

**BLUE DEVIL EAGLE BATTALION
ARMY ROTC
FAMILY HANDBOOK**



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INTRODUCTION

First of all, **WELCOME** to Military Life. You are about to travel on a journey that will change your lifestyle in many ways. The Military Life is different from Civilian Life. Even though there are some similarities. This guide is largely geared for future spouses of the Army, but most family members will find the information beneficial.

MILITARY CUSTOMS, TRADITIONS, PROTOCOL AND FLAG ETIQUETTE

Protocol can be a very imposing word to many. In the strict sense, it is formal rules of conduct at high level government ceremonies. For Military Spouses of the 21st century, it can be defined as a combination of etiquette and good manners, blended with the rich heritage of traditions and courtesies of Military life. It is designed to let us know what to expect in a given situation and can help us feel more comfortable and at ease.

SOCIAL OBLIGATIONS:

Military social life is one of the nicest traditions. Friendships and camaraderie grow out of this tradition. It is characterized by the exchange of visits, invitations and other courtesies. The thoughtful and conscientious Military couple realizes that when they accept an invitation to a dinner, party or any social functions, they have a responsibility to return the hospitality. Remember to be yourself, to do what is comfortable for you and to keep it within your budget.

TO GO OR NOT TO GO?

Frequently you may find a conflict of obligations and interests when it comes deciding which functions to attend. Of course, your Family is your top priority. Usually your unit Hail and Farewells and the Spouses' coffees take precedence. These social occasions are opportunities to get to know the people with whom your Spouse works and to discover new friendships. This will lead to unit "Esprit" which is a very special Military tradition. As a part of his/her job as a professional Soldier, your Spouse must be loyal to their unit and to its Commander. Your Soldier must pull duty, go to the field and may someday fight a war. He/she has chosen to defend our nation, not an easy task. We use these things not to separate but rather to unite. Our love and support can offer a refuge in a tough job.

INVITATIONS:

There are a variety of invitations to choose from depending on the mood of the party and the host/hostess - informal notes, boxed invitations or hand-made creations. On an invitation use only ONE of the following responses: 1) RSVP 2) Regrets Only. If using two or more telephone numbers include the corresponding name or names.

THANK YOU:

Thank you notes for hospitality and courtesies received are a must and a sign of gracious manners. If your host/hostess is a close friend, a phone call is sufficient. A handwritten thank you is appropriate for any occasion, whether it be a meal, a gift received or simply a kind deed. When writing a note to a couple, address it to the wife and send it within 5 days.

SOCIAL FUNCTIONS:

COURTESY CALLS :

This is one of the oldest of Army traditions. A newly arrived officer would make a social call upon his commanding officer. Today it is rarely used in the traditional sense. However, some units still have some form of a courtesy call which enable the commanding officer or senior NCO to personally welcome a new Soldier to the unit. In today's Military, the unit's "Hail and Farewells" serve as the welcome for the new officers and NCOs. Most units encourage their officers and NCOs and their Spouses to attend these functions.

COFFEES:

Unit coffees are usually held monthly and provide a wonderful opportunity to greet new arrivals, to farewell departing spouses, to get acquainted with the other Spouses in the unit, and to find out what's happening in the unit and one's post/base. Coffees are part of the social support network Military Spouses enjoy.

TEAS:

A tea is held in the afternoon and is the most formal of daytime functions. It is usually given in honor of a person or persons such as a departing or incoming Commander's or senior NCO's Spouse.

PROMOTION PARTIES:

A time-honored tradition is the promotion party which is given by an officer or NCO or a group of officers or NCOs with similar dates or rank, shortly after being promoted. It does not have to be a fancy affair but provides a chance to invite friends and their Spouses to share the good fortune.

UNIT PARTIES:

Although the unit is usually the host, unit members and guests share the cost and planning of the party. The most popular unit party is the "Hail and Farewell" which welcomes the incoming members and farewells the departing members. The parties build the unit spirit and camaraderie and are successful only if everyone supports and participates.

DINING IN:

The *Dining In* is an old Military tradition that has been passed down from the British. As the most formal of events, a dining in allows officers and NCOs of a unit to celebrate its successes and to enjoy its traditions and heritage. IT is strictly an Officer/NCO affair, no Spouses are invited.

DINING OUT:

When Spouses are invited to a *Dining In*, it becomes a *Dining Out*. This gives the Spouses an opportunity to see all the “pomp and circumstance” that goes with the tradition. The Spouses will enjoy the opportunity to dress in their most formal dinner gowns or tuxedos and spend a fun evening with their Soldiers.

PARADES AND REVIEWS:

These events are an important part of the Military. They can move a spectator to instant patriotism and pride in our country. Parades can be held for many reasons, but the following are some of the most frequent:

1. **Change of Command.** The outgoing commander officially passes the unit colors to his/her successor.
2. **Presentation of awards and medals.** Soldiers are recognized and commended publicly for their achievements or valor in the outstanding performance of duty.
3. **Retirement.** Every Soldier who retires after 20 years or more of service is honored by a parade to give tribute to his/her years of loyal service.

Certain traditions and courtesies should be observed during these ceremonies. Spectators stand for the playing of the National anthem and anthems of other countries represented. As troops pass in review, spectators stand as the national colors approach and pass. Depending on the post's/base's policy, spectators may be required to stand for the playing of other songs such as the Army song. A review is usually smaller than a parade. If the reviewing officer is a General Officer, the spectators will stand at the beginning of the ceremony for the playing of “Ruffles and Flourishes” and/or the sounding of the accompanying gun salute.

OTHER MILITARY FUNCTIONS AND COURTESIES

At all social functions, all invited guests should try to speak to the guest (s) of honor and be sure to bid goodbye to the hostess and/or host.

Always be punctual for social functions, do not come early. You may come early to meetings, however, so that you can socialize before the meeting that the meeting can start on time.

As a ball or dining out, the ladies stand for the posting and retiring of the colors. They also stand and drink for all the toasts except the toast “to the ladies”. If you do not drink alcoholic beverages, you may lift your glass for the toasts as a token. Ladies may stand for a standing ovation for a speaker.

When entering or leaving an installation with a guarded gate at night, dim your headlights 50 feet before the gate so you won't blind the guard.

Although the Military has a defined rank structure, Spouses have no rank. It is still proper to address senior officers and their Spouses by their last name, until they ask you to do otherwise.

A chaplain may be addressed as Chaplain, or if Catholic, by “Father”.

A doctor is addressed by Military rank, although in a clinic setting you may find “doctor” more comfortable.

You are welcome to attend a change of command ceremony without a specific invitation. Attendance at the reception following should be by invitation.

CHILDREN

When children are included it will be specified on the invitation. Children are welcome at parades and reviews as long as they are quiet and well-behaved. Every loyal American citizen, in uniform or not, should have an awareness of the history of our country’s flag, what to do when the flag passes in parade, or what is expected when you are in the area of the flag at reveille and retreat.

AT A PARADE:

Stand whenever the American Flag goes by. Stand when “Ruffles and flourishes” and General’s March are heard. Stand whenever the National Anthem is played. Stand as a courtesy, when a foreign national anthem is played.

AT RETREAT OR REVEILLE

The flag is raised ceremoniously each morning at reveille and lowered each evening at retreat; the actual time is determined by the post Commander. If you can hear the music or see the flag: Stop the car; only the driver gets out and stands, facing the flag. Military members in uniform salute the flag. If you are walking: stop, face the flag, wait until the music has stopped. Teach this to your children, as they are never too young to learn respect for our country’s flag. Usually a cannon salute precedes the lowering of the flag at retreat. At approximately 5:30 a.m., reveille is preceded by a bugle call, and taps is played at about 11:00 p.m.

FOLDING THE FLAG

A distinctive American custom is that of folding the national flag into a triangular shape, stars showing. The shape is supposed to represent the “cocked hat “ of the American Revolution.

- 1.— Flag, if visible, is faced and saluted; if not visible face music and salute; if music is recorded, face front and salute.
- 2.— Salute is rendered at first note of music and held until last note.
- 3.— When in civilian attire: **MEN** — remove headdress, hold at left shoulder with right hand over heart; without hats, place right hand, palm open, over heart. **WOMEN**—place right hand, palm open, over heart.

- 4.– When in athletic clothing, face flag or music. Remove headdress and stand at attention.
- 5.– Salute is rendered when flag is six paces from viewer and held until it has passed six paces beyond.

SPECIAL NOTES: Photographers and cameramen render the appropriate honors outlined above, except when they are specifically directed to photograph others rendering honors. Flags and national anthems of friendly foreign countries are shown the same marks of respect.

