

FAMILY RESOURCE GUIDE



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A - INTRODUCTION

I. Introduction

The purpose of this United States Army Recruiting Command (USAREC) Family Resource Guide is to provide you with resources 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.

II. USAREC Mission, Vision, and Values

USAREC Mission:

Recruit America's best and brightest volunteers that are able to deploy, fight, and win.

USAREC Vision:

An innovative team of empowered, accountable, and trustworthy leaders that competes for quality talent who are motivated, resilient, and fit to WIN, because WINNING MATTERS!

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

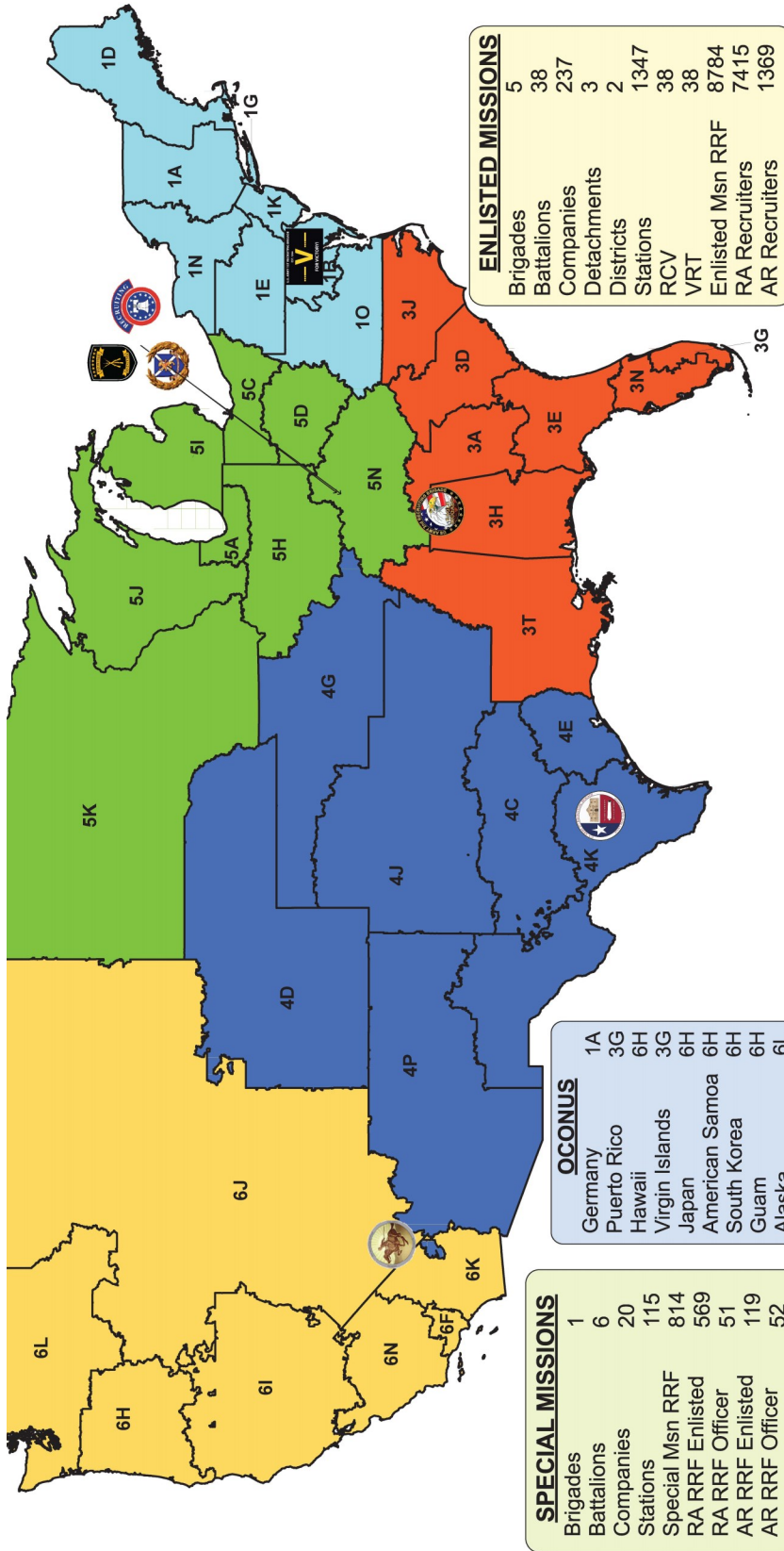
Enduring Principles:

- Empowered leaders own and accomplish the mission
- Station Commanders 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:

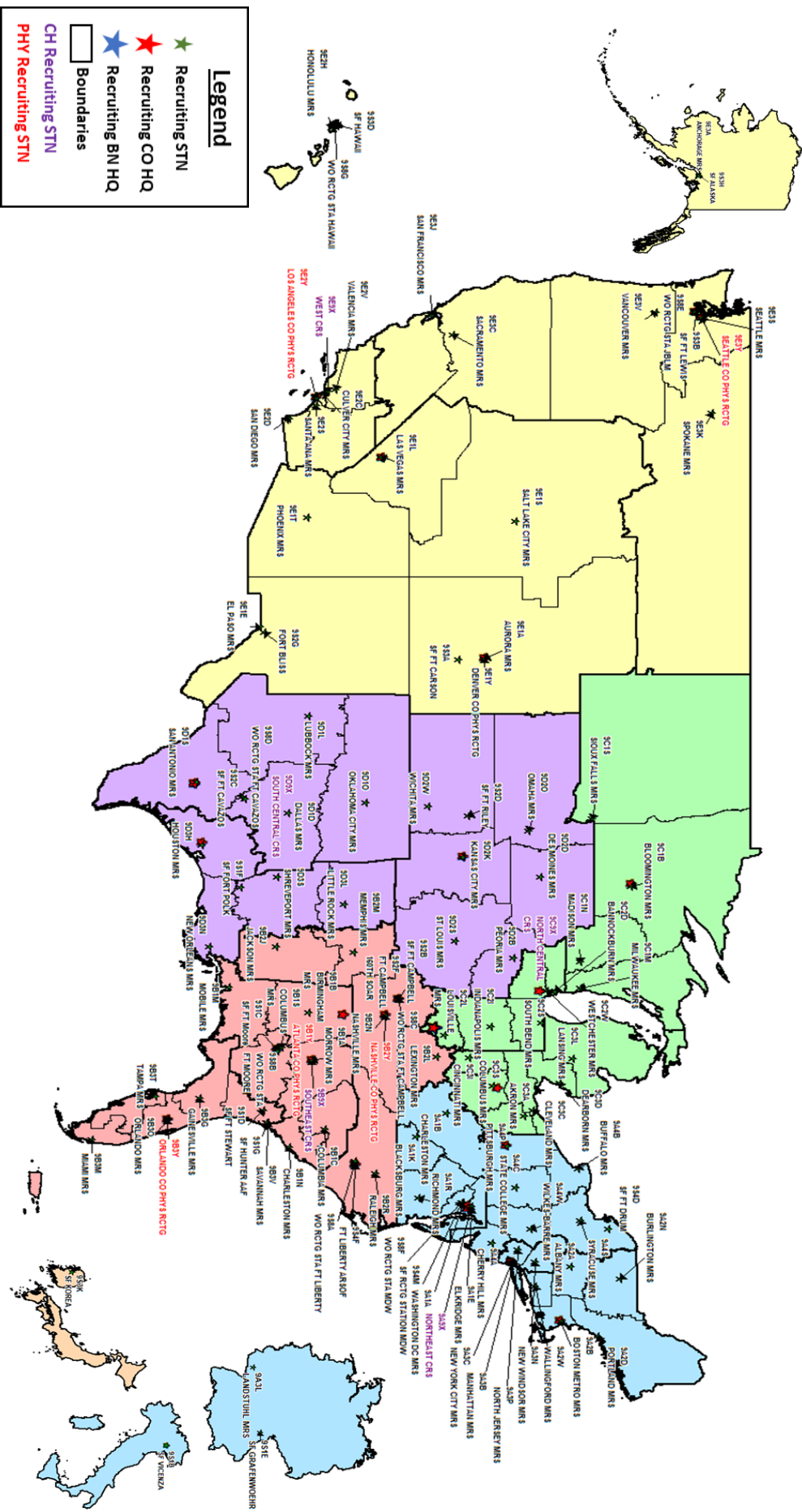
The U.S. Army's trusted ambassador to the American people – exemplifying Army Values and demonstrating the Warrior Ethos: always placing the mission first, never accepting defeat, never quitting, and never leaving a fallen comrade.

