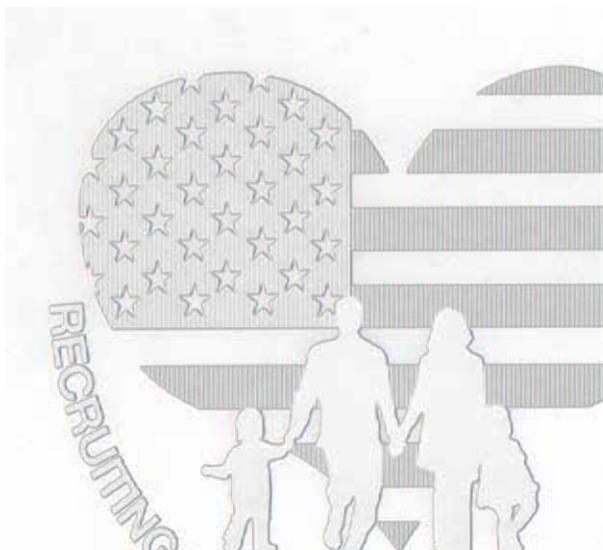
\$2,000 Referral Bonus Program

ARS-SMART is also the gateway for eligible sponsors who are making referrals for the \$2,000 Referral Bonus Program. Soldiers, USMA Cadets, ROTC Contracted Cadets, Future Soldiers, Army component retirees and DA Civilians may receive a bonus for referring anyone, except immediate Family members, if those referrals result in an enlistment into the Army or Army Reserve.

IV. Recruiting: United States Army Medical Recruiting (MRB) Brigade

The Individual Challenge:

As an Army Medical Department (AMEDD) recruiter, you must talk to the public about the AMEDD on a person to person level. To be successful, you must contact prospective commissioned officers, doctors, nurses, dentists, veterinarians, and other allied healthcare professionals and conduct Army interviews. In many cases, these individuals are looking for a venue to serve; they are interested in serving a much larger goal and challenge in their lives. You will need to use counseling techniques along with your knowledge of AMEDD Accessioning Programs to persuade the healthcare professional that the Army can meet their personal needs. It may also be necessary for you to persuade the individual that the Army Medical Department can meet their needs better than any of the other Armed Services! Then, you must match that individual's interests with career management fields needed by the Army. Finally, you have to promote the Army with enthusiasm and recruit with integrity.



Tab E
Army 101
Resource
INDEX

Rank Chart

II. Leave and Earnings Statement (LES)

The information below will help you understand your LES. The LES is a comprehensive statement of a member's leave and earnings showing entitlements, deductions, allotments (fields not used for Reserve and National Guard members), leave information, tax withholding information, and Thrift Savings Plan (TSP) information. Your most recent LES can be found 24 hours a day on myPay.

Verify and keep your LES each month. If your pay varies significantly and you don't understand why, or if you have any questions after reading this publication, consult your disbursing/finance office.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																		
ID	NAME (LAST, FIRST, MI)				SOC. SEC. NO.		GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED					
	1				2		3	4	5	6	7	8	9					
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY						
TYPE		AMOUNT		TYPE		AMOUNT		TYPE		AMOUNT		+ AMT FWD			13			
A B C D E F G H I J K L M N O	10				11				12				- TOT ENT			14		
													- TOT DED			15		
													- TOT ALMT			16		
													= NET AMT			17		
													- CR FWD			18		
													= EOM PAY			19		
													DIEMS			RET PLAN		
	TOTAL		20		21		22						23			24		
	LEAVE		BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE	FED TAXES		WAGE PERIOD	WAGE YTD	M/S	EX	ADD'L TAX	TAX YTD
			25	26	27	28	29	30	31	32	33		34	35	36	37	38	
FICA TAXES		WAGE PERIOD		SOC WAGE YTD		SOC TAX YTD		MED WAGE YTD		MED TAX YTD		STATE TAXES	ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD
		39		40		41		42		43		44	45	46	47	48	49	
PAY DATA		BAQ TYPE		BAQ DEPN	VHA ZIP	RENT AMT	SHARE	STAT	JFTR	DEPNS	2D JFTR	BAS TYPE		CHARITY YTD		TPC	PACIDN	
		50		51	52	53	54	55	56	57	58	59		60		61	62	
Thrift Savings Plan (TSP)		BASE PAY RATE		BASE PAY CURRENT		SPEC PAY RATE		SPEC PAY CURRENT		INC PAY RATE		INC PAY CURRENT		BONUS PAY RATE		BONUS PAY CURRENT		
		63		64		65		66		67		68		69		70		
		CURRENTLY NOT USED		TSP YTD DEDUCTIONS		DEFERRED		EXEMPT		CURRENTLY NOT USED								
		71		72		73		74		75								
REMARKS		YTD ENTITLE				YTD DEDUCT												
		76				77				78								

www.dfas.mil

Fields 1 - 9 contain the identification portion of the LES.

- **1 NAME:** The member's name in last, first, middle initial format.
- **2 SOC. SEC. NO.:** The member's Social Security Number.
- **3 GRADE:** The member's current pay grade.
- **4 PAY DATE:** The date the member entered active duty for pay purposes in YYMMDD format. This is synonymous with the Pay Entry Base Date (PEBD).
- **5 YRS SVC:** In two digits, the actual years of creditable service.
- **6 ETS:** The Expiration Term of Service in YYMMDD format. This is synonymous with the Expiration of Active Obligated Service (EAOS).
- **7 BRANCH:** The branch of service, i.e., Navy, Army, Air Force.
- **8 ADSN/DSSN:** The Disbursing Station Symbol Number used to identify each disbursing/finance office.
- **9 PERIOD COVERED:** This is the period covered by the individual LES. Normally it will be for one calendar month. If this is a separation LES, the separation date will appear in this field.

Fields 10 through 24 contain the entitlements, deductions, allotments, their respective totals, a mathematical summary portion, date initially entered military service, and retirement plan.

