

Air National Guard Family Guide



Designed, written, and edited by:

Erin Bartley
Rachel Beachy
Megan Coffman
Katie Entner
Emily Katherine
John Michael Mumme

With special thanks to:

Dr. Melissa Faulkner
Mrs. Monique Muncy

Chapter 1: Welcome to the Air National Guard

History of the Air National Guard	8
Structure of the Air National Guard	8
Missions of the Air National Guard	9
Air National Guard Symbols	10

Chapter 2: Life in the Air National Guard

TRICARE.....	14
TRICARE Dental Program.....	17
Life Insurance	18
Health and Wellness Center.....	19
Identification (ID) Cards.....	19
Legal Services	20
Financial Information for Air National Guard Members.....	22
Living Within the Military Community	30
Flag Etiquette	45

Chapter 3: Managing Deployment

Personal Resilience	48
Emotional Preparedness	49
Helping Children Cope	50
Talking to Children about Deployment	51
Conversation Points.....	51
Children’s Reactions to a Military Separation	52
Grief by Developmental Stages.....	53
Positive Impact of Deployment on Children	54
Spouse Management of Deployment	54
KISMIF: Keep it Simple, Make it Fun	58
Special Concerns	58
The Family Readiness-Hearts Apart Program	59
Managing Pre-deployment	61
Being Prepared for Deployment.....	63
Planning for Emergencies	63

Disaster Preparation.....	64
Relocation during Deployment.....	65
Pre-deployment Checklist.....	66
Managing Deployment.....	68
Keeping in Touch	68
American Red Cross	73
Emergencies in the Deployed Theater.....	73
Security Issues	74
Positive and Negative Impact of Deployment	75
A Special Note for Stepparents	76
Force Protection Conditions	77
Military OneSource	78
Identification Cards for Military Family Members	78
Managing Post Deployment	79
Reunion: Finally Coming Home	80
Re-integration.....	83
Employer Support of the Guard and Reserve	84
Chapter 4: When Bad Things Happen	
Post-Traumatic Stress Disorder	86
Wounded Warriors	87
Suicide Prevention.....	92
Appendices	
Acronym.....	95
Air Force Rank Abbreviations	103
Major Air Force Bases Around the World.....	104
Air National Guard Bases	106
Family Programs	115
Youth Programs	115
Service Member Programs.....	116
Useful Websites	116



To our Guard family and friends,

The four of us hope you find this Family Guide to be helpful and productive. Many hours and a lot of care went into creating what we feel is a great quick reference guide for you. We know even when you live the Guard life every day, there is information you want and can't find, or need and don't know where to look. As Guard members and spouses we know the system, but also know there are new benefits and support opening up every year. As Guard parents, we know that you have special needs and questions also. Again, this Family Guide should help you to navigate the waters to find smooth sailing. We'll see you and your families around the country. Thank you for all you do for this nation and your state.

Employer support, TRICARE modifications, and family readiness changes will continue to ebb and flow with funding. Lots of organizations and people want to help, some just aren't sure how. We hope this guide will help you weed through and find links to address your personal situations. Our U.S. fighting force is "less than one percent" of the U.S. population. To all of our Citizen-Soldiers/Airmen, our nation's finest and to the families who care for them, you are this nation's true heroes.

Chapter 1: Welcome to the Air National Guard

*I am an American Airman.
I am a Warrior.
I have answered my
nation's call.*

Welcome to the Air National Guard

If you are reading this book, chances are you know, are related to, are married to, or are an Air National Guardsman. You and your family may have had years of experience in the Air National Guard (ANG), or you might have just jumped into the world of military life. Before you get into the rest of this guide, you should have a basic understanding of what the Air National Guard is, where it comes from, how it operates, and how these distinctions will affect you.

History of the Air National Guard

Before the Revolutionary War, the thirteen original colonies each had militia forces, military groups of ordinary citizens who would be ready to fight if conflict arose. The militia played a key role in starting and winning the Revolutionary War, and after the war, the U.S. Constitution said Congress would continue to provide a militia, now called the National Guard.

Militia units fought in the Civil War—units who fought for both North and South still exist today—but it wasn't until the National Defense Act of 1916 that the National Guard was officially named the main reserve force for the United States Army. During WWI, Guard units made up forty percent of the total units that went into combat, and during WWII, Guard units fought in every major theater of the war. One Guard division, the 29th, even fought at D-Day.

The name “National Guard” was first used in America in 1825 by a New York militia unit to honor the visit of the Marquis de Lafayette, a Frenchman and a Revolutionary War hero who had also commanded the Paris militia, called the “Garde Nationale de Paris,” during the French Revolution.

The first Guard unit to fly was the New York 1st Aero Company in 1911; other units followed soon after. On September 18, 1947, the Department of the Air Force was created, and the Air National Guard was formed to be a reserve component for the Air Force, just as the Army National Guard was for the U.S. Army.

Structure of the Air National Guard

The Air National Guard (ANG) is part of both the National Guard and the Air Force. As part of the National Guard, the ANG falls under the administration of the National Guard Bureau and is funded by the federal government. The National Guard functions under a law called Title 32, which dictates how long Guardsmen serve, how they are paid, and what duties they can be assigned. In addition, there are approximately 1100 Air National

Guard members in Title 10 status, which means they are managed like active duty members.

The ANG is also a reserve component of the Air Force, and during deployment (or active duty), Guard units report to the Air Force command. The ANG and the Air Force Reserve are both reserve components of the Air Force, but while the Air Force Reserve always reports to the active Air Force command who report to the President, the ANG at times reports to the governor of the unit's state or territory. For more information and news about the Air National Guard, go to www.ang.af.mil.

Posse comitatus

This Latin phrase means “force of the country” and refers to when the federal government uses the armed forces as a police force, something prohibited in the United States. The Posse Comitatus Act of 1878 limits the power of the federal government to use the armed forces to execute laws (the job of a police force) on U.S. soil. This act creates one of the main differences between the ANG and the Air Force because when National Guard units are under state control, they are exempt from this act and can be called on in situations where the armed forces cannot.

Missions of the Air National Guard

The Air National Guard has both a state mission and a federal mission. As part of its dual missions, Guardsmen are members of both their state's National Guard and the National Guard of the United States.

Federal Mission:

According to the Air Force website, the federal mission of the ANG is to maintain well-trained, well-equipped units ready to mobilize during war or national emergencies. The President can call up the National Guard (Air or Army) to serve in domestic disputes, like President Eisenhower did in 1957 when he called the Arkansas Army National Guard to help desegregate Little Rock Central High School. Guard units can also be called to serve in foreign conflicts or to aid in foreign emergencies such as the 2011 earthquake in Japan.

State Mission:

When they are not on duty with the federal government (referred to as active duty), ANG units report to the governor of their state or territory (or, in the District of Columbia, to the general of the District of Columbia National Guard). Governors can call on the ANG to assist in natural disasters or perform other functions like subduing riots. National Guardsmen were among the first to begin relief efforts after Hurricane Katrina hit Mississippi and Louisiana.

Air National Guard Symbols

Like any branch of the military, the Air National Guard has its own symbols to represent its mission and values. Since the ANG falls in part under the command of the Air Force, it also shares the Air Force's vision, core values, and some of its decorations and ranking.

Air Force Symbol



The Air Force symbol honors the heritage of the Air Force's past and represents the promise of its future. The stylized wings represent the enlisted men and women of its force, the Air Force's strength. The six sections the wings are divided into represent the six core competencies of the Air Force— aerospace superiority, global attack, rapid global mobility, precision engagement, information superiority, and agile combat support.

The lower section of the symbol has a circle, a star and three diamonds. The circle represents the globe and the Air Force's vision to secure our nation's freedom with global vigilance, reach, and power. The star represents the officer corps, which is central to the Air Force's combat leadership, as well as space, the height of the Air Force's reach. The five points of the star also represent five components of the Air Force: active duty, civilians, Air National Guard, Air Force Reserve, and retirees. The three diamonds represent the core values of the Air Force: "integrity first, service before self, and excellence in all we do."