U.S. Army Recruiting Command



- 1st BDE**
 - 1A Albany
 - 1B Baltimore
 - 1D New England
 - 1E Harrisburg
 - 1G New York
 - 1K Mid-Atlantic
 - 1N Syracuse
 - 1O Richmond
- 2nd BDE**
 - 3A Atlanta
 - 3D Columbia
 - 3E Jacksonville
 - 3G Miami
 - 3H Montgomery
 - 3J Raleigh
 - 3N Tampa
 - 3T Baton Rouge
- 3rd BDE**
 - 5A Chicago
 - 5C Cleveland
 - 5D Columbus
 - 5H Indianapolis
 - 5I Great Lakes
 - 5J Milwaukee
 - 5K Minneapolis
 - 5N Nashville
- 4th BDE**
 - 4C Dallas
 - 4D Denver
 - 4E Houston
 - 4G Kansas City
 - 4J Oklahoma City
 - 4K San Antonio
 - 4P Phoenix
- 5th BDE**
 - 6F Los Angeles
 - 6H Portland
 - 6I Nor Cal
 - 6J Salt Lake City
 - 6K So Cal
 - 6L Seattle
 - 6N Cent Cal
- 6th BDE**
 - 9A 1st MRBn
 - 9B 2nd MRBn
 - 9C 3rd MRBn
 - 9D 5th MRBn
 - 9E 6th MRBn
 - 9S Special Ops

U.S. Army Medical Recruiting Brigade



III. Recruiting Chain of Command

USAREC Commanding General (CG)



Brigade Commander



Battalion Commander



Company Commander



USAREC Command Sergeant Major (CSM)



Brigade Command Sergeant Major (CSM)



Battalion Command Sergeant Major (CSM)



First Sergeant (1SG)



Station Commander Either E6/E7



A. Chain of Command

USAREC Commanding General (CG): The CG commands the U.S. Army Recruiting Command. They are 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.

Brigade Commander: The brigade commander commands a recruiting brigade composed of a headquarters unit, battalions, companies and

recruiting stations dispersed across multiple states. They are 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.

Battalion Commander: The battalion commander commands recruiting companies and stations often dispersed across multiple states. They manage 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.

Company Commander: The company commander leads by supporting recruiting operations and reducing mission distractions. They make and communicate decisions to positively influence and motivate the force. The company commander must establish a strong working relationship with the first sergeant and leverage their 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.

B. NCO Support Channel

USAREC Command Sergeant Major (CSM): The USAREC CSM is the senior enlisted advisor and supports the CG in the execution of all duties. The CSM is the CG's principal advisor for all matters related to enlisted personnel and is responsible to enforce the standards of conduct for all enlisted personnel within USAREC. The CSM provides information, assessments, judgments, opinions, and an experienced viewpoint on morale, discipline, motivation, retention, and other enlisted Soldier concerns.

Brigade Command Sergeant Major (CSM): The brigade CSM provides leadership, training and guidance for the Soldiers, and Civilians 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.

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.

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, they assist 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.

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

B - HISTORY

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.



Major General 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 Rico, as well as 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. The Regional Recruiting Commands were designated as numbered Recruiting Brigades, with 1st Brigade at Fort Meade, Maryland, 2nd 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 RRC trains and educates military and civilian leaders. It develops complementary concepts, doctrine, organization, material, and training across the spectrum of recruiting and retention to support requirements for America's decisive force.

In October 2018, Secretary of the Army appointed the TRADOC Commander as the Senior Responsible Officer (SRO) for all accessions. Additionally, under Army General Order 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.

In 2023, a directive from the Secretary of the Army resulted in the announcement of a significant transition for the U.S. Army Recruiting Command (USAREC). This transition involved shifting USAREC from its previous alignment under the Training and Doctrine Command (TRADOC) to assume the status of a Direct Reporting Unit (DRU), reporting directly to the Secretary/Chief of the Army (CSA). As part of this transformation, USAREC will be officially designated as a 3-star DRU and will oversee the realignment of the Army Enterprise Marketing Office (AEMO) and the U.S. Army Cadet Command. The transformation is currently underway, the anticipated date to be fully operational is October 2026.

C - PREPARATION

I. Army Recruiter Course Preparation

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 on 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.

The ARC is an 8-week long course. During the course, Soldiers will be given both battalion and station assignments. The assignment process for the Army Recruiting Course is meticulously designed to assist both the needs of the command and the individual preferences of the Non-Commissioned Officers. At the beginning of the course, students are given a comprehensive briefing about how the assignment process works. During this initial briefing, students are also provided with a preference map and a consideration worksheet, which they are required to complete and return within 72 hours. These documents are crucial as they allow the students to express their preferences and any other considerations that might impact their assignment. The information collected is then analyzed to align the NCOs' desires with the operational demands of the Army.

The secondary part of the process becomes more personalized as students engage in one-on-one meetings with G1 to select their battalions. This collaborative selection process considers both the requirements of the command and the preferences mentioned by the NCOs in their worksheets. The aim is to strike a balance between fulfilling operational needs and accommodating individual preferences to the greatest extent possible. Once a student selects their battalion, the BN CSM plays an essential role in the subsequent steps. Shortly after the selection, the BN CSM reaches out to the student to discuss specific station assignments. This direct communication ensures clarity and aids in addressing any additional concerns or questions the student might have, thereby fostering a more transparent and efficient assignment process.



