



# **15th Regimental Signal Brigade Soldier & Family Guide**



***The strength of our Soldiers comes from  
the strength of their families.***

As of 15 May 2009



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### **Purpose**

**The purpose of this handbook is to give you basic information on Advanced Individual Training and essential Army information.**

## **WELCOME TO FORT GORDON AND THE 15TH REGIMENTAL SIGNAL BRIGADE**

Welcome to the 15th Regimental Signal Brigade, Fort Gordon, Georgia and the Central Savannah River Area (CSRA). Training is the primary mission of the 15th Regimental Signal Brigade. This mission is as diverse as the personnel who train here and the equipment that they learn to install, operate and maintain.

The brigade conducts world class training to produce expeditionary Signal and Ordnance warriors with full spectrum competencies who live the Soldiers Creed. It provides tough and realistic training in a contemporary operating environment that focuses on tactical and technical skills, knowledge, and abilities. Discipline Soldiers leave the brigade with demonstrated confidence and competence - tactically, technically, physically and mentally prepared to make an immediate and positive contribution in their next unit of assignment.

We have an average population of more than 5,500 Soldiers in training. The cadre consists of Soldiers, Department of the Army Civilians and contractors who form a team of teams. Together they train those who will man the Signal and Ordnance Regiment of the future.

There are four battalions in the brigade, 73rd Ordnance (Cobras) attached from the 59th Ordnance Brigade, 369th Signal (Warriors), 447th Signal (Centurions), and 551st Signal (Patriots). Headquarters and Headquarters Company, 15th Signal Brigade provides administrative support to brigade headquarters personnel as well as those personnel assigned to Headquarters, U.S. Army Signal Center of Excellence. The brigade also has a company at Fort Meade, MD, the U.S. Army Signal School Detachment a subordinate unit of the 447th Signal Battalion.

Welcome to the team! Thank you for your faithful service to our country and Army.

"VOICE OF VICTORY"



## **Augusta & the Central Savannah Regional Area (CSRA)**



IN AUGUSTA, YOU FEEL AS IF YOU'VE WON YOUR OWN GREEN JACKET!

Beautiful Augusta, Georgia, approximately 150 miles east of Atlanta, is easily accessible to most of the Southeast via its prime location on Interstate 20. The Savannah River serves as the state line and separates Augusta from North Augusta, S.C. Founded as a trading outpost during the British colonial period, Augusta is the second oldest and second largest city in Georgia and today stands as a center for medicine, the military, and manufacturing . The city, however, is likely best known as home of the Masters Golf Tournament, held the first week in April.

While Augusta is known worldwide for the Masters® and the coveted green jacket, you'll find that Georgia's second-oldest and second-largest city - also known as the "Garden City" of the South - is full of history, atmosphere, Southern charm, and activities to engage everyone's interest.

Augusta is proud to have played such an important role in the life of a world renowned artist and is thankful Mr. Brown called Augusta Home. We hope you will feel a little closer to Augusta's most famous son after your visit to Augusta, Georgia.



Please consider some additional facts about Augusta:

- The housing market in Augusta is affordable, plentiful and less expensive than the national average.
- We are at the top of the charts in the State of Georgia in population and workforce growth.
- To over half a million people. The Augusta Metro area is a great place to live and work.

For more information about Augusta and surrounding areas, please visit the Augusta Chamber of Commerce website below at <http://www.augustausa.com/ourtown/index.shtml>.

## **New Arrivals to Fort Gordon**

### **DIRECTIONS**

Fort Gordon can be reached from Interstate 20, located on the western edge of Augusta, Georgia. The Dyess Parkway (Interstate 20, Exit 194) leads you directly to Fort Gordon's main entrance. Or take the Bobby Jones Expressway (Interstate 520, to Exit 4 onto Highway 278 (Gordon Hwy/Fort Gordon exit). These exits will lead you onto Fort Gordon through the Main Gate (Gate 1).

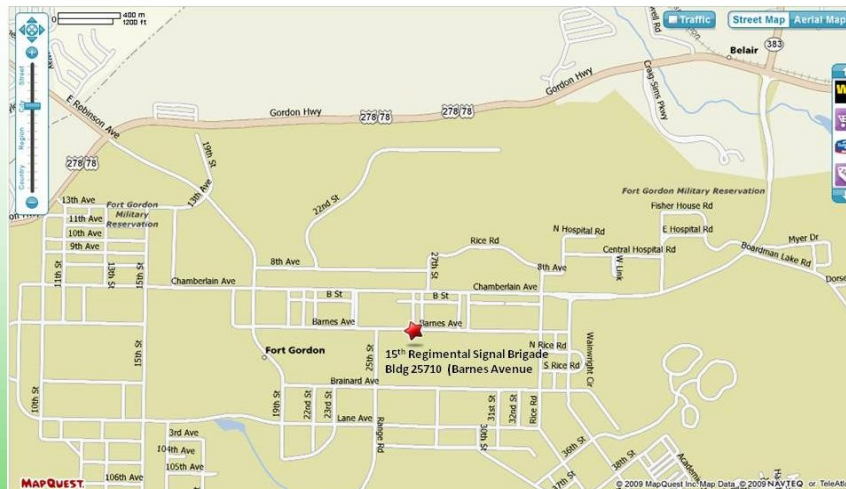
If traveling from Bush Field Airport, follow the airport exit to Tobacco Road. It's the road that joins the airport "circle" right in front of the flag pole. Follow Tobacco Road all the way to Fort Gordon. You will enter through Gate 5 onto Avenue of the States. To reach 15th Signal Brigade, stay on the same road, which turns into Rice Road. Rice Road will intersect with Barnes Avenue. Take a left on Barnes Ave and end at Bldg 29603.

### **WHEN ESCORTED BY FAMILY MEMBERS**

Upon arrival to Fort Gordon, Soldiers should report to 15<sup>th</sup> Regimental Signal Brigade (Building # 29603). Soldiers who arrive at Fort Gordon with their immediate family members may be granted off-post privileges (not to exceed a 150-mile radius) during their first weekend at Fort Gordon. Soldiers must sign out on pass and sign back in to the unit by 1400 (2:00 PM) on Sunday.

### **ARRIVING WITHOUT FAMILY MEMBERS**

Upon arrival to Fort Gordon, Soldiers should report to 15<sup>th</sup> Regimental Signal Brigade (Building # 29603). Soldiers who arrive at Fort Gordon without their immediate family members may be granted on-post pass privileges during their first weekend at Fort Gordon. Soldiers must remain in duty uniform. The Soldiers must sign out when leaving the Company area and sign in upon return.



### **Sign In Location**

- HQs, 15th Signal Brigade (Bldg 29603)
- Brigade Staff Duty Phone # - 706-791-8314
- After duty hours, please use the entrance in the rear of the building.



## **New Arrivals to Fort Meade**

The US Army Signal School Detachment (USASSD) is the home to Soldiers attending courses at the Defense Information School (DINFOS), Fort Meade, Maryland.

If you arrive at the Baltimore Washington International (BWI) Airport, you must get commercial transportation to Fort Meade. There are many taxicab companies and shuttle services that will get you to the Installation for about \$16. Soldiers can claim all travel purchases and the Army will cover this cost.

All vehicle operators must obtain a pass at the Visitors Control Center located at Route 175 and Reece Road. To get onto the Installation, you will need a form of identification, valid state driver's license, valid vehicle registration, and proof of auto insurance.

