

Air Force Spouse's Handbook: Your Guide to Success



Mountain Home AFB, Idaho



Heart Link

INTRODUCTION

This guide, compiled by the installation Heart Link team, is for you and your family members who would like to benefit from simple and direct answers to your questions about military customs and life in the military. Not all the subjects covered in this guide apply to everyone; however, we encourage you to use it as a reference. The staff of the Airman and Family Readiness Center is always happy to assist you with any questions or concerns you might have that are not covered in this guide.

Always feel free to visit any of the organizations on base without your sponsor. There may be occasions when your sponsor must be present to sign official paperwork, but visits to the Airman and Family Readiness Center, Education Center, Library, Fitness Center, Legal Office, Chapel, etc., can be done without your sponsor. Please remember that appointments may be necessary at some offices.

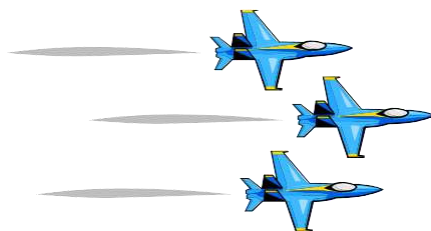


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THE AIR FORCE SONG - FULL LYRICS

by Robert Crawford, courtesy USAF Heritage of America Band

Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At _em boys, Give _er the gun! (Give _er the gun now!)
Down we dive, spouting our flame from under,
Off with one helluva roar!
We live in fame or go down in flame. Hey!
Nothing'll stop the U.S. Air Force!

Additional verses:

Minds of men fashioned a crate of thunder,
Sent it high into the blue;
Hands of men blasted the world asunder;
How they lived God only knew! (God only knew then!)
Souls of men dreaming of skies to conquer
Gave us wings, ever to soar!
With scouts before And bombers galore. Hey!
Nothing'll stop the U.S. Air Force!

Bridge: —A Toast to the Host

Here's a toast to the host
Of those who love the vastness of the sky,
To a friend we send a message of his brother men who fly.
We drink to those who gave their all of old,
Then down we roar to score the rainbow's pot of gold.
A toast to the host of men we boast, the U.S. Air Force!

Zoom!

Off we go into the wild sky yonder,
Keep the wings level and true;
If you'd live to be a gray-haired wonder
Keep the nose out of the blue! (Out of the blue, boy!)
Flying men, guarding the nation's border,
We'll be there, followed by more!
In echelon we carry on. Hey!
Nothing'll stop the U.S. Air Force!

Notes: Crawford didn't write —Hey!; he actually wrote —SHOUT! without specifying the word to be shouted. Wherever they appear, the words —U.S. Air Force have been changed from the original —Army Air Corps. Words in parentheses are spoken, not sung.

HISTORY OF THE AIR FORCE SONG

Provided by the USAF Heritage of America Band

In 1938, Liberty magazine sponsored a contest for a spirited, enduring musical composition to become the official Army Air Corps song. Of 757 scores submitted, Robert Crawford's was selected by a committee of Air Force wives. The song was officially introduced at the Cleveland Air Races on September 2, 1939. Fittingly, Crawford sang in its first public performance.

The first page of the score, which Crawford submitted to the selection committee in July 1939, was carried to the surface of the moon on July 30, 1971 aboard the Apollo 15 —Falcon lunar module by Colonel David R. Scott and Lieutenant Colonel James B. Irwin. Interestingly, at the moment the —Falconll blasted off the surface of the moon with Scott and Irwin on board, a rendition of the —Air Force Songll was broadcast to the world by Major Alfred M. Worden, who had a tape recorder aboard the —Endeavorll command module which was in orbit around the moon. Scott, Irwin and Worden comprised the first and only —All-Air Forcell Apollo crew and arranged to take the page of sheet music with them as a tribute to Crawford and the United States Air Force.

Bridge Section: Toast to the Host

A Toast to the Host is part of the original Air Force Song. Many times this is sung as a separate piece. This is the verse that commemorates those who have fallen in the name of our service and our great country. This is the reason for the difference in melody and the reverent, reflective mood.

Composer: Robert Crawford

Robert MacArthur Crawford was born on July 27, 1899 in Dawson City, Alaska. He spent his childhood in Fairbanks. In 1921, he enrolled in Princeton University, New Jersey where his main interest was music. Following graduation in 1925, he studied voice in France and upon returning to the United States, he received a graduate fellowship at New York's prestigious Julliard School of Music. His musical interest continued to expand giving concerts at such places as Carnegie Hall and New York's illustrious Saint Thomas Church. Because of the scope of his travels, Crawford, an accomplished pilot, purchased an airplane to fly to engagements; Time magazine referred to him as the —Flying Baritone.

When the United States entered World War II, Crawford became a pilot in the Air Transport Command. He reverted to inactive status in 1946 and returned to music. On March 12, 1961 he passed away in New York City. He was a Lieutenant Colonel in the United States Air Force Reserve.

HIGH FLIGHT

By John Gillespie Magee, Jr.

Oh! I have slipped the surly bonds of Earth
And danced the skies on laughter-silvered wings;
Sunward I've climbed,
and joined the tumbling mirth
Of sun-split clouds—and done a hundred things
You have not dreamed of --
wheeled and soared and swung
High in the sunlit silence.
Hov'ring there,
I've chased the shouting wind along, and flung
My eager craft through footless halls of air.
Up, up the long, delirious, burning blue
I've topped the windswept heights with easy grace
Where never lark, or even eagle flew -
And, while with silent lifting mind I've trod
The high untrespassed sanctity of space,
Put out my hand and touched the face of God.

SPOUSE COIN

The front of the coin is a replica of the spouse logo. The back of the coin consists of the ACC logo with the words —Mission Readiness through Family Readiness encircling the logo.



Coin Front



Coin Back

The coins date back to a World War I encounter between a downed American flyer and some suspicious French. The French thought the flier to be a German saboteur and wanted to execute him. However, when the flier presented his unit insignia to his would-be executioners, they recognized his squadron. Rather than shoot him, his captors presented him with a bottle of wine.

When the flier returned to his squadron and related his tale, it soon became customary to carry a medallion or coin at all times for the following challenge: a challenger would ask to see the coin. If the challenged could not produce it, he was required to purchase a drink of choice to the challenger. If the challenged could produce the coin, then the challenger was required to pay for the drink.

This tradition has continued. Today, the rules of engagement demand that the coin be on your person at all times and that the owner is responsible for the coin's security. The coin will not be altered to allow for wear.

The modern coin challenge is as follows:

If the coin strikes a hard surface, it constitutes a challenge and requires an immediate response in which all other coin owners must produce their coins. If everyone produces a coin, the challenger must buy a round of drinks for the group. But if any coin owner fails to produce their coin, they must buy a round for all those producing theirs.

There are several versions of coin history and tradition, but in any case, if you are a known coin owner, be sure to carry it wherever you go.

SUPPORT AGENCIES/PROGRAMS/FACILITIES

AIRMAN AND FAMILY READINESS CENTER

How can the Airman and Family Readiness Center help me?

The Airman and Family Readiness Center is a valuable resource for help and information. They offer problem assessment and referral to agencies on- and off-base, as well as a variety of information on topics of interest to families. They conduct classes and offer one-on-one assistance in the areas of readiness, employment, family life skills, financial counseling, relocation, volunteer opportunities, and transition assistance. If you are new to our base, the Airman and Family Readiness Center has information to help you learn about the area. More details about the programs:

Air Force Aid Society (AFAS)

828-2458

What is the Air Force Aid Society?

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

How can I use Air Force Aid Society during my spouse's absence?

If you have a general Power of Attorney, you may apply for Air Force Aid Society assistance when separated from your spouse. If not, the military member will be contacted and, if permission is granted, Air Force Aid Society assistance may be rendered.

What are the AFAS Assistance Categories?

Funeral Expenses: The Society provides financial assistance for a modest, dignified funeral when there is a death of a spouse, child, or dependent parent who has been living with the active duty service member.

Dental Expenses: AFAS encourages service members to enroll family members in the government dental insurance plan. This insurance often does not fully cover costly treatment and other help may be needed. AFAS assistance is generally given for essential treatment.

Medical Expenses: The AFAS offers limited assistance for health care since all families have access to military treatment facilities or are authorized care under CHAMPUS/TRICARE OR MEDICARE provision.

Basic Living Expenses: The Society can help with short term problems in

paying necessities of everyday living. However, AFAS assistance isn't designed to permit members to live beyond their income, nor to provide frequent help over financial rough spots. A sudden emergency or unforeseen circumstance warrants AFAS assistance.

Travel Expenses: The Air Force Aid Society provides funding for travel requirements that are triggered by emergencies or other unique circumstances. Assistance is usually provided as a loan.

Moving Expenses: AFAS assumes that expenses for Air Force moves are covered by official sources. However, unique circumstances demand a flexible response for PCS and subsequent local relocations cost. AFAS does not fund permissive PCS moves, SWAP moves, or the up front cost of DITY moves.

Vehicle Expenses: AFAS does not provide emergency assistance for routine maintenance such as oil changes and tune-ups, or take the place of vehicle insurance, but does assist with loans for necessary repairs which could not otherwise be paid for. Assistance is provided to repair an essential vehicle to enable the member or family to commute to work, go to medical appointments, and run errands.

What are Education Assistance Programs?

General Brown Spouse Tuition Assistance Program (STAP): AFAS offers the Spouse Tuition Assistance Program to all overseas bases where employment opportunities are generally limited. Students are selected on a needs basis and 50% of unmet tuition is paid, subject to term and annual limitations.

General Hap Arnold Education Grant Program: Recognizing the increasing cost of education, the AFAS created this program in 1988. The program provides \$1,500 education grants for tuition, books and fees, or other direct education expenses.

What are Community Enhancement Programs?

Car Care Because We Care: The program allows a spouse whose sponsor will be deployed over 30 days to receive preventive maintenance (oil/filter change and lube) on the family's primary vehicle. If additional repairs are needed, the spouse is referred to the AFAS to apply for a loan if necessary.

Child Care for Volunteers Program: This program provides funding for bases that have the need for child care funds for volunteers and have the personnel available to make the program work. This program does not support volunteers in activities that raise money, nor in any long-term full-time program.

Child Care for PCS Program: This program helps families who are PCSing. Participants can receive up to 20 hours of child care (per child) at the base a family is departing from and the base where the family is arriving, **if both**

bases offer the program. The program is open to all ranks as long as there is adequate childcare availability.

Give Parents a Break: Bases schedule special times to open the base Child Development Center (CDC) and Youth Center for the purpose of offering respite time to families under stress. Families are given certificates to use the program for 8 hours of child care on predetermined days and times.

Bundles for Babies: This AFAS sponsored program provides incentive for Active Duty Air Force and spouses to attend Personal Financial Management Program Budgeting for your Baby classes. The AFAS provides each attendee with a \$50 gift card. Contact your local AFAS section for more information.

Employment Program

828-2458

What employment opportunities are available to me as a military spouse?

The Airman and Family Readiness Center Employment Program is designed to assist military spouses in preparation for locating and obtaining employment. Information is provided about the local job market, state and federal opportunities, particular skills that are in demand, and effective job search strategies. One-on-one assistance is offered with resume writing, job search, and interview preparation.

The Discovery Resource Center contains a library of resource materials for job search, resume writing, interview techniques and computers with internet access.

Many employment opportunities are available on base. Some spouses work for AAFES or DeCA (the commissary), others have NAF (non-appropriated fund) positions at such places as the Child Development Center, Skills Development Center, Golf Course, Lodging, Outdoor Adventure, Youth Center, Bowling Center, and Gunfighter's Club, or the Community Center. There are Civil Service positions, as well as positions working for government contractors.

Family Readiness

828-2458

Why is Family Readiness important to me as a military spouse and how

can it help me?

Members of the Armed Forces need to be in a continuous state of readiness. The commitment of serving on active duty includes the possibility of short-notice deployment. It takes a significant amount of time and effort to ensure family members are ready for the deployment. The Airman and Family Readiness Center Family Readiness Program can help your family prepare for a deployment and remote tour. This time of separation is perhaps one of the toughest challenges that you and your family will endure during your military career. These preparations can significantly reduce the amount of stress that you and your children are exposed to and provide you, the spouse, with a resource network that may prove invaluable during your Air Force career.

The Family Readiness Program provides pre-deployment briefings for both members and spouses to assist families in making family preparations during the separation. These briefings are done either at the squadron in a mass briefing or individually at the Airman and Family Readiness Center. The Family Readiness Program also supports families throughout the period of separation. Our goal is to keep you and your loved one connected and to provide supportive programs and resources to ensure that the separation is as stress free as possible. Finally, the Family Readiness Program educates spouses about issues and emotions surrounding the return of the member. Some of the other areas that the Family Readiness Program will cover with you are free morale calls, childcare, financial matters, legal issues, and medical needs. Support groups are also available and can provide valuable help before, during and after deployment. The best way to get ready for deployment is to be prepared ahead of time, so contact the Airman and Family Readiness Center for assistance.