RETREAT- Author unknown

“SOMETHING MORE THAN DUTY”
SOMEWHERE A BUGLE SOFTLY SOUNDS, ITS
MESSAGE OF RENOWN,
AND MEN INSIDE THEIR BUILDINGS WAIT, UNTIL
THE FLAG COMES DOWN.
AND OTHERS RUN TO GET TO THEIR CARS,
QUITE HARROWED OR DISMAYED,
AFRAID THEY WILL NOT REACH THE GATE,
BEFORE RETREAT IS PLAYED,
NOT THINKING OF THE FLAG OR MEN, WHO
FOUGHT TO KEEP IT FLYING.
HOW MANY WOULD BE GLAD TO STAND,
WHOSE BODIES NOW ARE MUTE,
OR HAVE NO HAND THAT THEY MIGHT RAISE,
AND STAND IN PROUD SALUTE?
SO ACCEPT IT NOT AS DUTY BUT A PRIVILEGE
EVEN MORE,
AND RECEIVE IT AS AN HONOR INSTEAD OF
JUST A CHORE.

FAMILY READINESS GROUPS (FRG)

The modern Family Readiness Group (FRG) is part of a tradition of voluntary self-help that goes back to the American Revolution. FRGs are part of a larger system that helps Families cope with the rigors of Army life. At a minimum, it is a system for rapidly transmitting information during deployments to those who consider themselves part of the “unit Family”. Other services often include a unit newsletter, unit handbook, sponsorship functions, point of contact and phone tree, and various types of meetings and social gatherings. FRGs also find themselves providing social and emotional support (particularly during times of deployments and trauma). Provision of direct, continuing support to individuals (e.g., childcare, transportation or lending money) does occur but is not recommended because it tends to slow the developments of coping skills in individuals, and Families and it overburdens FRG volunteers.

MILITARY RANKS

COMMISSIONED OFFICER:

Officers receive their commissions from four sources; United States Military Academy, ROTC (Reserve Officer Training Corps), OCS (Officer Candidate School) and by Direct Commission. The following list of officer ranks is from highest to lowest. Company grade officers are pay grades 0-1, 0-2, and 0-3. Field grade officers are pay grade 0-4 and 0-5, while senior officers are pay grade 0-6. General Officers are pay grades 0-7 and above.

GEN	General	0-10	4 Silver Stars
LTG	Lieutenant General	0-9	3 Silver Stars
MG	Major General	0-8	2 Silver Stars
BG	Brigadier General	0-7	1 Silver Stars
COL	Colonel	0-6	Silver Eagle
LTC	Lieutenant Colonel	0-5	Silver Oak Leaf
MAJ	Major	0-4	Gold Oak Leaf
CPT	Captain	0-3	Two Silver Bars
1LT	First Lieutenant	0-2	Silver Bar
2LT	Second Lieutenant	0-1	Gold Bar

WARRANT OFFICERS

Warrant Officers are commissioned leaders who possess technical skills and are addressed as Mr. or Ms.

CW5	Chief Warrant Officer	W-5	Silver Band w/ black long stripe
CW4	Chief Warrant Officer	W-4	Silver Bar w/ 4 pips
CW3	Chief Warrant Officer	W-3	Silver Bar w/3 pips
CW2	Chief Warrant Officer	W-2	Silver Bar w/2 pips
WO1	Warrant Officer	W-1	Silver Bar w/1 pips

ENLISTED

Non-Commissioned officers (NCOs) are Soldiers in the pay grades of Corporal (CPL, E-4) and above. They have the authority to issue orders.

CSM	Command Sergeant Major	E-9	6 Stripes w/Crest Star
SGM	Sergeant Major	E-9	6 Stripes w/Star
1SG	First Sergeant	E8	6 Stripes w/ Diamond
MSG	Master Sergeant	E-8	6 Stripes
SFC	Sergeant First Class	E-7	5 Stripes
SSG	Staff Sergeant	E-6	4 Stripes
SGT	Sergeant	E-5	3 Stripes
CPL	Corporal	E-4	2 Stripes
SPC	Specialist	E-4	Triangle Pointing Down
PFC	Private First Class	E-3	Triangle Pointing up –2 Stripes
PVT	Private	E-2	1 Stripe
PVT	Private	E-1	No Insignia

MILITARY TIME

CIVILIAN TIME	MILITARY TIME
1 AM	0100
2 AM	0200
3 AM	0300
4 AM	0400
5 AM	0500
6 AM	0600
7 AM	0700
8 AM	0800
9 AM	0900
10 AM	1000
11 AM	1100
12 AM (NOON)	1200
1 PM	1300
2 PM	1400
3 PM	1500
4 PM	1600
5 PM	1700
6 PM	1800
7 PM	1900
8 PM	2000
9 PM	2100
10 PM	2200
11 PM	2300
12 PM (MIDNIGHT)	2400

FIRST TIME SPOUSE CHECKLIST

- **VEHICLE REGISTRATION - VALID TAGS AND INSURANCE.**
- **BILLETING/GUEST HOUSE - RESERVATION FOR 10 DAYS TEMPORARY LODGE EXPENSE (TLE).**
- **MILITARY I.D. - AUTHORIZATION TO USE ALL FACILITIES ON POST.**
- **ENROLL IN DEERS/TRICARE - MILITARY MEDICAL INSURANCE.**
- **ENROLL IN DENTAL INSURANCE**
- **HOUSING OFFICE—REQUEST GOVERNMENT HOUSING/ WAITING LIST.**
- **SERVICE MEMBER’S PERSONNEL FILE NEEDS TO BE AMENDED FROM SINGLE/MARRIED.**
- **REQUEST LIFE INSURANCE FOR SPOUSE.**
- **VISIT ARMY COMMUNITY SERVICE (ACS) LENDING CLOSET-LOAN BASIC ITEMS/ARMY EMERGENCY RELIEF (AER) FOR FINANCIAL EMERGENCY ASSISTANCE.**
- **REQUEST INFORMATION ON UNIT’S FAMILY READINESS GROUP (FRG).**
- **CHILD DEVELOPMENT CENTER/INFORMATION ON CHILD CARE.**
- **EMPLOYMENT OPPORTUNITIES FOR FAMILY MEMBERS.**
- **LEGAL/FAMILY CARE PLANS, WILLS, POWERS OF ATTORNEY, PROPERTY CLAIMS AND CITIZENSHIP.**
- **EMERGENCY CONTACT INFO TO COMMANDER.**

ID/DEERS

The Defense Enrollment Eligibility Reporting System (DEERS) is a Military database that lists everyone who is eligible for TRICARE benefits. Make sure your DEERS record is up-to-date. This will help them process your claims quickly and accurately. DEERS is a computerized database of Military sponsors, Families and others worldwide who are entitled under the law to TRICARE benefits. DEERS registration is required for TRICARE eligibility.

REGISTRATION IN DEERS:

- Active-duty and retired service members are automatically registered in DEERS, but they must take action to register their Family members and ensure they're correctly entered into the database.
- Once registered in DEERS, it is important to keep your DEERS records undated when personal eligibility information changes. This includes changes in Military career status, addresses, and Family status (marriage, divorce, birth, and adoption) etc. For basic information on eligibility, review our Eligibility Fact Sheet.
- Mistakes in the DEERS database can cause problems with TRICARE claims, so it is critical to maintain your DEERS information.
- Retail network pharmacies check TRICARE eligibility through DEERS. Prescriptions will be filled only for beneficiaries who are listed as eligible in DEERS.
- Each Family member's eligibility records must be updated separately when changes occur.

TRICARE

ELIGIBILITY:

The TRICARE programs are available to Family members of active duty Military members and also to Military retirees and their Families. These Family Members include:

- Spouses
- Unmarried children under age 21
- Unmarried children under age 23 who are full-time students.
- Step-children adopted by the sponsor

Those who are eligible must be listed in the Defense Department's worldwide, database, the **Defense Enrollment Eligibility Reporting System (DEERS)**.

PRIME ENROLLMENT:

The enrollment period for TRICARE Prime is 12 consecutive months. The active enrollment period is the fiscal year (October 1 through September 30). Enrollment of all other beneficiaries begins with the date of enrollment.

PRIVACY ACT:

myTRICARE.com by PGBA fully complies with the federal law protecting the medical records of the TRICARE beneficiaries. According to this law, if you are over age 18, they cannot discuss your medical history with others, including your Family, without your permission.

