



THE RECRUITER LIFE & YOU



Foreword

Recruiting is a crucial and demanding job in the military. The family of every recruiter plays a significant role in mission success. As a family member, you may often have questions about the recruiting lifestyle. As a single parent, you may need a list of resources designed for your family.

This Family Guide is meant to help you find answers and provide current resources. Check out the AFRS Family website at www.AFRSFamily.com and the AFRS Command website at www.recruiting.af.mil under the “[Family and Readiness](#)” tab for more information.

Recruiting families are encouraged to use Randolph MFRC services if you are not located near a local USAF installation. Remember, we are a **Total Force** in AFRS and are located in every state and other countries. Beyond our own internal AFRS family, other organizations in your areas can be another valuable avenue for support. Whether that be ROTC Detachments or Air Force Reserve and Air National Guard personnel in your community who have similar challenges, be sure to connect with our Total Air Force families.



Welcome to the Air Force Recruiting Family! We are grateful that you have joined our team. Recruiting is rewarding and challenging, yet it's among the most important things we do in the Department of the Air Force.

In our own families, we have stated for years that the Air Force life is a family effort! That could not be more true in this command. Although you are already an Air Force family, the environment is unique for a recruiting family, and we want to help ensure you are prepared to thrive. The AFRS Family Guide is a great first step to understanding and navigating the recruiting environment and culture.

Thank you for your service. Our spouses and children serve our nation in their own right, and we are truly grateful. We are proud to stand shoulder-to-shoulder with you as we inspire, engage, and recruit the next generation of Airmen and Guardians to serve this great nation!

The Amrheins and The Arbonas



Table of Contents

page 04	Introduction	page 43	Military Resources
page 06	Recruiter Life	page 48	Five & Thrive
page 18	Childcare	page 49	Military OneSource
page 21	Education	page 51	Military and Family Readiness Center
page 24	Healthcare	page 52	Tool: Volunteer Hour Log
page 33	Housing	page 53	Tool: AFRS Travel Expense Tracker
page 37	Spouse Employment	page 54	Tool: AFRS Key Contact Printout
page 40	Community Based Resources		

 **Crisis Resources**
pages 31, 32, 44, 46, 50

Introduction

Being a military family can be challenging at times, and recruiting families have several unique challenges. To help navigate this road, several spouses have joined together to offer simple and direct answers to questions about recruiting life and provide tools and resources for support. We have included links for most of this information so you can stay updated on the most recent changes. Remember, we are a Total Force Air Force! We have partners like the Space Force, the Guard, the Reserves, and ROTC Detachments who have similar challenges. Reach out to our Total Air Force families as well.

Mission Statement:

Inspire, Engage, and Recruit the Next Generation of Airmen and Guardians



AFRS Family Website

Contact Information

Please reach out to your unit, your upcoming unit, or to any of the other HQ emails in order to connect, find information, or encouragement.

AFRS Family Support Emails:

AFRSKSCoordinator@gmail.com

AFRSLeadSpouse@gmail.com

HQ KS: AFRSKeySpouse@gmail.com

AFRS Squadron Key Spouses all have legacy emails:

AFRSKSxxx@gmail.com

Please replace the x's with your Squadron number (ex: AFRSKS342@gmail.com)

Welcome to the Family Online Orientation Course

“Welcome to the Family” is an online orientation course designed to ensure new military family members have a successful transition into the military lifestyle. This course will educate, equip, and encourage new and future military spouses on basic military processes, benefits, and entitlements.



Four Part Virtual Class:

Part 1: Getting Started - DEERS, ID Cards, Healthcare

Part 2: Important to Know - Orders, EFMP, Finances

Part 3: HELP! We're Moving – Relocation, Housing, Childcare, Helpful Apps

Part 4: You're Not Alone! – Military & Family Readiness Center, Five & Thrive

Part Specific Class Schedule for 2024

PART 1:	PART 2:	PART 3:	PART 4:
JAN 22	JAN 29	FEB 5	FEB 12
FEB 26	MAR 4	MAR 11	MAR 18
APR 8	APR 15	APR 22	APR 29
MAY 6	MAY 13	MAY 20	JUN 3
JUN 10	JUN 17	JUN 24	JUL 1
JUL 8	JUL 15	JUL 22	JUL 29
AUG 5	AUG 12	AUG 19	AUG 26
SEP 9	SEP 16	SEP 23	SEP 30
OCT 21	OCT 28	NOV 4	NOV 18
NOV 25	DEC 2	DEC 9	DEC 16



helpful link



Recruiter Life

Recruiters travel to schools and sometimes potential applicant's homes. Recruiting involves some weekend work and travel. Families are highly encouraged to participate in events wherever reasonable and possible, especially Annual and Semi-Annual training events.



Annuals and Semi-Annuals

To accomplish required training, professional development, and prep for the upcoming year, the Squadron (or, every once in a while, the recruiting Group) organizes annuals and semi-annuals. In addition to the training, the squadron(s) celebrate the year by recognizing individual, flight, and squadron accomplishments. During these events, families are encouraged to attend and connect. Oftentimes there are specific family events planned.



Make sure you check with your squadron leadership spouses or First Sergeants or “Shirts” to get a copy of the agenda. These celebrations are a great place to meet other families in your squadrons and make new friends.

Communication Between Recruiter and Home

Building mutual understanding, patience and grace will play a vital role in the success of your time at AFRS. Based on the fast quickly changing environment, it is recommended that you develop a regular check-in for any upcoming events that may need family support, assistance or attendance.

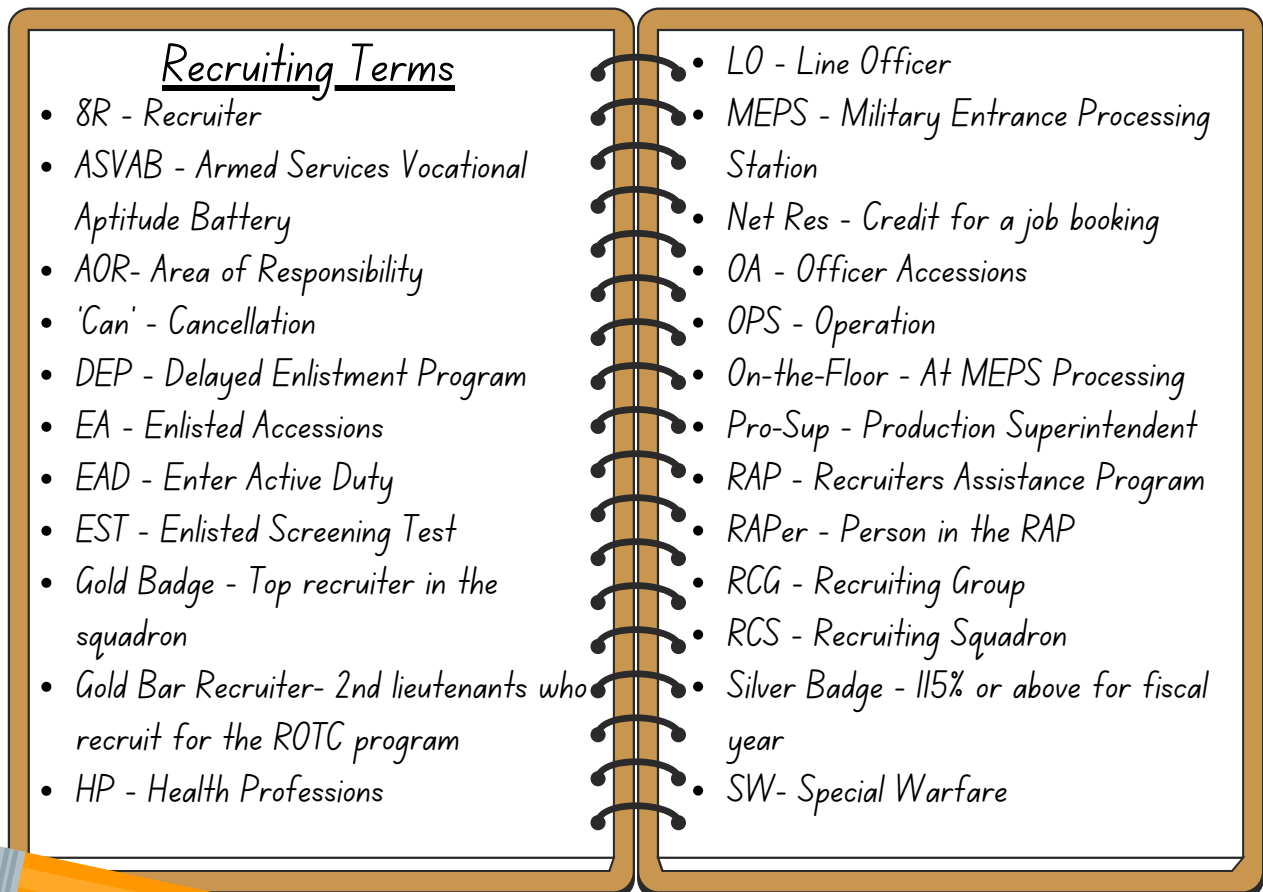
Family Care Plans

parents, dual military couples with family members, and members with civilian spouses who have unique family situations, as determined by the Commander or First Sergeant, must establish a Family Care Plan per DAFI36-2908. Communicate any unique circumstances with your immediate Supervisor or First Sergeant if the situation requires discretion.



Family Days

Family days are authorized and published by the AETC Commander. These days are typically observed in conjunction with Federal holidays and are used to enhance morale by maximizing family time. Observances may vary based on location and mission. For military members required to perform duty during these down days, Commanders are encouraged to grant compensatory time-off during the first week following the down day, and it is the AFRS Command Team's guidance to provide alternate off time for our recruiter force if the down day cannot be taken at that time. Please contact your unit First Sergeant for more information



Financial Information and Support

Recruiting families may experience some level of financial strain due to limited employment opportunities for spouses and less access to base agencies such as commissary and childcare. Your family member's flight mates and Flight Chief (as well as other families) are great resources to determine how expensive it is to live in your area. Tracking your spending over the first three months can create a baseline to budget your finances. Check out the MilSpouse Money Mission(1) website. Their mission is to educate and empower military spouses to elevate their families by making smart money moves.

If you find you are in need of financial assistance, advice, and/or counseling, there are many resources available, including the Flight Chief, First Sergeant, as well as websites such as Military One Source(2) and Air Force Aid Society(3).



