

# FAMILY RESOURCE GUIDE





**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND**  
**1307 THIRD AVENUE**  
**FORT KNOX, KENTUCKY 40121-2725**

22 March 2021

USAREC Families,

First of all, welcome to the U.S. Army Recruiting Command Team! Our Recruiting NCOs are absolutely critical to the success of the entire Army. They serve as the front door to the American people, and every unit in the Army relies on them to ensure they have the right people in their formations.

This is not a mission that is only performed by our Soldiers – this is a Family effort. We understand your support and well-being are crucial to the effectiveness of our force. We know being an Army Family means you have volunteered to be part of this team, as well. Your support and sacrifice for your Soldier, the mission, and the protection of freedom and the American way of life.

Recruiting is a unique and difficult mission that can often create stress for our Soldiers and their Families. As leaders, we pledge to provide the best quality of life possible for you. The whole Family is key to our success as a command and as an Army.

This Family Resource Guide will assist you and your Family as you transition into this command and provide you with the necessary knowledge and resources.

Thank you for being part of our Family and for supporting your Soldier. We are proud to have you as a member of USAREC!

A handwritten signature in black ink, appearing to read "J. Foley".

JOHN W. FOLEY  
CSM, USA  
Command Sergeant Major

A handwritten signature in black ink, appearing to read "Kevin Vereen".

KEVIN VEREEN  
Major General, USA  
Commanding

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# A - INTRODUCTION

## I. Introduction

The purpose of this United States Army Recruiting Command (USAREC) Family Strong Resource Guide is to provide you with relocation information and familiarize you with the Recruiting Command climate. Since a majority of USAREC Soldiers and Families live and work in civilian communities remote from military installations, it is important for all to be informed about what to expect in the Recruiting Command and to become familiar with the culture. If you have not yet been contacted, please feel free to contact your sponsor or gaining unit. Sponsorship is an important part of any move. If you need assistance, please contact your chain of command or the battalion Soldier and Family Assistance (SFA) program manager. (Hereafter referred to as an SFA.) See **page 28** for more information on the SFA program.

## II. USAREC Mission, Vision, and Values

### USAREC Mission:

Recruit America's best volunteers to enable the Army to win in a complex world.

### USAREC Vision:

A team of proud professionals where all members understand the importance of sustaining the all-volunteer Army for our nation and are empowered and committed to doing their part to accomplish the recruiting mission.

### Priorities:

- Foster a positive climate that allows us to accomplish the mission while protecting and caring for our people.
- Train and develop a disciplined and effective recruiting force.
- Develop the capabilities and obtain the necessary resources to sustain and enhance recruiting accomplishment.

### Enduring Principles:

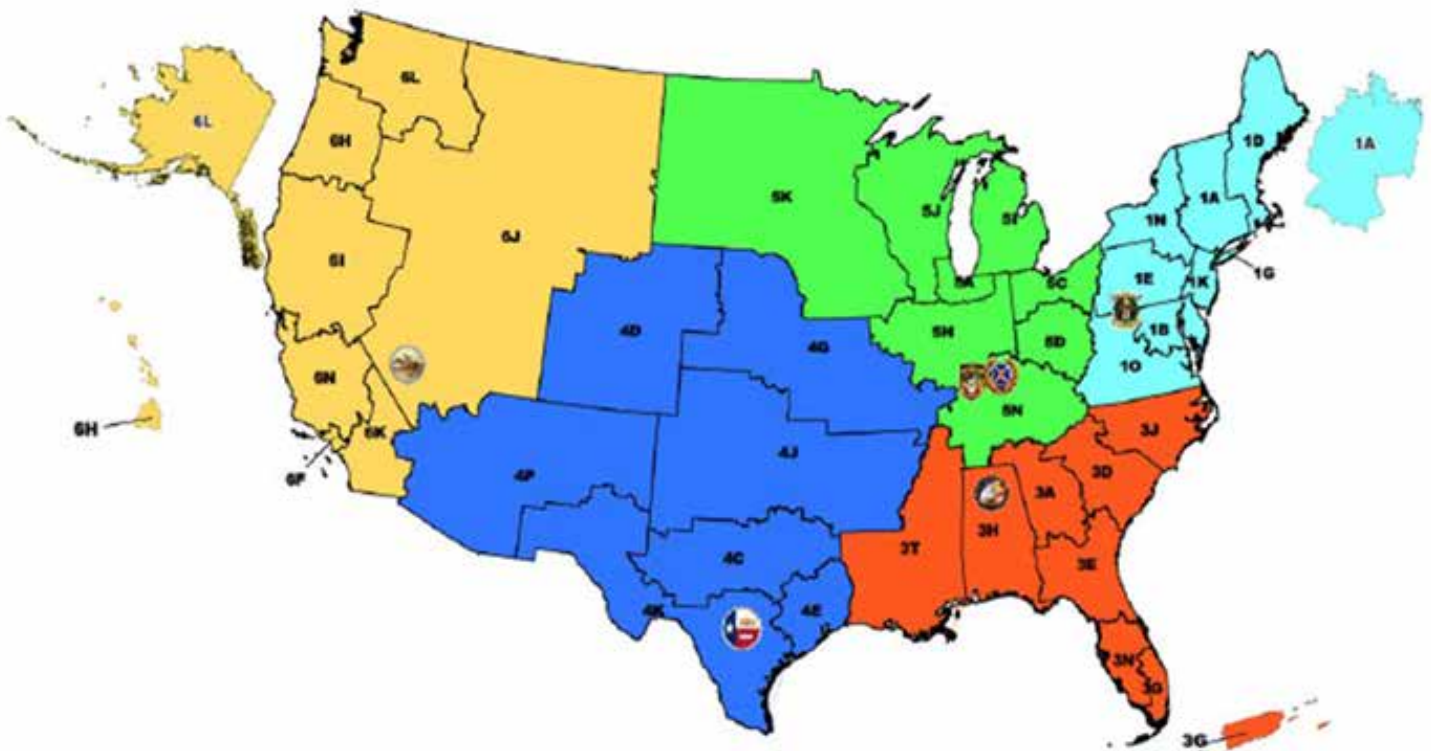
- Empowered leaders own and accomplish the mission.
- Recruiting center leaders are our center of gravity and we will enable their success.
- Every person in our organization is a valued member and we will treat them with dignity and respect.
- Every individual bears responsibility and is accountable for the success of the team.
- The reputation of our Army and the credibility of our recruiting force is built on trust reinforced by our Army values.

### USAREC Values:

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

# U.S. Army Recruiting Command

|   |  |   |  |   |
|---|--|---|--|---|
| <b>1st Brigade</b> <span style="color: cyan;">●</span><br>1A Albany<br>1B Baltimore<br>1D New England<br>1E Harrisburg<br>1G New York City<br>1K Mid-Atlantic<br>1N Syracuse<br>1O Richmond | <b>2nd Brigade</b> <span style="color: red;">●</span><br>3A Atlanta<br>3D Columbia<br>3E Jacksonville<br>3G Miami<br>3H Montgomery<br>3J Raleigh<br>3N Tampa<br>3T Baton Rouge | <b>3rd Brigade</b> <span style="color: green;">●</span><br>5A Chicago<br>5C Cleveland<br>5D Columbus<br>5H Indianapolis<br>5I Great Lakes<br>5J Milwaukee<br>5K Minneapolis<br>5N Nashville | <b>5th Brigade</b> <span style="color: blue;">●</span><br>4C Dallas<br>4D Denver<br>4E Houston<br>4G Kansas City<br>4J Oklahoma City<br>4K San Antonio<br>4P Phoenix | <b>6th Brigade</b> <span style="color: yellow;">●</span><br>6F Los Angeles<br>6H Portland<br>6I NorCal<br>6J Salt Lake City<br>6K Southern Cal<br>6L Seattle<br>6N Cent Cal |
|---|--|---|--|---|



**OCONUS**

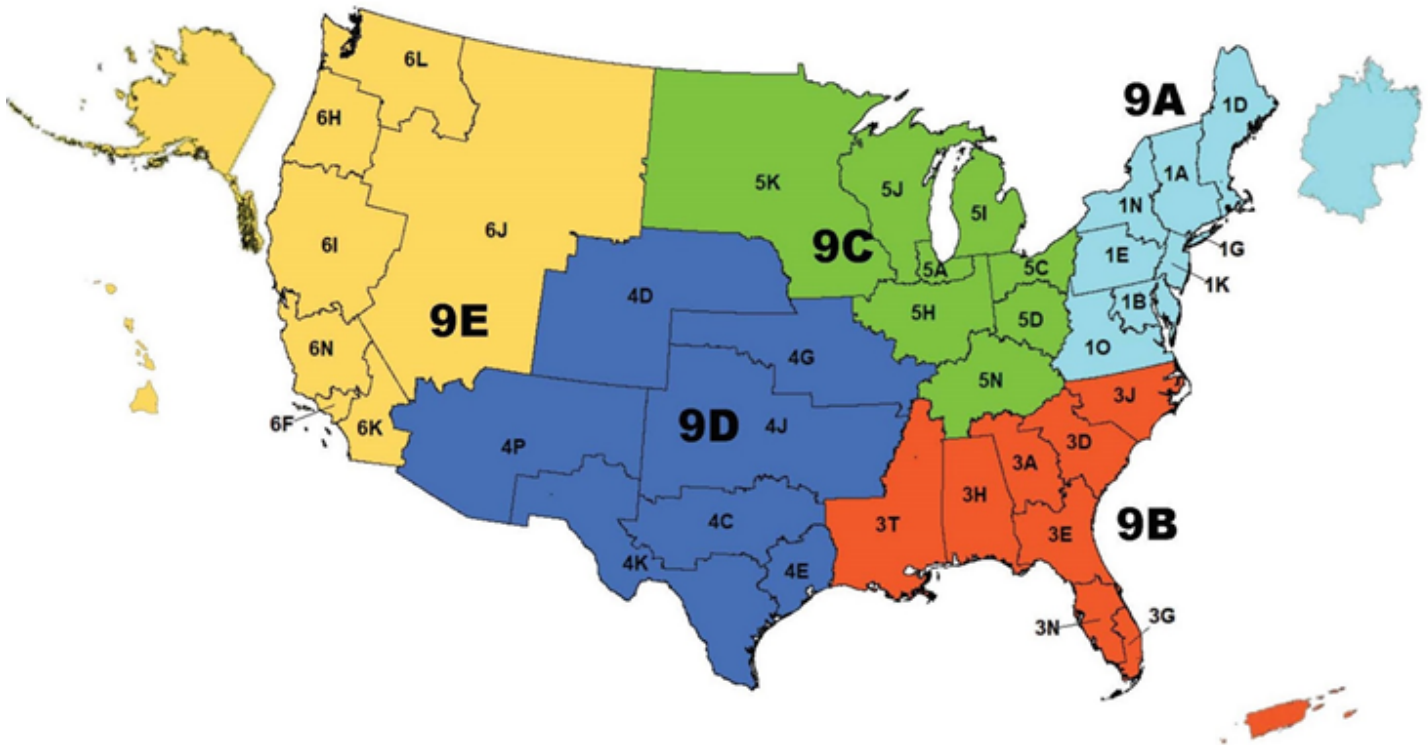
|                |             |
|----------------|-------------|
| Alaska         | Japan       |
| Hawaii         | Amer Samoa  |
| Puerto Rico    | South Korea |
| Virgin Islands | Guam        |
| Germany        | Panama      |

7 Brigades  
 45 Battalions  
 263 Companies  
 1,463 Stations

# U.S. Army Medical Recruiting Brigade

|   |  |   |  |   |
|---|--|---|--|---|
| <b>1st MRBn</b><br>9A1 MDW<br>9A2 Boston<br>9A3 NYC<br>9A4 Pittsburgh | <b>2nd MRBn</b><br>9B1 Atlanta<br>9B2 Nashville<br>9B3 Orlando | <b>3rd MRBn</b><br>9C1 Minneapolis<br>9C2 Chicago<br>9C3 Columbus | <b>5th MRBn</b><br>9D1 San Antonio<br>9D2 Kansas City<br>9D3 Houston | <b>6th MRBn</b><br>9E1 Denver<br>9E2 Los Angeles<br>9E3 Seattle |
|---|--|---|--|---|

## USAREC / AMEDD



**OCONUS**

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

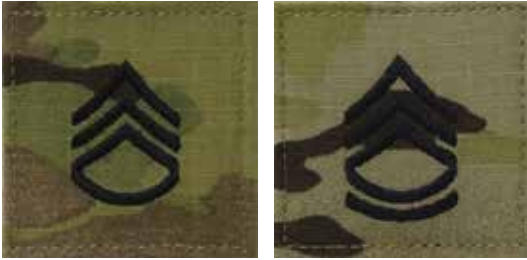
|     |                               |
|-----|-------------------------------|
| 1   | Medical Recruiting Brigade    |
| 6   | Medical Recruiting Battalions |
| 25  | Medical Recruiting Companies  |
| 104 | Medical Recruiting Stations   |
| 1   | Chaplain Branch               |
| 6   | Chaplain Recruiting Teams     |



### III. Recruiting Chain of Command

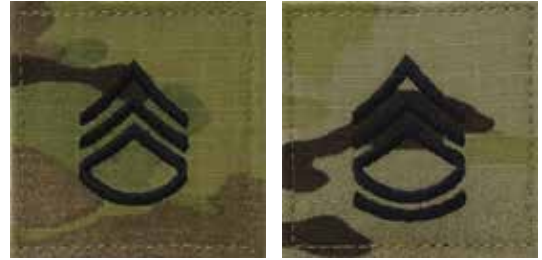
**Station Commander**  
Either E6/E7

Chain of Command



**Station Commander**  
Either E6/E7

Chain of Command



**Company Commander**



**First Sergeant**



**Battalion Commander**



**Battalion Command Sergeant Major**



**Brigade Commander**



**Brigade Command Sergeant Major**



**USAREC Commanding General**



**USAREC Command Sergeant Major**



For full descriptions see page 42 in the Resource Section  
Some ranks may not be representative of every company, battalion or brigade

# B - HISTORY

## History of Army Recruiting

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

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

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

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

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

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

Recruiting was reestablished in August 1945 under the direction of the Army Adjutant General's Office. In 1962, the Army transferred the recruiting, examining, induction and processing responsibilities to the United States Continental Army Command.

