



Welcome to the Air Force Recruiting Family



The Spouses' Guide



AIR FORCE

Forward

Making the choice to become a member of the recruiting world is a very difficult one. However, it can also be the most rewarding and exciting journey that you and your spouse can experience in the United States Air Force. This is a great opportunity for you to touch the lives of so many young men and women who are just beginning their military career.

As the spouse of an Air Force recruiter, you may often have questions regarding the procedures, privileges and benefits associated with the recruiting lifestyle. This handbook was prepared to answer some of your questions and give you guidance about where to look for answers on your own.

Recruiting is an important and demanding job in the military today. The family of every recruiter certainly plays an important role in ensuring that the job gets done. Spouses that support their husband or wife throughout their careers are indeed supporting the mission just as if they were working alongside them. As a military spouse, you are very valuable to the Air Force and to the recruiting service!



U.S. AIR FORCE

Please note the information contained in this guide is accurate as of the date it was created. However, in today's fast-paced world information can change rapidly. When utilizing this guide, it is suggested that you check with your local support base, flight chief, or First Sergeant to ensure that you have the most up to date information.

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Introduction

This guide is for you and your family members who would like to benefit from simple and direct answers to your questions about life in the recruiting world. Not all the subjects covered in this guide apply to everyone; however, we encourage you to use it as a reference. Your supervisor and the senior leaders of your squadron are always happy to assist you with any questions or concerns you may have.

Squadron Leadership

What is the role of the Commander?

The commander is ‘the boss’ of the squadron. They are the person responsible for making sure the squadron accomplishes its assigned mission. In the case of recruiting, that mission is to inspire, engage, and recruit America’s best and brightest young people into the United States Air Force. While the mission of the squadron is determined by the larger Air Force, the commander determines how their squadron will accomplish the mission. The commander is the final authority on nearly all decisions made within the squadron.

What is the role of the First Sergeant?

The first sergeant’s (first shirt) primary duty is to ensure the well being of the Airmen, and their families, within their organization. They are the liaison between the commander and the unit personnel. The first sergeant is available when problems arise regarding pay, leave, travel, dependent care, work details, unit administration, etc. The first sergeant is there to assist family members as well. Should the service member be absent due to temporary duty, the first sergeant assists the supervisor in helping the spouse in handling any situation or emergency that may come up. Should any type of problems or questions arise your spouse’s first sergeant is there for you and your family as a reference point to provide solutions or directions on where to find them.

What is the role of the Squadron Superintendent?

The squadron superintendent is traditionally a Chief Master Sergeant (CMSgt) and is responsible for the day-to-day operations of the squadron. They are responsible for the professional development of squadron members, and use their experience and expertise to advise the commander, first sergeant, and production superintendent.

What is the role of the Production Superintendent?

The production superintendent (“Pro-Sup”) is usually a Senior Master Sergeant (SMSgt) and is responsible for evaluating the monthly production statistics and devising methods that will motivate flight chiefs and recruiters to meet (or exceed) the goals that are levied on them.

What is the role of the Flight Chief?

The flight chief is the recruiter's immediate supervisor. They determine what the recruiting goal of the recruiter will be each month, and are the "first line" in dealing with "any issues" that may arise for either the recruiter or their family. The flight chief is the one person in the supervisor chain who the recruiter will have daily interaction with, and should be the first person contacted when questions or problems arise.

Sponsorship Program

The Sponsorship Program will help make your move easier. After you receive your orders the active duty member will be required to complete the Sponsor Notification Form. Your new commanding officer will assign a sponsor whose grade and personal situation is similar to yours. Your sponsor will then be able to relate to your needs and help provide a personal view of life at the new location. After the flurry of activity associated with your move has passed, please let your flight chief know how your move went. Be accurate. Let them know what you found helpful, as well as what could have done better. This is your opportunity to leave a lasting impression on future spouses who come to your flight.

Responsibilities

Recruiting is a very demanding job. Recruiters must visit potential applicants at their schools and homes, and must attend special events after hours and on weekends to inspire young people toward an Air Force career. To meet the demands of Air Force recruiting efforts often requires balancing of work and family events. However, as important as the job is, it is equally important for recruiters to take care of themselves and their families. Your understanding, patience, and tolerance will play a very important role in the success of your recruiter. Recruiter duty is challenging, and only you can give your recruiting spouse the emotional support they need. The recruiter's success is yours as well, share in that together.

Communication Between Recruiter and Home

As a military spouse it is often hard to keep up to date on the upcoming events without a base newspaper to refer to. Relying on your spouse to keep you informed can also be hard. The long hours, applicant appointments, and deadlines can cause recruiters to forget about social obligations until the last moment. Recommend you develop a regular weekly check for any upcoming events that may need your assistance or attendance.

Another way to stay in touch is to be actively involved in your squadron's spouses program. This program provides the opportunity for the spouses to stay connected via email, telephone, or occasional outings at local gathering spots. If your spouse has not told you about your

squadron's spouse program, contact the flight chief. They will have all the pertinent information, as well as who is the main point of contact.

Recruiting Squadron Annual Awards Ceremony/Banquet

The Annual Awards Ceremony and Banquet (commonly called 'the annual') is the equivalent of the annual awards banquets conducted yearly at a traditional base. The entire squadron (including spouses) gets together to celebrate the past recruiting year by recognizing individual, flight, and squadron accomplishments as well as getting energized for the upcoming year. Military members are required to wear mess-dress or semi-formal uniform and civilian guests are expected to be in formal wear. Ladies wear evening gown (long or short) while men wear black tie or tuxedo.