- **10 ENTITLEMENTS:** In columnar style the names of the entitlements and allowances being paid. Space is allocated for fifteen entitlements and/or allowances. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive entitlements and/or allowances will be added to like entitlements and/or allowances.
- **11 DEDUCTIONS:** The description of the deductions are listed in columnar style. This includes items such as taxes, SGLI, Mid-month pay and dependent dental plan. Space is allocated for fifteen deductions. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive deductions will be added to like deductions.
- **12 ALLOTMENTS:** In columnar style the type of the actual allotments being deducted. This includes discretionary and non-discretionary allotments for savings and/or checking accounts, insurance, bonds, etc. Space is allocated for fifteen allotments. If a member has more than one of the same type of allotment, the only differentiation may be that of the dollar amount.
- **13 +AMT FWD:** The amount of all unpaid pay and allowances due from the prior LES.
- **14 + TOT ENT:** The figure from Field 20 that is the total of all entitlements and/or allowances listed.
- **15 -TOT DED:** The figure from Field 21 that is the total of all deductions.
- **16 -TOT ALMT:** The figure from Field 22 that is the total of all allotments.
- **17 = NET AMT:** The dollar value of all unpaid pay and allowances, plus total entitlements and/or allowances, minus deductions and allotments due on the current LES.
- **18 - CR FWD:** The dollar value of all unpaid pay and allowances due to reflect on the next LES as the +AMT FWD.
- **19 = EOM PAY:** The actual amount of the payment to be paid to the member on End-of-Month payday.
- **20 - 22 TOTAL:** The total amounts for the entitlements and/or allowances, deductions and allotments respectively.
- **23 DIEMS:** Date initially entered military service: This date is used SOLELY to indicate which retirement plan a member is under. For those members with a DIEMS date prior to September 8, 1980, they are under the FINAL PAY retirement plan. For those members with a DIEMS date of September 8, 1980 through July 31, 1986, they are under the HIGH-3 retirement plan. For those members with a DIEMS date of August 1, 1986 or later, they were initially under the REDUX retirement plan. This was changed by law in October 2000, when they were placed under the HIGH-3 plan, with the OPTION to return to the REDUX plan. In consideration of making this election, they become entitled to a \$30,000 Career Service Bonus. The data in this block comes from PERSCOM. DFAS is not responsible for the accuracy of this data. If a member feels that the DIEMS date shown in this block is erroneous, they must see their local servicing Personnel Office for corrective action.
- **24 RET PLAN:** Type of retirement plan, i.e. Final Pay, High 3, REDUX; or CHOICE (CHOICE reflects members who have less than 15 years service and have not elected to go with REDUX or stay with their current retirement plan).

Fields 25 through 32 contain leave information.

- **25 BF BAL:** The brought forward leave balance. Balance may be at the beginning of the fiscal year, or when active duty began, or the day after the member was paid Lump Sum Leave (LSL).
- **26 ERND:** The cumulative amount of leave earned in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year. Normally increases by 2.5 days each month.
- **27 USED:** The cumulative amount of leave used in the current fiscal year or current term of enlistment if member reenlisted/extended since the beginning of the fiscal year.
- **28 CR BAL:** The current leave balance as of the end of the period covered by the LES.

- **29 ETS BAL:** The projected leave balance to the member's Expiration Term of Service (ETS).
- **30 LV LOST:** The number of days of leave that has been lost.
- **31 LV PAID:** The number of days of leave paid to date.
- **32 USE/LOSE:** The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage.

Fields 33 through 38 contain Federal Tax withholding information.

- **33 WAGE PERIOD:** The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).
- **34 WAGE YTD:** The money earned year-to-date that is subject to FITW. Field 35 M/S. The marital status used to compute the FITW.
- **36 EX:** The number of exemptions used to compute the FITW.
- **37 ADD'L TAX:** The member specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions.
- **38 TAX YTD:** The cumulative total of FITW withheld throughout the calendar year. Fields 39 through 43 contain Federal Insurance Contributions Act (FICA) information.
- **39 WAGE PERIOD:** The amount of money earned this LES period that is subject to FICA.
- **40 SOC WAGE YTD:** The wages earned year-to-date that are subject to FICA.
- **41 SOC TAX YTD:** Cumulative total of FICA withheld throughout the calendar year.
- **42 MED WAGE YTD:** The wages earned year-to-date that are subject to Medicare.
- **43 MED TAX YTD:** Cumulative total of Medicare taxes paid year-to-date.

Fields 44 through 49 contain State Tax information.

- **44 ST:** The two digit postal abbreviation for the state the member elected.
- **45 WAGE PERIOD:** The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).
- **46 WAGE YTD:** The money earned year-to-date that is subject to SITW. Field 47 M/S. The marital status used to compute the SITW.
- **48 EX:** The number of exemptions used to compute the SITW.
- **49 TAX YTD:** The cumulative total of SITW withheld throughout the calendar year.

Fields 50 through 62 contain additional Pay Data.

- **50 BAQ TYPE:** The type of Basic Allowance for Quarters being paid.
- **51 BAQ DEPN:** A code that indicates the type of dependent. A - Spouse C -Child D - Parent G Grandfathered I -Member married to member/own right K - Ward of the court L - Parents in Law R - Own right S - Student (age 21-22) T-Handicapped child over age 21 W-Member married to member, child under 21
- **52 VHA ZIP:** The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.
- **53 RENT AMT:** The amount of rent paid for housing if applicable.
- **54 SHARE:** The number of people with which the member shares housing costs.
- **55 STAT:** The VHA status; i.e., accompanied or unaccompanied.
- **56 JFTR:** The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.
- **57 DEPNS:** The number of dependents the member has for VHA purposes.
- **58 2D JFTR:** The JFTR code based on the location of the member's dependents for COLA purposes.
- **59 BAS TYPE:** An alpha code that indicates the type of Basic Allowance for Subsistence (BAS) the member is receiving, if applicable. This field will be blank for officers.

- B - Separate Rations
- C - TDY/PCS/Proceed Time
- H - Rations-in-kind not available
- K - Rations under emergency conditions

- **60 CHARITY YTD:** The cumulative amount of charitable contributions for the calendar year.
- **61 TPC:** This field is not used by the active component of any branch of service.
- **62 PACIDN:** The activity Unit Identification Code (UIC). This field is currently used by Army only.

Fields 63 through 75 contain Thrift Savings Plan (TSP) information/data.

- **63 BASE PAY RATE:** The percentage of base pay elected for TSP contributions.
- **64 BASE PAY CURRENT:** Reserved for future use.
- **65 SPECIAL PAY RATE:** The percentage of Specialty Pay elected for TSP contribution.
- **66 SPECIAL PAY CURRENT:** Reserved for future use.
- **67 INCENTIVE PAY RATE:** Percentage of Incentive Pay elected for TSP contribution.

- **68 INCENTIVE PAY CURRENT:** Reserved for future use.
- **69 BONUS PAY RATE:** The percentage of Bonus Pay elected towards TSP contribution.
- **70 BONUS PAY CURRENT:** Reserved for future use.
- **71** Reserved for future use.
- **72 TSP YTD DEDUCTION (TSP YEAR TO DATE DEDUCTION):** Dollar amount of TSP contributions deducted for the year.
- **73 DEFERRED:** Total dollar amount of TSP contributions that are deferred for tax purposes.
- **74 EXEMPT:** Dollar amount of TSP contributions that are reported as tax exempt to the Internal Revenue Service (IRS).
- **75** Reserved for future use
- **76 REMARKS:** This area is used to provide you with general notices from varying levels of command, as well as the literal explanation of starts, stops, and changes to pay items in the entries within the “ENTITLEMENTS”, “DEDUCTIONS”, and “ALLOTMENTS” fields.
- **77 YTD ENTITLE:** The cumulative total of all entitlements for the calendar year.
- **78 YTD DEDUCT:** The cumulative total of all deductions for the calendar year.