PORTABILITY:

If you're enrolled in TRICARE Prime and move from one TRICARE region to another, you can take TRICARE Prime with you. With portability, your enrollment fees and anniversary dates with transfer along with you. You may transfer enrollment twice during an enrollment year. There is no limit on transfers for active duty Families. Here are more TRICARE programs you may be interested in:

- Continued Health Care Benefit Program (CHCBP)
- Dental Services
- Federal Long Term Care Insurance
- Military Reserves
- Pharmacy Options
- Program for Persons with Disabilities (PFPWD)
- Supplemental Health Care Program (SHCP)
- TRICARE Extra
- TRICARE Plus
- TRICARE Prime
- TRICARE Prime Remote for ADFM
- TRICARE Prime Remote Program (TPRP)
- TRICARE For Life (TFL)
- TRICARE Standard
- USFHP

LEGAL ASSISTANCE / JAG

Active-duty members of the Armed Forces, Retirees and Family members may receive no-cost legal assistance regarding personal civil affairs from their local Military installation or unit legal office. U.S. Army Judge Advocate General's (JAG) Corps informs Military members on personal legal affairs and preventive law.

INFORMATION:

- * Automobile
- * Consumer & Contract Matters
- * Estate Planning

- * Family Law Matters
- * Housing & Real Estate
- * Immigration
- * Insurance
- * Landlord & Tenant
- * Military matters
- * Mobilization & Deployment and Demobilization
- * Money Matters
- * Reserve Component
- * Service Member's Civil Relief Act
- * Taxes
- * Federal income tax topics for Military personnel
- * Veterans
- * Voting
- * Notarized emergency child contact

CHILD, YOUTH AND SCHOOL SERVICES

(Fees based on rank of active duty member)

CHILD, YOUTH & SCHOOL SERVICES (CYS):

- Supports parents with their parental responsibilities.
- Meals and snacks offered in CDC, SAS, FCC, and Eagles Club.
- Conducts a variety of routine background checks on ALL STAFF and providers.
- Provides STAFF with extensive on-going training.

CHILD DEVELOPMENT CENTER (CDC):

Provide services for ages 6 weeks to 5 years

- Hourly Care
- Full Day Care
- Part Day Preschool

FAMILY CHILD CARE (FCC):

Provides services for ages 4 weeks to 12 years. Childcare is provided by certified providers in family homes on and off the installation.

- Full Day Child Care
- Part Day Child Care
- Extended Care Homes
- Hourly Care

For weekend care, call providers.

SCHOOL AGE SERVICES (SAS):

Before and/or After School Program (Walk-Ins Welcome)

- Daily enrichment activities
- Field trips
- Summer Camp
- Full day care during school closures
- Nutritious meals and snacks
- Transportation provided daily to instructional classes

YOUTH SERVICES (YS):

Taylor Youth Center (TYC)

- Boy and Girls Club
- Middle School/Teen Activities
- Computer Lab
- Youth Sports
- Instructional Classes
- Volunteer Opportunities
- Workforce Preparation
- Mentoring

Every family problem is solved differently!

TIPS FOR THE ARMY FAMILY

1. Define your Family expectations in terms that are real for your Military life.

EXAMPLES THAT ARE REAL:

I want the time we spend together to be quality time. I want us to talk, really talk, about how we feel. I will use our hours apart to challenge myself to be real, to be honest with myself about my thoughts and feelings. I will use our time together to focus on the good things we have together, to say what I mean, mean what I say.

EXAMPLES THAT ARE NOT REAL:

I want to spend all our time together just like my sister and her husband have. I want to sleep in every morning until 7 a.m. and get up together and have coffee. I want a cooked breakfast every morning. I expect us to be together on important occasions like birthdays, anniversaries, holidays and the birth of our children.

2. Focus on the positive. Establish the “you got to believe” principle in your Military life.

EXAMPLES THAT ARE POSITIVE:

I know you love me, and that I love you. I believe in us. There are times when you say you'll be home at certain times on certain days, and you don't make it, maybe you don't even call. I know you can't control what happens. I know that. I will choose to believe that's just the way it is. I will not choose to believe that you are not standing up for yourself, I will not choose to believe that you could change things if you only would, I will not choose to believe that everything in your unit is all screwed up and thereby add to your stress, I will not choose to believe there is someone else you are seeing on the way home. I will choose to focus on the positive. I will be happy when you are home, safe. That is, after all what I am worried about, that you come home, that you are safe. I know that no news and no calls are OK, that if there were bad things there would be calls or visits. Who cares that the best meal in the world is now going to be microwaved left-overs. We are more important than getting upset about something like that.

EXAMPLES THAT ARE NEGATIVE:

So, you really don't care about how I feel, that I worked all day, came home and fixed your favorite supper, you were late and never even called to tell me. Now I suppose you'll tell me you have duty on Christmas Eve. Great! We were supposed to go home, you know. That's the way it should be. Our families are expecting us home for Christmas, you know. It just won't be Christmas without being home. Maybe I'll go by myself. That way you can go ahead and see that girlfriend you have on the side. I know that's it. You Army guys are all the same. You just don't care. You say you are in the field, that you have to clean your gear, that there's an inspection, right! Just how dumb do you think I am? All you want to do is be with your buddies. We are not important anymore. And why didn't you return my phone call when I called to see when you were coming home? Don't tell me AGAIN that no one gave you the message. They promised they would.

3. Get with the program. Learn about the mission of your husband's unit. Understand. That helps everything make sense.**EXAMPLE THAT ARE POSITIVE:**

OK, so you are an Airborne grunt. That means you have to go out in the bushes and woods to practice being a fighting man, to learn about trenches and fighting in urban areas, how to fight alongside tanks, and do air assaults, OK, so that's why you are tired. The trucks didn't come to get you because they were late because there was no gas, because the Soldiers who run the pumps were not there. OK, sounds messed up, but it probably happened. You must have been angry and tired. What's a typical career like for grunts? Why do the same guys and same units always get deployed? Separations are just part of it all. OK. Not ideal, but, OK.

EXAMPLE THAT ARE NEGATIVE:

I don't care what you do as long as the pay comes in on time. I want you here with me when the baby comes, by the way. It's not fair that you go to Iraq and Afghanistan. Why do you have to go to the field again? Can't you learn that stuff in class? Why can't you get it right the first time? No wonder they call you dumb grunts. You can't be tired if all you did was walk around outside all day. That business about cleaning your gear and cleaning your rifles sounds crazy to me.

4. Count your blessings. We have lots of these in our Military lifestyle. Free health care with TRICARE and the Military hospital. Be real.

Education benefits: Few companies are offer these now days.

Security: At least I can reenlist, I will know it ahead of time. I can make some plans. A lot of companies are laying off people right now on 2 weeks' notice or less.

Pay: My pay can't be cut, unless I mess up really bad. Can't say the same for civilian companies.

Moves: When I get moved, it is paid for. True, I need to be careful on weight allowances. Setting up costs, but at least, the BIG moving bill is paid. What other company allows employees and Family members to move all over the country? The ability to make friends wherever you may go.

Advancement: I can get ahead with hard work. The rules are pretty clear. There is a chance to get ahead. It is equal opportunity. Other people make it. So I can.

Services: There are a lot of free and discounted services that I can use if I want to, like the Commissary, Post Exchange, Family Services and the Chaplains.

Rehabilitation: If alcohol is a problem I can get top notch treatment for free. If I go along with the program, my career won't be affected. That's a second chance.

Allowances: They may not be great, but they are there, they are tax free. They help.

SuperSpouses: We learn when our Soldiers are gone that we can make it. We can manage the house, the money, the car, the children, a job, friends, Family back home. Feels like power. Feels good. We are superSpouses . No matter the world throws at us, we can be OK.

5. Have fun. Don't get so wrapped in making plans that you can't stop and smell the roses. Let go, be silly. Just being together is enough. Enjoy. Chill out. Smile. Laugh. Love is a gift - give it, share it.

DEPLOYMENT INFORMATION

COPING DURING DEPLOYMENT:

There are several stages of emotion you may go through when your Spouse or partner has been deployed. When they first learn about a deployment, many people begin thinking about what it will be like to live without their partner, which may cause feelings of confusion, anger, resentment or depression.

If you experience any of these emotions, you can:

- ◆ Talk to your Spouse about your feelings.
- ◆ Work to create opportunities for lasting memories during the separation.
- ◆ Talk with other people from your Military community who are going through the same experience.
- ◆ Involve your entire Family in getting ready for the deployment.

As the time of departure comes closer, some people may begin to feel detached or withdrawn. Feelings of hopelessness, impatience and decrease in emotional or physical closeness are all common reactions to an

impending deployment. When a loved one leaves, Family members may go through a difficult adjustment period. On the “up” side, many people feel an increased sense of independence and freedom. The “down” side could include periods of sadness and loneliness.