The Air National Guard's unofficial circular emblem was adopted in 1963 and was replaced by the shield showing the mission aircraft in 1973. The official symbol with the Minuteman was approved in 1989. The figure of the Minuteman was based on Daniel Chester French's original sculpture dedicated at Concord, Massachusetts in 1875. The Minuteman is dressed in period civilian clothes and firmly gripping a musket in his right hand, the minuteman stands with a plow at the calf of his leg. In profile, he scans the horizons with a determined expression. Framing the figure are two soaring missiles. The emblem reflects the Air National Guard's history. The minuteman personifies citizen patriots who have always rallied in time of national peril. The musket is a symbol of readiness to defend home and country. The plow at the calf of his leg represents ties to the land and the missiles graphically portray potential power.

Air National Guard Shield



The Airman's Creed

I am an American Airman.

I am a Warrior.

I have answered my nation's call.

I am an American Airman.

My mission is to fly, fight, and win.

I am faithful to a proud heritage,

A tradition of honor,

And a legacy of valor.

I am an American Airman,

Guardian of freedom and justice,

My nation's sword and shield,

Its sentry and avenger.

I defend my country with my life.

I am an American Airman;

Wingman, Leader, Warrior.

I will never leave an Airman behind,

I will never falter,

And I will not fail.

Chapter 2: Life in the Air National Guard

*I am an American Airman.
My mission is to fly, fight,
and win.*

*I am faithful to a proud
heritage,
A tradition of honor,
And a legacy of valor.*

Healthcare Coverage for ANG Members

TRICARE

TRICARE is the healthcare coverage system for the Air National Guard and has three levels: Standard, Extra, and Prime.

Eligibility

TRICARE is available for active duty Guard members and their family members.

- Active Guard members are eligible for TRICARE Prime if they serve on active duty for at least thirty consecutive days. To be eligible for TRICARE Prime, Guard members must live within fifty miles of a military treatment facility also called the prime service area. If you live outside the prime service area, you become eligible for TRICARE Prime Remote.
- Family members are eligible for TRICARE Standard and Extra if the Guard member serves on active duty for at least thirty consecutive days. TRICARE Prime becomes available to you if the Guard member serves on active duty for at least 180 days and is only available if you live within fifty miles of a military treatment facility, also called the prime service area. If you live outside the prime service area, you become eligible for TRICARE Prime Remote.

TRICARE recognizes you as a family member if you are the spouse, child of any age with severe mental or physical handicaps, or an unmarried child up to the age of 21 (extended to the age of 23 if you are a full-time student). TRICARE may also recognize dependent parents.

Your TRICARE coverage at any of the three levels ends at midnight on the last day of the Guard member's active duty service.

All eligibility for Guard members and your family members is determined through the Defense Eligibility Enrollment Reporting System (DEERS). When the Guard member goes onto active duty for at least thirty consecutive days, DEERS automatically processes TRICARE eligibility for the Guard member and all family members previously registered with DEERS. It is highly recommended that you check to make certain that all information with DEERS is accurate and current.

Enrollment

The first step to enrolling for TRICARE is to obtain valid identification (ID) cards. ID cards are available for family members (see Eligibility for who are recognized as family members), and temporary ID cards can be given to guardians of dependent children. Every child who is ten years or older must have an ID card. ID cards can be obtained at any ANG base or Army Guard Armory.

When the military member applies for an ID card, make certain you also register all eligible family members with DEERS.

After obtaining ID cards, make certain that all information is accurate and current with DEERS. Guard members will need to contact a DEERS RAPIDS location and request enrollment of family members in DEERS and provide documentation as instructed by the DEERS/RAPIDS site manager.

Decide which level of TRICARE your family will use. Guard members are automatically enrolled in TRICARE Prime when they serve on active duty for a minimum of thirty consecutive days, and your family members are automatically enrolled with TRICARE Standard or Extra.

If your Guard member serves for a minimum of 180 days, your family members become eligible for TRICARE Prime. You must enroll family members for TRICARE Prime by completing a TRICARE Prime Enrollment Application and presenting the Guard member's Social Security Number. It is also important that family members have a copy of the Guard member's service orders for active duty.

TRICARE Prime Remote is for Guard members and their family members that live outside the prime service area. Guard members are automatically enrolled in TRICARE Prime Remote, and family members will be enrolled in TRICARE Prime Remote when the TRICARE Prime Enrollment Application is completed.

TRICARE Reserve Select (TRS) is available to Selected Reserve members of the Ready Reserve, as well as their families and survivors. TRS benefits are similar to TRICARE Standard and Extra. Contact your local TRICARE Service Center for more information about eligibility and benefits.

Note: TRICARE Prime has the application constraint called the "20th of the Month Rule." If your TRICARE Prime Enrollment Application is received through the twentieth, your enrollment will become effective the first day of the following month. If your TRICARE Prime Enrollment Application is received after the twentieth, your enrollment will become effective the first day of the second month after your application is received. For example, if your application is received June 1-20, your enrollment will become effective July 1. If your application is received June 21-30, your enrollment will not become effective until August 1.

Benefits

Each level of TRICARE has its own benefits.

- TRICARE Standard gives the greatest flexibility in choosing your own healthcare providers, and it costs the most. TRICARE Standard allows family members to remain with their current civilian providers and offers treatment at both military and civilian facilities. At military facilities, family members on TRICARE Standard are seen on the basis of what space and facilities are available at the time.
- TRICARE Extra provides a selection of pre-approved civilian providers that you may choose from. The cost is lower, and you do not have to file claims. TRICARE Extra offers treatment at both military and civilian facilities and receives greater priority than TRICARE Standard.
- TRICARE Prime offers a selection of pre-approved civilian providers that you may choose from. This level costs the least, has no deductibles or co-payments, and the network submits claims for you. TRICARE Prime receives priority at military facilities, with access standards that ensure care to all beneficiaries. According to the access standards for TRICARE Prime, emergencies must be seen immediately if services are available, urgent care must be seen within twenty-four hours, routine visits must be seen within one week, and wellness and specialty visits must be seen within four weeks.

TRICARE Prime assigns a primary care manager (PCM) to you, to whom you go for all non-emergency care. The PCM also authorizes and issues a referral for specialty care when necessary.

Military treatment facilities will prioritize the order in which they see patients based upon your TRICARE level:

1. Guard members serving on active duty
2. Family members of Guard members serving on active duty with TRICARE Prime
3. Anyone with TRICARE Standard and Extra

Family members may choose to see their own doctors, but TRICARE becomes the secondary insurance and the deductibles and co-payments increase.

Additional Coverage under TRICARE

Exams and Prescriptions

- **Eye Exams:** Only TRICARE Prime covers routine eye exams, and it offers family members an examination once every two years. Contact lenses and glasses are not covered by TRICARE.
- **Prescriptions:** All prescriptions received on base are free of charge. A co-payment is required for prescriptions obtained from an off - base pharmacy.
- **Traveling:** If any emergencies, urgent care, or hospitalizations occur while travelling, you must contact TRICARE within twenty-four hours. The toll free number is on the back of your card. If you have to pay for a prescription while traveling, you must submit a claim for reimbursement from TRICARE.

For further information about benefits and costs, contact your local TRICARE Service Center.

TRICARE Dental Program

Dental coverage is provided to your Guard member and family members by the TRICARE Dental Program (TDP), which is administered by United Concordia Companies, Inc. (UCCI). Enrollment is completely voluntary, and the TDP requires a monthly premium.

Eligibility

The TDP is available to Guard members and their family members (see TRICARE Eligibility for a description of recognized family members).

- Guard members serving on active duty are not eligible to enroll in the TDP because their dental care is provided through a military dental treatment facility (DTF).
- When family members enroll, the Guard member must have at least twelve months remaining on their active duty orders, because family members become locked into the TDP for a twelve-month period when they enroll. An exception is allowed for family members who lose eligibility in DEERS during the twelve-month period.
- If the Guard member serves on active duty for a minimum of thirty days, family members may become eligible to receive treatment from the DTF. The DTF provides treatment to family members only as space and facilities are available.
- Eligibility is determined by DEERS (see TRICARE Eligibility and Enrollment for more information on DEERS).