SPENDING PLAN WORKSHEET

Name:

MILSPOUSE MONEY MISSION EDUCATE EMPOWER ELEVATE

Use this fillable worksheet to record your cash flow this month, then use the information to help you plan next month's cash flow. Enter the letter "A" in every field for expenses paid by military allotments.

	MONTHLY (CURRENT)	MONTHLY (GOAL)
INCOME		
Service member's take-home pay (salary after taxes, benefits, and other deductions)	\$	\$
Spouse's take-home pay (salary after taxes, benefits, and other deductions)	\$	\$
Other income (child support, second job, etc., after taxes)	\$	\$
Total monthly take-home income	\$ 0	\$ 0
SAVING AND INVESTING		
Savings	\$	\$
Investments (IRA, other investment accounts)	\$	\$
Total monthly savings and investing	\$ 0	\$ 0
HOUSING		
	\$	\$
	\$ 0	\$ 0

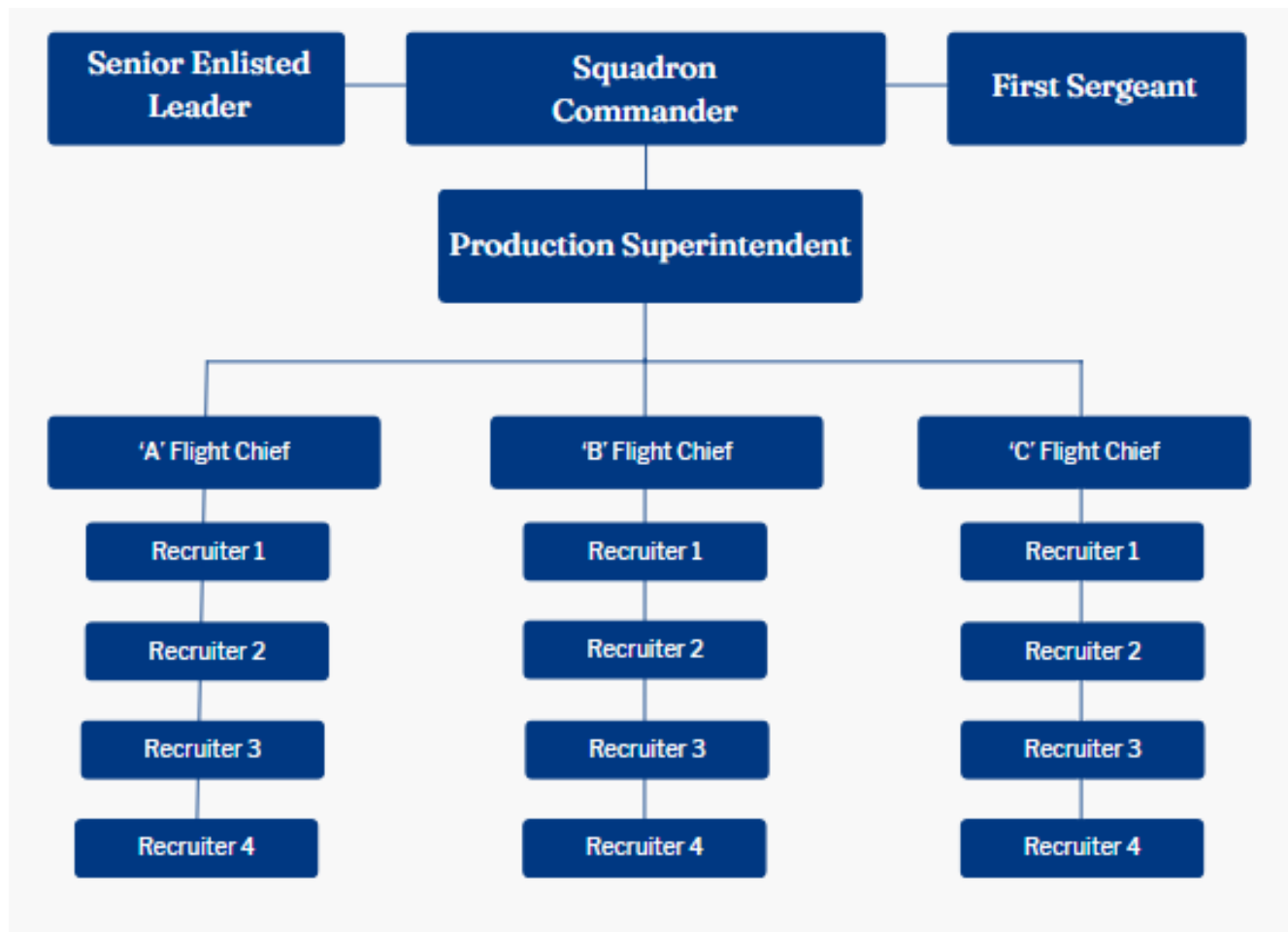
Special Duty Assignment Pay (SDAP)

Special Duty Assignment Pay (SDAP) is an incentive to prompt enlisted members to qualify for and serve in designated duties involving the performance of extremely difficult duties or duties demanding an unusual degree of responsibility. This amount will vary depending on the member's job (differences between EA recruiter, SW, Health professions, etc). Recruiters who are actively enlisting people into the Air Force or Space Force receive more than someone who provides support functions.

It's important to remember that SDAP is only paid if the recruiter is actively performing the job. If they are removed from their duties for disciplinary reasons or if they simply can't perform the job, their SDAP will stop. SDAP is covered in AFI36-3012.



Recruiting Squadron Organizational Chart

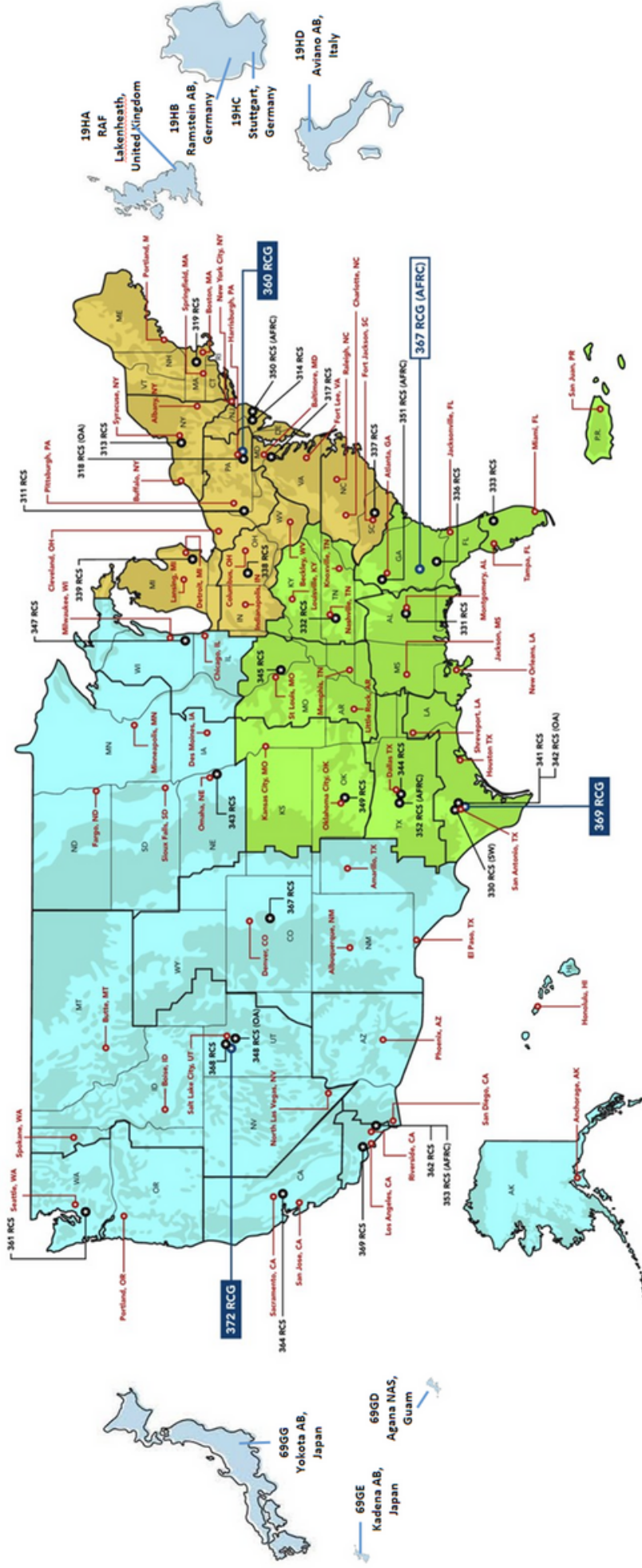


Air Force Recruiting Service Groups/Squadrons

360TH RCG	369TH RCG	372ND RCG	367TH RCG
311th RCS 313th RCS 314th RCS 317th RCS 318th RCS (OA) 319th RCS 337th RCS 338th RCS 339th RCS	330th RCS (SW) 331st RCS 332nd RCS 333rd RCS 336th RCS 341st RCS 342nd RCS (OA) 344th RCS 345th RCS 349th RCS	343rd RCS 347th RCS 348th RCS (OA) 361st RCS 362nd RCS 364th RCS 367th RCS 368th RCS 369th RCS	350th RCS 351st RCS 352nd RCS 353rd RCS

links for squadron
and group pages

Air Force Recruiting Service Groups/Squadrons and MEPS



Military Chain of Command

What is the role of the Squadron Commander?

The Squadron Commander (CC) is the principal member of the squadron's leadership team. Squadron Commanders hold the authority and responsibility to act and to lead their units to accomplish the mission. Universally, Air Force Commanders have threefold mission execution responsibilities: your unit's primary mission, Air Expeditionary Force (AEF) readiness, and mission assurance command and control. In the case of recruiting, the primary mission is to inspire, engage, and recruit the next generation of Airmen into the United States Air Force and Guardians into the United States Space Force. While the mission of the squadron is determined by the larger Air Force, ***the Commander determines how their squadron will accomplish the mission.*** Commanders apply good risk management, accept risk, and manage resources to adjust the timing, quality, and quantity of their support to meet the requirements of the supported Commander. Additionally, Commanders maintain effective communication processes and ensure unit members are well-disciplined, trained, and developed.



What is the role of the Senior Enlisted Leader?