If you have trouble adjusting to the absence of a Spouse or partner, you can:

◆ **TRY TO FIND THINGS TO LOOK FORWARD TO.** Take a class, volunteer, or start a project you have always wanted to do. Set some personal goals for yourself during the deployment period and be open to new experiences and friendship.

◆ **REACH OUT TO OTHERS WHO ARE IN THE SAME SITUATION.** Remember that you are not alone. Plan an event with other Families who are coping with a deployment or find a support group through your Military community.

STRESS

Stress affects almost everyone. Sometimes, it can be a good thing because it can energize us to meet new challenges or changes. But if it’s not managed, stress can affect your physical and emotional health, your relationships, and your life. Below you will find tips for managing stress.

RECOGNIZING THE SIGN OF STRESS:

The first step in managing stress is learning how to become aware of it in yourself. Some common physical and emotional symptoms of stress include:

- ◆ Difficulty sleeping
- ◆ Headaches
- ◆ Head or back pain or muscle tension
- ◆ Stomach pain
- ◆ Irritability
- ◆ Anger
- ◆ Depression
- ◆ Mood swings

◆ **DON’T TRY TO HIDE YOUR FEELINGS.**

It’s normal to feel sad, lonely or angry when you have been separated from your Spouse. You don’t have to hide these feelings - - that may just make it harder to deal with them. Talk about how you feel with people whom you trust.

◆ **DO SOMETHING SPECIAL FOR YOURSELF AND YOUR FAMILY.**

Rent a movie or cook a meal that your Spouse wouldn’t necessarily enjoy. Plan fun outings with children during free time. Make time to read a book you have been wanting to read or visit with a friend.

◆ TRY TO CONCENTRATE ON THE THINGS YOU CAN CONTROL.

It's normal to worry about your Spouse's safety during deployment or about when he or she will come home, but this is something that you can't control. Try to focus on things that you can control, like spending time with Family and friends or signing up for class or volunteer opportunity.

◆ IGNORE RUMORS. The Military may not be able to give details information about the whereabouts and activities of specific units during a deployment. Without that kind of information, rumors and gossip can get started. It may be difficult to ignore rumors or gossip, but you will be much better off if you do. Rely on official sources or information when a Family member has been deployed.

◆ LEARN SOME STRESS MANAGEMENT TECHNIQUES THAT WORK FOR YOU.

The stress of living without your partner can take a toll on the way you feel and think. Try out some different ways to relieve stress, such as an exercise class, keeping a journal of your thoughts and feelings, or practicing meditation or deep breathing.

◆ SEEK SUPPORT FROM YOUR FAITH COMMUNITY.

Many people find comfort and solace from their faith communities during difficult time.

◆ TAKE CARE OF YOURSELF.

Get enough sleep and exercise and eat healthy meals.

MANAGING STRESS:

Sometimes, the best way to deal with stress is to confront it at the source. If you are worried about what your boss thinks about your performance, you could ask and find out. If you feel overwhelmed by your to-do list, you could block out some time to tackle it. But not all stresses can be handled so directly. Some sources of stress can't be eliminated, such as a sick older relative or a child who is having difficulty in school. To manage those kinds of stresses, you may need to use other techniques. Here are some suggestions:

* Relaxation techniques are often successful for managing stress. You might try deep breathing, meditation, or just sitting quietly for a few minutes each day to gather your thoughts.

* Taking care of yourself is also an important tool for managing stress. Eating a nutritious diet getting enough sleep and regular exercise are vital for dealing with stress.

* Research shows that social relationships make you feel better and have a positive effect on your health. Be sure to set aside time for friends and Family.

YOU CAN DO IT!

TEN COMMANDMENTS FOR MILITARY SPOUSES

I Thou shall not write in ink in thy address book.

II Love thy neighbor, because Military quarters walls are paper.

III Honor thy Commissary during tent sales, except on pay days.

IV Thou shall never float a check before a pay period (AUTOMATIC PROCESSING)

V Thou shall take Family portraits regularly, the only way for Family members to watch you and children grow up.

VI Thou shall send greeting cards to every friend made in the Military. You never know when you or your friends are relocating.

VII Thou shall be extremely healthy. (TRICARE)

VIII Thou shall plan HUGE birthday parties for your children. You never know how many neighborhood children will show up.

IX Thou shall be prepared and up to date on POA and ID/DEERS. (One word: ORDERS)

X Know that if it can go wrong, break or blow up it will happen 15 minutes after thy Soldier is gone TDY or DEPLOYED. BE PREPARED TO COPE!

MILITARY ONE SOURCE:

Call 1-800-342-3647 available 24/7/365

Is designed to help you deal with life's issues. Our consultants are available 24 hours a day, 7 days a week, 365 days a year. You can call in and speak to a master's level consultant or you can go online to access information or e-mail a consultant. Consultants can translate up to 150 languages. Your calls, requests, referrals and counseling sessions are free services and stay confidential (Does not involve chain of command). Each Soldier and Family member is able to have up to 6 free counseling sessions with a counselor in their area. The counseling sessions can also be designed to assist in every area. For example, marriage, stress management, debt

consolidation, budgeting, domestic violence and alcohol addiction, to name a few. Soldiers and Family members may request materials free of charge to be sent to them for a particular situation. Materials included: Newspaper articles, booklets, CDs, cassettes, magazines, links to assistance agencies.

HOW ARMY ONE SOURCE HELPS YOU!

- * Parenting & child care
- * Personal & family readiness
- * Education
- * Midlife & retirement
- * Older adults
- * Disability
- * Financial
- * Legal
- * Everyday issues
- * Work
- * International
- * Managing people
- * Health
- * Emotional well-being
- * Addiction & recovery

WWW.ARMYPAMILIESONLINE.ORG

This robust and dynamic web-site provides accurate and up to date news, information and resources. This is done through dedicated topics presented on a web-based “SMART BOOK” that provides data and links to a wealth of material related to Army Life. The web-site offers constituents an opportunity to provide feedback via e-mail to:

ArmyFamilyLink@hqda.Army.mil.

ARMY INFORMATION LINE
1-800-833-6622

The ARMY INFORMATION LINE is available from 0800-1630 EST, Monday-Friday, to provide accurate information, useful resources and helpful referral services to those with issue or concerns pertaining to Army Life, such as Spouse/child support, locating Military Installations, deployment, finance and Family Readiness Groups, as well as a variety of other topics.

HELPFUL SITES:

American Red Cross	www.redcross.org
Army Community Service	www.goacs.org
Army Emergency Relief	www.aerhq.org
Army Family Team Building	www.aftb.org
Military One Source	www.Militaryonesource.com
Army Information On-line	www.ArmyFamiliesonline.org
Army Spouse Info	www.Military.com
Association of the U.S. Army	www.USA.org/
Family Civilian Personnel Online	www.cpol.Army.mil
Military Legal Info	www.jagcnet.Army.mil
Military Money Issues	www.Militarymoney.com
TRICARE General Info	www.tricareonline.com
National Military Family Ass.	www.nmfa.org
Cycle of deployment	www.hooah4health.com

Military Assistance in Purchasing a Home

www.Militaryhousingassistancefund.org
www.AHRN.com

ACRONYMS AND ABBREVIATIONS

A-ALPHA

AAFES	Army and Air Force Exchange Service also called Post Exchange (PX) or Base Exchange (BX). There are also exchange services for the Navy (NEX), Marines (MCX) and Coast Guard (USCG Exchange)
AAM	Army Achievement Medal
AASLT	Air Assault
ABN	Airborne
AC	Active Component
ACAP	Army Career and Alumni Program
ACC	Air Combat Command (Air Force)
ACES	Army Continuing Education System
ACS	Army Community Service; Marine Corps Community Service (MCCS-Marines); Fleet and Family Support Center (FFSC or BC-Navy); Family Support Center (FSC-Air Force)
ACS/FPC	Army Community Service/Family Program Coordinator
ACU	Army Combat Uniform
AD	Active Duty; Air Defense
ADA	Air Defense Artillery
ADJ	Adjutant
ADSC	Active Duty Service Commitment
ADSW	Active Duty for Special Work
ADT	Active Duty for Training (Guards, Reserves)
AER	Army Emergency Relief
AF	Air Force
AFAP	Army Family Action Plan
AFAS	Air Force Aid Society
AFB	Air Force Base
AFN	Armed Forces Network
AFRTS	Armed Forces Radio and Television Services
AFSC	Air Force Specialty Code that identifies job responsibilities for active duty members (MOS in the Army, Marines)
AFTB	Army Family Team Building
AFWBAC	Army Family Well-Being Advisory Council
AG	Adjutant General
AGR	Active Guard Reserve
AIT	Advanced Individual Training
AKO	Army Knowledge Online; provides information, links, updates, news and email services for active duty and their Family Members
AMC	Army Materiel Command (Army); Air Mobility Command (AF)
AMMO	Ammunition

