

***Spouse's Handbook:
Your Guide to Success***



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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 Family Support 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 Family Support, Education Office, Library, Fitness Center, Legal, Office, Chapel, etc., can be done without your sponsor. Please remember that appointments may be necessary at some offices.

SUPPORT AGENCIES/PRO GRAMS/FACILITIES

Air Force Aid Society (AFAS)

(PHONE)

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.

American Red Cross

(PHONE)

What are the services available through the Red Cross?

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

families:

- Financial assistance
- Emergency communications
- Counseling
- Referral

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. During business hours you can call (PHONE) or (PHONE), and after business hours you can call (PHONE).

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.

What kind of volunteers does the Red Cross need?

Military members and their families (to exclude youth) can, and do, make a difference at our base by volunteering their time and expertise to the Red Cross. Volunteers serve in the Red Cross office, Base Hospital, and in various offices throughout the base. Participants in our programs serve in clerical and customer service capacities. But, no matter how or where they contribute their time, Red Cross volunteers make our base an even better place to live and work. Call the Red Cross office (PHONE) for more information on placement and training.

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. Call the Red Cross for monthly offerings.

Base Exchange (BX)

(PHONE)

What is the Base Exchange?

The BX is a military shopping center that allows active duty and retired personnel, Reserve, National Guard, and family members to save an estimated 25% on items purchased. Use of the Exchange is a privilege and not a right. There are several facilities that make up your Base Exchange: (CHECK LIST)

- The Main Store: clothing, electronics, house wares, stationary and books, luggage, and other department store items.
- The Auto Pride: gas, auto parts.
- The Shoppette: grocery items, Class VI items, and rent a movie.
- The Military Clothing Sales Store: your military clothing items, including necessary accessories.
- The Food Court: variety of food selections.

CHAMPUS/TRICARE

(1-800-931-9501) Primary Care Manager (PHONE)

I have been told that getting an appointment at the hospital is difficult and confusing. Is this true?

Due to the volume of patients serviced at our base hospital, it is sometimes difficult to get an appointment when you want one. Please try to be flexible and patient when requesting appointments. Although TRICARE Prime members have priority to care in the primary care clinics, all access to our base is on a space-available basis. The pharmacy is open to all DOD beneficiaries, regardless of enrollment status.

What is TRICARE?

TRICARE offers three health care plans:

- TRICARE Prime – very similar to a Health Maintenance Organization (HMO)
- TRICARE Standard – (old CHAMPUS Program, Fee For Service)
- TRICARE Extra – (Preferred Provider Organization)

To be considered eligible for any of these programs you must be a military family member, or retiree, and under the age of 65. The Military Personnel Flight makes eligibility determinations for medical care.

What is TRICARE Prime?

This is the only program for which you must complete an enrollment form. This program is the least costly for the beneficiary offering the lowest out of pocket cost. Individuals who enroll into this program will have guaranteed access to appointments with their Primary Care Manager. The Primary Care Manager is the physician who oversees all of their care and coordinates any care the beneficiary may require that he/she cannot provide.

TRICARE Prime costs nothing to enroll if the sponsor is active duty. Retirees and their family members must pay a yearly fee depending on how many members of the family is enrolling. Enrolling is easy. Simply stop by the Beneficiary Support office, or the TRICARE Service Center. The only cost for active duty family members who are enrolled in TRICARE Prime is when they use civilian providers and facilities.

To find out more about this program stop by the Beneficiary Support office.

What is TRICARE Standard?

This is the most costly of the three TRICARE Programs. The advantage to this program is the flexibility beneficiaries have of using any civilian providers who will accept TRICARE Standard. There are no enrollment requirements for TRICARE Standard. Beneficiaries who do not enroll in TRICARE Prime automatically default to TRICARE Standard. There is a yearly deductible and 20% cost shares, for care rendered by a civilian provider, associated with this program. This program is ideal for those beneficiaries who have another form of health insurance.

