

Inside the Wire

Fort Leonard Wood



1st Engineer Brigade

169th Engineer Battalion

31st Engineer Battalion

35th Engineer Battalion

554th Engineer Battalion

Pinned Post – Quick Reference Guide

- Army Family, this Quick Reference Guide was designed to be printed, filled out and posted on the fridge. It contains useful information that you may want to have handy.

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Helping Families become Army Family.

Family Quick Reference Guide

Unit Name:

Correctly Addressing Mail

Rank, Last Name, First Name

___ CO, ___ PLT

Unit

Address

Fort Leonard Wood, MO 65473

Remember it can take a while for your Soldier to receive mail and for you to receive their letters. Help us, help you; color the bottom right corner of the envelope with the following colors.

Company Abbreviations:

A – Alpha B – Bravo C – Charlie D – Delta E – Echo

There are several platoons (PLT) per company. It's okay if you don't know this information. Your Soldier will still get mail.

You can get up-to-date accurate information from command on the unit's official pages:



Facebook Page Name:

Key Dates

Last day to send mail:

The Soldier Ceremony:

Family Day:

Graduation:

Care Package Tips

Can Send:

Religious medallions/religious text

Cough drops (sugar-free menthol flavor only)

Hygiene items to include (lip balm, Hair ties to match hair)

Paper/Stamps/Cash under \$50

Personal Photos (tasteful, no nudity!)

DO NOT SEND:

Alcohol

Cash over \$50

Nude Photos

Electronic items

Cosmetics/Cologne/Perfume/Body Spray

Knives

Contact Lenses

Civilian clothing

Tobacco products

What to do if there's a Family emergency?

Contact the American Red Cross at:

1 (877) 272-7337.

Have the following:

Full name and rank

Branch of service (Army),

Social Security Account number or date of birth, and Military address:

Unit

Address

Fort Leonard Wood, MO 65473

Photographs:

Please remember photographs are taken by volunteers. We can't take requests, but we do try to post new pictures weekly (training does come first). You can access photos of training at a third-party website. We do not profit off this website. We cannot and do not answer questions about this site: <https://www.basictrainingphotos.com>.

Phone calls:

Phones are a privilege not a right.

We do not decide whom your Soldier calls.

OPSEC: Operational Security

Do not discuss dates, locations, or modes of travel on social media. Think before you post!



@Twitter Name:



@Instagram Name:

My Trainee's Rank is: _____

My Trainee's battalion is: Unit, Unit Nickname!

My Trainee's company is: _____

My Trainee's platoon is: _____

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DO NOT SEND:

- No electronics to include but not limited to cameras, MP3, CD, or DVD players
- Tobacco products (including vaping items)
- Food items (to include seasonal holiday candy (ALL))
- Cosmetics (ALL)
- Newspaper clippings
- Alcohol (drinking)
- Weapons of any type (including pocket-knives, brass, or ammunition)
- Wrist or ankle braces (unless issued by Army Medical Personnel)
- Contact lenses or civilian glasses
- Cologne/perfume/body spray
- Straight edge razors
- Civilian clothing
- Curling irons
- Health Supplements
- Vitamin C cough drop supplements
- Nude or inappropriate photos (to include items in the background like tobacco, hand gestures, or alcohol items)
- Over the counter medication
- Civilian reading material (books and magazines)
- No aerosol items
- Jewelry (exception is wedding ring/band; IAW safety/training guidelines)
- Cash over \$50
- Homemade personal hygiene products (i.e., shampoo or soap)
- Partially used items
- Opened items
- Stuffed Animals
- Excessively large greetings cards (bigger than 8 inches)



May Send:

- Letters
- Personal photos (must be tasteful no nudity, alcohol in the photo, hand gestures, tobacco items in the photo)
- Religious Reading Material
- Finger and toenail clippers
- Cash under \$50
- Hygiene items (MUST be unscented and perfume free)
- Sunscreen, unscented
- Unflavored Lip Balm, with sunscreen
- Pens, paper, and stamps, pre stamped and addressed envelopes
- Blister pads (i.e. moleskin)
- Address book
- Plain, unflavored cough drops, menthol only
- Prepaid Visa gift cards (<\$50)
- Disposable razors
- **Cloth Face Masks (black, white, brown, dark blue no logos or patterns)**
- Tide Pods (unscented)

Unit Mailing Addresses

169th Engineer Battalion

Rank, Last Name, First Name
B Co., 169th EN BN, ____ PLT
6221 Iowa Ave.
Fort Leonard Wood, MO 65473

31st Engineer Battalion

Rank, Last Name, First Name
A Co., 31st EN BN, ____ PLT
6221 Iowa Ave., Bldg. 6141
Fort Leonard Wood, MO 65473

35th Engineer Battalion

Rank, Last Name, First Name
A Co., 35th EN BN, ____ PLT
6101 Indiana Ave.
Fort Leonard Wood, MO 65473

554th Engineer Battalion

Rank, Last Name, First Name
A Co., 554th EN BN, ____ PLT
11915 Minnesota Ave., Bldg. 6147
Fort Leonard Wood, MO 65473

Rank, Last Name, First Name
B Co., 31st EN BN, ____ PLT
6146 Minnesota Ave.
Fort Leonard Wood, MO 65473

Rank, Last Name, First Name
B Co., 35th EN BN, ____ PLT
6102 Indiana Ave.
Fort Leonard Wood, MO 65473

Rank, Last Name, First Name
B Co., 554th EN BN, ____ PLT
11470 Big Piney Road
Fort Leonard Wood, MO 65473

Rank, Last Name, First Name
C Co., 31st EN BN, ____ PLT
6221 Iowa Ave.
Fort Leonard Wood, MO 65473

Rank, Last Name, First Name
C Co., 35th EN BN, ____ PLT
6103 Indiana Ave.
Fort Leonard Wood, MO 65473

Rank, Last Name, First Name
C Co., 554th EN BN, ____ PLT
7673 New Battery St., Bldg. 1009
Fort Leonard Wood, MO 65473

Rank, Last Name, First Name
D Co., 31st EN BN, ____ PLT
Bldg. 6143 Minnesota Ave.
Fort Leonard Wood, MO 6547


Rank, Last Name, First Name
D Co., 35th EN BN, ____ PLT
6101 Indiana Ave.
Fort Leonard Wood, MO 65473

Rank, Last Name, First Name
D Co., 554th EN BN, ____ PLT
Bldg. 1016
Fort Leonard Wood, MO 65473

Social Media Accounts

169th Engineer Battalion

B Co., 169th EN BN

 <https://www.facebook.com/Bravocompany169thENBN>

554th Engineer Battalion

A Co., 554th EN BN

 <https://www.facebook.com/A554ENG>

B Co., 554th EN BN

 <https://www.facebook.com/profile.php?id=100069403770545>

C Co., 554th EN BN

 <https://www.facebook.com/profile.php?id=100064559535007>

D Co., 554th EN BN

 <https://www.facebook.com/D-Co-554th-Engineer-Battalion-218416521510824>

31st Engineer Battalion

A Co., 31st EN BN

 <https://www.facebook.com/alphacompanyknights>

 [@alphaknights311](https://twitter.com/alphaknights311)

 [aknights31enbn](https://www.instagram.com/aknights31enbn)

B Co., 31st EN BN

 <https://www.facebook.com/XObravoCo>


C Co., 31st EN BN

 <https://www.facebook.com/CharlieCompany31stEngineerBattalion>

D Co., 31st EN BN

 <https://www.facebook.com/DCo31stENBN>

 [@DCo31ENBN](https://twitter.com/DCo31ENBN)

 [DCo31ENBN](https://www.instagram.com/DCo31ENBN)

35th Engineer Battalion

A Co., 35th EN BN

 <https://www.facebook.com/groups/alpha35th>

B Co., 35th EN BN

 <https://www.facebook.com/BravoBeast35th>

 [@BravoCompany6](https://twitter.com/BravoCompany6)

C Co., 35th EN BN

 <https://www.facebook.com/charlie35th>

 [@C35th](https://twitter.com/C35th)

 [commandoconnection](https://www.instagram.com/commandoconnection)

D Co., 35th EN BN

 <https://www.facebook.com/Defenders35>

What to expect...

1. An exceptional level of training. Your Soldier is being trained by some of the best cadre (drill sergeants and officers) in the United States Army.
2. Informational posts daily on our Facebook page to help you prepare for your life as a member of the Army Family.
3. Basic Combat Training is much like your first deployment. We know firsthand how challenging deployments can be, but you are not alone. You are part of our Family, the Army Family now.
4. Expect letters (paper mail) to be the primary means of communication with your Soldier. Consider writing often; it is a huge morale booster.
5. No news is good news. (This phrase will serve you well the entirety of your Army career.)
6. Pictures will start posting at the end of week three. Pictures are taken by volunteers and COVID has limited their availability. (So, there will likely be fewer photos than in the past.)
7. Mail (packages and letters) take an average of 14 business days to be received by Soldiers in Training.
8. Phone calls are a weekly privilege and we do not determine whom a Soldier chooses to call.

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Basic Combat Training Phases Explained

- There are four phases in Basic Combat Training: Yellow, Red, White, and Blue.
- With each phase, Trainees move closer to their goal of becoming a Soldier. The process of moving from one phase to another is known as “phase change” or “phasing up”.
- Yellow Phase, is also known as Controlled Monitoring.
 - Trainees are split into smaller groups to minimize the spread of COVID.
 - They exercise (physical training), and instruction is focused on fundamentals of the Army.
 - At the end of Yellow Phase, the unit is re-structured, and Trainees may change Platoons, Companies, or even Battalions.
- Red Phase, is also known as the Hammer Phase of Training.
- White Phase, also known as the Anvil Phase of Training.
- Blue Phase, also known as the Forge Phase of Training.
- The Forge is the final training exercise and upon successful completion your Trainee will earn the title of Soldier, at the Soldier Ceremony.
- A week after The Forge, Soldiers graduate and move on to their next phase of training.
- See the training schedule, to the right, for this cycle.

Battalion Cycle Pick Up

Yellow Phase, Controlled Monitoring

Red Phase ACFT, VIC Tower, CBRN, and Obstacle Courses.

Red Phase Testing (All Companies)

FTX 1 (one night)

White Phase Rifle Marksmanship

FTX 2 (two nights)

Blue Phase ACFT, Hand Grenades, Omaha 1&2

The FORGE

Soldier Ceremony

Graduation Practice

Family Day

Graduation (also virtual on Facebook)



**American
Red Cross**

What to do an emergency?

If you are experiencing an immediate life-threatening emergency, call 911.

- Should there be an emergency and the need to contact your Soldier contact the American Red Cross either by phone at: 1-877-272-7337 or online at: <https://www.redcross.org/get-help/military-Families/emergency-communication.html>.
- What is considered an emergency? The death or serious illness of an immediate Family member. The good news of the birth of a service member's child or grandchild.
- Have the following information available:
 - Full name and rank, Branch of service (Army), Social Security number or date of birth, and
 - Military address:
Unit
Address
Fort Leonard Wood, MO 65473
 - Name and contact for the immediate Family member experiencing the emergency (could be spouse, parent, child/grandchild, or grandparent), nature of the emergency, where the emergency can be verified (hospital, doctors office, funeral home).

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Addressing mail

You do not have to write out the company name (Alpha, Bravo, Charlie, Delta, Echo). You can use the abbreviation (A, B, C, D, E).

Help us help you; color the bottom right corner of the envelope with the platoon's color.

1st platoons - *red* 2nd platoons – *black*

3rd platoons - *blue* 4th platoons - *yellow*

See the pictures of how to address the envelopes. Putting the PLT Number on the back of the envelope helps make mail distribution faster.