The Senior Enlisted Leader (SEL) is a key member of the squadron's leadership team. SELs are ***the Commander's key enlisted advisors on operational effectiveness and the organization, training, and equipping of enlisted Airmen and Guardians.*** They ensure the Commander's directions and policies are carried out, and the Airmen understand and are dedicated to the mission of the command. They are responsible for the professional development and proper utilization of the squadron's enlisted force. They work in concert with other enlisted leaders, such as the first sergeant and other senior non-commissioned officers (SNCOS), to oversee the readiness, training, health, morale, welfare, and quality of life of assigned personnel.

What is the role of the First Sergeant?

The First Sergeant's (First Shirt or Shirt) primary duty is to ***ensure the well-being of the Airmen and their families within their organization.*** They are the liaison between the Commander and unit personnel and assist the CC with good order and discipline. The First Sergeant is available when problems arise regarding pay, leave, travel, dependent care, work details, unit administration, etc. First Sergeants are available to assist family members as well as service members. Should the service member be absent due to temporary duty, the First Sergeant assists the supervisor in helping the family handle situations or emergencies that may arise. Your service member's First Sergeant is there for you and your family as a reference point to provide solutions or directions on where to find them. Their phone is on 24/7 for any emergency situation, so make sure you have the number saved in your phone.



What is the role of the Production Superintendent?

The Production Superintendent (Pro-Sup) is usually a Senior Master Sergeant (SMSgt) and is responsible for evaluating the monthly production statistics and devising methods that will mentor, assist, and inspire *flight chiefs and recruiters to meet (or exceed) the goals* levied on them. They serve as advisor to both the SEL and CC.

What is the role of the Flight Chief?

The Flight Chief is *the recruiter's immediate supervisor*. They determine the recruiting goal of the recruiter each month and are the "first line" in dealing with any issues that may arise for either the recruiter or their family. The Flight Chief is the one person in the chain with whom the recruiter will interact daily and should be the first person contacted when questions or problems arise.

Family Support Team

What is the role of the Key Spouse?

The Key Spouse program is an official Commander's program designed to address the needs of military families and help establish a sense of community within a unit. Key Spouse and Key Spouse Mentors *serve as liaisons to the Commander and First Sergeant* to support families and the recruiting mission.



more Key Spouse
program info

What is the role of the Lead Spouse?

A Lead Spouse *fosters a sense of community within recruiting units* (Headquarters, Group, and Squadron). Lead Spouses can be either traditional or appointed.

- A traditional Lead spouse is a Commander's spouse who is available to participate in the unit by encouraging and creating community and connectivity and advising the commander on family-related issues.
- Alternatively, an appointed Lead Spouse is a spouse appointed by the Commander within the unit to serve in this position.



AFRS Family Support Contact Information

The Air Force Recruiting Service (AFRS) has an engaged volunteer force that operates alongside the chain of command. This network of willing volunteers strives to encourage, care for, and cheer on AFRS families.

AFRS Family Support Email

Lead Spouse: AFRSLeadSpouse@gmail.com

Key Spouse Coordinator: AFRSKSCoordinator@gmail.com



AFRS Squadron Key Spouse Email

Squadron Key Spouse (legacy email): AFRSKSxxx@gmail.com

Please replace the x's with your Squadron number (ex: AFRSKS342@gmail.com).

AFRS Squadron Contact Information

We encourage you to reach out to your unit, your upcoming unit, or to any of the other HQ emails to connect, find information or encouragement. Refer to the link below to find group/squadron information. If you are unable to find squadron or group information, please email AFRSLeadSpouse@gmail.com, so they can help connect you.



http://

www.recruiting.af.mil/About-Us/Groups-Squadrons/

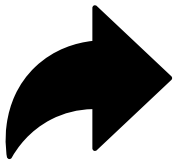
Facebook Family Groups

There are resources available on Facebook, such as "AFRS Family Network-The Force Behind the Force." Some squadrons also have a Facebook group, so make sure you search for your specific unit.



http://

<https://www.facebook.com/groups/766490433440509/>



AFRS Family Network - The Force Behind the Force

Private group · 786 members

Join group



Squadron Family Program

Your squadron may have a family support program and connect through social media, group messaging apps (such as GroupMe), or email. Make sure your recruiter shares your contact information with their First Sergeant so they can reach out and connect.

Follow up with your recruiting family member, squadron key spouse, squadron First Sergeant, or Flight Chief for the most up-to-date information. If you do not get a response, please email AFRSLeadSpouse@gmail.com so they can help you connect.

Booster Club

Private Organizations are self-sustaining special interest groups, set up by individuals acting exclusively outside the scope of any official capacity as members of the Air Force or Federal Government, to include civilians, contractors, Air Reserve and Air National Guard members. They operate on Air Force installations with the written consent of the Installation Commander. Booster Clubs can be

incredibly valuable for both spouses and service members. Booster Club members are nominated and voted into a volunteer position and hold their positions for a year. They have their own fiscal budget and their own guidelines for how the organization is run. Family members are allowed to participate in Booster Club activities including but not limited to fundraising, moral events, etc. Reach out to your First Sergeant for more information on your Booster Club.



















Spouse Groups

360TH RCG	369TH RCG	372ND RCG	367TH RCG
<u>311th</u> <u>313th</u> <u>314th</u> <u>317th</u> <u>318th (OA)</u> <u>338th</u>	<u>332nd</u> <u>333rd</u> <u>336th</u> <u>341st</u> <u>342nd</u>	<u>343rd</u> <u>347th</u> <u>348th (OA)</u> <u>361st</u> <u>362nd</u> <u>367th</u> <u>368th</u> <u>369th</u>	<u>All Reserve Families</u>

Links for spouse and family pages



US AIR & SPACE FORCES RANKS/INSIGNIAS

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	CMSAF CMSSF
NO INSIGNIA E-1 Airman Basic	 E-2 Airman	 E-3 Airman First Class	 E-4 Senior Airman	 E-5 Staff Sergeant	 E-6 Technical Sergeant	 E-7 Master Sergeant/ 1st Sgt	 E-8 Senior Master Sergeant/ 1st Sgt	 E-9 Chief Master Sergeant/1st Sgt/Cmd Chief	 E-9 Chief Master Sgt of the Air Force
 E-1 Specialist 1	 E-2 Specialist 2	 E-3 Specialist 3	 E-4 Specialist 4	 E-5 Sergeant	 E-6 Technical Sergeant	 E-7 Master Sergeant	 E-8 Senior Master Sergeant	 E-9 Chief Master Sergeant	 E-9 Chief Master Sgt of the Space Force
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10
 2 nd Lieutenant	 1 st Lieutenant	 Captain	 Major	 Lieutenant Colonel	 Colonel	 Brigadier General	 Major General	 Lieutenant General	 General

Force Protection Conditions

Force Protection Conditions are the different levels that base installations set for procedures against threats. Our Department of Defense, Homeland Defense, Air Force, and command are most interested in keeping you and your family safe. Extensive work and coordination is done with local law enforcement, the Office of Special Investigation (OSI), and all military services to ensure all local threats are identified and communicated to you. There is also a system whereby you input any suspicious incidents you come in contact with. Our goal is to ensure your safety.

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

If you have any questions regarding Force Protection Conditions, please contact the nearest Security Forces personnel.



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

Updating Base Alerts

AtHoc is an Emergency Notification System and is used to rapidly and effectively alert personnel of critical information such as command messages, emergency situations, and/or incidents that impact one's duty location or accountability. Ask your recruiter to update their AtHoc profile to the nearest DoD installation.



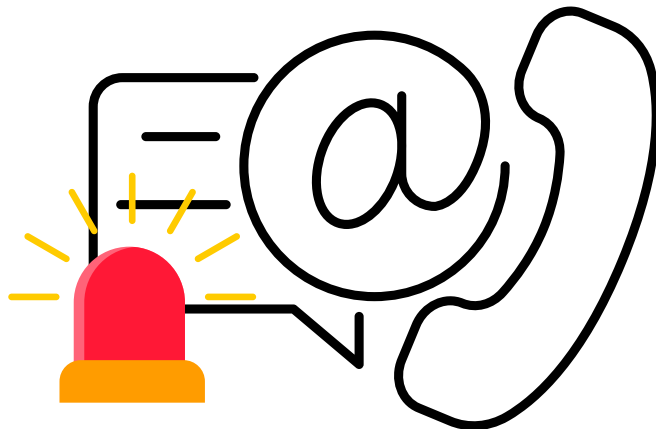
Share these instructions with your recruiter!



Recruiting Incident Reporting System (AKA RICKy)

In recruiting, it is our duty to report anything that could threaten or endanger our recruiters, family members, DoD property, or DoD personnel to the proper channels and authorities. AFRS uses a system called RICKy that all Flight Chiefs and above have access. This Recruiting Incident Reporting system needs the who, what, when, where, and why. The more detail we have, the better we can assist and make changes.

This is **NOT** a replacement for calling emergency services but instead something filed after to track Force Protection trends.



Childcare



The information below details how to receive childcare for those living on or near a military installation, as well as those who are living in civilian communities away from military bases.



Department of the Air Force Child Care offers world-class, accredited, flexible, child care programs designed to meet the developmental needs of children in healthy, safe, nurturing environments. We serve children ages two weeks to 18 years in a variety of center-based and in-home settings.

www.dafchildand youth.com/



MilitaryChildCare.com was designed to help you make informed child care choices. Here, you can find a variety of military child care resources. You can learn how to request and manage care in MCC, read about military child care and fee assistance programs, learn about your family's priority and how this impacts waitlist sequencing, and browse family resources.

www.militarychildcare.com/



ChildCare.gov helps parents access safe and quality childcare services in their community that best suits their family's needs and provides links to State or Territory childcare websites that parents use to search for childcare and consumer education information. *Operated by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Care (OCC).*

<https://childcare.gov/>



Download
the app

The app, called Kinderspot, helps Department of Defense families on Air Force installations sublet child care spots at their home station or find spots at a location they will visit temporarily.



[http://](http://kinderspot.oddball.io/)

kinderspot.oddball.io/

Child Care in Your Home Fee Assistance (CCYH)

The Defense Department is committed to ensuring service members and their families have access to the childcare they need to be mission ready. To help with expanding childcare needs, the DOD has started a pilot program to explore providing fee assistance for full-time, in-home childcare services.

Children ages 6 weeks - 5 years are eligible. School-age children (6-12 years of age) are eligible only when younger siblings are enrolled into the program. Children who age up to school age and no longer have a younger eligible sibling enrolled in the program may remain in the program until the oldest school age sibling turns 10 years old at which time fee assistance will end.