The US Army Signal Student Detachment is located near the Mapes Road Main Gate Entrance on the west side of the post. Look for 6th Armored Cavalry Road on the South side of Mapes Road. There is a softball field across Mapes Road from the Company HQ/Barracks that serves as a good landmark. The building number is 8609. Report to the CQ desk located in the day room of the barracks. Use the student entrance facing the basketball court.

All IET students and TDY students (SSG and below) will report to Bldg 8609, US Army Signal School Detachment for room assignments.



## **Soldier's First Few Days in AIT**

Upon arrival to AIT, all Soldiers are assigned to a unit and will undergo a series of in-processing briefing beginning on the first duty day of the week. Briefing topics are listed below:

- Commander's Welcome
- Command Sergeants Major Welcome
- Brigade Chaplain
- Health Clinic
- TRICARE
- Sexual Assault
- Army Community Services
- Installation Security Office
- Dental Screening
- CIF Issue
- Diagnostic APFT

On the very first morning of the work-week, all new Soldiers are personally welcomed by the Commander of the 15th Regimental Signal Brigade. There, he introduces himself and he informs them of what he expects from them while in training.



Upon arrival, all Soldiers will go to the Central Issue Facility (CIF) to receive an issue of Army equipment to be used during their time in AIT. Some of the equipment will be worn as a daily part of the uniform and some other items will be needed for tactical training.

To graduate from Basic Training, Soldiers only required to pass the Army Physical Fitness Test (APFT) with a score of 150 points. To meet the requirements for AIT, Soldiers are required to obtain a score of 180 points. Therefore, Soldiers are administered a diagnostic APFT to determine their physical abilities.



## **Signal and Ordnance MOS Descriptions**

Advanced Individual Training (AIT) follows Basic Combat Training. AIT focuses on the skill that your Soldier will be performing. As Soldiers learn their specific skill while continuing to reinforce those skills learned in BCT. The AIT courses vary in length from eight weeks to thirty-eight weeks depending on military occupation specialty (MOS).

Soldiers who receive training at Fort Gordon are assigned to the 15th Regimental Signal Brigade. The Brigade trains Soldiers in both the Signal and Ordnance MOSs. A description of the MOSs are listed below.

<b>MOS</b>	<b>Description</b>	<b>Length</b>
25B	Information Systems Operator/Analyst	19.4 Weeks
25C	Radio Operator/Maintainer	12.4 Weeks
25F	Network Switching System Operator/Maintainer	13.1 Weeks
25L	Cable Systems Installer/Maintainer	8.1 Weeks
<b>25M</b>	<b>Multimedia Illustrator</b>	<b>13.1 Weeks</b>
25N	Joint Nodal Network Operator/Maintainer	21.1 Weeks
25P	Microwave Systems Operator/Maintainer	19.6 Weeks
25Q	Multi-Channel Transmission Systems Operator/Maintainer	18.4 Weeks
<b>25R</b>	<b>Visual Information Equipment Operator/Maintainer</b>	<b>26.2 Weeks</b>
25S	Satellite Communication Systems Operator/Maintainer	26.4 Weeks
25U	Signal Support Systems Specialist	16 Weeks
<b>25V</b>	<b>Combat Documentation/Production Specialist</b>	<b>26 Weeks</b>
46R	Broadcast Journalist	10.4 Weeks
<b>46Q</b>	<b>Journalist</b>	<b>12 Weeks</b>
94D	Air Traffic Control Systems Repairer	37.2 Weeks
94E	Radio/COMSEC Repairer	24.1 Weeks
94F	Special Electronic Devices Repairer	25 Weeks
94L	Avionic Communications Equipment Repairer	19.2 Weeks
94R	Avionic Systems Repairer	28.2 Weeks

Commanders may authorize Married Soldiers whose training is over 20 weeks with PCS orders to live off post or in contract managed post housing.

Highlighted MOSs are taught at Fort Meade, Maryland. Soldiers are assigned to the United States Army Signal School Detachment (USASSD), which is a subordinate unit of the 447th Signal Battalion.



## **Advanced Individual Training (AIT) Phasing**

Advanced Individual Training, or AIT, is where new Soldiers receive specific training in their chosen military occupation specialty (MOS). The length of AIT training for Signal and Ordnance varies depending on the MOS and can last anywhere from eight weeks to thirty-eight weeks.

In order to create an environment where Army standards of discipline and conduct can be clearly demonstrated and enforced, numerous privileges associated with normal Army life are withdrawn upon entry in Initial Entry Training (IET). In order for the process to be complete and assure the orderly transition from the training environment to a standard Army unit, it is appropriate to gradually restore full privileges, consistent with individual Soldier ability to demonstrate adherence to standards.

During AIT, the cadre leadership should evolve from asserting total control over Soldiers to the point where it duplicates the leadership environment in operational units. This gradual change supports the Soldierization program, and allows the Platoon Sergeant to gauge each Soldier's self-discipline and maintain or relinquish control accordingly.

Just like Basic Combat Training (BCT), AIT progressively allows trainees more and more privileges. At the start of AIT, trainees are in Phase IV. During Phase IV, alcohol and tobacco products are prohibited and cell phones are prohibited during the duty day.

After Soldiers have completed at least two weeks in Phase IV and satisfactory performance, the trainees are awarded Phase V. Phase V privileges often include applying for on and off-post passes and tobacco and alcohol use (provided one is of legal drinking age).

Phase V+ is awarded after the Soldier has completed eleven weeks of AIT with continued good conduct. Phase V+ privileges are somewhat close to that of permanent party Soldiers, and include off-post overnight passes on weekends. Commanders may also authorize extended weekend overnight pass privileges.

15th Regimental Signal Brigade Policy Letter # 17, titled "Privileges and Limitations for Soldiers in Training" can be found at <http://www.gordon.army.mil/sigbde15/>. Then follow the "Brigade Command" tab to "Policy Letters".

## **Regimental Induction and Graduation**

The 15th Regimental Signal Brigade conducts the Signal Regimental Induction ceremony is conducted to personally welcome each and every new Signal Soldier into the Regiment. Every week, a new generation of Signaleers step forward to receive the Signal Regimental crest during the 15th Regimental induction ceremony. This ceremony signifies that the Soldiers have achieved the required academic and professional standards for recognition as members of the Corps. In the words of the Brigade Commander, "This is the highlight of my week".



Graduation Ceremonies are usually held the Wednesday following the Induction Ceremony. This is a great opportunities for family, friends, and loved ones to celebrate the success of their Soldier. The first time you see your Soldier, you can be proud of their accomplishment and with how they look and act. They'll be standing straight and answer No Ma'am and Yes Sir! The uniform they have on will display ribbons and badges that we know you'll ask about. well-earned and come with personal achievement. We encourage your attendance at graduations and these memorable events.

## **Ordnance Induction and Graduation**

The 73rd Ordnance Battalion conducts the Induction and Graduation in one ceremony. All Ordnance Soldiers are required to complete the Basic Electronics Course as a part of their technical training. Every week, a new group of Soldiers walk across the stage and are acknowledged for their hard work, discipline and perseverance. Family, friends and loved ones are encouraged to attend this event.



## **Family Readiness Group Information**

The Family Readiness Group (FRG) is “an organization of family members, volunteers, Soldiers, and civilian employees belonging to a unit/organization who together provide an avenue of mutual support and assistance and a network of communication among the members, the chain of command, and community resources.”

Unit FRGs consist of all assigned and attached Soldiers (married and single), their spouses, and children. This membership is automatic, and participation is voluntary.

