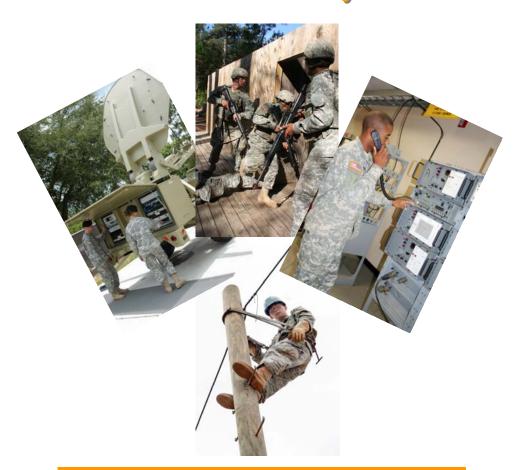


15th Regimental Signal Brigade Soldier & Family Guide



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)



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 25710.

WHEN ESCORTED BY FAMILY MEMBERS

Upon arrival to Fort Gordon, Soldiers should report to 15th Regimental Signal Brigade (Building # 25701). 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^{th} Regimental Signal Brigade (Building # 25701). 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 25710)
- 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 Soldier 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 workweek, 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.

MOS	Description	Length
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
25M	Multimedia Illustrator	13.1 Weeks
25N	Joint Nodal Network Operator/Maintainer	21.1 Weeks
25P	Microwave Systems Operator/Maintainer	19.6 Weeks
25Q	Multi-Channel Transmission Systems perator/Maintainer	18.4 Weeks
25R	Visual Information Equipment Operator/Maintainer	26.2 Weeks
25S	Satellite Communication Systems Operator/Maintainer	26.4 Weeks
25U	Signal Support Systems Specialist	16 Weeks
25V	Combat Documentation/Production Specialist	26 Weeks
46R	Broadcast Journalist	10.4 Weeks
46Q	Journalist	12 Weeks
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 Soldiers 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 includes applying for on and off-post passes and to-bacco 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 15th 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

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

15th Regimental Signal Brigade www.gordon.army.mil/sigbde15/

Fort Gordon Newspaper www.fortgordonsignal.com

DEPLOYMENT PREPAREDNESS

Army Community Service www.myarmylifetoo.com Army One Source www.armyonesource.com Army Knowledge Online www.army.mil/ako/ Military OneSource www.militaryonesource.com My Army Life www.myarmylifetoo.com

FAMILY PREPAREDNESS

American Red Cross www.redcross.org/services/ Army and Air Force Exchange Services (AAFES) aafes.com Army Family Team Building www.myarmylifetoo.com Defense Manpower Data Center (ID Card Site Locator) www.dmdc.osd.mil/rsl/ Fort Gordon Spouses Corner www.gordon.army.mil/Signal/SpouseCorner/ spousescorner_community.html

FINANCIAL PREPAREDNESS

Army Emergency Relief (AER) www.aerhg.org Better Business Bureau www.bbb.org/us/ Life Insurance Program www.insurance.va.gov/ Military Pay www.dod.mil/dfas/money/milpay/ My Benefits http://myarmybenefits.us.army.mil My Pay https://mypay.dfas.mil

MEDICAL PREPAREDNES

Army Behavioral Health (Mental Health Information) www.behavioralhealth.army.mil Army Substance Abuse Program (ASAP) www.gordon.army.mil/dhr/dhr.htm Exceptional Family Member Program www.myarmylifetoo.com TRICARE www.tricare.osd.mil

TRICARE Dental United Concordia www.ucci.cnceom

RELOCATION PREPAREDNESS

Army Civilian Personnel Online www.cpol.army.mil Army Spouse Employment Partnership www.myarmylifetoo.com Military Home Front www.militaryhomefront.dod.mil Military Teens on the Move (MTOM) www.dod.mil/mtom/ Relocation Readiness Program www.militaryhomefront.dod.mil

OTHER WEB SITES OF INTEREST

Army Human Resources Command www.hrc.army.mil Army Morale, Welfare, and Recreation www.armymwr.com Army National Guard www.arng.army.mil Army Reserve Family Programs 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.



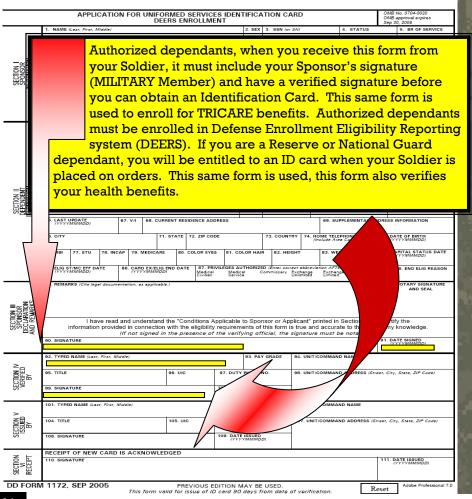






Identification Card

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/exspouse/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.