Tab F
Family
Readiness
and
Support
Websites

Family Assistance Web Sites

Below are web sites that you will find useful in answering some common questions.

My Army Life Too - An Army Community Service (ACS) site that contains countless links for families, Soldiers, and federal civilians. **MyArmytoo.com** <http://www.myarmylifetoo.com>

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

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

Federal Employee Education and Assistance Fund (FEEA) - This site is for federal civilian employees and is similar to AER. www.feea.org

Army Family Team Building (AFTB) - Along with a lot of useful information, you can take the AFTB Levels I & II courses online. Army Family Team Building at <http://www.myarmylifetoo.com>

Army Morale, Welfare, and Recreation (MWR) - MWR 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.com**

Armed Forces Vacation Club (AFVC) - AFVC is a "Space Available" program that offers Department of Defense affiliated personnel the opportunity to take affordable condominium vacations at resorts around the world. **www.afvc.com**

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. TRICARE West Health-net Federal Services, <http://www.tricare.mil/mybenefit>

TRICARE Dental Care - United Concordia runs this voluntary, comprehensive dental program offered worldwide by the DoD to Family members of all active duty Uniformed Service personnel and to Selected Reserve and Individual Ready Reserve (IRR) members and/or their Family members. TRICARE United Concordia Dental <http://www.ucci.com>

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.mymilitarylifetoo.com

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://www.militaryhomefront.dod.mil/>

Department of Finance and Accounting (DFAS) - DFAS has links to MyPay, Per Diem amounts, housing allowances, and pay charts. **www.dfas.mil**

 **THRIFT SAVINGS PLAN**

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

Military Money Magazine - This site highlights specific financial issues and challenges affecting service members and families. www.militarymoney.com

Military Sentinel - 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.consumer.gov/military/>

MilSpouse.org - This site is a resource library for military spouse employment, relocation, and education information.

Military Family Program - This site contains information for military Spouse Battle Focus. Maintained by the Army War College. <http://www.carlisle.army.mil/usawc/dclm/milfam.htm>

A photo may go here

On-Line Resources: Directory of Services and Resources

Note: Due to frequent web site updates, the following web addresses are subject to change.

ONE STOP MOBILIZATION
INFORMATION WEB SITES <http://www.defenselink.mil/ra/mobil/>

BENEFITS WEB SITES

Military Pay & Entitlements <http://www.dfas.mil/money/>
Personal Benefits Center <http://www.military.com/PBC/PBCSignIn/1,13152,,00.html?>

BUSINESS WEB SITES

Small Business Administration <http://www.sba.gov>
Thomas Register Volumes www.thomasregister.com

CALCULATORS

Severance Pay Calculator <http://www.afpc.randolph.af.mil/permis/civilian/c6a81.htm>
(Click on link and download program)
CSRS Retirement Calculator <http://www.finance.gsa.gov/csrs/>
Social Security Benefit Calculators <http://www.ssa.gov/planners/calculators.htm>
Federal Employees Retirement
Calculator (both CSRS & FERS) <http://www.seniors.gov/fedcalc.htm>
Projecting TSP Account Balance,
Annuity Calculator & Retirement Planner <http://www.tsp.gov/calc/>
Life Insurance Calculator <http://www.opm.gov/calculator/index.htm>

DoD WEB SITES

Defense Link <http://www.defenselink.mil/>
Military Pay & Benefits <http://militarypay.dtic.mil/>

EDUCATION WEB SITES

Federal Children Scholarship Fund <http://www.fedscholarships.org>
U.S. Department of Education <http://ifap.ed.gov>
GI Bill Information <http://www.gibill.va.gov/>
Military.com Education Channel <http://www.military.com/Careers/Education/1,,112.00.html?loc=1>

FAMILY WEB SITES

Armed Forces Benefit Association <http://www.afba.com/>
Army Community & Family Support Center <http://www.armymwr.com/>
Children, Youth & Families <http://www.cyfemet.org/>
Military Spouses' Center Network <http://www.mscn.org/>
Tragedy Assistance Program <http://www.taps.org>
Resource Guide for Company <http://www.carlisle.army.mil/usawc/dclm/milfam/take/index.htm>
Commander's Spouse/ Representative
The Military Coalition <http://www.themilitarycoalition.org/>

EDUCATION AND RESEARCH NETWORKS

Hooah 4 Health www.hooah4health.com
Military Assistance Program <http://dticaw.dtic.mil/mapsite>
Military.Com <http://www.military.com>
Military Living Publications <http://www.militaryliving.com/>
Military Report <http://www.militaryreport.com>
Military Family Association <http://www.nmfa.org/>
Parents Helping Parents Network <http://www.parentshelpingparents.org/howeare.html>
SGT Mom's Home Page <http://www.sgtmoms.com>

EDUCATION AND RESEARCH NETWORKS - Cont'

Military Spouses.....	www.milspouse.org
Army Family Liaison Office	http://www.aflo.org/home.asp
Child Support Info.....	http://www.acf.hhs.gov/programs/cse/
Children Cope with Terrorism.....	http://www.aboutourkids.org/
Lifelines Quality of Life Mall	http://lifelines2000.org/
Military Child.....	http://www.militarychild.org
Military Family Resource Center	http://mfrc.calib.com
Military Moms.....	http://www.militarymoms.net/
Military Spouses' Center Network	http://www.mscn.org/
Tragedy Assistance Program	http://www.taps.org
Resource Guide for Company Commander's Spouse/ Representative	http://www.carlisle.army.mil/usawc/dclm/milfam/take/index.htm
The Military Coalition.....	http://www.themilitarycoalition.org/

FEDERAL EMPLOYEE WEB SITES

Determine your Military Spouse Preference Eligibility.....	http://www.chrma.hqusareur.army.mil/stalfling/asp/wizards/msp/default.asp
Determine Your VRA Eligibility	http://www.chrma.hqusareur.army.mil/
DFAS (Money matter).....	http://emss.dfas.mil/emss.htm
EEOC's Quick Start for Employees	http://www.eeoc.gov/gsemployees.html
Social Security Retirement Planner.....	http://www.ssa.gov/retire2/
Determine Your Veterans' Preference.....	http://www.dol.gov/vets/programs/fact/veterans.preferencefs08.htm
How to read an SF-50.....	http://www.hrsc.osd.mil/sf50/sf50b.htm
Savings Plan	http://www.tsp.gov/
TSP-Account Access	http://www.tsp.gov/account/index.html