Enrollment

Enrollment in the TDP is completely voluntary. Families may choose to maintain coverage under a civilian employer.

The UCCI's TDP contract administrator handles enrollment in the TDP. To enroll, you must contact either the nearest TRICARE Service Center or a military dental treatment facility.

The UCCI processes the TDP applications according to the "20th of the Month Rule" (see the Note under TRICARE Enrollment).

What happens to enrollment if the Guard member is ordered to active duty?



- Any Guard member who is ordered to active duty while enrolled in the TDP will be dis-enrolled from the TDP and will begin receiving care through the DTF.
- If your family members are already enrolled in the TDP when the Guard member is ordered to active duty, their coverage will continue and the premium will be adjusted to the active duty family rates.
- If your family members are not already enrolled in the TDP when the Guard member is ordered to active duty, you may enroll while the Guard member has twelve months remaining on their active duty orders, because family members become locked into the TDP for a twelve-month period when you enroll.

Benefits

The TDP completely covers all diagnostic, emergency, and preventive services, except for sealants. The TDP partially covers fillings, root canals, sealants, crowns, extractions, orthodontics, and general anesthesia that is connected with a service already covered.

You may choose from a selection of pre-approved dentists provided by the TDP. You may also decide to see a dentist outside of the approved network, but there will be additional fees.

Guard members receive care through the DTF based on the space and facilities that are available. Resources are generally limited for the DTF, so it is hard for family members to receive care from the DTF.

Life Insurance

Servicemembers' Group Life Insurance (SGLI) is offered to all members of the ANG. SGLI is low-cost and automatically offers all members the maximum coverage, unless requested in writing to receive less. Family Servicemembers' Group Life Insurance (FSGLI)

Air National Guard Family Guide is also automatically available for family members. With FSGLI, family members' coverage cannot exceed the amount of coverage the Guardsman receives under SGLI.

Service members, who are enrolled in SGLI, are also covered by Traumatic SGLI (TSGLI) which offers payment of up to \$100,000 to the service member if he or she suffers a traumatic injury resulting in loss of activities of daily living (ability to bath, dress, etc.) or suffers any other qualifying loss under the Office of Serviceman's Group Life Insurance TSGLI schedule. More information is available online at: www.insurance.va.gov. For more information, contact your OSGLI.

Health and Wellness Center

The Health and Wellness Center (HAWC) provides services that enhance health through health and fitness assessments, classes and programs that teach awareness and prevention, and exercise programs. The HAWC is available for any Guard member, family member, retiree, and civilians employed on active duty bases. Non co-located ANG bases have Wing Fitness facilities. Some of the specific services provided include tobacco cessation classes, weight loss counseling, stress and anger management classes, and blood pressure and cholesterol counseling.

Legal Information for ANG Members

Identification (ID) Cards

Identification (ID) cards are required by the Department of Defense (DoD) for each member of the family. ID cards are necessary for access to benefits and privileges during both peacetime and mobilization. ID cards are essential to obtain military health insurance under TRICARE when a Guard member serves on active duty (see the section titled Enrollment under Medical's TRICARE).

Family members who are eligible for ID cards include:

- Spouse
- Widow or widower
- Unmarried children who are ten to twenty-one years of age
- Children under ten years of age who do not live with the Guard member
- Children of any age who have severe mental or material disabilities
- Unmarried children up to twenty-three years of year who attend school full-time
- Parents or in-laws who are dependent on the Guard member

Eligibility for ID cards can be established with any of the following:

- Marriage certificates
- Adoption papers
- Birth certificates
- Paternity papers
- Divorce papers
- Death certificates
- A statement of mental or physical disability for dependent children, signed by a licensed physician or medical officer
- A certificate from the school registrar of a child enrolled full-time in college

Legal Services

Legal Assistance Offices

Legal assistance offices are available on all active military installations and offer assistance to military families. ANG bases have part-time legal assistance staff. These offices are generally operational on drill weekends. Legal assistance offices generally provide assistance with wills, powers of attorney, child support, and family matters. Legal assistance officers can also negotiate for family members, but they cannot represent you in court.

Wills

Wills are important legal documents that detail a person's wishes for the circumstances in which he may not be able to express them. There are many requirements for a will to be recognized as legal, and it is important that you meet with your legal assistance officer to ensure that all legal standards are met when preparing your will. There are two kinds of wills:

1. A living will, also called an advance medical directive, describes in detail what medical decisions you want to be made in the event of a serious terminal illness. If you are unable to express your own wishes in this circumstance, your living will is consulted. Your living will can also designate someone to make decisions on your behalf. If you choose to designate someone, be sure to let them know of your decision and what you would wish in these circumstances.
2. A last will and testament states how you wish your property to be divided, as well as how your minor children are to be cared for after your death.

If you do not have a legal will, the state makes one for you and handles all decisions with your estate and the custody of your children.

Power of Attorney

A Power of Attorney (POA) is a legal document that names an individual who can make decisions on your behalf when you cannot make them yourself. The three main types of a POA are:

1. General—the named individual is allowed to act on all matters,
2. Limited—the named individual is allowed to act only on matters you have specified for them, and
3. Medical—the named individual is only allowed to obtain medical treatment for your family members who are younger than eighteen years of age.

You should consult with your legal assistance officer when forming POAs, because insurance contracts often have multiple features that the POA needs to specifically meet. When you meet with your legal assistance officer, make certain you know exactly what you want the POA to allow the named individual to do on your behalf. Also, take time to periodically review your POAs to make sure they are kept up-to-date.

Family Care Plan

All Guard members who are either single parents or both parents are in the Guard and have dependents are required to complete a Family Care Plan (FCP). The FCP is a collection of legal documents that specifies guardianship and care for dependent children and parents when you are away while serving on active duty. Some important legal documents to include are:

- Your will,
- POAs,
- DEERS,
- Life insurance policies,
- Emergency data,
- Medical records, and
- Financial arrangements,
- A copy of active duty orders.

Re-Employment Rights

Re-employment rights after returning from deployment are guaranteed and protected by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). You qualify for USERRA protection if you meet the following:

1. You had a civilian job before you went on active duty; all employment is covered unless your previous employer can prove that your job was only temporary.
2. You notified your employer in advance before your deployment. The notice can be either oral or in writing, though having a written agreement signed by your employer is best.
3. You were absent from your job due to active duty for up to five years in total.

Air National Guard Family Guide

4. You receive an honorable or general discharge, which may require proof from your commander in the form of a letter.
5. You return to work within the specified limit:
 - Absence of less than thirty-one days requires that you return to the first day after eight hours of rest from your return.
 - Absence of thirty-one to 180 days requires that you apply to return in writing within fourteen days after your orders end.
 - Absence of at least 181 days requires that you apply to return in writing within ninety days after your orders end.

USERRA guarantees that the following are protected to some degree during your absence:

- Health insurance from your employer for at least thirty days
- Prompt reinstatement
- Status and Seniority are the same upon your return
- Training and other accommodations are provided for you
- Special protection against discharge
- Anti-discrimination provision

If a Guardsman returning from deployment has issues with his employer regarding reemployment he should contact his local ESGR (Employer Support of the Guard and Reserve) representative.

Legal Readiness

Below are lists of items and questions you will need to have together before your Guard member is deployed. It is recommended that you create your own checklist from these suggestions and write the location of each item for personal reference.

Legal Documents

- Birth certificates
- Marriage certificate
- Divorce or separation papers
- Death certificates of deceased family members
- Naturalization or Citizenship papers
- Military records
- Court Orders concerning support or custody of dependents
- Legal or Adoption papers
- Social Security cards for all family members
- Social Security numbers for all family members
- Current wills

- Power of Attorney documents (general, specific, and medical)
- Current beneficiary for SGLI
- ID cards for all family members
- Passports
- Insurance policies
- Property documents

Questions to Answer:

- Are all dependents of the Guard member enrolled in DEERS?
- Do you know where you can go for legal assistance?
- Do you know how to obtain new ID cards?