Extended families, fiancées, boy/girlfriends, retirees, DA civilians, and even interested community members can and should be included, as well.

The FRG mission is “to assist commanders in maintaining readiness of Soldiers, families, and communities within the Army by promoting self-sufficiency, resiliency, and stability during peace and war.”

For spouses and family members, the FRG gives a sense of belonging to the unit and the Army community—the Army Family. It provides a way to develop friendships, share important information, obtain referrals to needed Army resources, and share moral support during unit deployments. For the long-term, involvement in FRG activities can foster more positive attitudes among Army families and provide a better understanding of military life, the unit, and its mission.

The FRG is:

- an information conduit;
- a welcoming organization;
- a self-help, referral organization;
- a source of social support and group activities

The FRG is not:

- a babysitting service;
- a taxi service;
- a financial institution;
- a professional counseling agency, or another military organization.

For more information on Family Readiness Groups, please visit the 15<sup>th</sup> Signal Brigade website at <http://www.gordon.army.mil/sigbde15/>.

## **Information and Useful Websites**



### **FORT GORDON WEBSITES**

Fort Gordon Home Page [www.gordon.army.mil](http://www.gordon.army.mil)

Fort Gordon Morale, Welfare and Recreation <http://www.fortgordon.com/sporec.htm>

15th Regimental Signal Brigade [www.gordon.army.mil/sigbde15/](http://www.gordon.army.mil/sigbde15/)

Fort Gordon Newspaper [www.fortgordonsignal.com](http://www.fortgordonsignal.com)

### **DEPLOYMENT PREPAREDNESS**

Army Community Service [www.myarmylifetoo.com](http://www.myarmylifetoo.com)

Army One Source [www.armyonesource.com](http://www.armyonesource.com)

Army Knowledge Online [www.army.mil/ako/](http://www.army.mil/ako/)

Military OneSource [www.militaryonesource.com](http://www.militaryonesource.com)

My Army Life [www.myarmylifetoo.com](http://www.myarmylifetoo.com)

### **FAMILY PREPAREDNESS**

American Red Cross [www.redcross.org/services/](http://www.redcross.org/services/)

Army and Air Force Exchange Services (AAFES) [aafes.com](http://aafes.com)

Army Family Team Building [www.myarmylifetoo.com](http://www.myarmylifetoo.com)

Defense Manpower Data Center (ID Card Site Locator) [www.dmdc.osd.mil/rs/](http://www.dmdc.osd.mil/rs/)

Fort Gordon Spouses Corner [www.gordon.army.mil/Signal/SpouseCorner/spousescorner\\_community.html](http://www.gordon.army.mil/Signal/SpouseCorner/spousescorner_community.html)

### **FINANCIAL PREPAREDNESS**

Army Emergency Relief (AER) [www.aerhq.org](http://www.aerhq.org)

Better Business Bureau [www.bbb.org/us/](http://www.bbb.org/us/)

Life Insurance Program [www.insurance.va.gov/](http://www.insurance.va.gov/)

Military Pay [www.dod.mil/dfas/money/milpay/](http://www.dod.mil/dfas/money/milpay/)

My Benefits <http://myarmybenefits.us.army.mil>

My Pay <https://mypay.dfas.mil>

### **MEDICAL PREPAREDNESS**

Army Behavioral Health (Mental Health Information) [www.behavioralhealth.army.mil](http://www.behavioralhealth.army.mil)

Army Substance Abuse Program (ASAP) [www.gordon.army.mil/dhr/dhr.htm](http://www.gordon.army.mil/dhr/dhr.htm)

Exceptional Family Member Program [www.myarmylifetoo.com](http://www.myarmylifetoo.com)

TRICARE [www.tricare.osd.mil](http://www.tricare.osd.mil)

TRICARE Dental United Concordia [www.ucci.cnceom](http://www.ucci.cnceom)

### **RELOCATION PREPAREDNESS**

Army Civilian Personnel Online [www.cpol.army.mil](http://www.cpol.army.mil)

Army Spouse Employment Partnership [www.myarmylifetoo.com](http://www.myarmylifetoo.com)

Military Home Front [www.militaryhomefront.dod.mil](http://www.militaryhomefront.dod.mil)

Military Teens on the Move (MTOM) [www.dod.mil/mtom/](http://www.dod.mil/mtom/)

Relocation Readiness Program [www.militaryhomefront.dod.mil](http://www.militaryhomefront.dod.mil)

### **OTHER WEB SITES OF INTEREST**

Army Human Resources Command [www.hrc.army.mil](http://www.hrc.army.mil)

Army Morale, Welfare, and Recreation [www.armymwr.com](http://www.armymwr.com)

Army National Guard [www.arng.army.mil](http://www.arng.army.mil)

Army Reserve Family Programs [www.arfp.org](http://www.arfp.org)



## Army Benefits & Forms

**Identification Card**

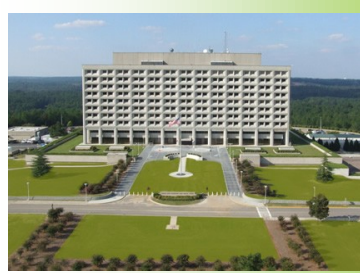
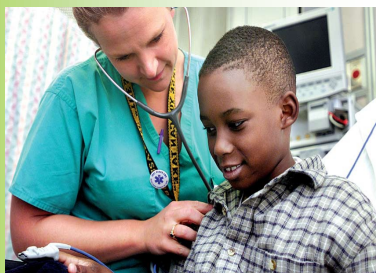
**Family Enrollment Forms**

**Health and Dental**

**Emergency Data**

**Family Finances**

**As dependents of a service member, you have benefits. What are they? In the next few pages you'll find forms on how to obtain your Identification Card and enroll in programs for the care and health of family members. As your family member enters the Army, you will be receiving information about some of these benefits and forms, many of them signed by your Sponsor (Military Member). Keep this paperwork in a safe place, if you have the opportunity to accomplish some of the benefits paperwork, future encounters with the Army may be shorter and less time-consuming.**





# Identification Card

ID Card: Authorized dependents are entitled to an ID card which allows them access to military benefits. The Application for Uniformed Services ID Card Defense Eligibility Enrollment Reporting System (DEERS) Enrollment Form (DD Form 1172) must be taken to a military installation to obtain an ID Card. Each spouse and child 10 years old or older will be issued an ID Card. Any dependent child, regardless of age, residing with guardian/ex-spouse/custodial parent will be issued an ID Card. Each person being issued an ID card must have proof of identity; they must bring their Social Security Card and a photo ID to the ID card issuing activity. Guardians must bring Power of Attorney/Guardianship documentation. If there isn't a military installation nearby, then you can find a location by going online at: [www.dmdc.osd.mil/rsl](http://www.dmdc.osd.mil/rsl).

APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD DEERS ENROLLMENT					OMB No. 0704-0030 OMB approval expires Sep 30, 2008	
1. NAME (Last, First, Middle)		2. SEX	3. SSN (or SIN)	4. STATUS	5. BR OF SERVICE	
SECTION I SPONSOR	Authorized dependants, when you receive this form from your Soldier, it must include your Sponsor's signature (MILITARY Member) and have a verified signature before you can obtain an Identification Card. This same form is used to enroll for TRICARE benefits. Authorized dependants must be enrolled in Defense Enrollment Eligibility Reporting system (DEERS). If you are a Reserve or National Guard dependant, you will be entitled to an ID card when your Soldier is placed on orders. This same form is used, this form also verifies your health benefits.					
	6. LAST UPDATE (YYYYMMDD)	67. VII	68. CURRENT RESIDENCE ADDRESS		69. SUPPLEMENTAL ADDRESS INFORMATION	
SECTION II DEPENDENT	70. CITY		71. STATE	72. ZIP CODE	73. COUNTRY	74. HOME TELEPHONE (Include Area Code)
	75. DOB (YYYYMMDD)	76. INCAP	77. STU	78. MEDICARE	79. COLOR EYES	80. COLOR HAIR
SECTION III SPONSOR DECLARATION AND REMARKS	81. HEIGHT	82. WEIGHT	83. WEAPONS TRAINING (Include Area Code)		84. MARRIAGE/SEPARATION DATE (YYYYMMDD)	
	85. ELIG ST/MC EFF DATE (YYYYMMDD)		86. CARD EX/ELIG END DATE (YYYYMMDD)	87. PRIVILEGES AUTHORIZED (Enter correct abbreviation APT, Medical, Medical Service, Commissary, Exchange, Exchange Limited)		88. END ELIG REASON
REMARKS (Cite legal documentation, as applicable.)						89. SPOUSAL SIGNATURE AND SEAL
I have read and understand the "Conditions Applicable to Sponsor or Applicant" printed in Section I and certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge. If not signed in the presence of the verifying official, the signature must be notarized.						90. DATE SIGNED (YYYYMMDD)
SECTION IV VERIFIED BY	90. SIGNATURE		91. TYPED NAME (Last, First, Middle)		92. PAY GRADE	
	93. TITLE		94. UIC	95. DUTY STATION	96. UNIT/COMMAND ADDRESS (Street, City, State, ZIP Code)	
SECTION V ISSUED BY	97. SIGNATURE		98. TYPED NAME (Last, First, Middle)		99. COMMAND NAME	
	100. TITLE		101. UIC	102. UNIT/COMMAND ADDRESS (Street, City, State, ZIP Code)		
SECTION VI RECEIPT	103. SIGNATURE		104. DATE ISSUED (YYYYMMDD)		105. RECEIPT OF NEW CARD IS ACKNOWLEDGED	
	106. SIGNATURE		107. DATE ISSUED (YYYYMMDD)		108. RECEIPT OF NEW CARD IS ACKNOWLEDGED	

DD FORM 1172, SEP 2005

PREVIOUS EDITION MAY BE USED.  
This form valid for issue of ID card 90 days from date of verification.

Reset

Adobe Professional 7.0

# TRICARE Health

TRICARE is the Military's health care system. When enrolled in DEERs, dependent family member's will automatically be enrolled in TRICARE STANDARD for medical coverage. The guardian/ex-spouse/custodial parent may call the 1-800 # for their region, call **1-800-538-9552** or go online at: [www.tricare.osd.mil](http://www.tricare.osd.mil) for general information.



ARMY STRONG

## DEERS Update

It is the sponsor's responsibility to ensure that Family members are registered in DEERS correctly and that all status information is kept current at all times. Only the sponsor can add or delete Family members. Adding or deleting Family members requires the proper documents, such as a marriage certificate, divorce decree, or birth certificate. You can notify DEERS of status changes in the following ways:

- Visit the **DEERS Address Update site** at: [www.dmdc.osd.mil/rsl](http://www.dmdc.osd.mil/rsl).
- Visit a local personnel office that has a uniformed services ID card issuing facility or a Real-Time Automated Personnel Identification System (RAPIDS) office. Visit a **RAPIDS office** near you.
- Call Defense Manpower Data Center Support Office at: **1-800-538-9552** (or **1-866-363-2883** TTY/TDD) Monday - Friday, 6:00 a.m. to 3:30 p.m. (Pacific Time), except Federal holidays.
- Fax DEERS at: **1-831-655-8317**.
- Mail changes to Defense Manpower Data Center Support Office, Attention: COA, 400 Gigling Road, Seaside, CA 93955-6771.

TRICARE PRIME ENROLLMENT APPLICATION AND PCM CHANGE FORM				
(Please read Agency Disclosure Notice, Privacy Act Statement, and Instructions before completing this form.)				
X one:	Prime Enrollment	Prime Remote Enrollment	US Family Health Plan Enrollment	PCM Change
1. SPONSOR SOCIAL SECURITY NUMBER (SSN)				
2. SPONSOR NAME (Last, First, Middle Initial) (Must match DEERS)				
3. SPONSOR DATE OF BIRTH (YYYYMMDD)				
4. SPONSOR ID: (X one)	Active Duty	Retired		
	Deceased (Go to Section II.)	Former Spouse		
5. RESIDENCE ADDRESS (Street/P.O. Box, Apartment No., City, State, ZIP Code)				
6. MAILING ADDRESS (If different from residence address)				
7. SPONSOR TELEPHONE NUMBERS a. HOME b. WORK (Include Area Code)				
8. CITY AND COUNTRY OF MILITARY ASSIGNMENT (OCNUS only)				
9. MEMBER'S UNIT AND UNIT IDENTIFICATION CODE (UIC) (If known)				
10. ZIP CODE OF WORK ADDRESS				
11. E-MAIL ADDRESS				
SECTION I - SPONSOR INFORMATION				
12. SPONSOR'S ACTION (X one)	New Enrollment	PCM Change	None	
13. SPONSOR PRIMARY CARE MANAGER (PCM) PREFERENCE (Honoring your preference depends upon availability and local Military Treatment Facility (MTF) policy. Contact your TRICARE Service Center, preferred MTF, or US Family Health Plan Member Services for availability of PCMs.) (Complete all that apply.)				
a. PCM NAME MTF/CLINIC (If known)	1st CHOICE	2nd CHOICE		
b. PCM SPECIALTY	No Preference	Flight Medicine	Internal Medicine	
	Family/General Practice			
c. PREFERRED PCM GENDER	No Preference	Male	Female	
DD FORM 2876, APR 2007 ORIGINAL: DETACH AND MAIL THIS COPY. Page 6 of 6 Pages				
SPONSOR SOCIAL SECURITY NUMBER				
SPONSOR NAME (Last, First, Middle Initial) (Must match DEERS)				
a. FAMILY MEMBER NAME (Last, First, Middle Initial) (Must match DEERS)				
b. DATE OF BIRTH (YYYYMMDD)				
c. RESIDENCE ADDRESS (Street/P.O. Box, Apartment No., City, State, ZIP Code)				
Same as Sponsor				
d. MAILING ADDRESS (If different from residence address)				
Same as Sponsor				
e. RELATIONSHIP TO SPONSOR Spouse Former Spouse Child				
f. TELEPHONE NUMBERS (1) HOME (2) WORK (Include Area Code)				
9. PRIMARY CARE MANAGER (PCM) PREFERENCE (Honoring your preference depends upon availability and local MTF policy. Contact your TRICARE Service Center, preferred MTF or US Family Health Plan Member service for availability of PCMs.) (Complete all that apply.)				
(1) PCM NAME MTF/CLINIC (If known)	1st CHOICE	2nd CHOICE		
	Same as Sponsor			
(2) PCM SPECIALTY	No Preference	Flight Medicine	Pediatrics	
	Family/General Practice	Internal Medicine		
(3) PREFERRED PCM GENDER	No Preference	Male	Female	
SECTION II - ENROLLING FAMILY MEMBER INFORMATION (Use additional copies of this page as necessary)				
a. FAMILY MEMBER NAME (Last, First, Middle Initial) (Must match DEERS)				
b. DATE OF BIRTH (YYYYMMDD)				
c. RESIDENCE ADDRESS (Street/P.O. Box, Apartment No., City, State, ZIP Code)				
Same as Sponsor				
d. MAILING ADDRESS (If different from residence address)				
Same as Sponsor				
e. RELATIONSHIP TO SPONSOR Spouse Former Spouse Child				
f. TELEPHONE NUMBERS (1) HOME (2) WORK (Include Area Code)				
9. PRIMARY CARE MANAGER (PCM) PREFERENCE (Honoring your preference depends upon availability and local MTF policy. Contact your TRICARE Service Center, preferred MTF or US Family Health Plan Member service for availability of PCMs.) (Complete all that apply.)				
(1) PCM NAME MTF/CLINIC (If known)	1st CHOICE	2nd CHOICE		
	Same as Sponsor			
(2) PCM SPECIALTY	No Preference	Flight Medicine	Pediatrics	
	Family/General Practice	Internal Medicine		
(3) PREFERRED PCM GENDER	No Preference	Male	Female	
DD FORM 2876, APR 2007 ORIGINAL: DETACH AND MAIL THIS COPY. Page 6 of 6 Pages				