However, the awards banquet is not the only thing that is accomplished. Recruiters receive training continuously, and the annual provides an excellent opportunity to conduct training while the entire squadron is assembled. Because of all the activities that occur during the annual, it usually is a 3 day event. As a reward for the hard work and many hours the recruiters put in throughout the year, it is usually held at a resort or nice hotel. Since the recruiting service operates on the fiscal year (October 1st through September 30th) the annual is usually held after the effective year ends (October/November time frame). At the end of this guide, you will find an example of an agenda for an annual.

As mentioned above, the military member will have training during all 3 days of the trip. However, learning opportunities and other more enjoyable activities for spouses will be planned while the military member is in training. Depending on the location, these events could be anything from shopping excursions to outdoor activities, or visits to special attractions and lunch at a nice restaurant. However, you'll need spending money if you want to participate in any extra activities the squadron has planned, or venture out on your own.

At some point during the annual, there is an informal gathering (usually theme-oriented) that allows recruiters and their spouses to relax and get to know other recruiters and their spouses within the squadron. If you have not met the other spouses within your recruiter's flight, this is an excellent opportunity to meet and share your thoughts.

Identification Cards:

What is the purpose of the military ID card?

Remember, just because you don't live on or near a base, you still need to keep your ID card current. In order to take advantage of your military benefits and entitlements, you must have a current identification card. The military ID will specify your eligibility for use of the exchange, commissary and MWR facilities.

If your ID card expires, you will need to get a new one. If you are not located near your support base, you can get an ID card at ANY military installation. This includes Reserve and National Guard bases. To locate your nearest ID card facility, visit www.dmdc.osd.mil/rsi.

Defense Eligibility Enrollment Reporting System (DEERS)

DEERS is a computerized system for verifying personnel eligible for medical care through the Uniformed Services and TRICARE. DEERS was developed to eliminate fraudulent medical care. To verify eligibility for medical care, the service member and the family need to be enrolled in DEERS. It is important DEERS records get updated when personal eligibility information changes. This includes changes in military career status; addresses; and family status (marriage, divorce, birth and adoption) etc. Newborn babies MUST be enrolled within 60 days of birth, or they will be enrolled in TRICARE Standard. If your sponsor's ID card expires, you are automatically disenrolled from DEERS. This means you will lose Tri-Care and have no eligibility for ID card benefits. This is done whenever you obtain or renew ID cards.

You have to register at DEERS and TRICARE separately. The easiest way to update your information is on the DEERS website at

<https://www.dmdc.osd.mil/swg/owa/webguard.login?appl=9012&rule=02>.

TRICARE in Recruiting

IF YOU NEED EMERGENCY CARE (I.E. LIFE THREATENING SITUATION), SEEK MEDICAL ATTENTION IMMEDIATELY AT THE CLOSEST HOSPITAL OR URGENT CARE CENTER. EMERGENCY VISITS DO NOT REQUIRE A REFERRAL. HOWEVER, YOU WILL NEED TO CALL YOUR PRIMARY CARE MANAGER AS SOON AS POSSIBLE AFTER RECEIVING TREATMENT AND INFORM THEM!

Prior to arriving to your spouse's recruiting location, you should do some research to determine whether to see a military doctor or a civilian doctor. If you will be living near a military installation (within 50 miles) their medical facilities will be your primary source of medical care. You will be assigned to a doctor who will become your primary care manager (PCM). If you need specialized care that cannot be provided at the military hospital, your PCM will give you a referral to be seen by a civilian doctor off base. You may be given a choice as to which civilian doctor you'd like to see. Before seeking treatment, make sure the doctor you choose participates in the TRICARE network. You can find this out by going to the TRICARE website (www.tricare.mil) or calling (888) 999-5195. If they are not in the network, you will fall under Point-of-Service care. This means that you will be required to pay for that service out of your own pocket. If your PCM requests blood work or lab tests, this will need to be done by a network lab. Contact the TRICARE sites mentioned above to find a lab near you.

If you will be located more than 50 miles OR an hour and a half from a military treatment facility, you will be enrolled in TRICARE remote. This will allow you to select a doctor near you to be your primary source of medical care. As noted above, the doctor you select must be in the TRICARE network, or you will be paying out of your own pocket.

TRICARE can be the hardest hurdle in the recruiting world for a spouse to handle. Make sure that you always keep notes as to who you spoke to, the date and time. Policies and Procedures change regularly. Don't ever just let a bill, referral, or a problem go. Stay on top of it. It is both the recruiter AND spouse's responsibility to know their coverage options. Remember, if you encounter any problems that you cannot resolve, the flight chief is your first stop. They will either help you or up channel the situation to higher levels.

There are several ways to find information and answer questions regarding TRICARE:

- 1) The TRICARE handbook (if you do not have one ask your spouse to obtain one from the flight chief or at the squadron).
- 2) Call TRICARE at (888) 999-5195.
- 3) On the web at www.tricare.mil.

What are the TRICARE options?

TRICARE offers three health care plans:

TRICARE Prime

- the least costly for the beneficiary offering the lowest out of pocket cost
- costs nothing to enroll if the sponsor is active duty
- benefits are lower costs and guaranteed medical care.

TRICARE Standard

- beneficiaries who do not enroll in TRICARE Prime automatically default to TRICARE Standard
- the most costly of the three TRICARE Programs
 - advantage to this program is the flexibility beneficiaries have of using any civilian providers who will accept TRICARE Standard yearly deductible and 20% cost shares for care rendered by a civilian provider, associated with this program
- ideal for those beneficiaries who have another form of health insurance

TRICARE Extra- (Preferred Provider Organization)

- A program that works in agreement with TRICARE Standard

- Managed Care Support Contractor, Sierra Military Health Services (SMHS), is required to contract with civilian providers for military beneficiaries to use for care not available at the Military Treatment Facility
- No enrollment requirements or additional cost for using the TRICARE Extra program
- Allows TRICARE Standard Beneficiaries to use the network providers, contracted by SMHS, and receive a 5% cost savings.