AMN	Airman
AN	Army Nurse
ANCOC	Advanced Noncommissioned Officer Course
ANG	Air National Guard
AO	Area of Operations; Administrative Officer
APC	Armored Personnel Carrier (Army, Marines)
APF	Appropriated Funds
APO	Army Post Office; Air Post Office (called FPO in Navy /Marines)
AR	Armor; Army Regulation; Army Reserve
ARC	American Red Cross
ARCOM	Army Reserve Command; Army Commendation Medal
ARIMS	Army Records Information Management System
ARNEWS	Army News Services
ARNG	Army National Guard
ARPERCEN	Army Reserve Personnel Center
ARSTAF	Army Staff
ARTEP	Army Training Evaluation Program
ASAP	As Soon As Possible
AT	Annual Training (Army); Annual Tour (Air Force)
AUSA	Association of the United States Army
AV	Aviation
AVCC	Army Volunteer Corps Coordinator formerly called IVC
AWC	Army War College; Air Warfare Center (Air Force)
AWOL	Absent Without Leave

B-BRAVO

BAH	Basic Allowance for Housing
BAQ	Basic allowance for Quarters
BAS	Basic allowance for Subsistence
BASD	Basic Active Service Date
BC	Battery Commander
BCT	Basic Combat Training; Brigade Combat Team
BDE	Brigade
BDU	Battle Dress Uniform (jungle, desert, cold weather)
BEQ	Bachelor Enlisted Quarters
BN	Battalion
BNCOC	Basic Noncommissioned Officer Course
BOQ	Bachelor Officers Quarters
BOSS	Better Opportunities for Single Soldiers Program
BRAC	Base Realignment and Closure
BSEP	Basic Skills Education Program
BUPERS	Bureau of Naval Personnel
BX/PX	Base Exchange (AF), Post Exchange (Army). See also AAFES

C-CHARLIE

CA	Civil Affairs
CAC	Combined Arms Center
CALFEX	Combined Arms Live Fire Exercise
CAO	Casualty Assistance Officer
CAR	Chief of Army Reserve
CASCOM	Combined Arms Support Command
CAV	Cavalry
CDC	Child Development Center
CDR	Commander
CDS	Child Development Services
CENTCOM	Central Command
CFC	Combined Federal Campaign
CFS	Combined Support Force; Command Financial Specialist
CFSC	Community and Family Support Center
CG	Commanding General
CGSC	Command and General Staff College
CH	Chaplain
CID	Criminal Investigation Division
CIF	Central Issue Facility
CINC	Commander in Chief. Formerly used for each of the four-star officers heading one of the Unified Combatant Commands. Replaced by the more generic title of "Commander." For example, "Commander, US Atlantic Fleet," or "Commander, US Central Command." Now the use of the term "Commander in Chief" and of the acronym "CINC" is to be used exclusively in reference to the President.
CM	Chemical Corps
CMC	Commandant Marine Corps
CMR	Community Mail Room
CMTC	Combat Maneuver Training Center, Germany (Joint military training)
CNGB	Chief, National Guard Bureau
CNO	Chief of Naval Operations
CO/Co	Commanding Officer/Company
COB	Close of Business
COC	Change of Command
COCOM	Combatant Command
C of S	Chief of Staff
COHORT	Cohesion Operational Readiness Training
COLA	Cost of living allowance
CONUS	Continental United States
CP	Command Post
CPO	Civilian Personnel Office
CPX	Command Post Exercise
CQ	Charge of quarters (duty required after duty hours)
CS/C of S	Chief of Staff
CSA	Chief of Staff Army
CSF	Combined Support Force
CWO	Chief Warrant Officer

CY	Calendar Year
CYS	Children and Youth Services
CZTE	Combat Zone Tax Exclusion

D-DELTA

DA	Department of the Army
DAC	Department of the Army Civilian
DC	Dental Corps
DCA	Director of Community Activities
DCSPER	Deputy Chief of Staff for Personnel
DCU	Desert Combat Uniforms
DDESS	Domestic Dependent Elementary and Secondary Schools
DDRP	Drug Demand Reduction Program
DDS	Direct Deposit System
DeCA	Defense Commissary Agency
DEERS	Defense Enrollment Eligibility Reporting System
DEH	Directorate of Engineering and Housing
DENTAC	United States Army Dental Activity
DEROS	Date of Estimated Return from Overseas (Army); Date Eligible to Return from Overseas (DEROS-Air Force); Rotation Tour Date (RTD-Marines); Projected Rotation Date (PRD-Navy)
DFAS	Defense Finance and Accounting System
DI	Drill Instructor
DISCOM	Division Support Command
DITY	Do It Yourself Move
DIV	Division
DIVARTY	Division Artillery
DJMS	Defense Joint Military Pay System
DLA	Dislocation Allowance
DMZ	Demilitarized Zone
DO	Duty Officer
DOB	Date of Birth
DoD	Department of Defense
DODDS	Department of Defense Dependents School
DoDEA	Department of Defense Education Activity
DOIM	Directorate of Information Management
DOR	Date of Rank
DOS	Date of Separation
DPCA	Director of Personnel and Community Activities
DPP	Deferred Payment Plan
DPW	Director of Public Works
DSN	Defense Switch Network (worldwide telephone system)
DTG	Date Time Group, such as 150030August2005
DUSA	Daughters of the U.S. Army
DZ	Drop Zone

E-ECHO

EANGUS	Enlisted Association of the National Guard of the United States
EAS	Expiration Active Service (see also ETS)
EDRE	Emergency Deployment Reaction Exercise
EDS	Education Services
EE	Emergency Essential
EEO	Equal Employment Officer
EER/OER	Enlisted/Officer Evaluation Report
EFMB	Expert Field Medical Badge
EFMP	Exceptional Family Member Program
EFT	Electronic Funds Transfer
EIB	Expert Infantry Badge
EM	Enlisted Member
EN	Enlisted; Engineers
EOCO	Equal Opportunity Coordinating Office
EOM	End of Month
EOS	Expiration Obligated Service
EOY	End of Year
EPR	Enlisted Performance Report
ERP	Employment Readiness Program
ESGR	Employer Support of the Guard and Reserve
ESL	English as a Second Language
ETA	Estimated Time of Arrival
ETS	Estimated Time of Separation; Expiration of Term of Service
ESC	Enlisted Spouses Club
EUCOM	European Command

F-FOXTROT

FA	Field Artillery
FAC	Family Assistance Center/Army Community Service
FAO	Foreign Area Officer; Finance and Accounting Office
FAP	Family Advocacy Program
FC	Finance Corps
FCC	Family Child Care
FCP	Family Care Plan
FDC	Fire Direction Center
FDO	Fire Direction Officer
FDU	Full Dress Uniform
FFSC	Fleet and Family Support Center (Navy). Also FSC
FICA	Federal Insurance Contribution Act
FIT	Federal Income Tax
FITW	Federal Income Tax Withholding
FLAGS	Facilitator, Leadership and Group Skills
FLO	Family Liaison Office
FM	Family Member; Field Manual
FMEAP	Family Member Employment Assistance Program

FME	Fleet Marine Force
FOD	Field Officer of the Day
FORSCOM	Forces Command (joint)
FOUO	For Official Use Only
FPO	Fleet Post Office (Navy, Marines)
FPC	Family Program Coordinator
FRC	Family Readiness Center, established by units
FRG	Family Readiness Group
FRL	Family Readiness Liaison
FRO	Family Readiness Office
FS	Fighter Squadron (Air Force)
FSA	Family Separation Allowance
FSC	Family Support Center (Air Force)
FSSG	Force Service Support Group
FTX	Field Training Exercise
FY	Fiscal Year
FYI	For Your Information
FYTD	Fiscal Year To Date

G-GOLF

G-1	Division Level Personnel Officer
G-2	Division Level Intelligence Officer
G-3	Division Level Operations and Training Officer
G-4	Division Level Logistics Officer
G-5	Division Level Civil Affairs Officer (Army); Plans (Marines)
GED	General Education Diploma equivalent to high school diploma
GI	Government Issue
GMT	General Military Training; Greenwich Median Time
GO	General Officer
GOV	Government Owned Vehicle
GWOT	Global War on Terrorism
GS	General Schedule (Government civilian employee pay grades)
GSL	Guaranteed Student Loan
GSU	Geographically Separated Unit