What is a “Family Care Plan?”

A Family Care Plan is simply a plan for the care of family members during the service member's absence. If you are an active duty single parent or a dual service couple, maintaining a Family Care Plan is mandatory. A Family Care Plan is very useful to others as well, especially in times of deployments. When a member deploys away from a family with children, a single parent situation is created. If something should happen to the spouse at home, such as an illness or even worse, who will take care of the children until the member can return? Every military family deserves the peace of mind that a Family Care Plan can provide. Call the Airman and Family Readiness Center for assistance.

My military spouse is gone. Where can I get emergency money?

Depending upon the situation, Air Force Aid 828-2458, the Red Cross at 1-877- 272-7337, or your squadron first sergeant may be available to assist you.

Family Life Education

828-2458

What is family life education?

Family Life Education offers a number of communication classes for personal and family enrichment. Some classes are offered in conjunction with the Chapel, Life Skills, and Family Advocacy offices.

- **4 Lenses Personality Workshop**– reveals the mystery of your own behavior and helps you understand and communicate better with others.
- **Parenting** – a variety of classes are offered including Step-parenting, and 1-2-3 magic.
- **PREP** – Prevention and Relationship Enhancement Program is a couples communication class designed to lower the dangers within a relationship while increasing the strengths.
- **Coping With Stress** – learn to increase your ability to handle stress and provide a solid foundation for understanding how stress affects thoughts, emotions and behavior.

Information and Referral

828-2458

How can information and referral help me?

Each family's needs are different, and there are many agencies on and off base staffed by specialists who can assist with specific requirements. Our core function is linking individuals and families with the right resource to meet their specific needs. Individual interviews are available to help you determine your needs, and refer you to the right source.

Personal Financial Management Program (PFMP)

828-2458

What is the Personal Financial Management Program (PFMP) and do I qualify to use this resource?

The program offers consumer information assistance to individuals who are in financial difficulty and information to those seeking financial direction. It provides financial management information, education and financial counseling to military and civilian personnel and their family members. Individual appointments are available for assistance on topics such as in building a reasonable budget, buying/selling a car, wise shopping, and preparing for the future through investments.

Where can I go to get help balancing my checkbook?

A representative from the financial institution with which you do business can assist you with balancing your checkbook. Also, the PFMP has a qualified counselor to assist you. Contact the Airman and Family Readiness Center at 828-2458 for more information.

Relocation

828-2458

What kind of information is available to me if my spouse gets orders?

Moving to a new base or community is a normal part of life in the Air Force, but still a major life event for the family. The Airman and Family Readiness Center helps single and married Air Force members and their families prepare for relocation to a new base, and adjust to life at the new base once they get there.

What programs are offered for inbound relocation?

The Sponsor Program: Each newcomer to the base will be assigned a sponsor from his/her assigned squadron. Sponsors will contact each newcomer and assess their needs, then provide assistance with lodging, in-processing procedures, base and community orientation and a warm welcome to the base.

Right Start – a 1 day seminar for new arrivals; spouses are welcome to attend and free child care is provided if needed.

House Buying and Selling – Information is offered individually upon request.

What programs are offered for outbound relocation?

A collection of materials is available to familiarize you with other bases prior to your departure.

Website – You can access up-to-date information on military installations worldwide via the Internet at www.militaryonesource.mil, either on our computers or from any computer with internet service.

Individual Appointments – Our relocation consultant will meet with you to discuss the moving process and give you great tips for ensuring a smooth move.

Moving Checklists – Come in and pick up booklets on tips for moving with kids and/or pets plus others. Free maps are available from A&FRC with all the military installations marked on it.

Transition Assistance Program

828-2458

What services are available to help make the change from military to civilian life? The 5-day TAP Workshop is mandatory along with a **pre-separation briefing**, which provides an overview of entitlements and a description of program offerings. The transition program offers a variety of optional classes and seminars to assist you in preparing for civilian life.

Transition Assistance Workshop – a 5-day workshop, held monthly, with emphasis on job procurement. Presentations are given by the Departments of Labor and Veterans Affairs.

Resume Writing – Covered during the TAP Workshop and one-on-one assistance is offered to help prepare an effective, professional resume. Call for

an appointment for individual resume writing assistance.

Resource Center – we have internet connected computers for research or personal mail access, AF base and foreign country videos, reference materials, scanners, printers, FAX, and literature available in our Discovery Resource Center.

Volunteer Resource Program (VRP)

828-2458

What is the Volunteer Resource Program?

The Volunteer Resource Program is a base-wide program designed to fully utilize and recognize the contributions of volunteers at our base. Volunteers are very instrumental in the successful operation of many organizations on base. The primary function of the VRP is to assist base volunteer agencies in meeting their needs and to help individuals find volunteer jobs that best suit their personal interests or career goals. The VRP is provided by the Airman and Family Readiness Center. If you already know which agency you wish to volunteer with, you may contact them directly, or call for an appointment at the A&FRC for more information on volunteer opportunities.

Military Family Life Counselor (MFLC)

208-598-5866

What can an MFLC do for you?

The MFLC can provide short-term, non-medical counseling services to service members and their families at no cost. They can also provide psycho-education to help military service members and their families understand the impact of deployments and other stresses related to the military life. They offer flexible service delivery and can provide services on or off of military installations.

AMERICAN RED CROSS

AMERICAN RED CROSS

1-877-272-7337

What are the services available through the Red Cross?

The Red Cross provides the following services to military members and their families:

- Emergency communications
- Counseling
- Referral
- Financial assistance

What emergency assistance does the Red Cross provide?

The Red Cross provides assistance, counseling and referral and a communication system between active duty members and their families in distress. Emergency assistance is provided on an individual basis. The Red Cross can be contacted 24 hours a day. In the event of an emergency, contact the Red Cross at 1-877-272-7337.

How can I send an emergency message?

If an emergency exists, the Red Cross has the communication capabilities for verifying and notifying all active military members concerned. If an emergency arises while your spouse is away (TDY, remote, etc.), the Red Cross Office can contact him or her to inform him or her of the emergency. If a serious illness or death occurs, the Red Cross can obtain the doctor's recommendation for presence. If financial assistance is needed, the sponsor can apply for a loan.

I haven't heard from my spouse since he/she left several months ago; what can I do?

With the spouse's name, rank, social security number and duty unit, the Red Cross can send a Health and Welfare message to the Red Cross office where the military member is located. The Red Cross and/or the military member can reply to this message.

Does the Red Cross offer health and safety courses?

Yes, our base military members and their families are encouraged to take advantage of lifesaving training offered through the Red Cross Health and Safety courses. First Aid and CPR courses are offered on a varied schedule and water safety courses are offered seasonally.

The nearest chapter of the Red Cross is the American Red Cross of Greater Idaho, 404 S. 8th St., #232, Boise, ID 83702, phone 1-800-853-2570. Please call the Boise chapter for a listing of classes offered. You may also visit their website at www.redcrossidaho.org. The national Red Cross website is www.redcross.org.

BANKING

What financial institutions and services are available on base?

Pioneer Federal Credit Union

832-4675

The credit union is a —member ownedll financial institution and members are eligible to benefit from its services. Contact the credit union for information. They offer everything you would expect from a full-service financial institution.

CHAPEL

Base Chapel

828-6417

What does the Chapel offer?

The chapel offers a vibrant program encompassing families, singles, youth, and children. In addition to conducting weekly religious services, the chaplains are trained and available for a variety of counseling programs.

If I am not a church attendee, can I still get help from the chapel?

Yes, chaplains are here to minister to active duty and retired personnel and their family members. Religious involvement is not a criteria for receiving help from the chaplain staff.

May I request to see a chaplain of a particular faith?

A person may request to see a chaplain of a particular faith when available. Chaplains are here to minister to people of all faiths.

What counseling services are available at the Chapel and do I have confidentiality?

Chaplains offer counseling for alcoholism, drugs, family, premarital or marital problems, moral issues, conscientious objector status, work related, and other areas of concern. You have total confidentiality. The chaplains cannot share any information with anyone without your permission.

MEDICAL

Health and Wellness Center (HAWC)

828-7417

What is a Health and Wellness Center?

The Health and Wellness Center is dedicated to prevention and health enhancement. It is a —one stopll shop for health and fitness assessment, awareness, prevention intervention programs, and exercise prescriptions.

Who may use the HAWC?

The Health and Wellness Center is open to active duty, retirees, reservists, military family members and base-employed civilians. Certain programs are limited to active duty members due to AF fitness requirements.

What does the HAWC offer?

Services include: tobacco cessation classes, exercise programs/prescriptions, fitness assessments, weight loss counseling, stress/anger management education, blood pressure and cholesterol counseling, body fat analysis, etc. The resource center includes books, pamphlets, videos, displays, etc.

Hospital

832-1560

Where do I go for medical care?

When you need medical care, contact hospital appointments at 828-7900 for non-emergency care. All beneficiaries enrolled to the 366th Medical Group will be assigned a primary care manager (PCM) in a panel. The PCM is your provider and will treat you for all your healthcare needs.

What medical services are available?

The 366th Medical Group is a 9 bed in-patient facility with 24 hour urgent care services.

Flight Medicine	Pharmacy	Family Practice
Optometry	General Surgery	Laboratory
Ambulatory Surgery	Radiology	Internal Medicine
Physical Therapy	Pediatrics	Nutritional Medicine
OB-GYN	Public Health	Mental Health
Bioenvironmental Engineering	Emergency Services	

What is a medical travel entitlement?

The Travel Entitlement program has been expanded with the National Defense Authorization Act of 2001 (NDAA) to include limited reimbursements for all TRICARE Prime patients. Effective 15 February 2002 the NDAA provides for reimbursement to TRICARE Prime patients for non-emergent medically necessary specialty care, when the distance required to travel is greater than 100 miles, one way from the patients PCM. The 366th MDG is administering the program. Please contact Beneficiary Services at 828-7231 for more information.

Am I required to go to the Base Hospital before I seek care downtown?

Healthcare downtown requires a referral from your primary care manager (PCM) or panel for all active duty, retirees and family members in Prime. For routine care, you will receive a letter within 7-10 days from the TRICARE Service Center (TSC) detailing which specialist to make the appointment with, how many visits are authorized, and when the referral expires. If the provider/specialist suggests a follow-up visit or recommends additional procedures or treatment, call the TSC or your PCM for authorization. Urgent

care appointments will be made by the TSC. For more information call 832-1560, TSC or TriWest. Toll free 1-888-585- 9378. Make certain you know what care you are authorized to receive – never make an appointment or receive treatment without authorization. Please contact the TSC if you have further questions at 832-1560. Please see the Beneficiary Counselor at 828-7803 (formerly called the Health Benefits Advisor) with other benefit questions

What is DEERS?

Defense Eligibility Enrollment Reporting System (DEERS) is a computerized system for verifying personnel eligible for medical care through the Uniformed Services and CHAMPUS. DEERS was developed to eliminate fraudulent medical care. You will be billed for services you received if it is later determined you are not eligible for medical care. When in-processing ensure your information in DEERS is correct and update status or new address as necessary i.e., marriage, divorce, new family member, etc. A child must obtain a military ID card within six months of their 10th birthday or they will be automatically disenrolled from TRICARE Prime. The Active Duty member must enroll themselves and their family members in TRICARE at the TRICARE Service Center in the hospital as part of their in-processing. Sponsors are responsible for enrolling their family members in DEERS at Military Personnel Flight customer service. To see if you are enrolled in DEERS, call 828-2133.

What services and support are available for expectant (pregnant) wives and/or daughters?

The OB Clinic is available to both dependent wives and daughters. If you need non-medical assistance and/or counseling once pregnancy is confirmed, you may contact Life Skills Support, Airman and Family Readiness Center or the Chapel. The New Parent Support Program (NPSP), part of Outreach services for Family Advocacy, provides a variety of practical/hands-on and educational support for families. The NPSP office is in the Base Hospital. If you are aware that your dependents are sexually active, you may want to visit the OB/GYN clinic or a Family Planning Center in the community.

TRICARE

TriWest Primary Care Manager, Mountain Home AFB

1-888-874-9378

832-1560

What is TRICARE?

TRICARE is the Department of Defense's worldwide health care program for active duty and retired uniformed services members and their families. TRICARE consists of TRICARE Prime, a managed care option, TRICARE Extra, a preferred provider option, and TRICARE Standard, a fee-for-service option. TRICARE For Life is also available for Medicare-eligible beneficiaries age 65 and over (effective Oct. 1, 2001).