During the tertiary portion of the process, each NCO will receive a detailed briefing on their new station assignments. Along with this essential information, a sponsor will be designated to each NCO to assist them. This is a pivotal step in guaranteeing a smooth transition.

Throughout the remainder of assignment process, USAREC G1 meticulously inputs their assignment details into the IPPS-A. Once the assignment is in IPPS-A, each NCO must log in and complete their member elections. Their Military Personnel Division (MPD) at their current station will be responsible for issuing and processing their official orders.

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 returns to their previous duty station to conduct the PCS move to the Soldier's USAREC assignment.

NOTE: 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.

II. Pre-Departure Resources

Moving is never easy, whether it is across town or to another continent. The Relocation Program has a list of 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 Soldier and Family Assistance Program Managers (SFA) for information specific to your PCS. See page 23 for the SFA contact information.

A. Newcomer's Brief

Newcomers' briefs are provided to all incoming Service Members and Families. The brief covers services, programs, resources and local information needed to be successful in their new location. Contact your BDE/BN SFA to schedule or sign up for the next newcomers' brief. For more information on programs

offered by your SFA go to page 23.

B. 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 or call (800) 342-9647.

1. Plan My Move

Plan My Move is an online tool to help take some of the stress out of moving. The site offers information, resources and a customizable checklist 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. Military INSTALLATIONS

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

C. Unit Support

1. Sponsorship Program

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. All transferring service members are entitled to an appointed sponsor at their new command.

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 S1.

2. 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 SFRG, 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 SFRG 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.

D - TIPS FOR PCSING IN USAREC

I. 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/ 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)

The purpose of DLA is to partially reimburse a member, with or without dependents, for expenses incurred in relocating the member's household during a PCS move. DLA rates can be found on the DoD Per Diem, Travel and Transportation Allowance Committee's website The DLA with dependent rate will only be paid if all criteria are met.

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.

II. 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. 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 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, military occupational skill (MOS), or marital status.
2. 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, Service Member must apply there first. If the waitlist is over 90 days, Service Member will qualify for LGH. If it is under 90 days, they will not qualify.
3. Soldiers are required to have at least 12 months remaining at their current duty station at the time of the estimated lease start date.
4. The application processing time is 34 days.
5. Dwellings must be decent, safe and sanitary, and located in low crime neighborhoods. School rating is not a factor.
6. 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.
7. Bedroom entitlements are based on number and age of dependents:
 - Service member and spouse - 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)
8. USACE will provide a list of at least three 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.
 9. If a Service Member declines three (3) suitable dwellings without a justifiable reason, their application will be withdraw and they becomes responsible for finding their own dwelling. The Service Member cannot re-apply for the program until the receipt of new PCS orders.
 10. 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://idco.dmdc.osd.mil/idco/>
 - e. Other documents when requested by the LGHP office.

For more information contact:

USAREC Housing Office (502) 626-0997

Email: usarmy.knox.usarec.list.hq-g4-housing-office@mail.mil

C. 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).

III. Transition: Medical Coverage En Route

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:

1. If near a military treatment facility, fill the prescription at the MTF pharmacy.
2. Find the closest TRICARE network pharmacy. Call (877) 363-1303 or visit www.tricare.mil
3. If a network pharmacy is not available, you can visit a non-network pharmacy. You may have to pay up front for medication and file a claim with Express Scripts Inc., for reimbursement. Call (877) 363-1303 or go to www.tricare.mil for more information.
4. 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 29-32.

IV. Child/School Options

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

A. Military Childhood Education Coalition (MCEC)

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

B. 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 for more information.

V. Childcare

A. 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. 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. Parents and providers must recertify annually by providing updated information to CCAoA, as requested.
- d. 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 can apply.
- c. Survivors of fallen Soldiers.
- d. Wounded warriors assigned to a Soldier Recovery Unit (SRU) 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 for the application packet and instructions.

Parent responsibilities include completing and maintaining eligibility documentation; signing monthly attendance sheets; meeting program guidelines; making monthly payments on co-pays and any additional fees and reporting any changes in need or

eligibility promptly.

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.

B. Expanded Hourly Care

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](https://www.militaryonesource.com) to learn more about eligibility requirements. Child care questions and concerns can also be directed to your SFA.

VI. Arrival: In-Processing

A. Financial Entitlements

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

1. Basic allowance for Housing (BAH)

Housing allowances include Basic Allowance for Housing (BAH), Overseas Housing Allowance (OHA), and Family Separation Housing (FSH) Allowance. A Service member on Active Duty (AD) entitled to basic pay is authorized a housing allowance based on his or her grade, rank, location, and whether he or she

has any dependents. A housing allowance generally is not authorized for a Service member who is assigned to appropriate and adequate Government quarters.

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.

BAH is a fundamental component of the military pay package designed to offset housing costs for Service members renting off-base on the local market economy. By law, BAH is determined based on “the costs of adequate housing for civilians with comparable income levels [to military Service members] in the same area.” BAH rates are designed to reflect the median housing costs facing civilians in the local housing market. This means that approximately 50% of the local population (including Service members) can be expected to rent above the median rent and 50% to rent below it. Members are free to economize (and save a portion of their BAH) by renting below the market median costs, or to upgrade (and pay out-of-pocket) by renting above the market costs. Member housing preference and choice do not affect BAH rates.

BAH is based on rental housing cost data, and does not consider the home purchase market. A homeowner's monthly mortgage payment is not used in the computation because the monthly cash outlay of a homeowner is not a good indicator of the economic costs of home ownership. The variables needed to compute this include difficult-to-measure factors like the expected appreciation in the value of the residence, the amount of down payment, the opportunity costs of interest from down payments, settlement costs, and the tax savings due to the interest and tax payments deduction. Therefore, to assess exclusively housing costs, BAH is calculated to reflect current rental market conditions.

BAH rates are computed each year using median market rents and average local utility expenditures (electricity, water/sewer, and heating fuel) for civilians

in each local market area. BAH rates fluctuate with annual changes in these costs.

Additional information can be found at the link below and in DODFMR Chapter 26:

- https://comptroller.defense.gov/FMR.vol7a_chapters.aspx
- <https://www.travel.dod.mil/Support/ALL-FAQs/Article/2906543/bah-basics/>
- <https://www.travel.dod.mil/Allowances/Basic-Allowance-for-Housing/BAH-Rate-Lookup/>

BAH Rates Below Actual Housing Cost

After a congressionally mandated change, BAH rates were slowly reduced over time to 5% below actual housing costs. That process was completed in 2019. The nearly one million troops who receive BAH will absorb \$84 to \$194 of their calculated housing costs monthly in 2024. Rates will continue to sit at 95% of actual costs going forward. The BAH rates are intended to cover 95% of the combined rent and utility costs of suitable housing for service members, regardless of the earnings of other household member. <https://www.cbo.gov>

BAH Does Not Cover Renter's Insurance

Another congressionally mandated change eliminated renter's insurance from the BAH calculation. That means troops are expected to pay out of pocket for such insurance. Privatized base housing companies also no longer provide that protection as part of on-base rental agreements.