Rank, Last Name, First Name

___ CO, ___ PLT

Unit

Address

Fort Leonard Wood, MO 65473

Addressing Mail: Front of the Envelope

Rank Abbreviations:

Private: PVT

Private First Class: PFC

Specialist: (SPC)

Your Name
Street Address
City, State Zip

Correct
Postage
Here

Rank, Last Name, First Name ____
CO, ____ PLT
Unit
Address
Fort Leonard Wood, MO 65473

Put Your
Soldier's
Platoon
Color
Here

1st - *red*
2nd - *black*
3rd - *blue*
4th - *yellow*



L

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Company Abbreviations:

A, B, C, D, E

Addressing Mail: Back of the Envelope

Rank, Last Name, First Name

Unit

____ CO

____ PLT

What Rank is my Trainee?

We frequently get asked, “what rank is my trainee?” That’s not a question we can answer but we can provide some assistance in figuring it out. Your Trainee or Trainee’s recruiter can provide this information. However, here are some general guidelines.

- If your Trainee has just graduated high school and does not have any college, they are likely a PVT (Private).
- If they have completed some college it is possible for them to be a Private First Class (PFC).
- If your Trainee has graduated from college and will be attending Officer Candidate School (OCS) after graduation from Basic Combat Training they are likely a Specialist (SPC).
- If your Trainee is prior service, they will likely enter in at their previous rank.
- Knowing your Trainee’s rank is helpful for letters and also determining pay. When looking at a military pay table the rank equivalents are as follows:
 - PVT = E-1
 - PV2 = E-2
 - PFC = E-3
 - SPC = E-4

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	PRIVATE (PVT) Private is the lowest rank. Most Soldiers receive this rank during Basic Combat Training. This rank does not carry an insignia.
	PRIVATE SECOND CLASS (PV2) Enlisted Soldiers generally receive this rank after either completion of Basic Combat Training, or six months of Army service.
	PRIVATE FIRST CLASS (PFC) Soldiers are generally promoted to this level within a year by request of a supervisor. Soldiers serving at this rank make up the backbone of the Army. Their primary role is to carry out orders and complete missions.
	SPECIALIST (SPC) A specialist can manage other lower-ranked enlisted Soldiers. A Soldier can be promoted to this rank after serving a minimum of two years and attending a training class. Recruits with a four-year degree may enter Basic Combat Training as a specialist.
	CORPORAL (CPL) Corporal is the base level of the noncommissioned officer (NCO) ranks. Corporals serve as team leader of the smallest Army units. Like sergeants, they are responsible for individual training, personal appearance and cleanliness of Soldiers.
	SERGEANT (SGT) Sergeants typically command a fire team of around five Soldiers. Sergeants oversee Soldiers in their daily tasks, and are expected to set a standard for lower-ranked Soldiers to live up to.

Pro-Tip from the Army Families that have come before you. Think of Basic Combat Training like your first deployment. When on active duty there will be times when your Soldier won't be able to call for weeks, if not longer. While a challenge in our constantly connected world, it is a part of Army Life.

Phone Calls

- Periodic phone calls will be allowed during the course of the training cycle.
- We do not determine whom your Soldier chooses to call.
- Phones and phone calls are a privilege not a right.
- Some Soldiers choose not to exercise this privilege as they find it may detract from their ability to focus on the mission at hand.

Frequently Asked Questions (Yellow Phase)

Can I call my Soldier? No, you may not call your Soldier

Are Soldiers allowed visitors? No. Soldiers are not allowed any visitors.

When will my Soldier get paid? Soldiers are paid on the first of the month and on the 15th if they elected the mid-month pay option. Upon their arrival here at Fort Leonard Wood, the Soldiers receive an advance of \$350 on a debit card so they can purchase personal hygiene items, pay for hair cuts, etc. That advance will be taken out of their first full month's paycheck. Soldiers are paid only for the days that they are actually in the Army. For example, if a Soldier arrives for Basic Combat Training on the 20th of June, the Soldier will receive pay only for 20-30 June, not the entire month. Pay may take up to 60 days (they will receive back pay).

When my Soldier called, they sounded upset, depressed, saying this is not for them, and wishing they could come home. What should I do? Many Soldiers feel that way when they first arrive. After the first week or so of training (when they settle into a routine, begin to make new friends, and get some training accomplished) they grow enthusiastic and look forward to the upcoming training events. Support from loved ones is the key to your Soldier's success (start sending encouraging and uplifting letters now as they will take some time to reach your Soldier).

To Send or Not to Send?

Can Send: This highlights the most common items but is not all inclusive.

- Letters
- Personal photos (must be tasteful no nudity, alcohol in the photo, hand gestures, tobacco items in the photo)
- Religious Reading Material
- Finger and toenail clippers
- Cash under \$50
- Hygiene items (MUST be unscented and perfume free)
- Sunscreen, unscented
- Unflavored Lip Balm, one with sunscreen it
- Pens, paper, and stamps, pre stamped and addressed envelopes
- Blister pads (i.e. Moleskin)
- Address book
- Plain, unflavored cough drops, menthol only
- Prepaid Visa gift cards
- Disposable razors

DO NOT SEND: This highlights most of the common items but is not all inclusive.

- No electronics to include but not limited to cameras, MP3, CD, or DVD players
- Tobacco products (including vaping items)
- Food items (to include seasonal holiday candy (ALL))
- Cosmetics (ALL)
- Newspaper clippings
- Alcohol (drinking)
- Hand Sanitizer
- Weapons of any type (including pocket knives, brass, or ammunition)
- Wrist or ankle braces (unless issues by Army Medical Personnel)
- Contact lenses or civilian glasses
- Cologne/perfume/body spray
- Straight edge razors
- Civilian clothing
- Curling irons
- Health Supplements
- Vitamin C cough drop supplements
- Nude or inappropriate photos (to include items in the background like tobacco, hand gestures, or alcohol items)
- Over the counter medication
- Civilian reading material (books and magazines)
- No aerosol items
- Stuffed animals
- Jewelry (exception is wedding ring/band; IAW safety/training guidelines)
- Cash over \$50
- Homemade personal hygiene products (i.e., shampoo or soap)
- Partially used items
- Opened items
- Excessively large greetings cards (bigger than 8 inches)



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Mail Expectations

- Fort Leonard Wood receives well over 10,000 pieces of mail daily for Soldiers.
- Once the mail arrives at the Fort Leonard Wood Post Office, it goes through additional steps before it reaches your Soldier.
 - Each of those steps are hand sorted.
 - Our BN receives over 1,000 pieces of mail a day that has to be HAND SORTED.
 - This process from the Fort Leonard Wood Post Office to your Soldier's hands can add 3-5 days.
 - Mail may take 10 business day to reach your Soldier (Pre-COVID).
 - COVID precautions have increased the time it takes for mail to reach your Soldier.
- Your strongest source of communication with your Soldier will be through mail, so please write.
- Your Soldier is very busy and may not be able to write back as often as they would like. Mail is a huge morale booster; so, keep sending letters.
- Mail is NEVER withheld as punishment.
- IT IS A FEDERAL CRIME TO WITHHOLD MAIL.
- Drill Sergeants DO NOT go through the mail prior to your Soldier receiving it. However, Soldiers are required to open packages and large envelopes in front of Drill Sergeants to ensure no contraband items are inside.
- Please remember, you will most likely receive mail from your Soldier before they receive mail from you.

Mail Concerns

- My Soldier has moved to a different battalion/company/platoon. Will my Soldier still receive the mail I sent?
- I didn't address mail as suggested; will my Soldier still receive it?
- The answer to both questions is the same. **Yes! It may take some time to catch up to your Soldier, but they will receive their mail.**
- My Soldier is moving to a new battalion/company/platoon. Should I stop writing until I get the address or continue writing? **That is a personal decision. However, know all mail sent will eventually reach your Soldier.**
- **Please remember all mail is hand sorted before it reaches your Soldier, and we receive thousands of letters every day. So, we really appreciate your patience and your continued support of your Soldier.**

Mail Process

Normal Mail Process

Drop off at USPS



3-5 Day Transit



Direct Home Delivery



Delivery at Fort Leonard
Wood Post Office
(3-5 Days)



Military Mail Process (up to 12 days)



Unit Mail Sorted
(1 Day)



Mail Call (1-4 Days)

Mail Issues Causing Delays:

- *Wrong Unit*
- *Wrong Address*
- *Trainee moved to a different unit*

Photos during Yellow Phase

If you've looked at our page in the past you may have noticed photos being posted earlier in the training cycle. COVID has changed the ability to take photos early in the cycle. So, please be patient and know we'll post them as soon as we can, usually around the third week.

Some other key points about pictures:

- Photos are taken by volunteers.
- We cannot take pictures of specific Soldiers.
- You can access photos from a third party at <https://www.basictrainingphotos.com>. We are not affiliated with this organization. We do not profit off these photos. We cannot answer questions about this website. If you have questions you can locate their phone number listed on the website.
- If photos are posted please feel free to download, save or share photos to your personal page. Our photos are NOT to be shared in other group pages. No negative or derogatory comments will be tolerated on our page. (You will be banned from commenting on our page without warning if we see derogatory comments appearing on our page.)

Operations Security (OPSEC)

OPSEC cannot be easily summed up in a set of rules for every situation. So, here are some key considerations:

1. Do not post an exact date and location. (ex: *My Soldier is arriving at 5pm on Tuesday.*)
2. Do not discuss routes and modes of travel taken. (ex: *My Soldier is flying from _____ airport.*)
3. Do not discuss events and locations where large numbers are present. (ex. *My Soldier and her 15 platoon mates are attending _____ event.*)
4. Avoid the use of count down tickers (ex: *My Soldier comes home in 5 days.*)
5. Do not “Tag” your Soldier. With today's technology, facial recognition may seem fun and easy, but these same programs could be harmful to those in the military, along with their Family.
6. Do not pass on rumors (ex. *I heard they're graduating early.*)
7. Internet Safety. This CANNOT be stressed enough. If you do not know them, do not friend them!

These OPSEC considerations aren't meant to limit your free speech or restrict your liberties. They are designed to help ensure the safety and security of your Soldier. We all have a part in the security of our loved ones.

Understanding Military Pay

- Soldiers can usually expect a paycheck within 4 weeks of arriving at Fort Leonard Wood but pay can take up to TWO months to begin (your Soldier will receive back pay).
- If your Soldier has any questions, he/she needs to go through the Drill Sergeants to make an appointment with the Finance Office. The Soldier is the only one that Finance will speak to regarding pay issues.
- An LES (Leave and Earning Statement) is the equivalent to a civilian pay stub. The LES is the monthly report of earnings, deductions and leave balance. The LES includes: monthly base pay, additional entitlements such as special pay or allowances, deductions, allotments, tax withholdings, thrift savings plan contributions, insurance deductions, and available leave (vacation) days.

Defense Enrollment Eligibility Reporting System (DEERS)

- Your Soldier was automatically enrolled in DEERS.
- Spouse and/or children of your Soldier are eligible for DEERS enrollment.
- The service member is referred to as “the sponsor”. Spouses and children are referred to as “dependents”.
- If eligible for DEERS enrollment, you should receive a Form DD172 within 2-4 weeks, from your Soldier.
- Take the DD172 and the required documentation (see table to the right) to an ID card office. (It does not need to be an Army office).
- You can find an make an appointment here.
<http://www.dmdc.osd.mil/rsl/owa/home>

ID Cards-All Customers	<ul style="list-style-type: none">•Two unexpired forms of ID•One must be state or government-issued photo ID•Acceptable examples include driver's license, passport, or Social Security card
Adding a Spouse to DEERS	<ul style="list-style-type: none">•Marriage certificate•Spouse birth certificate•Spouse Social Security card•Spouse photo ID•All documents must be originals or certified copies.
Adding a Child to DEERS	<ul style="list-style-type: none">•Birth certificate•Social Security card•If step-child is being added, the marriage certificate is also required
Children over age 21 with Full-Time Student Status	<ul style="list-style-type: none">•Letter from the school's registrar's office stating they are enrolled full time in an accredited college in pursuit of an Associate's Degree or higher to have benefits extended to age 23
Child Born out of Wedlock (Female Sponsors)	<ul style="list-style-type: none">•Birth certificate•Social Security card
Child Born out of Wedlock (Male Sponsors)	<ul style="list-style-type: none">•Birth certificate•Social Security card•Court order establishing paternity or a State Voluntary Acknowledgement of Paternity form

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Voting

- The Federal Voting Assistance Program (FVAP) works to ensure Service members, their eligible Family members, and overseas citizens are aware of their right to vote and have the tools and resources to successfully do so - from anywhere in the world.
- Steps to voting while in the military include:
 - **Complete the Federal Post Card Application.**
 - **Sign and send the FPCA to your local election office.**
 - **Receive your absentee ballot.**
 - **Vote, sign, and return the ballot.**

Organizational Breakdown

Understanding how the units and nicknames are related.