TRICARE has an additional website now available – www.tricareonline.com. On this website you can schedule online routine and follow-up appointments

with your primary care manager (TRICARE Prime and Plus only), view customized MTF, clinic and provider web pages, and access health and wellness information. The telephone number to make TRICARE appointments at Mountain Home AFB is (208) 828-7900.

What is TRICARE Prime?

TRICARE Prime is a managed care option similar to a civilian health maintenance organization (HMO). It is the only TRICARE option that requires enrollment. Active duty service members are required to enroll in Prime. Active duty family members, retirees and their family members are encouraged, but not required, to enroll in Prime. Ask your local TRICARE service center (TSC) about the TRICARE Prime availability in your area. If you are stationed in a remote area, TRICARE Prime Remote may be the option available to you and your family members. TRICARE Prime offers less out-of-pocket costs than any other TRICARE option. Active duty members and their families do not pay enrollment fees, annual deductibles or co-payments for care in the TRICARE network. Retired service members pay an annual enrollment fee of \$230, for an individual, or \$460 for a family, and minimal co-pays apply for care in the TRICARE network. Although Prime offers a —point-of-service option for care received outside of the TRICARE Prime network, receiving care from a non-participating provider is not encouraged.

TRICARE Prime enrollees receive most of their care from military providers, or from civilian providers who belong to the TRICARE Prime network. Enrollees are assigned a primary care manager (PCM), who manages their care and provides referrals for specialty care. All referrals for specialty care must be arranged by the PCM to avoid point-of-service charges.

TRICARE Prime enrollees are guaranteed certain access standards for care. The chart below describes the access standards for Prime enrollees.

	Urgent Care	Routine Care	Referred/Specialty Care	Wellness/ Preventive Care
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Appointment wait time	Not to exceed 24 hours	Not to exceed 7 days	Not to exceed 30 days	Not to exceed 30 days
Drive time		Within 30 minutes from home	Within 60 minutes from home	
Wait time in office	Not to exceed 30 minutes for non-emergency situations.			

What are TRICARE For Life and TRICARE Plus?

When beneficiaries age 65 and over become eligible for Medicare Part A, they can use TRICARE For Life (TFL) if they enroll in Medicare Part B. These beneficiaries are not eligible for TRICARE Prime, but are eligible to use network and non-network providers under TRICARE Extra and TRICARE Standard. Under TFL, TRICARE acts as a second payer to Medicare for benefits payable by both Medicare and TRICARE. Beneficiaries can use an authorized Medicare provider and claims will be automatically sent to TRICARE after Medicare pays its portion. There are no enrollment fees for TFL — beneficiaries are only required to pay the Medicare Part B premium. TRICARE is first payer for benefits such as pharmacy, which are available only under TRICARE.

Some military treatment facilities will have capacity to offer a primary care affiliation program called TRICARE Plus. Enrolled beneficiaries have priority access to care at military treatment facilities, however, beneficiaries who choose to use TRICARE Extra, TRICARE Standard or TRICARE For Life may also continue to receive care in a military treatment facility as capacity exists. For more information about any of the TRICARE options, please contact your local TRICARE service center or visit the TRICARE Web site at <http://www.tricare.osd.mil>.

What happens if I elect not to enroll in TRICARE Prime?

If you are on active duty you must be enrolled in TRICARE Prime. All other beneficiaries who decide not to enroll in TRICARE Prime will still be eligible for care in military treatment facilities on a space available basis and maintain TRICARE Standard eligibility (formally CHAMPUS). They may also participate in TRICARE Extra by choosing a provider in the TRICARE network or they may use their own private health care insurance.

Which option is the best choice for me if I don't live close to an MTF?

If you are able to enroll in the TRICARE Prime program, this would be the most cost-efficient option for you. If there is not an MTF in your area contact your Managed Care Support Contractor (MCSC) to inquire about civilian Prime providers. If there is not a Prime provider in your area, you can still save money by participating in the TRICARE Extra program by using a

civilian network provider. If TRICARE Extra network providers are not available in your area, you will have to utilize TRICARE Standard. The TRICARE Service Centers (TSC) have lists of TRICARE Extra network and TRICARE Standard providers.

What do I do with the bills I've received for care provided by a civilian doctor?

In most cases the civilian network provider will file the claim (Prime); in others (Standard) the beneficiary is responsible. It is imperative to avoid complications and delays (as much as 120 days) to fill out the paperwork from the provider correctly. Receiving one itemized bill for an episode of care is normal before payment is made. If you receive a second bill, bring it in to the TRICARE Service Center to have them research the claim and find out the reason for the delay.

In instances where the provider will not file the claim (some of the referrals are with non-network providers), the patient will need to file the claim. When you make your appointment, the provider will advise you that you will need to file the claim. You will need to do the following.

- Obtain a claim form from the
- TSC Attach the bill
- Mail the bill paying to clearinghouse (the TSC has the addresses)

If you file the claim, TRICARE will send a check and Explanation of Benefits (this form explains what was billed and paid) to you to pay the provider. In order to pay the provider, make a copy of the Explanation of Benefits and either write a check or submit a money order in the amount received to the provider. Please remember that this money is intended to go to the provider and is not for personal use.

How can I find out more information about the TRICARE program?

Here are a few great sources of information to get answers regarding TRICARE: Contact your TRICARE Service Center; contact the Beneficiary Counseling and Assistance Coordinator (BCAC) or the Health Benefit Advisor (HBA) at any military treatment facility; or contact your Managed Care Support Contractor. TRICARE also has a website available at <http://www.tricare.osd.mil/>.

How do TRICARE Service Centers assist beneficiaries?

The Mountain Home AFB TRICARE Service Center is staffed by TriWest health care professionals who help beneficiaries obtain the service they need. Different companies staff different regional service centers. Staff includes:

Customer Services Representatives who help explain the TRICARE options to you and assist in your choice of program that suits you best. They provide enrollment assistance for TRICARE Prime, assist with the selection of a Primary Care Manager, provide names of TRICARE network providers, and help resolve any billing problems.

Health Care Finders are registered nurses who will assist you and your Primary Care Manager in arranging specialist referrals, pre-authorized hospital admissions and approve certain medical procedures.

What is my priority for care in the Military Treatment Facility (MTF)?

By law, priority for care at the MTF will be based on the following criteria:

- Active duty personnel
- Active duty family members enrolled in TRICARE Prime
- Retirees, survivors and their family members enrolled in TRICARE Prime
- Active duty family members not enrolled in TRICARE Prime
- Retirees, survivors and their family members not enrolled in TRICARE Prime
- Non-enrolled persons eligible for military health care may be seen at military hospitals and clinics on a space available basis.

How do I obtain emergency care through TRICARE?

Anyone covered by TRICARE should seek treatment at the nearest emergency department right away if care is needed to safeguard life, limb or eyesight. If you're a TRICARE Prime enrollee and use a civilian emergency room you must notify your Managed Care Support Contractor within 24 hours. In addition, any follow-up care related to the visit must be scheduled with your Primary Care Manager.

If you're not sure if it's an emergency, you may call the Nurse Advice Line to help you decide. A registered nurse will give you basic medical information to help resolve the problem or, if necessary, direct you to use the nearest emergency department. The Nurse Advice Line is available 24 hours a day, 7 days a week to all military beneficiaries, at 1-888-887-4111.

What is the function of the Nurse Advice Line?

Nurse Advisors are available in most regions, by phone to provide advice and assistance to enhance patient decision making. Nurses are available 24 hours a day, 7 days a week, and can discuss treatment alternatives, symptoms, and illness prevention or can advise whether a situation warrants immediate medical attention. Call your region's Managed Care Support Contractor to get the Nurse Advice Line phone number for your region.

What is Portability?

Portability means that you TRICARE benefit follows you where you go. Under this program you may transfer enrollment during a temporary or permanent move in order to receive local healthcare. When you PCS'ing, it is critical that you remain enrolled at your losing base and stay enrolled until you reach your new destination. At that point, please follow the steps for enrollment. If you need care while out of the area, call your primary care manager or

call the 366th Medical Group toll-free number 1-800-242-1892 for more information.

If I have a grievance for services under the TRICARE program whom can I contact?

Grievances should be reported to the military treatment facility Beneficiary Counseling and Assistance Coordinator (BCAC) or Health Benefits Advisor (HBA), the MTF Commander or Lead Agent BCAC. The regional Managed Care Support Contractor is responsible for grievances for services rendered by civilian network providers under the TRICARE program.

TRICARE Pharmacy Program

What is the TRICARE pharmacy program?

TRICARE provides a world-class pharmacy benefit. All beneficiaries eligible for TRICARE are eligible for the TRICARE Pharmacy Program, including Medicare- eligible beneficiaries age 65 and over, and can fill prescription medications at military treatment facility (MTF) pharmacies, through the National Mail Order Pharmacy (NMOP), or at retail network and non-network pharmacies. All beneficiaries must have current addresses and other information in the Defense Enrollment Eligibility Reporting System (DEERS). To have a prescription filled, you will need a written prescription and a valid uniformed services identification card. If you are Medicare eligible and you turned age 65 on April 1, 2001, or later, you also must be enrolled in Medicare Part B.

Pharmacy co-pay structure: The pharmacy co-pay structure is based on whether the prescription medication is a brand name pharmaceutical or a—genericll equivalent. See the co-pay chart below for your costs. This co-pay structure applies to all beneficiaries regardless of their TRICARE enrollment status.

Place of Service	Generic	Brand Name
MTF Pharmacy	\$0	\$0
NMOP (up to a 90-day supply)	\$3	\$9
Retail Network Pharmacy (up to a 30-day supply)	\$3	\$9
Non-network Pharmacy	\$9 or 20% of total cost (whichever is greater) Existing deductibles and point of service penalty apply (E-4 & below, \$50 per person/\$100 per family) (Standard, \$150 per person/\$300 per family) (Prime, \$300 per person/\$600 per family, Point-of-Service (POS) Penalty – 50%)	

MTF pharmacy:

You may have prescriptions filled (up to a 90-day supply for most medications) at a MTF pharmacy free of charge. Each facility is required to make available the medications listed in the DoD Basic Core Formulary. The MTF, through its local pharmacy and therapeutics committee, may add additional medications to its local formulary based on the scope of care at that MTF. Contact your local MTF for specific details about filling and refilling prescriptions at its pharmacy.

National Mail Order Pharmacy (NMOP):

NMOP is available for prescriptions you take on a regular basis. You can receive up to a 90-day supply for most of your medications. NMOP is administered by Merck-Medco Rx Services. Through this program, you mail your health care provider's written with your co-pay to NMOP, and your medications will be sent to you. You can refill your prescription by mail, phone, or online.

For more information about how to use NMOP, visit the TRICARE Web site at <http://www.tricare.osd.mil/pharmacy/nmop.cfm>, or contact MOP member services at 1-800-903-4680 within the United States, or 1-614-421-8211 if outside the United States. You can also visit the Merck Medco Web site at <http://www.merckmedco.com/>.

Retail network pharmacies:

If you need to start taking a medication right away and are unable to get to an MTF pharmacy, or if the medication you need is not available at the MTF pharmacy, you can use a civilian pharmacy in the TRICARE network. Your regional managed care support contractor (MCSC) can provide a list of retail network pharmacies near you. You can usually obtain prescriptions for up to 30 days. Please contact your regional MCSC or local TRICARE service center for more information about filling prescriptions at retail network pharmacies.

Non-network pharmacies:

Filling prescriptions in non-network pharmacies is your most expensive option and is not encouraged. You may have to pay for the total amount first, and file a claim with your regional MCSC to receive a partial reimbursement. Please contact your regional MCSC or local TRICARE service center for more information about filling prescriptions at non-network pharmacies.

Pharmacy Data Transaction Service:

DoD's Pharmacy Data Transaction Service (PDTS) maintains a patient medication record, or profile, for all DoD beneficiaries worldwide. Through an automated tool, PDTS reviews a beneficiary's new prescription against all previous prescriptions filled through any point of service in the Military Health System (MHS), including MTF pharmacies, the NMOP and retail network pharmacies. PDTS ensures the quality of prescription services and enhances patient safety by reducing the likelihood of adverse drug-to-drug interactions and duplicate treatments. With each new or refill prescription, a clinical

screening will check the prescription against the beneficiary's complete medication history before it is dispensed to the beneficiary. PDS is not available at non-network pharmacies.

TRICARE Dental Program (United Concordia) www.ucci.com

Active Duty

The TRICARE Dental Program is a voluntary, comprehensive dental program offered worldwide by the Department of Defense to family members of all active duty Uniformed Service personnel and to Selected Reserve and Individual Ready Reserve (IRR) members and/or their family members. United Concordia is the administrator of this program. Applications are available on-line and from the Beneficiary Counselor at the hospital (828-7803).