Financial Information for ANG Members

Military Pay

There are many different types of pay available to Guard members, and it is important that you understand what they are, and how they are determined.

- **Basic Pay**—All Guard members serving on active duty are entitled to receive basic pay. The rate depends on the Guard member's rank and years of service in the Air National Guard (ANG). Basic pay is received on a thirty-day monthly rate, twice each month.
- **Inactive Duty Training Pay**—Inactive Duty Training (IDT) Pay is also commonly known as "drill pay." The rate of IDT Pay depends on the Guard member's pay grade.
- **Basic Allowance for Subsistence**—Officers and enlisted Guard members who are serving on active duty receive the Basic Allowance for Subsistence (BAS). It is a non-taxable allowance that partially covers the cost of food. Officers receive the BAS regardless of their pay grade, and enlisted personnel receive the BAS based on what government dining facilities (all called government mess) are available. The number of dependents is not considered when determining the BAS.
- **Basic Allowance for Housing**—The Basic Allowance for Housing (BAH) is a non-taxable allowance for housing expenses when Guard members serving on active duty live in a civilian community. Guard members without a family who live in the barracks while serving on active duty may receive partial BAH. The Guard member's locality, rank, and number of dependents determines the rate of the BAH. You may qualify for partial BAH if your Guard member serves on active duty for less than 140 days. You may receive full BAH if your Guard member serves for at least 140 days.
- **Special Pay**—Guard members may be eligible for special pay if they are assigned to duties with regular, increased risks.
- **Family Separation Allowance**—You can receive the Family Separation Allowance when your Guard member is serving on active duty and is separated from you for a minimum of thirty-one days. It is a monthly allowance.

Thrift Savings Plan

The Thrift Savings Plan (TSP) is a voluntary retirement, savings, and investment plan sponsored by the federal government. Guard members serving on active duty may contribute up to eight percent of their basic pay to their TSP account each pay period. Once you contribute from basic pay, you are allowed to contribute a portion or full amount of any special pay you receive.

After enrolling in the TSP, you can decide to split your contribution among three different options:

1. The Government Securities Investment

The Government Securities Investment (G Fund) is considered the safest option for investment because it is low-risk and will only lose money if the federal government defaults on its loans, but it also has a low interest rate.

2. The Fixed Income Index Investment

The Fixed Income Index Investment (F Fund) spreads the money over several investments that are generally stable, which makes the fund low-risk.

3. The Stock Index

The Stock Index (C, S, and I Funds) allow you to spread your investments among a large range of stocks and earn higher investment returns, plus it lessens the effect if money is lost in a poor investment. These funds also tend to have low investment management fees and trading costs.

Before enrolling in the TSP, you need to understand the legal rights involved. The TSP reserves rights to the spouse of the Guard member, even if they are separated. These rights, and the exceptions, are summarized in the following chart.

**Rights Reserved to the
Guard Member's Spouse under the TSP**

Activity	Requirement	Exceptions
Loan from the TSP Account	Must obtain written consent from the spouse.	Spouse whereabouts are unknown or exceptional circumstances exist.
In-Service Withdrawal	Must obtain written consent from the spouse.	Spouse whereabouts are unknown or exceptional circumstances exist.
Post-Employment Withdrawal of more than \$3,500.	Unless the spouse waives this right, they are entitled to a joint-life annuity with fifty percent survivor benefit and level payments.	Spouse whereabouts are unknown or exceptional circumstances exist.

Pay Withholding and Allotments

The ANG automatically withholds most taxes from earnings, including your Federal Income Tax, State Income Tax, Social Security Tax, Medicare Tax, and Thrift Savings Plan (TSP).

The ANG allows Guard members to make allotments in order to maintain financial responsibilities during deployment. Allotments are specific portions of your earnings that you send to specific accounts. For example, you can choose allotments to be sent to your family members, to pay bills, and to pay insurance. Contact your financial office to explore all the options available with allotments and learn how to begin them.

Direct Deposit

The ANG requires that Guard members have Direct Deposit set up with their bank accounts. Direct Deposit is when your pay is electronically transferred to a bank account. With Direct Deposit, you can choose to transfer money from the bank to a checking or savings account, as well as make transfers that pay bills. If you are married, open a joint checking account so that you have access when your spouse is deployed.

Leave and Earnings Statement

The Leave and Earnings Statement (LES) is distributed monthly and reports all pay information from the previous month. The LES also displays any changes that will affect the Guard member's pay the current month. The Joint Uniform Military Pay System (JUMPS) is responsible for maintaining all payroll and earnings information for each Guard member, and they produce the LES. It is important to review the LES each month and immediately follow up on any questions or errors.

The LES displays all payroll information so that you can find how much the Guard member has earned for basic pay and special pay, as well as what allowances are received and what deductions were made.

There are six sections of the LES that are most important to understand.

1. **Entitlements** - displays all earnings, which include your basic pay, IDT pay, allowances, and special pay.
2. **Deductions** - displays all taxes and allotments that have been deducted from your earnings (see Pay Withholdings and Allotments for what taxes are deducted automatically).
3. **Allotments** - displays the portions of pay you have set aside for family members and any other accounts where you may send money (see Pay Withholdings and Allotments).
4. **Summary** - displays the end-of-month pay (EOM), which is the difference between your entitlements and deductions.
5. **Personnel and pay information** - displays a summary of your pay during the calendar year to date.

6. **Remarks** - displays changes in pay or status that will affect your pay for the current month.

Make certain that you carefully read the LES each month and check for any errors. If the military member is overpaid because of an error on the LES, he will be notified on the Net Pay Advice form and expected to repay the debt.

Guard members may not receive their LES the first four months when serving on active duty. If this occurs, a printout of the same information on the LES may be requested from the finance office.

MyPay is a system that allows you to view and manage all your pay information online. You can access both current and previous LESs, view tax statements, and adjust certain settings for allotments. Access MyPay at www.mypay.dfas.mil.

Taxes during Deployment

When preparing for deployment, set up your taxes so that they can be filed on time while the Guard member is away. The Internal Revenue Service (IRS) requires that you sign both your federal and state income tax forms. You will need to complete the IRS form titled "Power of Attorney and Declaration of Representation" (IRS Form 2848), which allows your income tax return to be jointly filed while the Guard member is deployed. You can also receive an extension for your income tax return if the Guard member is deployed when tax returns are due.

Most allowances in your earnings are tax-exempt (see the types of Military Pay for details). You should check your LES each month to make sure that these allowances are not taxed. Also, when your Guard member is deployed to a combat zone all earnings received during that time become tax-exempt. These changes should be automatically displayed on the Guard member's W-2, but again check your LES to make certain your income while in combat is not taxed.

Budgets and Assistance

Planning and sticking to a budget ensures your family financial security. Below are some suggested steps to form a functional budget that will meet your needs.

- **Income**
 - Use your LES (see Leave and Earnings Statement under Military Pay) to figure your income from the ANG, as well as any income that comes from civilian employment and interest received from bank accounts.
 - You should plan how your income will adjust when your Guard member is mobilized and deployed.

- **Expenses**
 - Make a list of all your daily expenses during an entire month, including both your fixed and variable expenses.
 - Use this list to determine your average monthly expenses.
 - Identify ways in which your expenses will change during mobilization and deployment and adjust your plan accordingly.
- **Assets and Debts**
 - List everything you own and the value you could sell them for.
 - List your monthly payments for all loans and credit cards.
- **Balance**
 - Find a way to balance your budget, which means that your income is either equal to or greater than your expenses.
 - If your budget does not balance, review your spending habits and find ways to cut spending, reduce living expenses or debt, or increase your income.
- **Checking Accounts**
 - Decide how you will organize your checking accounts. Many families open a second checking account to separate fixed expenses from money available for the Guard member during deployment.
 - Decide how you will operate your checking accounts in order to eliminate confusion between multiple check registers.
- **Income Tax and Accounts**
 - Before mobilization and deployment, decide who will file taxes and how you will file them.
 - Write and maintain a record of all numbers and information for your bank accounts, credit cards, insurance, pay information, and LESs.
 - Make copies of all originals of pay information, LESs, and account information.