H-HOTEL

H&S Co	Headquarters and Service Company
BDIP	Hazardous Duty Incentive Pay
BDP-L	Hardship Duty Location Pay - Location
HFP	Hostile Fire Pay, often combined with Imminent Danger Pay (IDP)
HHB	Headquarters and HQs Battery
HEW	Headquarters and Headquarters Company
HHG	Household Goods
HOR	Home of Record
HQ	Headquarters

HQDA	Headquarters, Department of the Army
HRC	Human Resource Command (formerly PERSCOM)
HRO	Housing Referral Office
MSC	Human Resource Service Center
HS	Home Station
HSB	Headquarters and Service Battery

I-INDIA

IADT	Initial Active Duty Training
ICC	Interactive Counseling Center
IDP	Imminent Danger Pay. See also FIFP
IDT	Inactive Duty Training
IE	Initial Entry
IED	Improvised Explosive Device
JET	Initial Entry Training
IG	Inspector General
IMA	Installation Management Agency
IN	Infantry
INFO	For the information of
ING	Inactive National Guard
TO	Information Office
IRF	Immediate Reaction Force
IRR	Individual Ready Reserve
ITO	Information Travel Office; Invitational Travel Order
ITT	Information, Tours, and Travel; Inter-Theater Transfer
IVC	Installation Volunteer Coordinator now called Army Volunteer Corps Coordinator (AVCC)
IAW	In Accordance With

J-JULIET

JAG	Judge Advocate General
JCS	Joint Chiefs of Staff
JFCC	Joint Functional Component Command
JFTR	Joint Federal Travel Regulation
JR EN	Junior Grade Enlisted Personnel
JR NCO	Junior Grade Noncommissioned Officer
JRTC	Joint Readiness Training Command
JUMPS	Joint Uniform Military Pay System

K-KILO

KIA	Killed In Action
KP	Kitchen Patrol or Kitchen Police
KVN	Key Volunteer Network (Marines)

L-LIMA

LES	Leave and Earnings Statement
LN	Local National
LOC	Logistical Operation Center; Line of Communication
LOD	Line of Duty
LOI	Letter of Instructions
LZ	Landing Zone

M-MIKE

MACOM	Major Army Command
MAO	Marine Air Group
MARS	Military Affiliated Radio System
MC	Medical Corps
MCCS	Marine Corps Community Services
MCB	Marine Corps Base
MCEC	Military Child Education Coalition
MCX	Marine Exchange. See also AAFES
MEB	Marine Expeditionary Brigade
MEF	Marine Expeditionary Force
MEDDAC	Medical Department Activity
MEDEVAC	Medical Evacuation
METL	Mission Essential Task List
MFO	Multinational Forces and Observer
MFR	Memorandum for Record
MI	Military Intelligence
MIA	Missing in Action
MILSTD	Military Standard
MOA	Memorandum of Agreement
MOS	Military Occupational Specialty
MP	Military Police
MPF	Military Personnel Flight
MPS	Military Postal System
MRE	Meals Ready to Eat
MS	Medical Specialist
MSC	Medical Service Corps
MSM	Meritorious Service Medal
MTF	Military Treatment Facility
MUSARC	Major U.S. Army Reserve Command
MUTA	Multi-Unit Training Assembly
MWR	Morale, Welfare, and Recreation

N-NOVEMBER

NA	Not applicable
NAP	Non-appropriated Funds (generally located)
NATO	North Atlantic Treaty Organization

NAVSEA	Naval Sea Systems Command
NCIS	Naval Criminal Investigation Service
NCO	Noncommissioned Officer
NCOA	Noncommissioned Officers Association
NCOER	Noncommissioned Officer Evaluation Report
NCOIC	Noncommissioned Officer in Charge
NCOSC	Noncommissioned Officers Spouses Club
NEO	Noncombatant Evacuation and Repatriation Operation
NEX	Navy Exchange. See also AAAFES
NG	National Guard
NGAUS	National Guard Association of the United States
NGB	National Guard Bureau
NLT	Not Later Than
NMCRS	Navy-Marine Corps Relief Society
NMFA	National Military Family Association
NORCOM	Northern Command
NPD	No Pay Due
NRMC	Naval Regional Medical Center
NTC	National Training Center (Joint military training)

0-OSCAR

OPCON	Operational Control. Level of authority used frequently in the execution of joint military operations.
O CLUB	Officers' Club
OBC/OAC	Officer Basic/Advanced Course
OCONUS	Outside Continental United States
OCS	Officer Candidate School
OD	Officer of the Day; Ordnance Corps
ODC	Officer Data Card (Navy). See also ORB
OER	Officer Evaluation Report
OIC	Officer-in-Charge
OJT	On the job training
OOD	Officer of the Day (Marines)
OQR	Officer Qualification Record (Marines). See also ORB
OPNAV	Office of the Chief of Naval Operations
OPSEC	Operational Security
ORB	Officer Record Brief (Army); Officer Qualification Record (OQR-Marines);
ORE	Officer Selection Brief (OSB-Air Force); Officer Data Card (ODC-Nav
OSB	Operational Readiness Exercise
OSC	Officer Selection Brief (Air Force). See also ORB Officers' Spouses Club
OSI	Office of Special Investigation
OTS	Officer Training School (Air Force)
OTSG	Office of the Surgeon General

P-PAPA

PA	Physician's Assistant
PAC	Personnel Administration Center
PACOM	Pacific Command
PAL	Partial Airlift. A method of mailing packages.
PAM	Pamphlet
PAO	Public Affairs Officer
PAT	Process Action Team
PBO	Property Book Office
PCA	Permanent Change of Assignment
PCS	Permanent Change of Station
PEBD	Pay Entry Base Data
PERSCOM	Total Army Personnel Command — now HRC
PLDC	Primary Leader Development Course (NCO course)
PLT	Platoon; Primary Level Training
PM	Provost Marshal (police chief)
PME	Professional Military Education
PMOS	Primary Military Occupational Education
POA	Power of Attorney
POC	Point of Contact
POE	Point of Embarkation
POI	Program of Instruction
POV	Privately Owned Vehicle
PRD	Projected Rotation Date (Navy)
PSA	Personnel Support Activities
PSD	Personnel Support Detachment
PT	Physical Training
PX	Post Exchange. See also BX or NEX
PZ	Primary Zone

Q-QUEBEC

QA	Quality Assurance
QM	Quartermaster
QRF	Quick Reaction Force
QTRS	Quarters (living area)

R-ROMEO

R&D	Research and Development
R&R	Rest and Recreation
RA	Regular Army
RAP	Relocation Assistance Program (Navy program)
RC	Reserve Component
RD	Rear Detachment

RDC	Rear Detachment Commander
RDF	Rapid Deployment Force
REG	Regulation
REGT	Regiment
RFO	Request for Orders
RIP	Reduction in Force
RNLTD	Report No Later Than Date
ROA	Reserve Officer Association
ROTC	Reserve Officer Training Corps
RSVP	Reply whether or not you can attend (repondez s'il vous plait)
RTD	Rotation Tour Date (Marines). See also DEROS

S-SIERRA

S-1	Brigade/battalion Personnel Officer/administrative section
8-2	Brigade/battalion Intelligence Officer/intelligence section
S-3	Brigade/battalion Operations Officer/operations and training
S-4	Brigade/battalion Logistics Officer/logistics and supply section
SAC	Strategic Air Command
SAM	Surface to Air Missile; Space Available Mail
SAS	School Age Services
SBP	Survivor Benefit Plan
SC	Signal Corps
SD	Staff Duty
SDNCO	Staff Duty Noncommissioned Officer
SDO	Staff Duty Officer
SDP	Savings Deposit Program (available during deployments)
SEA	Senior Enlisted Advisor
SEAL	Sea-Air-Land
SECDEF	Secretary of Defense
SES	Senior Executive Service (senior civilian employee grades)
SF	Special Forces (Army); Security Force (Air Force)
SGLI	Service member's Group Life Insurance
SIDPERS	Standard Installation/Division Personnel Reporting System
SITW	State Income Tax Withholding
SJA	Staff Judge Advocate
SMI	Supplemental Medical Insurance
SOCOM	Special Operations Command
SOP	Standard Operating Procedure
SORTIE	Name of a flight
SOUTHCOM	Southern Command
SPACECOM	Space Command
SQD	Squad, a unit within a platoon
SQT	Skills Qualification Test
SRB	Selective Reenlistment Bonus
SSN	Social Security Number
SRB	Selective Reenlistment Bonus

SSN	Social Security Number
STARC	State Area Command
STRATCOM	U.S. Strategic Command (Joint)
SZ	Secondary Zone