2. CONUS COLA

The Cost-of-Living Allowance in the continental United States (CONUS COLA) is a taxable, supplemental allowance designed to help offset expenses for Service members assigned to expensive CONUS areas.

An area is considered high cost if the non-housing cost of living for that area exceeds a threshold of 108%. Therefore, only members assigned to duty stations where the non-housing cost of living is at least eight percent above the national average are eligible for CONUS COLA. CONUS COLA is paid based on several factors in addition to location. The amount of payment is based on “with” or “without” dependents, pay grade, and years of service.

Housing related costs are considered part of the Basic Allowance for Housing (BAH) and are excluded from CONUS COLA.

CONUS COLA Rate Lookup at: <https://www.travel.dod.mil/Allowances/CONUS-Cost-of-Living-Allowance/CONUS-COLA-Rate-Lookup/>

CONUS COLA FAQs: <https://www.travel.dod.mil/Support/ALL-FAQs/Article/2906562/conus-cost-of-living-allowance/>

3. Special Duty Assignment Pay (SDAP) for Recruiters

Basic pay and allowances are only a part of the military compensation picture. Many military members qualify for special pays and incentives that are part of the service's recruitment and retention efforts. Some compensate members for assignment to hazardous or difficult duty conditions. All Soldiers assigned to USAREC and performing a recruiting mission (Recruiter, Station Commander, 1SG, and certain BN level staff) are authorize Special Duty Assignment Pay (SDAP). SDAP rates periodically change based on changes to the law. Additional information can be found at: <https://militarypay.defense.gov/Pay/Special-an-Incentive-Pays/>

4. Recruiter Expense Reimbursement (REr)

This \$150 allowance enables recruiters to pay document fees, provide occasional lunches 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 DODFMR 7000.14R.

5. Recruiting-Related Parking Expenses

This \$400 allowance enables recruiters to be reimbursement for all expenses for parking a POV at the PDS work site or TDY location. How to apply for reimbursement, see DoDI 5154.31, Joint Travel Regulation (020606) and DODFMR 7000.14R.

6. Basis Allowance for Subsistence (BAS)

Basic allowance for subsistence (BAS) is meant of offset the cost of the Soldier's meals, but is not intended to cover the cost of meals for family members. Generally officers and enlisted Soldiers are paid flat rate unless they fall into the BAS II

categories. Visit <https://www.dfas.mil/MilitaryMembers/payentitlements/Pay-Tables/bas/> to see current rates and information regarding BAS II.

7. Base Pay

Various pay charts can be found at: <https://www.dfas.mil/MilitaryMembers/payentitlements/Pay-Tables/>

To help you understand the basics of various pay, special pays, allowances and how to read your LES visit: <https://www.dfas.mil/MilitaryMembers/payentitlements/aboutpay/>

8. Miscellaneous Pay and Allowances

A Soldier may receive various other allowances depending on their job and duty location, i.e. language proficiency pay, aviation career incentive pay, health professional pay, hazardous duty pay, and clothing allowance. Additional information can be found at: <https://www.dfas.mil/MilitaryMembers/payentitlements/Pay-Tables/>

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

Due to the dispersed nature of USAREC and Soldiers not being assigned to an installation, in-processing finance upon arrival to your new duty station will normally be done remotely by using the Smart Voucher process. Form and information can be found at: <https://www.dfas.mil/militarymembers/travelpay/forms>.

Use the SmartVoucher interactive application to fill out your travel voucher, DD Form 1351- found at <https://www.dfas.mil/MilitaryMembers/travelpay/smartvoucher/>. SmartVoucher makes it easy for military members to complete their TDY vouchers. However, do not use if your voucher is processed in the Defense Travel System (DTS). It's important that a Soldier reaches out to their HR Professional to determine that procedures/screening are followed to prevent delays in payment. Soldiers must also remember that a claim for Temporary Lodging Expense and settlement of a full or partial Personally Procured Move (PPM) is a part of settling into a new location.

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 <https://idco.dmdc.osd.mil/idco/>. 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 <https://milconnect.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 <https://idco.dmdc.osd.mil/idco/> or contact your SFA

C. DOD ASYMCA Gym Membership Program

Armed Services YMCA is a DOD-funded program that provides gym memberships for geo-dispersed soldiers that are more than 10 miles away from an installation with no access to free equipment. In many situations, the family members residing with the soldier may also participate in the membership. ASYMCA Covers up to \$57 for Soldier or \$80 total for Family (LA Fitness, Esporta Fitness & 24Hr Fitness DO NOT participate in Family Plans).

Service members must have at least six months remaining at their current duty station. Every membership is pre-paid for six months at a time. Service members can choose between one (1) YMCA and one (1) private fitness facility per station. Private fitness facility applications must be accompanied by a Participation Agreement form, filled out and signed by gym management. Dependents must be at least 12

years old to qualify for membership at a private facility.

Once approved for membership, the service member must have a minimum of 48 visits within the six month membership in order to qualify for renewal. The latest policy guidelines and membership forms may be found at <https://www.asymca.org/ymca-dod-military-outreach-initiative>. USAREC requires that all applications be digitally signed by the service member. When the forms are completed, they will need to be sent to the following email address to verify eligibility and good standing of the soldier: usarmy.knox.usarec.mbx.g1-ymca-fitness@army.mil

Upon approval by the MCAO at USAREC HQ, forms will be sent to DOD ASYMCA for final approval and payment. DOD ASYMCA will send out an email containing the next steps in the application process. YMCA and Private Fitness memberships require further processing and can take 30-45 working days to complete.

D. Spouse Licensure Reimbursement Program

This program allows the Army to reimburse the Service Member up to \$1000 per move for Spouse's re-licensure, recertification and qualified business costs resulting from reassignment on a permanent change of station (PCS) or permanent change of assignment orders from one duty station to another. Fees or costs associated with getting the same or similar license in the new state, to include exams and registration fees are included in the reimbursement. It is not required for the spouse to have held the license or certification or owned the business in the last duty station. As long as the spouse held a license or certification or owned the business at a previous duty station while married to the Service Member. The reimbursement packet can only be submitted after the Service Member completes in-processing at the new duty station. The following documents are needed but not limited to, SF 1034, PCS orders, Spouse's previous state license or certification that was valid at the previous station, new state license or certification, proof of fee payment, and copy of marriage certificate.

E - FAMILY PROGRAMS

I. Military Support Services

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

The SFA coordinate the services normally provided by an installation Army Community Service (ACS) center. The SFA handles the Army Family Action Plan (AFAP), Army Family Team Building (AFTB), the Army Volunteer Corps, Exceptional Family Member Program (EFMP), Information and Referral, Relocation, and Spouse Employment Program. They are also Beneficiary Counseling Assistance Coordinators (BCAC) certified to assist with TRICARE concerns and issues.

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.

B. Family Advocacy Program Coordinator (FAPC)

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.