GUARD & RESERVE WEB SITES

Army National Guard.....	http://www.arng.army.mil/
Air National Guard.....	http://www.ang.af.mil/
Coast Guard Reserve	http://www.uscg.mil/hg/reserve/reshmpq.html
Naval Reserve	http://www.navres.navy.mil/navresfor/
Guard Net	http://www.guardnet.net/
Army Reserve.....	http://www.army.mil/usa
Air Force Reserve.....	http://www.afreserve.com
Marine Reserve	http://www.mfr.usmc.mil
National Guard Bureau.....	http://www.ngb.dtic.mil
Guard Family.....	http://www.guardFamily.org
The Virtual Armory	http://www.virtualarmory.com
Employer Support of the Guard & Reserve (ESGR)	http://esgr.org
Reserve Affairs	http://www.defenselink.mil/ra/

HEALTH CARE WEBSITES

Updating Your DEERS Information.....	http://www.tricare.osd.mil/DEERSaddress/TRICARE
My TRICARE-Check Claims Status Online.....	http://www.mytricare.com
Reserve Dental Plan	http://www.ucci.com
TRICARE.....	http://www.tricare.osd.mil/
Retiree Dental Plan.....	http://www.ddpdelta.org/
Information on Quitting Smoking	http://www.quitnet.com/gn

ID CARDS WEBSITES

RAPIDS Site Locator <http://www.dmna.state.ny.us/dmna/Family/rapids.html>
Fielding Info on Common
Access Card (CAC) <http://perscomnd04.army.mil>

LEGISLATIVE AND GOVERNMENT AGENCY WEBSITES

Federal Emergency Management
Agency (FEMA) <http://www.fema.gov>
Housing & Urban Development (HUD) <http://www.hud.gov>
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/vets/>
Tax Information <http://www.irs.gov/>
The Library of Congress <http://www.loc.gov/>
U.S. Federal Government
Agencies Directory <http://www.lib.lsu.edu/gov/fedgov.html>
U.S. House of Representatives <http://www.house.gov>
U.S. Postal Service <http://www.usps.gov>

MILITARY ASSOCIATIONS WEBSITES

National Guard Association of the
United States (NGAUS) <http://www.ngaus.org/>
Association of the United States
Army (AUSA) <http://www.ausa.org>
Enlisted National Guard Association
Florida (ENGAF) <http://www.floridagarud.org/engaf/engaf.htm>
Enlisted Association of the National
Guard (EANGUS) <http://www.eangus.org/>
National Guard Officers' Association
of Florida (NGOAF) <http://www.floridaguard.org/ngoa/index.html>
Reserve Officers Association (ROA) <http://www.roa.org/>

MILITARY SHOPPING WEBSITES

Defense Commissary Agency (DECA) <http://www.commissaries.com/>
Navy Exchange <http://www.navy-nex.com/>
Army & Air Force Exchange
Service (AAFES) <http://www.aafes.com>
The Military Trading Post <http://www.miltrade.com/>

MORALE, WELFARE & RECREATION WEBSITES

JAX NAS MWR http://www.nasjax.navy.mil/mwr/mwr_home.htm
MWR <http://www.armymwr.com/>

SERVICE AGENCIES WEBSITES

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.aerhg.org/>
American Red Cross <http://www.redcross.org/>
World USO <http://www.uso.org/>

SERVICE WEBSITES

Army Family Team Building	
Courses Online	http://www.defenseweb.com/aftb
Army News	http://www.dtic.mil/armylink/news/index_30.html
U.S. Navy	http://www.navy.mil/
Air Force Crossroads.....	http://www.afcrossroads.com
Air Force Financial Services Center	http://www.saffm.hg.af.mil/affsc/index/index.cfm
Armed Forces	http://www.armedforces.com/
Web Page.....	http://www.jagcnet.army.mil/Legal
U.S. Army.....	http://www.army.mil/
U.S. Marine Corps.....	http://www.usmc.mil/
U.S. Air Force.....	http://www.af.mil/
Air Force News	http://www.af.mil/news/
U.S. Coast Guard.....	http://www.uscg.mil/uscg.shtm
Pentagon News.....	http://www.defenselink.mil/news/
To send messages to “Any Service Member”.....	http://AnyServiceMember.Navy.mil

SGLI/INSURANCE WEBSITES

Servicemembers Group Life Insurance (SGLI) Information	http://www.insurance.va.gov/sgliSite/FSGLI/sglifam.htm
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TRAVEL WEBSITES

Army MWR.....	http://www.armymwr.com -Click on Travel
Army Lodging.....	http://www.armymwr.com/portal/travel/lodging/
Defense Travel System.....	http://www.dtic.mil/travellink/
DOD Per Diem, Travel, and Transportation.....	http://www.dtic.mil/perdiem/
Relocation Resources	http://www.afcrossroads.com/
National Parks	http://www.nps.gov
Off Duty Travel	http://www.offdutytravel.com/
Premier Lodging Program.....	http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/plp/Piphp.html
Shades of Green, Orlando	http://www.armymwr.com/shades/index.html
Armed Forces Vacation Club	http://www.afvclub.com
Defense Table of Official Distance.....	http://DTOD-mtmc.belvoir.army.mil
DLA Travel Page.....	http://www.dla.mil/dss/travel/
Per Diem Rates.....	http://www.state.gov/m/a/als/prdm/
Travel Guide.....	http://militarytravelguide.com/discounts.cfm
Navy Lodging.....	http://www.navy-nex.com/
Per Diem Rates.....	http://www.dtic.mil/perdiem/pdrates.html
Florida Travel Info	http://www.florida.com/

VETERANS WEBSITES/RETIREE WEBSITES

Arlington National Cemetery	http://www.arlingtoncemetery.org/
U.S. Retirement Services	http://www.odcsper.army.mil/default.asp?pageid=16f
Veterans of Foreign Wars (VFW).....	http://www.vfw.org
Gulf War Veterans Information	http://www.gulfink.osd.mil/
Veterans News & Information Service.....	http://www.vnis.com
Retired Military Almanac.....	http://www.militaryhandbooks.com/militaryhandbooks.htm
Cemetery Administration	http://www.cem.va.gov

VETERANS WEBSITES/RETIREE - CONT'

- Veterans Affairs (VA) <http://www.va.gov>
- Veterans Preference Questions & Answers <http://www.dolgov/elaws/vetspref.htm>
- Verterans Employment Opportunties <http://www.opm.gov/veterans/html/veoaq&a.htm>
- Act of 1998 as Amended
(Questions & Answers)
- American Legion..... <http://www.legion.org/>
- Disabled Soldier Support
System CD53..... www.ArmyD53.org

VOLUNTEER WEBSITES

- Association for Volunteer
Administration..... <http://www.avaintl.org/>

VOTER INFORMATION

- Federal Voting Assistance Program..... <http://www.fvap.gov/index/html>
- Register to Voter Online <http://www.beavoter.com>

Internet Resources

These are a few websites that will help you with life in the military. For every website listed, another is just a “click” away! The **Army A-Z** will be a resource that will link you to every Army unit website as well as support organizations. The Military Family Program website will link you to sites that deal with military Family issues. Our hope is to provide you with resources that will make your experience in the military better. Happy surfing!