Eligibility:

- Must be on active duty orders for more than 30 consecutive days
- Have 24 months left in service
- Requires a 24 month commitment
- 12 months returning from overseas

Retirees and Family Members (Delta Dental) www.ddpdelta.org

Benefits under the TRICARE Retiree Dental Program (TRDP) have been enhanced to form the most unique, comprehensive dental benefits program ever available to Uniformed Services retirees and their family members. Enhanced coverage under TRDP became effective October 1, 2000.

Mental Health Flight

828-7580

The mental health flight is an outpatient program consisting of three elements: a) Mental Health, b) Family Advocacy and c) Alcohol & Drug Abuse Prevention & Treatment. Care is provided to all eligible beneficiaries as specified by governing guidelines.

Mental Health

828-7580

- Individual therapy (psychotherapy and limited psycho-pharmacology)
- Group Therapy
- Suicidal/Homicidal Evaluations (Risk Assessments/Safety Checks)
- Commander Directed Evaluations
- Psychological Testing (when ordered/approved by licensed psychologist)

Diagnoses/Case Types

- Adjustment Disorders
- Mood Disorders (i.e. depression)
- Security Clearance (MTI/Special Duty)
- Bereavement
- Suicidal/Homicidal Evaluations
- Thought Disorders

- Interpersonal Problems
- Commander Directed Evaluations
- Substance Abuse and Dependence
- Anxiety Disorders
- Personality Disorders

Family Advocacy Program

828-7520

The mission of the Family Advocacy Program (FAP) is to support Air Force readiness. Our goal is to promote readiness by enhancing the health, welfare and morale of Air Force personnel. The FAP has these components to achieve this goal:

Family Maltreatment Intervention

828-7520

When family violence (child abuse/neglect, spouse abuse) occurs, the FAP responds to ensure victim safety and stop the violence. The FAP staff and other professionals work with the family to assess their needs. The FAP utilizes treatment options with the support of on and/or off base community resource agencies. Intervention can include individual therapy, marital therapy, interpersonal groups, anger management, stress management and other services as require

Outreach Services

828-7523

Goals here are to strengthen individuals, families and the military community. This is accomplished through a variety of methods and media via parenting classes, couples communication classes, anger/stress management classes for families, organized community events, consultation and referral. The Outreach Program also provides training and briefings to organizations and groups on a variety of topics relating to the identification and reporting of spouse and child abuse. Another special topic addressed through Outreach is support for Gunfighter families before, during and after deployment through specific workshops. All classes, groups and programs offered by Outreach are educational by design. Documentation is not required for these skills enhancing programs. All classes, groups and programs are voluntary, free of charge and open to the Base Community.

New Parent Support Program

828-7566

The New Parent Support Program (NPSP) has a variety of resources to help build healthy, happy Gunfighter families.

Who can receive services? Expectant or new parents; single parents; parents with limited support; parents with a child aged 0-3 years old; step-parents.

What services are available? Home visits by a Registered Nurse (RN); home visits by a licensed social worker (MSW); education on pregnancy and all aspects of baby and toddler care; child development information; information and referrals to on and off base resources, parent/child interactive groups.

When are services provided? During pregnancy; after delivery of baby; birth to three years of age.

Where are services provided? In your home; in the NPSP office (located at the Base Hospital); by telephone follow ups; hospital and clinic visits.

Special Needs Identification and Assignment Coordination Process (SNIACP) 828-7516

SNIACP is for active duty personnel with adult or child family members who have exceptional/chronic needs (medical, mental, emotional and/or educational) needs. When a special need exists, enrollment in this program is mandatory per AFI 40-301. The SNIACP helps to coordinate services for the family members.

All family members will be screened for overseas assignments during the overseas clearance process. Newly identified SNIACP conditions must be evaluated and may affect assignments, since the availability of services is determined by the gaining installation. It is the active duty member's responsibility to report SNIACP conditions. If you are in doubt regarding which conditions meet SNIACP criteria, call Family Advocacy at 828-7520.

Alcohol Drug Abuse Prevention Treatment (ADAPT) Process 828-7580

The Air Force considers alcoholism a disease, which affects the entire family and therefore encourages family participation in this program.

1. The first step of the Alcohol Drug Abuse Prevention Treatment (ADAPT) process is the substance abuse evaluation. This process begins with an interview with a substance abuse counselor. Upon completion of this interview, the participant will be seen by a mental health provider, usually the ADAPT program manager. Based on the information gathered from both of these interviews, a recommendation will be made to the client as to the appropriate care. If the participant is a military member, the commander will be notified on all course of education, non-clinical services, or clinical service agreed upon. The Treatment Team (TT) will meet to discuss the most appropriate services for patient's needs. The ADAPT program manager will make the final recommendation for all clinical course of treatment for patients in the ADAPT program and the individual's commander will make the final determination.

2. The following is a brief description of the ADAPT program:

- NON-CLINICAL SERVICES: All individuals entered in the ADAPT program will receive a minimum of six hours of education. Topics will include AF standards, legal/administrative consequences of abuse, decision-making, dynamics of substance abuse, bio-psychosocial model of addictions, value clarification, impact of substance abuse on self and others, family dynamics and goal setting. Additional counseling may be prescribed and the length of involvement will be determined by the client's presenting problems, agreed upon treatment, or behavioral contract.

- CLINICAL SERVICES: For those who meet DSM IV criteria for Alcohol Abuse or Alcohol Dependence, they will be entered into substance abuse treatment with the level and intensity of care determined by the Alcohol Drug Abuse Prevention Treatment Program Manager (ADAPTPM). Variable length of stay in treatment shall be provided within a variety of treatment settings. The treatment program will reflect a multi-disciplinary approach to assist the patient to achieve full recovery free of the negative effect of the substance abuse.

3. Every effort will be made to provide the participant with the tools necessary to complete the program. Successful completion depends entirely on the willingness to participate and adhere to program and Air Force standards (military members). Failing to successfully complete the requirements of ADAPT, can lead to administrative separation (this applies to both officers and enlisted).

4. URINALYSIS TESTING: Clients identified for drug use may be required to provide a urinalysis sample on a monthly basis. Positive results from such a sample can be the basis for program failure.

Veterinary Clinic

828-2221

Where do I go to get care for my pets?

The Veterinary Clinic provides limited services for animals. To get complete information about these services, contact the Veterinary Clinic directly.

Must I register my pets on base?

Yes, if you live on base, you must register your pets within 10 days of arrival.

MILITARY

Finance

828-2046/2170

What is an allotment?

An allotment is an arrangement between the military member and Accounting

and Finance to have a specific amount of money withheld from the paycheck each payday for payment to a designated recipient, i.e., savings account, car loan, mortgage payment, insurance, etc. One-half of the specified amount is held from mid-month pay and one-half is held from end-of-month pay. A payment goes from the Finance Center in Denver to the recipient, via electronic transfer, on the first of the month.

What do I need to do to start an allotment?

To start an allotment the military member needs to complete either an SF 1199A or AF Form 1548. The SF 1199A is for any allotment going to financial institutions, such as banks and credit unions, and requires a member's signature and verification. The AF Form 1548 requires only the member's signature since it is used for allotments to non-financial institutions. Once the form is filled out and signed, the member takes it to Military Pay at Accounting Finance for update to the pay record.

What is Direct Deposit?

Direct Deposit is the electronic transfer of your pay to a bank account. All Active duty members are required to have Direct Deposit.

What are the types of Pay?

There are several types of pay for military members. Some pay is taxable and others are not. Whenever —pay is used, consider it to be taxable.

What is Basic Pay?

The amount of basic pay is determined by the length of time in the service and by rank. All service members receive basic pay.

What is Basic Allowance for Subsistence (BAS)?

BAS is a non-taxable allowance for food. Officers receive this allowance regardless of grade. Enlisted personnel may receive this allowance based on the availability of government mess (dining facility) or if authorized to mess (eat) separately when government mess is available. Normally, enlisted personnel who live in barracks are required to eat in dining facilities on their base and therefore are entitled to BAS, but at a partial rate.

What is Basic Allowance for Housing (BAH)?

BAH is a non-taxable allowance for housing. BAH is determined by locality, rank and whether or not there are family members. This allowance partially reimburses military personnel for their housing expenses if they live in civilian communities. A service member with a family who lives in government family-type quarters is not entitled to BAH. A service member without a family who lives in the barracks receives partial BAH.

What is Clothing Allowance?

Enlisted personnel are issued clothing when first inducted into the Air Force. They also receive an annual replacement clothing maintenance allowance.

This allowance enables them to care for and replace their uniform. Officers receive an initial allowance to purchase military clothing and do not receive a replacement clothing allowance. For certain duty assignments, officers and enlisted members may receive an allowance for civilian clothing.

What is Special Pay?

Special pay is authorized for special situations like deployments, overseas or temporary assignments. Talk to your installation finance office about special pay.

What are Relocation Travel Allowances?

Every time you relocate, there may be a financial impact on the military member and their family. How well you plan for your move will determine how much it will cost. Before you move, make sure you understand what you are or are not authorized to do at government expense.

What is Advance Pay?

The active duty member is authorized to receive advance pay to help with the cost of the PCS move. The advance is normally paid no more than 30 days prior to your PCS departure date. The member is authorized one month of basic pay minus deductions with a 12-month payback. CAUTION: If not properly managed, drawing advance pay can be hazardous to your financial health!

What is Dislocation Allowance?

Members with families can receive a dislocation allowance of two months Basic Allowance for Housing to help offset the costs of leaving one's home and moving into another.

When is Dislocation allowance not paid?

- When your spouse is ordered from home to the first duty station
- When a military member is assigned to government quarters and there are no dependents
- When the member is separated or retiring

What is Overseas Housing Allowance (OHA)?

OHA is a monthly allowance paid to service members assigned to an OCONUS PDS (permanent duty station outside the continental U.S., not including Hawaii and Alaska) authorized to live in private housing. OHA defrays the member's housing costs and includes the following components:

- Rent,
- Utility/recurring maintenance expenses,
- Temporary Lodging Allowance OCONUS (TLA) and
- Move-in Housing Allowance (MIHA)

What is Overseas Cost of Living Allowance (COLA)?

COLA is an allowance paid to service members stationed in high-cost overseas areas, including Alaska and Hawaii.

What is Overseas Temporary Lodging Allowance (TLA)?

TLA is partially reimbursed to the member for occupancy of transient quarters at the gaining overseas base. TLA is paid in 10-day increments and a maximum of 60 days can be authorized for reimbursement. A member is entitled to TLA only if government quarters are not available.

What is MyPay?

MyPay is a website www.mypay.gov. enabling the military member to access and manage his/her government pay account. Monthly leave and earnings statements and W-2s can be viewed and printed from this site.

Housing

828-2781

What does the Family Housing Office offer?

The Family Housing Office can assist you if you are interested in on or off-base housing. The housing office also provides off-base sale and rental unit listings and can assist in mediation of off-base complaints, military clauses and local area information. Should your unit require repairs or if you should lock yourself out, you can contact the housing maintenance contractor, Satellite Services, Inc. (SSI) at 832-4643. The Housing Office hours are Monday through Friday, 0730 – 1500.

Legal

828-2238

What does the Base Legal Office offer?

If you should need assistance with legal matters, the Base Legal Office may be able to assist you. The legal office provides advice/or referrals to active duty, retired personnel and their dependents, Reservists and National Guard personnel on active duty. The legal office can provide assistance with the drafting of a will, power of attorney or a living will free of charge. The legal office also provides a notary service. They do not provide assistance with review of real estate sales or closing documents, criminal issues or representation in court. File claims for household goods damaged during PCS moves at the legal claims office, 828-3642.

What is a Power of Attorney (POA)?

A POA allows an individual to make decisions for the sponsor while he/she is on TDY, extended leave or on a remote assignment. A POA is needed to perform certain functions such as banking procedures, applying for Air Force Aid or arranging for a PCS (relocation/move). Contact the Legal Office, 828-2238 for additional information.

Military Personnel

828-2133

Where are military and dependent identification cards issued?

The customer service section of the military personnel flight (MPF) issues identification cards to military and dependents.

What is Servicemembers' Group Life Insurance (SGLI)?

SGLI is a term life insurance policy purchased by the active duty military member in increments of \$10,000 up to \$400,000. The cost is minimal. It could be important to you that the military member maintains this insurance and keeps the emergency data and beneficiary information current.

What is Family Member SGLI?

Life insurance for spouses and children of active duty military is now available. Spouses can be covered up to \$100,000 for a low cost, and children are automatically covered for \$10,000 for no charge.

What is the Survivor Benefit Plan (SBP)?

If your spouse retires from the military, he/she will receive retirement pay which stops upon his/her death. The Survivor's Benefit Plan is a government subsidized annuity plan to enable survivors to receive a portion of the retired pay. The service member must make an election to enroll or not to enroll at the time of retirement, and the spouse must also sign the application. Counseling on this is part of the retirement process is provided by the military personnel flight.

Protocol

828-4536

What is protocol?