BATTALION SFA PHONE NUMBERS

Toll-Free 1-800-790-0963

Albany - (518) 266-7452	Montgomery - (334) 551-3211
Atlanta - (770) 917-3152	Nashville - (615) 872-7519
Baltimore - (301) 677-706	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
Houston - (713) 588-4034	Seattle - (206) 764-6743
Indianapolis - (317) 549-1780	SoCal - (949) 367-1858
Jacksonville - (904) 309-6915	Syracuse - (315) 479-8345
Kansas City - (816) 891-8744	Tampa - (813) 915-8417
Los Angeles - (818) 401-2774	1st MRB - (301) 677-6695
Miami - (305) 403-8411	2d MRB - (256) 450-9670
Mid-Atlantic - (732) 408-4425	3d MRB - (502) 626-0788
Milwaukee - (414) 577-2526	5th MRB - (210) 295-0813
Minneapolis - (612) 725-3120	6th MRB - (702) 898-9842

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

1. Prevention

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.

2. 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.”

3. 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.mil/leaders-service-providers/child-abuse-and-domestic-abuse/victim-advocate-locator/>

4. 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 suspected 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.

USAREC FAPC ROSTER		
Toll-Free 1-800-255-2769		
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

C. Exceptional Family Member Program (EFMP) System Navigator



Systems navigation is a community support component of the Exceptional Family Member Program 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 SFAs to 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. They are able to help your Family with any EFMP needs, to include the following:

1. Locate and research providers in your area-providing you with contact info, potential wait lists, and current TRICARE network participation.
2. Advocate for your Family's needs
3. Find information on schools in relation to EFM educational requirements
4. Find programs for financial assistance
5. Educate on resources/support groups in the area
6. 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. You can also learn more about EFMP at <https://efmp.army.mil/>.

II. Military Support Programs

The following programs are offered by the SFA.

A. 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. For more information, visit <https://ims.armyfamilywebportal.com>.

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 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.

B. Army Family Team Building (AFTB)



The AFTB program improves the overall readiness of the force by teaching and promoting personal and Family readiness through standardized, progressive and sequential education to family members and Soldiers. The

program can also be used to meet the needs of the individual audience. Leaders looking for cohesive team building classes for their Soldiers, new spouses looking to learn about their new military environment or teens learning to become leaders, AFTB has various modules to meet the needs of any audience.

AFTB Training

AFTB offers online, in-person or virtual training in the following areas:

AFTB Level K for Knowledge

Offers Army 101 basic classes for those who are unfamiliar with the military. Learn about Army life and how to maneuver through daily challenges, understand Army acronyms, use community resources, attain better financial readiness, and appreciate the impacts of the Army mission on daily life.

AFTB Level G for Growth

The second level offers classes on how to improve your personal relationships and communication and stress-management skills. Discover how teams form and grow, how to solve problems, and how to resolve personal conflict. You'll also learn about Army traditions, customs, courtesies, and protocol.

AFTB Level L for Leadership

Finally level three expands your leadership skills, polish communication techniques, and dives into mentorship of others into leadership positions. Learn how to find your leadership style, run an effective meeting, manage group conflict, and coach and mentor others.

Online lessons can be taken at your convenience on <https://www.armyfamilywebportal.com/>. Click on Online Learning Management System in the menu and scroll to Family Programs to access AFTB level K, G and L. For in-person and virtual classes contact your SFA for them to coordinate this training with any one of our certified Family Programs Instructors. It is an easy way to learn about how to survive and thrive in today's Army.

C. Army Volunteer Corps Program (AVC)

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. 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.

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

- Family Programs Instructor
- SFRG Funds Custodian
- Various other SFRG positions
- Family Programs social media/marketing
- Assist vSFRG Assistant
- Family Programs administrative volunteer
- Family Programs event/activity assistant
- Organizational Point of Contact (OPOC)

Volunteer Management Information System (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 and certification of your hours. This will enable you to volunteer for

positions and become eligible for volunteer recognition. Visit <https://www.armyfamilywebportal.com>

All SFRG and volunteer training is coordinated through the SFA.

D. Information and Referral

Information and Referral provides Soldiers and Families with timely, comprehensive information on both military and community resources that will assist in meeting basic needs and improve quality of life. SFAs will give Soldiers and Families any information or assistance they may need or will refer them to the appropriate agency that can best help them.

E. Relocation

Relocation program is available to provide a support system from the first move to the last of many. The program has information and resources to help Soldiers and Families navigate their next military move. From newcomers' briefs to checklists on what to pack your SFA can assist in getting the information you need for a successful PCS. For tips on PCSing in USAREC refer to page 15.

F. Spouse Employment Program

The Employment Readiness Program (ERP) offers resources to help with your career plan and job search. Whether you're a military spouse or family member who just moved or looking for new opportunities, we're here to help. We regularly provide information on classes and seminars on self-assessment and career exploration, resume writing, interviewing techniques, dressing for success, networking, and entrepreneurship.

1. Federal Employment

The Army offers numerous opportunities for challenging and rewarding civilian employment in virtually all career fields and in different parts of the world. Whether you are a military spouse, student, a recent graduate, a veteran, or a current federal employee seeking information about opportunities with the Army, please contact the nearest military installation Civilian Personnel Advisory Center (CPAC) or the 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

USAJobs

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. For more information, visit <http://www.usajobs.gov/>

Office of Personnel Management

The OPM website contains forms, publications, and information on federal government personnel management. For more information, visit <http://www.opm.gov/>

1. Civilian Employment

American Job Centers (AJC)

American Job Centers (AJCs) provide free help to job seekers for a variety of career and employment-related needs. Nearly 2,300 AJCs, funded by the U.S. Department of Labor's Employment and Training Administration, are located throughout the United States.

AJCs have experienced career counselors on staff that work with job seekers to identify their interests, assess their skills and abilities and advise them on in-demand jobs and potential training opportunities. Many AJCs also offer recruiting events, workshops on resume writing, interviewing skills, and job search activities.

Locate the center closest to you at: <https://www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx>

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://mycaa.militaryonesource.mil/mycaa/> or call (800) 342-9647 to speak with a SECO career coach.

F - TRICARE

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>.

A. 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, at the local MTF during in-processing, or by contacting your regional contractor 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:

1. 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.
2. Receive most health care from a military treatment facility (MTF), along with the TRICARE contracted civilian medical providers called Preferred Provider Network (PPN). T

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 or specialty care 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.

3. 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.

B. TRICARE Select

TRICARE Select is a fee-for-service plan. TRICARE Select is for TRICARE-eligible beneficiaries who aren't able to, or choose not to, enroll in a TRICARE Prime option. 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.

To find a TRICARE network provider, go to www.tricare.mil/findaprovider or call your regional contractor. For more information on TRICARE Select, visit www.tricare.mil/select.

C. 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.

D. Military Health System National Nurse Advice Line (MHS-NAL) 1-800-TRICARE (1-800-874-2273)

1. Available 24/7 by phone, web chat, and video chat.
2. Contact the MHS Nurse Advice Line 24/7 to:
 - a. Get evidence-based health care advice from a registered nurse
 - b. Find an urgent care or emergency care facility
 - c. Receive recommendations for the most appropriate level of care
 - d. Schedule same or next day appointments when recommended by a registered nurse and enrolled to a military hospital or clinic
 - e. 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>

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

The Prime Travel Benefit reimburses reasonable travel expenses for a qualified trip by a TRICARE Prime enrollee. 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: 1-844-866-9378

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 (www.tricare-east.com)
West Region (www.tricare-west.com)

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, it will be considered incomplete and held until you provide it.