The U.S. Army Homepage – <http://www.army.mil>

America Supports You - Our Military Men and Women - <http://Americasupportsyoudo.com>

Site spotlights what Americans are doing in support of the military, encouraging other to thank our troops and allowing all to tell their stories by giving voice and visibility to their efforts.

Army A-Z: all organizations in alpha order – <http://www.army.mil/a-z.htm>

Armed Forces Benefit Association – <http://www.afba.com>

AFBA continues to honor the mission set forth by its founders - to provide high quality, low cost life insurance products to military families in peace and in war.

Army Families Online - <http://www.wblo.org/skins/WBLO/home.aspx>

Site provided by the Well-Being Liaison Office – Deployment information as well as stories from the frontline.

Army Family Team Building – <http://www.AFTB.org>

Learn about the Army and Army support information through free online classes.

Army Knowledge online (AKO) – <http://us.army.mil>

Army MWR website - <http://www.armymwr.com/>

Army One Source – <http://armyonesource.com>

Department of Defense offers you access to Military OneSource Online, where you can find help to cope with life’s little -- and not so little -- issues.

Army Wives Website – <http://www.armywives.com>

A website where you can go for inspiration and to answer questions that you may have about the Army. It is truly a wives resource. There are message boards and a great resource for Army Wives items to purchase. Great stories and poems.

Deployment Link - http://deploymentlink.osd.mil/Deploy/Family/Family_support.shtml

Awesome reference for all military families. Links to many different Family support operations.

Disabled Soldier Support System (DS3) - <http://www.ArmyDS3.org>

Providing severely disabled Soldiers and their families with a system of advocacy and follow up to provide personal support that assists in the transitions from military service into the civilian community.

DoD Per Diem, Travel and Transportation Allowance Committee

<https://secureapp2.hqda.pentagon.mil/perdiem/>

Answers all your TDY, Per Diem, VHA, OHA or Cola questions.

DoD SITES Website - <https://www.dmdc.osd.mil/appj/sites/index.jsp>

SITES contains resources for everyone who is relocating from one duty station to another, as well as those working or living at or near an installation. SITES information is posted and kept current by Relocation Assistance Program personnel located in Family, community, or work-life centers on installations located around the world.

Guard Family Team Building – www.gftb.org

GFTB will increase Family self-reliance, which will promote individual and Unit Readiness, Family Readiness, and Well-Being.

Homes for our Troops - <http://www.homesforourtroops.org>

Building and remodeling handicap accessible homes for our severely wounded and disabled veterans.

Human Resources Command - <http://www.hrc.army.mil>

This is the official website for promotion information. You can also find out what jobs are out there for your spouses. A wealth of knowledge! Also, where you can sign up for an AKO account.

Military Child Education Coalition - <http://www.militarychild.org/>

The Military Child Education Coalition (MCEC) is working to solve the challenge of helping schools and military installations deliver accurate, timely information to meet transitioning parent and student needs, and in the development and education of children from military families. Our purpose is to share information in order to develop systems and processes to resolve transition issues for military students.

Military Child in Transition and Deployment - <http://www.militarystudent.org>

Ultimately, this site aims to enhance the educational and social well being of all military children by increasing the understanding and awareness of how to meet their unique needs.

Military Family Program - <http://www.carlisle.army.mil/usawc/dclm/milfam.htm>

This is a website based at Carlisle Barracks and has links to many websites that have to do with military families. Make this your First stop for information!

Military Family Research – <http://www.mfri.purdue.edu>

The Military Family Research Institute is a cross-departmental research program housed at Purdue University and funded by the Department of Defense, Office of Military Community and Family Policy.

Military Family Resource Center - <http://www.mfrc-dodqol.org/>

A virtual resource for policy makers and those providing services to active duty service members, reservists, and their families. Here you will have access to quality of life policies, the latest research initiatives, and model programs. Also, you will find publications, resource referrals and a wealth of information to support Family programs.

Military Kidz Website - <http://www.militarykidz.com>

A website for kids to have fun and learn in a fun military environment. You need a password... or as they call it an ID this is one you can make up and has nothing to do with the official military ID system.

Military Pay and Benefits - <http://www.dod.mil/militarypay/>

MilSpouse.org - <http://www.milspouse.org>

Milspouse.org is a resource library for military spouses' employment, education and relocation information.

Military Spouse Career Network - <http://www.mscn.org/>

Military Student - <http://www.militarystudent.org>

MTOM for Kids - http://www.defenselink.mil/mtom/index_k.htm

MTOM for Kids was developed by military kids, for military kids with real stories and good advice.

My Army Life Too – <http://myarmylifetoo.com>

This portal will connect you with resources to empower you within military life. Whether you're new to the Army or a veteran, there's something for you. Take advantage of all the site has to offer and become more informed about the programs and services available to you.

The Military Family Network - <http://www.emilitary.org/>

The Military Family Network brings together organizations on the national, state and local level, businesses, government agencies and military installations to help military families make their communities a home.

Tragedy Assistance Program for Survivors – <http://taps.org>

A non-profit organization made up of and provides services to those who have lost a loved one while serving in the Armed Forces.

TRICARE Online – <http://www.tricareonline.com>

United Concordia – <http://www.ucci.com/was/uccweb/home.jsp>

U.S. Army War College Website - <http://www.carlisle.army.mil/>

USAA Insurance - <https://www.lc.usaa.com>

American Red Cross - <https://www.redcross.org>

Education Web Sites

College Board – <http://www.collegeboard.com>

Each year, the College Board serves over three and a half million students and their parents, 23,000 high schools, and 3,500 colleges through major programs and services in college admissions, guidance, assessment, financial aid, enrollment, and teaching and learning. Among its best-known programs are the SAT, the PSAT/NMSQT®, and the Advanced Placement Program®(AP). (Register online to take the SAT and other standardized tests)

Defense Commissary Agency - <http://www.commissaries.com/>

FinAid - <http://www.fafsa.org>

FinAid was established in the fall of 1994 as a public service. This award-winning site has grown into the most comprehensive annotated collection of information about student financial aid on the web.

GI Bill Information- <http://www.gibill.va.gov>

Military.Com Education Benefits - <http://www.military.com/Careers/Education>
Education benefits for Military Service

Princeton Review – <http://www.princetonreview.com>

Comprehensive guide to finding the right college for you including requirements for all accredited institutions in the country.

Scholarships for Military Children - <http://www.militaryscholar.org/index.shtml>

The Scholarships for Military Children Program was created to recognize the contributions of military families to the readiness of the fighting force and to celebrate the role of the commissary in the military Family community.

Special Operations Warrior Foundation - warrrior@specialops.org

A foundation devoted to providing a college education to every child who has lost a parent while serving in the Special Operations Command and its units during an operational or training mission; includes special operations forces of Army, Air Force, Marines and Navy. Currently providing grants, not loans to over 500 children who are survivors of over 400 special operations personnel.