In late 1963, the Army's Deputy Chief of Staff for Personnel appointed a committee to analyze the recruiting process. As a result, Army Recruiting Command was formed Oct. 1, 1964, at Fort Monroe, Virginia. The new command was organized into six Recruiting Districts, which mirrored the structure of the six Continental Armies. The Recruiting Districts were the equivalent of today's Recruiting Brigades. The Recruiting Districts were organized into

Recruiting Main Stations (today's Recruiting Battalions) and were responsible for the Armed Forces Examining Stations, Armed Forces Induction Stations, and joint U.S. Army-U.S. Air Force Joint Processing Units within their boundaries.



Maj. Gen. Jacob Jennings Brown

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

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

The headquarters completed a move from Hampton, Virginia, to Fort Sheridan, Illinois. The number of Recruiting Main Stations increased from 40 to 64, and Captains were introduced to improve the chain of command's structure.

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

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

In October 1983, Recruiting Command's subordinate units' designations were changed one last time. The Regional Recruiting Commands were designated as numbered Recruiting Brigades, with 1st Brigade at Fort Meade, Maryland, 2d Brigade at Fort Gillem, Georgia, 4th Brigade at

Fort Sheridan, Illinois, 5th Brigade at Fort Sam Houston, Texas, and 6th Brigade at Fort Baker, California. The District Recruiting Commands were re-designated as Recruiting Battalions. In 1992, USAREC headquarters was moved to Fort Knox, Kentucky, from Fort Sheridan, Illinois.

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

The Army Medical Department Officer Procurement Division transferred from the Office of the Surgeon General to USAREC in 1995. Each of the five brigades activated an Army Medical Recruiting Detachment.

The medical missions included the Army Nurse Corps, Dental Corps, Medical Service Corps, Veterinary Corps, Medical Corps and Specialist Corps for both the Regular Army and Army Reserve.

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

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

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

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

The U.S. Army Accessions Command (USAAC), USAREC's higher headquarters, moved from Fort Monroe, Virginia, to Fort Knox, Kentucky

in 2010. USAAC was deactivated in January 2012, and USAREC was reorganized under the U.S. Army Training and Doctrine Command.

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

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

In March 2014, the decision was made to relocate the Recruiting and Retention College (RRC) to Fort Knox, Kentucky from Fort Jackson, South Carolina where it had been since 1995.

The new RRC campus, with its state of the art digital classrooms, enables students to stay in temporary post student housing within walking distance to the dining facility and fitness centers.

The mission of the RRC is to train and educate military and civilian leaders and develop complementary concepts, doctrine, organization, material, and training across the spectrum of recruiting and retention to enable America's Armed Forces to fight and win the nation's wars.

In October 2018, Secretary of the Army appointed the TRADOC Commander as the Senior Responsible Officer (SRO) for all accessions. Additionally, under Army General Orders NO. 2018-28, US Army Recruiting Command assumed responsibility of the Marketing Engagement Brigade (MEB) and all its components to include, the United States Army Parachute Team, the United States Army Accessions Mission Support Battalion, and the United States Army Marksmanship Unit, as an assigned subordinate element to the Commanding General, US Army Recruiting Command in order to facilitate improved execution of the United States Army accessions objectives.

In November 2018, US Army Cadet Command and US Army Recruiting Command signed a Memorandum of Understanding with the purpose of supporting Total Army Recruiting and Accessions mission, enabling unity of effort across the entire Army's accessions enterprise. As a result, US Army Cadet Command will provide office space for USAREC Recruiters at all colleges and universities where Army ROTC is present. Each command will assist in providing leads in support of each command's mission.

# C - PREPARATION

## Army Recruiter Course Preparation

Information for Families prior to attending the Army Recruiter Course, and what the Soldier and Family can expect.

After assignment as a recruiter, the Soldier will attend the Army Recruiter Course (ARC) at the Recruiting and Retention College (RRC), Fort Knox KY. The Soldier will attend the ARC in a TDY status. The Soldier's Family is not authorized to attend ARC with the Soldier and will remain at their assigned duty station or chosen place to live until after the Soldier graduates from ARC and receives permanent change of station (PCS) orders.

If enrolled in EFMP, Soldiers must ensure that the EFMP packet is updated prior to attending the ARC. Soldiers with a temporary profile should request a deferment of course date; otherwise, the Soldier will be sent home if they arrive on a temporary profile.

The ARC is a 6-week long course. During the course, Soldiers will be given their assignments. Soldiers will be given battalion assignments during the second week of the ARC and recruiting center assignments during the fourth week of the ARC. PCS orders will be prepared upon graduation.

Families are invited to attend the ARC graduation. The cost to attend the graduation is not reimbursable and must be paid by the Family. Because PCS orders won't be prepared until after graduation, the Family may have to return to their previous duty station to conduct the PCS move to the Soldier's USAREC assignment.



# D – WHAT TO EXPECT

## Transitioning to USAREC

Transitioning from a line unit into USAREC can be a challenging adjustment for military families. However, this transition also presents a unique opportunity for Families to step out of their comfort zone and experience something entirely new. It is not always easy, but in the end it's totally worth it.

The most valuable piece of advice for a USAREC Family is quite simple. Be realistic and flexible with expectations. Recruiter work hours vary and some days can certainly be long. Rather than waiting for the recruiter to get home take this opportunity to explore the community and connect with other families. Get involved. Volunteer at a local church or school, or join a local gym. These are great ways to build relationships with other families and create lifelong friendships. Don't be afraid to put yourself out there. It is okay to make connections with civilian families. Often times they are a breath of fresh air, reminding us that there is life outside of a military community.

While some duty stations are near military installations, most USAREC Soldiers will receive orders for cities located away from a military installation. Meaning, most USAREC Families will likely live off post. This can seem like a daunting adjustment as you scan the rental market for housing and check schools for ratings. Just breathe. As your recruiter receives their new location, reach out to the center directly prior to your arrival. Reaching out to the new center will help with any questions or concerns your Family has with your new location. Within most communities there is far more support than what's on the surface. Call the schools. Speak with Realtors. Let them help you put your mind at ease. Oftentimes communities are excited to welcome Soldiers and their Families, and they are eager to hear your unique story. Lastly, your Soldier Family Assistance (SFA) plays an important role to help assist each Family with various situations in each brigade and battalion. When your Family receives a location, do not hesitate to contact your SFA for assistance at 1-800-790-0963. **You can also find direct SFA contact information on page 28 within this Family Guide.**

Spouses of recruiters take on additional responsibilities while their Soldier is on recruiting duty. Oftentimes, they are not only responsible for getting the kids going in the morning, but they also are responsible for their bedtime routine. For those Families who experience longer work hours remember, it won't be like this forever. Just as much as you miss having your Soldier home by 1600 every day, your Soldier misses being home at that time too. They're not trying to skip out on dinner time and family time. It's the nature of this job. Most of the people they are recruiting also have day time work hours, meaning the best recruiting is done after normal business hours. While this is important to understand, it is also important for spouses ask for help when they need it. Practice self-care on a frequent basis. Whether you find a trusted friend to take the kids, or you leave the kids with your spouse to partake in a little "me time", do it! Self-care is the most important part of this job for both you and your Soldier. It's okay to take time for self-care. Remember, it also gives your Soldier time to bond and maintain their relationship with their kids.



**Join the Spouses of USAREC  
Support Group**

**Click on the image to find  
us on Facebook.**



# E – RELOCATION

## I. Pre-Departure Resources

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

### A. Sponsorship Program

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

After you receive your assignment you should receive notification of a sponsor being assigned to you. This email will include the name and contact information for your sponsor, who will contact you within seven days. The assigned sponsor will provide a welcome packet and current information about USAREC and the surrounding community. E7 and above can choose to opt out of the Sponsorship Program.

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

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

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

- Army Family Action Plan (AFAP)
- Army Family Team Building (AFTB)
- Exceptional Family Member Program (EFMP)
- Family Advocacy Program (FAP)

- Family Member Employment Assistance
- Family Program Funds Management
- Family Program Volunteers/Volunteer Recognition
- Information/Referral and Follow-up
- Relocation/Financial Assistance Planning
- TRICARE Beneficiary Counseling and Assistance Coordinator (BCAC)
- Volunteer Management Information System (VMIS)

Interactive Customer Evaluation (ICE) – You can provide feedback about the services provided to



you by a Soldier and Family Assistance (SFA) Program Manager, by visiting our ICE site. Click the image to open link.



LIKE US ON  
**facebook**

US Army Recruiting Command Soldier and Family Assistance Branch Facebook page. Click on the image to Like Us on Facebook.

U.S. ARMY  
RECRUITING COMMAND  
FAMILIES



WE HAVE YOUR BACK

For additional information and resources, please visit the HQ USAREC Soldier and Family Assistance Branch (SFAB). Click the image to open the USAREC SFAB website.

Refer to page 28 for more information about SFAs and the list of battalion SFA phone numbers.

## C. Army Family Web Portal

Healthy families make strong Soldiers. Strong Soldiers make a successful Army. That's what Army Family Web Portal is all about. Army Family Web Portal enhances unit readiness by providing Soldiers and their Families with information and resources to meet their needs 24/7 – regardless of location – promoting resilience and stability. Visit [www.armyfamilywebportal.com/](http://www.armyfamilywebportal.com/).

## D. Military OneSource

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

Visit [www.militaryonesource.mil/moving](http://www.militaryonesource.mil/moving) or call (800) 342-9647.

### 1. Plan My Move

Plan My Move is an online tool to help service members, family members and loved ones take some of the stress out of moving. The site offers information, resources and a customizable check list to help users create a unique personal moving plan.

Choose your departure and destination locations to create printable checklists and calendars to help you stay organized. Visit <http://planmymove.militaryonesource.mil>

### 2. MilitaryINSTALLATIONS

Military INSTALLATIONS is an online tool that allows service members, family members and loved ones to find out more about their next duty station. Go to <https://installations.militaryonesource.mil/>

You can select any location and find valuable information on many topics such as housing, relocation assistance, child care, household goods, education and health care. It offers a searchable directory of installation and state programs and services – for easy access to phone/fax numbers, email addresses, websites and maps. Use it to find a specific program or to create a list of programs available within a certain distance of your ZIP code.

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

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

### A. Monetary Allowance in Lieu of Transportation (MALT)

There is an allowance for military members who drive their own vehicle to a new duty station. MALT is paid on a per mile basis for the official distance of each portion of the travel.

### B. 'Plus' (Per Diem) Allowances

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

### C. Dislocation Allowance (DLA)

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

### D. Temporary Lodging Expense Allowance (TLE/TLA)

Is an allowance intended to partially pay members for lodging/meal expenses incurred by a Family Member while in temporary lodging during a PCS relocation.

### E. Personally Procured Moves (PPM)/ Do It Yourself Move (DITY)

Authorized allowance for moving your belongings yourself in conjunction with a Permanent Change of Station (PCS), Temporary Duty (TDY), or Temporary Additional Duty (TAD) move, or separate, retire and move to or from government quarters under orders.

### F. Dependent Travel

Service Members are authorized dependent

PCS travel and transportation allowances when completing a PCS move, including Transportation-in-kind plus per diem, and MALT for POC Travel, plus per diem for the required travel days between authorized points. Dependent travel can be in conjunction with the Service Member, or when traveling separately.

### **G. Advance Pay and Allowances**

Advance travel payments may be authorized for MALT, DLA, and PPM if the service member is not a Government Travel Charge Card (GTCC) holder or an advance is not specifically prohibited in the orders. Service members may request up to three months advance pay up to 45 days prior to moving depending upon the entitlement. Extreme caution should be utilized if you take advantage of this benefit, as it must be repaid. Advance Pay is similar to Advance Basic Allowance for Housing (BAH).

areas, and to prevent them from incurring excessive out-of-pocket (OOP) expenses, the Command in conjunction with the U.S. Army Corps of Engineers (USACE), established the Leased Government Housing Program (LGHP).

Under the LGHP, the USACE will try to procure leased housing in these areas on the service member's behalf. If qualified, the service member will forfeit their BAH allowances, and the LGHP will pay the rent and utilities of the leased dwelling. Below are a few program policies. For a full explanation of the program, please contact the USAREC LGHP office.

1. The program is open to all service members assigned to USAREC whether Active Duty (RA) or Active Reserve (AR), regardless of rank, or military occupational skill (MOS). Single Soldiers require a waiver to participate.
2. All eligible personnel must be receiving BAH "with dependent rate," and dependents must reside with Soldier. In cases of joint custody, service member must have the custody at least 180 days per year. Service members are not eligible to apply for the LGHP if there is an active military installation, with housing, within a 50-mile radius or when a commute time is under 1 hour from the service member's duty station, regardless of the length of the waiting list.
3. If there is an active military installation, with housing, within a 50-mile radius or when a commute time is under 1 hour from the SM's duty station, SM's can apply for the program if the waiting list is longer than 30 days.
4. Soldiers are required to have at least 12 months remaining at their current duty station at the time of the estimated lease start date.
5. The application processing time is 33 days.
6. Dwellings must be decent, safe and sanitary, and located in low crime neighborhoods. School rating is not a factor.
7. Pets are authorized (2 dogs or 2 cats or 1 dog and 1 cat), please contact the LGHP office for more details and the list of restricted animal breeds.
8. Bedroom entitlements are based on number and age of dependents:
  - Service member and spouse

## **III. Pre-Departure: Housing Options**

### **A. Military Installation Family Housing**

Military Installation Family Housing opportunities may be available at your new assignment. It does not have to be an Army post; it could be another military installation. You may request information about housing options at your new duty station from the housing office at your current duty station. Please note that application processes may vary from one military installation to another. Your sponsor can give you the contact information for the appropriate housing office.

### **B. HOMES.mil**

HOMES.mil is a DOD website designed to connect service members and their families with community housing rental listings located near U.S. military bases. Create an account or login to begin searching for homes near your current or future installation. HOMES.mil offers a database of available rental listings, as well as contact information for your current or prospective housing office.