Programs and financial institutions exist to provide assistance with your finances.

TurboTAP is a website that is sponsored by the Department of Defense (DoD) to provide resources and assistance to families when Guard members transition on and off serving on active duty. TurboTAP offers resources for three main areas: money, benefits, and jobs. Sign up for an account and access TurboTAP at <http://www.TurboTAP.org>

Service Members Civil Relief Act (SCRA) provides financial assistance and protections to Guard members serving on active duty. Financial assistance and protections become available the first day of active duty and can last for thirty to 180 days after the Guard member is released from serving on active duty. Some of the assistance and protections include: reduced interest for financial obligations, protection from foreclosures and repossessions, termination of residential and automotive leases without penalty, and relief from mortgages.

The Personal Financial Management Program (PFMP) offers information to Guard members and families who experience financial difficulty or want financial direction. PFMP also has qualified counselors who can assist with education, financial management, and counseling.

Financial Documents:

- Past tax returns
- Savings bonds and securities
- Family budget
- Signed release for spouse or family member to pick up LES
- Key to safe deposit box
- Access to bank accounts arranged
- Credit card information

Questions to Answer:

- Do you know how to read the Guard member's LES?
- Do you understand the Guard member's allotments?
- Do you have access to MyPay?
- Have you arranged with the Guard Member how finances are to be handled?
- Do you know who to contact if a financial emergency occurs?

Living Within the Military Community

On-Base Resources

Many of the following benefits are only available on active military installations. If you are not sure where to go for assistance, contact the **Information and Referral** person at the base, the **Airman and Family Readiness Program** Manager. He or she can help direct you to the appropriate agency.

Base Exchange

The exchange is the military's department and drug store. Most exchanges are located on Active Duty bases. In some cases, wings have a small BX located on the installation. Guard and Reserve personnel and their dependents have unlimited shopping privileges at any exchange, even online! A military identification (ID) card is required for ALL exchange services.

You may visit the Exchange Website at www.aafes.com or www.cg-exchange.com.

Base Legal Office

The Base Legal Office can provide:

- Powers of attorney
- Notaries
- Wills
- Assistance with paperwork for reimbursement on household goods claims
- Divorce and dependent care issues
- Soldiers & Sailors Civil Relief Act
- Debtor-creditor issues
- Consumer law programs
- Veterans' reemployment rights
- Landlord, tenant, and lease issues
- Tax assistance
- Involuntary allotment issues

The Base Legal Office cannot assist with establishing commercial enterprises, criminal issues, ethics violations, Law of Armed Conflict, legal concerns of other parties, drafting or reviewing legal documents, or representation in civil court.

There is also a Judge Advocate General's Corps (JAG or JAG Corps) at every ANG base. JAG officers can offer advice on a wide range of issues dealing with administrative law, government contracting, civilian and military personnel law, law of war and international relations, environmental law, etc.

Chapel

The Chapel team is a group of professionals that are dedicated to providing spiritual and pastoral care to Airmen, their families, and the community. Some bases will have multiple chapels or worship services for different denominations. Most guard bases have Chapel staff, but no dedicated Chapel. Please contact the Chaplain's office to determine when and where they hold the various worship services during the UTA, Chaplains are there to minister to people of all faiths, but you don't have to be religiously involved to receive help from the chaplain staff. Chaplains offer counseling for alcoholism, drugs, family, premarital or marital problems, moral issues, work related issues, and other areas of concern, and you can share with total confidentiality. You can find more information and a list of service times on your local base's website.

Child Care

Reserve members on active duty or performing inactive duty training are eligible patrons of the Department of Defense (DoD) Child Development Programs (CDP). DoD has child development programs at over 300 locations with approximately 800 child development centers and 9,000 family child care homes. Most of these are located on or near military installations, or where there is a significant density of military personnel and eligible DoD personnel. Full day, part day, and hourly care are available at these locations, and they offer care for newborn to children age twelve.

DoD child care is not an entitlement. Priority for child care is given to working families, but even for these families military child care is not always available, because spaces are limited. If you need child care, contact your unit, command family support group, or family support point of contact for information on your available options. Operation Child Care is another option for families who are looking for child care.

The Air Force Home Community Care program provides quality child care services for Air National Guard and Air Force Reserve members during their primary UTA weekend. Care is provided in a state licensed Family Child Care (FCC) home or an on base Air Force licensed FCC home. Care is provided for children ages 2 weeks to 12 years. There is currently no cost to the parent for child care provided in this program. Please check with your Airman and Family Readiness Program Manager to see if HCC is available at your Wing.



For more information about child care, visit www.childcareaware.org.

Commissary

The Defense Commissary Agency (DeCA) operates commissaries, which are supermarkets located on active duty military installations. Stand-alone ANG bases do not have Commissaries. The commissary sells food, sundries, and cleaning products at cost with a 5% surcharge. Commissaries are required by law to sell items at prices only set high enough to recover item cost, with no profit or overhead factored into the item price. Prices will vary between commissaries, because they depend on local costs. The 5% surcharge covers the operational costs—cashier’s salaries, electricity, etc.

Note: Surcharge is calculated on the total price before coupons are subtracted.

Unlimited commissary shopping privileges are authorized for:

- Members of the Ready Reserve (including members of the Selected Reserve and Inactive National Guard) and members of the retired Reserve who possess the appropriate Department of Defense Military ID card.
- Former members who are eligible for retired pay at age sixty but have not yet reached age sixty, possess a Department of Defense Retired Military ID card issued by the Uniformed Service, and possess a DD Form 2765, Department of Defense/Uniformed Services Identification and Privilege Card.
- Dependents of the qualifying members who possess a Department of Defense Family Member ID card issued by the Uniformed Service (see the section title Identification (ID) Cards under Legal).

For more information about commissaries, visit www.commissaries.com

Note: Baggers are not commissary employees, so they work for tips only. There is no rule about how much to tip baggers. You are not obligated to use a bagger at all (you can bag and carry your groceries yourself), and if you use a bagger, you have no obligation to tip them. An informal survey of spouses on the AF Crossroad’s Spouse Forum shows that tipping one to five dollars is average, depending on the number of carts or the total price of the groceries, and the service or attitude of the bagger. Change (one dollar or less) is the usual tip to baggers at the express lane when you carry out your own bags. Simply tip the baggers what you can afford.

Education Office

The Base Education Office provides educational counseling and information about U.S. colleges and universities all over the world and assists with financial aid and scholarship information. They have a variety of resources to help you find the right educational

program for your needs, including distance education, local area colleges and universities, and on-base educational programs.

Family Advocacy

Family Advocacy is part of the Medical Group and has numerous marriage and family programs, such as anger-management classes, parenting classes, counseling and referral, prevention services, and pre- and post-natal baby care classes. They also provide interpersonal and organizational conflict resolutions. They have the New Parent Support Program and do reassignment clearances for families enrolled in the Special Needs Identification and Assignment Coordination Program (SNI). Family Advocacy ensures that the families' needs are met at a new assignment. Family Advocacy is the agency responsible for investigation reports of domestic abuse, and it provides recommendations for intervention services if the domestic abuse is substantiated. (See also "Medical Group")

Airman and Family Program Offices

Airman and Family Program Offices offer support and aid to all DoD employees and their families. They exist at all active military installations (Air Force, Army, Navy, and Marine Corps) and at many guard/reserve bases. Therefore, support and assistance are available to you through any of the centers, at any installation.

Note: Be aware that the centers can have different but similar names (Air Force = Family Support Center, Army = Community Service Center, Nave/Marine Corps = Fleet and Family Support Center), but the services they provide similar.