Protocol is a combination of good manners, proper etiquette, and military customs and courtesies wrapped up together to form a set of rules and guidelines. It helps prevent embarrassing situations and makes everyone feel at ease. It is followed at many military ceremonies including change of command, promotion, retirement, retreat, reenlistment, luncheons, dinners and other events.

What is a Dining-in and Dining-out? How should I dress for the event?

The dining-in is a formal dinner for the members of a wing unit or organization. The dining-out is similar to the dining-in but it includes spouses and guests. Officers wear the mess dress uniform; enlisted members wear mess dress or the semi-formal dress uniform. The proper dress for civilians should be clearly stated in the invitation.

What does "RSVP" mean in an invitation?

The initials RSVP stand for the French phrase, —repondez s'il vous plait meaning —please reply. Usually RSVP is followed by a date. Therefore, —RSVP by 1 Dec, is requesting that you reply by notifying of your attendance or non-

attendance by 1 Dec. When you receive an invitation, make every attempt to respond within 24 hours. To not respond at all is considered extremely rude.

What are dress and wear standards in the Air Force?

Casual: Slacks, simple dress, skirt and blouse, open collar shirt, jeans (area specific). Casual is used for functions such as picnics, barbeques, birthday parties, or super bowl parties. Slacks, simple dress, skirt and blouse - no tie for men. —Jeans fit into this category as —country-western wear or —Idaho Casual. Shorts depend on the activity and good judgment.

Sport Coat (often seen as “Informal”): Church dress, pantsuit, coat (with or without tie). Informal is a step up from casual. For an afternoon event (luncheon or tea), select a dress that you would wear to church or, in the evening, the same dress, pantsuit or long skirt, if that is your style. For men, wear a coat and tie.

Semi-Formal: Cocktail dress, dark distinguished business suit, service dress. Semi-formal is a category that really doesn't exist until you receive an invitation that states it. Wear your really —dressy dress, the kind that is generally called a —cocktail dress. It can be short or long. For men, it calls for a distinguished suit, dark and business like.

Formal: Evening gown (long or short), black tie or tuxedo, mess dress. Formal wear calls for a gown, the dancing shoes and sequins. For men it is —black tie and that means mess dress. Military invitations that specify the uniform —black tie also mean that civilian guests will be wearing dinner clothes (tuxedos).

Always check with the host if military dress is not specified.

How do we pay honors to the flag?

Civilians attending events should stand when the flag of the United States is honored.

Indoors. Stand still and quiet while flags are being posted. While the national anthem is played, place hands at side or over heart.

Outdoors. If the flag passes by in a parade, stand still with hands at side or over heart. Place hand over heart during the playing of the national anthem. For a retreat ceremony, if walking outdoors, stop, face the flag or music, place hands at side or over heart, or if in a car, safely pull over to the side of the road and wait for the music to stop.

Security Forces (Law Enforcement Desk) 828-2256/7/8

How do I report an auto accident?

To report an auto accident on base, contact the Law Enforcement Desk

Sergeant at 828-2256/7/8. Advise him or her of the location and if there are injuries. To report an auto accident off base, contact the local police department.

How do I report a break-in?

All criminal offenses should be reported to the Law Enforcement Desk Sergeant on base 828-2256/7/8, to 911 (for on base, 911 rings at Law Enforcement Desk) or to your local city Police Department. Regardless of where the break-in occurs, do NOT touch or move anything. Wait for the Law Enforcement Officers to arrive.

What do I do if I get a traffic ticket?

If you receive a traffic ticket on base, you will be issued a DD Form 1408. If you receive a traffic ticket off base, you will be given instructions when issued the citation.

What happens if my family member is detained on base?

If your dependent is detained on base, an incident report will be sent to the sponsor's commander for action.

How do I report a claim for property damage on base (broken windshields from contract grass cutters, etc.)?

Call the Law Enforcement Desk and advise the Desk Sergeant (Dispatcher) of the situation. You will have to fill out a statement and an entry will be made in the police blotters. Then, contact the claims office. Do not have the item repaired/replaced until the claims office has been contacted unless it is a dire emergency. The Law Enforcement Desk is open 24 hours a day, 7 days a week.

Should I return the salute given me by the security entry gate guards? Are there other special procedures I should follow upon entering/exiting the base?

It is not necessary for spouses to return the salute; however, common courtesy should be extended to the gate guards. The guard will look for your base decal, then either signal for you to proceed or stop. You may be asked for your ID card, depending on security conditions. Don't ignore the guard as you drive through the gate. A smile, wave or nod and thank-you (even if he/she can't hear your words) are small thanks for the service these guards perform. When driving onto base at night, courteously dim your headlights as you approach so the guard can see you and your base decal. However, it is appropriate to acknowledge the security guard with a wave or nod of the head.

How do I register my vehicle on base?

Vehicle decals are no longer issued. You must show your ID card to enter the base, and must have your current driver's license, current vehicle registration, and current proof of insurance available at all times.

Am I allowed to use my cell phone while driving on base?

It is illegal and will result in a federal ticket if you are observed talking on your cell phone while operating a motor vehicle on base. However, you are allowed to use a hands-free device.

Do I need to take special precaution with my vehicle during inclement weather?

During periods of inclement weather, insure that **all of your vehicle windows are clear of snow and ice before driving.** If all windows are not cleared, this could result in a federal ticket.

Do not leave your vehicle running or unattended at any time.

Traffic Management Office (TMO)

Inbound: 828-1796

Outbound: 828-1795

If I am required to move off base, will TMO move me?

Normally, yes. The Mission Support Group Commander makes the final determination whether or not the government will move you.

Will TMO assist me when I move into Base Housing?

When you have been assigned a house on base, you have the option of having the government move you into your new quarters or moving yourself under the Do-it Yourself (DITY) program. You will need base housing orders which authorizes TMO to assist you. When orders are prepared at base housing, you must decide which option suits your needs.

What office will help me move overseas?

When you have received your orders for an overseas assignment, there is a checklist you must complete. Contacting the TMO is part of this checklist. The Air Force will move you and the allowable weight allowance to your overseas location. In some areas overseas, administrative weight allowances are set on the amount of household goods that can be shipped at government expense. If you are affected by an administrative weight allowance, the counselor at your TMO office will tell you and will let you know how many pounds you can ship. You may store items not required overseas at government expense for the length of tour overseas.

My spouse is remote and we plan to meet at our gaining base. How do I arrange to have our belongings transported to the new base?

Your sponsor should contact the servicing TMO overseas to arrange for the move. The overseas TMO will mail the paperwork to the responsible CONUS TMO, which will coordinate all arrangements for the move with the individual designated by the sponsor. Please be aware that the Air Force will move you only one time on each travel order.

What is a weight allowance?

Your weight allowance is the maximum weight that can be moved at government expense under the Joint Federal Travel Regulation (JFTR). Related to pay grade, this allowance includes the total weight of personal property you ship and place in storage. Please be advised that each service regulation governs the exact weight allowance that can be shipped at government expense. Contact your TMO office for further details. You alone, not your TMO office or the household goods commercial carrier, are responsible for staying within this weight allowance. If the weight of items packed, shipped or stored exceeds that amount, you must pay all charges connected with the excess weight, including storage. Discard all items you would not ship if you paid for the move.

If you are shipping overseas, you are normally entitled to an unaccompanied baggage shipment in addition to your household goods. Unaccompanied baggage is for essential items required for use shortly after your arrival. Do not exceed your unaccompanied baggage allowance as this is the most expensive shipment, as it routinely moves by air. Take only essential items. Unaccompanied baggage is part of your overall weight allowance, not in addition to it, but there are specific weight and category of item restrictions. No furniture may be shipped as part of your unaccompanied baggage.

Unit First Sergeants and Commanders

What is the role of the First Sergeant and Commander?

As a new member of the Air Force Family, an important part of your transition into military life is becoming familiar with its structure and how you can make it work for you and your family. One of the most invaluable resources available within every Air Force organization on base is the unit first sergeant. The First Sergeant's primary duty is to assure the well being of the troops within their organization by acting as a liaison between the Commander and unit personnel. When any problems arise for personnel regarding pay, leave, travel, dependent care, work details, unit administration, etc., the First Sergeant is the person to see. The first sergeant will ensure that personnel are provided assistance by appropriate agencies both on- and off-base. The First Sergeant is available to assist family members as well. Should the service member be absent due to temporary duty, the First Sergeant is there to assist the spouse in handling many situations, emergency or otherwise. Should any type of problems or questions arise, your spouse's First Sergeant is there for you and your family as a reference point to provide solutions or directions on where to find them.

SCHOOLS

School District 193

587-2580

How do I find out information on the local schools?

The School Liaison Officer at the Airman and Family Readiness Center will have information on local schools in the area. Some bases have schools on base and your SITES package will tell you where schools are located at your next base.

How do I enroll my children in school and how do I know which school district we are in?

A complete and detailed record of schools in the area can be obtained by calling the School District Office at 587-2580, or visiting the web site at www.mtnhomesd.org.

Education Center

828-6363

For adults interested in starting/continuing their college level education, the base education center is the place to go. Several local colleges offer classes on the base:

Boise State University	828-6746
Embry-Riddle Aeronautical University	828-4190/832-2222
Park University	828-4191/832-4535
Bellevue University	832-9934

SERVICES

Force Support Squadron (FSS)

828-2413

What does the FSS Squadron provide?

The FSS Squadron provides services, facilities and activities to help stimulate, develop and maintain personal, mental, physical and social well-being. To keep abreast of the current base activities, read the weekly base newspaper. There is a special section called —FSS Secretsll published monthly. You may also sign up to receive weekly e-mail announcements of services or activities. If there is something special you'd like to do and think others would too, don't hesitate to call the FSS Squadron office.

FSS Activities include the following facilities:

Arts and Crafts Center	828-6680
Automotive Skills Center	828-2295
Frame Shop	828-6680
Bowling Center	828-6329
Child Development Center	828-2443
Gunfighter's Club	828-2105
Community Center	828-2246
Family Child Care	828-6715
Fitness Center (Gym)	828-2381/2543
Golf Course	828-6559
Library	828-2544
Lodging	828-5200
Outdoor Recreation Supply	828-2237
Outdoor Adventure Program	828-6333
Pool (Indoor)	828-6620
Skeet Trap & Range	828-6093
The Underground	828-2246
Veterinary Clinic	828-2221
Youth Center	828-2501

The FSS squadron website www.mhafbfun.com has information about all ongoing activities and service hours.

Child Care

828-2443

Who can use the Child Development Center (CDC)?

All children, ages 6 weeks to start of kindergarten, of active duty/retired military and eligible DoD civilian employees may use the CDC according to Air Force priorities. Some programs operate at capacity during some periods and space may not be available for all children.

What programs are offered?

The CDC offers regular and space available hourly care. During the school year, the CDC offers part-day enrichment programs for 3 and 4 year olds (2 or 3 mornings a week or 2 or 3 afternoons a week). In-home childcare is offered in licensed Family Child Care Homes in base housing areas and USDA food programs are offered in all facilities.

What are the qualifications of CDC staff members?

Employees must first meet high personnel qualification standards then each individual is screened by CDC personnel. Childcare givers are then required to submit to local and national agency checklists and must provide certifiable references.

What is the policy for care of handicapped children?

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

How do I make a suggestion or file a complaint?

To file a complaint, contact the CDC coordinator at 828-2443.

Family Child Care Program

828-6715

Is there an "in-home" child care program on base?

Yes, additional information is available by calling the Family Child Care Office.

Where can I find a list of licensed providers?

Stop by the Airman and Family Readiness Center or the Family Child Care office for a list of providers and for more information.

What is the policy for care of handicapped children?

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

Is child care available for people PCSing in and out?

Yes, there is a program available through the Air Force Aid Society called Child Care for PCS. Go to the Airman and Family Readiness Center for more information or if you would like to participate.

If I want to volunteer at an agency on base, can I get someone to watch my children?

Yes, there is a program available through the Air Force Aid Society called Child Care for Volunteers. Go to the Airman and Family Readiness Center for more information or if you would like to participate.

Youth Center

828-2501

What activities are available for my children?

The Youth Center 828-2501 has many activities available, depending on the ages of the children. There are different sports programs during the year, as well as dances, games and field trips. Instructions in swimming, dancing, piano, karate and other activities are also offered.

Listed below are just a few of the on base resources for your youth:

- Before and After School Programs
- All-Day Programs when school is not in session
-
-

Sports Activities like soccer, football and basketball
Contract classes such as piano, dance, gymnastics, and karate

Library

828-2326

Does the library have more than books and printed material?

The library contains materials for the technical, educational, cultural, and recreational needs of active and retired military personnel, their family members, and civilian personnel assigned here. The library has books, magazines, newspapers, videos, books-on-tape, compact discs, DVDs, research services, preschool story hour, and a summer reading program, as well as public-use computers with Internet access, typewriters, a copy machine, FAX machine, video equipment for use on-site, microfiche readers, income tax forms, investment publications and interlibrary loan services. The library's web site is

<http://library.mountainhome.accqolnet.org/library>.