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

### **C. Leased Government Housing (LGH)**

USAREC personnel and their families may be assigned to a location where the Basic Allowance for Housing (BAH) does not support the local housing cost, and military housing is not available within a reasonable commuting distance from their duty station. To improve the quality of life for USAREC families in these



- share bedroom
  - Children 10 or older – private bedroom
  - Dependent parent – private bedroom
  - Children of opposite gender (5 years and under) – share bedroom (Maximum 2 per bedroom)
  - Children with same gender (9 years and under) – share bedroom (Maximum 2 per bedroom)
  - Dependents 18-22 years old – private bedroom \*Verification of school or college enrollment required.
  - Dependent 23 years and older – not authorized
  - Newborn – Private / share bedroom (Contact USAREC LGHP office for details)
9. USACE will provide a list of at least three (3) acceptable dwellings (when available). Service member is responsible to inspect the dwelling, ensure the dwelling safe, decent and sanitary, and located in a safe neighborhood.
  10. If a Service Member declines three (3) suitable dwellings without a justifiable reason, their application will be withdrawn and they become responsible for finding their own dwelling. Service Member cannot re-apply for the program until the receipt of new PCS orders..
  11. To apply, service member must complete and submit the following forms and documents to the LGHP email address:
    - a. USAREC form 700-5.6 (Application)
    - b. USAREC form 700-5.7 (Statement of Understanding)
    - c. Latest LES
    - d. DD Form 1172-2  
This form must be obtained from the following site:  
[https://www.dmdc.osd.mil/self-service/rapids/Form DD 1172-2](https://www.dmdc.osd.mil/self-service/rapids/Form%20DD%201172-2)
    - e. Other documents when requested by the LGHP office.
  12. For more information contact:
    - USAREC Housing Office (502) 626-0056
    - Email: [usarmy.knox.usarec.list.hg4-housing-office@mail.mil](mailto:usarmy.knox.usarec.list.hg4-housing-office@mail.mil)

have public, private or home-schooling options from which to choose. Below are resources to help you make an informed decision.

#### A. Military Childhood Education Coalition (MCEC)

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

#### B. Military OneSource

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

#### C. Military Interstate Children's Compact

Developed in 2006, the Military Interstate Children's Compact was adapted by all 50 states, the District of Columbia and the Department of Defense Education Activity. The compact eases the educational challenges that military children encounter, and supports uniform treatment as they transfer between school districts. Visit [www.mic3.net](http://www.mic3.net) for more information.

#### D. School Liaison Officers

The Army has an active School Liaison Officer program on each of its installations. School Liaison Officers serve as the primary point of contact for school-related matters. The program goals are to identify barriers to academic success and develop solutions; promote parental involvement and educate local communities and schools regarding the needs of military children; develop and coordinate partnerships in education; and provide parents with the tools they need to overcome obstacles to education that stem from the military lifestyle. The Army School Liaison Officer

## IV. Pre-Departure: Child/School Options

If you have school-aged children, your child's educational options may be one of the deciding factors in determining where you will live. You will

Directory can be downloaded at [www.dodea.edu/Partnership/schoolLiasionOfficers.cfm](http://www.dodea.edu/Partnership/schoolLiasionOfficers.cfm)

## E. Army Fee Assistance

Program information can be found on **page 23**.

## V. Transition: Medical and Dental Coverage En Route

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

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

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

### A. Emergency Care

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

### B. Urgent Care

While traveling in the United States family members may utilize Urgent Care facilities. For a location near you, or more information call the Tricare Nurse Advice Line at (800) TRICARE (874-2273), Option 1. Soldiers enrolled to a MTF must call the Tricare Nurse Advice Line at (800) TRICARE (874-2273), Option 1 for preauthorization before utilizing Urgent Care facilities.

## C. Prescriptions

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

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

**For more information about Tricare, please see pages 20-23.**

## VI. Arrival and Orientation: In-Processing

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

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

#### 1. Basic allowance for Housing (BAH)

Compensation is provided to military members to adjust for housing costs in local civilian markets. Basic Allowance for Housing is payable to members on active duty and will vary according to the Soldier's pay grade, dependency status, and the permanent duty station (PDS) assigned. The Secretary of Defense is required to determine the costs of adequate housing in military housing areas (MHA) and base the determination upon the costs of adequate housing for civilians with comparable income levels in the same area. BAH covers 95% of median housing costs in a housing area. BAH is intended to cover both rent and utilities,

not insurance and other associated costs.

BAH Advance – Service members may request up to three months advance BAH to pay rent, security deposits, or initial expenses due to occupying housing other than Government housing. Advance BAH cannot be used by those purchasing a home; it is only available for expenses related to rental properties. Advance BAH does not have to be requested in conjunction with a Permanent Change of Station (PCS) move, but it must be requested within 30 days, before or after, of an eligible move. Other frequent uses include newly married service members moving from the barracks, or service members who have been promoted and are no longer required to live on base. The advance amount is determined by the service member's current BAH. Advance BAH is typically repaid over 12 month, though repayment may be extended up to 24 months or the projected end of the current tour. For additional information see Joint Travel Regulation (JTR) Chapter 10, 100402, BAH Advances.

## 2. CONUS COLA

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

## 3. Special Duty Assignment Pay (SDAP) for Recruiters

Enlisted active duty service members on recruiting duty may be paid SDAP.

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

## 4. Recruiter Expense Allowance (REA)

This allowance enables recruiters to pay document fees, provide lunch for Future Soldiers, etc. For a list of reimbursable expenses and how to apply for reimbursement, see DoDI 5154.31, Joint Travel Regulation

(020605 and 020606), and DoD 7000.14R.

## 5. Basis Allowance for Subsistence (BAS)

Basic Allowance for Subsistence (BAS) is meant to offset the cost of the Soldier's meals, but it is not intended to cover the cost of meals for family members. Service members are paid a flat rate based on their status as an enlisted Soldier or officer. Go to [www.dfas.mil/militarymembers/payentitlements/Pay-Tables/bas/](http://www.dfas.mil/militarymembers/payentitlements/Pay-Tables/bas/) to find current rates.

## 6. Base Pay

Pay charts can be found at [www.dfas.mil](http://www.dfas.mil). For a guide to help you understand your sponsor's Leave and Earnings Statement (LES), visit [www.dfas.mil/militarymembers/payentitlements/aboutpay.html](http://www.dfas.mil/militarymembers/payentitlements/aboutpay.html).

## 7. Miscellaneous Pay and Allowances

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

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

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

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

## 9. Servicemembers' Group Life Insurance (SGLI)

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

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

You pay a premium for your spouse's coverage, which increases as your spouse ages. Coverage for your child is provided at no cost until the child is 18, unless the child is a full-time student or becomes permanently and totally disabled and incapable of self-support prior to age 18. Military families facing the loss of a child before birth may be eligible to file a claim based on fetal weight or gestational duration. For more information and premiums, visit [www.benefits.va.gov/insurance](http://www.benefits.va.gov/insurance).

## 10. Blended Retirement System

The Fiscal Year 2016 National Defense Authorization Act created a new military retirement system that blends the traditional legacy retirement pension with a defined contribution to service members' Thrift Savings Plan (TSP) account. The new Blended Retirement System went into effect on January 1, 2018. All service members who entered the military on or after January 1, 2018, were automatically be enrolled in BRS.

There are three parts to the Blended Retirement System.

1. The Department of Defense will contribute 1 percent of the Soldier's basic pay to the TSP

after 60 days of entering service and will begin to match the Soldier's contributions (up to an additional 4 percent when the Soldier contributes at least 5 percent), at the start of the third year of service.

2. After 12 years of service, the Soldier receives a cash payment if they opt to stay in for four more years. The payment will be two-and-a-half months of basic pay for the active component and half a month's basic pay for the reserve component member.
3. The third part of the BRS is the monthly annuity, similar to the 20 year retirement system now in place. Members who retire will still get their monthly annuity pay but at a reduced amount. The annuity's formula is 2 percent times years served times the "high 3" or the average of the highest 36 months of basic pay received. The BRS annuity is close to the legacy retirement formula, which uses 2.5 percent as the multiplier.

For questions about BRS speak the Personal Financial Counselor (PFC) as they travel your footprint. Contact your SFA to see when the PFC will be in your area.

## B. Defense Enrollment Eligibility Reporting System (DEERS)

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

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

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

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

## 1. DEERS Enrollment and Update

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

- **In Person:** To add or delete family members, visit a local ID card office. You can search for an office near you by ZIP code, city or state by visiting [www.dmdc.osd.mil/rsl](http://www.dmdc.osd.mil/rsl). Call the office first to verify location and business hours.
- **By Phone:** Call the Defense Manpower Data Center Support Office at (800) 538-9552 to update your addresses, email address and phone numbers.
- **By Fax:** Fax address, email address or phone number changes to the Defense Manpower Data Center Support Office at (800) 336-4416.
- **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
- **Online:** Visit the DEERS website at [www.dmdc.osd.mil/milconnect](http://www.dmdc.osd.mil/milconnect) and follow the steps to update your address, email address and phone numbers.
- Contact your SFA.

## 2. Government ID Card

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

## C. TRICARE Program Information

The TRICARE Program consists of two health plans: TRICARE Prime (or TRICARE Prime Remote) and TRICARE Select.

Federal law mandates that all active duty personnel must be enrolled in TRICARE Prime or TRICARE Prime Remote. Active Duty Service Members (ADSMs) are eligible to enroll in TRICARE Prime Remote (TPR) if they work and live more than 50 miles (or an hour drive) from the closest Military Treatment Facility (MTF). Families living with ADSMs enrolled in TPR are also eligible to enroll in TPR. TRICARE Prime Remote is the equivalent to TRICARE Prime and ADSMs should have no out of pocket expenses for authorized care.

The Defense Health Agency-Great Lakes Military Medical Support Office (DHA-GLMMSO) bears primary responsibility for managing access to healthcare services for Active Duty Service Members (ADSMs) in TPR locations. The Military Medical Support Office (MMSO) assists ADSMs with healthcare needs in collaboration with the respective TRICARE Regional Contractor. For more detailed information on MMSO visit <https://www.health.mil/greatlakes>.

### 1. TRICARE Prime (TP)

For ADSMs and their Families, there is no enrollment fee for TRICARE Prime. However you must complete an enrollment form either online or at the local MTF during in-processing to select Prime as your coverage plan and be assigned a Primary Care Manager (PCM). TRICARE Prime is a managed care option offering the most affordable and comprehensive coverage. Enrollment is required to participate:

- Active duty Service Members are automatically enrolled if assigned within 50 miles of an MTF. Active duty family members have the option to enroll in TRICARE Prime or TRICARE Select.
- Receive most health care from a military treatment facility (MTF), along with the TRICARE contracted civilian medical providers called Preferred Provider Network (PPN). TRICARE Prime enrollees must seek care from TRICARE network providers, or receive authorization to seek care from non-network providers. TRICARE Prime beneficiaries incur point of service (POS) charges, if they access care from non-network providers without prior authorization. Veterans Administration healthcare facilities are

considered TRICARE network facilities and Prime beneficiaries must have a referral to seek care from a VA health facility.

- Other Features:
  - » No balance billing
  - » Guaranteed appointments (access standards)
  - » Primary care manager supervises, authorizes, and coordinates care

In order to enroll family members in TRICARE, DEERS must be up to date. For complete information on TRICARE coverage options, visit [www.tricare.mil](http://www.tricare.mil).

## 2. TRICARE Select

TRICARE Select is a fee-for-service plan available in the United States. TRICARE Select is for TRICARE-eligible beneficiaries who aren't able to, or choose not to, enroll in a TRICARE Prime option and who aren't entitled to Medicare (with the exception of ADFMs). This program lets you manage your own health care and get care from any TRICARE-authorized provider without a referral. Like TRICARE Prime options, enrollment is required. ADSMs may not use TRICARE Select.

With TRICARE Select, you can get care from any TRICARE-authorized network provider without a referral or prior-authorization, in most situations. You will have lower out-of-pocket costs if you use a TRICARE-authorized network provider versus a TRICARE-authorized non-network provider. If you choose a non-authorized non-network provider, you will not be reimbursed by TRICARE.

With TRICARE Select, you pay a yearly deductible and per-visit copayments or cost-shares. You'll fall into one of two groups based on when your sponsor entered active duty. This group will determine your costs. When following the rules of your program option, your out-of-pocket expenses will be limited to your catastrophic cap. Nonparticipating non-network providers may charge up to 15 percent above the TRICARE-allowable amount. You're responsible for this amount, plus your deductible and copayments or cost-shares. For costs, go to [www.tricare.mil/costs](http://www.tricare.mil/costs).

To find a TRICARE network provider, go to [www.tricare.mil/findaprovider](http://www.tricare.mil/findaprovider) or call your regional contractor.

For more information on TRICARE Select, visit [www.tricare.mil/select](http://www.tricare.mil/select)

## 3. Urgent Care Clinics (UCC)

Active Duty Service Members (ADSMs) and eligible family members enrolled in TRICARE Prime Remote (TPR) locations can access care at UCC without authorization. ADSMs enrolled to an MTF must have a referral/authorization to access UCCs.

## 4. Military Health System National Nurse Advise Line (MHS-NAL) 1-800-TRICARE (1-800-874-2273)

- Available 24/7 by phone, web chat, and video chat.
- Contact the MHS Nurse Advice Line 24/7 to:
  - » Get evidence-based health care advice from a registered nurse
  - » Find an urgent care or emergency care facility
  - » Receive recommendations for the most appropriate level of care
  - » Schedule same or next day appointments when recommended by a registered nurse and enrolled to a military hospital or clinic
  - » Get an online "absence excuse" or "sick slip" when medically appropriate--subject to service command requirements

For more information on the MHS-NAL, visit <https://mhsnurseadvice.com>

## 5. Travel Benefit for Non-Active Duty Enrolled in TRICARE Prime & Prime Remote

Once you have a referral for specialty care that qualifies for the Prime and Prime Remote Travel Benefit, follow these steps:

### Step 1: Call Your Prime Travel Office

- East: 1-800-444-5445
- West: 1-800-449-6408

### Step 2: Make Your Travel Arrangements and Go to Your Appointment

Book the least expensive travel option. You can choose any mode of transportation you want, but you'll only be reimbursed up to the most cost effective amount to the government.

### Step 3: Submit Your Travel Documents

Select your region (<https://tricare.mil/About/Regions>) for specific travel forms and instructions:

- East Region (<https://www.humanmilitary.com/beneficiary/claims/>)
- West Region (<https://www>)

[tricare-west.com/content/hnfs/home/tw/bene/claims.html](https://www.tricare-west.com/content/hnfs/home/tw/bene/claims.html))

Your invoices and receipts must:

- Be in the name of the person submitting the travel claim (patient or non-medical attendant)
- Show valid inclusive dates, billing itemization (e.g. room and tax rate per day), and payment in full (zero balance)
- Show form of payment (cash, check, credit/debit card, etc.)