Special Operations Warrior Foundation, P.O. Box 14385, Tampa, FL 33690, 877-337-7693 (toll free), 813-805-9400, 813-805-0567 (fax). Carolyn M. Becker, Director of Education, Family Services beckerc@specialops.org and Edie Rosenthal, Lt. Cmdr., USN (Ret.) Public Relations Director edie@specialops.org

U.S. Department of Education – <http://www.ed.gov/index.jhtml>

Get information on Financial Aid, Accountability and Accreditation and other items that pertain to over all education in the schools.

***Always check your local Post, Garrison, camp or station scholarships awarded each year- i.e. Spouse Club, Thrift Shop, etc.**

Guard and Reserve WebSites

Army National Guard- <http://www.arng.army.mil>

Army Reserve – <http://www.army.mil/usar>

Air Force Reserve- <http://www.afreserve.com>

Air National Guard – <http://www.ang.af.mil>

Coast Guard Reserve – <http://www.uscg.mil/hq/reserve/reshmpg.html>

Guard Net – <http://www.guardnet.net>

Guard Family – <http://www.guardFamily.org>

Marine Reserve - <http://www.mfr.usmc.mil>

Naval Reserve – <http://www.navres.navy.mil/navresfor>

Travel and Vacation WebSites

Armed Forces Vacation Club - <http://www.afvclub.com/>

A website with worldwide condo rentals for military members at a reduced rate. Currently, the rate is \$264 a week.

ARMY MWR Travel Tips - <http://www.armymwr.com/portal/travel/travelresources>

Army MWR links to many different travel opportunities to include Shades of Green Orlando, FL and Army Lodging.

National Parks - <http://www.nps.gov>

Veterans' Websites/Retiree Websites

American Legion - <http://www.legion.org>

Arlington National Cemetery - <http://www.arlingtoncemetery.org>

Cemetery Administration – <http://www.cem.va.gov>

The Department of Veteran Affairs National Cemetery Administration's Web Site Designed to assist you with information on VA's National Cemeteries and other burial benefits.

Social Security Benefit Calculator - <http://www.sss.gov/planners/calculators.htm>

Veterans' Affairs – <http://www.va.gov>

Veterans' of Foreign Wars (VFW) - <http://www.vfw.org>

Voter information

Federal Voting Assistance Program - <http://www.fvap.gov/index.html>

A Department of Defense website. This web site provides information to US citizens covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

Register to vote online - <https://ssl.capwiz.com/congressorg/e4/nvra/>

Free Email Services - (Awesome to have so that you don't have to change email address every move or when you change your email service)

Army Knowledge Online – www.us.army.mil

(This site is for military and dependents. Your military member must assist in getting you an AKO account)

Commercial E-mail

AOL Mail – <http://www.aolmail.aol.com>
E-mail Addresses – <http://www.emailaddresses.com>
Google E-mail – <http://www.gmail.google.com>
Hotmail – <http://www.hotmail.com>
Juno – <http://www.juno.com>
Lycos Mail – <http://www.mail.lycos.com>
Yahoo – <http://www.yahoo.com>

Maps and Travel Information (driving directions and/or reservations)

Expedia – <http://www.expedia.com>
Lonely Planet – <http://www.lonelyplanet.com>
Map quest – <http://www.mapquest.com>
Orbitz – <http://www.orbitz.com>
Priceline – <http://www.priceline.com>
Rand McNally – <http://www.randmcnally.com>
Travelocity – <http://www.travelocity.com>
Yahoo Maps – <http://www.maps.yahoo.com>

Search Engines- (just type in a topic and these will search the web for related sites)

AltaVista – <http://altavista.com>
AOL – <http://search.aol.com>
Dogpile – <http://dogpile.com>
Google – <http://www.google.com>
Hotbot – <http://hotbot.com>
Lycos – <http://lycos.com>
Yahoo – <http://yahoo.com>

Tab G
Army
and
USAREC
TERMS
AND
ACRONYMS

Army and USAREC Terms and Acronyms

If you don't find what you're looking for here, go to www.dtic.mil/doctrine/jel/doddict/

A

AAFES	Army and Air Force Exchange Service
Accession	Credit towards mission by an individual who enlisted or was appointed into an active or reserve program.
ACS	Army Community Service
AER	Army Emergency Relief
AFAP	Army Family Action Plan: A process that seeks input from Soldiers and Army families regarding the most significant issues that affect their well-being. These critical issues are provided to leaders and worked toward resolution.
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 3 or more years.
ANOC	Advanced Non-commissioned Officer Course
Applicant	A person who has begun processing for enlistment
ARADS	Army Recruiting and Accessions Data System
AMEDD	Army Medical Department
APA	Advertising and Public Affairs
ARC	Army Recruiter Course
ASIST	Applied Suicide Intervention Skills Training
ASVAB	ArmedServices Vocational Aptitude Battery
ATC	Annual Training Conference

B

BAH	Basic Allowance for Housing-Rent allowance
BCAC	Beneficiary Counseling and Assistance Coordinator-Customer service representative for TRICARE and Military Health Systems issues. In USAREC this position is filled by the Battalion Soldier and Family Assistance (SFA) Program Manager.
BAS	Basic Allowance for Subsistence-Food allowance
BDE	Brigade
BJA	Brigade Judge Advocate
BN	Battalion
BNOC	Basic Non-commissioned Officer Course
Box/Boxed	Making mission for the month for a recruiter, station, company

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.
CDR	Commander
CG	Commanding General
CIP	Command Inspection Program
COI	Centers of Influence
Combined Box	Achieving both active duty and reserve mission.
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

D

DA	Department of the Army
DACH	Department of the Army, Chaplains
DCAO	Debt Collection Assistance Officer: A position established at all military treatment facilities to assist Soldiers with resolving debt collection problems incurred due to medical expenses. In USAREC this position is filled by the Battalion Soldier and Family Assistance (SFA) Program Manager.
DCG	Deputy Commanding General
DCO	Deputy Commanding Officer
DEERS	Defense Enrollment Eligibility Reporting System: the organization which 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 System—the organization that pays your Soldier and keeps track of allotments and leave time
DoD	Department of Defense

E

EFMP	Exceptional Family Member Program: provides support and resources to Soldiers' Family members with disabilities
ENTNAC	A personal background check conducted by the Defense Investigative Service.
ESS	Education Service Specialist
EST	Enlistment Screening Test
ETS	Estimated time of separation, the date when a Soldier's commitment to the Army ends, unless he/she reenlists

F

FAP	Family Advocacy Program
FRG	Family Readiness Group
FSP	Future Soldier Program

G

GOV	Government Owned Vehicle
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H

HRAP	Hometown Recruiter Assistance Program
HQs	Headquarters
USAREC	United States Army Recruiting Command

I

IAW	In Accordance With
IM	Information Management
Ineffective Recruiter	Recruiter who consistently has zero production, writes no contracts (Rolls a donut)
ITO	Invitational Travel Order