# TRICARE Dental Program

## Who Is Eligible?

The TRICARE Dental Program (TDP) is available to:

- Family Members of active duty uniformed service personnel.
- Family members of selected Reserve service personnel.
- Family member of Individual Ready Reserve (IRR) service members.

Family members only include spouses and unmarried children (including stepchildren, adopted children and wards).

To be eligible to enroll in the TDP, the sponsor (Military Member) must have 12 months remaining on his or her enlistment at the time of enrollment. The 12 month rule may be waived for Family members of the Reserve and IRR.

Contact United Concordia Enrollment at **1-888-622-2256** to determine your dental needs and eligibility.

## Verifying Eligibility

Eligibility will be verified in the Defense Enrollment Eligibility Reporting System (DEERS) Database by United Concordia. Please ensure your personal information is updated in DEERS.



## DEERS Update

It is the sponsor's responsibility to ensure that Family members are registered in DEERS correctly and that all status information is kept current at all times. Only the sponsor can add or delete Family members. Adding or deleting Family members requires the proper documents, such as a marriage certificate, divorce decree, or birth certificate. You can notify DEERS of status changes in the following ways:

- Visit the [DEERS Address Update site](http://www.dmdc.osd.mil/rsi) at: [www.dmdc.osd.mil/rsi](http://www.dmdc.osd.mil/rsi).
- Visit a local personnel office that has a uniformed services ID card issuing facility or a Real-Time Automated Personnel Identification System (RAPIDS) office. Visit a [RAPIDS office](#) near you.
- Call Defense Manpower Data Center Support Office at **1-800-538-9552** (or **1-866-363-2883** TTY/TDD) Monday - Friday, 6:00 a.m. to 3:30 p.m. (Pacific Time), except Federal holidays.

- Fax DEERS at: **1-831-655-8317**.
- Mail changes to Defense Manpower Data Center Support Office, Attention: COA, 400 Gigling Road, Seaside, CA 93955-6771.

**ENROLLMENT/CHANGE FORM**

New Enrollment/Re-enrollment (complete entire form)  
Choose either a policy owner or beneficiary.

Add Family Member (complete sections A, B, E and F)  
Choose either a policy owner or beneficiary.

Cancel Enrollment (complete sections A, C and F)  
Choose either a policy owner or beneficiary.

Change Address/Telephone # (complete sections A, B and F)  
If the update applies only to certain family members, fill in section B.

Cancel Individual Family Member (complete sections A, B, and F)  
Choose either one or more family members to be cancelled, but all persons will remain enrolled.

**NOTE: Incomplete information on this form will delay your enrollment.**

Sponsor Social Security Number: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Sex:  M  F

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_ Email Address: \_\_\_\_\_

Sponsor's Military Status:  Active Duty  IRR  Reserve  Retired  Other (Specify) \_\_\_\_\_  
Please indicate if you intend to remain in the service for at least 12 months. If Active Duty, you may only enter "Other" if you are a member of the Reserve or IRR. If you are a member of the Reserve or IRR, you must indicate the date of your next expected return to active duty.

**ALL SPOUSAL FAMILY MEMBERS, AND FOUR OR OLDER, RESIDING AT THE SAME ADDRESS, MUST BE ENROLLED IF ANY ONE OF THEM IS ENROLLED.**

**PLEASE LIST ALL FAMILY MEMBERS TO WHOM YOU WISH TO PROVIDE COVERAGE.**

If you are a Reserve, to whom does this enrollment/change request pertain?  Sponsor only  Sponsor and Family  
Note: Reserve Sponsors and Reserve Family Members are separate contracts, but may enroll on a single form.

Last Name	First Name	Sex	Date of Birth (MM/DD/YY)	Address (if different than Sponsor's)
Spouse	_____	_____	_____	_____
Family Member	_____	_____	_____	_____
Family Member	_____	_____	_____	_____
Family Member	_____	_____	_____	_____
Family Member	_____	_____	_____	_____

Please list additional family members on a separate sheet and attach to the enrollment form.

Cancel Reason (see Section C on reverse side) If other, please explain: \_\_\_\_\_

Amount of Initial Payment (see Section D on reverse side):  Check or Money order  Visa  MasterCard

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of card holder as it appears on credit card: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

1. Do you or your family member(s) have other Dental Coverage?  Yes  No. If yes, please complete the following information:  
 Policy Holder: \_\_\_\_\_ Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

2. Is your spouse a uniformed services member?  Yes  No. If yes, spouse's SSN: \_\_\_\_\_

This is an application for coverage, or change to coverage, under the TRICARE Dental Program. I authorize monthly deductions of required premiums from my military pay and/or other periodic pay distribution. I understand that enrollment is subject to verification of eligibility and receipt of one family member's premium. I understand that coverage does not begin until receipt of my initial premium payment. The application required by the 20th of each month, or coverage will become effective the first day of the next month. For applications received after the 20th of each month, coverage will not become effective until the first day of the second month. I understand that I am responsible for full payment of any dental services provided prior to the effective date or after the expiration date of the policy. (See Section C on back of form for complete information.)

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

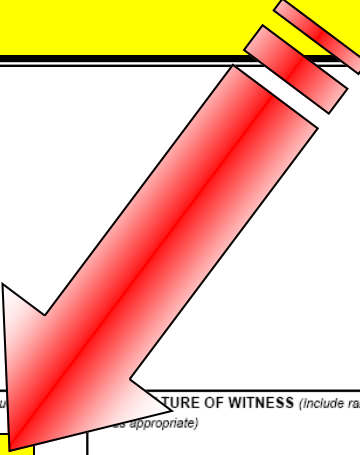
United Concordia Enrollment is being provided to you, not requested by you, as required by the Privacy Act of 1974, to only you of the following: The information is requested under the authority of 38 USC 501, 501a, 501b, 501c, 501d, 501e, 501f, 501g, 501h, 501i, 501j, 501k, 501l, 501m, 501n, 501o, 501p, 501q, 501r, 501s, 501t, 501u, 501v, 501w, 501x, 501y, 501z, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540.