TRICARE referral process

- 1) Make sure that you have a referral if you are going to a doctor (such as a specialist) other than your Primary Care Manager (PCM).
- 2) Ask your PCM if they know whether or not the doctor to whom you are being referred to is in the network. If they do not know, you can call that office and ask or you can look the doctor up on the TRICARE website under *Provider Directory*.
- 3) When you are sure that they are in the network, have your PCM request the referral for that doctor.
- 4) After 48 hours you should be able to call your PCM and make sure that they have received the approval and the referral number.
- 5) Write down the referral number in case you are seen prior to receiving the letter through the mail which should arrive within 5-7 business days.
- 6) Follow the instructions in the letter to ensure that you will not fall under Point-of-Service*.

Eye Exams

TRICARE covers one comprehensive ophthalmologic eye exam per calendar year. You can receive these eye exams from a TRICARE-authorized optometrist or ophthalmologist.

Additionally, ophthalmological services, which may include an eye exam and other specialized services, are covered in connection with the medical or surgical treatment of a covered illness or injury.

If you see a TRICARE network provider, you do not need a referral from your primary care manager. If you see a TRICARE non-network provider, you **must** have a referral from your primary care manager or the claim will be denied.

Well-child Benefit

Through the well-child benefit, children (regardless of plan) are covered for one eye and vision screening (testing for visual acuity, ocular alignment and red reflex) at birth and 6 months of age by their primary/pediatric provider, and two comprehensive eye exams (including screening for amblyopia and strabismus) between the ages of 3 of 6. After age 6, they receive one eye exam per year as noted above.

Glasses and Contacts

TRICARE covers contact lenses and/or eyeglasses only for treatment of:

- Infantile glaucoma
- Corneal or scleral lenses for treatment of keratoconus
- Scleral lenses to retain moisture when normal tearing is not present or is inadequate
- Corneal or scleral lenses to reduce corneal irregularities other than astigmatism
- Intraocular lenses, contact lenses, or eyeglasses for loss of human lens function resulting from intraocular surgery, ocular injury, or congenital absence
- "Pinhole" glasses prescribed for use after surgery for detached retina

Note: Adjustments, cleaning, and repairs for eyeglasses are not covered

TRICARE Mail Order Pharmacy

If you take prescription medications for long-term, ongoing conditions, the TRICARE Mail Order Pharmacy (TMOP) and Express Scripts can help you save both time and money. You can order refills online, print forms to fill new prescriptions, check your order's status, and much more. To use these services, register to use the Express-Scripts website (<http://express-scripts.com/>). TIPS: Be aware there could be costs associated with mail order. Be sure the cost is more advantageous than other means, and be sure to get scripts for 90 + days.

Before utilizing this service, be aware that there are certain medications that are *INCREDIBLY* expensive. Although your doctor prescribes them, TRICARE may require them to be justified. This is often referred to as the *medication formulary*. If you are prescribed medication, contact TRICARE prior to getting your prescription filled to find out if it is on the formulary so that you do not experience delays. If they require something from the doctor prior to filling the prescription, TRICARE can assist you.

Dental

If you live near a military base, you and your family members may be able to get some dental procedures at that base. Some bases provide wisdom teeth extraction as well as orthodontic work as part of their training program for interns. Check with your local base to see what services they offer.

However, if dental care is not available to family members you may voluntarily enroll in the TRICARE Dental Program. This is a standard dental insurance program that is similar to dental programs offered by civilian employers. A monthly premium is paid, based on the amount of people covered (one person or entire family), and a cost share is paid based on the services required (0% to 50%, depending on pay grade). As with civilian doctors, you must make sure the dentist you select participates in the TRICARE Dental Program. Check with your servicing base and TRICARE dental (www.TRICAREdentalprogram.com).

Financial Responsibility

As mentioned previously, recruiter duty is very challenging. Special Duty Assignment Pay (SDAP) is an incentive to induce enlisted members to qualify for and serve in designated duties involving the performance of extremely difficult duties or duties demanding an unusual degree of responsibility. This amount will vary depending on the member's job. Recruiters who are actively enlisting people into the Air Force receive more than someone who provides support functions. It's important to remember that SDAP is only paid if the recruiter is actively performing the job. If they are removed from their duties for disciplinary reasons, or if they simply can't perform the job, their SDAP will stop. SDAP is covered in AFI36-3017.

Many recruiting families experience some level of financial distress due to limited employment opportunities for spouses and less access to base agencies, such as commissary and child care. Your spouse's flight mates and flight chief (as well as other spouses) are great resources to use to determine approximately how expensive it is to live in your particular area. It is suggested that you track your spending over the first three months and to use as a guide to budget your finances. If you find you are in need of financial assistance, advice, and/or counseling, there are many resources to turn to. The flight chief is the first step, but you can also utilize the first sergeant, as well as websites such as www.militaryonesource.com.

Airmen and Family Readiness Center (A&FRC)

How can the A&FRC help me?

The A&FRC is the focal point where families, individuals, and agencies can go for information, referral and help. A&FRC's can be found at all military installations worldwide and are designed to assist active duty members, family members, retirees, DoD civilians, and reservists

with many services. The programs offered at the A&FRCs include: Information and Referral, Family Readiness, Relocation Assistance, Transition Assistance, Personal Financial Management, Spouse Employment Assistance and the Air Force Aid Society. These programs are provided to support, educate and inform you of issues important to you and your family. There are workshops and seminars on a variety of issues that are available to you free of charge. In addition, there are staff members available to provide you one-on-one assistance in financial, relocation, transition, employment, and family readiness.