Lodging

828-5200

What is Lodging?

Lodging (sometimes called Billeting) is an on-base hotel/motel for ID card holders of any branch of the military. At Mountain Home AFB it is called the Sagebrush Inn. Call the Lodging Office for information regarding the availability of quarters on a given date.

Can out-of-town guests use Lodging?

Your out-of-town guests are eligible to stay in our base's Inn on a space-available basis. Necessary registration forms must be completed by someone holding a valid military ID card. Call the Lodging Office for information regarding the availability of quarters on a given date.

SHOPPING

Base Exchange (BX)

832-4353/4613

What is the Base Exchange (BX)?

The BX is a military shopping center for active duty and retired personnel, Reserve, National Guard, and family members. It is run by the Army and Air Force Exchange Service (AAFES). AAFES dividends supplement appropriated funds in support of the Army and Air Force Morale, Welfare, and Recreation programs. Use of the BX is a privilege and not a right. There are several facilities that make up your BX:

- **The Main Store:** clothing, electronics, house wares, stationary and books, luggage, and other department store items.

- **The Military Clothing Sales Store:** You can purchase your military clothing items, including necessary accessories (located in the Main Store)
- **The Food Court:** You can enjoy a variety of food selections.
- **GNC Store:** You can purchase a wide variety of vitamins and health supplies
- **Shoppette/Auto Pride:** You can purchase grocery items, Class VI items (alcoholic beverages), gas (0600-2400, 7 days a week), auto parts and rent videos, as well as have your car serviced.
- **Barber Shop, Beauty Shop, Flower Shop, and Burger King**

Commissary

828-2286

What is the Commissary?

The Commissary is an on-base grocery store, which stocks around 18,000 line items and sells merchandise at its purchase price. The 5% surcharge added to the end of your bill pays for all supplies, construction of new commissaries and remodeling of existing stores.

Am I allowed to bring a friend or relative to help me while shopping the Commissary if I am sick or unable to lift heavy items?

In special cases, the Mission Support Group Commander can issue a letter authorizing someone to assist you. There are two types of letters: an Agent Letter, allowing the appointed person to shop on your behalf, and a Letter to Assist, where the appointed person is only authorized to assist you.

Who do the baggers work for?

Baggers are not commissary employees; they work for you and are paid through tips only. The size of the tip is between the patron and bagger and depends on the type of service provided.

Do I really save by shopping at the commissary versus an off-base supermarket?

Supermarkets advertise and sell items below cost to attract customers to their stores. Commissaries sell all grocery items at cost, which allows you to save 20- 30%. There is never a mark-up.

How do I make a suggestion or register a complaint with the Commissary?

Suggestions and/or complaints may be filed through the suggestion box. You can also contact any of the commissary managers who are identified by a nametag.

Are guests, visitors and/or relatives allowed to shop in the commissary?

No, commissary service is a special privilege and only authorized patrons are permitted to purchase items. Visitors are allowed to accompany

authorized ID card holders.

Thrift Shop

828-2534

What are the hours of operation?

The Thrift Shop is open Monday, Wednesday and Thursday from 10 am til 2 pm, with consignments accepted between the hours of 10 am and 1 pm. Please call for updated operating hours.

What items are available?

The Thrift Shop takes items on consignment, so the variety is endless. If you are interested in putting items on consignment, call 828-2534 for a detailed list of what is currently being accepted. Items must be in good repair, clean, no tatters or tears.

Who profits from Thrift Shop sales?

All of the money earned funds local scholarships and charities.

Where can I find information about obtaining used furniture?

In addition to the base Thrift Shop, used furniture can be obtained from a wide range of sources. Watch the local newspaper and the base paper for garage/yard sales or for specific pieces for sale. Local chain furniture stores may also carry used furniture. The Salvation Army, the Idaho Youth Ranch, the Goodwill, and Deseret Industries are other possible sources of used items.

Gunfighter Attic

828-4735

What is the Gunfighter Attic?

The Gunfighter Attic is a non-profit organization that provides clothing and household items free of charge to anyone with a valid military identification card, up to 20 articles of clothing per family member per month, and 20 household items per month. Large furniture items require First Sergeant verification. The Airman's Attic is open Monday from 4:30 pm to 7 pm, Wednesday and Thursday from 10 am to 2 pm, and the 1st Saturday of each month from 10 am to 2 pm. Please phone 828-4735 for updated operating hours. The Gunfighter Attic operates solely on donations and volunteers.

SPOUSES' CLUBS

Spouses' Clubs

828-2105

What is the purpose of the Spouses' Clubs?

The Spouses' Clubs were chartered to foster a spirit of good fellowship through welfare, cultural and social activities among members, and to enhance the well-being of the entire community through service. The Spouses' Clubs offer a wide range of charitable events, social services and courses in leisure time activities, arts and crafts and personal development. These vary from time to time to meet the desires and the needs of the current membership.

How do I become a member?

Your spouse must be eligible for membership in the Officer's or Enlisted Club (at this base, the clubs are combined into one, the Gunfighter's Club) in order for you to join the Officers Spouses' Club (OSC) or Enlisted Spouses' Club (ESC).

You can attend any OSC function and sign up there or you can pick up a card at the Gunfighter's Club cashier's cage and sign up there. If your spouse is overseas or assigned to another CONUS location, you may apply directly for membership to the membership chairman. mthmafbesc@gmail.com

You may attend any ESC membership meeting normally held the second Wednesday of each month at Gunfighter's Club and sign up at the function.

You may e-mail the ESC at mthmafbesc@gmail.com.

ADDITIONAL INFORMATION

I am a military spouse; what are my benefits?

As a military spouse, you will be issued an ID card that will allow you access to:

- Army, Air Force Exchange Service (AAFES) facilities (the Base Exchange, and the Shoppette/Gas Station)
- The Commissary
- Hospital Services
- Services (Morale, Welfare and Recreation) activities, including the Golf Course and the Base Fitness Center

Being a military spouse also entitles you to services and information provided by the Airman and Family Readiness Center and other military and civilian agencies.

What do I do if my ID card expires while my spouse is TDY/deployed or on

a remote tour of duty?

One of your military member's out-processing responsibilities is to check dependent ID cards to ensure they will not expire while he or she is away. However, if your ID does expire, there are several things you can do. If you have a copy of the orders your spouse traveled on, you will likely be issued an ID card for the duration of his or her absence. If you do not have a copy of the orders, contact your spouse and have him or her prepare an application and mail it to you. Once received, bring the application (DD Form 1172) to Military Personnel at the nearest installation for re-issue. Failing both of the above, you may be issued a temporary ID until the proper documentation is available.

What military benefits are my stepchildren entitled to?

If the military member is providing a household for stepchildren or is legally obligated for their support, they are entitled to the same benefits and privileges as if they were children of the military member.

My parents/in-laws, etc., are legal dependents of my spouse. What benefits (medical, commissary, BX, etc.) are they entitled to?

Anyone who qualifies as a —dependent, ll i.e., they have been approved by Finance for ID card purposes, is entitled to all privileges except civilian medical care (TRICARE). Please contact the Military Personnel Flight Customer Service office, 828-2213, if you have any questions concerning eligibility requirements.

My spouse has an assignment to an area where I prefer not to go. What can I do?

The Air Force assigns members according to the needs of the Air Force. If your spouse receives an assignment and you elect not to accompany him or her, that is your option, but please be aware of the following facts in making your decision: You will not be entitled to remain in base housing if this is a stateside assignment or a long overseas tour. If the assignment is an overseas short tour and you wish to remain in base housing, you will need to obtain permission from the Mission Support Group Commander. The government will move you only once per travel order. You will need a Power of Attorney to conduct business on your spouse's behalf.

Are base resources available to me if my spouse is in the Navy, Army, Marines, or Coast Guard?

Base resources are available to all active duty members and their family members.

How do I locate teenage baby-sitters?

Contact the Youth Center and ask about their Hire Me Board. Some teenagers that are qualified to babysit have their information posted there.

My teenager is interested in baby-sitting. How do I get his/her name on the list?

Call the Red Cross at 828-6622 to sign up for babysitting classes. Call the Youth Center at 828-2501 for information on how to place an ad on the Hire Me Board.

Are there interpersonal communication classes available on base; If so, where?

The Airman and Family Readiness Center, Chapel, Life Skills, and Family Advocacy offer a wide variety of communication classes for individual and family enrichment. Contact one or all of the above offices for enrollment procedures.

Is there a handbook or a website I can review if I have additional questions on social functions, military ceremonies and AF customs (protocol)?

You will find very useful information on the following websites:

<http://www.luke.af.mil/protocol/> - provides a copy of a Protocol handbook

<http://www.luke.af.mil/protocol/wheelsup.htm> - 'Til Wheels Are Up!

<http://www.airforcewives.com/>

How do I renew auto insurance?

If your automobile insurance policy is jointly held, either you or your spouse can renew it with a company of your choice. If the policy is in your sponsor's name, you may need a Power of Attorney to renew the policy.

How do I renew vehicle registrations and driver's licenses?

If the vehicle is titled in your sponsor's name, you may need a Power of Attorney to register. If it is titled in your name or jointly, you can file for registration yourself. If you have out-of-state license plates, you can also renew them by mail. If your driver's license is in-state, you merely need to renew it yourself. An out-of-state license can usually be renewed by mail.

Why does my military spouse salute?

Please see the following excerpt from the Air Force Wives website which provides a good overview of the salute.

One of the main aspects of military courtesy is the salute. It is a gesture of respect and a sign of comradeship among service personnel.

Accordingly, it is a uniform gesture, meaning that the highest man in rank in the Marine Corps returns the salute in the same form in which it is rendered to him.

By saluting first, no officer or man implies that he is in any sense inferior of the senior whom he salutes.

The words of General John J. Pershing, Commanding General of the American Expeditionary Forces in World War I, indicates the importance of saluting in the minds of fighting men. "Send me who can shoot and salute," he demanded.

The salute probably originated in the days of chivalry when knights in mail raised their visors to friends for the purpose of identification. Because of strict adherence to rank, the junior was required to make the first gesture.

Still, another probability as to the originating of a salute comes from the time when assassinations by dagger were not uncommon. It became the custom to approach each other with raised hand, palm to the front, showing that there was no concealed weapon.

It seems reasonable to assume that the hand salute as now rendered stems to some degrees, from the British Navy. There is general agreement that the hand salute is actually the first part of uncovering. That was the start, uncovering in front of a senior. Gradually, that was changed into merely touching the cap and now the present salute.

There are many types of salutes; the hand salute; the rifle salute at order arms; the rifle salute at right shoulder; the rifle salute at present arms. Another type of salute in eyes right, given by men in ranks when passing in review.

The noisiest salute rendered is a gun salute that has quite a history. Actually, perhaps in a sadistical sense, there is also a bit of humor attached to the gun salutes as rendered years ago by not so accurate gunners.

During the days of Columbus, after firing a salute, it would take as much as a half an hour to reload the guns. Therefore, the first ship firing the salute showed that he came in peace and, after firing the gun, was helpless.

It is said that firing blanks is the safest way of firing a gun salute; at least safest for the individual being honored. History records that at least one man so being honored was killed by unskilled gunners who blasted him with a cannon ball!

The origin of a 21-gun salute, an international salute, took years to come into being. Originally warships fired salutes of seven guns, probably because the number had some mystical or symbolical significance stemming from the Bible.

Although regulations stated that the salute at sea was seven guns, shore batteries were authorized to fire three guns to the ship's one, the difference being due to the storage of powder. Lack of facilities for maintaining low and even temperatures aboard ship was a serious problem for powder spoiled easily.

In shore batteries, the powder was easily stored near the guns.

With the powder as we now know it, (one that preserves at sea longer) the number of guns for the naval international salute was raised to 21.

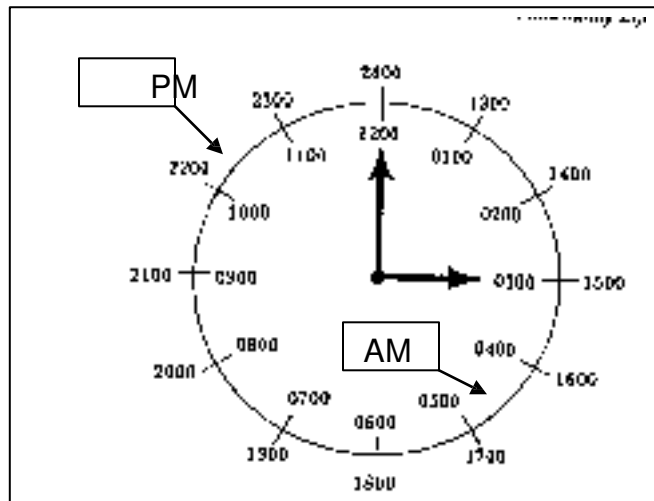
Another type of salute is rendered over a grave. Originally three volleys were fired into the air, to "scare away evil spirits escaping from the dead." It was

thought that their hearts were ajar at such time, allowing the devil to enter.