F. Active Duty Dental Program

The Active Duty Dental Program (ADDP) provides civilian dental care for active duty service members. This is to ensure your dental health and deployment readiness. United Concordia Companies, Inc. administers the benefit. Visit www.addp-ucci.com for more information.

Your benefit eligibility is based on sponsor information in DEERS. To qualify for ADDP, you must:

1. Be referred from a military dental clinic (DTF), CONUS only
2. Remotely located:
 - a. If you are CONUS, you must live and work more than 50 miles from a DTF
 - b. If you are OCONUS, you must be enrolled in TRICARE Prime Remote Overseas

To receive care you must receive an Appointment Control Number (ACN) from United Concordia prior to receiving care. You may acquire an ACN by calling United Concordia or by visiting <https://secure.addp-ucci.com>

CONUS: 1-866-984-2337

OCONUS: 1-844-653-4058

G. 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 <https://www.uccitdp.com/find-a-dentist/#>. OCONUS should call (844) 653-4060.

TRICARE Dental Program eligibility is based on the sponsor's information in DEERS. The sponsor should

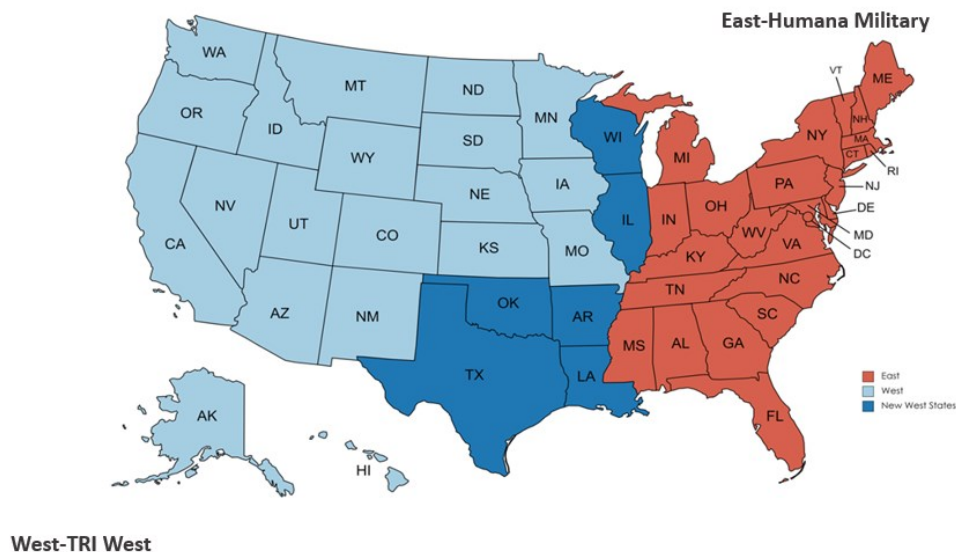
ensure DEERS contains accurate and up-to-date information at all times. Please refer to page 21 in this booklet for DEERS verification and enrollment information.

H. TRICARE Pharmacy Benefits

1. Military Treatment Facility Pharmacy Clinics fill prescriptions free of charge and will provide up to a 90-day supply
2. Pharmacy Network Providers (civilian drug stores) fill prescriptions free or for a minimal charge and can provide up to a 30-day supply.
3. The TRICARE Pharmacy Home Delivery is your least expensive option when not using the military pharmacy. You can have your prescriptions sent to any address in the U.S. and U.S. territories, including temporary and APO/FPO addresses. With home delivery, you can get up to a 90-day supply for most medications and request refills by mail, phone or online.

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

Note: ADSMs should not have any out-of-pocket expenses for prescriptions regardless of benefit method. However, will be required to pay for any over-the-counter medications provided by the pharmacy.



I. 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.

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

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. 23.

J. Dependent Vision care through Federal Employees Dental and Vision Insurance Program (FEDVIP)

Active Duty Family Members may get vision coverage to cover eyeglasses and contacts through the FEDVIP program.

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.

G - WELLNESS TEAM

Each Brigade within USAREC has a Wellness Team. Those Wellness Teams consist of the Soldier and Family Assistance Program Manager, Family Advocacy Program Coordinator, representatives from the Office of the Command Surgeon and Psychologist, a Unit Ministry Team, Sexual Harassment/Assault Response & Prevention (SHARP), Army Suicide Prevention Program (ASPP) and Army Substance Abuse Program Representative. The Team exists for the well-being of soldiers and their programs are discussed further below.

A. 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 psychologist in the role of the Behavioral Health Consultant (BHC), a Behavioral Health NCO, a registered Nurse Case Manager (NCM), and a Brigade Surgeon (Physician Assistant or Nurse Practitioner).

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.

USAREC BHC ROSTER	
Command Psychologist	502-626-5963
1st Brigade	443-620-8367
2nd Brigade	256-450-9542
3rd Brigade	502-626-0038
5th Brigade	210-347-2047
6th Brigade	702-816-6022
MRB	502-626-1309
MEB	502-626-0112
RRC	502-626-5963
SORB	502-235-4587

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 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.

The Brigade Surgeon is the principal medical advisor to the Brigade Commander. They are responsible for technical supervision of all medical activities within the Brigade. They work hand in hand with the BHC, and NCMs to ensure Soldier medical readiness and wellbeing. They are responsible for tracking the

medical regulation (hospitalizations and transfers) of Soldiers within their Brigade. They develop policy and procedures, and identify additional medical resources as needed to support the Brigade. They are also responsible for medical surveillance, occupational and environmental health programs, and incorporating health threat tracking into Brigade intelligence requirements.

B. Unit Ministry Team (UMT)

The Unit Ministry Team is a great resource within USAREC. The UMT consists of an Army chaplain and Religious Affairs Specialist 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 Building Strong and Ready Teams 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.

Building Strong and Ready Teams 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 Building Strong and Ready Teams program is to strengthen families.

C. 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.

UNIT MINISTRY TEAM (UMT)	
BRIGADE	OFFICE PHONE
USAREC Chaplain Support Line	1-877-874-5558 (Available for Emergencies)
1st Brigade	301-395-1264 / 301-974-2394 301-677-5361 / 301-974-2394
2nd Brigade	256-450-9544 / 256-746-6684
3rd Brigade	502-626-4052 / 502-528-0681
5th Brigade	210-957-5217 / 210-789-4578
6th Brigade	702-639-2025 / 702-816-8245
MRB	502-626-1791 / 502-264-5209
Headquarters	502-626-0535

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
- 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. You may call the DoD Safe Helpline 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 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.