The A&FRC Family Support Programs listed below are available at most bases but most of us live too far from a base. You can and are still eligible to use them by phone, mail, e-mail and in person if you want to drive. However, it is strongly recommended that before pursuing these programs, you should first coordinate with the First Sergeant. The First Sergeant will be able to answer questions, provide further information on the individual programs, and provide appropriate points of contact.

Family Services

Air Force Aid Society (AFAS): The Air Force Aid Society is a non-profit organization that assists Air Force active duty members, retirees and family members in emergency situations. Interest free loans or grants are given for basic needs such as, food, rent, utilities, moving costs, funeral expenses, dental, medical, and car repair. There is also a post secondary school student loan program.

Individuals who need help but are not near an Air Force installation may be helped without having to travel to an Air Force base. The Navy-Marine Corps Relief Society (NMCRS), Army Emergency Relief (AER), and the American Red Cross (ARC) all act as referral agencies to the AFAS for Air Force members.

IF YOU NEED AFAS SERVICES, YOU SHOULD CONTACT YOUR SPOUSE'S FLIGHT CHIEF IMMEDIATELY. THEY WILL HELP YOU DETERMINE THE BEST COURSE OF ACTION TO TAKE TO GET ASSISTANCE.

Personal Financial Management Programs: Personal Financial Management Services provides financial education, information, and one-on-one counseling. Goals are to help maximize your purchasing power, improve your standard of living, reduce stress and anxiety during financial crisis, and increase personal productivity. The free services include a personal financial evaluation, budgeting information, credit management, debt liquidation, investment information, insurance information, and workshops/seminars.

Readiness Program: Deployments, temporary duty travel and remote assignments are synonymous with life in the military and present unique financial, legal and relationship challenges for members and their families. Family Readiness prepares the entire family for separation through planning. In addition to education, support groups are available to assist the

family member during the separation. Hearts Together morale calls connect deployed members with loved ones. Car Care provides free preventative auto maintenance. Services are also available to those affected by the repatriation process.

Transition Assistance Program (TAP): The Transition Assistance Program (TAP) offers separating or retiring personnel an individual transition plan to ease entry into civilian life. Consider beginning transition planning at least two years prior to retirement or separation. Airman and Family Readiness Center provides both TAP workshops and pre-separation counseling. TAP is designed to provide necessary tools to effectively transition from the military to the civilian community. The pre-separation counseling checklist (DD Form 2648) is a mandatory briefing for all separating/retiring service members and must be accomplished at least 90 days prior to the individual's separation/retirement to facilitate out-processing.

Employment Assistance/Career Focus Program: Being a military spouse brings with it unique challenges, especially in the area of maintaining a career. If you are seeking assistance in finding employment, there is a program in place to help you. The A&FRC Career Focus Program is designed to assist military spouses prepare for, locate, and obtain employment. This is an Air Force wide program so you can expect to receive employment assistance at any Air Force base. The Career Focus Program offers employment orientation, where information is provided about the local job market, state and federal opportunities, particular skills that are in demand and effective job search strategies. Workshops on topics such as resume writing, long distance job search, interviewing skills, and returning to school are also provided through the program. An electronic resource center containing an abundance of employment resource materials is available. You can also access several job bank databases by computer in the resource center. A resource library full of books and videos on employment related topics your specific career planning needs and can assist in the development of an individual career plan. This program is available to all military spouses regardless of their location.

American Red Cross (ARC): The American Red Cross provides financial assistance, emergency communications, and emergency counseling to military members and their families. The Red Cross provides a communication system between family members in distress. Emergency message traffic is available 24 hours a day. The ARC can help with almost all health and welfare issues or refer you to an agency that can.

Emergency Assistance:

If my military spouse is gone, where can I get emergency financial assistance?

Be sure review the www.americanredcross.org web site "ahead of time" and to post the emergency contact telephone number (1-877-272-7337) and your supervisors and First Sergeants phone number by your phones and in your wallet. Military personnel should call for all emergency communications or emergency financial assistance.

First Sergeants work extensively with the ARC to assist military personnel and families in need. If you need help from the ARC, contacting your First Sergeant can speed up the process significantly.

Depending upon the situation, the Air Force Aid Society may be available to assist you. The Air Force Aid Society is located in the Family Support Center and works by appointment. After hour calls, should contact the American Red Cross.

The Red Cross can send and receive messages. Contact the Red Cross with your sponsor's name, rank, social security number and duty unit. The Red Cross does everything possible to get it quickly to the military member.

Child Care

One of the first questions you may have regarding your new assignment is "How do I get child care?" The information below details how to receive child care for those living on or near a military installation, as well as those who are living in civilian communities away from military bases.

Family Child Care Program:

Is there a childcare program on base?

Yes. Child care can be received either through the Child Development Center (CDC), or through the Licensed Home Child Care Program

Child Development Center (CDC)-

- Centers are Department of Defense certified and accredited by the National Association for the Education of Young Children's National Academy of Early Childhood Programs
- Must be military/DoD employee dependents
- Ages six weeks to the start of kindergarten
- Hourly care is available on a space available basis
- Some programs operate at capacity, but a waiting list is maintained
- Weekly fees are based on the CDC fee adjustment policy based on total family income
- All employees must first meet personnel qualification standards, and then each

individual is personally screened

- Staff members receive childcare training for appropriate age levels
- Childcare providers are required to submit to local and national agency background checks and must provide certifiable references

Special needs children must be evaluated by the CDC director and the base medical advisor to determine the children's eligibility for attending the CDC. The base Children Development Center will mainstream children needing special attention if they can be integrated into the program within the ratio and program requirements of the Center.