The pilot program has limited spaces available and is provided in the following regions:

- Colorado Springs (CO)
- Fayetteville (NC)
- Fort Walton Beach (FL)
- Jacksonville/Mayport (FL)
- Hawaii
- Las Vegas (NV)
- National Capital Region, Norfolk (VA)
- San Antonio (TX)
- San Diego (CA)
- Seattle/Tacoma (WA)

ChildCare Aware® of America (CCAoA) works with a national network of more than 500 childcare resource and referral (CCR&Rs) agencies and other partners to ensure that all families have access to quality, affordable childcare.

Additional support for childcare in your home can be found at the links below:



MilitaryChildcare.com



ChildCareAware.org



MilitaryOneSource.com



Dependent Care Flexible Spending Accounts

The Defense Department offers a dependent care flexible spending account to help families pay for dependent care expenses. A dependent care flexible spending account is a pretax account that you fund from your paycheck. This benefit is available to active component service members and members of the Active Guard Reserve (AGR) on Title 10 orders, as well as DOD civilians. The funds can be used to pay for eligible dependent care services, such as preschool, summer day camp, before- or after-school programs, and child or adult day care. Service members may contribute up to \$5,000 per household per year to their DCFSA (\$2,500 if married filing separate tax returns).

You can enroll online for a dependent care flexible spending account during the annual Federal Benefits Open Season, mid-November through mid-December, or when experiencing a qualifying life event.

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

U.S. Department of Defense

OPM U.S. Office of Personnel Management

FSA FEDS

Dependent Care FSA for *Military Families and Spouses*

DCFSA

WHAT IS A DCFSA?

A Dependent Care Flexible Spending Account (DCFSA) is a pre-tax account used to pay for eligible dependent care services such as child or adult day care.

WHO IS IT FOR?

Enrollment in a DCFSA is open to DoD civilians, regular (active) component service members, and Active Guard Reserve members on Title 10 orders who have dependents with eligible expenses.

WHY ENROLL?

Keep more of your money in your pocket! Contributions go straight from your paycheck into your DCFSA before taxes are deducted. This reduces the amount of your income subject to taxes.



Respite Child Care Program



YMCA Respite Care Program is for active duty service members and families residing 30 miles or more from a base, check out their website for more information. For more details contact your First Shirt and Personnel team.





Education

Educational Services

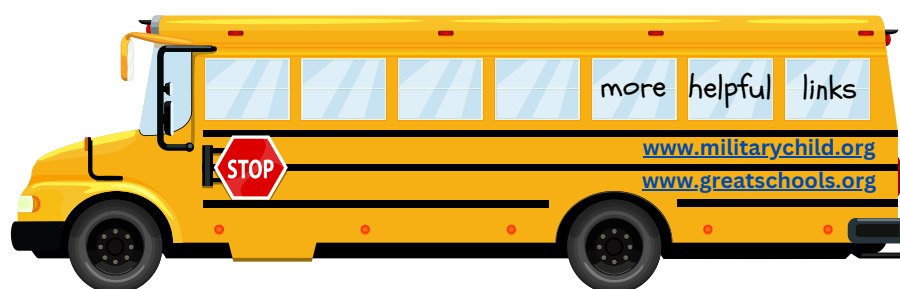
Family members can apply for most grants, aid, or scholarship programs offered by the school, federal government, or any other group. Some on-base organizations, including the AFAS (Air Force Aid Society), sponsor scholarships or aid programs for family members. The Pell Grant through FAFSA (Federal Application for Federal Student Aid) can help cover tuition and additional expenses. A Pell Grant is money the government provides for students who need to pay for college. Grants, unlike loans, do not have to be repaid. Eligible students receive a specified amount each year under this program. Also, be sure to contact the financial aid department at the school for more information.

The Post-9/11 GI Bill allows military members to transfer some or all of their benefits to spouses and children. To be able to transfer the Post-9/11 GI Bill to a dependant family member, all of the following must be met: Completion of at least six years of service on the day your request is approved, **AND** you agree to add four more years of service, **AND** the person getting benefits is enrolled in Defense Enrollment Eligibility Reporting System (DEERS).



DOD MWR Libraries

The DoD Morale, Welfare and Recreation (MWR) Libraries are transforming to combine resources and efforts of the five branches of service (Army, Marine Corps, Navy, Air Force, and Space Force) to deliver the highest value of online library services to DoD Service members and families. These services are available with your DoD ID number and birthday used to authenticate your eligibility. Here you can find resources for continuing education material, children's books, newspapers and magazines and more. There is also additional information for Streaming services through Kanopy and Freegal music



Air Force School Liaison Office

The School Liaison Office (SLO) advocates, advises, and builds alliances to help address education concerns, challenges, or issues of the Total Force and offer a network to educate and provide information or referral for both military families and school districts. School Liaisons build, sustain and are the continuity in education-community partnerships. SLOs are not just for students attending school on or around an installation, but to all military kids to aid in the transition from relocation.



HQ AFSVC/VCS
Dept. of the Air Force
School Liaison Program Division
ORG: AFSVC.DAF.SLO@US.AF.MIL


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210-774-8673

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VA, VT, WV

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MN, MO, MS, ND, NE,
OH, OK, SD, TX, WI



PREK-12 EDUCATION


**PUBLIC SCHOOLS ON
MILITARY INSTALLATIONS &
DODEA**


**MILITARY & FAMILY LIFE
COUNSELING PROGRAM**

find your
SLO



Military Interstate Children's Compact Commission

The average military student faces transition challenges more than twice during high school and *most military children will attend six to nine different schools* in their lives from Kindergarten to 12th grade. The Compact seeks to *make transition easier* for the children of military families.



Tutoring

Tutor.com for U.S. Military Families (kids and adults), funded by the U.S. Department of Defense and Coast Guard Mutual Assistance, is a web-based program that provides on-demand, online tutoring and homework help at no cost to eligible service members, civilian personnel, and their dependents. With live, expert tutors available 24/7, military-connected students can receive academic help at their moment of need—anywhere they have an internet connection.



<http://military.tutor.com>

Healthcare



TRICARE is the uniformed services health care program for active duty service members (ADSMs), active duty family members (ADFMs), National Guard and Reserve members and their family members, retirees and retiree family members, survivors, and certain former spouses worldwide.

Defense Eligibility Enrollment Reporting System (DEERS)

DEERS is a computerized system for verifying personnel eligible for medical care through the Uniformed Services and TRICARE. Sponsors are automatically registered in DEERS. Sponsors must register eligible family members.

[http://](http://www.tricare.mil/DEERS)



www.tricare.mil/DEERS

INFORMATION FOR URGENT CARE



Call the Tricare Nurse Advice Line (NAL) at 1-800-874-2273. Option 1, will connect you to a 24/7 line with a registered nurse to answer your urgent questions, provide healthcare advice, and help you find a doctor or the nearest emergency or urgent hospital. Emergency visits do not require a referral; however, you will need to contact your Primary Care Manager (PCM) after receiving treatment.

TRICARE Plans

Unsure which TRICARE plan is right for you and your family? A step-by-step walk-through will take your specific information and help you find the plan options available for your family. Some recruiting families live geographically separated, so you may have options you are not familiar with. See the next section for more information on plan options.

TRICARE Options

Tricare offers three U.S. healthcare plans and three overseas healthcare plans: Tricare Prime (TP), Tricare Select (TS), and Tricare Prime Remote (TPR). Post-enrollment, Tricare offers websites that allow you to access your medical documents, find providers in the network, and more.

TRICARE Plans

TRICARE Prime

TRICARE Prime is a managed care option available in Prime Service Areas. Prime Service Areas are geographic areas in the U.S. TRICARE Prime is offered.

 <http://tricare.mil/Plans/HealthPlans/Prime>

TRICARE Select

Family members of active duty members as well as activated and non-activated Guard/Reserves are eligible. Tricare Select is available in remote and non-remote areas and available to those with other health insurance in addition to Tricare such as Medicare or an employer-sponsored health insurance.

 <http://tricare.mil/Plans/HealthPlans/TS>

TRICARE Prime Remote

Recruiters and families living outside of the support area of a military treatment facility are eligible to enroll. TPR is a managed care option available to active duty military members and activated National Guard & Reserve members living 50 miles from a military treatment facility. TPR has no enrollment fees, no out-of-pocket expenses when seen by a PCM, or with a referral.

 <http://www.tricare.mil/primeremote>

US Family Health Plan

USFHP is an additional TRICARE Prime option available through networks of community-based, not-for-profit healthcare systems in 6 areas of the US. You won't get care at military hospitals and clinics or from TRICARE network providers. Active duty family members pay no enrollment fees and no out-of-pocket costs as long as care is received from the USFHP provider.

 <https://tricare.mil/Plans/HealthPlans/USFHP>

**If you're unsure which plan is best for you, visit www.tricare.mil/Plans/ComparePlans*

TRICARE Prime Travel Benefit



If you are a non-active duty beneficiary enrolled in TRICARE Prime or Prime Remote and were referred by your Primary Care Manager (PCM) for non-emergent, medically necessary specialty care at a location more than 100 miles (one way) from your PCM's office, you may be entitled to the TRICARE Prime Travel Benefit (PTB). Contact Tricare for more information and all qualifying factors.



http://

<https://tricare.mil/Plans/HealthPlans/USFHP>

TRICARE Regions

TRICARE East
(Humana Military)

humanamilitary.com



1-800-444-5445



W

TRICARE West
(Health Net Federal Services)

tricare-west.com



1-844-866-9378



E

TRICARE Overseas



Eurasia-Africa

Africa, Europe, Middle East



Latin America and Canada

Canada, the Caribbean Basin, Central and South America, Puerto Rico, and the U.S. Virgin Islands



Pacific

Asia, Australia, Guam, India, Japan, New Zealand, South Korea, and Western Pacific remote countries

The TRICARE Overseas Program (TOP) is the DOD's health care program for Active Duty Service Members, Active Duty Family Members, and other eligible beneficiaries in geographical areas and waters outside of the U.S. International SOS is proud to support the U.S. military and their families overseas, ensuring quality health care no matter where their work or travels take them.

International SOS is available to assist 24 hours a day, 365 days a year. Select the country where you are currently located to display customized contact information, including phone/fax numbers, email addresses, enrollment and claims mailing addresses, and more.