Today, the gun salutes, as rifle salutes and hand salutes, are all administered by the individual, the group or the ship as a sign of respect.

Dating from the time of Columbus and Roman emperors, the salute has become an important part of a proud tradition. The salute means something . . . something important. Learn how to use it and use it well.

MILITARY TIME



Military time is measured on a 24-hour clock. Operating hours for many on base activities will be listed using this method of telling time.

THE LANGUAGE OF ACRONYMS

The Air Force language of acronyms can be confusing for all spouses, new and experienced alike. This listing was designed for all of you who might think a —shirt is something to wear or —Zulu is an African tribe.

A

AAFES	Army Air Force Exchange Service; also called BX
ACC	Air Combat Command
ADSC	Active Duty Service Commitment
AETC	Air Education Training Command
AFAS	Air Force Aid Society
AFB	Air Force Base
AFLC	Air Force Logistics Command
AFSC	Air Force Specialty Code
ALPHA	Military term for the letter —A
AMC	AIR Mobility Command

AMN	Airman
APO	Air Post Office
ARC	American Red Cross
ASAP	As Soon As Possible
AT	Annual Tour
AWC	Air Warfare Center
AWOL	Absent Without Leave

B

BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
BAQ	Basic Allowance for Quarters
BDUs	Battle Dress Uniform, AKA Cammies
BOQ	Bachelor Officer Quarters
BRAVO	Military term for the letter —B
BX/PX	Base Exchange (AF), Post Exchange (Army)

C

CC	Commander
CCF	First Sergeant
CDC	Child Development Center
CE	Civil Engineer
CHARLIE	Military term for the letter —C
CINC	Commander-in-Chief
COLA	Cost of Living Allowance
CONUS	Continental United States
CPO	Civilian Personnel Office

D

DECA	Defense Commissary Agency
DEERS	Defense Enrollment Eligibility Reporting System
DELTA	Military term for the letter —D
DEROS	Date Estimated Return Overseas
DFAS	Defense Finance and Accounting Service
DLA	Dislocation Allowance
DOD	Department of Defense
DOR	Date of Rank
DOS	Date of Separation
DPP	Deferred Payment Plan
DS	Dependent Spouse
DSN	Defense Switch Network (worldwide telephone system)

E

ECHO	Military term for the letter —E
EFMP	Exceptional Family Member Program, now called
SNIACP EPR	Enlisted Performance Report
ETS	Expiration of Term of Service
ESC	Enlisted Spouses' Club
F	
FOXTROT	Military term for the letter —F
FSC	Airman and Family Readiness Center
FS	Family Services
G	
GOV	Government Owned Vehicle
GS	General Schedule (base Civil Service worker)
GSU	Geographically Separated Unit
GULF	Military term for the letter —G
H	
HAWC	Health and Wellness Center
HHG	Household Goods
HOLA	Housing Overseas Living Allowance
HOTEL	Military term for the letter —H
HQ	Headquarters (generally wing commander's office)
I	
IG	Inspector General
INDIA	Military term for the letter —I
J	
JAG	Judge Advocate General (legal office)
JULIET	Military term for the letter —J
K	
KILO	Military term for the letter —K
L	
LES	Leave and Earning Statement
LIMA	Military term for the letter —L

M

MIKE	Military term for the letter —M
MPF	Military Personnel Flight
MSS	Mission Support Squadron
MWR	Morale Welfare and Recreation (now called Services)

N

NAF	Non-Appropriated Funds
NCO	Non-Commissioned Officer
NCOIC	Non-Commissioned Officer in Charge
NLT	Not Later Than
NOVEMBER	Military term for the letter —N

O

OCTOBER	Military term for the letter —O
OIC	Officer in Charge
OJT	On-the-Job-Training
OPR	Office of Primary Responsibility/Officer Performance Report
OSI	Office of Special Investigation
OTS	Officer Training School
OSC	Officer's Spouses' Club

P

PAPA	Military term for the letter —P
PCA	Permanent Change of Assignment
PCS	Permanent Change of Station
PFMP	Personal Financial Management Program
PME	Professional Military Education
POA	Power of Attorney
POC	Point of Contact
POV	Privately Owned Vehicle
PRP	Personal Reliability Program

Q

QUEEN	Military term for the letter —Q
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R

RIF	Reduction In Force
ROMEO	Military term for the letter —R
ROTC	Reserve Officer Training Corps
RSVP	Respond If You Please (expect yes or no)

S

SATO	Scheduled Airlines Ticket Office
SBP	Survivor's Benefit Plan
SEA	Senior Enlisted Advisor
SFS	Security Forces Squadron
SGLI	Serviceman's Group Life Insurance
SIERRA	Military term for the letter —S
SNIACP	Special Needs Identification and Assignment Coordination Process
SOP	Standard Operating Procedures
SORTIE	An aircraft mission
STEP	Stripes for Exceptional Performers
SSN	Social Security Number

T

TANGO	Military term for the letter —T
TAP	Transition Assistance Program
TDY	Temporary Duty
TLF	Temporary Living Facility
TMO	Traffic Management Office

U

UNIFORM	Military term for the letter —U
UTA	Unit Training Assembly
USAF	United States Air Force
USAFE	United States Air Forces in Europe

V

VA	Veterans' Administration
VHA	Variable Housing Allowance
VICTOR	Military term for the letter —V
VOQ	Visiting Officers Quarter

W

WAPS	Weighted Airman Promotion System
WHISKEY	Military term for the letter —W
WIC	Women, Infants and Children's Program

X

XRAY Military term for the letter —X

Y

YANKEE Military term for the letter —Y

Z

ZULU/GMT Greenwich Mean Time
ZULU Military term for the letter —Z

COMMON MILITARY PHRASES

A

Accompanied Tour	Tour of duty with family members
Active Duty	Member is on active duty
Advanced Pay	Payment before actually earned
Alert	Emergency call to be ready
Allotment	Designated payment by member to bank or individual
Allowance	Pay and special compensation
Article 15	Disciplinary action

B

Benefits	Medical, dental, commissary, BX
Blues	Dress Uniform

C

Commander	The officer in charge of an entire unit of military members
Commissary	Base grocery store
Chain Of Command	Leadership structure
Chaplain	Military minister, priest, rabbi or pastor
Civilian	Refers to civilian employees who work for the Department of Defense (DoD)
Code of Conduct	Rules by which military must live
Colors	National and unit/organizational flags
Court-Martial	Trial system within the military

D

Deployment	Military or civilian employee sent on a mission without family members
Dining In	Formal dinner for military members only
Dining Out	Formal dinner for military members and spouses

E

Enlisted/NCO	An individual who is not commissioned, either an Airman - rank of E1-E4 or an NCO (non commissioned officer) - rank of E-5-E9
Esprit De Corps	Morale within unit or organization

F

Family Services Field Grade Officer Formation	Non-profit official AF organization manned by volunteers Majors, Lieutenant Colonels, and Colonels Gathering of military in a prescribed way
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G

Gear	Equipment used by military and civilian employees
GI Bill	Education entitlement
Grade	Corresponds to pay level of enlisted, officer, and civilian employee (e.g., E-3, GS-4)
Guard Member	Military member of the Army or Air Force National Guard

H

Hazardous Duty Pay	Extra pay for duty in hostile area
Housing Office	Responsible for managing base housing

I

ID Card	Identification card issued to legally recognized member of military family
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K

K-9	Dogs trained for military force service
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L

Last 4	The last four numbers of a person's Social Security Number
Leave	Approved time away from duty
Location Allowance	Allowance received for PCS move

M

Mess Dress	Formal attire: short jacket equivalent to —white tie and tails
------------	--

O

Officer	An individual who has a college degree and is commissioned
Orderly Room	Squadron Office

Orders Spoken or written instructions to military/civilian members (usually for TDY's. Deployments, or PCS)

P

Power of Attorney Legal document permitting a person to act on behalf of another

Protocol Customs and courtesies

Q

Quarters Government housing for married members

R

Rank Official title of member (also relative position within a military grade such as sergeant or captain)

Remote An overseas assignment, usually for 12 or 18 months; families cannot accompany sponsor

Retreat Bugle/flag ceremony at end of the day

Roster List of members by name

Ruffles and Flourishes Musical honor for general officers and equivalent ranking officials

S

Separation Pay Pay for unaccompanied duty

Shirt/1st Shirt First Sergeant

Short Timer Person with short time left to serve on active duty or an assignment

Sick Call Specific block of time for medical attention

Space A Space Available (referring to aircraft space)

Sponsor Person who is salaried by the Government

Subsistence Food allowance

Sure pay/direct deposit bank Member's or civilian employee's guaranteed check to bank

T

Tech school Formal school training for a military job

U

UCMJ Uniform Code of Military Justice

Unit Group of military members, officers and enlisted personnel assigned to work together with a common purpose and goal

W

Wing Down Day

A day off; not counted against leave

AIR FORCE RANKS/GRADE, INSIGNIA, AND TERMS OF ADDRESS

Officer



**Second Lieutenant
(O-1)/Lieutenant**



**First Lieutenant
(O-2)/Lieutenant**



**Captain
(O-3)**



**Major
(O-4)**



**Lieutenant Colonel
(O-5)/Colonel**



**Colonel
(O-6)**



**Brigadier General
(O-7)/General**



**Major General
(O-8)/General**



**Lieutenant General
(O-9)/General**



**General
(O-10)**

Enlisted



Airman (E-2)



**Airman First Class
(E-3)/Airman**



**Senior Airman
(E-4)/Airman**



**Staff Sergeant
(E-5)/Sergeant**



**Technical Sergeant
(E-6)/Sergeant**



**Master Sergeant/First Sergeant
(E-7)/Sergeant**



**Senior Master Sergeant/First Sergeant
(E-8)/ Sergeant**



**Chief Master Sergeant/ First Sergeant
(E-9)/Chief**



**Command Chief Master Sergeant
(E-9)/Chief**



**Chief Master Sergeant Of the Air Force
(E-9)/Chief**

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How to read an active duty Air Force Leave and Earning Statement

Your pay is your responsibility.

This is a guide to help you understand your Leave and Earnings Statement (LES). The LES is a comprehensive statement of a member's leave and earnings showing your entitlements, deductions, allotments (fields not used for Reserve and National Guard members), leave information, tax withholding information, and Thrift Savings Plan (TSP) information. Your most recent LES can be found 24 hours a day on *myPay*.

If members receive Career Sea Pay, the Sea Service Counter will still be displayed in the remark portion of the LES. The LES remains one page in length.

Verify and keep your LES each month. If your pay varies significantly and you don't understand why, or if you have any questions after reading this publication, consult with your disbursing/finance office.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																													
ID		3		4		5		6		7		8		9		10		11		12		13		14		15			
ENTITLEMENTS										DEDUCTIONS										ALLOTMENTS				SUMMARY					
TYPE		AMOUNT		TYPE		AMOUNT		TYPE		AMOUNT		TYPE		AMOUNT		TYPE		AMOUNT		TYPE		AMOUNT		TYPE		AMOUNT			
A	10				11				12				-ADJ PFD		18		-TOT DED		14		-TOT INC		16		-TOT ADJ		17		
													-GRNCE		19		-SOC PAY		20		-TOT PAY		21		-TOT PLAG		22		
	TOTAL		23		24		25		26		27		28		29		30		31		32		33		34		35		
	LEAVE		36		37		38		39		40		41		42		43		44		45		46		47		48		
	PAY DATA		49		50		51		52		53		54		55		56		57		58		59		60		61		
REMARKS		YTD ENTITLE										YTD DEDUCT										62		63		64		65	
76		77										78										79		80		81			

ADD B

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

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

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

- **10 ENTITLEMENTS:** In columnar style the names of the entitlements and allowances being paid. Space is allocated for fifteen entitlements and/or allowances. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive entitlements and/or allowances will be added to like entitlements and/or allowances.
- **11 DEDUCTIONS:** The description of the deductions are listed in columnar style. This includes items such as taxes, SGLI, Mid-month pay and dependent dental plan. Space is allocated for fifteen deductions. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive deductions will be added to like deductions.
- **12 ALLOTMENTS:** In columnar style the type of the actual allotments being deducted. This includes discretionary and non-discretionary allotments for savings and/or checking accounts, insurance, bonds, etc. Space is allocated for fifteen allotments. If a member has more than one of the same type of allotment, the only differentiation may be that of the dollar amount.
- **13 +AMT FWD:** The amount of all unpaid pay and allowances due from the prior LES.
- **14 + TOT ENT:** The figure from Field 20 that is the total of all entitlements and/or allowances listed.
- **15 -TOT DED:** The figure from Field 21 that is the total of all deductions.
- **16 -TOT ALMT:** The figure from Field 22 that is the total of all allotments.
- **17 = NET AMT:** The dollar value of all unpaid pay and allowances, plus total entitlements and/or allowances, minus deductions and allotments due on the current LES.
- **18 - CR FWD:** The dollar value of all unpaid pay and allowances due to reflect on the next LES as the +AMT FWD.
- **19 = EOM PAY:** The actual amount of the payment to be paid to the member on End-of-Month payday.
- **20 - 22 TOTAL:** The total amounts for the entitlements and/or allowances, deductions and allotments respectively.
- **23 DIEMS:** Date initially entered military service: This date is used SOLELY to indicate which retirement plan a member is under. For those members with a DIEMS date prior to September 8, 1980, they are under the FINAL PAY retirement plan. For those members with a DIEMS date of September 8, 1980 through July 31, 1988, they are under the HIGH-3 retirement plan. For those members with a DIEMS date of August 1, 1986 or later, they were initially under the REDUX retirement plan. This was changed by law in October 2000, when they were placed under the HIGH-3 plan, with the OPTION to return to the REDUX plan. In consideration of making this election, they become entitled to a \$30,000 Career Service Bonus. The data in this block comes from PERSCOM. DFAS is not responsible for the accuracy of this data. If a member feels that the DIEMS date shown in this block is erroneous, they must see their local servicing Personnel Office for corrective action.
- **24 RET PLAN:** Type of retirement plan, i.e. Final Pay, High 3, REDUX; or CHOICE (CHOICE reflects members who have less than 15 years service and have not elected to go with REDUX or stay with their current retirement plan).