Licensed Home Child Care Program-

- Care is provided in the base home of a licensed military spouse caregiver
- Children between the ages of early infancy to 12 years of age
- Smaller child-to-caregiver ratio (usually no more than 6 children)
- Same licensing/personnel qualifications as CDC employees
- For an up to date listing of the providers contact the Family Childcare Office at your base
- Your Family Childcare Office may also be able to provide a listing of approved off-base child care facilities

Are there other childcare options for older children?

Yes, the youth center provides a before and after school program, summer day camps, and special sessions during school holidays and in-service days for children ages 5-12 years.

What about those of us that are too far from the base to use their facilities?

For families that are located a considerable distance from military facilities, the task of finding child care may be daunting. As mentioned throughout this guide, your spouse's flight mates, flight chief, and the other spouses will be very helpful in finding the right facility for your children. Use their expertise!

However, they are not the only resources you have at your disposal. The National Association of Child Care Resource & Referral Agencies (NACCRRA) is a national network of more than 850 child care resource and referral centers (CCR&Rs) located in every state and most communities across the US. CCR&R centers help families, child care providers, and communities find, provide, and plan for affordable, quality child care. More information can be obtained by going

to their website at <http://www.naccrra.org/> or calling (703) 341-4100. There is information on this site about Military Programs and Partnerships, Operation Military Child Care, Military Child Care in Your Neighborhood, and Operation Child Care Programs, as well as an **online subsidy application**.

Another good resource for finding child care is www.militaryonesource.com. They have a link that will take you to NACCRRRA, as well services that will help find child care if NACCRRRA is unable to.

Counseling Assistance

What kinds of counseling service do the various base agencies provide?

Counseling is available through TRICARE (use the Mental Health option on the phone message recording), the Airman and Family Readiness Center (A&FRC), or any military chaplain.

If you are not located near a military installation counseling with a civilian counselor near you can be arranged through **Military OneSource**. They can arrange for up to 6 free visits. Contact **Military OneSource** by either calling them at 1-800-342-9647 or visiting their website at www.militaryonesource.com.

The important thing to remember is that you have a wealth of resources at your disposal. Your spouse's flight chief and/or your squadron's first sergeant can assist you in finding the exact services that meet your needs.

Military And Family Life Consultants (MFLC)

The MFLC augments existing military support services. They provide short term, situational, problem-solving counseling services to service members and their families as well as psychological education to help military members and their families understand the impact of stresses of military life, deployments, and family reunions following deployments.

Military & Family Life Consultants (MFLCs) are here to listen. Consultations and training are free and anonymous. No records are kept. Services are offered year-round with a 45-day rotation between MFLCs.

MFLCs are available to help service members, spouses, family members and children. They are available to meet either on base, or at any public location within an hour of the base. Most military bases should have these counselors available, and if you are *not* near an Air Force installation you can utilize any service's MFLC.

The staff addresses:

- Deployment/reintegration issues
- Marriage and relationship issues
- Parenting/sibling and family issues
- Communication challenges
- Stress and Anxiety
- Depression
- Grief and loss
- Daily life issues

The point of contact is the Airman & Family Readiness Flight Director.

MFLACs may participate in Guard, Reserve and youth activities, but primary focus is augmenting the services provided by the A&FRC.

Educational Services

You are eligible to apply for most grants, aid, or scholarship programs offered by the school, federal government, or any other group. There are some on-base organizations, including the Air Force Aid Society, that sponsor scholarships or aid programs for dependents. Also be sure to contact the financial aid department at the school for more information.

The post-9/11 GI Bill allows military members to transfer some or all of their benefits to spouses and children. For more information, go to www.gibill.va.gov.

Employment:

If located near a military base, employment opportunities can be found by referring to the Human Resource Department for the agency that you are interested in working for (I.E. Base Exchange, Commissary). Other options are the Non-Appropriated Funds (NAF) agencies (Child Development Center, Skills Development Center, Golf Course, Lodging, Equipment Rental, Youth Center or Bowling Center). To obtain a civil service job, contact the Civilian Personal Office (CPO), the A&FRC, or go online to www.usajobs.com.

If not located near a military base, traditional employment search options must be used. Local newspapers, online search sites (Monster.com, Careers.com), and job service centers are all great places to start. Additionally, help with job searching or acquiring marketable skills can be received through www.militaryonesource.com.

Special Needs Identification and Assignment Coordination (SNIAC)...(formerly called EFMP)

What is SNIAC?

The SNIAC is a program that helps to coordinate services for dependents with special needs (mental, emotional, physical and/or educational condition) that are chronic in nature. NOTE: SNIAC is NOT automatic. The sponsor must apply in accordance with AFI 36-2110.

A key to this program being successful is in you reporting and getting the condition loaded into our personnel systems. Ask your doctor if you are curious if a condition warrants use of the program. Examples are specific acute allergies, extreme medical conditions like heart problems, special needs education, and other conditions. Your supervisor and First Sergeant are good sources to talk to on this. Getting it coded “up front” eliminates the angst of some difficult assignments and scrambling afterwards. Please, take care of your family by working this as soon as a condition is identified.

Family Advocacy Office:

What are the programs available through Family Advocacy?

Outreach and Prevention Program: The goal of this program is to strengthen individuals, families, and the military community. The program is designed to accomplish this through education, parenting groups, organized community programs, consultation, and referral. Participation in the program will increase community responsiveness, enhance individual coping, and decrease family violence. Services available are:

- Master Social Worker consultation and referral
- Educational classes in anger management
- Infant care consultation
- First Time Parent Program
- Social Events
- RN Home visits

Family Maltreatment Program: The purpose of the program is to identify, evaluate and provide therapeutic treatment for individuals and families in abusive situations. Services include:

- Individual Counseling
- Martial Counseling
- Family Counseling
- Treatment Groups

- Assessment and Referral

Housing:

How do I get information on base and community housing?