What is TRICARE Extra?

TRICARE Extra is a program that works in concert with TRICARE Standard. The Managed Care Support Contractor, Sierra Military Health Services (SMHS), is required to contract with civilian providers for military beneficiaries to use for care not available at the Military Treatment Facility. There are no enrollment requirements or additional cost for using the TRICARE Extra program. Basically, this program allows TRICARE Standard beneficiaries to use the network providers, contracted by SMHS, and receive a 5% cost savings.

Is there any additional information I need to know?

There are many benefits to using TRICARE Prime. The costs are lower and the guarantees to medical care when people need it are just a couple. 100% of all active duty and 98% of their family members are enrolled in TRICARE Prime. To find out more about the TRICARE Program contact the Beneficiary Support office or attend a TRICARE briefing.

Chapel

(PHONE)

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.

Child Care

(PHONE)

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, Bethel CDC offers part-day enrichment programs for 3 and 4 year olds (3 or 5 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 Child Development Center will mainstream children needing special attention if they can be integrated into the program within the ratio and program requirements of the Center. 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 (PHONE).

Commissary

(PHONE)

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 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. Air Force 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 located by the south exit. 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 enter.

What do the arrows on the floor of the commissary mean?

The arrows direct the flow of traffic for that aisle.

Employment Assistance Program

(PHONE)

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

The Family Support Center Career Focus Program is designed to assist military spouses prepare for, locate, and obtain employment. The Career Focus Program offers employment orientation, where information is provided about the local job market, state and federal opportunities, particular skills that are in demand, and effective job search strategies. Workshops on topics such as resume writing, long distance job search, interviewing skills, and returning to school are also provided through the program. An employment resource center containing an abundance of employment resource materials is available. You can also access several job bank databases by computer in the resource center. A resource library full of books and videos on employment-related topics are available as well. The Career Focus Program offers one-on-one assistance to identify your specific career planning needs and can assist in the development of an individual career plan. Many employment opportunities are available on base. Some spouses work for AAFES, or DeCA (the commissary), others have NAV (non-appropriated fund) positions at such places as the Child Development Center, Skills Development Center, Golf Course, Lodging, Equipment Rental, Youth Center or Bowling Center.

Exceptional Family Member Program (EFMP)

(PHONE)

What is the EFMP?

The EFMP is a program that helps to coordinate services for dependents with special

needs (mental, emotional, physical and/or educational condition) that are chronic in nature. He/she must be enrolled in EFMP per AFI 40-301.

All family members will be screened for overseas assignments during the overseas clearance process. Newly identified EFMP 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 EFMP conditions. If you are in doubt regarding which conditions meet EFMP criteria, call Family Advocacy at (PHONE).

Who is eligible to use the EFMP?

All military family members with exceptional needs and who are eligible for care under the Uniformed Services Health Benefits Program (AFR 168-9) are eligible to use the EFMP.

Family Advocacy Program

(PHONE)

What are the other programs available through Family Advocacy in addition to the Exceptional Family Member Program (EFMP)?

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

- Master Social Worker consultation and referral
- educational classes in anger management
- infant care consultation
- first time parent program
- social events
- RN home visits

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

- Individual Counseling
- Marital Counseling
- Family Counseling
- Treatment Groups
- Assessment and Referral

Family Child Care Program

(PHONE)

Is there an “in-home” childcare program on base?

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

Where can I find a list of licensed providers?

Stop by the Family Support Center office or the CDC for a list of providers and for more information.

Family Readiness

(PHONE)

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 Family Support Center Family Readiness Program can help your family prepare for a deployment, and short 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 Family Support 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 Family Support 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 your Family Support Center for assistance.

Will I be allowed to use DSN to call my sponsor when she/he is on assignment to another base?

The purpose of the world-wide DSN network is to provide a fast means of communication between military installations within the United States and overseas. In order to ensure these lines are always available for official business, personal and unofficial calls are not authorized over the DSN network.