Tricare Prime Overseas (TPO)

Tricare Select Overseas (TSO)

Tricare Prime Remote Overseas (TPRO)

http://

www.tricare-overseas.com

TRICARE Referral/Pre-Authorization Process

A referral is when your Primary Care Manager (PCM) or provider sends you to another provider for care that they don't provide, and it is often requested by Tricare insurance. A pre-authorization is when your care is approved by your regional contractor (Tricare East or Tricare West) before you go to your appointment. If you are being referred, your provider will get you a referral and pre-authorization at the same time.

When care is approved:

- Your regional contractor sends you an authorization letter with specific instructions.
- You must:
 - Schedule your appointment with the provider listed in the authorization letter. If you need to find another provider, contact your regional contractor.
 - Get care before the authorization expires, otherwise, you'll need to get the care re-approved.

Note: Active duty service members need a referral for most care received outside of an assigned military hospital or clinic.

**Please refer to your individual health care plan.*



TRICARE Vision

Eye exam coverage is different based on who you are, your health plan option and your age. In some cases, you may need a referral and/or pre-authorization. TRICARE covers glasses and contact lenses to treat certain conditions. The list is included in the link above. TRICARE does not cover adjustments, cleaning and repair for glasses.



<http://www.tricare.mil/CoveredServices/Vision>

TRICARE Dental (United Concordia)

Dental coverage is separate from TRICARE's medical coverage and must be activated by the sponsor through enrollment on the beneficiary enrollment website, on the phone, or through the mail. The TRICARE Dental Program (TDP) is operated by United Concordia. It has comprehensive coverage for most dental services and 100% coverage for most preventive and diagnostic services. Refer the website below for more detailed dental information.

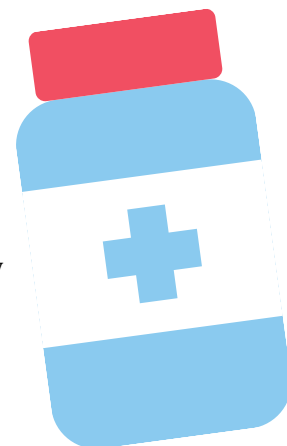


<http://www.tricare.mil/CoveredServices/Dental/TDP>

TRICARE Pharmacy Options

Military Pharmacies 1

Some military pharmacies may stock your specialty drug. Check with your local military pharmacy to see if they stock your specialty drug. There is no cost to fill covered specialty prescriptions at a military pharmacy.



Network Pharmacies 2

You'll be required to show your uniformed services ID card. If you have problems at a network pharmacy, please contact Express Scripts.

In some cases, you may not be able to fill your prescription at a retail network pharmacy:

- Some non-formulary drugs are only covered through Home Delivery or at military pharmacies
- All beneficiaries except active duty service members must get refills for certain maintenance drugs in the U.S. and U.S. Territories through Home Delivery or at a military pharmacy.
 - This applies mostly to brand name drugs.
 - You can refill most generic maintenance drugs

If you're living or traveling overseas, you must use a military pharmacy or overseas pharmacy.

If you don't fill your prescriptions at a certified pharmacy, you're responsible for the full cost of the prescription. Prescriptions purchased from and/or billed by your health care provider's office will not be cost shared by TRICARE.

Home Delivery 3

TRICARE Home Delivery through Express Scripts is an efficient way to get regular prescriptions and medication. TRICARE Pharmacy Home Delivery will ship to any address in the U.S. or U.S. territories, including APO/FPO address.

Case Management

If you're being treated for chronic, high-risk, high-cost, catastrophic or terminal illnesses, you can get case management services at no extra cost. Case managers are usually nurses or social workers who can help patients and families figure out complex health care and support systems.

To locate a case manager, contact:

- Your regional/program contractor
- Your military hospital or clinic
- A Beneficiary Counseling and Assistance Coordinator

helpful link



Patient Resources

Tricare offers many different options of coverage. Their resource page provides information on claims, disaster resources, forms, records, reimbursement, rights and responsibilities, as well as videos to walk you through some of the more complicated processes.



http://

www.tricare.mil/GettingCare/PatientResources

Patient Advocacy



When faced with challenges in accessing needed healthcare or encountering unexpected bills, connect with your patient advocate for assistance. Military treatment facilities provide contact details for patient advocates on their websites and directories. Advocates aid beneficiaries in navigating the direct care system, understanding options, and assisting with appeals. Major military health facilities offer a Healthcare Resolutions program for facilitated communication among patients, family members, and providers. Locate these resources on medical facilities' websites.

For non-Medicare eligible beneficiaries with concerns about medical care in TRICARE Prime, TRICARE Select, or other TRICARE programs, find your advocate through your TRICARE Region. Additionally, a directory is available to help you find contact information for the Military Health System Customer Service Community.



http://

<https://www.tricare.mil/bcacdca>

Additional Recruiting Family Advocacy

If you have any specific issues, questions, or concerns, please contact your unit's First Sergeant.

Counseling Assistance

Counseling is available through TRICARE (available using the Mental Health option on the phone message recording), the M&FRC, or any military chaplain. If you are not located near a military installation, counseling with a civilian counselor near you can be arranged through Military OneSource. They can arrange up to 12 free visits per incident. Contact Military OneSource via telephone, their website, or the Military OneSource app. Military families can use any chaplain at the nearest base for family counseling, help, faith resources, etc. Unlike some other counseling services, military chaplains are able to provide 100% confidentiality.

The important thing to remember is that you have a wealth of resources at your disposal. Your Key Spouse and/or your squadron's First Sergeant can assist you in finding the exact services that meet your needs.

Emergency Assistance/Crisis Support

Disasters come in many forms: hurricanes, tornadoes, explosions, etc. Being prepared can reduce the fear, anxiety, and losses accompanying these disasters. Individuals, families, and communities should know what to do in the event of a fire and where to seek shelter during a tornado. Knowing what to expect and how to prepare makes any crisis more manageable. If you need emergency financial assistance while your military spouse is gone, please contact your First Sergeant and Flight Chief. An additional point of contact is Military OneSource.



http://  <https://www.beready.af.mil/>

Resilience and Crisis Support



Adapting to military life can be difficult. The link to the right is an integrated resilience page that provides resources for all areas of need. The support team is a few clicks or a phone call away if you need information or assistance with anything. Still not sure who you want to speak to? The Military & Family Readiness Center is a great place to start. They've been helping families adapt to the challenges and demands of the military lifestyle for years. If they can't help with your issue, they'll know who can. Check out the section on MFRC later in this guide!

 Support is just a few clicks away



Veterans/Military Suicide & Crisis Line

The Veterans Crisis Line is free and confidential. When you call, chat, or text, a qualified responder will listen and help. You decide how much information to share. Support doesn't end with your conversation. Our responders can connect you with the resources you need.



Call 988 then press 1



www.VeteransCrisisLine.net/Chat



Text 838255

Overseas: The country code to reach the United States will be required for each of these numbers, depending on your location:



- Europe- Call +1 844-702-5495 (off base) or DSN 988 (on base)
- Southwest Asia- Call +1 855-422-7719 (off base) or DSN 988 (on base)
- Pacific- Call +1 844-702-5493 (off base) or DSN 988 (on base)



http://

www.VeteransCrisisLine.net

SAPR (Sexual Assault and Harassment Prevention/Response)



The Sexual Assault Prevention and Response Office (SAPRO) is responsible for oversight of the Department's sexual assault policy. SAPRO works hand-in-hand with the Services and the civilian community to develop and implement innovative prevention and response programs. Active duty members, Air Force Reserve and Air National Guard members and their dependents (18 years and older) are eligible for treatment in the military health system, as well as Air Force civilian appropriated and non-appropriated employees are eligible for SAPR support services. Services provided depend on the type of report filed but can include Advocacy and Support, Medical Treatment, Mental Health Care, Legal Support, Investigation and potential prosecution, and Leadership and Command Support.



You do not have to tell law enforcement or your commander about your sexual assault to receive care or assistance.



http://

<https://www.resilience.af.mil/SAPR/>



Housing

A member assigned to permanent duty within the 50 United States, who is not furnished Government housing, is eligible for BAH, based on the member's rank, dependency status, and permanent duty station zip code. Specifically for recruiters, BAH is based on the service members office address and not personal address.

Automated Housing Referral Network (AHRN) is a good place to begin your housing search. It connects military families with local housing resources.



On-Base and Community Housing

All military members should report to the housing office upon their arrival at their new duty station.

The Housing Referral office offers three areas of service to your family: 1) on base housing, 2) off-base housing assistance, and 3) facilities services.

Depending upon the location, service members and their families may be eligible for on- base housing. Not all military installations have on-base housing for all ranks. Even if appropriate on-base housing is authorized, it may not be available for several months.

The housing office maintains listings of sale and rental properties as well as apartment guides and brochures. Utility waivers for gas, electric and water deposits may also be available through the housing office.



How can I be considered for base housing?

You need to complete an application for an Assignment to Military Family Housing (DD Form 1746) as soon as Permanent Change of Station orders are received. The normal housing wait time varies from base to base.

Off-Base Housing

If no housing is available on base or if you choose to live in the civilian community, you and your family are entitled to receive Basic Allowance for Housing (BAH). The purpose of BAH is to provide fair housing allowances to service members, the allowance is fixed based on geographic duty location, pay grade, and dependent status. There are six standard housing profiles used by the Department of Defense to anchor private sector BAH allowances, some personal housing choices may incur out of pocket expense.

Basic Allowance for Housing (BAH)



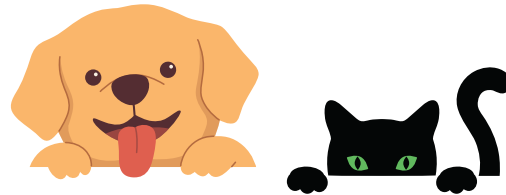
The BAH calculator website is available to determine the amount of BAH pay available for your duty location. . The Housing Office can also assist you in finding community housing. They maintain up-to-date listings of apartments and homes for rent and sale.

If you decide to rent an apartment or home, make sure that your lease contains the "Military Clause" which will allow you to end the lease early without financial penalties if you receive Permanent Change of Station orders.