Your claims must have all the necessary documentation, including:

- Itemized receipts
- Proof of appointment attendance
- Non-medical attendant letter, when necessary
- Active duty or civilian organizational memos, when necessary
- Signed and completed claim form (DD 1351-2/3)
- If your claim doesn't have all the necessary documentation, we will consider it incomplete and hold it until you provide it.

## 6. TRICARE Dental Program (TDP)

United Concordia administers the TRICARE Dental Program (TDP) to active duty family members, National Guard and Reserve members and their Families. Family member enrollment is not dependent on a sponsor's enrollment; family members may enroll in the TDP at any time. A sponsor must have at least 12 months remaining on their service commitment at the time of enrollment. The TDP is offered worldwide.

To locate the nearest participating provider, call (844) 653-4061 or visit [www.tricare.mil/coveredservices/Dental/TDP.aspx](https://www.tricare.mil/coveredservices/Dental/TDP.aspx). OCONUS (844) 653-4060

TRICARE Dental Program eligibility is based on the sponsor's information in DEERS. The sponsor should ensure DEERS contains accurate and up-to-date information at all times. **Please refer to page 20 in this booklet for DEERS verification and enrollment information.**

## 7. TRICARE Pharmacy Benefits

- Military Treatment Facility Pharmacy Clinics fill prescriptions free of charge.
- Pharmacy network Providers (civilian drug stores) fill prescriptions free or for a minimal charge.

- The TRICARE Pharmacy Home Delivery is your least expensive option when not using the military pharmacy. You can have your prescriptions sent to any address in the U.S. and U.S. territories, including temporary and APO/FPO addresses. With home delivery, you can get up to a 90-day supply for most medications and request refills by mail, phone or online.

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

## 8. Beneficiary Counselor and Assistance Coordinator (BCAC)/Debt Collection Assistance Officer (DCAO)

TRICARE has a debt collection assistance officers and Beneficiary Counselor and Assistance Coordinator (BCAC) assigned to the TRICARE regional offices, now known as DHA J10 and MTFs worldwide to help beneficiaries understand and get assistance with claims payment, debt collection and access to care concerns related to the military health benefit including the TRICARE program. Individuals who have received a notice from a collection agency or a negative credit report because of a medical or dental bill should be referred to the nearest DCAO or the SFA Program Manager. To locate the DCAO nearest you go to [www.tricare.mil/bcacdcao](https://www.tricare.mil/bcacdcao).

Your SFA is certified as a Beneficiary Counseling and Assistance Coordinator (BCAC) and can be contacted for assistance at 1-800-790-0963.

Any questions or concerns regarding your Periodic Health Assessment (PHA) contact your BN SFA by either calling 1-800-790-0963 or their direct contact is found on pg. 29.

## 9. Federal Employees Dental and Vision Insurance Program (FEDVIP)

FEDVIP is a voluntary, enrollee-pay-all dental and vision program available to Federal employees and annuitants and certain uniformed service members. It is sponsored by the U.S. Office of Personnel Management (OPM) and offers eligible participants a choice between ten dental and four vision carriers.

Eligibility for the Federal Employees Dental and Vision Insurance Program (FEDVIP), offered by the U.S. Office of Personnel Management (OPM), expanded to include

certain retired uniformed service members, active duty family members, and survivors. You should enroll in FEDVIP during the annual Federal Benefits Open Season. You may still be able to enroll in FEDVIP if you experienced extenuating circumstances during open season that prevented you from enrolling at that time. To review your enrollment options, go to [www.BENEFEDS.com](http://www.BENEFEDS.com).

## About BENEFEDS

BENEFEDS is the government-authorized and OPM-sponsored enrollment portal that eligible participants use to enroll in and manage their FEDVIP coverage. BENEFEDS also manages the billing systems and customer service functions necessary for the collection of FEDVIP premiums.

### D. Childcare

#### 1. Army Fee Assistance (AFA) Program

Army IMCOM G9 has consolidated the Army Child Care Fee Assistance (AFA) Program under Child Care Aware of America (CCAoA). CCAoA is your point of contact for processing all AFA related matters. For the most up to date information about the program please visit the AFA website: [Army - Child Care Aware of America](http://Army-Child-Care-Aware-of-America)

An Army sponsor's responsibilities as a participant in the AFA program remains the same and fee assistance will continue to be paid to your qualifying provider, as long as you remain eligible.

#### 1. Army Fee Assistance Program overview

- a. The Army Fee Assistance Program will provide Army Families the opportunity to pay child care fees similar to the rates charged at the garrison for similar services.
- b. Army CYS Services Programs are force enablers that impact Soldier readiness and retention.
- c. Child care is a work force benefit that helps minimize the conflict between mission requirements and parental responsibilities.
- d. Parents and providers must recertify annually by providing updated information to CCAoA, as requested.
- e. Eligibility and program placement will be determined based on Army Child, Youth & School (CYS) Services guidance, as per current year school fee policy.

## 2. Who is eligible to apply for Army Fee Assistance?

- a. Families of active and Reserve component Soldiers (Guard and Reserve Soldiers must be activated to be eligible).
- b. Department of the Army Civilians may apply through Feb. 28, 2019. Per ARMY Directive (AD) 2018-27, effective March 1, 2019 DA Civilians will no longer be eligible to apply for AFA.
- c. Survivors of fallen Soldiers.
- d. Wounded warriors assigned to a Warriors in Transition Unit or Battalion (WTU/WTB) or Special Operations Command (SOCOM).
- e. Spouses must be working a minimum of 16 hours for Part Time AFA and a minimum of 25 hours for Fulltime AFA.

## 3. How do I apply for Army Fee Assistance?

The Family must complete and submit an application and supporting documents by fax, email or U.S. mail to CCAoA. Please visit [Army - Child Care Aware of America](http://Army-Child-Care-Aware-of-America) for the application packet and instructions.

## 4. Parent responsibilities:

- a. Complete the recertification process and forms required to determine the family's continued eligibility.
- b. Continue to sign monthly attendance forms certifying your child care services have been rendered in order for AFA payments to be issued on your behalf.
- c. Meet program guidelines and use a qualifying child care provider.
- d. Pay the provider directly:
  - Any monthly copayment
  - Any additional charges for services the Families may incur to include field trips, nonessential supplies, late fees, etc.
- e. Report child care changes to the provider and CCAoA immediately.
- f. Ensure that the provider and CCAoA have current family information at all times.
- g. Make payment arrangements for child care needed for personal reasons that are not authorized.



## 5. Provider responsibilities:

- a. Meet AFA's child care licensing and accreditation requirements.
- b. Meet AFA's rules and requirements for the appropriate Fee Assistance program.
- c. Keep complete and accurate attendance records according to licensing and accreditation regulations or contract requirements. Keep your records for future reference as needed.
- d. Child care rates for an entire year for all groups served must be submitted to CCAoA in order to be approved.
- e. Report any and all changes that affect their facility's eligibility to participate in AFA to CCAoA immediately.
- f. Report any and all changes that affect the Army Family's enrollment in their program and in AFA to CCAoA immediately.

## 6. CCAoA responsibilities as the third party administrator:

- a. Determine a Family's eligibility for child care subsidies based upon AFA guidance.
- b. Authorize the amount of child care needed by eligible Families for approved child care.
- c. Pay providers for authorized and billed child care services provided to eligible Families.
- d. Inform Families and providers of AFA updates as applicable. (e.g. Start/end date, payments, notifications of expired documents, etc.)
- e. Assess overpayments and underpayments.
- f. Answer questions related to eligibility, authorizations and payments.

## 7. All providers participating in Army Fee Assistance must:

- a. Be state licensed/certified and inspected annually.
- b. Voluntarily agree to become licensed if they hold an exemption from licensing certification in their state.
- c. Have and provide to CCAoA a current inspection report with no disqualifying incidents.
- d. Comply with state regulated background check requirements.
- e. Be accredited by a nationally recognized accrediting body (with the exception of Operation Military Child Care (OMCC), serving deployed, wounded warriors and Gold Star Families)

Child Care Aware of America  
1515 N Courthouse Rd 3rd FL Arlington, VA  
22201  
Fax: 703-341-4101  
Tel: 800-424-2246  
[Army - Child Care Aware of America](#)

IMCOM G9  
Installation Management Command  
(IMCOM), G9 Child Youth and School  
Services  
2455 Reynolds Road, 2nd FL  
Fort Sam Houston, Texas 78234-1222  
Email: [usarmy.jbsa.imcom-fmwrc.mbx.army-fee-assistance@mail.mil](mailto:usarmy.jbsa.imcom-fmwrc.mbx.army-fee-assistance@mail.mil)

Army Families with concerns or complaints about any of the programs available through Child Care Aware of America should call (844) 658-1747 9 a.m. to 5 p.m. Eastern Time Monday-Friday.

## 2. Sittercity

Military OneSource now provides MilParents another way to find hourly child care.

Through Military OneSource, military families now have free access to a national database of more than a million caregivers so they can find hourly, flexible and on-demand child care. The nationally recognized subscription service lets you:

- Search based on your own needs and criteria
- Find potential care providers
- Check references
- Review background checks

You can even interview caregivers through the service. It's easy to access and is a virtual solution that allows you to choose, hire and pay providers on your terms.

This service is available to anyone who is eligible for Military OneSource services. Visit [MilitaryOneSource.mil](http://MilitaryOneSource.mil) to learn more about eligibility requirements.

**Child care questions and concerns can also be directed to your SFA.**

# F - RECRUITING COMMAND

## VII. Connect With Your Community

Throughout history, volunteers have played an integral role in the life of Soldiers and their Families. In the early years of our country volunteers mended uniforms, cared for the sick and wounded, and comforted Families of fallen Soldiers. Today our volunteers are found throughout the military community. Soldiers, civilians, retirees, spouses and youth are providing service in schools, in hospitals, on sports fields, and in many other organizations and offices. Through their dedicated service, volunteers transform the military into communities. Communities which are only built through a Family effort mentality.

Contact your SFA to see how you can make a difference today.

### A. The Army Volunteer Corps Program (AVC)



The AVC program has a mission to promote and strengthen volunteerism by uniting community volunteer efforts, supporting professional management, enhancing volunteer career mobility, and establishing volunteer partnerships to support individual personal growth and life-long volunteer commitment. Volunteerism stabilizes Army communities by contributing to community cohesion, increasing self-reliance, and enhancing the well-being of our Soldiers and their Families. This program also provides awards and recognition to volunteers. Child care reimbursement, networking, resume building, training, valuable experiences, making friends and exploring new interests are just a few of the benefits for a volunteer.

USAREC volunteer opportunities (sample list is not all inclusive):

- √ Family Programs instructor
- √ SFRG funds custodian
- √ Army Family Team Building (AFTB) instructor
- √ Various other SFRG positions
- √ Family Programs social media/marketing
- √ Assist with SFRG fundraisers
- √ Family Programs administrative volunteer
- √ Family Programs event/activity assistant

### 1. Volunteer Management Information System (VMIS)

VMIS is the official Army volunteer hours tracking system. VMIS may be accessed through Army Family Web Portal. Please see your SFA for information regarding registration in VMIS. This will enable you to build a resume, volunteer for positions and become eligible for volunteer recognition. Visit <https://www.armyfamilywebportal.com>

### B. Soldier & Family Readiness Groups (SFRGs)

USAREC SFRG structure consists of:

- **Company Level:** Typically establishes the SFRG to meet the needs of its local members.
- **Battalion Level:** Advisory role to company level SFRGs through direct contact and guidance from the SFA and SFRG senior advisor. May establish an SFRG for the battalion HQ unit.
- **Brigade and Division Level:** Advises and mentors battalion leadership on SFRG structure, readiness issues and policy issues. May establish an SFRG for the brigade and division HQ units

USAREC's SFRG falls under a unique structure because of our geographic dispersion and non-deployable status. The overall structure of the FRG, as designed by the Army, remains the same; however each company level SFRG must adapt to their distinctive situation in order to adequately inform and support their members.

We encourage membership in the FRG to remain connected to your Army Family, receive valuable information regarding programs to assist you while away from a military installation, and

to support your recruiters and their mission. Many units have digital welcome packets with the SFRG contact information that accompany the command team's welcome letter. Feel free to contact your SFRG representative or SFA prior to your move or the command during the in-processing phase for more information. It will be our pleasure to assist you with any questions or concerns you may have.

### C. Army Family Team Building (AFTB)

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

#### AFTB Training

AFTB offers online training. It is an easy way to learn about how to survive and thrive in today's Army. Lessons are available online in both English and Spanish. AFTB lessons can be downloaded and reviewed at your convenience. Go to <https://www.armyfamilywebportal.com/> and click the online training button to access AFTB levels K, G, and L. .



### D. Army Family Action Plan (AFAP)

AFAP provides active and Reserve component Soldiers, Army Civilians, Family members, survivors, and retirees a voice in shaping their standards of living by identifying issues and concerns for Army senior leadership resolution. Since its inception in 1983, the AFAP remains the only such partnership between a branch of the United States military and its constituents.

USAREC Soldiers, Families and Civilians may submit AFAP issues any time.

You can also submit them directly via email to the battalion or brigade SFA. Most battalions offer the opportunity to submit AFAP issues at their Annual Training Conference (ATC).

AFAP is the primary tool for communicating the important issues facing our USAREC Soldiers, Army Civilians, Families, and retirees. Information provided through the AFAP process gives commanders and leaders insight into current satisfaction detractors, quality of life needs, and expectations of Army constituents. Leadership uses the information to effect changes that improve the standards of living and support programs. These changes foster a satisfied, informed, and resilient Army community. USAREC has consistently had our submitted AFAP issues selected to go before the AFAP General Officer Steering Committee (GOSC) for implementation consideration.

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

Some AFAP issues are applicable beyond the battalion level. These are sent to brigade SFAs to work and potentially are considered to be forwarded to Training and Doctrine Command (TRADOC) for consideration to be forwarded on to the Army staff and DOD agencies. The

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.



The AFAP program was established out of the voluntary efforts of Army spouses who met to identify and document the concerns of Soldiers and Family members looking for the best way to communicate these issues to the highest level of command.