J

JAG Judge Advocate General - the Army's legal branch

K

K - no data

L

LEADS Lead Evaluation and Distribution System

LES Leave and Earnings Statement - the Soldier's pay stub

M

MEDDAC Medical Department Activity

MEPS Military Entrance Processing Station

MOS Military Occupational Specialty

MWR Morale, Welfare, & 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

MT Master Trainer

N

NCO Non-Commissioned Officer

NCO ERNon-commissioned Officer Evaluation Report

NCOIC Non-commissioned Officer in Charge

NL Not later than

NO Next of kin

O

OCONU Outside the continental United States

P

PCS Permanent Change of Station (i.e., moving)

PDQ Permanently Disqualified

PNO Primary next of kin

POA Power of attorney

POC Point of contact

Q

Quarters The place where Soldiers and Families live

R

Rctg Bde Recruiting Brigade

Rctg Bn Recruiting Battalion

Rctg Co Recruiting Company

R

Reintegration	The process of transitioning Soldiers from deployment to their regular duties and home station life.
REA	Recruiter expense allowance
REQUEST	Recruit Quota System
RFO	Request for orders, part of the process of getting authorization for transfers, promotions and awards.
RI	Recruiting Impropriety
Ringer	An individual who attempts to process under a false name to qualify another individual for enlistment
R&R	Rest and recreation
RM	Resource Management
RS	Recruiting station
RT	Recruiter Trainer

S

SDAP	Special duty assignment pay
SFA	Preferred acronym for referring to the Soldier and Family Assistance Program Manager.
SGLI	Servicemembers Group Life Insurance

T

TDY	Temporary Duty - the military equivalent to a business trip
TRICARE	The Department of Defense managed healthcare program
TPR	TRICARE Prime Remote: provides healthcare coverage through civilian providers for military members and their families who are on remote assignment.

U

USAAC	United States Army Accessions Command
USAREC	United States Army Recruiting Command

V

VHA	Variable Housing Allowance - can be differing amounts depending on Location
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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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Y

Y - no data

Z

Z - no data

Military Terms

72	Three day pass for leave (72 hours)
96	Four day pass for leave (96 hours)
A RATIONS	Hot meals that are made with “real” food
ACCOMPANIED TOUR	Tour of duty with Family members
ACTIVE ARMY	On active duty
ADVANCED PAY	Payment before [duty performed] actually earned. Also, requested payment prior to a PCS move paid back through allotment.
ALERT	Emergency call to be ready
ALLOTMENT	Designated payment to bank or to an individual
ALLOWANCE	Pay and special compensation
ARMY COMMUNITY SERVICE	Provides Family support services on installations for active duty members and their families
ARTICLE 15	Disciplinary action, non-judicial, imposed by the company commander, battery or battalion commander. See also NJP
ASSIGNMENT OFFICER	Person who assigns next duty and station (Army, Air Force). Called “Detailer” in Navy; “Monitor” in Marine Corps.
AUGMENT	Moved from “reserve” into “regular” ranks
AUGMENTEE	Temporary “fill” of a shortage in personnel
B RATIONS	Cooked food from cans or packages
BARRACKS/BILLET	Place where a military member lives
BILLET	An accounting for military members
BENEFITS	Medical, dental, commissary, etc.
BOOT	A recruit in Navy, Marines
BOOT CAMP	Basic Training in Navy, Marines
BOOT BLOUSER	A blousing band used to tuck camouflage trouser leg
BRANCH OF SERVICE	Army, Air Force, Navy, Marines, etc.
BRIG	Correctional facility
BRAVO ZULU	Congratulatory term meaning “Well Done” (Marines)
CADRE	Leadership at training level
CAISSON	Artillery vehicle
CAMMIES	Camouflage shirt and trousers
CHAIN OF COMMAND	Leadership structure
CHAIN OF CONCERN	An informal self-help channel for Family members
CHAPLAIN	Military minister, priest, rabbi, or pastor
CHEVRONS	Grade stripes worn on sleeves and collars
CHINOOK	A large helicopter, used for transportation of personnel and equipment
CLASS As	Green slacks/skirt, light green shirt, tie or neck tab, and jacket
CLASS Bs	Green slacks/skirt, light green shirt, and optional sweater without jacket
CLASS VI	Store on post to buy alcohol
CLEARING	Obtaining official release from post
COBRA	An Army attack helicopter
CODE OF CONDUCT	Rules by which a service member must live
COL	The Cost of Living Allowance is paid monthly to help offset the high cost of living. COLA varies from post to post and month to month.
COLORS	National and unit/organization flags
COMMAND PERFORMANCE	Function which requires attendance
COMMAND SPONSORED	Family members are permitted to accompany the military person to an assignment overseas (OCONUS).
COMMISSARY	Grocery store for military
COMMISSION	The written order that gives an officer rank and authority
COMPANY GRADE	Lowest three officer ranks
COURT-MARTIAL	Trial system
COVER	Name for hat in Navy, Marines

D-DAY	Day on which operations will begin
DAYROOM	Recreation area in Soldier lodging
DEPLOYMENT	Service member sent on a mission without Family members
DET	Detachment from a larger organization
DETAIL	A special duty or assignment
DETAILER	Person who assigns next duty and station (Navy). See also Assignment Officer.
DIRECT DEPOSIT	Military member's guaranteed check to bank
DINING IN	Formal social gathering for service members only
DINING OUT	Formal social gathering with spouses
DISCHARGE	Departure from active duty
DISLOCATION ALLOWANCE	Allowance received for PCS move
DITY MOVE	(Do-it-Yourself) Self movement of household goods
DOGTAGS	Identification tags worn by military members
DRESS BLUES	Informal attire with four-in-hand tie/formal attire with bow tie
DRESS MESS	ormal attire; short jacket equivalent to "white tie and tails"
DUTY ASSIGNMENT	Job/place while on active duty
DUTY ROSTER	Duty schedule maintained by the unit
EMERGENCY DATA CARD	Contains important information for quick use in emergencies. Kept with official records.
ESPRIT DE CORPS	Morale within unit or organization. Epitome of pride.
FAMILY ADVOCACY	Program that assists with child and spouse abuse problems
FAMILY CARE PLAN	Written instructions for care of Family members while sponsor is away from duty station (can include provisions for finances, wills, and guardianship)
FAMILY PROGRAM	Provides Family support services to active duty and their families
COORDINATOR	Organization of Family members, volunteers, and Soldiers/civilian employees belonging to a unit/organization
FAMILY READINESS GROUP	that together provides an avenue of support and assistance and a network of command, communication amongthe Family members, the chain of command, and community resources
FIELD DAY	Designated day for military displays. Also, clean-up day.
FIELD GRADE	Majors, lieutenant colonels, and colonels
FLAG OFFICERS	Generals and Admirals
FLOAT	Deployed at sea
FORMATION	Gathering of Soldiers in a prescribed way
FROCK	Assume next higher grade without pay
FRUIT SALAD	Ribbons and medals worn on uniform
FUNCTION	Social event
GARRISON	Post or community
GEAR	Equipment used by service members
GI BIL	Education entitlement
GI PARTY	Clean up duty
GRADE	Corresponds to pay level of service member (E-3, O-2, etc.)
GREEN BERETS	Special Forces
GUEST HOUSE	Temporary living quarters (Army); Hostess House (Marines); Navy Lodge (Navy); temporary living facility (Air Force)
GUIDON	Unit identification flag
GUNG HO	Very enthusiastic