BAH rate lookup



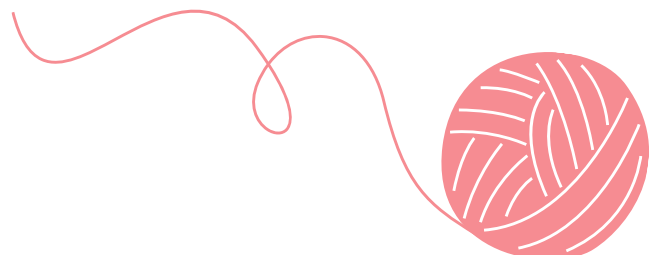
Relocating with Pets



For costs related to the relocation of one household pet (defined by the DOD as either a cat or a dog) military service members going through a PCS (effective January 1, 2024 and later) within the continental United States can be reimbursed up to \$550, and up to \$2,000 for relocation to or from the continental United States. Your service member will use Defense Travel Management Office to file for reimbursement and qualifications. Receipts for qualifying costs is required for payment.

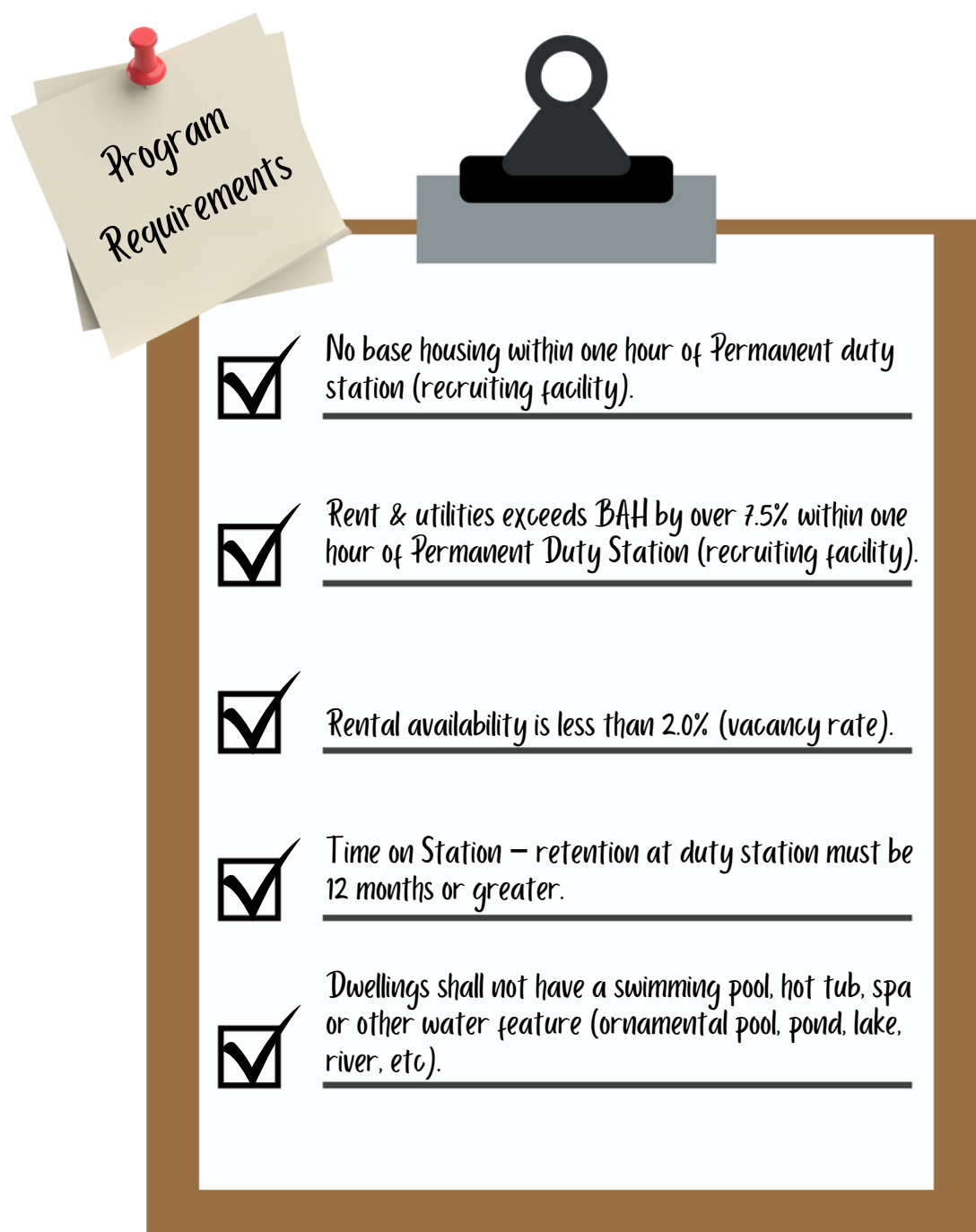


www.travel.dod.mil
<https://veteran.com/pcsing-with-pets/>



Government Family Leased Housing Program

The Leased Government Housing Program (LGH) aims to provide suitable housing for military members and their dependents in areas where housing within the Basic Allowance for Housing (BAH) or availability is limited. This program covers rent and utilities for government quarters such as apartments, townhouses, or single-family homes. Recruiters are tasked with finding suitable housing and can seek input from their gaining unit. If rent and utilities exceed BAH for adequate housing, recruiters may qualify for the LGH Program. Market surveys conducted at squadron and HQ AFRS levels assess the local housing market to determine program eligibility based on specified requirements.



Pets

Service members are authorized only two pets (dogs or cats). Not all landlords allow pets; USACE will do its best to accommodate pets, but cannot force a landlord to accept pets. Member is responsible to protect the LGH from damages caused by their pet(s). Must comply with state/local pet ordinances. Potential dog breed restrictions..



LGH Program Process

- Member initiates process by filing a RFMIS Housing Request. The request goes to the squadron to validate if duty location housing is or is not within BAH range.
- Squadron must complete a Preliminary Market Survey providing support that adequate housing (up to 1 hour away) is outside the member's BAH range and forwards package to HQ AFRS.
- HQ AFRS reviews and validates the LGH package and forwards the package to AFCEC.
- AFCEC reviews and approves Market Survey and sends back to HQ AFRS.
- HQ AFRS initiates USACE Market Survey to identify and recommend acceptable sites.
- Squadron reviews the results, HQ AFRS provides results to AFCEC for lease approval.
- The member has the right of refusal prior to signing a lease, however, if the offer is refused, the member is not eligible for Government Leased Housing.

Process Time

Process time from “cradle to grave” is approximately 4 months. Miscommunications and/or incomplete/incorrect applications and market surveys will delay process.

**If a member wants housing when they arrive, plan accordingly or as soon as orders are available.*

RFMIS Housing
Request Link



Spouse Employment

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



http://

www.afciviliancareers.com

www.nafjobs.org

www.usajobs.com

If not located near a military base, traditional employment search options must be used. Local newspapers, online search sites (*www.indeed.com*, *www.monster.com*, *www.mycareerworks.org*), and job service centers are all great places to start. Additionally, help with job searching or acquiring marketable skills can be received through the National Military Spouse Network, or through Military OneSource.



http://

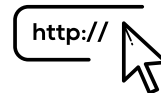
www.nationalmilitaryspousenetwork.org

www.militaryonesource.mil



Association of Military Spouse Entrepreneur Program

AMSE™ (Association of Military Spouse Entrepreneurs) connects Military Spouse business owners with the tools and resources needed to become successful in launching and growing their businesses. AMSE is an Exclusive Community for Military Spouse Entrepreneurs™ to Start, Scale, and Sustain their businesses.



http://

www.amseagency.com/

Employment Assistance Program (EAP)

The Employment Assistance Program (EAP) is operated through Military & Family Readiness Centers (M&FRCs). The program works with Department of Defense customers who are military, civilians, retirees, and Family members in identifying short and long-term employment readiness goals. The Employment Assistance Program refers participants to education and/or training opportunities that can assist customers in achieving personal career goals in the private and public sectors.



helpful link

Career Assistance and Development

The Department of Defense Spouse Education and Career Opportunities (SECO) program *provides education and career guidance to military spouses worldwide and offers comprehensive resources and tools for all stages of career progression.*

The DOD established the SECO program to provide education and career guidance to military spouses worldwide, offering free, comprehensive resources and tools related to career exploration, education, training and licensing, employment readiness and career connections. This program also offers free career coaching services six days a week.

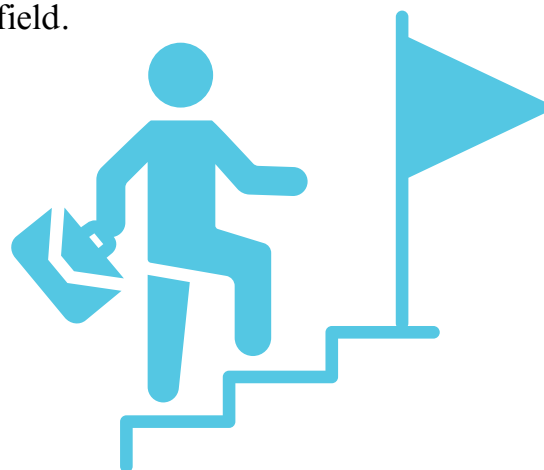
<http://myseco.militaryonesource.mil>

The Military Spouse Employment Partnership is an employment and career partnership, *connecting military spouses with hundreds of partner employers* who have committed to recruit, hire, promote and retain military spouses.

<http://myseco.militaryonesource.mil/portal/msep>

My Career Advancement Account Scholarship is a *workforce development program that provides up to \$4,000 in financial assistance* to eligible military spouses for the pursuit or maintenance (including continuing education courses) of a license, certification, or associate's degree necessary to gain employment in an occupation or career field.

<http://mycaa.militaryonesource.mil/mycaa/>



Hiring our Heroes

Hiring Our Heroes (HOH) connects the military community—service members, military spouses, and veterans—with American businesses to create economic opportunity and a strong and diversified workforce. Hiring our Heroes provides hiring events, fellowships, education and networking, military spouse resources and a job board. Connect with their website to explore more options that this program has to offer.

Hiring Our Heroes
U.S. Chamber of Commerce Foundation

<http://www.hiringourheroes.org/>

Military Spouse Licensure Reimbursement Program

The Air Force defines “qualified relicensing costs” as any required exam costs or registration fees set by the new state so the spouse can keep working in their current profession. You can apply for reimbursement after getting your new license or certification. In addition to reimbursement, licensure reciprocity impacts are supported through Interstate License Recognition.



helpful link



Primary Foreign Languages



Many employment opportunities are available for foreign-born spouses, both in the United States and abroad, and the U.S. Department of State American English website can assist you in learning English and adjusting to the United States culture.