"Quote marks" indicate nicknames.

3rd Chemical Brigade

84 CM BN, 1-48 IN BN, 2-48 IN BN, 2-10 IN BN, 3-10 IN BN

This is our brigade (BDE); comprised of five battalions.

2-10 IN BN
"Tomahawks"

2-10 Infantry Battalion

This is our battalion (BN); comprised of five companies (CO). Each company is comprised of four platoons (PLT).

Alpha Co
"XXXXXX"

Bravo Co
"XXXXXXXXX"

Companies
A, B, C, D, E

Charlie Co
"XXXXXXXX"

Delta Co
"XXXXX"

Echo Co
"XXXX"

- 1. "XXXXXX"
- 2. "XXXXX"
- 3. "XXXXXXXXX"
- 4. "XXXXXX"

- 1. "XXXXXX"
- 2. "XXXXXXXXX"
- 3. "XXXXX"
- 4. "XXXXXXXXX"

Platoons
1,2,3,4

- 1. "XXXXXX"
- 2. "XXXX"
- 3. "XXXXXXXXX"
- 4. "XXXX XXX"

- 1. "XXXX"
- 2. "XXXXXXXXX"
- 3. "XXXX"
- 4. "XXXXXXXXX"

- 1. "XXXXX"
- 2. "XXXXXXXXX"
- 3. "XXXXX"
- 4. "XXXX"

Military Terminology

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A

AAR - After Action Review

ACFT - Army Combat Fitness Test

AFTB- Army Family Team Building

AIT- Advanced Individual Training

ANVIL - a field training exercise

ARM - Advanced Rifle Marksmanship

Article 15 - Section of the Uniform Code of Military Justice that provides for swift non-judicial punishment for minor offenses.

B

BAC - Bayonet Assault Course.

Bay - Where trainees/Soldiers sleep. Most BCT Companies have 4 bays where soldiers sleep. Each bay can accommodate 60 Soldiers. There are usually 3 male bays and 1 female bay in each company. some units do not have bays and soldiers sleep in rooms of 2-4 per room.

BC - Battalion Commander

BDE - Brigade

BN - Battalion

BRM - Basic Rifle Marksmanship

Military Terminology

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C

CBRN - Chemical Biological Radiological and Nuclear

CBRN Chamber (also sometimes referred to as the CS Chamber) - a mask confidence course

CDR - Commander

CG - Commanding General

CO or Company - A Basic Combat Training unit containing as many as 250 Soldiers. Several companies make up a battalion. Several battalions make up a brigade.

COC - Chain of Command - The organized structure through which military authority is exercised.

CSM - Command Sergeant Major

D

DEERS - Defense Enrollment Eligibility Reporting System (this is the system one needs to be enrolled in to get an ID card).

Dependent - the spouse(s), children, and potentially other family members

DFAC - Dining Facility

DFAS - Defense Finance and Accounting Service

DS - Drill Sergeant

E

Event Trail - A course made up of several obstacles designed to teach Squad Movement.

Military Terminology

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F

FORGE - This is a 4-day operation, in the field, that culminates Basic Combat Training. Soldiers have the opportunity to put all their skill developed during BCT in action here.

Forward Deployed - Some Soldiers will be forward deployed to a BCT unit before training actually starts and they will finish in processing there before the start of training.

FTC - Fitness Training Company. Unit in the 43rd Adjutant General Battalion (Reception) that gets injured Soldiers physically and mentally ready to return to Basic Combat Training.

FTX - Field Training Exercise (training conducted outside with at least one overnight stay)

G

GOV- Government (normally we refer to this when talking about transportation)

H

HAMMER - A field training exercise

Hot A's - Hot food served to Soldiers while in the field. The 'A' comes from the meal's designation in the Army Food Ration Cycle. The Meal, Ready-to-eat (MRE) is designated as a 'C' -so a typical ration cycle featuring a hot breakfast, MRE for lunch, and hot dinner would be known in the 'system' as an A-C-A cycle.

I

IN - Inspection or Infantry

INF - Infantry

ITT - Individual Tactical Techniques

Military Terminology

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L

Land Nav - Land Navigation

LES - Leave and Earnings Statement

M

MOPP - Mission Oriented Protective Posture (Gas Mask, Chemical-Protective Overgarment, etc.)

MRD - Mandatory Release Date -the date a 'Split Option' Soldier must return home to begin the senior year of high school.

MRE - Meal, Ready to Eat.

N

New Start/Re-cycle - Soldiers who do not meet graduation requirements are transferred to another BCT company or battalion to retrain and meet the requirements for graduation.

NIC - Night Infiltration Course - where Soldiers learn to move at night while exposed to the lights and sounds of the battlefield.

NOK - Next of Kin

O

OCP - Operational Camouflage Pattern (the camouflage uniform worn on a regular basis)

OCS - Officer Candidate School

Military Terminology

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O

OPSEC - Operational Security

P

PL - Platoon Leader

PLT - Platoon - In a BCT company there are normally four platoons, each with up to four Drill Sergeants (DS) and one Platoon Leader (PL)

POV - Privately Owned Vehicle - not allowed for Soldiers in Basic Combat Training or Advanced Individual Training.

PRT - Physical Readiness Training

PT - Physical Training

PTRP - Physical Training Rehabilitation Program conducted by the Fitness Training Company

R

Red Cross - If there is an emergency message for a soldier in training it will have to be sent via the Red Cross 1-877-272-7337

REGT - Regiment

Military Terminology

S

Solider Ceremony - The ceremony after The FORGE where trainees earn the title of Soldier.

Split Ops/Split Option - If a soldier in training is still in civilian schooling they may be able to complete BCT one summer, and AIT the next summer.

Sponsor - the service member

SQD - Squad - there are normally four squads in a platoon. Each squad will consist of a number of Soldiers determined by the size of the platoon.

STX - Situational Training Exercise. Soldiers face and react to various battlefield scenarios based on the Contemporary Operating Environment.

Summer Surge - This is a term for the Summer season at Fort Leonard Wood. Normally, during the summer months there are more Soldiers in training than at any other time of the year.

T

TRICARE - the health care program for uniformed service members, retirees, and their families around the world

TSP - Thrift Savings Plan

U

UCMJ - Uniform Code of Military Justice.

X

XO - Executive Officer

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The Phonetic Alphabet

A =Alpha (AL fah)

B= Bravo (BRAH voh)

C= Charlie (CHAR lee)

D =Delta(DEL tah)

E= Echo(EKK oh)

F= Foxtrot (FOKS trot)

G =Golf (Golf)

H= Hotel (HO tell)

I= India (IN dee ah)

J =Juliet (JEW lee ett)

K= Kilo (KEY loh)

L= Lima (LEE mah)

M= Mike (Mike)

N =November (NOH vem ber)

O= Oscar (OSS car)

P= Papa(PAH pah)

Q= Quebec(keh BECK)

R= Romeo (ROW me oh)

S =Sierra (see AIR ah)

T= Tango (TANG go)

U= Uniform (YOU nee form)

V= Victor (VIK ter)

W= Whiskey (WISS key)

X= X-ray (EKS ray)

Y= Yankee (YANG kee)

Z= Zulu (ZOO loo)

Trainee Recycle: What is it?

- For training units, such as ours, every class/cohort of training is referred to as a cycle. (For reference, we are currently in cycle 2X-XX). The term “recycle” is used to describe a Trainee who has changed from one cycle to another.
- Trainees are traditionally recycled for one of two reasons (although there can be other reasons):
 1. A Soldier has a medical condition that requires recovery outside of what their current unit can provide, or
 2. A Soldier requires additional training outside of what their current unit can provide.
- In either case, they are moved from their current unit to a unit dedicated to the task.
 - The Fitness Training Company is an example. They have a dedicated mission of helping Soldiers meet the physical demands of Army life.
- When a Soldier is recycled, they change units. This means they physically relocate on Fort Leonard Wood to a different building and will have a different address for mail.
- When Trainees are done recovering from their medical conditions/have received the additional instruction, they are transferred back into a Basic Training Battalion. This requires another physical relocation on Fort Leonard Wood and another change in mailing address.
- Trainees are re-integrated back into training at a point that most closely matches when they left training.
- Once cleared to resume training, Trainees may be ready to move back into a Basic Training Battalion before a slot is available. (Bed space, instructors, weapons, etc.). Based on availability, Trainees may be able to resume training immediately or could wait some time.

Army Rank Structure: An Overview

The ranks below are described from lowest (Private) to highest (General).

Enlisted: Enlisted Soldiers are the most important part of the Army structure. They carry out orders and complete missions. Enlisted Soldiers perform specific job functions and have the knowledge that ensures the success of their unit's current mission within the Army.

- **Junior Enlisted Ranks:** Private (PVT), Private Second Class (PV2), Private First Class (PFC), Specialist (SPC)

Non-Commissioned Officers (NCO): Are enlisted Soldiers and known as “The Backbone of the Army”. Competence is their watchword; they are technically and tactically proficient. NCO’s two most basic responsibilities are accomplishment of the mission and the welfare of Soldiers.

- **Junior Non-Commissioned Officer Ranks:** Corporal (CPL), Sergeant (SGT), Staff Sergeant (SSG),
- **Senior Non-Commissioned Officer Ranks:** Sergeant First Class (SFC), Master Sergeant (MSG), First Sergeant (1SG), Sergeant Major (SGM), Command Sergeant Major (CSM)

Officers (Warrant): A Warrant Officer is a highly specialized expert and trainer in his or her career field. Warrant Officers make up the technical foundation of the U.S. Army. Throughout their careers, they specialize in a technical area like intelligence, aviation, or military police. Warrant officers are appointed by the Secretary of the Army.

- **Warrant Officer Ranks:** Warrant Officer (WO1), Chief Warrant Officer 2 (CW2), Chief Warrant Officer 3 (CW3), Chief Warrant Officer 4 (CW4), Chief Warrant Officer 5 (CW5)

Officers (Commissioned): Commissioned Officers are responsible for leading and training enlisted Soldiers, planning missions, and organizing the internal and external affairs of the Army. Appointments for commissioned officers are made by the President. For field grade officers and above with the advice and consent of the Senate.

- **Company Grade Officer Ranks:** Second Lieutenant (2LT), First Lieutenant (1LT), Captain (CPT)
- **Field Grade Officer Ranks:** Major (MAJ), Lieutenant Colonel (LTC), Colonel (COL)
- **General Officers:** Brigadier General (BG), Major General (MG), Lieutenant General (LTG), General (GEN)

Cadre? Staff? Enlisted? Officer?