# Emergency Data

RECORD OF EMERGENCY DATA	
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 5 USC 552, 10 USC 655, 1475 to 1480 and 2771, 38 USC 1970, 44 USC 3101, and EO 9397 (SSN).</p> <p><b>PRINCIPAL PURPOSES:</b> This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, when applicable. For military personnel, it is used to designate beneficiaries for certain benefits in the event of the Service member's death. It is also a guide for disposition of that member's pay and allowances if captured, missing or interned. It also shows names and addresses of the person(s) the Service member desires to be notified in case of emergency or death. For civilian personnel, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of soliciting the SSN is to provide positive identification. All items may not be applicable.</p> <p><b>ROUTINE USES:</b> None.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of benefits to designated beneficiaries if applicable.</p>	
<p align="center"><b>INSTRUCTIONS TO SERVICE MEMBER</b></p> <p>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person you would like notified if you become a casualty (other family member) and, to designate beneficiaries for certain benefits in the event of your death. It is your RESPONSIBILITY to keep your Record of Emergency Data current. It is your responsibility to show changes in your family or other personal information, such as divorce, remarriage, civil court action, etc.</p>	<p align="center"><b>INSTRUCTIONS TO CIVILIANS</b></p> <p>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty. Not every item on this form is applicable to you. <b>This form is used by the Department of Defense (DoD) to expedite notification in the case of emergencies or death.</b> It does not have a legal impact on other forms you may have completed with the DoD or your employer.</p>
<p><b>IMPORTANT:</b> This form is used by the Department of Defense (DoD) to expedite notification in the case of emergencies or death. It does not have a legal impact on other forms you may have completed with the DoD or your employer. <b>READ THE INSTRUCTIONS IN SECTIONS 1 AND 2 BEFORE COMPLETING THIS FORM.</b></p>	
<div style="border: 2px solid black; background-color: yellow; padding: 10px;"> <p><b>This is an extremely important form. Immediate Family members, if you receive this form from your Soldier, then you are the person chosen by the Soldier to be notified. The form will be a filled out and signed by your Soldier. Keep the copy safe for your records. This form is used by the Department of Defense (DoD) to expedite notification in the case of an emergency or death. It does not have a legal impact on any other forms.</b></p> </div>	
7a. MOTHER NAME (Last, First, Middle Initial)	b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER
8a. DO NOT NOTIFY DUE TO ILL HEALTH	b. NOTIFY INSTEAD
9a. DESIGNATED PERSON(S) (Military only)	b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER
10. CONTRACTING AGENCY AND TELEPHONE NUMBER (Contractors only)	

# Emergency Data

SECTION 2 - BENEFITS RELATED INFORMATION			
11a. BENEFICIARY(IES) FOR DEATH GRATUITY <i>(Military only)</i>	b. RELATIONSHIP	c. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	d. PERCENTAGE
12a. BENEFICIARY(IES) FOR UNPAID PAY/ALLOWANCES <i>(Military only)</i> NAME AND RELATIONSHIP		b. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	c. PERCENTAGE
13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD) <i>(Military only)</i> NAME AND RELATIONSHIP		b. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	
14. CONTINUATION/REMARKS			
<div style="border: 2px solid black; background-color: yellow; padding: 10px; margin: 10px auto; width: 80%;"> <p><b>Number 15 is the <u>signed</u> portion from your Soldier. This form is used specifically for emergency notifications.</b></p> </div> 			
15. SIGNATURE OF SERVICE MEMBER/CIVILIAN <i>(Include rank, rate, or grade if applicable)</i>	SIGNATURE OF WITNESS <i>(Include rank, rate, or grade if appropriate)</i>		17. DATE SIGNED <i>(YYYYMMDD)</i>

DD FORM 93 (BACK), JAN 2008

Reset



## Emergency Notification



### American Red Cross

American Red Cross Emergency communication is available during times of separation when an emergency arises. This service assists in locating and getting a message to a Soldier. Situations considered emergencies include a serious illness, death in the family, serious financial difficulties, or breakdown in childcare (i.e., abandonment or the child's custodian becomes seriously ill and is unable to find or provide for care). Any Family member related to the Soldier when an emergency happens may use American Red Cross communications. The American Red Cross will not release any specific location information or guarantee that the Soldier will contact the Family once the message is received.

**In the event that an emergency arises involving an immediate Family member that requires your Soldier's presence, contact the American Red Cross National Headquarters 2025 E Street NW – Washington, DC 20006. 1-800-733-2767**

**When you contact the American Red Cross have available:**

- **Soldier's full name**
- **Social Security Number**
- **Nature of emergency**
- **Name of hospital and doctor**
- **Time of injury or death**
- **Relationship of victim to Soldier**
- **Military installation - Unit/ Company/Platoon (same information on their mailing address)**

You can contact the Armed Forces Emergency Service Center at **1-877-272-7337** for all emergencies and assistance. For more information, visit [www.redcross.org/services/](http://www.redcross.org/services/) and click on the "Military Members and Families" link.

### EMERGENCY CONTACT NUMBERS

#### STAFF DUTY NUMBERS

15TH SIGNAL BRIGADE 706-791-8314  
369TH SIG BN—706-791-3502  
447TH SIG BN—706-791-5481  
551ST SIG BN—706-791-4124  
73RD ORD BN—706-791-2926  
USASSD, FT. MEADE 301-677-6903

#### CHAPLAIN CONTACT NUMBERS

15TH SIG BRIGADE - 706-840-0937  
369TH SIG BN—706-840-1307  
447TH SIG BN—706-840-0059  
551ST SIG BN—706-840-3469  
73RD ORD BN—706-840-0150  
USASSD, FT. MEADE— 301-677-4426

If required, emergency financial aid may be obtained through Army Emergency Relief (AER). An American Red Cross message will be sent to the Soldier requesting authorization for financial assistance. Once the authorization has been received, the Family member will be referred to the nearest military installation for Army Emergency Relief assistance.

The Red Cross will contact the Soldier's unit about the emergency situation. The Soldier's company will assist the Soldier in returning home on emergency leave. Please make sure you keep this Red Cross number, so you have it readily available should the need arise. We cannot help you in any way without the Red Cross notification.

## **Family Finances**

### **EXPLAINING YOUR SOLDIERS PAYCHECK**

A Soldier's paycheck can be a confusing document to read. Unlike a civilian paycheck, there are lots of notations, deductions, or allotments and special pay for which to account. Such information includes what financial institution the pay was automatically deposited to, in what account and on what day.

### **PAY & ALLOWANCES**

A Soldier joining the Army is entitled to a wide assortment of pay and allowances. Although not every Soldier is entitled to every type of pay, here is a list of the more common types:

**Basic Pay:** Everyone gets basic pay, and it is the largest part of a Soldier's salary. The amount of basic pay is determined by the pay grade, and the length of time the Soldier has served.

**Basic Allowance for Subsistence:** This is a nontaxable allowance for food given to Soldiers to help pay for the cost of meals. Enlisted Soldiers who eat in military dining facilities for free may not receive this allowance, or they may receive a partial allowance.

**Basic Allowance for Housing:** This is a nontaxable allowance given to Soldiers to help with most, but not all, out-of-pocket expenses incurred as a result of living in off post civilian housing. The amount varies by pay grade of the Soldier, the location, and whether or not the Soldier has Family members.

**Clothing Allowance:** Enlisted members receive a yearly allowance intended to help them maintain and, when needed, replace their uniforms. Officers receive an initial allowance to purchase their military clothing when they join the Army, but they do not receive a yearly allowance.