← more info

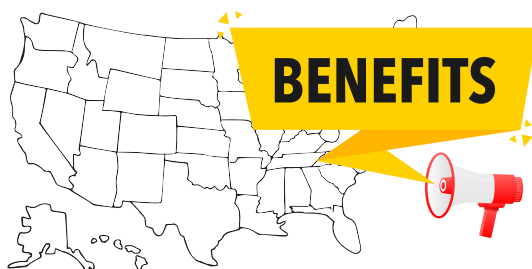
Spouse Owned Small Business Reimbursement

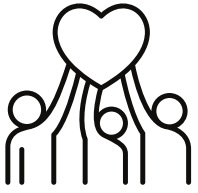
The Department of the Air Force is offering reimbursement to service members to re-establish spouse owned small businesses after a permanent change of station or assignment. They must file the claim within 24 months of the date the orders are authenticated. The reimbursement is up to \$1,000 and can be used in conjunction with the re-certification and relicensing for the possible total reimbursement up to \$2,000. Members are encouraged to reach out to their M&FRC with questions regarding eligibility and how to submit a claim. The service members' finance office will work with the service member and spouse to verify eligibility and provide necessary documentation of qualified expenses to begin the process.

♥ small business owner ♥

Unemployment Benefits

Check with state websites to determine benefits and eligibility.





Community Based Resources

Resilience Tools



Military OneSource has a page providing mobile applications for self-care, parenting, personal finance, military children and more. The apps were developed within the Department of Defense, Veteran Affairs and other partners. All apps are free and for iOS and/or Android devices.

http://



www.militaryonesource.mil/resources/mobile-apps/



The Sesame Street for Military Families website/app offers games and entertainment for children during moving or any transition to aid in feelings expression and understanding.

http://



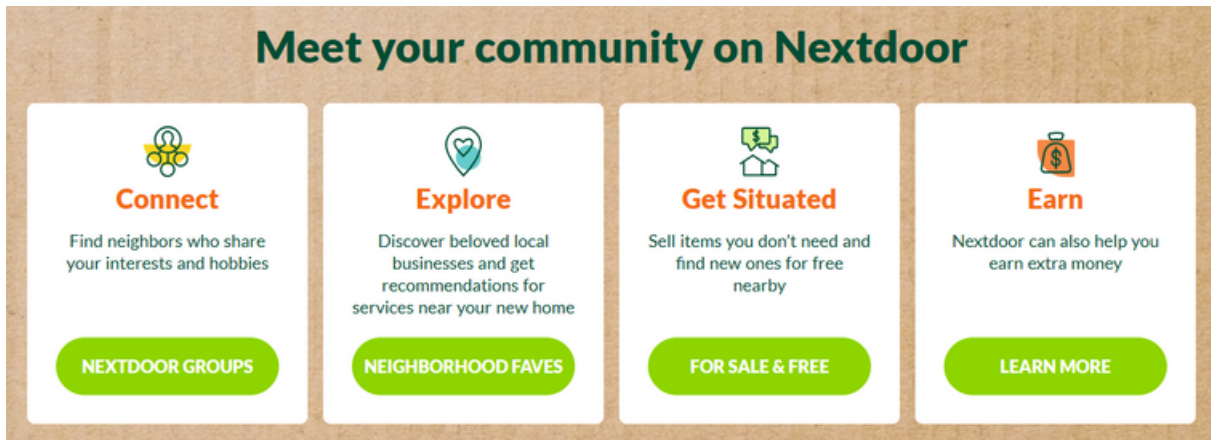
www.sesamestreetformilitaryfamilies.org/



for **Military Families**™



Nextdoor's site allows families to find community events, discover local gems, and build meaningful connections with the community.



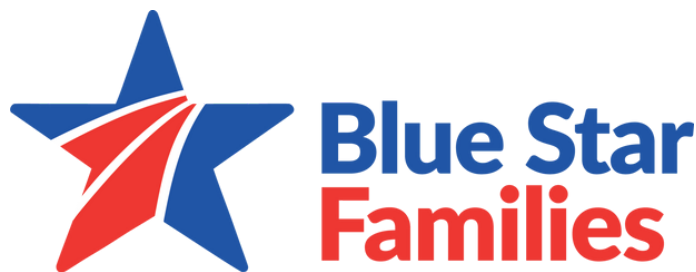
http://



www.nextdoormilitarymovers.com/

Blue Star Families

The families of our all-volunteer military make unprecedented sacrifices these days to serve our country. Blue Star Families was founded by military spouses in 2009 to empower these families to thrive as they serve. We're committed to strengthening military families by connecting them with their neighbors – individuals and organizations – to create vibrant communities of mutual support. We believe we're all stronger when we take care of one another.



★ **Blue Star Books**

With the help of partners like Disney, Blue Star Families has given hundreds of thousands of books away to military kids across the world.

★ **Blue Star Coffee Connects**

Informal opportunities for military families to connect with one another and their larger communities through engaging in conversation and relationship building.

★ **Blue Star Museums**

This program is a collaboration among Blue Star Families, the National Endowment for the Arts, the Department of Defense, and museums across America to offer free admission from Memorial Day to Labor Day.

★ **Blue Star Outdoors**

Offers engaging and enriching outdoor activities at our nation's neighborhood and national parks. Outdoor experiences provide the places for families to seek respite, explore nature, and experience joy.

★ **Blue Star Welcome Week**

Although our Welcome Programs exist to bring your family and community together year-round, Blue Star Welcome Week started in 2020 as a week-long initiative within neighborhoods across the U.S.

★ **Connect with a Blue Star Chapter**

Come to virtual or in-person events that will connect you with fellow military families and neighbors.

★ **Blue Star Neighborhood**

Blue Star Neighborhood is an online community for military and Veteran families to get connected and feel empowered to thrive. Take a look around to see all it has to offer you.

American Red Cross (ARC)

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



1-877-272-7337



ARC site



United Way

United Way addresses community challenges, partnering with diverse sectors to enhance education, economic mobility, and health. Mission United, a program within United Way, connects military members and their families to a network of veteran "Navigators" for various resources, including child and adult care, counseling, financial aid, education, job training, legal support, parenting programs, substance abuse services, and VA benefits.



http://

www.unitedway.org/mission-united

YMCA

The Armed Services YMCA enhances the lives of military members and their families in spirit, mind, and body through programs relevant to the unique challenges of military life.

Our focus is to provide needed programs and services for single or married junior enlisted personnel and their family members. The Armed Services YMCA empowers military families, no matter who they are or where they're from, by ensuring access to resources, relationships, and opportunities for all to learn, grow, and thrive.



http://

www.asymca.org

Tax Support

MilTax offers free software and support to help account for the complexities of MilLife with free tax software and one-on-one help from military tax experts.



helpful link



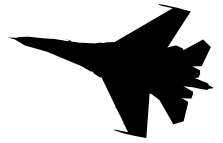
National Resource Database

The NRD is a database of validated resources that supports recovery, rehabilitation, and reintegration for service members, veterans, family members, and caregivers.

NRD search



Military Resources



*for interactive
listing of resources*



Air & Space Force Association

Our mission is to promote dominant U.S. Air & Space Forces as the foundation of a strong National Defense; to honor and support our Airmen, Guardians, and their Families; and to remember and respect our enduring Heritage.

http://  www.afa.org

Air Force Aid Society (AFAS)

AFAS is a non-profit organization that assists Air Force active duty members, retirees, and family members in emergency assistance, education support, and community programs. Interest-free loans or grants are given for basic needs such as food, rent, utilities, moving costs, funeral expenses, dental, medical, and car repairs.

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

AFAS offers targeted community programs to help make everyday life on base a little easier and help take care of military families. The specific AFAS-supported community programs offered vary between Air Force Base and Space Force Base installations.

http://  www.afas.org/

Air Force Sergeants Association

Founded in 1961, the Air Force Sergeants Association (AFSA) legislates, advocates and educates America's elected, military and community leaders in support of the quality of life for 75,000+ military members and their families. AFSA membership is \$36 for one year, \$63 two-year, and \$89 three-year. Lifetime memberships are also available.

http://  www.hqafsa.org

DOD Safe Helpline - Sexual Assault Support

DoD Safe Helpline is the sole secure, confidential, and anonymous crisis support service specially designed for members of the Department of Defense community affected by sexual assault.



 **1-877-995-5247**  **www.Online.SafeHelpLine.org**  **<http://www.SafeHelpLine.org>**


Exceptional Family Member Program (EFMP)

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

 **<http://www.airforcemedicine.af.mil/EFMP>**

Foreign Military Spouse Association

The Foreign Military Spouse Association's goals are to connect, support, and empower foreign-born military spouses and their families. Our network and online community gather and share important information and resources that help foreign-born military spouses adapt and thrive.

 **<http://www.foreignmilitaryspouse.com>**

Family Readiness Program

Deployments, temporary duty travel, and remote assignments are synonymous with life in the military and present unique financial, legal, and relationship challenges for members and their families. Family Readiness prepares the entire family for separation through planning. In addition to education, support groups are available to assist the family members during the separation. Hearts Apart helps families stay connected due to extended TDY lasting 30 days or more, as well as families whose airman or guardian is on a remote assignment. Car Care provides free preventative auto maintenance. Services are also available to those affected by the repatriation process.



Fisher House Foundation

Fisher House Foundation builds comfort homes where military & veteran families can stay free of charge, while a loved one is in the hospital. These homes are located at military and VA medical centers around the world. Fisher Houses have up to 21 suites, with private bedrooms and baths. Families share a common kitchen, laundry facilities, a warm dining room, and an inviting living room.

 **<https://www.fisherhouse.org>**

FOCUS (Families OverComing Under Stress)

FOCUS (Families OverComing Under Stress™) provides resiliency training to military children and families. It teaches practical skills to meet the challenges of deployment and reintegration, to communicate and solve problems effectively, and to successfully set goals together and create a shared family story.



<http://www.focusproject.org>

Gary Sinise Foundation

At the Gary Sinise Foundation, we serve our nation by honoring our defenders, veterans, first responders, their families, and those in need.

We do this by creating and supporting unique programs designed to entertain, educate, inspire, strengthen, and build communities.



<http://www.garysinisefoundation.org/>

ID Renewal

If you aren't located near a base, use the ID Card Office Locator & Appointments' website to find the closest ID Card Office and make an appointment. Appointments are booked out so make sure you give yourself at least six weeks to get an appointment.



<http://idco.dmdc.osd.mil/idco/locator>

InDependent

InDependent is a wellness community build by military spouses for military spouses of all branches of the U.S. Armed Forces. To impact the heart of the home is to influence the wellness of our service members and future generations.