Our base currently is sponsoring a Morale Call program. If your sponsor is deployed, or on a remote assignment or TDY in excess of 30 days, you may be authorized to call him/her twice a month. Contact the Family Support Center (PHONE) to register and/or to obtain additional information.

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

Depending upon the situation, Air Force Aid (PHONE) or the Red Cross (PHONE) may be available to assist you.

Family Support Center

(PHONE)

How can the Family Support Center (FSC) help me?

The FSC is a valuable resource for help and information. The FSC offers problem assessment and referral to agencies on and off base, as well as a variety of information on topics of interest to families. The FSC conducts classes, and one-on-one assistance in the areas of readiness, family life skills, financial counseling, relocation, volunteer opportunities, and transition assistance. If you are new to our base, the Family Support Center has information to help you learn about the area.

Finance

(PHONE)

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 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 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.

Financial Institutions

What financial institutions and services are available on base?

Bank

(PHONE)

The office is a full service branch and provides all types of deposit accounts and loans. Pamphlets on particular services are available at the office, and the Banking Services Representative will be happy to assist you.

Credit Union

(PHONE)

The credit union is a "member owned" 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.

Financial Issues

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 Family Support Center Personal Financial Management Program (PFMP) has a qualified counselor to assist you.

Family Support also provides classes in checkbook balancing. Contact the FSC at (PHONE) for more information.

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.

Health And Wellness Center (HAWC)

(PHONE)

What is a Health and Wellness Center?

The Health and Wellness Center is dedicated to prevention and health enhancement. It is a “one stop” 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

Where do I go for medical care?

When you need medical care, contact Hospital appointments at (PHONE) for non-emergency care.

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

Outpatient care downtown does not require a referral from the base hospital for retirees and family members. However, a Certificate of Non-availability from the base hospital is required for inpatient care other than emergency care when you live within a 40-mile radius of our base. The Health Benefits Advisor (PHONE) is available to assist you in obtaining a Certificate of Non-availability.

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. 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 (PHONE).

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 Mental Health, Family Support Center, or the Chapel. 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.

Housing

(PHONE)

How do I find a home off base?

Contact the Housing Office for current information. The Family Support Center in partnership with the Housing Office offers "Buying Your Home" and "Selling Your Home" seminars monthly. Call (PHONE) for more information.

Legal

(PHONE)

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. The legal office does not provide assistance with review of real estate sales or closing documents, criminal issues, or representation in court.

What is a Power of Attorney? (POA)

A Power of Attorney 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, (PHONE) for additional information.

Legal Assistance/Attorney Advice:

- Walk-in (General Legal Assistance)
 - Tuesday TIME to TIME
- Walk-in (Notary Service/Powers of Attorney)
 - Monday through Friday TIME to TIME
- Appointments (active duty)
 - Monday through Thursday
 - Claims: (PHONE)
 - Turn in DD Form 1840 (pink form)
 - Monday through Friday TIME
 - Attend Claims briefing
 - TIME
 - File Claim:
 - 9 items or less or \$1,000.00 or less
 - TIME
 - All others call for appointment

Life Skills Support Center

(PHONE)

The Life Skills Support Center has services available for active duty, retirees, and family members. These services include groups and workshops for:

- Emotion Management
- Survivors of Sexual Abuse
- Couples Communication
- Grief and Loss
- Parent-Adolescent Communication
- Airmen’s Support Group
- Tobacco Cessation
- Behavior Modification for Weight Loss
- Substance Awareness Seminar

Individual therapy is also available as well as Stress Management.

Lodging

(PHONE)

What is Lodging?

Lodging is an on base hotel/motel for ID card holders of any branch of the military. 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.

Military Pay

(PHONE)

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 BAH (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 supplement to BAH that is paid to service members who live in private housing at their overseas duty station. OHA and BAH together help offset housing costs.

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.

Protocol**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 “R.S.V.P” mean in an invitation?