**AFAP issues may be submitted to your SFA or SFRG leader at any time of the year.**

## VIII. Military Support Services

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

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

To contact a Battalion SFA toll-free in the 1st, 2nd, 3rd, 5th or 6th Brigades, please call (800) 790-0963 and enter the prompt for your corresponding battalion. Medical Battalion SFAs can be contacted through the 800-number using option #9. Brigade SFAs are not available through the toll free number.

### B. Exceptional Family Member Program (EFMP) System Navigation

Systems navigation is a community support component of the EFMP that connects Exceptional Family Members (EFM) with the systems of care they need, both on and off an installation. All Families have the privilege of using EFMP systems navigators for any EFM needs.

Systems navigators work in conjunction with the battalion SFAs. Systems navigators provide EFMP Soldiers with information on local, state and federal resources, services providers, resources and programs that can offer assistance to their exceptional family members.

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

- Locate and research providers in your area- providing you with contact info, potential wait lists, and current

## BATTALION SFA PHONE NUMBERS

|                               |                                 |
|-------------------------------|---------------------------------|
| Albany - (518) 266-7452       | Montgomery - (334) 551-3211     |
| Atlanta - (770) 917-3152      | Nashville - (615) 872-7519      |
| Baltimore - (301) 677-7060    | New England - (207) 438-8514    |
| Baton Rouge - (225) 767-3079  | New York City - (718) 630-4372  |
| Cent Cal - (559) 817-3149     | NorCal - (916) 844-1312         |
| Chicago - (224) 538-3513      | Oklahoma City - (405) 609-8789  |
| Cleveland - (216) 802-1407    | Phoenix - (602) 254-0569        |
| Columbia - (803) 751-0943     | Portland - (503) 416-8944       |
| Columbus - (614) 405-8230     | Raleigh - (919) 600-5586        |
| Dallas - (972) 714-0561       | Richmond - (804) 774-2855       |
| Denver - (303) 863-8362       | Salt Lake City - (801) 214-6011 |
| Great Lakes - (517) 372-3202  | San Antonio - (210) 295-0641    |
| Harrisburg - (717) 614-2203   | Seattle - (206) 764-6743        |
| Houston - (713) 588-4034      | So Cal - (949) 367-1858         |
| Indianapolis - (317) 549-1780 | Syracuse - (315) 479-8345       |
| Jacksonville - (904) 309-6915 | Tampa - (813) 915-8417          |
| Kansas City - (816) 891-8744  | 1st MRBn - (301) 677-6695       |
| Los Angeles - (818) 401-2774  | 2d MRBn - (256) 450-9670        |
| Miami - (305) 403-8411        | 3d MRBn - (502) 626-0788        |
| Mid-Atlantic - (732) 408-4425 | 5th MRBn - (210) 295-0813       |
| Milwaukee - (414) 577-2526    | 6th MRBn - (702) 898-9842       |
| Minneapolis - (612) 725-3120  |                                 |

## BRIGADE SFA PHONE NUMBERS

|                        |                        |
|------------------------|------------------------|
| 1st Bde (301) 677-4342 | 5th Bde (210) 221-2956 |
| 2nd Bde (256) 450-9553 | 6th Bde (702) 639-2010 |
| 3rd Bde (502) 626-1049 | MRB (502) 626-3236     |

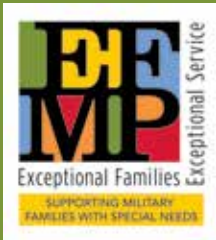
Tricare network participation.

- Advocate for your Family's needs
- Find information on schools in relation to EFM educational requirements
- Find programs for financial assistance
- Educate on resources/support groups in the area
- Assist with ANY EFM need- collaborating with all components of the EFM Program

Brigades are assigned the following EFMP systems navigators to assist with any EFMP needs. To receive services please contact your assigned EFMP systems navigator:

- » 1st, 2nd Brigades and MRB  
call (502) 626-1080
- » 3rd, 5th and 6th Brigades  
call (502) 626-2015

PLEASE NOTE: If you meet the criteria, EFMP enrollment is mandatory. Additionally, EFMP enrollments must be updated every 3 years or as any changes occur. EFMP dis-enrollments are not automatic, contact your EFMP SN or SFA and inquire about the dis-enrollment process. Your SFA can assist with enrollment/updates.



Soldiers and their spouses may connect with the USAREC EMFP Systems Navigators on their Facebook page. Click image for link.

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

### 1. Military Family Life Counselors (MFLCs)

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

MFLCs offer confidentiality, with the exception of an obligation to report to the

authorities any threats to do bodily harm. MFLC teams provide support to individuals, couples, Families and groups and offer support for active duty and their Families.

MFLC support may be provided through **On-Demand** or **Surge Support**

### 2. Personal Financial Counselors (PFCs)

PFCs are certified as Accredited Financial Counselors (AFCs) or Certified Financial Planners (CFPs) and in some cases as both. These counselors can provide face-to-face financial counseling to service members and Families on a wide variety of financial topics.

- Education and counseling
- Financial presentations
- Financial counseling
- Data collection
- Telephonic/virtual services

PFCs offer support for active duty and their Families.

PFC teams (team of 2) assigned to each brigade, traveling throughout the brigade conducting site visits in the battalion a PFCs offer confidentiality, as well, unless command referred.

Please consult your SFA for contact information, (see page 29), to determine when the PFC is scheduled to be in the area. To request face-to-face counseling with a provider in your area, to receive telephonic, or web based counseling. Contact Military OneSource at (800) 342-9647 (see information on page 52).

## D. Unit Ministry Team (UMT)

The Unit Ministry Team is a great resource within USAREC. The UMT consists of an Army chaplain and chaplain assistant who are responsible for tending to the spiritual fitness, health, and well-being of Soldiers, Civilians, and their Families. The two work together to perform and provide religious support to ensure the constitution's free exercise of religion. The chaplain's responsibilities include performing religious rites, conducting worship services and command ceremonies; providing Strong Bonds events and religious education for military communities; unit training (such as suicide prevention); privilege and confidential counseling services; hospital visitations and bedside ministry; and advising commanders on religious, spiritual, and moral matters that affect unit morale and command climate.

Strong Bonds is fully-funded and UMT-led with the support of the Commanding Officer. Soldiers and their Families can attend. During the retreat, Soldiers and Families participate in small group activities that reveal common bonds and nurture friendships. This shores up spousal support at home, which can be vitally important. In addition, Soldiers and Families gain awareness of community resources that can assist with concerns about health and wellness, even crisis intervention. The core mission of the Strong Bonds program is to strengthen families.

### E. The Army Suicide Prevention Program (ASPP)

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

For more information about the Army's program, visit [www.preventsuicide.army.mil](http://www.preventsuicide.army.mil)

### F. Command Psychologist

The Office of the Command Surgeon and Psychologist (OCSP) provides command and behavioral health (BH) consultation to promote the well-being of the Soldier and Civilian force. At the HQ USAREC level, the OCSP conducts BH screenings and consults on the disposition, assessment and selection of recruiter candidates. At the brigade level, the Wellness team is comprised of a licensed clinical

## UNIT MINISTRY TEAM (UMT)

| BRIGADE      | OFFICE PHONE                                |
|--------------|---|
| 1st Brigade  | 301-677-2943<br>301-677-2697                |
| 2nd Brigade  | 256-450-9544                                |
| 3rd Brigade  | 502-626-4052<br>502-626-1039                |
| 5th Brigade  | 210-221-2126<br>210-221-9688 / 210-221-1565 |
| 6th Brigade  | 702-639-2026<br>702-639-2025                |
| MRB          | 502-626-1791<br>502-626-1917                |
| Headquarters | 502-626-0535                                |

psychologist in the role of the Behavioral Health Consultant (BHC), a Behavioral Health NCO, and a registered Nurse Case Manager (NCM).

The BHC provides support for the medical and behavioral health needs of the brigade. BHCs participate in certain chapter administrative evaluations; advise in crisis intervention and recommend appropriate clinical care, if needed. Additionally, BHCs offer a variety of group training opportunities such as executive coaching for leadership performance enhancement, tactical awareness of stressful situations in the workplace and after duty hours (i.e. stress inoculation), individual mental toughness and emotional resilience, and communication skills training for reducing workplace conflict. As command consultants, BHCs cannot provide direct clinical services for individual recruiters and their Families. However, BHCs serve as liaisons between the command and medical treatment facilities for Soldiers who need treatment or are currently in treatment. The Behavioral Health NCO assists the BHC in supporting Soldiers' BH needs by assisting with a wide range of psychological and social services and managing coordination of travel plans for the Wellness Team in support of Annual Training Meetings, Wellness Team visits, battlefield circulation, etc. The BHC and BH NCO are a functional component of the OCSP who provide local operational support to the field units within their brigades.

The Nurse Case Manager (NCM) is a member of the Brigade Wellness Team and is responsible for providing assistance in maintaining medical readiness and/or managing complex care

## USAREC BHC ROSTER

### COMMAND PSYCHOLOGIST 502-626-0135

1st Brigade 301-677-4558

2nd Brigade 256-450-9542

3rd Brigade 502-626-0038

5th Brigade 210-221-0535

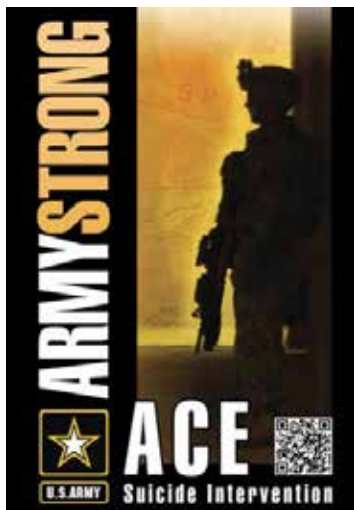
6th Brigade 702-639-2013

MRB 502-626-1309

Headquarters 502-626-0535

Recruiting & Retention 502-624-2391

SORB 502-235-4587



**A** **Ask your buddy**

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

**C** **Care for your buddy**

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

**E** **Escort your buddy**

- Never leave your buddy alone
- Escort to chain of command, Chaplain, behavioral health professional, or primary care provider
- Call the National Suicide Prevention Lifeline

National Suicide Prevention Lifeline: 1-800-273-8255 (TALK) PRESS "1" for the Veteran's Crisis Line

USAREC <http://pic.usarec.army.mil/>

TA - 095 - 0910

If you are depressed, lonely and are having suicidal thoughts, remember you are never alone. National Suicide Prevention Hotline (800) 273-TALK (8255) Press 1 for Military Crisis Hotline, text to 838255 or go to [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org).

needs for Soldiers. NCMs support medical readiness through MEDPROS management, Medical Evaluation Board admissions/tracking, providing benefit information and assistance to geo-dispersed Soldiers, and assist with remote medical care. Furthermore, NCMs at the Brigade level ensure accuracy and provide oversight of Soldier Recovery Unit (SRU) packets.

### G. Family Advocacy Program (FAP)

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

At USAREC, the Brigade Family Advocacy Program Coordinators (FAPC) serve as the point of contact for providing training to Soldiers and Families and coordinating care for victims of domestic violence and child abuse. The Brigade FAPC offers Family Wellness Trainings to Soldiers and Families. Some of the training topics offered include: conflict resolution, creating boundaries, intimate partner violence bystander training, parenting personalities, and actively parenting teens. Please call your Brigade FAPC if you would like more information or assistance.

To contact a Brigade FAP Coordinator toll-free in the 1st, 2nd, 3rd, 5th or 6th Brigades, please call (800) 255-2769 and enter the prompt for your corresponding brigade.

Medical Brigade FAP can be contacted through the 800-number using option #9.

### Domestic Violence

What is domestic violence? The National Coalition Against Domestic Violence describes domestic violence as "the willful intimidation, physical assault, battery, sexual assault, and/or other abusive behavior as part of a systematic pattern of power and control perpetrated by one intimate partner against another. It includes physical violence, sexual violence, psychological violence, and emotional abuse."

### Reporting Options

**Unrestricted Reporting:** Official investigation using current reporting channels, e.g., chain of command, Family Advocacy Program (FAP), or law enforcement

**Restricted Reporting:** Allows a victim of domestic abuse to disclose the details of his or her abuse to specifically identified individuals and receive medical treatment and victim advocacy services without requiring that notice be provided to the victim's or alleged offender's commander or law enforcement.

Victims of domestic abuse who desire restricted reporting under this policy must report the abuse to one of the following specified individuals:

- Domestic Abuse Victim Advocate
- Family Advocacy Program clinician
- Your healthcare provider

If you need help, please call the National Domestic Violence Hotline at (800) 799-7233. You should also contact your BDE Family Advocacy Program Coordinator or nearest installation Family Advocacy Program. Search for your nearest installation Domestic Abuse Victim Advocate at <https://www.militaryonesource>.

## USAREC FAPC ROSTER

|             | POSITION        | OFFICE PHONE |
|-------------|-----------------|--------------|
| USAREC, HQ  | Program Manager | 502-626-0239 |
| 1st Brigade | Brigade FAPC    | 301-677-5121 |
| 2nd Brigade | Brigade FAPC    | 256-450-9529 |
| 3rd Brigade | Brigade FAPC    | 502-626-0752 |
| 5th Brigade | Brigade FAPC    | 210-221-2767 |
| 6th Brigade | Brigade FAPC    | 702-639-2011 |
| MRB         | Brigade FAPC    | 502-626-1208 |

[mil/leaders-service-providers/child-abuse-and-domestic-abuse/victim-advocate-locator/](https://www.militaryonesource.mil/leaders-service-providers/child-abuse-and-domestic-abuse/victim-advocate-locator/)

### Child Abuse

What is child abuse? The Child Welfare Information Gateway describes child abuse as, "Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; or an act or failure to act which presents an imminent risk of serious harm." Child Abuse is categorized as follows: physical, emotional, sexual and neglect.

To report suspect abuse or neglect, call your local Child Protective Services or the National Child Abuse Hotline at (800) 422-4453. You should also contact your BDE Family Advocacy Program Coordinator or nearest installation Family Advocacy Program. Search for your nearest installation Family Advocacy Program at <https://www.militaryonesource.mil/leaders-service-providers/child-abuse-and-domestic-abuse/victim-advocate-locator/>

If you fear a child is in immediate danger, call 911.

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

### Our Mission

Enhance Army readiness through the prevention of sexual assault, sexual harassment, and associated retaliatory behaviors while providing comprehensive response capabilities.

### Our Vision

An Army free of sexual assault, sexual harassment, and associated retaliatory behaviors.