<https://in-dependent.org/>

Military Chaplains Association

Chartered by Congress in 1952 the Military Chaplains Association is dedicated to the advocacy and professional excellence of our military and government agency chaplains. If you are a chaplain and not a member of this association, we invite you to join the only professional organization that focuses on you and your unique ministry.



<http://mca-usa.org/>

Military Legal Services

All military legal offices may provide military members, dependents, and retirees legal assistance for personal legal issues. This includes, but is not limited to: wills, power of attorney, notaries, family law issues, consumer law issues, landlord-tenant issues, and special education plans for families with special needs. Air Force legal assistance offices are now offering virtual appointments for remote clients.

While AFRS/JA does not provide legal assistance, if an AFRS member or dependents are having difficulty securing legal assistance appointments, they should reach out to the AFRS Staff Judge Advocate through their First Sergeant for assistance.



<https://legalassistance.law.af.mil/>

Modern Military Association of America (MMAA)

Formed through the merger of the American Military Partner Association and OutServe-SLDN, the Modern Military Association of America is the nation's largest non-profit organization dedicated to advancing fairness and equality for the LGBTQ+ military and veteran community. Through education, advocacy, and support, we are making a real difference in the lives of LGBTQ+ servicemembers, military spouses, veterans, family members, survivors, and caregivers.

 <https://modernmilitary.org/>

National Domestic Violence Hotline

Contacts to The Hotline can expect highly-trained, expert advocates to offer free, confidential, and compassionate support, crisis intervention information, education, and referral services in over 200 languages.



 **1-800-799-SAFE (7233)**  **Text "START" to 88788**  <http://www.TheHotline.org>

Operation Homefront

Operation Homefront (OH) provides emergency financial and other assistance to the families of our service members and wounded warriors.

Operation Homefront provides direct services to alleviate a military family's or individual's actual/complete emergency financial burden, as well as counseling and/or recovery support. Emergency financial assistance is in the form of checks paid directly to mortgage lenders, auto mechanics, contractors, hospitals, doctors, dentists and other providers. Other emergency funding assistance, which an applicant receives within 24 to 72 hours, includes the following:

- Home and appliance repair
- Furniture and household items
- Local moving assistance
- Community events
- Wounded Warrior Transitional Family Housing
- Financial assistance
- Emergency food
- Emergency home repairs
- Critical baby items: formula, food and diapers



 <http://www.operationhomefront.org>

Personal Financial Readiness Program

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



helpful link ↗

Service Members Group Life Insurance (SGLI)

SGLI is a low-cost group term life insurance program for Service members. SGLI coverage is automatic for most active duty Servicemembers, Ready Reserve, and National Guard members scheduled to perform at least 12 periods of inactive training per year. Learn more about Servicemembers' Group Life Insurance.



1-800-419-1473



http://

www.insurance.va.gov

Transition Assistance Program (TAP)

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



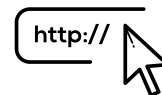
more info ↗

United Service Organization, Inc. (USO)

The USO provides support for Military service members and their families through USO Centers, Internet and email access, libraries, reading rooms, recreational activities, regional veterans services and family services.



1-888-484-3876



http://

www.uso.org/

Voting Assistance Program

FVAP encourages the use of the Federal Post Card Application (FPCA) to start the absentee voting process as it is standardized for use across all States and will extend your eligibility to receive a ballot for all federal elections for at least one calendar year. The FPCA acts as both a registration and absentee ballot request form. We encourage our military voters to submit a new FPCA every year and when they move.



http://

www.afpc.af.mil/Airman-and-Family/Voting/

Five & Thrive



Five & Thrive helps military communities tackle the top five quality-of-life issues. Their plan is to **1) advocate for quality-of-life improvements**, **2) foster community partnerships**, **3) consolidate quality-of-life resources in a one-stop shop**, **4) educate military families on existing efforts and best practices**, and **5) promote the exceptional value of the military-connected spouse**. We hope this website will provide you with a one-stop shop of consolidated resources and specific tools to navigate military life at home and in your community.

Check out the website below for the most current information and a monthly SITREP (situation report) of the newest resources. See the QR code below to download a copy of the guide!



CHILDCARE



EDUCATION



HEALTHCARE



HOUSING



SPOUSE
EMPLOYMENT



thrive guide



http://

fiveandthrive.org



Military OneSource



**MILITARY
ONESOURCE**

YOUR SUPPORT WHEN MIL LIFE HAPPENS

Military OneSource from the Department of Defense is your 24/7 gateway to trusted information, resources and confidential help. When MilLife happens, it's your "first line of support" — giving service members and military families tools to stay well and thrive.

http://

www.militaryonesource.mil

Transitioning & Retiring

You've made the decision to leave the military, now it's time to make the most of it. Returning to civilian life can be a big change — but like most things, a little planning can go a long way. Military OneSource has the information you need to have a smooth military separation and a successful return to civilian life whether you're transitioning or retiring.

http://

<https://www.militaryonesource.mil/transition-retirement/>

Moving and Permanent Change of Station (PCS)

Moving can be full of new opportunities and new experiences — each one a little different. Military OneSource can help you manage your move with helpful tips, resources and hands-on information.

http://

<https://www.militaryonesource.mil/moving-pcs/>

Recreation, Travel & Shopping

Whether you are looking for your next big adventure or are in search of leisure activities on and off your installation, Military OneSource is your ticket. We'll point you toward discounts on air travel, sporting events, day trips and more.

http://

<https://www.militaryonesource.mil/recreation-travel-shopping/>

Relationships

You're part of a military family that numbers in the millions. You share common experiences, values and feelings of being in this together. That's community. To support and bolster your own family, lean on your military community – including Military OneSource – to find answers and guidance from those who have been there, done that.

 <https://www.militaryonesource.mil/casualty-assistance/>

Special Needs

From special child care services and ongoing medical issues to complex housing situations and strained finances, it can take a lot to look after a family member with special needs.

The good news is you're not alone. Military OneSource can assist with special education, financial planning, child care and much more to help your family thrive.

 <https://www.militaryonesource.mil/special-needs/>

Health and Wellness


While Military OneSource does not provide direct health care services, it provides resources that can help you maintain good health. Check out their content on healthy living and more.

 <https://www.militaryonesource.mil/health-wellness/>

Safety from Violence and Abuse

The Defense Department and branches of the armed services are committed to fostering a military culture that supports victims and keeps them safe from violence and abuse. Learn more about the Family Advocacy Program, including how to connect with a victim advocate near you or how to get help with child abuse and neglect, domestic abuse and problematic sexual behavior in children and youth.



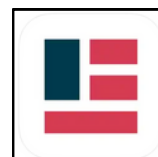
 <https://www.militaryonesource.mil/special-needs/>

Financial and Legal

Managing money and legal affairs are part of mission readiness. Military OneSource provides strategies on consolidating and paying down debt, saving for retirement or college and creating a plan that will lead to financial security.

 <https://www.militaryonesource.mil/financial-legal/>

Connect Socially with Military OneSource





Military and Family Readiness Center

The Military & Family Readiness Center (M&FRC) serves as the central hub for information, referrals, and resources, offering personalized assistance in various programs. While standard resources are available, each base may have unique programs, so visit the local building for specific offerings. For recruiting families without nearby bases, Active Duty Recruiting Groups are introducing Intervention Specialists to provide location-specific support, guidance, information, resources, and community connections.

Family Support Programs

Since many recruiting families are not close to a base providing Military Family Readiness Center (M&FRC) support, each AFRS Active Duty Group will have an Intervention Specialist. AFRS Headquarters will also have a specialist to assist the Reserve units. This specialist will serve as your personal support for any family-related issues. Please check with your Squadron First Sergeant for their contact information.

Military and Family Life Consultants (MFLC)

The MFLC augments existing military support services. They provide short-term, situational, problem-solving counseling services to service members and their family members, who are enrolled in DEERS, as well as psychological education to help military members and their families understand the impact of stresses of military life, deployments, and family reunions following deployments. MFLCs are here to listen. Consultations and training are free and anonymous. No records are kept. Services are offered year-round with rotations between MFLCs.

MFLCs are accessible for meetings on base, at a public location within an hour of the base, or via phone. Counselors are available at all Air Force bases, and if you're not near an Air Force installation, you can make use of MFLCs from any branch.

Please contact the First Sergeant for a complete listing.



<http://www.afpc.af.mil/Airman-and-Family/>



Tools

We've developed helpful printouts designed specifically to assist AFRS families in tracking volunteer hours, effectively managing expenses, and organizing essential contact information. Print, download, and make these resources your own!



Volunteer Hours

AFRS is using Clockify to help log volunteer hours across the organization. Clockify is an online cloud-based time-tracking solution. To join our group, send an email request to AFRSLeadSpouse@gmail.com using “Clockify Request” as the subject line and list your first and last name, email to send an invite, and your group/squadron numbers.

Once you accept the invitation, download the app or check out the website to start logging your hours. You can use both resources alternatively.



Clockify



check out how to
join here

<http://>

app.clockify.me



AFRS TRAVEL EXPENSE TRACKER

	15 Jan 24	16 Jan 24	17 Jan 24	18 Jan 24	TOTAL
Child Care					
Public Transportation					
Gas/Electric Recharge					
Toll/Bridge/Ferry Fees					
Parking					
Meals					
Lodging					
Lost Wages					
Other: _____					
Other: _____					
DAILY TOTALS					
Mileage (Roundtrip)					TOTAL
Missed Work (Hours)					TOTAL
Missed School (Hours)					
Total Trip (Hours)					

NOTE: If Overseas (OCONUS) Please convert local currency into U.S. Dollars: https://www.msn.com/en-us/money/watchlist?tab=Related&id=avyn9c&ocid=ansMSNMoney11&duration=1D&src=b_rsrcsl&relatedQuoteId=avyn9c&relatedSource=MIAI



AIR FORCE RECRUITING SERVICE KEY CONTACTS

Commander: _____

SEL: _____

Ist Sgt: _____

Supervisor: _____

Key Spouse : _____

Other: _____

Other: _____

Other: _____

Other: _____

Other: _____



AFRS Family Guide



AFRS Family Website



Five & Thrive Guide

Made by our AFRS Family Support team for our incredible and
resourceful recruiting families.
We see you. We hear you.



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For additional information or inquiries, contact AFRSLeadSpouse@gmail.com