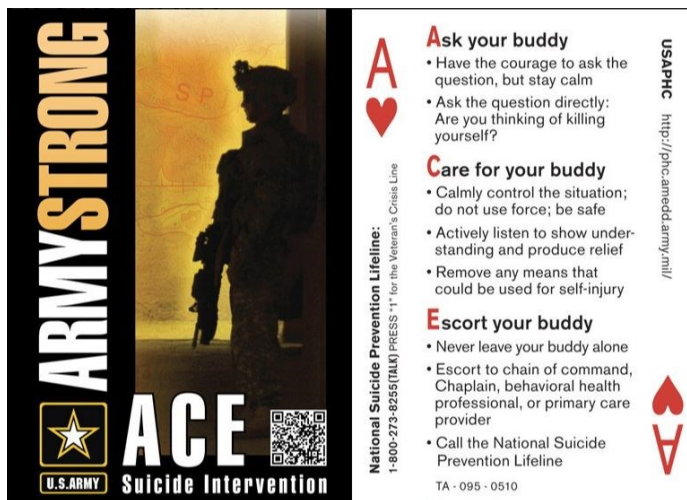
DoD Safe Helpline	
Click	www.SafeHelpline.org
Call	877-995-5247
Text*	55-247 (Inside the U.S.)
	202-470-5546 (Outside the U.S.)
	* Text your location for the nearest support resources
Fort Knox 24/7 Helpline	502-851-3779

D. The Army Suicide Prevention Program (ASPP)

This 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



E. 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.

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.

F. 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>. There are free legal services available to eligible clients to include: notary services, personal property claims, tax preparation, immigration and naturalization assistance, special victim counsel, pre-deployment and mobilization assistance, and preventive law. Additionally, the legal assistance office can assist with child or spousal support, power of attorney preparation, leases, affidavits, local deeds, name changes, consumer affairs, domestic relations, family law, wills and estates, local court procedures, and claims services. For military justice matters, the servicemember must be referred to trial defense 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

H - INFORMATION AND REFERRAL

I. Emergency Assistance Contacts



A. 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.



B. 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.

II. Military OneSource

Military OneSource is a Department of Defense funded program that provides 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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

7. 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.
8. Education consultations provide information such as, but not limited to, college admissions process, financial aid applications, and tutoring.
9. Tax consultation and electronic filing is available for Service members and their families.
10. Adoption consultations, document translation, and language interpretation services are also available.
11. Educational materials are available in a variety of topics and formats.

For more information, visit their website at www.MilitaryOneSource.mil or call 800-342-9647.

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

A. Military Family Life Counselors (MFLCs)

The counselors 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. Contact your SFA for more information.

B. Personal Financial Counselors (PFCs)

Take advantage of the no-cost, personal support services that Personal Financial Counselors (PFCs) offer and make the most of your money today as you develop your financial plan for the future.

Support and counseling services include face-to-face appointments with individuals and families, group presentations, referrals to military and community resources and help with budgeting, credit management and navigating benefits. PFCs offer a wide range of training and workshops on topics such as money management, budgeting and developing spending plans, debt and credit card management, consumer rights and obligations, home buying, retirement and estate planning, taxes and more.

PFCs are:

- Accredited professionals
- Available by appointment at your unit
- Flexible, providing their services one-on-one, at group briefings and at events

You work hard; let your financial status reflect that hard work. Reach out to your Soldier and Family Assistant Program Manager (SFA) to make an appointment with a PFC who can help you develop a healthy financial future.

Need to contact a Personal Financial Counselor, this link will take you to your closest PFC near you: <https://finred.usalearning.gov/pfcMap>

IV. Servicemembers' Group Life Insurance (SGLI)

This program of low cost group life insurance for servicemembers. SGLI coverage is available in \$50,000 increments up to the maximum of \$500,000, or can be declined altogether, but these options must be elected in writing. A Soldier is automatically issued the maximum amount of \$500,000.

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 fulltime 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.

V. 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:

- a. 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.
- b. Between 8-12 years, but not to exceed 12 years, 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.
- c. 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.

VI. Tax Filing Services

A. Volunteer Income Tax Assistance (VITA) Program

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

B. 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 for tax information for military members

VII. 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 <https://www.militaryfamily.org/info-resources/education/>.

Call (800) 342-9647 to request a comprehensive search and list of scholarship information for spouses.

Visit the SECO program online at <https://myseco.militaryonesource.mil/portal> to find valuable resources targeted to helping you achieve your goals.

A. 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

1. Spouse

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

2. Children

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

B. 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

I - QUICK CONTACT INFORMATION

USAREC Soldier and Family Assistance

(800) 790-0963

**Brigade Soldier and Family Assistance
Program Managers (SFA)**

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
(FAPC)**

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
988 or (800) 273-TALK (8255)

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

Fort Knox 24/7 Hotline (502) 626-5284
Safe Helpline 24/7 Hotline 877-995-5247
Text* (within the U.S.) - 55-247
Text* (Outside the U.S.) - 202-470-5546
* Text your location for the nearest support resources
www.SafeHelpline.org

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

BENEFITS AND FINANCE

Army Benefits Center.....	https://www.abc.army.mil
Army Emergency Relief.....	https://www.armyemergencyrelief.org
BAH Calculator.....	https://www.travel.dod.mil/Allowances/Basic-Allowance-for-Housing/BAH-Rate-Lookup/
Defense Finance & Accounting Services.....	http://www.dfas.mil
Thrift Savings Plan.....	http://www.tsp.gov
Military Benefits.....	http://www.military.com/benefits
Military Consumer.....	https://www.militaryconsumer.gov/
Military Money Magazine.....	http://www.incharge.org/military-money
Military Pay & Entitlement.....	http://www.dfas.mil/militarymembers.html
MyPay.....	http://mypay.dfas.mil
Social Security Benefit Calculators.....	http://www.socialsecurity.gov/estimator
TSP Retirement Planner.....	https://www.tsp.gov/calculators/

EDUCATION

College Board.....	https://www.collegeboard.org
Federal Employee Education & Assistance Fund Scholarships.....	http://www.feea.org/scholarships
Federal Student Aid.....	https://studentaid.gov/
Fisher House Foundation.....	https://www.fisherhouse.org/programs/
Free Tutoring.....	http://military.tutor.com
GI Bill Information.....	http://www.gibill.va.gov
March 2 Success.....	http://www.march2success.com
Military Child Education Coalition.....	https://www.militarychild.org
Princeton Review.....	http://www.princetonreview.com
U.S. Department of Education.....	http://www.ed.gov

EMPLOYMENT

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

FAMILY

Armed Forces YMCA.....	https://asymca.org/what-we-do/dod-moi/
Army Family Morale, Welfare & Recreation.....	http://www.armymwr.com
Army Family Web Portal.....	https://www.armyfamilywebportal.com
EFMP Support.....	https://recruiting.army.mil/hq/HRD/SFA/efmp/
Military Child.....	http://www.militarychild.org
Military Family Association.....	https://www.militaryfamily.org
Military Parenting.....	http://www.militaryparenting.org
Military Family Research Institute.....	https://www.mfri.purdue.edu/
National Guard Family Program.....	https://www.militaryonesource.mil/national-guard/
National Military Family Association.....	http://www.militaryfamily.org
The Military Coalition.....	http://www.themilitarycoalition.org
Tragedy Assistance Program.....	http://www.taps.org/