Fields 25 through 32 contain leave information.

- **25 BF BAL:** The brought forward leave balance. Balance may be at the beginning of the fiscal year, or when active duty began, or the day after the member was paid Lump Sum Leave (LSL).
- **26 ERND:** The cumulative amount of leave earned in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year. Normally increases by 2.5 days each month.
- **27 USED:** The cumulative amount of leave used in the current fiscal year or current term of enlistment if member reenlisted/extended since the beginning of the fiscal year.
- **28 CR BAL:** The current leave balance as of the end of the period covered by the LES.
- **29 ETS BAL:** The projected leave balance to the member's Expiration Term of Service (ETS).

- 30 LV LOST: The number of days of leave that has been lost.
- 31 LV PAID: The number of days of leave paid to date.
- 32 USE/LOSE: The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage.

Fields 33 through 38 contain Federal Tax withholding information.

- 33 WAGE PERIOD: The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).
- 34 WAGE YTD: The money earned year-to-date that is subject to FITW Field 35 M/S. The marital status used to compute the FIW.
- 36 EX: The number of exemptions used to compute the FITW.
- 37 ADD'L TAX: The member specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions.
- 38 TAX YTD: The cumulative total of FITW withheld throughout the calendar year.

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

- 39 WAGE PERIOD: The amount of money earned this LES period that is subject to FICA.
- 40 SOC WAGE YTD: The wages earned year-to-date that are subject to FICA.
- 41 SOC TAX YTD: Cumulative total of FICA withheld throughout the calendar year.
- 42 MED WAGE YTD: The wages earned year-to-date that are subject to Medicare.
- 43 MED TAX YTD: Cumulative total of Medicare taxes paid year-to-date.

Fields 44 through 49 contain State Tax information.

- 44 ST: The two digit postal abbreviation for the state the member elected.
- 45 WAGE PERIOD: The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).
- 46 WAGE YTD: The money earned year-to-date that is subject to SITW. Field 47 M/S. The marital status used to compute the SITW.
- 48 EX: The number of exemptions used to compute the SITW.
- 49 TAX YTD: The cumulative total of SITW withheld throughout the calendar year.

Fields 50 through 62 contain additional Pay Data.

- 50 BAQ TYPE: The type of Basic Allowance for Quarters being paid.
- 51 BAQ DEPN: A code that indicates the type of dependent. A - Spouse C - Child D - Parent G - Grandfathered I - Member married to member/own right K - Ward of the court L - Parents in Law R - Own right S - Student (age 21-22) T - Handicapped child over age 21 W - Member married to member, child under 21
- 52 VHA ZIP: The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.
- 53 RENT AMT: The amount of rent paid for housing if applicable.
- 54 SHARE: The number of people with which the member shares housing costs.
- 55 STAT: The VHA status; i.e., accompanied or unaccompanied.
- 56 JFTR: The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.
- 57 DEPNS: The number of dependents the member has for VHA purposes.
- 58 2D JFTR: The JFTR code based on the location of the member's dependents for COLA purposes.
- 59 BASTYPE: An alpha code that indicates the type of Basic Allowance for Subsistence (BAS) the member is receiving, if applicable. This field will be blank for officers.
 - o B - Separate Rations
 - o C - TOY/PCS/Proceed Time
 - o H - Rations-in-kind not available
 - o K - Rations under emergency conditions
- 60 CHARITY YTD: The cumulative amount of charitable contributions for the calendar year.
- 61 TPC: This field is not used by the active component of any branch of service.
- 62 PACIDN: The activity Unit Identification Code (UIC). This field is currently used by Army only.

Fields 63 through 75 contain Thrift Savings Plan (TSP) information/data.

- 63 BASE PAY RATE: The percentage of base pay elected for TSP contributions.
- 64 BASE PAY CURRENT: Reserved for future use.
- 65 SPECIAL PAY RATE: The percentage of Specialty Pay elected for TSP contribution.



The Sexual Assault Response Coordinator (SARC) would like to welcome you to Mountain Home AFB (MHAFB).

WHAT: You may ask what can the SARC do for me? The SARC is here as a support agency to anyone who has been sexually assaulted. We know this type of crime is very traumatic, and may be very confusing.

WHO: As a spouse, you may have an individual confide in you about their assault. Educating your self with base helping agencies is the first step to assisting yourself or a friend.

WHRRR: We are here to offer a safe environment 24/7 by calling the hotline or visiting the office at building 512, Rm 144.

WHY: This program has been mandated by DoD due to the increase of sexual assaults within the military services. The program's primary focus is serving active duty personnel, including Reservists and Guard members, but we also provide support and referral sources to family members of active duty personnel.

Active Duty Personnel Reporting Options:

- **Restricted Reporting :**
 - Report to the SARC, on-base medical or Victim Advocate.
 - Has one year to request an investigation, but the report can also remain restricted (confidential).
 - Medical attention, counseling (civilian or military) options are available
 - A friend or family member may report the incident directly to the SARC or encourage the member to report to the SARC and maintain strict confidentiality. However, should the third-party inform command, a supervisor or other office on base it is mandated to become an unrestricted report.

Unrestricted Reporting:

- Reported to SARC, on-base medical, Victim Advocate or chain of command
- An investigation is initiated by AFOSI or SFS
- *Unrestricted reporting is only available to active duty members as stated above
- Dependents may speak with a Chaplain if desiring confidentiality or SARC if wanting to pursue charges

The SARC goal is to help each family member find all the support services that he/she needs to get through this emotionally difficult time with referrals and victim advocacy. Please contact the Sexual Assault Prevention and Response (SAPR) office at 828-6622 for general questions.

To make a report our **24-hour, 7 day hotline** at 828-SARC (7272); ask for Kathy Miller, SARC or a Victim Advocate.

Thank you for your support and again, welcome to MHAFB.

Air Force Newlyweds

Things that need to be done after you get married and you are the active duty member

- **MPS Customer Service, Bldg 512:** Bring your spouse along with your marriage license to get their ID card and get them enrolled in DEERS and the Dental Plan.
- **Finance, Bldg 512:** Most of this can be done online using your PIN #. Don't forget to let your supervisor know you are married and where you live, update your W-4 form (married instead of single) and let finance know so that your BAH and BAS is updated.
- **Housing Office, Bldg 582:** If you decide you want to live on base you need to get on the list, waiting periods vary by your rank, age, and number of children. If you are going to live downtown you still need to check in with the base housing office. They also have information on downtown rentals etc.
- **Hospital, Bldg 6000:** You need to register with the Tricare office to determine what program you want to enroll in. The hospital has a Right Start program to inform you of all the choices.
- **Airman & Family Readiness Center, Bldg 180:** There are different programs available to acclimate a new spouse to Mountain Home AFB and the local area. The Heartlink program which informs a spouse on what is available throughout the base to assist them in getting aquatinted with the Air Force and Mountain Home. Visit the Discovery Resource Center for resources to use for free such as internet, computer, FAX, employment etc. We have Career Focus counselors available to assist a spouse to find a job or volunteer opportunities, which ever may apply. Our Readiness NCO can give a briefing on being prepared for the inevitable deployment and our Financial counselors can assist with a financial plan or a budget. Our Life Skills counselors can tell you about the different classes and seminars available to enhance your marriage or how to deal with children, from newborn to teens.
- The military spouse will need to know and have this information:

<p>Active Duty Member's: Full Name: _____ Social Security Number: _____ Squadron: _____ Duty Phone: _____ 1st Sgt's Name & Phone: _____</p>
--

Vital Information

My Vital Phone Numbers, Dates, and Other Information

My Family:

Birth Dates:

Social Security Numbers:

My Address:

My Spouse's Deployed Address/Phone:

Emergency Numbers:

Fire _____

Police/Sheriff _____

Emergency Medical Services _____

Poison Control Center _____

Make a copy of this list, and post one by each phone in your home.

Military Information:

Member's rank _____ Date of enlistment _____ ID card number _____

Unit _____ Unit location/phone number _____

Commander name/phone number _____

Other important numbers/email/web sites:

Family Support Group _____

Family Service Center _____

Other _____






Other _____

Other _____

Other _____

Atch E

WHAT TO WEAR

<p>FORMAL</p> <p>GENTLEMEN Black Tie Tuxedo Mess Dress</p> <p>LADIES Formal Long Dress Mess Dress</p>		<p>SEMI-FORMAL</p> <p>GENTLEMEN Business Suit Coat & Tie Semi-Formal Service Dress</p> <p>LADIES Dressy short dress Suit Semi-Formal Service Dress</p>	
<p>SMART CASUAL</p> <p>GENTLEMEN Slacks/Dockers w/ open collard shirt Slacks & Sport Coat</p> <p>LADIES Slacks or Skirt & Blouse</p>		<p>CASUAL</p> <p>GENTLEMEN Duty Uniform Open collard shirts Sporty Jeans</p> <p>LADIES Denim skirts Very simple attire Duty Uniform Open collard shirts</p>	
<p>IDAHO CASUAL</p> <p>GENTLEMEN Jeans & Boots Western wear</p> <p>LADIES Jeans or denim skirt Western wear</p>			

Attch. F

MOUNTAIN HOME AFB

366" FIGHTER WING (FW)

- 366• Comptroller Sq(366• CPTS)
- Chapel (HC)
- Inspector General (IG)
- Judge Advocate (JA)
- Protocol (CCP)
- PublicAffairs(PA)
- Safety (SE)
- Military Equal Opportunity (MEO)

<p><u>366" OPERATIONS GROUP (OG)</u></p> <ul style="list-style-type: none"> •266 Range Sq (RANS) •366 Operations Support Sq (OSS) •389• Fighter Sq (389 FS) •391 FighterSq (391 FS) •726 Air Control Sq (726 ACS) •428• Fighter Sq (RSAF) 	<p><u>366" MAINTENANCE GROUP (MXG)</u></p> <ul style="list-style-type: none"> •366• Aircraft Maintenance Sq (AMXS) •366• Equipment Maintenance Sq (EMS) •366• Component Maintenance Sq (CMS) 	<p><u>366" MISSIONSUPPORT GROUP (MSG)</u></p> <ul style="list-style-type: none"> •366 Force Support Sq (FSS) •366• Civil Engineering Sq (CES) •366• CommunicationsSq (CS) •366• Security Forces Sq (SFS) •366• Contracting Sq (CONS) •366• Logistics ReadinessSq (LRS) 	<p><u>366" MEDICAL GROUP (MOG)</u></p> <ul style="list-style-type: none"> •366• Medical Support Sq (MOSS) •366• Medical Operations Sq (MOOS) •366• Aerospace Medicine Sq (AMDS)
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ASSOCIATE/TENANT UNITS

- Base Exchange (AOFES)
- Defense Commissary Agency(DeCA)
- Area Defense Counsel(ADC)
- Corps of Engineers (CEMPS)
- 372 Training Detachment(TD 7)
- Det 221 ,Office of Special Investigation (AFOSI)
- AF Audit Agency (AFAA)
- Defense Investigation Service (DIS)
- 726 Air ControlSq (ACS)