HAIL & FAREWELL	Social event to greet newcomers and say good-bye to those who are departing
HARDSHIP TOUR	Unaccompanied tour of duty
HASH MARKS	Stripes for enlisted members' time in service
HAZARDOUS DUTY PAY	Extra pay for duty in hostile area
HOSTESS HOUSE	Temporary lodging on base (see Guest House)
HOUSING OFFICE	Where you check in for housing
HUMP	Field March
ID CARD	Identification card issued to legally recognized military members and their Family (10-years and older)
INSIGNIA	Indicates branch of Soldiers
JAG	Stands for Judge Advocate General but term is also used for lawyers. JAG officers provide many of the same legal services as civilian lawyers.
JODY CALL	Troop cadence for marching or running
JUNGLE BOOTS	Special green boots for tropical climates
K-9	Dogs trained for military police service
KEY VOLUNTEER NETWORK	Family support and readiness program implemented in each unit (Marines)
KLICK	Slang for kilometer
LATRINE	Toilet
LEATHERNECK	A Marine
LEAVE	Approved time away from duty
LIBERTY	Off duty
LOGISTICS	Equipment and support needed for performance
MEDIVAC	Medical evacuation
MESS NIGHT	Formal dinner with military members only
MILITARY BRAT	Endearment for a child of military personnel
MOBILIZATION	Assembling of forces in preparation for deployment
MONITOR	Person who assigns next duty and station (Marines). See also Assignment Officer.
MOTOR POOL	Area where official vehicles are kept
NAVY LODGE	Temporary living facility. See also Guest House.
NJP	Non-judicial punishment (Air Force), Article 15 (Army), Officer Hours (Marines), Captain's Mast (Navy)
NON-COMMAND SPONSORED	Family members are not permitted to accompany the military person to an assignment overseas (OCONUS).
O'OURSE	Obstacle Course
O'DARK THIRTY	Early morning hours, usually before sunrise
OLD MAN	Slang for Commander
ORDERLY	ROOMCompany office
ORDERS	Spoken or written instructions to military member
PACKAGE STORE	Store on base to buy alcohol. See also Class VI.
PLATOON	Several squads within a company
POLICE CALL	Clean up
POST EXCHANGE	Army department store; PX
POWER OF ATTORNEY	Legal document permitting a person to act on behalf of another

QUARTERS	Government housing for married service members
RACK	Bed
RANK	Official title of military member
RECRUIT	Individual undergoing initial military training
REGRETS ONLY	Respond only if not attending
RETREAT	Bugle/flag ceremony at end of day
RE-UP	Re-enlist. See also “ship over.”
REVEILLE	Bugle call/ceremony at beginning of day
ROSTER	List of members
RUFFLES AND FLOURISHES	Musical honor for general officers and equivalent Musical honor for general officers and equivalent ranking officials
SCUTTLEBUTT	Rumor, gossip
SECURE	Closed; put away; taken care of
SELECT	Approved for promotion to next rank in Air Force, Navy, and Marines. Called “promotable” in Army.
SEPARATION PAY	Pay for unaccompanied duty
SEVEN DAY STORE	Mini mart on base. See also “Shoppette”
SHIP OVER	Re-enlist. See also “re-up.”
SHOPPETTE	Mini mart on post. See also “Seven Day Store”
SHORT TIMER	Person with short time left to serve on active duty
SHORT TOUR	Unaccompanied tour
SICK BAY	Marines, Navy term for hospital, clinic, dispensary
SICK CALL	Specific block of time for medical attention
SPACE	ASpace available flights
SPIT AND POLISH	As clean as possible
SPONSOR	Person who is salaried by the Government. Also, military member who provides advance information and arrangements for an incoming (PCSing) military member of the same rank.
SQUARED AWAY	In order; sharp looking uniform
SUBSISTENCE	Food allowance
SURE PAY	Service member’s guaranteed check to bank
TAPS	Last call of the day
TOP	Slang for First Sergeant
UNACCOMPANIED BAGGAGE	Express shipment sent ahead to next duty station
WATCH	A duty such as Officer of the Day
WETTING DOWN	Promotion celebration

Tab H

Acknowledgements
and
Quick
Reference

We want to recognize and especially thank Charletta Zamora-Cruz, the 6th Brigade Soldier and Family Assistance (SFA) Program Manager for providing the initial reference and resource guide from the 6th Brigade area of operation for this project.

A special thanks goes to the USAREC Senior Spouses: Ann Campbell, Lorelei Garrett, Beth Anderson, Carol Frennier, Michele Montagno, and Sandy Iacocca for all of their dedication and service in helping Recruiting Soldiers and Families.

The information within this guide does not necessarily represent the views of US Army Officials and was current as of the date below. The US Army or compilers are not responsible or liable for any incorrect information or sources. For comments, corrections or suggestions, please contact the HQs USAREC Soldier and Family Assistant Family Readiness Officer at (502) 626-0375 or frankie.stull@usarec.army.mil.

May 2010

USAREC - Quick Reference Sheet

Brigade Resources

Telephone Numbers

Military Family
Life Consultants (MFLC's)

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: (877) 241-0361

Personal Financial
Counselors (PFC's)

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: (270) 319-2683

Brigade Soldier &
Family Assistance (SFA)
Program Managers

1st, 2nd, 3rd, 5th and 6th Brigade
(800) 790-0963
Medical Recruiting Brigade: (800) 223-3735

Family Advocacy Program
Coordinators (FAPC's)

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) 626-0112

Military One Source
(www.militaryonesource.com)

(800) 342-9647

Army Suicide
Prevention Program

National Suicide Prevention Lifeline
(800) 273-TALK (8255)

The USAREC Chaplain/Unit
Ministry Team

My Army Life Too:
U.S. Army Recruiting Command:
U.S. Army Recruiting Command

www.myarmylifetoo.com
www.usarec.army.mil
Pamphlet 608-2, Family Orientation Pamphlet, 1 Dec 03

Shoulder to Shoulder

NO SOLDIER STANDS ALONE

Prevent suicide. Be willing to help.



It is your responsibility to stand by your fellow Soldier.

Talk to your Chaplain or Behavioral Health Professional or call Military OneSource 1-800-342-9647

www.militaryonesource.com



<http://chppm.amedd.army.mil>

CPA-075-0906