GENERAL

American Red Cross.....	http://www.redcross.org
Army A-Z.....	https://www.army.mil/a-z/
Human Resources Command.....	http://www.hrc.army.mil
Military OneSource.....	http://www.militaryonesource.mil
National Resource Directory.....	http://www.nrd.gov
USO.....	http://www.uso.org

HEALTHCARE

EFMP Enrollment.....	https://efmp.army.mil/EnterpriseEfmp/
EFMP Information.....	http://efmp.amedd.army.mil
Tricare.....	https://tricare.mil
Tricare East Region – Humana Military.....	https://www.humanamilitary.com/provider/
Tricare West Region – Health Net.....	https://www.tricare-west.com

ID CARDS/DEERS

DEERS – MilConnect.....	https://milconnect.dmdc.osd.mil/milconnect/public/faq/DEERS
RAPIDS Site Locator.....	https://www.dmdc.osd.mil/rs/

INSURANCE

Life Insurance Needs Calculator.....	http://www.benefits.va.gov/INSURANCE/introCalc.asp
Servicemembers Group Life Insurance (SGLI).....	http://www.benefits.va.gov/insurance/sgli.asp

LEGISLATIVE AND GOVERNMENT SERVICES

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

MILITARY

Air Force Reserve.....	http://www.afrc.af.mil
Army National Guard.....	www.nationalguard.mil
Coast Guard Reserve.....	https://www.reserve.uscg.mil
Department of Defense (DOD).....	http://www.defense.gov
Employer Support of the Guard & Reserve (ESGR).....	http://www.esgr.mil
Marines Corp Force Reserves.....	https://www.marforres.marines.mil
National Guard Bureau.....	http://www.nationalguard.mil
Reserve Affairs.....	http://ra.defense.gov
U.S. Air Force.....	http://www.af.mil
U.S. Army.....	http://www.army.mil
U.S. Army Reserve.....	http://www.usar.army.mil
U.S. Coast Guard.....	http://www.uscg.mil

U.S. Marine Corps.....	http://www.marines.mil
U.S. Navy.....	http://www.navy.mil
MILITARY ASSOCIATIONS	
Association of the United States Army (AUSA).....	http://www.ausa.org
Military Officers Association of America.....	http://www.moaa.org
National Guard Association of the United States (NGAUS).....	http://www.ngaus.org
Noncommissioned Officers Association (NCOA).....	https://www.ncoausa.org
Reserve Officers Association (ROA).....	https://www.roa.org
MILITARY SHOPPING	
Army & Air Force Exchange Service (AAFES).....	http://www.shopmyexchange.com
Defense Commissary Agency (DECA).....	http://www.commissaries.com
Navy Exchange.....	https://www.mynavyexchange.com
RELOCATION	
Military by Owner.....	http://www.militarybyowner.com
Plan My Move.....	http://planmymove.militaryonesource.mil
TRAVEL / ENTERTAINMENT	
Armed Forces Vacation Club.....	http://www.afvclub.com
Army FMWR Travel Resources.....	http://www.armymwr.com/travel/
National Park Service.....	http://nps.gov
Vet Tix.....	https://www.vettix.org
USAREC	
Interactive Customer Evaluation (ICE).....	http://ice.disa.mil
U.S. Army Recruiting Command.....	https://recruiting.army.mil/
USAREC Soldier and Family Assistance Branch.....	https://recruiting.army.mil/hq/HRD/SFA/
VETERAN / RETIREE	
American Legion.....	http://www.legion.org
Arlington National Cemetery.....	http://www.arlingtoncemetery.mil
Department of Veterans Affairs.....	http://www.va.gov
Disabled American Veterans.....	http://www.dav.org
DOL Veterans Employment and Training Services (VETS).....	http://www.dol.gov/vets
Homes for Our Troops.....	www.hfotusa.org
National Cemetery Administration.....	http://www.cem.va.gov
Veterans Group Life Insurance.....	http://benefits.va.gov/INSURANCE/index.asp
Veterans of Foreign Wars (VFW).....	http://www.vfw.org
VOTER INFORMATION	
U. S. Election Assistance Commission.....	http://www.eac.gov

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

GLOSSARY OF TERMS

A

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

ATP	Advanced Training Program: Part of the Recruiter Development Program
AVC	Army Volunteers Corps Program
AVCC	Army Volunteers Corps Coordinator

B

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

C

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

D

DA	Department of the Army
DACH	Department of the Army, Chaplain
DCAO	Debt Collection Assistance Officer
DEERS	Defense Enrollment Eligibility Reporting System: the organization that registers spouses and children, certifying them for ID cards, medical care and other military privileges

Deployment	The relocation of forces and 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
Detailed Recruiter	A Soldier who has been selected for recruiting duty and will go back to his/her primary MOS at the end of the recruiting tour
DCG	Deputy Commanding General
DCO	Deputy Commanding Officer
DECA	Defense Commissary Agency
DFAS	Defense Finance and Accounting Service — the organization that pays Soldiers and civilian employees, keeps track of allotments, and leave time
DLA	Dislocation Allowance
DOD	Department of Defense

E

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

F

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

G

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

GSA General Services Administration

H

HRAP Hometown Recruiter Assistance Program

HQs Headquarters

I

IG Inspector General

IM Information Management

IMCOM Installation Management Command

IMT 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

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

Q

Quarters	The place where Soldiers and Families live
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R

RA	Regular Army
RC	Recruiting Center
RCI	Residential Community Initiative
RCTG BDE	Recruiting Brigade
RCTG BN	Recruiting Battalion
RCTG CO	Recruiting Company
Recruiter Zone	Computer program used for time management processing
Reintegration	The process of transitioning Soldiers from deployment to their regular duties and home station life.
REA	Recruiter Expense Allowance
REQUEST	Recruit Quota System
RI	Recruiting Impropropriety
Ringer	An individual who attempts to test and/or process under a false name to qualify another individual for enlistment
RM	Resource Management

RMZ	Report Management Zone
ROP	Recruiting Operation Plan
RPI	Recruiting Publicity Item
RRC	Recruiting and Retention College
RS	Recruiting Station
RST	Recruiting Support Team

S

SA	Senior Alpha - a high school senior who scores above 50 on the ASVAB Special
SDAP	Duty Assignment Pay
SFA	Soldier and Family Assistance Program Manager
SFL-TAP	Soldier for Life Transition Assistance Program (formerly career ACAP)
SFRG	Soldier and Family Readiness Group
SGLI	Servicemembers Group Life Insurance
SLC	Senior Leader Course
SLO	School Liaison Officer
SMT	Senior Master Trainer
SRP	School Recruiting Program
Station Commander	A noncommissioned officer who leads a recruiting station

T

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

U

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

V

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

W

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

X

XO Executive Officer

Other

79R Military Occupational Specialty (MOS) for a career recruiter



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



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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.



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.