- All military members must report to the housing office upon their arrival at their new duty station.
- The Housing Referral office offers three areas of service to your family: 1) on base housing, 2) off-base housing assistance, and 3) facilities services.
- Depending upon the location, service members and their families may be eligible for on-base housing. Not all military installations have on-base housing for all ranks. Even if appropriate on-base housing is authorized, it may not be available for several months.
- The housing office maintains listings of sale and rental properties as well as apartment guides and brochures. Utility waivers for gas, electric and water deposits may also be available through the housing office.

How can I be considered for base housing?

To apply for on base housing, you need to complete an application for an Assignment to Military Family Housing (DD Form 1746) as soon as Permanent Change of Station orders are received. The destination Housing Referral Office will mail a status of Family Housing Card to the service member explaining the current housing situation as well as any additional information that may be beneficial to the member applying for housing. The normal housing wait varies from base to base.

Off-Base Housing:

If no housing is available on base, or if you choose to live in the civilian community, you and your family are entitled to receive Basic Allowance for Housing (BAH) to help pay for housing. The Housing Office can also assist you in finding community housing. They maintain up-to-date listings of apartments and homes for rent and sale.

You may be wondering if you should buy or rent at your new location. This is a decision that must be made based on your individual situation. However, there are things to consider that aren't addressed in a 'normal' assignment. While it doesn't happen often, there is the potential that recruiting may not be your spouse's strong point, and they could be returned to their previous career field. Because of this, it's recommend that recruiters rent a residence during their first year in recruiting. The last thing you want is to be in a house for six months and then have to put it on the market on short notice.

If you decide to rent an apartment or home, make sure that your lease contains the “Military Clause” which will allow you to end the lease early without financial penalties if you receive Permanent Change of Station orders, or you are notified that on-base quarters are available.

Government Leased Housing:

The Leased Government Housing Program is a quality of life issue. Participation is a privilege, not an entitlement. This program provides suitable housing for members whose duty location prevents adequate housing on either military installations or in the local community due to high costs and/or limited availability of suitable living accommodations.

Eligibility requirements include:

- Rental + utilities exceed monthly BAH
- Duty station is over a 1 hour commute one way or 20 miles from a military installation with housing
- Member is eligible for BAH at the w/dependant rate and has custody for at least 6 months
- Member has at least 12 months retention
- Grade eligible is E7 and below

Contact your sponsor or your first sergeant to check if leased housing is available, and if the rules and conditions applicable in that leased housing area meet your needs.

Force Protection Conditions

Our Department of Defense, Homeland Defense, Air Force, and command, as well as everyone in the chain of command are most interested in keeping you and your family safe. We do extensive work and coordination with local law enforcement, the Office of Special Investigation (OSI), and all military services to ensure all local threats are identified and communicated to you in the field. There is also a system whereby you input any suspicious incidents you come in contact with. Our goal is to ensure your safety.

Force Protection Conditions are the different levels that base installations set for procedures against threats. (if you have any questions regarding Force Protection Conditions please contact the Security Forces personnel at your base.)

- Alpha – Possible threat against an installation
- Bravo – More of a predictable threat against an installation
- Charlie – Imminent threat against an installation
- Delta – Attack against an installation has occurred

Under all Force Protection Conditions you are required to increase your awareness of your surroundings and report any suspicious activity or persons.

For those not living on/near a military base, force protection still applies to you. However, instead of having the military names, there is one overarching procedure...situational awareness. Keep an eye on your surroundings, and pay attention to anything that seems to be out of the ordinary. If you suspect that something bad is getting ready to happen, GO TO A SAFE PLACE, then contact the appropriate authorities.

Schools:

How do I find out information on the local Schools?

The Relocation Assistance Program at the Airman and Family Readiness Center will have information on local schools in the area. Some bases have schools on base and your SITES package will tell you where schools are located at your next assignment. You must reside in permanent base housing for your children to attend a school on the installation.

For more information on schools in your area, contact the Airman and Family Readiness Center, or visit www.militaryonesource.com. You can link to community profiles by selecting 'militaryinstallations' and entering your applicable information.

Service Members Group Life Insurance (SGLI):

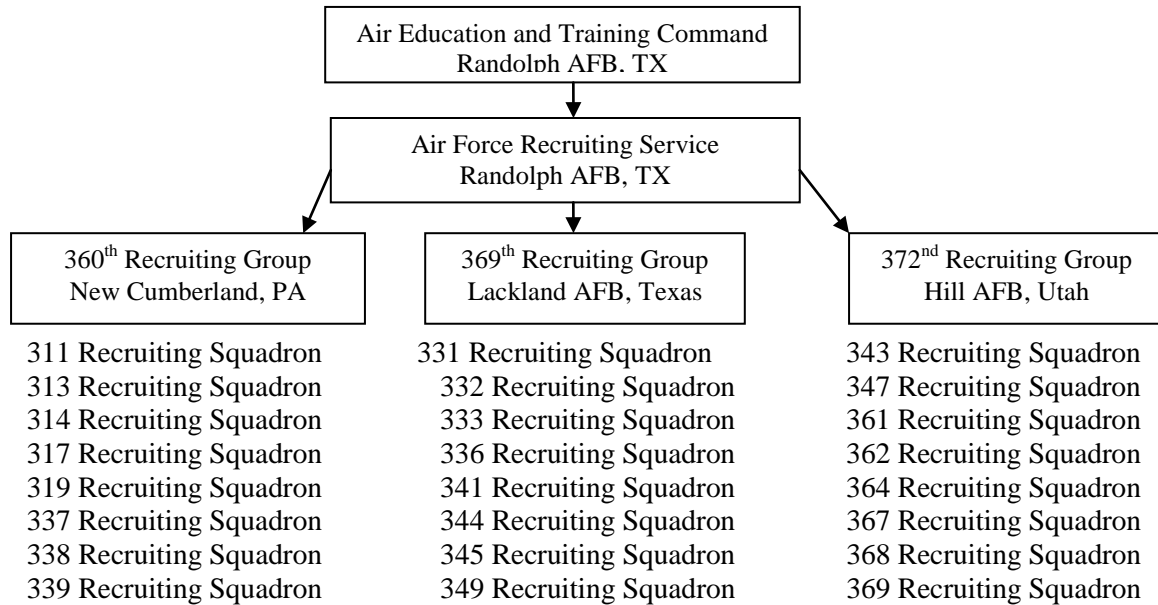
What is SGLI?