T-TANGO

TAD	Temporary Additional Duty (Navy, Marines)
TAG	The Adjutant General
TAP	Transition Assistance Program
TASC	Training and Support Center
TBA/TBD	To Be Announced or To Be Determined
TC	Transportation Corps
TCS	Temporary Change of Station
TDY	Temporary Duty
TIG	Time in Grade
TLA	Temporary Living Allowance
TLF	Temporary Living Facility (Air Force)
TMC	Troop Medical Clinic
TMO	Traffic Management Office (Marines)
TMP	Transportation Motor Pool
TOC	Tactical Operational Center
TPU	Troop Program Unit
TRADOC	Training and Doctrine Command
TRANSCOM	Transportation Command
TRICARE	Military Medical Health Plan
TSC	TRICARE Service Center
TSP	Thrift Savings Plan
TTAD	Temporary Tour Active Duty (Reserve, National Guard)

U-UNIFORM

UA	Unauthorized Absence
UCMJ	Uniform Code of Military Justice
UD	Uniform of the Day
UTC	Unit Identification Code
USAF	United States Air Force
USAFE	United States Air Force Europe
USAPA	United States Army Publishing Agency
USAR	United States Army Reserve
USARC	United States Army Reserve Command
USAREUR	United States Army Europe
USARF	United States Army Reserve Forces
USAWC	United States Army War College
USCG	United States Coast Guards
USMC	United States Marine Corps
USR	Unit Status Report

USO United Services Organization
UTA Unit Training Assembly

V-VICTOR

VA Department of Veterans Affairs (formerly Veterans Administration)
VA CBOC Veterans Affairs Community Based Outpatient Clinic
VAMC Veterans Affairs Medical Center
VC Veterinary Corps
VHA Variable Housing Allowance
VIP Very Important Person
VISN Veterans Integrated Service Network
VOLAR Volunteer Army
VOQ Visiting Officers' Quarters

W-WHISKEY

W2 Wage and Tax Statement
WG Wage Grade
WIC Women, Infants and Children's Program
WO Warrant Officer
WOAC Warrant Officer Advanced Course
WOC Warrant Officer Candidate Course
WOSC Warrant Officer Senior Course

X-RAY

XO Executive Officer

Y-YANKEE

YTD Year To Date

Z-ZULU

ZULU/GMT Greenwich Mean Time

MILITARY TERMS

72	Three day pass for leave (72 hours)
96	Four day pass for leave (96 hours)
A RATIONS	Hot meals that are made with "real" food
ACCOMPANIED TOUR	Tour of duty with Family Members
ACTIVE ARMY	On active duty
ADVANCED PAY	Payment before [duty performed] actually earned. Also, requested payment prior to a PCS move paid back through allotment.
ALERT	Emergency call to be ready
ALLOTMENT	Designated payment to bank or to an individual
ALLOWANCE	Pay and special compensation
ARMY COMMUNITY SERVICE	Provides Family support services on installations for active duty members and their families
ARTICLE 15	Disciplinary action, non-judicial, imposed by the company commander, battery or battalion commander. See also NIP
ASSIGNMENT OFFICER	Person who assigns next duty and station (Army, Air Force). Called "Detailer" in Navy; "Monitor" in Marine Corps.
AUGMENT	Moved from "reserve" into "regular" ranks
AUGMENTEE	Temporary "fill" of a shortage in personnel
B RATIONS	Cooked food from cans or packages
BARRACKS/BILLETS	Place where a military member lives
BILLET	Specific job in Navy, Marines
BED CHECK	An accounting for military members
BENEFITS	Medical, dental, commissary, etc.
BOOT	A recruit in Navy, Marines
BOOT CAMP	Basic Training in Navy, Marines
BOOT BLOUSER	A blousing band used to tuck camouflage trouser leg
BRANCH OF SERVICE	Army, Air Force, Navy, Marines, etc.
BRIG	Correctional facility
BRAVO ZULU	Congratulatory term meaning "Well Done" (Marines).
CADRE	Leadership at training level
CAISSON	Artillery vehicle
CAMMIES	Camouflage shirt and trousers
CHAIN OF COMMAND	Leadership structure
CHAIN OF CONCERN	An informal self-help channel for Family Members
CHAPLAIN	Military minister, priest, rabbi, or pastor

CHEVRONS	Grade stripes worn on sleeves and collars
CHINOOK	A large helicopter, used for transportation of personnel and equipment
CLASS As	Green slacks/skirt, light green shirt, tie or neck tab, and jacket
CLASS Bs	Green slacks/skirt, light green shirt, and optional sweater without jacket
CLASS VI	Store on post to buy alcohol
CLEARING	Obtaining official release from post
COBRA	An Army attack helicopter
CODE OF CONDUCT	Rules by which a service member must live
COLA	The Cost of Living Allowance is paid monthly to help offset the high cost of living. COLA varies from post to post and month to month.
COLORS	National and unit/organization flags
COMMAND PERFORMANCE	Function which requires attendance
COMMAND SPONSORED	Family Members are permitted to accompany the military person to an assignment overseas (OCONUS).
COMMISSARY	Grocery store for military
COMMISSION	The written order that gives an officer rank and authority
COMPANY GRADE	Lowest three officer ranks
COURT-MARTIAL	Trial system
COVER	Name for hat in Navy, Marines
D-DAY	Day on which operations will begin
DAYROOM	Recreation area in Soldier lodging
DEPLOYMENT	Service member sent on a mission without Family Members
DIRECT DEPOSIT	Military member's guaranteed check to bank
DINING IN	Formal social gathering for service members only
DINING OUT	Formal social gathering with spouses
DISCHARGE	Departure from active duty
DISLOCATION ALLOWANCE	Allowance received for PCS move
DITY MOVE	Self movement of household goods
DOGTAGS	Identification tags worn by military members
DRESS BLUES	Informal attire with four-in-hand tie/formal attire with bow tie
DRESS MESS	Formal attire; short jacket equivalent to "white tie and tails"
DUTY ASSIGNMENT	Job/place while on active duty
DUTY ROSTER	Duty schedule maintained by the unit
EMERGENCY DATA CARD	Contains important information for quick use in emergencies. Kept with official records,
ESPRIT DE CORPS	Morale within unit or organization. Epitome of pride.

FAMILY ADVOCACY	Program that assists with child and spouse abuse problems
FAMILY CARE PLAN	Written instructions for care of Family Members while Sponsor is away from duty station (can include provisions for finances, wills, and guardianship)
FAMILY PROGRAM COORDINATOR	Provides Family support services to active duty and their families
FAMILY READINESS GROUP	Organization of Family Members, volunteers, and Soldiers/civilian employees belonging to a unit/organization that together provides an avenue of support and assistance and a network of command, communication among the Family Members, the chain of command, and community resources
FIELD DAY	Designated day for military displays. Also, clean-up day.
FIELD GRADE	Majors, lieutenant colonels, and colonels
FLAG OFFICER	Generals and Admirals
FLOAT	Deployed at sea
FORMATION	Gathering of Soldiers in a prescribed way
FROCK	Assume next higher grade without pay
FRUIT SALAD	Ribbons and medal worn on uniform
FUNCTION	Social event
GARRISON	Post or community
GEAR	Equipment used by service members
GI BILL	Education entitlement
GI PARTY	Clean up duty
GRADE	Corresponds to pay level of service member (E-3, O-2, etc.)
GREEN BERETS	Special Forces
GUEST HOUSE	Temporary living quarters (Army); Hostess House (Marines); Navy Lodge (Navy); temporary living facility (Air Force)
GUIDON	Unit identification flag
GUNG HO	Very enthusiastic
HAIL & FAREWELL	Social event to greet newcomers and say good-bye to those who are departing
HARDSHIP TOUR	Unaccompanied tour of duty
HASH MARKS	Stripes for enlisted members' time in service
HAZARDOUS DUTY PAY	Extra pay for duty in hostile area
HOSTESS HOUSE	Temporary lodging on base
HOUSING OFFICE	Where you check in for housing
HUMP	Field March
ID CARD	Identification card issued to legally recognized military