**Miscellaneous Pay and Allowances:** A Soldier may receive many other allowances depending on his or her job and duty location. Some examples include language proficiency pay, aviation career incentive pay, health professional pay, hazardous duty pay, and Family separation pay.

## **Family Finances (continued)**

### **LEAVE AND EARNINGS STATEMENT**

A Leave and Earnings Statement is the Soldier's pay slip, or pay statement, which Soldiers can choose to view online through the Internet or to receive in printed form. The LES is prepared at the end of each month and shows the pay the Soldier earned during the preceding month and any changes that might affect future pay.

In addition to the basic pay, the LES also shows any allowances for food, housing, clothing, and any special pay. It shows what was taken out for automatic deductions, for example taxes, and for other automatic deductions—or allotments—like for the dependent dental program, or insurance. Finally, it shows how much "leave" has been earned.

Every Soldier, from brand new recruits in their first days of training to the most senior general, earns the same vacation time, which the Army calls "leave." Compared to many civilian jobs, the military benefit of earning 30 days of leave a year is terrific. In general, a Soldier serving on active duty earns two and a half days of leave each month, or 30 days a year.

Unlike in many civilian jobs, Soldiers do not have a specific number of sick days for which they are paid. Instead, if medical personnel determine that a Soldier should be recovering at home—typically referred to as quarters—or be in the hospital, all those days are regular pay.

Also, from time to time, the Soldier's unit may declare what is called a "training holiday." This is a free day off that recognizes extra work done, perhaps by training through a weekend. These days are not counted as leave.

The LES also shows into what account, at what bank or credit union, the pay was deposited. The Army uses an automatic pay deposit system that places your Soldier's pay into your bank account twice a month. In this way he or she always gets paid—whether he or she is in the field, deployed, or at home—and there is no risk of the check getting lost in the mail.

**REMEMBER:** The LES you receive each month tells you about pay for the preceding month. Carefully review this statement to ensure there are no errors.

# Copy of Leave and Earnings 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	ADSN/DSSN	PERIOD COVERED				
	██████████		██████████		E5	040211	04	100210	AF	██████████	1-31 JUL 08				
ENTITLEMENTS			DEDUCTIONS				ALLOTMENTS			SUMMARY					
Type	Amount		Type	Amount		Type	Amount		+Amt Fwd						
A	BASE PAY	2247.30	FEDERAL TAXES	88.48		DISCRETIONARY ALT	1621.00		+Tot Ent 4266.73						
B	BAS	294.43	FICA-SOC SECURITY	139.33		TRICARE DENTAL	11.58		-Tot Ded 1570.22						
C	BAH	1726.00	FICA-MEDICARE	32.69					-Tot Allt 1532.58						
D			SGLI	27.00					=Net Amt 1163.93						
E			AFRH	.50					-Cr Fwd .00						
F			FAMILY SGLI	5.50					=EOM Pay 1163.93						
G			TSP	112.37											
H			MID-MONTH-PAY	1164.47											
I															
J															
K															
L															
M															
N															
O															
TOTAL		4266.73	1570.22		1532.58										
LEAVE	BF Bal	Emd	Used	Cr Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD
	25.5	25.0	11	39.5	85.5	.0	.0	.0	2134.93		13682.36	M	02	.00	493.01
FICA TAXES	Wage Period	Soc Wage YTD	Soc Tax YTD	Med Wage YTD	Med Tax YTD	STATE TAXES	St	Wage Period	Wage YTD	M/S	Ex	Tax YTD			
	2247.30	14402.50	892.94	14402.50	208.83	AK		.00	.00	N	00	.00			
PAY DATA	BAQ Type	BAQ Deppn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN		
	WDEP	SPOUSE	08641	.00	1	R		0			.00				
THRIFT SAVINGS PLAN (TSP)	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Current	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current							
	5	.00	0	.00	0	.00	0	.00							
	TSP YTD Deductions				Deferred		Exempt								
	720.14				720.14		.00								
REMARKS:	YTD ENTITLE 27788.11				YTD DEDUCT 2557.92										
<p>IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED.</p> <p>-LEAVE CARRYOVER INCREASED TO 75 DAYS FOR FY08. NO ACTION REQUIRED BY MEMBERS. DFAS WILL BEGIN RESTORING AFTER 1 OCT 08.</p> <p>-MYPAY HAS ALLOWED MBR'S TO ELECT A HARD-COPY LES VIA US MAIL. AF POLICY IS TO PROVIDE AN ELECTRONIC LES. EFF 1 OCT (SEP LES), AF WILL NO LONGER PRINT LES STATEMENTS IF AVAILABLE ON MYPAY. THANK YOU FOR YOUR SUPPORT.</p> <p>-IF YOUR SPOUSE WANTS INFO ABOUT THE MILITARY LIFESTYLE WE INVITE HIM/HER TO JOIN US FOR THE NEXT HEART LINK SPOUSES ORIENTATION. LUNCH AND CHILD CARE ARE PROVIDED. CALL YOUR</p> <p>BASE AIRMAN &amp; FAMILY READINESS CTR FOR DETAILS.</p> <p>-IF YOU GAMBLE WITH SAFETY...YOU BET YOUR LIFE.</p> <p>-ELECTIONS ARE COMING! UPDATE YOUR ADDRESS TO GET AN ABSENTEE BALLOT. REQUEST YOUR BALLOT FOR THE PRESIDENTIAL AND STATE ELECTIONS. SEE YOUR VOTING ASST. OFFICER OR WWW.FVAP.GOV.</p> <p>TSP 080701(183)            RATE CHG SGLI 080701(183)            CHANGE GRADE 080701(184)            BAH BASED ON WDEP, ZIP 08641            BANK: ██████████            ACCT# ██████████</p>															

DFAS Form 702, Jan 02

WWW.DFAS.MIL

A Leave and Earnings Statement, generally referred to as an LES, is a document given on a biweekly basis to Soldiers, which documents their pay and leave status. While the paper LES documents were originally mailed or handed out in person, it is now almost always retrieved by the member from an online system called "MyPay" from the Defense Finance and Accounting Service.

The DFAS pay website can be found at "https://mypay.dfas.mil".

## **Army Acronym and Terms**

The military has had its own special language for as long as anyone can remember. Acronyms are used as a fast and convenient way of conveying information. Terms are usually specific to the Army and through the years have become part of the Army culture. Here are just a few.

<b>Acronym</b>	<b>Meaning</b>	<b>Explanation</b>
HOAH	Positive acknowledgement	A word that expresses a positive direct understanding of a subject .
AFTB	Army Family Team Building	A family training and readiness program that provides Soldiers and Family members with an understanding of the Army culture, and the skills and resources they need to become self-sufficient.
AAFES	Army and Air Force Exchange Service	Part of the military retail store system. Includes the PX or Post Exchange.
ACS	Army Community Service	Army agency that offers an array of programs and services in areas such as money matters, home and family, making a move, work and careers, managing deployments and separations, and Army basics.
AER	Army Emergency Relief	A nonprofit organization that provides emergency financial assistance to Soldiers and their Families in the form of interest free loans or grants.
AIT	Advanced Individual Training	Training given to Soldiers, usually immediately following Basic Combat Training that teaches them and qualifies them in a particular skill or occupational specialty.
AWOL	Absent Without Leave	The unapproved illegal absence from the normal place of duty.
BAH	Basic Allowance for Housing	Money paid to Soldiers to help defray the cost of Housing.
BCT	Basic Combat Training	Training given to new enlisted Soldiers to give them basic knowledge of the Army and teach them basic Soldier skills.
BRM	Basic Rifle Marksmanship	Marksmanship training – learning to fire their rifle.
Co	Company	Refers to the designation of a unit created to provide command and control over a group of people (often made up of several subordinate platoons).
	Commissary	Grocery store found on military installations.
CONUS	Continental United States	A location inside the 48 contiguous United States.
DA	Department of the Army	Sometimes refers to the entire Army organization, and sometimes used to refer to just the Headquarters Army staff who work in the Pentagon.
DEERS	Defense Enrollment Eligibility Reporting System	Reporting computer database for tracking information about Soldiers and Family members and their eligibility for access to services and benefits.
DFAC	Dining Facility	Military dining facility, a large military cafeteria Often called a Mess Hall.