The initials R.S.V.P. stand for the French phrase, “répondez s’il vous plait” meaning “please reply”. Usually R.S.V.P. is followed by a date. Therefore, “R.S.V.P. 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, super bowl parties. Slacks, simple dress, skirt and blouse - no tie for men. This is probably the only category the ever-popular "jeans" fit into unless it is "country-western" wear. 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. 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 usually specify the uniform. "Black tie" also means that civilian guests will be wearing dinner clothes (tuxedos).

Always check with the host if military dress is not specified. It may not be appropriate for all occasions.

Schools

How do I find out information on the local schools?

The Relocation Assistance Program at the Family Support 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 next your base. You must reside in permanent base housing for your children to attend a school on the installation. Contact the Family Support Center for more information on schools in your area.

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 found in your Community Services Directory. Additional information can be obtained by contacting your local school system.

Security Force

(PHONE)

How do I report an auto accident?

To report an auto accident on base, contact the Law Enforcement Desk Sergeant at (PHONE). 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 (PHONE), 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.

Services Squadron

(PHONE)

Services Squadron provides 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. If there is something special you'd like to do and think others would too, don't hesitate to call the Services Squadron office. **(CHECK LIST)**

Services Activities include the following facilities:

- Aero Club **(PHONE)**
- Auto Skills **(PHONE)**
- Bowling Center **(PHONE)**
- Child Development Center **(PHONE)**
- O'Club Dining **(PHONE)**
- Enlisted Club **(PHONE)**
- Equipment Rental **(PHONE)**
- Golf Course. **(PHONE)**
- ITT (Information/Tickets & Tours) **(PHONE)**
- Library **(PHONE)**
- Lodging. **(PHONE)**
- Officer's Club **(PHONE)**
- Outdoor Recreation **(PHONE)**
- Sports & Fitness Center **(PHONE)**
- Veterinary Clinic **(PHONE)**
- Youth Program **(PHONE)**

Thrift Shop

(PHONE)

What are the hours of operation?

The Thrift Shop is open **TIME AND DATES**.

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 (PHONE) for a detailed list of what they are accepting.

Where can I find information about obtaining used furniture?

Used furniture can be bought 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 also carry used furniture. The Thrift Shop and the Goodwill are other possible sources.

A source of free used furniture and other household items is the Airman's Attic, operated by the First Sergeants. Active duty E-4 and below are eligible to receive these items. Contact your First Sergeant for more information.

Traffic Management Office (TMO)

Inbound: (PHONE)
Outbound: (PHONE)

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

Normally, yes. The Base 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 authorize the TMO to assist you. When orders are prepared at base housing, you must decide which option suits your needs. If a house is assigned to you during your spouse's absence, you may move into the house, providing your spouse has left a Power of Attorney for you.

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 transportation 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 (JTR). Related to your pay grade, this allowance includes the total weight of household goods you ship, place in storage, and send as unaccompanied baggage. Please be advised that each service regulation governs the exact weight allowance that can be shipped at government expense. You alone, not your transportation office or the 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. Discard all items you would not ship if you paid for the move. Do not exceed your unaccompanied baggage allowance, as this is the most expensive shipment. Take only essential items. The unused unaccompanied baggage weight allowance can be applied to your household goods weight allowance going to restricted weight overseas areas.

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.

Veterinary Clinic

(PHONE)

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.

Volunteer Resource Program (VRP)

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 Family Support Center (PHONE). If you already know which agency you wish to volunteer with, you may contact them directly.

What is the Family Services program about?

Family Services (FS) is a key relocation program that operates on the concept that the Air Force takes care of its own. It is a volunteer organization made up of military family members. The FS provides a center where members of the Air Force family may obtain information, assistance and guidance. FS helps families settle into new surroundings and assists departing members. Family Services is always looking for family members and active duty individuals to become involved in the following services/programs:

- Layettes for Newborns
- Loan Closet
- Office
- Summer Volunteer Program
- Welcoming Program

Wives' (Spouses') Clubs

What is the purpose of the Wives' Clubs?