Airman and Family Program Offices offer programs that assist with financial difficulty and management, relocation services, transition assistance, employment and volunteer assistance, and Family Readiness. The ANG also benefit from community partnerships; capitalizing on relationships with FACs. FRSA's SFPDs and other Service Component Family Support personnel to be a force multipliers for ANG Family Programs.

Wing Director of Psychological Health

The Air National Guard currently (as of Aug 2011) has a Wing Director of Psychological Health that can provide support to Servicemembers and their Families. The ANG Wing Psychological Healthcare Subject Matter Experts will coordinate counseling and/or oversee mental health services to ANG members and their families located throughout the United States including the Pacific Islands, Puerto Rico and the Virgin Islands, wherever Air National Guard members and their families are located. All ANG psychological health support services will complement one another and provide ANG members with valuable assistance in their management of behavioral health issues to include: mild readjustment issues to varying degrees of traumatic brain injuries and/or post-traumatic stress disorder (PTSD) sustained through deployment. An additional goal

is to decrease the stigma associated with seeking “mental health” services as well as improve access to qualified mental health providers at the critical point, when an ANG member (or family member) recognizes the need for mental health intervention.

Medical Group

The medical group provides complete dental, physiological, medical, and environmental support, and it seeks to promote health education and wellness to its surrounding community. The medical group, even though it may vary from base to base, can specifically offer a Family Practice or Primary Care, Women’s Health, Pediatrics, Flight Medicine, Dental, Life Skills Support, Family Advocacy, Laboratory, Pharmacy, Optometry, Physical Therapy, Public Health, Radiology, Health and Wellness, and Immunizations. Some medical groups offer ambulance services, emergency care, and an urgent care facility, as well as a pharmacy. Contact your local base to find out the extent of services that they offer and to schedule any appointments. (See also “Family Advocacy” and “Life Skills Support Flight”)

All patients must be registered in the medical group computer system before they can receive any services. You can register at the TRICARE Service Center. (For more information on TRICARE see Life in the ANG, TRICARE.)

Morale, Welfare, and Recreation (MWR)

MWR activities include arts and crafts facilities, bowling centers, golf courses, libraries, outdoor recreation, recreation centers, youth services, activities, and recreation membership clubs. Local MWR facilities occasionally offer significant discounts on popular local and national family attractions. In most instances, Guard and Reserve members and their dependents are eligible to use all facilities on the same basis as active duty personnel. Some activities are in high demand and fill up quickly, so call ahead and confirm hours of operation and eligibility for the activity you and your family are interested in. For more up to date information and details, visit www.afsv.af.mil.

Thrift Shop

The Thrift Shop, located on active duty bases, is managed by many different agencies depending on your base—enlisted spouses, officers’ spouses, etc. Item(s) can be placed on consignment and receive your asking price less a percentage to the organization managing the Thrift Shop. This percentage is often used to fund scholarships and other base programs.

Youth Center

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

- Before and after school programs
- All-day programs for when school is not in session
- Sports activities like soccer, football, and basket ball
- Contract classes like piano, dance, gymnastics, and karate

Protocol and Military Events

Many times during the Guard member's career you will be invited to attend different ceremonies, from promotions and changes of command to formal dinners and retirement functions. Knowing a little about protocol will help you to feel more comfortable and confident. To quote from the Protocol Primer, "Protocol is an adherence to customs, tempered with a touch of common sense, good manners, and a concern for others." As a part of a Guard member's life, it is important to know protocol, which is a combination of tradition, etiquette, and courtesy.

There are a variety of Air National Guard ceremonies and events. If the invitation asks for a response, you should reply within two days of receiving the invitation, or by the date if one is indicated. At public events (such as unit barbecues) children should be well-behaved. (See section titled Children at Adult Functions under Protocol and Military Event's Social Graces)

Awards and Decorations

The ANG presents many levels of awards in recognition of service or achievement. The commander's presentation of the appropriate decoration at a public ceremony greatly enhances the award's value to the recipient and the entire unit. Award/Decoration ceremonies range from formal reviews to presentation at commander's call to smaller, informal office ceremonies. The formality depends largely on the recipient's desires. The basic elements of this ceremony include the reading of the official orders and the presentation of the award decoration. Dress for these occasion ranges from casual to informal. (See sections titled Casual and Sport Coat under Protocol and Military Event's Dress for the Occasion)

Note: Civilians should stand when the official orders are read.

Change of Command

The change of command ceremony is a clear, legal, and symbolic passing of authority and responsibility from one commander to the next. At the conclusion of the ceremony, the new commander will most likely host a reception, which may include a receiving line. By tradition, the relieved commander seldom attends the new commander's reception. Dress for a change of command is usually informal, but may also be casual (See sections titled Casual and Sport Coat under Protocol and Military Event's Dress for the Occasion).

Note: Civilians stand during the change of command, when the American flag enters the room and when the room is called to attention.

Courtesy Calls

Courtesy calls are one of the military's oldest traditions when newly-arrived officer would make a social call upon his commanding officer. Today it is rarely used in the traditional sense; however, some units still have some form of a courtesy call, which enables the commanding officer or senior Non-commissioned Officer (NCO) to personally welcome a new soldier to the unit. In today's military, the unit's "Hail and Farewells" serves as the welcome for the new officers and NCOs. Most units encourage their officers, NCOs, and spouses to attend these functions.

Dining-in and Dining-out

Formal military dinners are a tradition in all branches of the United States Armed Forces. The dining-in and dining-out represent the most formal aspects of social life. A dining-in or dining-out is designed so members of an organization have a good time together as a unit. Very formal and serious ceremonies can be included in the dining-in and dining-out, but various forms of skits or entertainment are also included to make the evening fun. There are "rules of the mess," which are printed on the program. The rules are designed to conform to tradition and promote levity. Violators of these rules are subject to the wrath and mischievousness of Mister/Madam Vice President of the Mess. Assigned "penalties" are humorous, and are carried out with all assembled watching.

- The dining-in is an old military tradition that the British passed down. As the most formal of events, a dining-in allows the officers and enlisted members of a unit to celebrate its successes and to enjoy its traditions and heritage. It is strictly an Officer and Enlisted affair; no spouses are invited.
- The dining-out is a uniformed military dinner or banquet which can include spouses and civilian guests without the strict rules of a dining-in.
- Officers wear the mess dress uniform. Male civilians should wear appropriate black tie dinner dress. The proper dress for civilians should be clearly stated in the invitation. Retired officers may wear the mess dress or civilian attire. For enlisted members, mess dress or the semi-formal dress uniform is worn.
- Long dinner dresses or evening clothes for female guests are appropriate when attending a dining-out (See the section titled Dress for the Occasion under Protocol and Military Events).

Tip: If you have a drink, keep it in your left hand to avoid a cold, wet hand. Then your right hand is always free to shake hands.

Parades and Reviews

These events are an important part of the military. They can move a spectator to instant patriotism and pride in our country. Parades are held for many reasons, but the following are some of the most frequent:

- **Change of Command:** The outgoing commander receives the colors from the Command Chief Master-Sergeant (CCM), and then gives the colors to a superior commander to signify relinquishing command. The senior commander then presents the colors to the new incoming commander, who returns them to the CCM. The CCMs are the “Keepers of the Colors.”
- **Presentation of awards and medals:** Airmen are recognized and commended publicly for their achievements or valor in the outstanding performance of duty.
- **Retirement:** Airmen who retire after twenty years or more of service may be honored by a parade to give tribute to their years of loyal service.

Certain traditions should be observed during these ceremonies. Spectators stand for the playing of the national anthem, as well as the anthems of other countries represented. Spectators stand as the national colors approach and pass (six steps before and until six steps past you) in review. Military members salute and civilians place their hand over their heart. Depending on the post’s or base’s policy, spectators may be required to stand for the playing of other songs, such as the Air Force song. A review is usually smaller than a parade. If the reviewing officer is a general officer, the spectators will stand at the beginning of ceremony for the playing of “Ruffles and Flourishes” and the sounding of the gun salute (See the section titled Dress for the Occasion under Protocol and Military Events).