Some of the terms we are most frequently asked about are below:

- **Cadre:** The group of enlisted personnel and officers responsible for training the unit.
- **Staff:** The group of enlisted personnel, officers, and civilians that are responsible for the operational, logistical, and administrative needs of the unit.
- **Permanent Party:** The individuals assigned to a unit that do not rotate upon completion of a cycle. For our unit, the Permanent Party is the cadre. These individuals are assigned to the unit for an average of two years.
- The Army has many ranks ranging from Private to General. However, all Army ranks fit into one of three “categories”:
 - **Enlisted:** Enlisted Soldiers are the most important part of the Army structure. They carry out orders and complete missions. Enlisted Soldiers perform specific job functions and have the knowledge that ensures the success of their unit's current mission within the Army.
 - **Officers (Warrant):** A Warrant Officer is a highly specialized expert and trainer in his or her career field. Warrant Officers make up the technical foundation of the U.S. Army. Throughout their careers, they specialize in a technical area like intelligence, aviation, or military police. Warrant officers are appointed by the Secretary of the Army.
 - **Officers (Commissioned):** Commissioned Officers are responsible for leading and training enlisted Soldiers, planning missions, and organizing the internal and external affairs of the Army. Commissioned Officers are appointed by the President of the United States.
- For more detailed information and to learn what the different rank insignias look like check out:
<https://www.goarmy.com/about/ranks-and-insignia/ranks.html>

Training Highlights

Yellow Phase & Red Phase

Yellow Phase

Week 1:

- COVID-19 exposure mitigation class.

Week 2:

- Basic Army Introduction Classes. Financial Management, Code of Conduct, Army Ethics, Chain of Command, and Wear of the Army Uniform.

Red Phase

Week 3:

- Confidence Obstacle Course, Chemical Biological Radiological and Nuclear Training (CBRN), Warrior (Rappel) Tower, Initial Army Combat Fitness Test (ACFT), and 1st Foot March (FM1) 2.5 miles.

Week 4:

- Fit to Win, the Team Development Course, FM2 (5-mile road march), the Hammer Field Training Exercise- FTX (24hr field operation).

A Typical Day for Soldiers

0500: Wake-up

0600: Physical Training

0700: Personal Hygiene and Breakfast

0800: Training

1200: Lunch

1230: More Training

1700: Dinner

1730: Equipment maintenance

2000: Personal Time (Time to shower and write letters)

2100: Bedtime

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Military Time

Military Time is based on a 24 hours clock rather than a 12-hour clock:

- The table provides a reference for “military” vs. “civilian” time.
- Any time that begins with a zero may be referred to as either “zero” or “o”. For example, 6am could be said as “zero six” or “o six hundred”.
- Beginning with 10am, time is referred to as “ten hundred” or 1pm as “thirteen hundred”.
- O’dark thirty or “zero dark thirty” is a time you will often hear. It does not necessarily have a specific hour of the morning but refers to a time after midnight and before 5am.

12-hour clock	24-hour clock	Comments	12-hour clock	24-hour clock	Comments
12:00am	0000	Midnight	12:00pm	1200	Noon
1:00am	0100		1:00pm	1300	
2:00am	0200		2:00pm	1400	
3:00am	0300		3:00pm	1500	
4:00am	0400		4:00pm	1600	
5:00am	0500		5:00pm	1700	
6:00am	0600		6:00pm	1800	
7:00am	0700		7:00pm	1900	
8:00am	0800		8:00pm	2000	
9:00am	0900		9:00pm	2100	
10:00am	1000		10:00pm	2200	
11:00am	1100		11:00pm	2230	

Frequently Asked Questions (Red Phase)

Will my Soldier be able to take leave either during or right after Basic Training?
Except for emergency situations, Soldiers are not authorized leave until after they complete both Basic and Advanced Individual Training. The exception to this is Holiday Block Leave.

I haven't received any mail from my Soldier; when will my Soldier be able to write? Soldiers have personal time in the evening for correspondence. We do not determine whom they write to; nor do we determine whom they call when they are allowed a phone call. Remember, it can take a few weeks for mail to be received.

When will we receive updates about our Soldiers and their medical conditions?
We cannot and do not comment on the medical status or condition of any Soldier or groups of Soldiers, at any time. Soldiers are given an opportunity to call their next of kin should a significant medical event occur. Should a Soldier change units because of a medical condition they are allowed to call their next of kin to inform them of the change. They will continue to receive mail at their new unit.

Photos, Videos, and Shirts by third parties

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- **Professional Training Photos:** Leonard's Studios, on Fort Leonard Wood, joins each of the companies and takes photos of the training events. While our Facebook page does not sort the photos by companies, Leonard Studios sorts all of their photos by company. Their website is www.basictrainingphotos.com. To find your Soldier's company, click on the scroll link (the letter indicates company). The numbers after the unit indicates graduation date. Those with Soldiers in the current cycle will simply have to click on the link that starts with the company and ends in the unit.
- **Purchasing Individual Portraits:** Leonard's Studios charges for downloading pictures. They can be contacted at 573-329-6000 (office) or ft.wood@leonards.com. They are open from 8:00 AM – 4:30 PM Monday-Friday. They sell professional portraits of your Soldier, platoon photos, and yearbooks. Your Soldier is given an opportunity to purchase all of this during their time here, at the designated photo appointment time set up by the company. You may want to consider corresponding with your Soldier prior to purchasing in the event they have already purchased photos as well. If emailing them be sure to include your Soldier's name, your name, and your phone number.

**This is a third party seller. We do not have the prices of the various items.
Please direct all questions directly to these third-party organizations.**

Welcome “InsideThe Wire”

“Outside the wire” is a term used to refer to being outside of a physical base of operations.

“Outside the wire” also refers to someone who is outside of the information loop.

We want all of you to come “inside the wire”, with us and learn about life as an Army Family. (Check our Facebook, Instagram, and Twitter pages regularly for new info.)

As your loved one takes the journey from civilian to Soldier, join us on your journey from Family to Army Family.

“Inside the Wire” (ITW) will be posted daily (till graduation) on our Facebook page providing you the inside scoop into Army Life.

Unit Nickname! Victory...Starts Here!

Drill Sergeants

- Drill sergeants are a symbol of excellence in initial entry training.
- They are experts in all warrior tasks and battle drills.
- Drill sergeants are responsible for coaching, counseling, and mentoring Trainees on their journey from civilian to Soldier.
- Drill sergeants are up every day before your Trainees and don't leave until after they are long asleep.
- Being a drill sergeant is considered one of the most demanding and difficult jobs in our Army both on the drill sergeants and most notably on their Families.
- Being a drill sergeant means that these non-commissioned officers (NCO's) have proven themselves again and again, so much so that they're entrusted with training new Soldiers.

The Legal Office

The Legal Assistance Office serves active-duty personnel and their eligible Family members. Services provided include:

- Legal counseling
- Preparation of letters
- Preparation of wills
- Preparation of powers of attorney
- Notary service
- Negotiation of legal disputes with third parties
- Review and explanation of legal documents (sales contracts, leases, court documents, etc.)
- Pro se assistance in limited situations (some divorce matters, name change, step-parent adoptions)
- Referral to civilian attorney (when appropriate)
- Referral to other military or civilian agencies.

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The Legal Office Special Victim Counsel

Special Victim Counsel (SVC): Special victim counselors are legal assistance attorneys who have received special training to represent victims of sexual assault. The SVC mission is to provide confidential legal representation related to issues that may arise as a result of being sexually assaulted. The SVC will represent the client's interest even if those interests do not align with the government of the United States or the accused. SVCs will work to empower victims by fostering their understanding of the military justice program and providing clients with legal assistance. Services provided by SVC include:

- Accompanying/advising clients during interviews, examinations, hearings and court-martial proceedings;
- Representing clients in court-martial, as permitted by law;
- Refer clients to trial defense services for collateral misconduct, if necessary;
- Advocate for client with regard to disposition options;
- Assist clients with post-trial submissions, to include victim impact statements;
- Advise clients on collateral civil issues arising from the crime;
- Provide legal assistance services to client, as needed;
- Answer any questions that client may have about the courts-martial process.

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The Army Chaplain Corps

- “The mission of the Army Chaplain Corps is to provide religious support to the Army by assisting the commander in providing for the free exercise of religion, and providing religious, moral, and ethical advisement and leadership.”
- The BCT Chaplain’s job is to provide religious support to Soldiers from all faith traditions to include those who hold no faith.
- The four top priorities of Army Chaplains are:
 1. Nurture the Living
 2. Care for the Wounded
 3. Honor the Dead
 4. Advise Commanders

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Army Chaplain & BCT

What Chaplains Can Do

- 1. Nurture the Living:** Worship, Prayers, Retreats, Baptisms, Counseling - Confidential/nonmedical Counseling. For those in BCT it includes:
 - Anything involving prayer – leading Sunday worship services;
 - Anything matters of faith, religion and or spirituality – including religious supplies and resources;
 - Anything involving morale and overall mental wellbeing – including counseling;
 - Anything involving potential EO or SHARP violations;
 - Anything involving abuse, abuse of authority or mistreatment or lack of professionalism;
 - Anything involving relationship issues with fellow Soldiers or Leadership;
 - Help Soldiers handle problems from home;
 - Above all, encourage Soldiers as they become Soldiers!
- 2. Care for the Wounded:** Physical/Spiritual/Psychological wounds– Via confidential counseling and ongoing support. Only the Chaplain can provide absolute confidentiality. Everything mentioned to a chaplain as a matter of conscience is confidential. THERE ARE NO EXCEPTIONS. Chaplains have no duty to warn.
- 3. Honor the Dead:** Delivering Red Cross messages to Soldiers, Assisting with Death Notifications, Planning and Conducting Funerals, Burials, Memorial ceremonies, etc.
- 4. Advise Battalion & Company Commanders** on the impact of religion and faith on training and operations (For example: religious holidays; Soldiers with specific religious dietary needs, such as fasting; or uniform/grooming exemptions for religious reasons, such as wearing beards or headgear such as Hijabs, etc.).

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Army Chaplain & BCT

What Chaplains Cannot Do

What Chaplains Cannot Do:

1. **Get Soldiers out of Training.** They must train to graduate. Chaplains cannot come to training areas and remove a Soldier.
2. **Get a Soldier out of Trouble.**
3. **Make Command Decisions.** The Chaplain is NOT a Commander. The Chaplain has no authority to change a chapter.
4. **Perform a marriage Ceremony while in BCT.**
5. **Send a Soldier Home.** The Chaplain is Not a Commander and cannot make Command decisions.

Overall, the Chaplain's responsibility is to see Soldiers through the BCT experience and to ensure they are able to practice their religious faith.

TRICARE

TRICARE coverage is based on your sponsor's coverage and military status (Active Duty/Reserve/ National Guard). There are a variety of different Tricare Health Plans such as TRICARE Prime, TRICARE Select, etc. Depending on enrollment TRICARE provides:

- **Health Care** (TRICARE covers services that are medically necessary. To be medically necessary: means it is appropriate, reasonable, and adequate for your condition. and considered proven.)
- **Dental Care** (It is separate from TRICARE's health benefit and requires a separate enrollment.)
- **Mental Health** (Some of these services include: Intensive Outpatient Programs, Medication Assisted Treatment, Opioid Treatment Programs, psychotherapy, crisis management, family therapy, group therapy, medication management, and occupational therapy.)
- **Pharmacy** (the TRICARE Pharmacy Program provides the prescription drugs you need, when you need them, in a safe, easy, and affordable way. TRICARE's prescriptions are managed through the pharmacy contractor, Express Scripts.)
- **Special Needs** (TRICARE offers several services under the basic TRICARE benefit for beneficiaries with special needs such as Applied Behavioral Analysis, Home Health Care, Hospice Care, and more. TRICARE also has several special programs that provide services beyond the basic TRICARE benefit for beneficiaries with special needs.)
- **Vision Care** (Vision benefits, including eye exams, depend on: who you are, your TRICARE plan, and your age).

TRICARE Dental Program (TDP)

The TRICARE Dental Program (TDP) is a voluntary premium-based dental program. The dental benefit is administered by United Concordia Companies, Inc. (United Concordia) and is available stateside and overseas to qualified beneficiaries.