The Wives' Club was 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 Officers Wives' Club offers 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 has to be a member of the Officer's Club in order for you to join the OWC. You can attend any Officers Wives' Club function and sign up there or you can pick up a card at the Officer's Club 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.

Youth Activities

What activities are available for my children?

The Youth Center (PHONE) 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.

Youth Center

(PHONE)

What does the Youth Center offer?

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 like piano, dance, gymnastics, and karate

ADDITIONAL INFORMATION

Frequently Asked Questions

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
- 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 Family Support 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 it (DD Form 1172) to 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"—i.e. they have been approved by Finance for ID card purposes—is entitled to all privileges except civilian medical care (CHAMPUS). Please contact the Customer Service office (**PHONE NUMBER**) 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 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 Red Cross or the Family Support Center for a list of sitters who have successfully completed the American Red Cross Baby-sitting course.

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

Call (PHONE) for necessary information.

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

The Chapel, Family Advocacy, and Mental Health offer a wide variety of communication classes for individual and family enrichment. Contact one or all of the above offices for enrollment procedures. TRICARE also offers free communication workshops for CHAMPUS and TRICARE enrollees.

Is there a handbook or a website I can review if I have additional questions on social functions, military ceremonies, and AF customs? (ADDED: 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 the car tags and driver's license?

If the car is titled in your sponsor's name, you may need a Power of Attorney to get new tags. If it is titled in your name or jointly, you can file for new tags yourself. If you have out-of-state tags, 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 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.

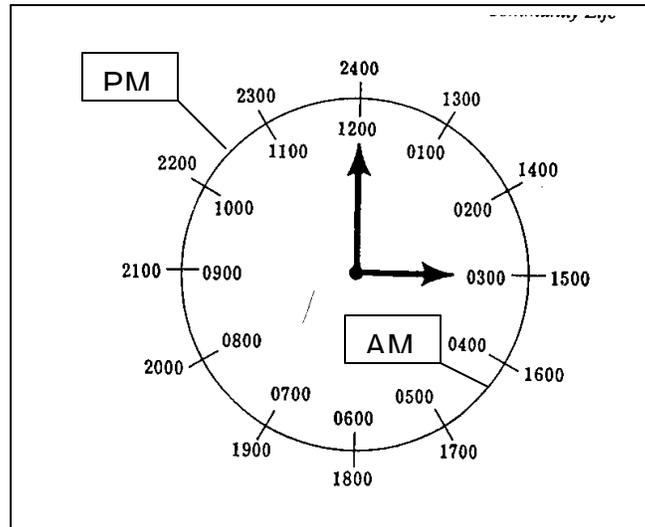
With the powder as we now know it, (one that preserves at sea longer) the number of guns for the naval international salute was raised to 21.

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 ACRO NYMS

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.

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	A way of saying “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
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
BX/PX	Base Exchange (AF), Post Exchange (Army)
CC	Commander



CCF	First Sergeant
CDC	Child Development Center
CE	Civil Engineer
CINC	Commander-in-Chief
COLA	Cost of Living Allowance
CONUS	Continental United States
CPO	Civilian Personnel Office
DECA	Defense Commissary Agency
DEERS	Defense Enrollment Eligibility Reporting System
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)
EFMP	Exceptional Family Member Program
EPR	Enlisted Performance Report
ETS	Expiration of Term of Service
EWC	Enlisted Wives Club
FSC	Family Support Center
FS	Family Services
GOV	Government Owned Vehicle
GS	General Schedule (base Civil Service worker)
GSU	Geographically Separated Unit