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 for general information.

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 <u>DEERS Address</u>
 <u>Update site</u> at: <u>www.dmdc.osd.mil/rsl.</u>
- 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.

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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

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

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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 at: 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.

Emergency Data

RECORD OF EMERGENCY DATA

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 552, 10 USC 655, 1475 to 1480 and 2771, 38 USC 1970, 44 USC 3101, and EO 9397 (SSN).

PRINCIPAL PURPOSES: 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.

ROUTINE USES: None.

DISCLOSURE: 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.

INSTRUCTIONS TO SERVICE MEMBER

This extremely important form is to be used by you to show addresses of your spouse, children, parents, and any other per would like notified if you become a casualty (other family and, to designate beneficiaries for certain benefits if RESPONSIBILITY to keep your Record of Environmental your desires as to beneficiaries to receive show changes in your family or other of marriage, civil court action

INSTRUCTIONS TO CIVILIANS

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. 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

IMPORTANT: This form is Information. READ THE IN

gency Contact Information and Section 2 - Benefits Related SES 3 AND 4 BEFORE COMPLETING THIS FORM.

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.

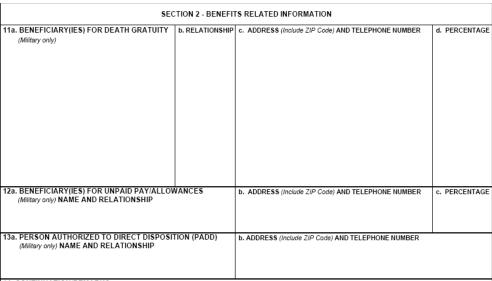
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9a. DESIGNATED PERSON(S) (Military only)	b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER
10. CONTRACTING AGENCY AND TELEPHONE	NUMBER (Contractors only)

DD FORM 93, JAN 2008

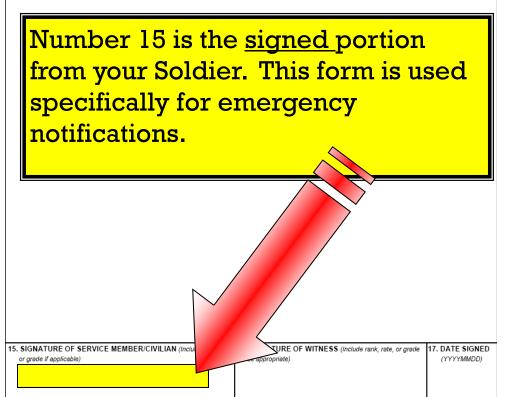
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Emergency Data



14. CONTINUATION/REMARKS



DD FORM 93 (BACK), JAN 2008

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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)

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.

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/ and click on the "Military Members and Families" link.

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

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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.

Acronym	Meaning	Explanation
нооан	Positive ac- knowledgement	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.
ВАН	Basic Allowance for Housing	Money paid to Soldiers to help defray the cost of Housing.
вст	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.
Со	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 Enroll- ment 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)

Acro- nym	Meaning	Explanation
EFMP	Exceptional Family Member Program	A mandatory enrollment program that works with other agencies to provide services to Families with special needs.
ETS	End Tour of Service	The date when the Soldier's contractual obligation for duty will be complete, and the Soldier can separate from the Army.
FRG	Family Readiness Group	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.
FTX	Field Training Exercise	Training held in a field environment.
IET	Initial Entry Training	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.
MOS	Military Occupa- tional Specialty	A job classification, skill, or trade. Each has an alphanumerical representation and a title. For example, 25B is the MOS for a Signal Soldier.
MRE	Meal, Ready to Eat	These are complete, packaged portions of food, for one Soldier, for one meal that are usually served in an operational (field) environment.
SGLI	Service Group Life Insurance	Life insurance from the military
MTF	Military Treatment Facility	A health care facility such as a clinic or hospital.
MWR	Morale, Welfare and Recreation	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.
PCS	Permanent Change of Station	The physical move from one duty location to another.
PX	Post Exchange	The retail stores run by the Army and Air Force Exchange Service.
SOP	Standard Operat- ing Procedure	A set of instructions for handling a particular situation or process, the normal way of doing business.
TRICARE	Tri-Service Medical Care	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
Outdoor Recreation Program
Fort Gordon Sportsman's Club
Gordon Lakes Golf Course
Go-Kart Track
Paintball

Pointes West Army Recreation Area

Aquatics
Bingo Palace
BOSS Program
Gordon Lanes Bowling Center
Kegler's Lounge Sports Bar
Hilltop Riding Stable
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
l a.m.	1:00	l 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
I			

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.



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! 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.