Active duty members have the option of selecting the Service Member's Group Life Insurance also known as SGLI. SGLI is the military's version of a life insurance policy purchased from a commercial life insurance company. The insurance issued under the group policy is term insurance.

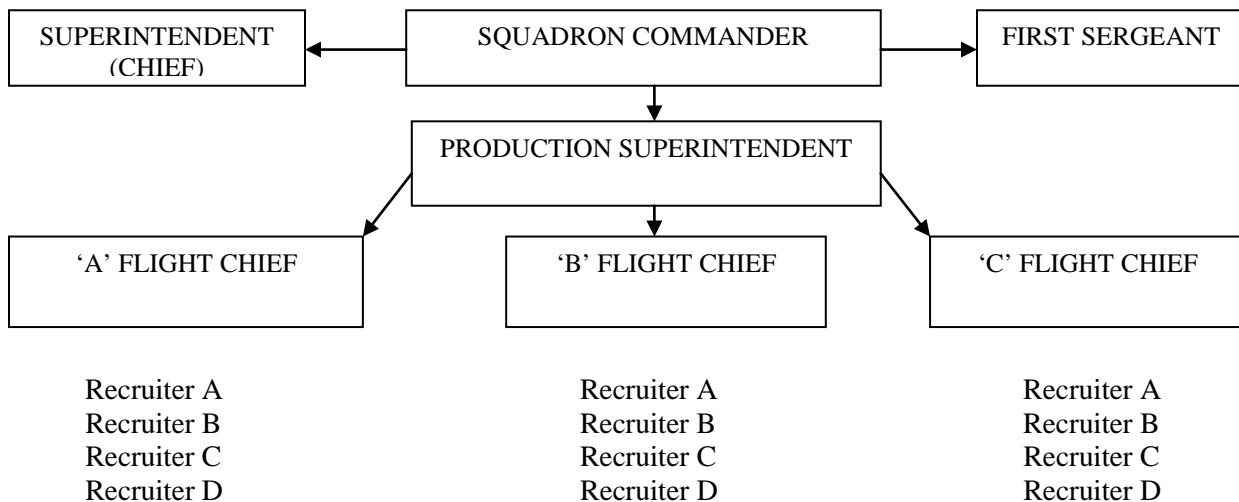
Be sure that your selected amounts and beneficiaries are reviewed and updated as you would desire. There have been many cases where Air Force members have not updated their information and funds did not go where they may have been intended. Talk about this and ensure you have your records in tact to care for those you intend.

SGLI can be reached at either www.insurance.va.gov or 1-800-419-1473

Air Force Recruiting Service Organizational Chart



Typical Recruiting Squadron Organization Chart



Recruiting Terms

ASVAB	Armed Services Vocational Aptitude Battery
'Can'	Cancellation
DEP	Delayed Enlistment Program
EA	Enlisted Accessions
EAD	Enter Active Duty
EST	Enlisted Screening Test
Gold Badge	Top Recruiter in the squadron
HP	Health Professions
LO	Line Officer
MEPS	Military Entrance Processing Station
Net Res	Credit for a job booking
OPS	Operation
On-the-Floor	At MEPS Processing
RAP	Recruiters Assistance Program
RAPer	Person in the RAP
Silver Badge	115% or above for fiscal year

Sample Annual Training Agenda



364th Recruiting Squadron 2009 Annual Training Conference Agenda Harvey's Resort Hotel, Lake Tahoe, Nevada 2-4 November 2009

Time	Activity	Location	Attendees	Speaker
Monday, 02-Nov-09				
Uniform: Flight Gear				
1130 – 1245	Immunizations (Flu Shots)	Emerald Bay A	All—As Needed	SSgt Bane
1130 – 1145	Arrival/In-Processing	Emerald Bay A	F/G Flights	N/A
1145 – 1200	Arrival/In-Processing	Emerald Bay A	C/D Flights	N/A
1200 – 1215	Arrival/In-Processing	Emerald Bay A	LO/Sac MEPS	N/A
1215 – 1230	Arrival/In-Processing	Emerald Bay A	E Flight/SJ MEPS	N/A
1230 – 1245	Arrival/In-Processing	Emerald Bay A	B/A Flights	N/A
1300 – 1430	Welcome/Commander's Call	Emerald Bay A	All	Lt Col Sanchez
1430 – 1600	Squadron PT		All	
1600 – 1700	Hotel Check-In	Registration	All	
1700 – 1930	Free Time		All	
1930 – 2200	Mixer (Promotion Party/Theme TBD)	Hospitality Room	All	
Tuesday, 03-Nov-09				
Uniforms: Day—Blues, Long or Short Sleeves, With Tie/Tab & Ribbons // Evening(Banquet)—Mess Dress/Semi-Formal				
0700 – 0800	Breakfast	Café	All	
0800 – 0810	Welcome Back / Opening Remarks	Emerald Bay A	All	SMSgt Orr
0810 – 0940	State of the Command	Emerald Bay A	All	Col Welch
0940 – 0955	Break		All	
0955 – 1125	AFRS Q&A	Emerald Bay A	All	CMSgt Clarke
1125 – 1200	Squadron Photo	TBD	All	SSgt Andrejck
1200 – 1300	Lunch			
1300 – 1400	State of the Group	Emerald Bay A	All	Col Ward
1400 – 1440	Decorations / CCAF Ceremony	Emerald Bay A	All	Lt Col Sanchez
1440 – 1455	Break		All	
1455 – 1555	Special Tactics Briefing Leadership Briefing FY10 Tracking Products	Emerald Bay A Emerald Bay 1 Emerald Bay 2	All Recruiters EA FCs Flight Secretaries	SSgt Hall Chief Harvey MSgt Bistarkey
1555 – 1645	PSS: Closing (SPTK#6, Var. #2) Logistics Briefing	Emerald Bay A Emerald Bay 2	All Rics/FCs Flight Secretaries	SMSgt Orr Mr. Osborne
1645 – 1800	Free Time		All	
1800 – 1900	Cocktails	Emerald Bay A/B	All	(MESS Dress/Semi-Formal)
1900 – 2200	Awards Banquet	Emerald Bay A/B	All	(MESS Dress/Semi-Formal)
2200 –	Hospitality Room	Hospitality Room	All	