## **Army Acronym and Terms (continued)**

<b>Acro- nym</b>	<b>Meaning</b>	<b>Explanation</b>
<b>EFMP</b>	<b>Exceptional Family Member Program</b>	A mandatory enrollment program that works with other agencies to provide services to Families with special needs.
<b>ETS</b>	<b>End Tour of Service</b>	The date when the Soldier's contractual obligation for duty will be complete, and the Soldier can separate from the Army.
<b>FRG</b>	<b>Family Readiness Group</b>	The FRG is an organization of family members, volunteers, Soldiers, and civilian employees belonging to a unit/organization who together provide an avenue of mutual support and assistance.
<b>FTX</b>	<b>Field Training Exercise</b>	Training held in a field environment.
<b>IET</b>	<b>Initial Entry Training</b>	The first formal training a Soldier receives including the Basic Combat Training (BCT) and the follow-on Advanced Individual Training (AIT) course or One Station Unit Training.
<b>MOS</b>	<b>Military Occupational Specialty</b>	A job classification, skill, or trade. Each has an alphanumeric representation and a title. For example, 25B is the MOS for a Signal Soldier.
<b>MRE</b>	<b>Meal, Ready to Eat</b>	These are complete, packaged portions of food, for one Soldier, for one meal that are usually served in an operational (field) environment.
<b>SGLI</b>	<b>Service Group Life Insurance</b>	Life insurance from the military
<b>MTF</b>	<b>Military Treatment Facility</b>	A health care facility such as a clinic or hospital.
<b>MWR</b>	<b>Morale, Welfare and Recreation</b>	Programs and activities that provide support to Soldiers and their Family members, such as physical fitness facilities, libraries, youth activities, child development programs, outdoor recreation as well as golf courses, bowling alleys, and clubs.
<b>PCS</b>	<b>Permanent Change of Station</b>	The physical move from one duty location to another.
<b>PX</b>	<b>Post Exchange</b>	The retail stores run by the Army and Air Force Exchange Service.
<b>SOP</b>	<b>Standard Operating Procedure</b>	A set of instructions for handling a particular situation or process, the normal way of doing business.
<b>TRICARE</b>	<b>Tri-Service Medical Care</b>	The medical and dental entitlement program for Service members and their families.

## **Morale Welfare and Recreation**



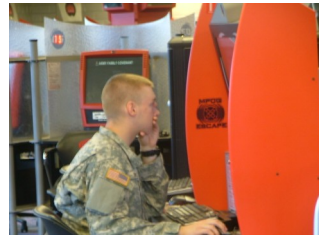
The Directorate of Family and Morale, Welfare and Recreation Division offers activities to Soldiers and families all year round. Some of the activities offered are listed below.

Recreation Division	Aquatics
Outdoor Recreation Program	Bingo Palace
Fort Gordon Sportsman's Club	BOSS Program
Gordon Lakes Golf Course	Gordon Lanes Bowling Center
Go-Kart Track	Kegler's Lounge Sports Bar
Paintball	Hilltop Riding Stable
Pointes West Army Recreation Area	Library

For more information about the Recreation Division, please visit "<http://www.fortgordon.com/sporec.htm>".



Fort Gordon also offer some wonderful opportunities for family dining and entertainment. For more information about Fort Gordon entertainment, please visit "<http://www.fortgordon.com/fge.htm>".



The IET Soldier Recreation Center is exclusively for our IET Soldiers in training. There, trainees can relax and get away from the stress of barracks life and their intensive training schedule. For more information on the IET Center, please visit "<http://www.fortgordon.com/ietrec.htm>".

## Military Time/24-Hour Clock

Welcome to Military Time! It's really quite easy once you get the hang of it. Pretty soon, you'll be using it yourself. Civilians may look at you a little strange when you tell them you get off from work at 18:00 but don't worry about it. Just respond "It's an Army thing".



LOCAL TIME	MILITARY TIME	LOCAL TIME	MILITARY TIME
Midnight	0:00	Noon	10:00
1 a.m.	1:00	1 p.m.	13:00
2 a.m.	2:00	2 p.m.	14:00
3 a.m.	3:00	3 p.m.	15:00
4 a.m.	4:00	4 p.m.	16:00
5 a.m.	5:00	5 p.m.	17:00
6 a.m.	6:00	6 p.m.	18:00
7 a.m.	7:00	7 p.m.	19:00
8 a.m.	8:00	8 p.m.	20:00
9 a.m.	9:00	9 p.m.	21:00
10 a.m.	10:00	10 p.m.	22:00
11 a.m.	11:00	11 p.m.	23:00

If it 12:30 a.m., it's 0:30 (pronounced "zero thirty"). If someone is expected home at 5:00 p.m. it's 17:00 (pronounced "17 hundred"). Basically, once you get to PM hours, all you do is add the time to the number 12. If it's 2:00 p.m., 2 plus 12 is 14, making it 14:00 ("14 hundred").

You may often hear Army Soldiers refer to their PT time as "zero dark thirty" as a joke.

## SIGNAL CORPS SONG

From flag and torch in the Civil War,  
to signal satellites afar.  
We give our Army the voice to give command  
on battlefield or global span.  
In combat we're always in the fight  
we speed the message day or night.  
Technicians too, ever skillful, ever watchful,  
We're the Army Signal Corps.

## ARMY ORDNANCE SONG

*"ARMS FOR THE LOVE OF AMERICA"*

On land and on the sea and in the air  
We've got to be there, We've got to be there.  
America is sounding her alarms  
We've got to have arms, We've got to have arms.  
Arms for the love of America  
They speak in a foreign land, with weapons in every hand  
Whatever they try we've got to rely on language they understand  
Arms for the love of America  
And for the love of every mother's son  
Who's depending on the work that must be done  
By the man, behind the man, behind the gun  
They're in the camps and in the training schools  
Now give them the tools, They've got to have tools  
We called them from the factories and farms  
Now give them the arms, They've got to have arms  
Arms for the love of America  
We've got to get in the race, and work at a lively pace  
They say over here we've nothing to fear  
but let's get ready just in case  
Arms for the love of America  
And for the love of every mother's son  
Oh the fight for freedom can be lost or won  
By the man, behind the man, behind the gun



## SOLDIERS CREED

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States and live the Army Values.

**WARRIOR ETHOS**

*I will always place the mission first.*

*I will never accept defeat.*

*I will never quit.*

*I will never leave a fallen comrade.*

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment, and myself.

I am an expert, and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

## THE ARMY SONG

First to fight for the right,  
And to build the Nation's might,  
And The Army Goes Rolling Along  
Proud of all we have done,  
Fighting till the battle's won,  
And the Army Goes Rolling Along

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