- **Eligibility** (TDP uses DEERS to check enrollment eligibility. To be eligible to enroll in the TDP, your sponsor must have at least 12 months remaining on his or her military service commitment at the time of enrollment.)
- **Enrollment** (There are three ways to enroll in the TDP: online, mail, or by phone.)
 - Online: www.tricare.mil/bwe
 - Mail: Download the Enrollment/Change Authorization For TRICARE Dental Program document available at www.tricare.mil/forms. Mail the completed document along with the initial premium payment (personal check, cashier's check, traveler's check, money order or credit card) to:
United Concordia TRICARE Dental Program
P.O. Box 645547
Pittsburgh, PA 15264
 - Phone: 1 -844-653-4061
- **Accessing Care** (United Concordia offers an extensive network of dentist locations. Remember to check if your dentist is in the network before receiving care.)
- **Costs** (For a list of cost-shares, visit the TRICARE website at www.tricare.mil/costs/dentalcosts. If members visit non-network dentists who charge more than the allowed fee, they may incur additional expenses.)

Military One Source

Military OneSource is your 24/7 connection to information, answers and support to help you reach your goals, overcome challenges and thrive. As a member of our military family, you are eligible to use this Department of Defense-funded program anytime, anywhere. You can reach Military One Source by calling 800-342-9647 or visiting www.militaryonesource.mil. Turn to Military OneSource for:

- Confidential Help (Military One Source's call center is available 24/7 online and by phone. No matter where you serve or live, you always have support.)
- Military Life Cycle (Confidently navigate life in the military – from basic training to separation and transition and all the steps in between.)
- Family & Relationship (To support and bolster your own family, lean on your military community – including Military OneSource – to find answers and guidance from those who have been there, done that.)
- Moving & Housing (Moving is part of the adventure that comes with military life and service to the country. Military OneSource provides you with information, online tools and personalized support to help you master your move and find the best housing available so you can begin making a new home and set off on your next adventure.)
- Financial & Legal (Managing money and legal affairs are part of mission readiness. Military OneSource provides strategies on consolidating and paying down debt, saving for retirement or college, and creating a financial plan that will lead to financial security. Link to installation legal services that protect you and your family from mishaps. And discover how Military OneSource MilTax free tax filing services can make quick work out of tax return preparation and filing.
- Education & Employment (Whether you are a service member thinking about a college degree, a military spouse wanting to connect with a network of military-friendly employers or a parent hoping for a smooth school transition for your child, Military OneSource offers practical information and resources for pursuing education goals and achieving career aspirations.)
- Health & Wellness (Good health is critical to military and family readiness, allowing service members to perform their responsibilities at work and at home to the best of their abilities. While Military OneSource does not provide direct health care services, it provides resources that can help you maintain good health.)
- Installation Program Directory (Find programs and services at your local installation.)

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Army One Source

Army One Source (<https://myarmyonesource.com>) provides resources for Army Families including:

- Confidential Help (Army One Source's call center is available 24/7 online and by phone. No matter where you serve or live, you always have support.)
- Volunteer Tools (Confidently navigate life in the military – from basic training to separation and transition and all the steps in between.)
- Online Training, the courses offered are:
 - AFTB Training (Level I, II, and III)
 - EFMP Program Overview
 - Financial Planning for Retirement
 - Soldier Family Readiness Group (SFRG) Leader's Training
 - Internet Safety for Kids
 - Mentor Training
 - Money Matters
 - Financial Readiness Training
 - Rear Detachment Commander
 - Volunteer Management
 - Volunteer Management Information System (VMIS) Training

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Deployment or Mobilization and Stability and Support Operations

Readiness:

- Preplanning for Family assistance to include:
 - oFamily Assistance Center
 - oFamily Readiness Groups (FRGs)
 - oRear Detachments
 - oFamily Readiness Support Assistants
- Pre-deployment planning
- Mobilization/deployment support and information
- Post-deployment/mobilization support and training (RESET services)
- Operation Ready (Resources for Educating About Deployment and You)
- Support to unaccompanied Family members evacuated/returned from an overseas area (repatriation assistance)

Soldier and Family Readiness:

- Family Advocacy Program (FAP)
- Victim Advocacy Program
- Exceptional Family Member Program (EFMP)
- Transitional Compensation Program (TC)
- New Parent Support Program
- Sexual Harassment and Assault Response and Prevention Program (SHARP)

Relocation Readiness:

- Relocation counseling
- Pre-arrival information
- Post-move newcomer orientation
- Overseas orientation
- Reentry workshops
- Lending Closet
- Services to multicultural Families
- Liaison for United Citizen Immigration Services (USCIS)
- Hearts Apart support to Waiting Families (Outreach services include identification, counseling and advocacy)
- Sponsorship: Sponsor training of unit sponsorship trainers and/or reactionary sponsors and youth sponsorship.
- Citizen Immigration Services Liaison

Employment Readiness:

- Up-to-date resource information on available local, national and international employment opportunities, job market trends, and education and volunteer resources.
- Classes and seminars on self-assessment and career exploration, resume writing, interviewing techniques, dressing for success, networking, and entrepreneurship.
- Resume critiques
- Career counseling and individual career assessments.
- Job fairs and other hiring events.
- Teen/youth employment Information
- Computers with internet access, resume writing software, and typing tutorials

Financial Readiness:

- Financial readiness education and training
- Financial counseling services
- Prescreening and counseling for the Family Subsistence Supplemental Assistance (FSSA) Program
- Debt liquidation assistance
- Consumer advocacy service
- Consumer complaint resolution assistance
- Emergency assistance
- Army Emergency Relief Agency (AER)

Volunteer Programs:

- Army Family Team Building Program
- Army Family Action Plan Program
- Army Volunteer Corps Coordinator

Soldier and Family Assistance Centers/Survivor Outreach Services (SOS)

- Support for Survivors
- Support for Wounded and Fallen

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Army Emergency Relief

Army Emergency Relief better known as AER is the Army's own emergency financial assistance organization and is dedicated to "Helping the Army Take Care of its Own." AER has been helping Soldiers since 1942 and is the U.S. Army's Nonprofit Organization.

- AER financial assistance is conducted within the Army structure by mission commanders and garrison commanders through AER Sections located at U.S. Army installations worldwide.
- AER provides zero-interest loans, grants, and educational scholarships, helping ensure no Soldier faces financial hardship on their own.
- **There are three ways to apply for assistance through AER: the Soldier's Chain of Command, an AER Office, or the American Red Cross (1-877-272-7337 then select the option for financial assistance.)**
- The following individuals are eligible for AER assistance in accordance with Army Regulation 930-4: Soldiers on active duty and their eligible dependents; Army Reserve and National Guard Soldiers activated on Title 10 orders for more than 30 days and their eligible dependents; Soldiers retired for longevity, medical, or upon reaching age 60 (reserve component) and their eligible dependents; Surviving spouses who have not remarried and children of Soldiers who died on active duty or died after reaching retirement eligibility.
- In general, AER provides assistance for the following categories (however, all assistance request are unique and considered on an individual basis):
Emergency Travel; Natural Disaster (preparation & evacuation); Mortgage, Rent, Initial Deposit, Temporary Lodging; Food;
Healthcare (not covered by Tricare); Vehicle Costs; Utilities; Funeral Expenses; Basic Essential Furniture; Appliance Costs; Cranial Helmets;
PCS Travel; Child Car Seats; Dental Care (for dependents); Home Repair; Non-Medical Attendant Travel; Invitational Travel Order; Clothing;
Immigration & Passport Fees (for dependents); Special Needs Medical Equipment; Spouse Relicensing / Recertification; Child Care (Army Fee Assistance req.)

Training Highlights White Phase

Week 5:

Range Week using Back Up Iron Sights (BUIS). Soldiers learn how to group, zero, and qualify with assigned M4 Rifle.

Week 6:

Range Week using Close Combat Optic (CCO)

Week 7:

The Anvil FTX (48hr field operation), Land Navigation, and Buddy Team Live Fire Exercise (BTLFX)

Army Family Team Building

Living in a military culture can be as challenging as it is rewarding. Army Family Team Building (AFTB) will help you get more comfortable in your military environment by learning the military lingo, developing realistic expectations, learning about your benefits and how to access services available to you as a member of the Army Family. Army Family Team Building can help you learn everything you need to know about the Army. This program gives you the opportunity to meet others you can relate to and those who know exactly how you feel. AFTB will help you develop a comfort zone with your surroundings. Join Army Family Team Building to learn about community resources, military terms, benefits, leadership skills and more.

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Better Opportunities for Single Soldiers (BOSS)

- BOSS is the collective voice of single Soldiers through the chain of command, which serves as a tool for commanders to gauge the morale of single Soldiers regarding quality-of-life issues.
- BOSS also sponsors a variety of activities before, during and after deployment to maintain the morale of single Soldiers affected by increased operational tempo and deployment stress.
- The BOSS program is facilitated through its three core components aimed at maintaining a balanced life: leisure and recreation, community service and quality of life.
 - Quality of Life: Quality of Life includes those issues that Soldiers can directly or indirectly influence to enhance their morale, living environment, or personal growth and development. Issues raised during BOSS meetings will be directed to the appropriate command or staff agency for resolution on the installation. Army-wide issues are forwarded to the Army Family Action Plan Conference for possible DA resolution.
 - Recreation and Leisure: Fun activities are planned by the BOSS council working in conjunction with the MWR Advisor and CSM. These events are geared towards the desires of the Single Soldiers on that installation.
 - Community Service: BOSS makes a difference by volunteering in community projects and events. This is always voluntary in nature, and Soldiers find this to be personally rewarding.
- BOSS serves the Single Soldier Community - active, guard and reserve - and single parents, geographical bachelors, and other branches of service and Foreign Service Members.

Soldier Family Readiness Groups (SFRG)

- A Soldier/Family Readiness Group (SFRG) is a command sponsored organization of Family members, volunteers, Soldiers, and civilian employees belonging to a unit, that together provide an avenue of mutual support and assistance and a network of communications among the Family members, the chain of command, chain of concern, and community resources.
- SFRGs foster a sense of belonging to the unit and provide a vehicle for Families to develop friendships while they gain information about the unit and community. In addition, they provide information and referrals as well as support during deployments.
- SFRGs provide support which enables Soldiers to concentrate on the mission at hand. SFRGs help develop a confidence in Soldiers that Family members will receive reliable and friendly support when the Soldier is away. This can be a meaningful stabilizer for Soldier performance in the unit, and an enhancer of training and psychological readiness to fight.

CARE Teams

- CARE originally stood for Casualty Response. These teams of volunteers provide immediate short-term (24 – 96 hours) support in the event of a death or significant injury to the surviving local Family members.
- CARE Teams are a Commander's program. (So, the BN Commander has to activate the CARE Team).
- These teams can be activated due to the death/injury of a service member, spouse, or child.
- There are a variety of ways to help with a CARE Team from contributing a meal (most common) to sitting with the Family.
- There is mandatory training from ACS (Army Community Services).
- Serving on a CARE is one of the most rewarding and challenging volunteer positions in the Army.

Casualty Notification Process

Casualty Notification: Whenever a Soldier signs into a new unit the Soldier provides emergency contact(s) information in a signed document (known as a DD93), designating whom they wanted contacted in the event of the Soldier dying or being seriously injured. (This is usually Family members and referred to as the “Next of Kin”).

In the event of death or serious injury the individuals listed on the DD93 will be notified in person, during the hours of 6am – 10pm. The notification team always has two people, the Casualty Notification Officer (CNO) and a Chaplain. The CNO and Chaplain will be in dress uniforms (not the camouflage ones, but the ones that look more like a business suit). It is only after the casualty notification process is completed (and all individuals listed on the DD93 have been contacted) that the name of the injured or deceased individual is released to the public. If the Army is delayed in finding the next of kin (NOK), perhaps because the NOK have moved and the Soldier did not update the paperwork, release of the deceased/injured Soldier’s name will also be delayed.

Safety Stand Down: This is a pause in training/operations to allow everyone to refocus on safety. The unit takes this time to re-analyze the circumstances that led to the stand down and reviews training plans to ensure all safety measures are being taken.