### Overview

The Army's SHARP Program:

- Is an integrated, proactive effort by the Army to send sexual harassment and sexual assault within its ranks
- Is extended to adult dependents of Soldiers
- Permeates the Army structure from the Pentagon down to the individual Soldier level
- Has full-time staff at brigade level
- Promotes cultural change across the Army with a vision toward a culture discipline and respect in which Soldiers intervene in sexual harassment and sexual assault to protect one another
- Includes a comprehensive effort to educate leaders and Soldiers about sexual harassment and sexual assault
- Employs a concrete training program that teaches Soldiers to be alert to serial offender tactics, to intervene to stop incidents and disrupt offenders, and where and how to seek help
- Provides commanders with the essential resources, education and training they need to succeed in bringing an end to sexual harassment and sexual assault in the Army

As part of the Army's SHARP Program, commanders have the ultimate responsibility for command climate and culture, safety, prevention and response efforts, accountability, assessment, and safe reporting.

Sexual Assault Response Coordinators (SARC) serve as the single point of contact for coordinating appropriate and responsive care for sexual assault victims. Call your Brigade SARC if you are a victim of sexual assault or want more information about sexual assault.

Victim Advocates (VA) provide non-clinical crisis intervention and on-going support, in addition to referrals for adult sexual assault victims. Support includes providing information on available options and resources for victims.

Through the SHARP Program, the Secretary of the Army and the Chief of Staff of the

## USAREC SARC/VA ROSTER

| SECTION     | POSITION                   | OFFICE PHONE                 |
|-------------|----------------------------|------------------------------|
| USAREC      | <b>24/7 Hotline</b>        | <b>502-626-5284</b>          |
|             | Program Manager            | 502-626-5539                 |
| 1st Brigade | Brigade SARC<br>Brigade VA | 301-677-4568<br>301-677-2571 |
| 2nd Brigade | Brigade SARC<br>Brigade VA | 256-876-0755                 |
| 3rd Brigade | Brigade SARC<br>Brigade VA | 502-626-2395<br>502-626-4074 |
| 5th Brigade | Brigade SARC<br>Brigade VA | 210-221-2198<br>210-295-0546 |
| 6th Brigade | Brigade SARC<br>Brigade VA | 702-639-2023<br>702-639-2920 |
| MRB         | Brigade SARC<br>Brigade VA | 502-626-1750<br>502-626-1504 |



Army implement guidance from the Office of the Secretary of Defense and changes in law via policies and procedures applied across the force. The SHARP Program's sexual harassment prevention efforts are complemented by the Army's Equal Employment Opportunity Program, which provides a sexual harassment complaint process for Civilian employees.

### I. Army Substance Abuse Program (ASAP)

The ASAP mission is to strengthen overall fitness and effectiveness of the Army's workforce, to preserve manpower, and enhance the combat readiness of Soldiers. Alcohol and drug abuse by Soldiers and civilian corps members can seriously damage their physical and behavioral health, jeopardize their safety and the safety of those around them, and can lead to criminal and administrative disciplinary actions. Alcohol and drug abuse is detrimental to a unit's operational readiness and command climate and is inconsistent with Army Values and the Warrior Ethos.

The army strives to be free of all effects of alcohol and drug abuse.

Voluntary (self) identification is the most desirable method of discovering alcohol or other drug abuse. The individual whose performance, social conduct, interpersonal relations, or health becomes impaired because of the abuse of alcohol or other drugs has a personal obligation to seek rehabilitation. Command policies encourage service members to volunteer for assistance and avoid negative actions that would discourage these individuals from seeking help. Service members who believe they have an alcohol or other drug problem should seek help from their unit commander; however, they may request help from their installation ASAP, a MTF, a chaplain, or member in their chain of command. The unit commander should be involved in the evaluation process in order to assist and support the service member and their families. If a service member seeks assistance from an agency or individual then the chain of command needs to be aware of the immediate actions taken.

All members of the Regular Army, the Army National Guard/Army National Guard of the United States, the U.S. Army Reserve, and the Department of the Army Civilians receive annual face-to-face Alcohol and Drug Abuse Prevention training. This training includes the programs and systems available to assist those who want to seek treatment and resources

available to them and their family members. If assistance is in need for service and family members, some of the resources available are:

**MHS Nurse Advice Line (Available 24/7):  
1-800-TRICARE (874-2273), Option 1**

**Military Crisis Line (Available 24/7):  
1-800-273-8255, Press 1**

Substance Abuse and Mental Health Services Administration National Mental Health Information Center offers a Behavioral Health Treatment Services Locator to assist persons seeking treatment facilities in the U.S. or U.S. Territories for substance disorders, addiction and mental health problems. Call 800-798-2647.

If the individual is in need of immediate assistance, please call 9-1-1.

### J. The Brigade Judge Advocate (BJA)

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

## USAREC BJA ROSTER

| POSITION    | OFFICE PHONE |
|-------------|--------------|
| 1st Brigade | 301-699-2787 |
| 2nd Brigade | 256-450-9520 |
| 3rd Brigade | 502-626-0617 |
| 5th Brigade | 210-221-2929 |
| 6th Brigade | 702-639-2062 |
| MRB         | 502-626-2038 |

## K. Emergency Assistance Contacts

### 1. Army Emergency Relief (AER) Program

Army Emergency Relief (AER) is the Army's own financial assistance organization dedicated to "Helping the Army Take Care of Its Own." AER provides Soldiers and Families a valuable asset during financial hardships. AER assistance is available to Soldiers and their dependents for several categories of financial hardships including emergency travel, POV repairs, food, utilities, initial rent and deposit, and several others. Assistance may be provided as a Loan, Grant, or combination of the two.



Contact AER at (866) 878-6378 for emergency assistance. Additional information about AER may be found at [www.aerhq.org](http://www.aerhq.org).

### 2. American Red Cross

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



For more information, visit [www.redcross.org](http://www.redcross.org).

## L. Tax Filing Services

### 1. Volunteer Income Tax Assistance (VITA) Program

Military-based VITA sites provide free tax advice, tax preparation and assistance to military members and their families. Agents are trained and equipped to address military

specific tax issues. For more information, visit [www.irs.gov](http://www.irs.gov) or call (800) 906-9887.

### 2. Military OneSource Tax Filing Services

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

You must enter the tax filing services via the link provided by Military OneSource. Please do not register prior to the Military OneSource tax season date by accessing a tax filing service website directly — doing so will result in a fee being charged for the use of the product. For more information, visit <https://www.militaryonesource.mil/financial-legal/tax-resource-center>. Also refer to [www.irs.gov/Individuals/Military](http://www.irs.gov/Individuals/Military) for tax information for military members.

## IX. Military Spouse Employment & Education

### A. Employment

As a military spouse, you are likely to move many times, which means finding a job and building a career can be a challenge. Fortunately, several programs and organizations exist to help military spouses seek employment.

#### 1. Federal Government

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 Army Community Service for federal employment assistance. Your battalion SFA may also be able to assist you in your employment search. There are a few hiring authorities that are specific to military spouses.

#### a. Special hiring authorities

**Military Spouse Appointing Authority** (Executive Order 13473) allows agencies to appoint a military spouse without competition. Agencies can choose to use

this authority when filling competitive service positions on a temporary (not to exceed 1 year), term (more than 1 year but not more than 4 years), or permanent basis. The authority does not entitle spouses to an appointment over any other applicant.

### **Military Spouse Appointing Authority**

(Executive Order 12721) enables eligible Family members to be appointed non-competitively to a career- conditional appointment in the civil service once they return to the United States from an overseas assignment. Those individuals may be hire into any federal occupation and at any grade level for which they are qualified.

### **Military Spouse Preference Program**

**(Program S)** The Military Spouse Preference program (MSP), established under the Military Family Act of 1985, offers employment placement preference in Department of Defense (DOD) civilian personnel positions to military spouses who meet certain criteria. The program applies to DOD vacancies only, and there are variations and exceptions that allow local hiring authorities to tailor their policies to meet their requirements.

#### **b. Website resources**

[www.usajobs.gov](http://www.usajobs.gov)

The federal government's official one-stop source job announcements and employment information for most federal agencies across the nation, including the Department of the Army.

[www.opm.gov](http://www.opm.gov)

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

#### **2. Career Resources**

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

To address their unique combination of work-life interests and priorities, DOD has established a comprehensive, holistic, spouse-centered program called SECO. It is

part of DOD's commitment to overall spouse health and well-being. SECO recognizes that spouses make important decisions every day regarding home and work life. When the time is right for more education, training, licensure, employment and portable career advancement opportunities, SECO is just a call or click away.

Military OneSource provides the gateway to the SECO program and provides numerous resources related to the four pillars of service that help spouses move in and out of the workforce at various ages and stages of life:

Career Exploration; Education, Training, and Licensure; Career Readiness; and Career Connections.

Visit the SECO website at <https://myseco.militaryonesource.mil/portal/> or call



Military OneSource to speak to a SECO career coach at (800) 342-9647.

##### **b. Military Spouse Employment Partnership (MSEP)**

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

Visit <https://myseco.militaryonesource.mil/portal/msep/jobsearch> to access the MSEP job search on MySECO.

##### **c. The Military Spouse Career Advancement Account (MyCAA)**

The My Career Advancement Account Scholarship, a component of DOD's Spouse Education and Career Opportunities



program, is a workforce development program. MyCAA helps military spouses pursue licenses, certificates, certifications or associate degrees necessary for gainful employment in high demand, high growth portable career fields and occupations.

MyCAA provides a maximum education benefit of \$4,000 with an annual fiscal year cap of \$2,000 to assist eligible military spouses who need professional credentials to meet their portable career goals. The program is open to spouses of service members in pay grades E1-E5, W1-W2, or O1-O2.

Learn more at <https://mycaamilitaryonesource.mil/mycaa/> or call (800) 342-9647 to speak with a SECO career coach.

## B. Education

### 1. Military Installation Education Centers

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

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

### 2. Military OneSource

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

### 3. Post-9/11 GI Bill

The transferability option under the Post-9/11 GI Bill allows service members to transfer unused benefits to their spouses and children.

You may be eligible to transfer education benefits if you're on active duty or in the Selected Reserves and you meet all of the requirements listed below.

All of these must be true:

- You've completed at least 6 years of service on the date your request is approved, AND
- You agree to add 4 more years of service, AND
- The person getting benefits has enrolled in DEERS

If the DoD approves the Transfer of Entitlement (TOE), your spouse or dependent children can apply for up to 36 months of benefits, and may be able to get money for:

- Tuition
- Housing
- Books and supplies

#### Spouse-

- May use the benefit right away
- May use the benefit while you're on active duty or after you've separated from service
- Don't qualify for the monthly housing allowance while you're on active duty
- May use the benefit for up to 15 years after your separation from active duty

#### Children-

- May start to use the benefit only after you've finished at least 10 years of service
- May use the benefit while you're on active duty or after you've separated from service
- May not use the benefit until they've gotten a high school diploma (or equivalency certificate), or have reached 18 years of age
- Qualify for the monthly housing allowance even when you're on active duty

- Don't have to use the benefit within 15 years after your separation from active duty, but can't use the benefit after they've turned 26 years old.

Your dependents may still qualify even if a child marries or you and your spouse divorce. However, service members and Veterans can revoke (cancel) or change a TOE at any time. If you want to totally revoke transferred benefits for a dependent and you're still in the service, please turn in another transfer request for the dependent through milConnect. If a dependent's transfer eligibility (ability to get a TOE) has been totally revoked, you can't transfer benefits again to that dependent.

For more information, contact your Retention NCO, SFA or visit <http://www.military.com/education/gi-bill>

#### **4. March 2 Success**

The March2Success provides an online study program to help students prepare for standardized tests, improve school work and review materials. It also provides tools for educators and parents to track and encourage their students. For more information, visit <https://www.march2success.com/>

Tools include

- E-Learning Curriculum
- Science, Technology, Engineering and Math
- College Preparation
- Virtual Learning Tools
- Healthcare Professionals Practice Tests
- Physical Fitness Tools

# G - RESOURCES

## X. Resources

### A. USAREC – Quick Reference Sheet

#### Resources Numbers

#### Telephone

Battalion Soldier & Family  
Assistance (SFA) Program Managers

1st, 2nd, 3rd, 5th and 6th Brigade  
(800) 790-0963

for direct numbers on **page 28**

#### Brigade SFAs

1st Brigade: (301) 677-4342

2nd Brigade: (256) 450-9553

3rd Brigade: (502) 626-1049

5th Brigade: (210) 221-2956

6th Brigade: (702) 639-2010

Medical Recruiting Brigade: (502) 626-3236

#### Family Advocacy Program Coordinators (FAPCs)

1st Brigade: (301) 677-5121

2nd Brigade: (256) 450-9529

3rd Brigade: (502) 626-0752

5th Brigade: (210) 221-2767

6th Brigade: (702) 639-2011

Medical Recruiting Brigade: (502) 626-1208

#### Army Suicide Prevention Program

National Suicide Prevention Lifeline

(800) 273-TALK (8255)

#### Sexual Harassment / Assault Response & Prevention SHARP

24/7 HOTLINE (502) 626-5284

1st Brigade: SARC (301) 677-4568

2nd Brigade: SARC (256) 876-0755

3rd Brigade: SARC (502) 626-2395

5th Brigade: SARC (210) 221-2198

6th Brigade: SARC (702) 639-2023

Medical Recruiting Brigade: SARC (502) 626-0366

#### USAREC Chaplain/Unit Ministry Team

USAREC HQs Chaplain: (502) 626-0535

1st Brigade: (301) 677-2943/(301) 677-2697

2nd Brigade: (510) 714-9024

3rd Brigade: (502) 624-4052/(502) 626-1039

5th Brigade: (210) 347-3584/(210) 221-1565

6th Brigade: (702) 639-2026/(702) 639-2025

Medical Recruiting Brigade: (502) 626-1791/(502) 626-1917

USAREC Soldier & Family Assistance Branch: [www.army.mil/hq/HRD/SFA/index/shtml](http://www.army.mil/hq/HRD/SFA/index/shtml)