364th Recruiting Squadron 2009 Annual Training Conference Agenda (Continued)

Wednesday, 04 Nov-09 Uniform: Business Casual				
0855 – 0900	Welcome Back	Emerald Bay A	All	SMSgt Orr
0900 – 0930	Anti-Terrorism Briefing	Emerald Bay A	All	Capt Johnson
0930 – 1000	Support Briefing	Emerald Bay A	All	Capt Sanchez
1000 – 1015	Break		All	
1015 – 1045	Ops / MEPS Briefings	Emerald Bay A	All	MSgt Bistarkey
1045 – 1130	Financial Management Briefing	Emerald Bay A	All	TBD
	Mentorship	Emerald Bay 1	EA FCs	SMSgt Orr
	IM Briefing	Emerald Bay 2	Flt Secretaries	Capt Sanchez
1130 – 1145	Pre-Departure Safety Briefing	Emerald Bay A	All	TSgt Ruiz
1145 – 1200	Closing Comments	Emerald Bay A	All	CC / CCU / CCF / CCY
1200	Depart		All	N/A

Location of Training Rooms	
Emerald Bay A	2 nd Floor
Emerald Bay 1	2 nd Floor
Emerald Bay 2	2 nd Floor

Additional Information:

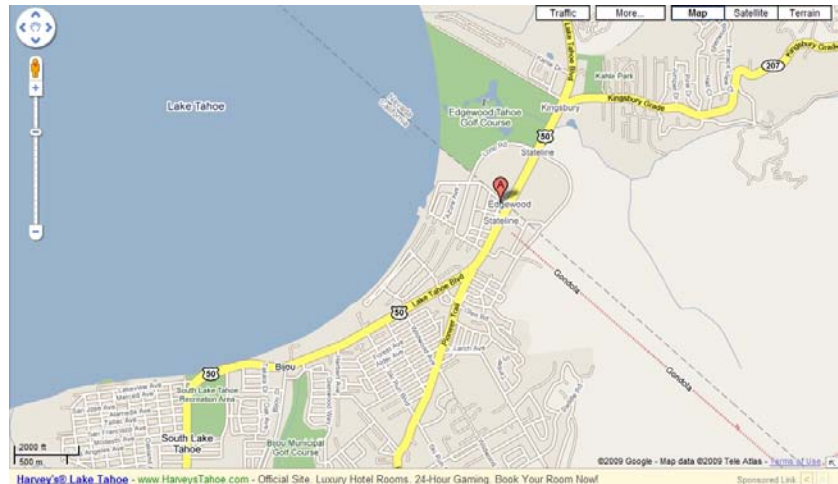
Hotel Info/Address:
Harvey's Lake Tahoe

18 Highway 50

Stateline, NV 89449

Toll Free: 1-800-786-8208

Local: 1-775-588-2411



Weather Info: Lake Tahoe sits at about 6,000 ft of elevation. In November, temperatures can range from 50s degree (high) to 20s degree Fahrenheit (low). We suggest bringing warm clothes and be prepared while driving in the local area as snow and ice is possible in early November.

Air Force Rank:

No Insignia

Airman Basic (AB)



Airman (Amn) E-2



Airman First Class (A1C) E-3



Senior Airman (SrA) E-4



Staff Sergeant (SSgt) E-5



Technical Sergeant (TSgt) E-6



Master Sergeant (MSgt) E-7



Senior Master Sergeant (SMSgt) E-8



Chief Master Sergeant (CMSgt) E-9. The official term of address is “chief master sergeant” or “chief.”



First Sergeant. Identified by the distinctive diamond in the center of the blue field. First Sergeants can be in the pay grades of E-7,E-8, or E-9.



Command Chief Master Sergeants (CCM). CCMs work directly for the Wing Commander, MAJCOM Commander and/or Numbered Air Force Commander. CCMs are all in the pay grade of E-9.



Chief Master Sergeant of the Air Force (CMSAF). The CMSAF acts as personal advisor to the highest-ranking military commander in the Air Force, the Air Force Chief of Staff (CSAF) and the highest ranking civilian leader in the Air Force, the Secretary of the Air Force (SECAF). The CMSAF is the senior-ranking enlisted member of the Air Force.



Second Lieutenant (2nd Lt) O-1



First Lieutenant (1st Lt) O-2



Captain (Capt) O-3



Major (Maj) O-4



Lieutenant Colonel (Lt Col) O-5



Colonel (Col) O-6



Brigadier General (Brig Gen) O-7



Major General (Maj Gen) O-8



Lieutenant General (Lt Gen) O-9



General (Gen) O-10