Communication Lockouts: Communication lockout/blackout is when no communication is allowed between a Soldier and anyone outside the unit, including their Family members, by email/text/phone/social media. This is done to allow the Casualty Notification process to play out. Next of kin Family members deserve the right to be informed of the injury or death of their Soldier in a dignified and supportive manner. They should not learn of the injury/death from the news, text message, or social media post. The communication lockouts are done to protect these Family members.

SHARP

Sexual Harassment/Assault Response & Prevention

Intervene

When I recognize a threat to my fellow Soldiers, I will have the personal courage to **INTERVENE** and prevent sexual assault. I will condemn acts of sexual harassment. I will not abide obscene gestures, language, or behavior. I am a Warrior and a member of a team. I will **INTERVENE**.

Act

You are my brother, my sister, my fellow Soldier. It is my duty to stand up for you, no matter the time or place. I will take **ACTION**. I will do what's right. I will prevent sexual harassment and sexual assault. I will not tolerate sexually offensive behavior. I will **ACT**.

Motivate

We are American Soldiers, **MOTIVATED** to keep our fellow Soldiers safe. It is our mission to prevent sexual harassment and sexual assault. We will denounce sexual misconduct. As Soldiers, we are all **MOTIVATED** to take action. We are strongest...together.

Suicide Awareness

- Soldiers volunteer to put their lives on the line to protect our country. However, risks may lurk in dealing everyday life. Significant life changes, stress and unique challenges of Army life can make Soldiers feel isolated. These stresses can be even harder and more confusing for loved ones to deal with.
- Mental health issues can happen to anyone, at any time. Here are some points in a Soldier's life when they can feel especially alone, agitated or anxious: Around times of deployment or difficulty readjusting following deployment; Loss of a family member, friend or fellow service member; Career setbacks or disciplinary actions; Difficulty in a marriage or family life; Transitioning from military to civilian life; Financial difficulty; Major life changes.
- As a loved one, you know your Soldier best. Trust your instincts and talk to them if you think they may be having suicidal thoughts.
 - Do not counsel them yourself. Ask questions and listen – but encourage them to get professional help if there is a threat.
 - Communication needs to be mostly listening
- Knowing the risk factors, warning signs and where to turn is the best thing you can do for your Soldier. Support is available 24/7 (1-800-273-8255 and Press 1) both for your loved one in distress and yourself.
- You can make a difference by understanding when a Soldier is most at risk and knowing where to turn for help.

Resiliency Resources

- Ready and Resilient (R2) provides training and resources to the Army Family to enhance resilience and optimize performance. R2 reinforces the Army Values, beliefs and attitudes, and educates members of the Army team about the importance of building connections with each other, taking care of one another, and being there to support fellow Soldiers.
- Many Army installations have R2 Performance Centers that provide customized performance training that enables Soldiers to sustain personal readiness, enhance resilience, optimize human performance, and build unit cohesion. These services are also open to Family members. Until you're able to visit an R2 center check out the following link for some great resiliency resources. <https://readyandresilient.army.mil/Resilience.html>
- Military One Source also provides resiliency resources. Relationships and stress can greatly affect a service member's satisfaction in life. Military One Source's suite of resilience tools can help you manage your mood, strengthen your partner relationship, and help you become more mission-ready. In our mobile world, you can carry Military OneSource support services with you wherever you go. Check out these three tools on your phone or tablet anytime — day or night.
 - **Coach Hub:** Carry a life coach in your pocket with CoachHub. This resilience tool connects you with real, live coaching experts right on your phone or tablet.
 - **Mood Hacker:** Your mood is a big deal. It affects how satisfied you are with your life as well as your relationships with other people.
 - **Love Every Day:** Improve the quality, stability and resilience of your relationship with your partner with Love Every Day.

Military Family Life Counselors

- The Military and Family Life Counseling (MFLC) Program supports service members, their Families and survivors with non-medical counseling worldwide.
- Confidential issues addressed include: improving relationships at home and work, stress management, adjustment difficulties, parenting, and grief or loss.
- It does not address active suicidal or homicidal thoughts, sexual assault, child abuse, domestic violence, alcohol and substance abuse, or serious mental health conditions.
- Family life counselors are available to meet with military children and their Families to discuss self-esteem issues, relationships at home and school, behavioral issues, and changes at home such as deployment, reunion, divorce and grief.
- Ask if there are child and youth behavioral counselors at these locations near you: Child development centers, Installation-based youth and teen centers, On- and off-installation public schools, Department of Defense Education Activity schools.
- Eligibility: As long as you or your spouse are an active-duty, National Guard or reserve service member or a designated Department of Defense civilian, the spouse, Soldier, and child(ren) are eligible. Surviving children are also eligible. If a child is 18 years old or younger, parent/guardian must give consent for counseling sessions.
- MFLCs are trained to work with the military community; you can reach a counselor by calling 800-342-9647.

P3 and Army Wellness Centers

- The Performance Triad (P3) supports and enables the responsibility of command teams to develop Soldiers with healthy minds and bodies which are essential to individual and unit readiness. To maximize or enhance the resilience of our Soldiers requires a combination of mental, emotional, and physical skills to generate optimal performance (i.e., readiness) not only during combat, but also during healing after an injury, preventing injuries and in managing work and home life. The tenets of the P3 build resilience in all the ways one can be resilient by leveraging cognitive, emotional, and behavioral skills.
- Part of the P3 are Army Wellness Centers (AWCs). They provide standardized primary prevention programs designed to promote and sustain healthy lifestyles and improve the overall wellbeing of Active Duty Service Members, adult Family Members, Retirees, and Department of the Army (DA) Civilians by leveraging state-of-the-art techniques and equipment.
- All appointments include examination of current health habits, analysis of risk factors, exploration of personal health/wellness goals, and an assessment of obstacles that may get in the way of consistent health habits.
- Army Wellness Center Services include: Sleep Education, Weight Management and Metabolic Testing, Exercise Testing and Exercise Prescription, Stress Management Education and Biofeedback, Body Composition analysis.
- Visit: <https://p3.amedd.army.mil/my-army-wellness-center/locations> to find a location near you.

Summary of Resources

There are a number of resources available to help depending on your needs. Below is a summary of those resources

- **Army Community Services:** (In-person and can provide information on the local community.) ACS provides: Deployment or Mobilization and Stability and Support Operations Readiness, Soldier and Family Readiness, Relocation Readiness, Employment Readiness, Financial Readiness, Volunteer Programs, Soldier and Family Assistance Centers/Survivor Outreach Services (SOS).
- **Military One Source:** Just like the name says, it is meant to be your single source for information. Everything from childcare to moves to financial information. Military One Source is available by phone (800-342-9647) and online 24/7, anywhere in the world. or visiting www.militaryonesource.mil.
- **Unit Chaplain:** Every Unit has a Chaplain at both the Battalion and Brigade level. They are great resource, regardless of your faith; Unit Chaplain help everyone!
- **Army Wellness Centers:** In person help to improve stress management, sleep, nutrition, and physical health.
- **Military Family Life Counselors:** In-person and online confidential non-medical counseling
- **Soldier Family Readiness Group:** Trained volunteers can help put you in contact with the right resources if you are unsure of where to start.

Diversity is our strength

Familias, La diversidad is la fuerza de nuestro Army. Tenemos muchos soldados que vienen de diferente partes del mundo, diferente orígenes, pero con la misma misión, para proteger y defender la constitución de los Estados Unidos

Army Family, diversity is the strength of our Army. Soldiers come from different places and different backgrounds, but with the same mission, “to protect and defend the constitution of the United States.”

Check-out this link (<https://www.army.mil/standto/archive/2020/06/29/>)to learn about new initiatives that help the Army better draw upon its greatest strength, Soldiers and read below to learn more about Army Active-Duty Demographics.

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2019 DEMOGRAPHICS PROFILE

ARMY ACTIVE DUTY MEMBERS

More than 479,000 Army Active Duty members comprise over one-third (36.2%) of the Active Duty Force. These members are an important part of the military community.



479,785
Army Active Duty Members



80.7%
Enlisted



19.3%
Officers

Geographic Location

United States or
U.S. Territories: **89.8%**

Western Hemisphere
outside U.S.: **0.1%**



Europe: **5.4%**

East Asia: **4.3%**

North Africa: **0.3%**

Source: 2019 Demographics Profile of the Military Community (Department of Defense)
<https://download.militaryonesource.mil/12038/MOS/Reports/2019-demographics-report.pdf>

Gender



Race/Ethnicity

32.4% of Army
Racial Minority*

16.1% of Army
Hispanic or Latino

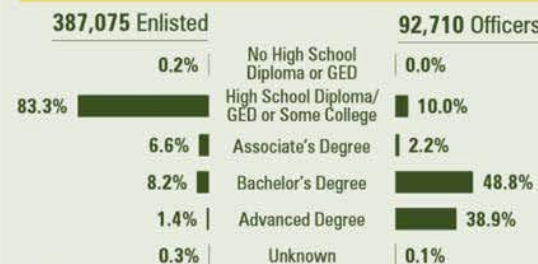
*Racial minority groups include American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, Multi-racial, and Other/Unknown.

Marital Status



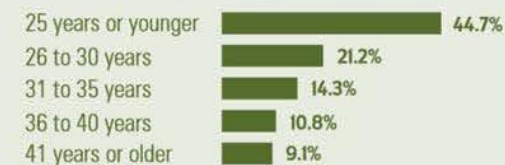
52.8% Married
Army Active Duty members

Education



Age

Average Age: **27.0 years** Enlisted **34.7 years** Officers



Exceptional Family Member Program

- The Army designed the EFMP to be a comprehensive, coordinated, multi-agency program that provides community support, housing, medical, educational, and personnel services to military Families with an EFM.
- In the Army, there are two sides to the EFMP house: Medical and ACS.
 - The Medical side is the core of the program. They not only ensure medical needs are met but also ensure that Soldier's PCS (permanent change of station...moving from one duty station to another) is to an installation that can support their EFM. "Are the necessary medical resources available at the new installation?"
 - The ACS side of the house is geared toward support groups or referrals to outside organizations that can provide assistance.
- For more information on Army EFMP visit: [https://myarmybenefits.us.army.mil/Benefit-Library/Federal-Benefits/Exceptional-Family-Member-Program-\(EFMP\)-?serv=122](https://myarmybenefits.us.army.mil/Benefit-Library/Federal-Benefits/Exceptional-Family-Member-Program-(EFMP)-?serv=122)
- Information on Exceptional Family Member Family Support can also be found on Military One Source. They can help service members and their families identify and access programs and services including, but not limited to: Information and referrals for military and community services, Education and outreach, Information about available local school and early intervention services, Warm handoffs to the Exceptional Family Member Program at new locations, and Non-clinical case management, including individualized services plans.

CYS (Child and Youth Services)

- CYS provides quality child development options and youth programs. Programs and services are available at most installations for children up to age 12 and at Youth Centers, when available, up to age 18. Care is provided in different settings based on age/requirements.
- **Child Development Centers (CDC)** offer care for children ages 6 weeks to 5 years old.
- **School Age Care (SAC)** Programs bridge the gap between Child Development Services and Youth Services and provide programs for youth in Grades K - 5.
- **Family Child Care (FCC)** Program is a system of home-based childcare. Family members living in government housing who provide childcare for more than 10 hours per week on a regular basis are required to be certified through this program. FCC applicants go through an extensive certification process before being allowed to care for children in their government quarters.
- The **Youth Program** (Youth Center or **YC**) offers age-appropriate activities for youth in 6th through 12th grades including homework assistance, transportation, and snacks.
- [MilitaryChildCare.com](https://militarychildcare.com) allows Soldiers and Families to search for child and youth care options through a single website. The site provides comprehensive information on childcare programs worldwide, conduct a customized search for the care, and submit a request for care at any time and from any location.