Promotions

Promotion ceremonies can be as simple as reading the order and pinning of the insignia and as complicated as having multiple activities occurring (presentation of certificate of promotion; presentation of a General Officer’s flag; presentation of General Officer uniform items to include belt, weapon, etc.) Sometimes the promotee’s spouse is invited to help pin the new rank insignia. Dress for a promotion ceremony ranges from casual to informal (See the sections titled Casual and Sport Coat under Protocol and Military Event’s Dress for the Occasion).

Receiving lines

In the ANG, receiving lines are frequently used at traditional holiday receptions, to greet a new commander and spouse after his or her change of command ceremony, or to honor local civic leaders at commander’s receptions. Receiving lines are preceded by an announcer, whose responsibility is to announce or introduce guests to the host. Normally,

the commander's aide or protocol officer acts in this capacity. The announcer stands just to the side of the host and introduces the next guest in line.

- Do not eat, drink, or smoke in the receiving line (there will be a small table before you get to the reception area to put your food or drinks on).
- Do not shake hands with the announcer when you go through the line. Give the announcer your rank and last name (Major and Mrs. Smith), official title (Mayor and Mrs. Tom Jones), or last name (Mr. and Mrs. Brown). Always provide your name even if you know the announcer because memories will fail at times.
- A gentleman precedes his lady through the line at *official* functions, ladies precede at all others.
- Never engage in extended conversation in a receiving line—you will create congestion for those in the line behind you. Do not hesitate to repeat your name to members of the receiving line.
- Since receptions are usually formal, formal dress is appropriate (See the section title Formal under Protocol and Military Event's Dress for the Occasion).

Receptions

A reception is usually held in honor of a special guest or after a change of command ceremony. There may or may not be a receiving line. Guests should mingle about and visit with the other guests. Conversations should be light and of short duration. When you wish to move on to greet other guests, a simple "Excuse me..." will do. Before departing, be sure to thank the hostess and host and bid goodbye to the guest of honor.

Tip: For showing deference, the basic rule to remember is that the person you address *first* is the one you are honoring by showing deference to them. When it comes to introduction, the most important rule is to make them!

Retirement

One of the oldest traditions of military service is when we recognize a member who is retiring from a career of long, faithful, and honorable service. Each retiree should leave the service knowing how much he or she is appreciated and with the assurance that they will continue to be a member of the ANG family in retirement. The retiree's spouse is honored in the ceremony as well. The retiree's children may also be invited to attend the ceremony, but younger children will require supervision because the retiree's spouse will be included in the ceremony. Guest's children are not invited to this formal event. Attire is informal (See section title Sport Coat under Protocol and Military Event's Dress for the Occasion).

Reveille and Retreat

If you are on a military post for reveille or retreat; when the flag is being raised or lowered, stop, stand and face the flag or the direction of the music until it has stopped. If you have children in the car, you may remain in the car. On an Air Force or Navy Base, you are only required to stop the car and remain seated inside. A civilian may salute the flag by placing the right hand over the heart when outdoors, or by standing with hands at side when indoors.

Funeral Courtesies

At a military funeral, all mourners in military uniform should face the casket and salute when:

- Honors are played
- The casket is being moved
- The three volleys are fired
- “Taps” is played
- The casket is lowered into the grave (if the occurs while the mourners are present)

During these times, civilians and military members in civilian dress should stand at attention. Civilian men wearing hats should remove and hold them over their hearts.

Prompt messages of condolence are very important to the family. A brief note, or phone call if you feel close to the family, is appropriate and greatly appreciated.

The History of TAPS

By Kathryn Shenkle

A tune sounding during ceremonies at the Tomb of the Unknowns and at military funerals everywhere is known simply as...taps. During a visit to Arlington Nation Cemetery, Va., you might hear the echoes of "Taps" being sounded by a bugler from one of the armed forces of the United States.

Brig. Gen. Daniel Butterfield, who commanded the 3rd Brigade, 1st Division, V Army Corps, Army of the Potomac, during the American Civil War, composed the bugle call. Butterfield wrote "Taps" at Harrison's Landing, Va., in July 1862 to replace the customary firing of three rifle volleys at the end of burials during battle. "Taps" also replaced "tattoo," the French bugle call to signal "lights out." Butterfield's bugler, Oliver W. Norton of Chicago, was the first to sound the new call. Within months, buglers in both Union and Confederate forces sounded "Taps."

"Taps" concludes nearly fifteen military funerals conducted with honors each weekday at the Arlington National Cemetery as well as hundreds of others around the country. The tune is also played at many memorial services in Arlington's Memorial Amphitheater and at gravesites throughout the cemetery. "Taps" is sounded during the 2,500 military wreath ceremonies conducted at the Tomb of the Unknowns every year, including the ones held on Memorial Day. The ceremonies are viewed by many groups, including veterans, schools, and foreign officials. One of the final bugle calls of the day on military installations, "Taps" is played at 10 p.m. as a signal to service members that it is "lights out." When "Taps" is played, it is customary to salute, if in uniform, or place your hand over your heart if not.

The composer of "Taps" was born October 31, 1831, in Utica, New York, and joined the Army in Washington D.C. He was awarded the Medal of Honor in the U.S. Volunteers on June 27, 1862. After his brigade lost more than 600 men in the Battle of Gaines Mill, Butterfield took up the colors of the 83rd Pennsylvania Volunteers. Under heavy enemy fire, he encouraged the depleted ranks to regroup and continue the battle. Butterfield died July 17, 1901, and was buried at the U.S. Military Academy at West Point, N.Y. "Taps" was sounded at his funeral.

Day is done,
Gone the sun,
From the lakes
From the hills
From the sky,
All is well,
Safely, rest,
God is near.

Fading light,
Dims the sight,
And a star
Gems the sky
Gleaming bright,
From afar,
Drawing, near,
Falls the night.

Thanks and praise,
For our days,
Neath the sun
Neath the stars
Neath the sky,
As we go,
This, we, know,
God is near

Dress for the Occasion

There are three categories of dress: formal, informal, and casual. The key to being dressed successfully for the occasion is to be familiar with the three categories of dress, and to be prepared to adapt to local custom and tradition. If you have any doubts about what to wear to an event, it is okay to call and ask the hostess. And as a rule of thumb, always dress up, not down.

Casual

- Casual dress is used for functions such as picnics, barbeques, birthday parties, and super bowl parties.
- Casual dress for women consists of a simple dress, skirt and blouse, or nice slacks. Jeans or sporty may be specified on the invitations, and you can dress likewise—jeans or sports clothes.
- Men may wear an open collar shirt and slacks or jeans, depending on the occasion. No tie for men. Shorts depend on the activity and good judgment.

Sport coat (also referred to as “business suit” or “informal”)

- Sport Coat is appropriate for ceremonies, parades, reviews, and official visits of foreign dignitaries.
- For an afternoon event (luncheon or tea), women select a dress. In the evening, wear the same dress, pantsuit, or long skirt.
- Men should wear a coat and tie.

Semi-formal

- Semi-formal is used for receptions, daytime or early evening semi-formal occasions.
- For women, wear a cocktail dress. It can be short or long.
- For men, it calls for a distinguished suit that is dark and business-like.

Note: An invitation will always specifically state if attire is semi-formal.

Formal

- Formal dress is also known as “black tie” dress, and it is used for official formal functions.
- Women wear evening gowns (long or short)
- For men, wear a dinner jacket or tuxedo.

Note: White tie is the most formal style of dress, but it is only requested on *very rare* occasions. Civilian “White Tie” means “tails” for men—a long black tailcoat with matching trousers, a white wing-colored shirt, a white bow tie, and a white pique waistcoat. Women should wear long, formal dresses.