HAWC	Health and Wellness Center
HHG	Household Goods
HOLA	Housing Overseas Living Allowance
HQ	Headquarters (generally wing commander's office)
IG	Inspector General
JAG	Judge Advocate General (legal office)
LES	Leave and Earning Statement
MPF	Military Personnel Flight
MSS	Mission Support Squadron
MWR	Morale Welfare and Recreation
NAF	Non-Appropriated Funds
NCO	Non-Commissioned Officer
NCOIC	Non-Commissioned Officer in Charge
NLT	Not Later Than
OIC	Officer in Charge
OJT	On-the-Job-Training
OPR	Office of Primary Responsibility
OSI	Office of Special Investigation
OTS	Officer Training School
OWC	Officers' Wives Club
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
RIF	Reduction In Force
ROTC	Reserve Officer Training Corps
RSVP	Respond If You Please (expect yes or no)
SATO	Scheduled Airlines Ticket Office
SBP	Survivor's Benefit Plan
SEA	Senior Enlisted Advisor
SGLI	Serviceman's Group Life Insurance
SOP	Standard Operating Procedures
SORTIE	Name of a flight
STEP	Stripes for Exceptional Performers
SSN	Social Security Number
SF	Security Forces
TAP	Transition Assistance Program
TDY	Temporary Duty
TLF	Temporary Living Facility
TMO	Traffic Management Office
UTA	Unit Training Assembly
USAF	United States Air Force
USAFE	United States Air Force - Europe
VA	Veterans' Administration
VHA	Variable Housing Allowance



VOQ	Visiting Officers Quarter
WAPS	Weighted Airman Promotion System
WIC	Women, Infants and Children's Program
ZULU/GMT	Greenwich Mean Time

COMMON MILITARY PHRASES

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
Benefits	Medical, dental, commissary, BX
Blues	Dress Uniform
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
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
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
Family Advocacy	Program that addresses family issues and concerns
Family Services	Non-profit official AF organization manned by Volunteers
Family Support Center	An Air Force organization of caring professionals who assist commanders in their responsibility for the health and welfare of the military community and support mission readiness by helping individuals and families adapt to the changes ;and demands of military life. They serve DoD personnel and families, to include all services and Guard and Reserve members while on active duty, DoD civilians and their eligible family members, other eligible uniformed members, military retirees, and their eligible family members.
Field Grade	Majors, Lieutenant Colonels, and Colonels
Formation	Gathering of military in a prescribed way
Gear	Equipment used by military and civilian employees
GI Bill	Education entitlement
Grade	Corresponds to pay level of military/civilian employee (e.g., E-3, GS-4)
Guard Member	Military member of the Army or Air Force National Guard
Hazardous Duty Pay	Extra pay for duty in hostile area
Housing Office	Responsible for managing base housing
ID Card	Identification card issued to legally recognized member of military family
K-9	Dogs trained for military force service
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

Mess Dress	Formal attire: short jacket equivalent to “white tie and tails”
O’Club	Officers’ Club
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)
Power of Attorney	Legal document permitting a person to act on behalf of another
Protocol	Customs and courtesies
Quarters	Government housing for married members
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
Separation Pay	Pay for unaccompanied duty
Shirt/1st Shirt	First Sergeant
Short Timer	Person with short time left to serve on active duty
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	Member’s or civilian employee’s guaranteed check to bank



Tech school	Formal school training for a military job
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
Wing Down Day	A day off; not counted against leave

AIR FORCE GRADES AND INSIGNIA

Officer



**Second Lieutenant
(O-1)**



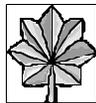
**First Lieutenant
(O-2)**



**Captain
(O-3)**



**Major
(O-4)**



**Lieutenant Colonel
(O-5)**



**Colonel
(O-6)**



**Brigadier General
(O-7)**



**Major General
(O-8)**



**Lieutenant General
(O-9)**



**General
(O-10)**

Enlisted



**Airman
(E-2)**



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



**Senior Airman
(E-4)**



**Staff Sergeant
(E-5)**



**Technical Sergeant
(E-6)**



**Master Sergeant
(E-7)**



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



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



Command Chief Master Sergeant



Chief Master Sergeant Of the Air Force