INSIGNIA	members and their Family (10-years and older) Indicates branch of Soldiers
JAG	Stands for Judge Advocate General but term is also used For lawyers. JAG officers provide many of the same legal services as civilian lawyers.
JODY CALL JUNGLE BOOTS	Troop cadence for marching or running Special green boots for tropical climates
K-9 KEY VOLUNTEER NETWORK	Dogs trained for military police service Family support and readiness program implemented in each unit (Marines)
KLICK	Slang for kilometer
LATRINE LEATHERNECK LEAVE LIBERTY LOGISTICS	Toilet A Marine Approved time away from duty Off duty Equipment and support needed for performance
MEDIVAC MESS NIGHT MILITARY BRAT MOBILIZATION MONITOR	Medical evacuation Formal dinner with military members only Endearment for a child of military personnel Assembling of forces in preparation for deployment Person who assigns next duty and station (Marines). See also Assignment Officer,
MOTOR POOL	Area where official vehicles are kept
NAVY LODGE NJP	Temporary living facility. See also Guest House. Non-judicial punishment (Air Force), Article 15 (Army), Officer Hours (Marines), Captain's Mast (Navy)
NON-COMMAND SPONSORED	Family Members are not permitted to accompany the military person to an assignment overseas (OCONUS).
O' COURSE O' DARK THIRTY OLD MAN ORDERLY ROOM ORDERS	Obstacle Course Early morning hours, usually before sunrise Slang for Commander Company office Spoken or written instructions to military member
PACKAGE STORE PLATOON	Store on base to buy alcohol. See also Class VI. Several squads within a company

POLICE CALL	Clean up
POST EXCHANGE	Army department store; PX
POWER OF ATTORNEY	Legal document permitting a person to act on behalf of another
PROFILE	Medical profile to limit duty performance
PROTOCOL	Customs and courtesies
QUARTERS	Government housing for married service members
RACK	Bed
RANK	Official title of military member
RECRUIT	Individual undergoing initial military training
REGRETS ONLY	Respond only if not attending
RETREAT	Bugle/flag ceremony at end of day
RE-UP	Re-enlist. See also “ship over.”
REVEILLE	Bugle call/ceremony at beginning of day
ROSTER	List of members
RUFFLES AND FLOURISHES	Ranking officials
SCUTTLEBUTT	Rumor, gossip
SECURE	Closed, put away, taken care of
SELECT	Approved for promotion to next rank in Air Force, Navy, and Marines. Called “promotable” in Army.
SEPARATION PAY	Pay for unaccompanied duty
SEVEN DAY STORE	Mini mart on base. See also “Shoppette”
SHIP OVER	Re-enlist. See also “re-up.”
SHOPPETTE	Mini mart on post. See also “Seven Day Store”
SHORT TIMER	Person with short time left to serve on active duty
SHORT TOUR	Unaccompanied tour
SICK BAKY	Marines, Navy term for hospital, clinic, dispensary
SPACE A	Space available flights
SPIT AND POLISH	As clean as possible
SPONSOR	Person who is salaried by the Government. Also, military member who provides advance information and arrangements for an incoming (PCSing) military member of the same rank.
SQUARED AWAY	In order; sharp looking uniform
SUBSISTENCE	Food allowance
SURE PAY	Service member’s guaranteed check to bank
TAPS	Last call of the day
TOP	Slang for First Sergeant

UNACCOMPANIED BAGGAGE Express shipment sent ahead to next duty station

WATCH

A duty such as Officer of the Day

WETTING DOWN

Promotion celebration

AFAP

How does it work?

Each year installations across the world hold an AFAP symposium, conference, or forum to discuss issues received locally. These issues can be submitted by anyone at any time through the local Army Community Service (ACS) office. Submitters need to follow the format given below when submitting an issue:

ISSUE SUBMITTAL FORM

ISSUE TITLE: (tell us what the problem/issue/concern is — use a few words to describe)

SCOPE: (tell us about the issue; why it's a problem; who does it affect)

RECOMYIENDATIONS(s): (tell us what we can do it fix it)

Remember what is written above is all the delegates have before them during their discussion, so

give them as much information as possible.

A representative group of individuals from the local installation reviews all issues gathered in a year. This group is comprised of Soldiers (Active, Guard, Reserve), retirees, Family Members, DA civilians and surviving spouses. They discuss each issue within their group for validity and importance. All issues are prepared for review and those deemed to have the highest priority are briefed to local leadership. Afterwards, the Installation commander has discretion as to how he addresses these issues. Most issues can be solved locally. Those deemed unsolvable locally are forwarded to the next higher level for consideration.

This next level is the Region/MACOM level. Here, the process is repeated with all issues submitted from all installations in that region. There are seven regions: Northeast, Southeast, Northwest, Southwest, Pacific, Europe and Korea. Representatives from all installations in the region come together to discuss, review, and revise the issues. These are again prioritized and briefed to the leadership. Those issues that can be resolved at this level are retained, while those that go beyond that region's authority are forwarded to DA.

At DA, all issues from the Region/MACOMs are discussed, reviewed and/or revised again by representatives from all across the Army. After prioritizing and briefing leadership, the issues are submitted to the General Officers Steering Committee (GOSC). This committee, chaired by the Vice-Chief of the Army, is the final deciding authority on the status of all issues forwarded from the DA forum. It determines whether an issue is solvable, unattainable, or needs further clarification.

The GOSC tracks all issues until it is satisfied with the answer it receives or sees that the recommendations are accomplished. As a result of this process over 77 pieces of legislation have been implemented, over 125 policies or regulations have been revised and over 140 programs/services have been improved Army wide. These figures do not count those issues that were resolved either at the local installation or the Region/MACOM level.

AFAP and You

Anyone who is part of the Army in any capacity can be a participant in the AFAP process by:

- submitting an issue (*see previously mentioned format*)
- serving as a delegate for your local forum
- volunteering to help work the forum as staff. Staff positions include recorder, facilitator or an administrative worker,
- supporting the AFAP process, regardless of your position by
 - telling others of its value
 - obtaining issues
 - finding volunteers
 - helping to resolve local concerns

AFAP Successes

The AFAP process has resulted in these representative changes to our military system:

- Soldier's Group Life Insurance (SGLI) increases
- Family Member insurance benefits
- TRICARE improvements
- Temporary Living Expenses (TLE) increases
- Dental Coverage
- Thrift Savings Program (TSP)
- Family Readiness Groups (FRG) established
- Basic Allowance for Housing (BAH) increases
- And many others at local or Region/MACOM levels
 - i.e. Stop signs, streetlights, playgrounds, post directions, parking improvements, housing concerns and others.

THE SILENT RANKS

I wear no uniforms, no blues or Army greens. But I am in the Military in the ranks that are rarely seen. I have no rank upon my shoulders, salutes I do not give, but the Military world is the place where I live. I am not in the chain of command, orders I do not get, but my husband is the one who does, this I can no forget. I am not the one who fires the weapon, who puts my life on the line, but my job is just as tough I am the one that's left behind.

My husband is a patriot, a brave and prideful man. And the call to serve his country not all can understand. Behind the lines I see the things needed to keep this country free.

My husband makes the sacrifice, but so do our kids and me.

I love the man I married. Soldiering is his life, but I stand among the silent ranks known as the Military wife.

Author unknown.

I LOVE A SOLDIER By Rosemary Olenski, February 20, 1998

I love a Soldier with all my heart.
I see him almost never. We are always apart.
We may not be together, but love does not give in.
To let something like this go would be such a sin.
He is courageous and he is a man, protecting his country
as best as he can.
The last time I saw him?
Seven months past.
But I feel his love for me, and know it will last.
Perhaps there will be peace;
Perhaps there will not.
I hold on to hope; it's all that I've got.
My love for him grows. It gets stronger each day.
The distance between us can't hold it at bay.
He calls; I write.
We both hold on with all of our might.
I cry often,
I will not lie.
Sometimes smiling is hard,
But I sure do try.
I love.
I hope.
I dream.
His heart is strong; his feelings are true.
He loves me and I love him too.
Yes, I love a Soldier, and though we are apart,
We're always together--
Together at heart.

U.S. ARMY Song

Intro: March along, sing, our song, with the Army of the free
Count the brave, count the true, who have fought to victory.
We're the Army and proud of our name.
We're the Army and proudly proclaim.

Verse: First to fight for the right,
And to build the Nation's might
And the Army goes rolling along
Proud of all we have done,
Fighting till the battle's won
And the Army goes rolling along.

Refrain: Then it's Hi! Hi! Hey!
The Army's on its way.
Count off the cadence loud and strong
(TWO! THREE!)
For where e'er we go,
You will always know
That the Army goes rolling along.

Verse: Valley Forge, Custer's ranks,
San Juan Hill and Patton's tanks,
And the Army went rolling along
Minute men, from the start,
Always fighting from the heart,
And the Army keeps rolling along
(refrain)

Verse: Men in rags, men who froze,
Still that Army met its foes,
And the Army went rolling along,
Faith in God, then we're right,
And we will fight with all our might,
As the Army keeps rolling along.