CYS Additional Resources (SKIES and SLO)

- **Parent Central Services:** Offers registration, enrollment, records transfer, parent education classes, and babysitter referral services for Families. This is your first stop, when enrolling your child(ren) in CYS programs.
- **SKIES Unlimited** (School of Knowledge, Inspiration, Exploration and Skills) offers instructional programs for children and youth designed to expand their knowledge, help them acquire new skills, give them inspiration, and allow them to explore new disciplines. The SKIES Unlimited program fosters the development of critical life skills, leadership development, and social skills. SKIES offerings vary by installation but can include: swimming, golf, tennis, martial arts, piano lessons, foreign languages, and more.
- **Tutoring:** Army Families have access to free, unlimited online tutoring and academic and career resources 24/7 from www.tutor.com/army.
- The **School Liaison Services**, provided by the School Liaison Officer (SLO), are available to all military parents of school-aged children regardless of the school attended. School Liaison Services provides assistance with:
 - Issues with school registration and academic credits.
 - Coordination of transition services.
 - Information on local school systems, curriculum, and school opportunities.
 - Liaison with command on educational issues affecting military children.

White Phase FAQ's

My Soldier seems to be doing very well in training. When will we know for sure if my Soldier is going to graduate?

It is necessary that your Soldier complete all weeks of training satisfactorily. Soldiers are responsible for keeping their Families informed as to their progress.

My Soldier is very worried about being able to qualify with the rifle. Will Soldiers be given additional help or chances to qualify if they need it? As training progresses, the Drill Sergeants actively identify those who are struggling with the fundamentals of marksmanship and give them additional training as needed. Very few Soldiers actually fail to qualify after all the training they receive.

My Soldier is worried about passing the physical fitness test. Will my Soldier be given additional opportunities to pass the test? The companies will give the first-time ACFT (Army Combat Fitness Test) failures at least 2-3 additional retests before the end of the cycle, as well as additional physical training to address their deficiencies. If by the end of the cycle the Soldier still has not met the minimum requirements for passing their ACFT test, there is the possibility of a special ACFT program for up to 4 weeks that the Soldier might be eligible to attend as well.

Regarding Pay

- It can take up to 8 weeks for military pay to start.
- Soldiers are advanced \$350 on an Eagle Cash Card (debit card) that they can use on Post to purchase items they may need.
- If Soldiers have not received pay yet and are in need, they can request an AER loan. AER loan requests go through a Soldier's Chain of Command. If you would like more information about AER visit <https://www.armyemergencyrelief.org/>.
- Whenever there is an issue with pay (either now or in the future) Soldiers can initiate a "pay inquiry".
- Family members (parents or spouse) cannot interact with Finance without a power of attorney clearly defining the ability of the parent or spouse to handle financial matters on behalf of the Soldier.
- If a "pay inquiry" needs to be initiated the Soldier needs to speak with their Drill Sergeant(s) who will ensure the Soldier is able to communicate with Finance.
- If your Soldier is due back pay (i.e. they haven't received their first paycheck yet). The Soldier will receive all pay due; usually in a lump sum on the 1st or 15th of month. However, this depends both on processing dates and the nature of back pay due.
- The number of available leave (vacation) days is printed on a Soldier's LES (Leave and Earning Statement...pay stub). Soldiers accrue leave at a rate of 2.5 days per calendar month.

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Sample Leave and Earning Statement

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																			
ID	NAME (LAST, FIRST, MI)			SOC SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADMIN DIV	PERIOD COVERED								
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY							
TYPE				AMOUNT				TYPE				AMOUNT							
A B C D E F G H I J K L M N O	10				11				12				+ AMT FWD				13		
													+ TOT ENT				14		
													- TOT DED				15		
													- TOT ALMT				16		
													= NET AMT				17		
	- CR FWD				18		= BOM PAY				19								
TOTAL				20				21				22				23		24	
LEAVE		BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE	FED TAXES		WAGE PERIOD	WAGE YTD	MS	EX	ADD'L TAX	TAX YTD		
FICA TAXES		39	SOC WAGE YTD		SOC TAX YTD		MED WAGE YTD		MED TAX YTD		STATE TAXES		ST	WAGE PERIOD	WAGE YTD	MS	EX	TAX YTD	
PAY DATA		BAQ TYPE	BAQ DEPT	VHA ZIP	RENT AMT	SHARE	STAT	IFTR	DEPOS	2D IFTR	BAS TYPE	CHARITY YTD	TPC	PACIN					
Thrift Savings Plan (TSP)		BASE PAY RATE		BASE PAY CURRENT		SPEC PAY RATE		SPEC PAY CURRENT		DNC PAY RATE		DNC PAY CURRENT		BONUS PAY RATE		BONUS PAY CURRENT			
		63		64		65		66		67		68		69		70			
		CURRENTLY NOT USED		TSP YTD DEDUCTIONS		DEFERRED		EXEMPT		CURRENTLY NOT USED									
		71		72		73		74		75									
REMARKS		YTD ENTITLE				YTD DEDUCT													
76		77				78													

DFAS Form 702, Jan 02

www.dfas.mil

Learn more about military pay at DFAS.mil
https://www.dfas.mil/Portals/98/Documents/Military%20Members/Payentitlements/aboutpay/Army_reading_your_LES.pdf

How to Read an LES

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

This is a guide (from DFAS: https://www.dfas.mil/Portals/98/Documents/Military%20Members/Payentitlements/aboutpay/Army_reading_your_LES.pdf) to help you understand your Leave and Earnings Statement (LES). The LES is a comprehensive statement of a member's leave and earnings showing your entitlements, deductions, allotments (fields not used for Reserve and National Guard members), leave information, tax withholding information, and Thrift Savings Plan (TSP) information. Your most recent LES can be found 24 hours a day on myPay. If members receive Career Sea Pay, the Sea Service Counter will still be displayed in the remark portion of the LES. The LES remains one page in length. Verify and keep your LES each month. If your pay varies significantly and you don't understand why, or if you have any questions after reading this publication, consult with your disbursing/finance office.

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

How to Read an LES:

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

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

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How to Read an LES:

Fields 25 through 32 contain leave information.
Fields 33 through 38 contain Federal Tax withholding information.

- **25 BF BAL:** The brought forward leave balance. Balance may be at the beginning of the fiscal year, or when active duty began, or the day after the member was paid Lump Sum Leave (LSL).
- **26 ERND:** The cumulative amount of leave earned in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year. Normally increases by 2.5 days each month.
- **27 USED:** The cumulative amount of leave used in the current fiscal year or current term of enlistment if member reenlisted/extended since the beginning of the fiscal year.
- **28 CR BAL:** The current leave balance as of the end of the period covered by the LES.
- **29 ETS BAL:** The projected leave balance to the member's Expiration Term of Service (ETS).
- **30 LV LOST:** The number of days of leave that has been lost.
- **31 LV PAID:** The number of days of leave paid to date.
- **32 USE/LOSE:** The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage.
- **33 WAGE PERIOD:** The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).
- The money earned year-to-date that is subject to FITW.
- **35 M/S34 WAGE YTD:** . The marital status used to compute the FITW.
- **36 EX:** The number of exemptions used to compute the FITW.
- **37 ADD'L TAX:** The member specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions.
- **38 TAX YTD:** The cumulative total of FITW withheld throughout the calendar year.

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How to Read an LES:

Fields 39 through 43 contain Federal Insurance Contributions Act (FICA) information.

Fields 44 through 49 contain State Tax information.

Fields 50 through 53 contain additional Pay Data.

- **39 WAGE PERIOD:** The amount of money earned this LES period that is subject to FICA.
- **40 SOC WAGE YTD:** The wages earned year-to-date that are subject to FICA.
- **41 SOC TAX YTD:** Cumulative total of FICA withheld throughout the calendar year.
- **42 MED WAGE YTD:** The wages earned year-to-date that are subject to Medicare.
- **43 MED TAX YTD:** Cumulative total of Medicare taxes paid year-to-date.
- **44 ST:** The two digit postal abbreviation for the state the member elected.
- **45 WAGE PERIOD:** The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).
- **46 WAGE YTD:** The money earned year-to-date that is subject to SITW.
- **47 M/S:** The marital status used to compute the SITW.
- **48 EX:** The number of exemptions used to compute the SITW.
- **49 TAX YTD:** The cumulative total of SITW withheld throughout the calendar year
- **50 BAQ TYPE:** The type of Basic Allowance for Quarters being paid.
- **51 BAQ DEPN:** A code that indicates the type of dependent. A - Spouse C - Child D - Parent G Grandfathered I - Member married to member/own right K - Ward of the court L - Parents in Law R - Own right S - Student (age 21-22) T - Handicapped child over age 21 W - Member married to member, child under 21
- **52 VHA ZIP:** The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.
- **53 RENT AMT:** The amount of rent paid for housing if applicable.

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How to Read an LES:

Fields 54 through 53 contain additional Pay Data.

Fields 63 through 69 contain Thrift Savings Plan (TSP) information/data.

- **54 SHARE:** The number of people with which the member shares housing costs.
- **55 STAT:** The VHA status; i.e., accompanied or unaccompanied.
- **56 JFTR:** The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.
- **57 DEPNS:** The number of dependents the member has for VHA purposes.
- **58 2D JFTR:** The JFTR code based on the location of the member's dependents for COLA purposes
- **59 BAS TYPE:** An alpha code that indicates the type of Basic Allowance for Subsistence (BAS) the member is receiving, if applicable. This field will be blank for officers. oB - Separate Rations oC - TDY/PCS/Proceed Time oH - Rations-in-kind not available oK - Rations under emergency conditions
- **60 CHARITY YTD:** The cumulative amount of charitable contributions for the calendar year.
- **61 TPC:** This field is not used by the active component of any branch of service.
- **62 PACIDN:** The activity Unit Identification Code (UIC). This field is currently used by Army only.
- **63 BASE PAY RATE:** The percentage of base pay elected for TSP contributions.
- **64 BASE PAY CURRENT:** Reserved for future use.
- **65 SPECIAL PAY RATE:** The percentage of Specialty Pay elected for TSP contribution.
- **66 SPECIAL PAY CURRENT:** Reserved for future use.
- **67 INCENTIVE PAY RATE:** Percentage of Incentive Pay elected for TSP contribution.
- **68 INCENTIVE PAY CURRENT:** Reserved for future use.

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How to Read an LES:

Fields 70 through 75 contain Thrift Savings Plan (TSP) information/data.

Fields 76 – 78 contain additional remarks

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

Defense Commissary Agency

- Defense commissaries (grocery stores) have a long history going back to 1825.
- They provide a military benefit of discounted groceries and household goods to active-duty, Reserve and Guard members of the uniformed services, retirees of these services, authorized Family members, DOD civilian employees overseas and other designated categories.
- The discounted prices include a 5-percent surcharge, mandated by Congress, which covers the costs of building new commissaries and modernizing existing ones.
- Commissaries provide a wide variety of ethnic foods not easily found at traditional grocery stores; they also provide a, “taste of home” when stationed overseas.
- Commissaries are not always open seven days a week; so, check online for store hours and sales (for your location).
- Commissaries have “baggers”. These individuals bag your groceries and will take them out to your car with you. These individuals work for tips only.
- Learn more about this military benefit at: <https://commissaries.com/>

AAFES (Army & Air Force Exchange Service)

- Since 1895, the Army & Air Force Exchange Service has provided Warfighters and their Families tax-free shopping and military-exclusive pricing at installations worldwide and at ShopMyExchange.com.
- 100% of Exchange earnings support the military community. Exchange earnings support critical military Quality-of-Life programs that promote military readiness and resiliency including Child, Youth and School Services, Armed Forces Recreation Centers and more.
- The Exchange operates more than 4,000 facilities in 34 countries, 50 states, 4 U.S. territories (Guam, Puerto Rico, Northern Mariana Islands and American Samoa) and the District of Columbia. No matter where troops go, the Exchange goes with them.
- The Exchange funds 97% of its operating budget from the sale of goods and services. The remaining 3% of funding comes from appropriated funds; the vast majority of this support is devoted to transporting goods overseas to make American goods available to those serving abroad.
- The Exchange and the Commissary are two different organizations with the similar goal of supporting Soldiers and their Families.