## B. Helpful Internet Resources

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

### USAREC

|  |   |
|--|---|
| U.S. Army Recruiting Command.....          | <a href="http://www.recruiting.army.mil">http://www.recruiting.army.mil</a>                       |
| USAREC SFAB Facebook Page.....             | <a href="http://www.facebook.com/usarecsfab">http://www.facebook.com/usarecsfab</a>               |
| USAREC SFAB Website.....                   | <a href="http://www.recruiting.army.mil/hq/hrd/sfa">http://www.recruiting.army.mil/hq/hrd/sfa</a> |
| Interactive Customer Evaluation (ICE)..... | <a href="http://ice.disa.mil">http://ice.disa.mil</a>   |

### GENERAL

|                                  |   |
|----------------------------------|---|
| U.S. Army.....                   | <a href="http://army.mil">http://army.mil</a>                                   |
| Humana Resources Command.....    | <a href="http://www.hrc.army.mil">http://www.hrc.army.mil</a>                   |
| American Red Cross.....          | <a href="http://www.redcross.org">http://www.redcross.org</a>                   |
| USO.....                         | <a href="http://www.uso.org">http://www.uso.org</a>                             |
| Military OneSource.....          | <a href="http://www.militaryonesource.mil">http://www.militaryonesource.mil</a> |
| National Resource Directory..... | <a href="http://www.nrd.gov">http://www.nrd.gov</a>                             |
| Army A-Z.....                    | <a href="http://www.army.mil/info/a-z/">http://www.army.mil/info/a-z/</a>       |

### BENEFITS & FINANCE

|  |   |
|--|---|
| Army Benefits Center.....                                  | <a href="https://www.abc.army.mil">https://www.abc.army.mil</a>   |
| Military Pay & Entitlements.....                           | <a href="http://www.dfas.mil/militarymembers.html">http://www.dfas.mil/militarymembers.html</a>   |
| Military Benefits.....                                     | <a href="http://www.military.com/benefits">http://www.military.com/benefits</a>   |
| MyPay.....   | <a href="http://mypay.dfas.mil">http://mypay.dfas.mil</a>   |
| Thrift Savings Plan.....                                   | <a href="http://www.tsp.gov">http://www.tsp.gov</a>   |
| Social Security Benefit Calculators.....                   | <a href="http://www.socialsecurity.gov/estimator">http://www.socialsecurity.gov/estimator</a>   |
| TSP Retirement Planner.....                                | <a href="http://www.tsp.gov/planningtools/retirementplanning/howMuchToSave.shtml">http://www.tsp.gov/planningtools/retirementplanning/howMuchToSave.shtml</a> |
| BAH Calculator.....  | <a href="http://www.defensetravel.dod.mil/site/bahCalc.cfm">http://www.defensetravel.dod.mil/site/bahCalc.cfm</a>   |
| Army Emergency Relief.....                                 | <a href="http://www.aerhq.org">http://www.aerhq.org</a>   |
| Federal Employee Education and Assistance Fund (FEEA)..... | <a href="http://www.feea.org">http://www.feea.org</a>   |
| Military Money Magazine.....                               | <a href="http://www.incharge.org/military-money">http://www.incharge.org/military-money</a>   |
| Defense Finance & Accounting Services.....                 | <a href="http://www.dfas.mil">http://www.dfas.mil</a>   |
| Consumer Sentinel – Military.....                          | <a href="http://www.ftc.gov/sentinel/military">http://www.ftc.gov/sentinel/military</a>   |

### EDUCATION

|  |   |
|--|---|
| College Board.....   | <a href="http://www.collegeboard.com">http://www.collegeboard.com</a>           |
| Federal Employee Education & Assistance Fund Scholarships..... | <a href="http://www.feea.org/scholarships">http://www.feea.org/scholarships</a> |
| U.S. Department of Education.....                              | <a href="http://www.ed.gov">http://www.ed.gov</a>                               |
| GI Bill Information.....                                       | <a href="http://www.gibill.va.gov">http://www.gibill.va.gov</a>                 |
| Princeton Review.....  | <a href="http://www.princetonreview.com">http://www.princetonreview.com</a>     |
| Federal Student Aid.....                                       | <a href="http://studentaid.ed.gov/">http://studentaid.ed.gov/</a>               |
| March 2 Success.....   | <a href="http://www.march2success.com">http://www.march2success.com</a>         |
| Scholarships for Military Children.....                        | <a href="http://www.militaryscholar.org">http://www.militaryscholar.org</a>     |
| Free Tutoring.....   | <a href="http://military.tutor.com">http://military.tutor.com</a>               |

## **FAMILY**

|   |   |
|---|---|
| Army Family Team Building Courses Online..... | <a href="https://www.armyfamilywebportal.com">https://www.armyfamilywebportal.com</a>                       |
| Tragedy Assistance Program.....               | <a href="http://www.taps.org/">http://www.taps.org/</a>   |
| The Military Coalition.....                   | <a href="http://www.themilitarycoalition.org">http://www.themilitarycoalition.org</a>                       |
| National Military Family Association.....     | <a href="http://www.militaryfamily.org">http://www.militaryfamily.org</a>                                   |
| EFMP.....                                     | <a href="http://www.recruiting.army.mil/hq/hrd/sfa/efmp">http://www.recruiting.army.mil/hq/hrd/sfa/efmp</a> |
| Military Family Learning Network.....         | <a href="https://militaryfamilieslearningnetwork.org">https://militaryfamilieslearningnetwork.org</a>       |
| Army Family Morale, Welfare & Recreation..... | <a href="http://www.armymwr.com">http://www.armymwr.com</a>   |
| Armed Forces YMCA.....                        | <a href="http://www.asymca.com">http://www.asymca.com</a>   |
| Military Family Association.....              | <a href="http://www.nmfa.org/">http://www.nmfa.org/</a>   |
| Military Family Research Institute.....       | <a href="https://www.mfri.purdue.edu/">https://www.mfri.purdue.edu/</a>                                     |
| Military Parenting.....                       | <a href="http://www.militaryparenting.org">http://www.militaryparenting.org</a>                             |
| Military Child.....                           | <a href="http://www.militarychild.org">http://www.militarychild.org</a>                                     |

## **EMPLOYMENT**

|  |   |
|--|---|
| Military Spouse Career Site (Department of Labor).....     | <a href="http://www.careeronestop.org/militaryspouse/">http://www.careeronestop.org/militaryspouse/</a>                             |
| EEOC's Quick Start for Employees.....                      | <a href="http://www.eeoc.gov">http://www.eeoc.gov</a>   |
| Federal Employee Education and Assistance Fund (FEEA)..... | <a href="http://www.feea.org">http://www.feea.org</a>   |
| Social Security Retirement Planner.....                    | <a href="http://www.ssa.gov/retire2">http://www.ssa.gov/retire2</a>   |
| Department of Labor.....                                   | <a href="http://www.dol.gov/vets">http://www.dol.gov/vets</a>   |
| DCPDS Portal for MyBiz.....                                | <a href="https://compo.dcpds.cpms.osd.mil">https://compo.dcpds.cpms.osd.mil</a>   |
| SECO.....  | <a href="https://myseco.militaryonesource.mil/">https://myseco.militaryonesource.mil/</a>   |
| MSEP.....  | <a href="https://myseco.militaryonesource.mil/portal/msep/jobsearch">https://myseco.militaryonesource.mil/portal/msep/jobsearch</a> |
| My Career Advancement (MyCCA).....                         | <a href="https://mycaa.militaryonesource.mil/mycaa">https://mycaa.militaryonesource.mil/mycaa</a>                                   |
| Civilian Personal Advisory Service.....                    | <a href="http://www.cpms.osd.mil">http://www.cpms.osd.mil</a>   |

## **HEALTH CARE**

|  |   |
|--|---|
| Tricare.....                               | <a href="https://tricare.mil">https://tricare.mil</a>   |
| Tricare West Region – Health Net.....      | <a href="https://www.tricare-west.com">https://www.tricare-west.com</a>                         |
| Tricare East Region – Humana Military..... | <a href="https://www.humanamilitary.com/provider/">https://www.humanamilitary.com/provider/</a> |
| EFMP.....                                  | <a href="http://efmp.amedd.army.mil">http://efmp.amedd.army.mil</a>                             |

## **ID CARDS / DEERS**

|                          |   |
|--------------------------|---|
| RAPIDS Site Locator..... | <a href="https://www.dmdc.osd.mil/rsl">https://www.dmdc.osd.mil/rsl</a>               |
| DEERS – MilConnect.....  | <a href="https://www.dmdc.osd.mil/milconnect">https://www.dmdc.osd.mil/milconnect</a> |

## **INSURANCE**

|   |   |
|---|---|
| Servicemembers Group Life Insurance (SGLI)..... | <a href="http://www.benefits.va.gov/insurance/sgli.asp">http://www.benefits.va.gov/insurance/sgli.asp</a>           |
| Life Insurance Needs Calculator.....            | <a href="http://www.benefits.va.gov/INSURANCE/introCalc.asp">http://www.benefits.va.gov/INSURANCE/introCalc.asp</a> |



## LEGISLATIVE AND GOVERNMENT SERVICES

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

## MILITARY

|   |   |
|---|---|
| Department of Defense (DOD).....                    | <a href="http://www.defense.gov">http://www.defense.gov</a>   |
| U.S. Navy.....                                      | <a href="http://www.navy.mil">http://www.navy.mil</a>   |
| U.S. Marine Corps.....                              | <a href="http://www.marines.mil">http://www.marines.mil</a>   |
| U.S. Air Force.....                                 | <a href="http://www.af.mil">http://www.af.mil</a>   |
| U.S. Coast Guard.....                               | <a href="http://www.uscg.mil">http://www.uscg.mil</a>   |
| U.S. Army Reserve.....                              | <a href="http://www.usar.army.mil">http://www.usar.army.mil</a>   |
| Army National Guard.....                            | <a href="http://www.nationalguard.mil">www.nationalguard.mil</a>  |
| Air National Guard.....                             | <a href="http://www.ang.af.mil">http://www.ang.af.mil</a>   |
| Coast Guard Reserve.....                            | <a href="http://www.uscg.mil/reserve">http://www.uscg.mil/reserve</a>   |
| Navy Personnel Command.....                         | <a href="https://www.navyreserve.navy.mil/Pages/default.aspx">https://www.navyreserve.navy.mil/Pages/default.aspx</a> |
| Air Force Reserve.....                              | <a href="http://www.afrc.af.mil">http://www.afrc.af.mil</a>   |
| Marines Corp Force Reserves.....                    | <a href="https://www.marforres.marines.mil">https://www.marforres.marines.mil</a>                                     |
| National Guard Bureau.....                          | <a href="http://www.nationalguard.mil">http://www.nationalguard.mil</a>   |
| National Guard Family Program.....                  | <a href="http://www.jointservicesupport.org/FP/Default.aspx">http://www.jointservicesupport.org/FP/Default.aspx</a>   |
| Employer Support of the Guard & Reserve (ESGR)..... | <a href="http://www.esgr.mil">http://www.esgr.mil</a>   |
| Reserve Affairs.....                                | <a href="http://ra.defense.gov">http://ra.defense.gov</a>   |

## MILITARY ASSOCIATIONS

|  |   |
|--|---|
| Association of the United States Army (AUSA).....            | <a href="http://www.ausa.org">http://www.ausa.org</a>       |
| National Guard Association of the United States (NGAUS)..... | <a href="http://www.ngaus.org">http://www.ngaus.org</a>     |
| Noncommissioned Officers Association (NCOA).....             | <a href="http://www.ncoausa.org">http://www.ncoausa.org</a> |
| Reserve Officers Association (ROA).....                      | <a href="http://www.roa.org">http://www.roa.org</a>         |
| Military Officers Association of America.....                | <a href="http://www.moaa.org">http://www.moaa.org</a>       |

## MILITARY SHOPPING

|  |   |
|--|---|
| Defense Commissary Agency (DECA).....          | <a href="http://www.commissaries.com">http://www.commissaries.com</a>       |
| Army & Air Force Exchange Service (AAFES)..... | <a href="http://www.shopmyexchange.com">http://www.shopmyexchange.com</a>   |
| Navy Exchange.....                             | <a href="https://www.mynavyexchange.com">https://www.mynavyexchange.com</a> |

## RELOCATION

|   |   |
|---|---|
| Plan My Move.....                       | <a href="http://planmymove.militaryonesource.mil">http://planmymove.militaryonesource.mil</a> |
| Homes.mil.....                          | <a href="http://www.homes.mil">http://www.homes.mil</a>                                       |
| Automated Housing Referral Network..... | <a href="http://www.ahrn.com">http://www.ahrn.com</a>   |
| Military by Owner.....                  | <a href="http://www.militarybyowner.com">http://www.militarybyowner.com</a>                   |

## TRAVEL / ENTERTAINMENT

|                                 |   |
|---------------------------------|---|
| Army FMWR Travel Resources..... | <a href="http://www.armymwr.com/travel/">http://www.armymwr.com/travel/</a> |
| National Park Service.....      | <a href="http://nps.gov">http://nps.gov</a>                                 |
| Armed Forces Vacation Club..... | <a href="http://www.afvclub.com">http://www.afvclub.com</a>                 |
| Vet Tix.....                    | <a href="https://www.vettix.org">https://www.vettix.org</a>                 |

## VETERAN / RETIREE

|   |   |
|---|---|
| Arlington National Cemetery.....                          | <a href="http://www.arlingtoncemetery.mil">http://www.arlingtoncemetery.mil</a>   |
| Veterans of Foreign Wars (VFW).....                       | <a href="http://www.vfw.org">http://www.vfw.org</a>   |
| Homes for Our Troops.....                                 | <a href="http://www.hfotusa.org">www.hfotusa.org</a>  |
| Military Handbook.....                                    | <a href="http://www.militaryhandbooks.com/militaryhandbooks.htm">http://www.militaryhandbooks.com/militaryhandbooks.htm</a> |
| National Cemetery Administration.....                     | <a href="http://www.cem.va.gov">http://www.cem.va.gov</a>   |
| Department of Veterans Affairs.....                       | <a href="http://www.va.gov">http://www.va.gov</a>   |
| DOL Veterans Employment and Training Services (VETS)..... | <a href="http://www.dol.gov/vets">http://www.dol.gov/vets</a>   |
| American Legion.....                                      | <a href="http://www.legion.org">http://www.legion.org</a>   |
| Veterans Group Life Insurance.....                        | <a href="http://benefits.va.gov/INSURANCE/index.asp">http://benefits.va.gov/INSURANCE/index.asp</a>                         |
| Disabled American Veterans.....                           | <a href="http://www.dav.org">http://www.dav.org</a>   |

## VOLUNTEER

|   |   |
|---|---|
| Corporation for National and Community Service..... | <a href="http://www.nationalservice.gov">http://www.nationalservice.gov</a> |
|---|---|

## VOTER INFORMATION

|   |   |
|---|---|
| U. S. Election Assistance Commission..... | <a href="http://www.eac.gov">http://www.eac.gov</a> |
|---|---|



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**Call** 877-995-5247

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

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

\*Text your location for the nearest support resources



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

## C. Recruiting Chain of Command

### Chain of Command

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

**Company Commander:** The company commander leads an Army recruiting company by supporting recruiting operations and reducing mission distractions. He/she makes and communicates decisions to positively influence and motivate the force. The company commander must establish a strong working relationship with the first sergeant and leverage his/her technical expertise and practical recruiting experience. The commander balances mission success with a positive command climate and a genuine care for Soldiers, Civilians and their Family Members as evidenced by the implementation and growth of a Soldier & Family Readiness Group. Typically, SFRGs are established at the company level.