MWR

Morale, Welfare, and Recreation

- Army MWR exists because the U.S. Army “...is committed to the well-being of the community of people who serve and stand ready to defend the nation, to enhance the lives of Soldiers, their Families, civilian employees, and military retirees.”
- MWR seeks to bridge the gap between the garrison and the local community and contribute to the Army’s strength and readiness by offering services that reduce stress and build skills and self confidence for Soldiers and their Families.
- MWR support programs, include child-care, youth programs, schools, libraries, sports and athletics, financial counseling, spouse employment programs, in-theater support to deployed Soldiers, Soldier Family Readiness Groups, lodging, and fitness centers.

What if I can't make it to graduation?

- You can celebrate virtually!
- Soldiers will have access to their phones the afternoon of Family Day (there's training in the beginning of the day).
- Some families will invite other Soldiers to join them for the day if they do not have family present. Remember, we are all family now!
- Graduation will be live-streamed on this page.
 - Remember do not click on any links in the comments of any of the Facebook live stream posts. You will not need to go to a different site to view the graduation. The Army will not ask you to pay to watch a BCT graduation ceremony!

Training Highlights

Blue Phase

Week 8:

Live Hand Grenade Range, End of Cycle ACFT, and End of Cycle Testing.

Week 9:

The Forge (72hr field operation and culminating event).

Week 10:

Forge Recovery, Graduation, and Ship Operations (Transportation to AIT).

Blue Phase

Frequently Answered Questions

When will my Soldier ship to AIT? Will my Soldier be able to take some leave before AIT? All Soldiers will ship to their AIT on the Friday after graduation. Except for emergency situations, Soldiers are not authorized leave until they complete their AIT. If Soldiers are at AIT over the winter holidays, they may be eligible to take Block Leave. However, this will be determined by their new (AIT) unit.

Can I drive my Soldier to AIT? No, all Soldiers will travel to AIT on government-chartered equipment (buses/planes).

Is there any type of award or recognition the Soldiers can receive for their performance during Basic Training? Yes, every cycle, with input from the Drill Sergeants, the Commander selects one Soldier to receive the Commanding General's Award for Excellence. The next best Soldier, based on performance, is designated as the recipient of the Association of the U.S. Army award. Those who score expert on the rifle qualification and the high scorers on the PT test receive recognition. So, there are quite a few opportunities that your Soldier can strive to achieve.

Other Resources On Post

**Automotive
Craft Shop**

Car Wash

Bowling Alley

**Miniature
Golf**

**Movie
Theater**

Library

Golf Course

Bingo

Gyms

**Swimming
Pools**

Thrift Shop

Gas Station

**Recycling
Center**

**Veterinary
Treatment
Facility**

Loan Closet*

*** Loan Closet:** Borrow essential items from the loan closet of your new military installation – including dishware, toasters and coffee makers - while you're waiting for your belongings to catch up with you after the move. Services vary by location.

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Relocation Readiness Services Provided

- **Pre-Arrival information:** Installations and surrounding areas provide information through Military OneSource, which also provides links to military installations.
- **Plan My Move:** The Plan My Move pages on Military OneSource simplify the moving process. You can create a customized calendar based on your needs and schedule and find driving directions and information about entitlements and out-of-pocket costs, schools and other local community resources.
- **Household Goods Lending Closet:** Installations keep basic household items for you to borrow for up to 30 days to help you get settled. At a minimum, you'll find things like basic kitchenware, highchairs, irons, ironing boards, play pens and transformers (for overseas locations with different voltage).
- **Post-Move Newcomer Orientation:** Provides information about your new installation, including housing, education, healthcare, and more.
- **Welcome Packet:** Most installations provide a welcome packet that has maps (both on- and off-post) and important local contact information.

Steps for a Smooth Move

- Visit Relocation Readiness at your local Army Community Services.
- Make an appointment at your local transportation office.
- If you plan to have another person assist you with the move and they require a power of attorney, make an appointment at legal.
- Go to www.move.mil and set up your Defense Property System (DPS) account.
- Schedule your move in DPS. (You might need to move one day before or after the date you select. Schedule your personal travel at least two days after your selected moving date to avoid issues.)
- After selecting dates in DPS follow-up with your local transportation office.
- Inventory and take pictures of high-value items before you move.
- Some things should be hand-carried to your new location; keep items that won't be packed in a locked room or inside your car.
 - Important paperwork like medical records, car titles and insurance documents,
 - Items you'll need in the first week like clothing, medicines, laptops and your kids' favorite toys,
 - Treasured items like Family heirlooms, jewelry or signed sports memorabilia,
- Check for damaged or missing items upon delivery. You have 75 days to file your claim for lost or damaged items. Contact your local transportation office for help filing a claim with your mover.
- Remember packers and movers are responsible for packing and moving. They are not responsible for cleaning items. (Ensure that trash cans are emptied, and items are cleaned prior to moving).
- Organize items ahead of the move (when unpacking movers are responsible for taking items out of the box but not organizing them).

Housing Services Office (HSO)

The Housing Services Office (HSO) is your first stop whether living on or off the installation. (Many military installations offer housing on the installation, known as “on-post housing”). Some installations require Soldiers (and their Families) to live “on-post.” So, always check with HSO before entering into a lease.

The HSO provides assistance in finding suitable and affordable housing in the local community, provides the list of Off-Limits Establishments, school and community info, deposit waivers, etc.

The HSO provides the most up-to-date information available on renting or purchasing a home in the surrounding area. They can also assist with landlord tenant disputes, lease reviews, and check-in/out inspections. You can find more information about your new installation’s housing office at:

<https://installations.militaryonesource.mil/>

Forgot to send mail in time?

One of two things will happen.

- (1) If your Soldier filled out a change of address form with the Post Office, their mail will be forwarded to the new address.
- (2) If your Soldier did not complete this form, then the mail will be returned to the sender.

It can take several weeks for this process to play out. So, please be patient.

The Forge

The Forge is the culminating field training exercise (FTX) that every Trainee must complete to become a Soldier. It tests every Soldier physically, mentally, morally, and is the defining experience of Basic Combat Training (BCT). During The Forge Soldiers will:

- Demonstrate their knowledge in first aid.
- Negotiate an assault course using tactics and teamwork to overcome obstacles.
- Participate in the Night Infiltration Course (NIC) where their mission is to occupy the trench, and on command, using high-crawl and low-crawl techniques, negotiate the barbed wire obstacles and machine gun fire in order to close with and destroy the enemy.
- Execute the Battle March and Shoot, engaging targets with accuracy while fatigued from intense physical activity.
- Learn about the Soldiers who came before them such as PFC Desmond Doss an Army medic. In May of 1945, PFC Doss repeatedly risked his life to save fallen comrades, and though he was wounded four times, he continued to treat and move wounded Soldiers away from the Battlefield saving the lives of at least 75 American Soldiers. For his actions, he received the Congressional Medal of Honor. The key message to Soldiers is, "Soldiers never leave a fallen comrade, Soldiers Never Quit."

The Forge takes place during hours of limited visibility requiring Trainees to walk 45 miles and to work together to solve problems. Upon completion, Soldiers have proved that they are capable of joining the ranks as new members of our Army team, capable of fighting and winning in a complex world, earning the title of Soldier.

The Soldier Ceremony

The ceremony is a tradition for Basic Combat Training Soldiers Army-wide. The Soldier Ceremony instills a sense of history in new Soldiers and acknowledges that they have passed a significant milestone. The Soldier Ceremony is a way to mark the day when Soldiers earn the right to call themselves Soldiers and are welcomed into a lifelong Family.



This is the patch our new Soldiers will wear on their left shoulder.

- Key Symbols to notice:
 - **Change in headgear (hats):** Soldiers will take off their patrol caps and for the first time they will don berets.
 - **Change in Phase Banner (the small flag in front of each platoon):** The phase banner indicates which phase of training a platoon is in. The platoons will have red-white-blue phase banners to indicate that they have completed all phases of training.
 - **Change in Shoulder Patch:** Soldiers will wear unit patches for the first time; signifying that they have become Soldiers.
- Sequence of Events:
 - Reveille
 - National Colors Streamer Presentation (which tells the story of our Army, and all those who came before us in service to our nation.)
 - Army Patch and Berets
 - Battalion Commander's Remarks
 - Oath of Enlistment
 - The Soldier's Creed

Military Etiquette: A Brief Overview

- Dress for the event; different attire is appropriate for different events. (Super short shirts/skirts/dress; low cut tops; or a bare midriff are not appropriate for any military events).
- When you hear the phrase, “Attention to Orders” stand-up.
- No public displays of affection. (A hug is appropriate; hand-holding/kissing etc. is not in public).
- Walk on the left side of your Soldier. (It makes it easier if they need to salute).
- RSVP to invitations (ideally within 48 hours of receiving them).
- The term “Family event” indicates children of all ages are welcome. If it’s not stated and you are unsure ask the host.
- If you are outside when “Retreat/To The Color” plays (usually at 5pm daily); stop what you are doing and face the flagpole.
- When the “National Anthem” is playing place your hand over your heart. (Also avoid chewing, talking, texting, etc. during the National Anthem/Retreat/To the Color).
- No need to use sir or ma’am when addressing officers or non-commissioned officers (you are not in the military). If you would like to show respect it is appropriate to use the individual’s rank and last name (conveniently written on their uniform), “Good morning, Major Howell”/”Good afternoon Drill Segreant Spurr.”
- There is no rank among spouses!

What to wear: A Brief Overview

Category	Terms Used	Event Type	Military Uniform	For Civilian Women	For Civilian Men
Very Formal	White Tie	White House/State Dinner	Blue or White Evening Mess	Very Formal/Long Dress	Tuxedo with white bow tie
Formal	Mess Uniform/ Black Tie/Tuxedo	Military Balls	Dress Mess	Formal Attire	Tuxedo with black bow tie
Business	Business Suit	Promotion	Class A's	Dress/Suit/Slacks & Blouse	Suit & tie
Informal	Business Casual	Welcome Reception (anything hosted at a Senior Officer's home)	Class B's	Simple Dress/Skirt/ Slacks & Blouse	Slacks & Button-Down shirt (no-tie)
Casual	Casual	Meetings, BBQ, Organizational Day	Duty Uniform (OCP – Camo's)	Simple Dress/Skirt/ Jeans & Blouse	Jeans, Shirt, Polo (no-tie)
Very Casual	Sporty	5K Run	PT's	T-shirt, shorts, leggings (nothing too revealing)	Shorts, t-shirts, running tights

Get Involved!

- On the unit level, SFRGs and CARE Teams are always looking for volunteers and while some of those jobs need to be done in person (this may be best suited for Family members who live in the immediate area of the installation) others can be done remotely. So, if you want to be involved consider seeing what jobs are available.
 - In SFRGs volunteer roles could include key caller, newsletter editor, social media manager, or maintaining accurate contact rosters.
 - For CARE Teams, you could help with preparations of recipe books or checklists.
 - Most units will also welcome donations, either monetary or of goods.
 - However, it is important to know that SFRGs are registered not-for-profit organizations and there are rules both from the Army and the IRS governing the donations that these groups can accept. Notably, these groups can't solicit donations, fundraise outside of a small area, or accept large monetary donations. If you want to make a donation, check with the command first as they may need to check with their legal rep/ethics counselor prior to accepting any donations.
- In addition to the unit level volunteer opportunities (SFRG and CARE Teams). There are also many opportunities on the installation to volunteer...from the thrift shop to the hospital. Contact Army Community Services at your Soldier's duty station for all of the ways you can get involved. You are now a part of the Army Family and we truly hope you will get involved!



Fort Leonard Wood

*“Inside the Wire”
Command Outreach through Social
Media*