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

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

**USAREC Commanding General (CG):** The CG commands the U.S. Army Recruiting Command. He/she is responsible for training and sustaining more than 12,000 Soldiers and Civilians to accomplish the command's recruiting mission in the United States, its territories and OCONUS.

The USAREC CG also works to assure the health, welfare and safety of all Soldiers, Civilians, and Families of USAREC through effective quality of life programs.

### NCO Support Channel

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

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

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

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

## D. Military OneSource

Military OneSource is a Department of Defense funded program that's both a 24/7/365 call center (800-342-9647) and a website (MilitaryOneSource.mil) providing comprehensive information, resources and assistance on every aspect of military life. Service members and the immediate family of active duty, National Guard, and reserve (regardless of activation status), Coast Guard when activated for the Navy, DoD expeditionary civilians, and survivors are eligible for Military OneSource services. Veterans and their immediate family are eligible for Military OneSource up to 365 days post separation or retirement, including the Coast Guard. All services are available at no cost to the user. Military OneSource provides the following support to service members and their families:

Confidential comprehensive information and assistance on every aspect of military life. Information includes, but is not limited to deployment, reintegration, financial, relationship issues, grief, spouse employment and education, and parenting and life skills.

Confidential and no cost non-medical counseling with licensed, and credentialed clinical providers. Non-medical counseling is available for up to 12 sessions, per person, per issue and is intended to prevent the development or exacerbation of lifestyle conditions that may compromise military and family readiness. Non-medical counseling is available via face-to-face, secure online chat or video, and telephonic modalities.

Building Healthy Relationships is an educational specialty consultation for those seeking to build a healthy relationship foundation or maintain an already successful relationship. Consultations are available by phone and video using a six-session format in one of seven curriculum areas with guided exercises.

Wounded, ill and injured resources, accessed through the call center, are available to provide immediate assistance to Service members, veterans or families with issues related to health care, health facilities, and benefits for the wounded.

Special needs, adult and elder care consultations provide assessment of the family's needs and

provide information such as, but not limited to, education, finances, and support groups.

Peer-to-Peer consultations from consultants who are either a veteran or current member of the National Guard or reserves or a military spouse who can relate to a service member through their shared experience. Peer support consultants possess the experience, knowledge, training, tools and resources to assist them with referrals tailored to their needs.

Health and Wellness Coaching, online chat, telephonic, and video sessions for both Service members and families to support nutrition, physical fitness or weight loss goals.

Education consultations provide information such as, but not limited to, college admissions process, financial aid applications, and tutoring.

Tax consultation and electronic filing is available for Service members and their families.

Adoption consultations, document translation, and language interpretation services are also available. Educational materials are available in a variety of topics and formats.



# R2 PERFORMANCE CENTER

R2 Performance Centers provides customized performance and resilience training **at no cost to the Soldier or family** that enables Soldiers and families to develop the mental and emotional skills to strengthen their minds and perform at their best when it matters most. Performance and resilience training is essential in order to sustain personal readiness, enhance resilience, optimize human performance, and build unit cohesion. Training is available at 32 R2 Performance Centers Army-wide to active duty, Reserve and National Guard Soldiers, as well as family members and Department of the Army civilians.

Training can be delivered to the Soldier and family in person or by VTC through most R2 Performance Centers by a Master Resilience Trainer-Performance Expert (MRT-PEs). MRT-PEs hold advanced degrees in sport and performance psychology and tailor each training for specific needs to assist individuals and units with improving performances such as basic rifle marksmanship, Army physical fitness test, test taking, public speaking, briefing, communication, leadership, etc. For the nearest R2 Performance Center near you or for additional information and to request training, please visit the link below.

<https://www.armyresilience.army.mil/ard/R2/R2-Performance-center.html>

## PERFORMANCE TRAINING

- Mental Skills Foundation
- Building Confidence-
- Attention Control
- Energy Management
- Goal Setting
- Integrating Imagery

## ACADEMIC PERFORMANCE TRAINING

- Learner Mindset
- Memory
- Taking Effective Notes
- Power Reading
- Study Hacks
- Test-Taking
- Leverage You Peers
- Master Essay Test and Short Papers

## RESILIENCE TRAINING

- Goal Setting
- ATC
- Energy Management
- Avoid Thinking Traps
- Detect Icebergs
- Mental Games
- Put it in Perspective
- Problem Solving
- Real Time Resilience
- Identify Character Strengths in Self and Others
- Characters Strengths Challenges and Leadership
- Assertive Communication
- Effective Praise and Active Constructive Responding



# EFMP Systems Navigator

## Did you know?

If you require specialty care more than once a year, you may qualify for EFMP enrollment.

## Did you know?

EFMP enrollment is mandatory for Soldiers who have a Dependent with a qualifying special need

*The most important thing to remember is that support exists!*

## What is Systems Navigation?

Systems Navigation is a community support component of the EFMP that connects Families with special needs to the systems of care they need, both on and off the installation.

## Your EFMP Systems Navigator is able to assist your Family with the following:

- Locate providers
- Find information on schools
- Provide info on enrollment/update submission
- Locate support in your area
- Find programs for financial assistance
- Advocate for the Family
- Educate on resources
- Help with ANY Exceptional Family Member need

## Contact your system navigator:

1st BDE, 2nd BDE & MRB  
Holly Minor  
502-626-1080  
holly.m.minor.ctr@mail.mil

3rd BDE, 5th BDE & 6th BDE  
Alexandra Billings  
502-626-2015  
alexandra.r.billings.ctr@mail.mil



# GLOSSARY OF TERMS

## A

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



**B**

|             |  |
|-------------|--|
| <b>BAH</b>  | Basic Allowance for Housing  |
| <b>BCAC</b> | Beneficiary Counseling and Assistance Coordinator – In USAREC this position is filled by the Battalion Soldier and Family Assistance (SFA) Program Manager |
| <b>BAS</b>  | Basic Allowance for Subsistence  |
| <b>BCT</b>  | Brigade Combat Team or Basic Combat Training   |
| <b>BDE</b>  | Brigade  |
| <b>BJA</b>  | Brigade Judge Advocate   |
| <b>BN</b>   | Battalion  |
| <b>BRS</b>  | Blended Retirement System  |

**C**

|                   |   |
|-------------------|---|
| <b>Career Day</b> | 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 |
| <b>CAST</b>       | Computer Adaptive Screening Test  |
| <b>CDR</b>        | Commander   |
| <b>CG</b>         | Commanding General  |
| <b>CIP</b>        | Command Inspection Program  |
| <b>COA</b>        | Course of Action  |
| <b>COE</b>        | U.S. Army Corps of Engineers  |
| <b>COI</b>        | Centers of Influence  |
| <b>Contact</b>    | Personal or telephonic contact with an individual by the recruiter for the purposes of establishing interest in an appointment to discuss Army opportunities.                             |
| <b>CONUS</b>      | Continental United States   |
| <b>COS</b>        | Chief of Staff  |
| <b>CSM</b>        | Command Sergeant Major  |
| <b>COLA</b>       | Cost of Living Allowance  |

**D**

|                           |   |
|---------------------------|---|
| <b>DA</b>                 | Department of the Army  |
| <b>DACH</b>               | Department of the Army, Chaplain  |
| <b>DCAO</b>               | Debt Collection Assistance Officer  |
| <b>DCG</b>                | Deputy Commanding General   |
| <b>DCO</b>                | Deputy Commanding Officer   |
| <b>DECA</b>               | Defense Commissary Agency   |
| <b>DEERS</b>              | Defense Enrollment Eligibility Reporting System: the organization that registers spouses and children, certifying them for ID cards, medical care and other military privileges   |
| <b>Deployment</b>         | The relocation of forces and material to operational areas. Deployment encompasses all activities from home station through destination, including intercontinental, inter-theater and intra-theater movement, staging, and holding areas |
| <b>Detailed Recruiter</b> | 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   |

|             |  |
|-------------|--|
| <b>DFAS</b> | Defense Finance and Accounting Service — the organization that pays Soldiers and civilian employees, keeps track of allotments, and leave time |
| <b>DLA</b>  | Dislocation Allowance  |
| <b>DOD</b>  | Department of Defense  |

## E

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

## F

|                       |  |
|-----------------------|--|
| <b>SAP</b>            | Family Advocacy Program  |
| <b>FMWR</b>           | Family and Morale, Welfare and Recreation - a collection of facilities (such as fitness centers and bowling alleys) and services (such as travel agencies and tours) available on post for Soldiers and their Families |
| <b>FSTP</b>           | Future Soldier Training Program  |
| <b>Future Soldier</b> | Someone who has enlisted but has not shipped for basic training  |

## G

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

## H

|             |                                       |
|-------------|---------------------------------------|
| <b>HRAP</b> | Hometown Recruiter Assistance Program |
| <b>HQs</b>  | Headquarters                          |

## I

|              |                                 |
|--------------|---------------------------------|
| <b>IG</b>    | Inspector General               |
| <b>IM</b>    | Information Management          |
| <b>IMCOM</b> | Installation Management Command |
| <b>IMT</b>   | Initial Military Training       |

**ITO** Invitational Travel Order

## J

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

## L

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

## M

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

## N

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

## O

**ONCOUS** Outside the Continental United States  
**OER** Officer Evaluation Report  
**OIC** Officer in Charge  
**Other** Anyone other than a grad alpha or a senior alpha  
**OSD** Office of the Secretary of Defense

## P

**P1** Telephone prospecting

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

## Q

|                 |  |
|-----------------|--|
| <b>Quarters</b> | The place where Soldiers and Families live |
|-----------------|--|

## R

|                       |   |
|-----------------------|---|
| <b>RA</b>             | Regular Army  |
| <b>RC</b>             | Recruiting Center   |
| <b>RCI</b>            | Residential Community Initiative  |
| <b>Rctg Bde</b>       | Recruiting Brigade  |
| <b>Rctg Bn</b>        | Recruiting Battalion  |
| <b>Rctg Co</b>        | Recruiting Company  |
| <b>Recruiter Zone</b> | Computer program used for time management processing  |
| <b>Reintegration</b>  | The process of transitioning Soldiers from deployment to their regular duties and home station life.              |
| <b>REA</b>            | Recruiter Expense Allowance   |
| <b>REQUEST</b>        | Recruit Quota System  |
| <b>RI</b>             | Recruiting Impropriety  |
| <b>Ringer</b>         | An individual who attempts to test and/or process under a false name to qualify another individual for enlistment |
| <b>RM</b>             | Resource Management   |
| <b>RMZ</b>            | Report Management Zone  |
| <b>ROP</b>            | Recruiting Operation Plan   |
| <b>RPI</b>            | Recruiting Publicity Item   |
| <b>RRC</b>            | Recruiting and Retention College  |
| <b>RS</b>             | Recruiting Station  |
| <b>RST</b>            | Recruiting Support Team   |

## S

|                |  |
|----------------|--|
| <b>SA</b>      | Senior Alpha - a high school senior who scores above 50 on the ASVAB Special |
| <b>SDAP</b>    | Duty Assignment Pay  |
| <b>SFA</b>     | Soldier and Family Assistance Program Manager                                |
| <b>SFL-TAP</b> | Soldier for Life Transition Assistance Program (formerly career ACAP)        |

|                          |  |
|--------------------------|--|
| <b>SFRG</b>              | Soldier and Family Readiness Group                       |
| <b>SGLI</b>              | Servicemembers Group Life Insurance                      |
| <b>SLC</b>               | Senior Leader Course                                     |
| <b>SLO</b>               | School Liaison Officer                                   |
| <b>SMT</b>               | Senior Master Trainer                                    |
| <b>SRP</b>               | School Recruiting Program                                |
| <b>Station Commander</b> | A noncommissioned officer who leads a recruiting station |

## T

|                |   |
|----------------|---|
| <b>TAIR</b>    | Total Army Involvement in Recruiting                    |
| <b>TDY</b>     | Temporary Duty – military equivalent to a business trip |
| <b>TLE</b>     | Temporary Lodging Expense                               |
| <b>TRADOC</b>  | U.S. Army Training and Doctrine Command                 |
| <b>TRICARE</b> | The Department of Defense managed health care program   |
| <b>TSP</b>     | Thrift Savings Plan                                     |

## U

|               |  |
|---------------|--|
| <b>UMT</b>    | Unit Ministry Team — the brigade chaplain and chaplain assistant |
| <b>USACC</b>  | United States Army Cadet Command                                 |
| <b>USAR</b>   | United States Army Reserve                                       |
| <b>USAREC</b> | United States Army Recruiting Command                            |

## V

|             |   |
|-------------|---|
| <b>VHA</b>  | Variable Housing Allowance - amount differs depending on location |
| <b>VMIS</b> | Volunteer Management Information System                           |

## W

|                |   |
|----------------|---|
| <b>Walk-In</b> | A potential enlistee who walks into a recruiting station without prior contact from a recruiter |
|----------------|---|

## X

|           |                   |
|-----------|-------------------|
| <b>XO</b> | Executive Officer |
|-----------|-------------------|

## Other

|            |                            |
|------------|----------------------------|
| <b>79R</b> | MOS for a career recruiter |
|------------|----------------------------|



We want to recognize the USAREC Senior Spouses for all of their hard work and dedication toward creating and updating this resource guide. Their efforts will provide the quality of life information needed to allow our Soldiers and their Families to make a smooth transition into USAREC. This is also a valuable resource tool for all Soldiers and Families assigned to USAREC.