Air Force

Mess Dress



When Worn - Official formal and evening functions, state occasions, private and formal dinners. Formal Dress (officers only, not pictured) is worn at white tie events, Mess Dress is worn at black tie events.

Civilian Attire for Men - Black Tuxedo or black dinner jacket (w/ handkerchief), bow tie is standard. Dark business suit is acceptable in some cases.

Civilian Attire for Women - Evening gown long or short, long evening dress usually worn after 6PM. Cocktail dress or evening slacks with dressy top acceptable depending on event.

Army - Blue Mess **USMC** - Evening Dress **Navy** - Dinner Dress Blue/White
Coast Guard - Formal Dress Blue

Service Dress



When Worn - Change of Command ceremonies, parades, reviews, when special honors are being paid, business and informal.

Civilian Attire for Men - Dark business suit, jacket and trousers match. Sport coat and tie, jacket and trousers do not have to match before 6PM.

Civilian Attire for Women - Evening dress, very dressy street length dress, long evening dress usually worn after 6PM. Cocktail or Sunday dress, ladies pant suit before 6PM is acceptable.

Army - Army Service (ASU) or Green Class A **USMC** - Blue Dress "A or B" or Blue White
Navy - Service Dress Blue/White, Summer Whites **Coast Guard** - Full Dress Blue/White

Service Uniform

“Blues”



When Worn - Duty uniform, uniform of the day. Business and informal where coat and tie are not required. Blues can be worn with the short sleeve shirt with or without tie/tab or long sleeve shirt with tie/tab.

Civilian Attire for Men - Business suit or sport coat with or tie. Slacks with dress shirt, open collar.

Civilian Attire for Women - Simple skirt or dress; nice slacks with jacket. Low heeled or flat shoes.

Army - Class B **USMC** - Service “A”/”B”/”C” **Navy** - Khaki **Coast Guard** - Winter Dress Blue/Tropical

Civilian Informal: Business Suit, dress or pantsuit.

Smart, Business and Civilian Casual: Sport coat or jacket, open collar, dress or pantsuit.

Social Graces

As you can see from the list of social events, military life certainly means a social life. Below is a quick rundown of some social graces that will come in handy.

Attending a Dinner Party

Invitations, both mailed and electronic, can arrive both at your home and your spouse's office; some for you, some for your spouse, and some for both of you to attend together. If invitations arrive at home and involve your spouse, you can either send them to the office or respond to them directly. Remember to double-check your spouse's calendar to make certain he or she is free.

You are socially responsible to respond immediately to all invitations, usually within twenty-four to forty-eight hours. How to respond to a formal or informal invitation is determined by whether the **RSVP** appears with a phone number. If there is a phone number, call; if there is not one, then a written response is required. Always remember that you are responding for the hostess's sake. If you cannot attend, you should send your regrets. Arrive early, or at least arrive on time. If you are running behind for any reason, be sure to let the hostess know as soon as possible.

Inexpensive hostess gifts are a common practice when you are attending a dinner in someone's home. Be sure to attach a card with your name in case you cannot give the gift directly to the host or hostess. At seated dinners, gentlemen should **seat** the lady to his left, and ladies should sit down immediately. Gentlemen remain standing until the hostess is seated. Remember to take your seat from the right side of the chair. **Leave your napkin** on the table until the hostess takes hers. Place your napkin on your lap, with the fold of your napkin closest to your body. If you are uncertain about anything, you can simply follow your hostess's lead.

For **dinnerware**, the guiding principle is to use each utensil, beginning from the outside and moving in towards the plate. Sometimes a dessert spoon and fork are placed above the plate. When you are **finished eating**, place your knife and fork in the middle of your plate to signal that you are finished. When you leave the table, place your napkin to the left of your plate. If you need to excuse yourself during the meal, you may place the napkin on your chair seat.

If you are attending an official function or a formal dinner party, it is a courtesy not to **leave** before the senior person or guest of honor. When the senior person or couple departs, this usually signals the end of the party. **Thank the host and hostess** as you leave, and follow up promptly with a written thank-you note (usually within forty-eight hours).

Children at Adult Functions

When you are invited to a social function, do not presume that your children are welcome. Unless the invitation or host says that your children are welcome to attend, you are expected to find other arrangements for them. Most bases have child care centers and trained “child-care providers” who care for children in their homes (See the section titled Child Care under Life in the ANG). Hiring a baby-sitter or trading off with a neighbor who also has children are other commonly used options. If you can’t find or afford child care, or if your baby is too young to leave with someone else, the polite course of action is to regret to the hostess and explain the problem. If she wants to offer for you to bring the baby or child, she will. Do not feel hurt that your baby isn’t always welcome. A helpful thing to remember is that adult functions are for adults; if children are welcome, they will be specifically invited, or the invitation will indicate that this is a “family” event.

Tips for hosting your own dinner party

- Invite guests far enough in advance.
- Set the table and seat the guests for the sake of comfort, convenience, and social interaction.
- The menu does not need to be expensive or fancy.
- Have a seating plan, even for a dinner for four. Place cards are recommended when seating eight or more. Use abbreviated rank. In addition, Protocol can produce invitations and make up place cards for your dinner if the visit is official.
- Serve the guest first and the host last.
- Serve plates from the left with the left hand, and clear them from the right.
- Toast your guest of honor.
- Enjoy your guests and have fun!

Flag Etiquette

Flag etiquette is not just a matter for the military member. The flag ceremony accompanies most military social events, and the following are a few important reminders concerning flag etiquette:

- At Retreat, everyone who is outside (when the flag is lowered, usually at 4:30 p.m.) should stop his or her activity and face in the direction of the flag until the music ends. If you are driving on base, pull to the side and wait until the

Air National Guard Family Guide

ceremony is complete or, if you cannot see the flag, until other cars begin to move.

- The flag should not be displayed on days when the weather is inclement, unless it is an all-weather flag.
- The flag is customarily displayed from sunrise to sunset; however, it may be displayed twenty-four hours a day if properly illuminated at night.
- The flag should never touch anything beneath it.
- The flag should always be allowed to fall free.
- A lapel flag pin should be worn on the left side, near the heart.
- When the flag passes at a parade or review, you may place your hand over your heart.
- When the national anthem is played and the flag displayed, you should place your hand over your heart and face the flag.



Chapter 3: Managing Deployment

*I am an American Airman,
Guardian of freedom and
justice,
My nation's sword and shield,
Its sentry and avenger.
I defend my country with my
life.*

Resiliency

The struggles you face when a family member is deployed are unique to each situation. Even if you have gone through deployment before, you will face different challenges each time. There is no way to be completely prepared for the major change, but there are ways you can make the transition easier.

Resiliency is the ability to adapt successfully to change or adversity; it is a skill that can be learned and strengthened over time. It is specific to age, circumstance, and personality but can be achieved by anyone. Resiliency does not mean that change is easy to handle, or that you will not struggle with the strong emotions of saying goodbye to a family member; it is actions, thoughts, and behaviors that teach families to adapt to change. Overcoming extreme circumstances and stress, even during early childhood, can build resiliency. It is essential that families take steps toward resiliency as deployment day approaches.

The ANG has a Wingman program and each Wing has a Wingman Project website (www.wingmanproject.org) which is tailored to meet each Wings needs. It is a key tool in suicide prevention and Resiliency. The Air Force also has mandatory Wingman days in which ANG bases participate. The ANG has many agencies that boost Resiliency at the Wing level: Chaplains, Wing Director of Psychological Health personnel, Airman and Family Readiness Program Managers, First Sergeants, etc.

Personal Resilience

Remember Past Success

You have probably gone through hard times that require resilience before your service member was deployed; it may have been a major illness, the loss of a loved one, or another major challenge. Remember how you persevered and use that as inspiration to make it through the tough times of deployment.

Make Connections

Keep in touch with family, friends, and other service members' families. Connecting with other people will build your own resilience by providing the social support you need. Any place you interact with people of similar interests will keep your spirits high and give you the strength you need to get through the challenges of deployment. Many people turn to a place of worship, like a local church, for support.

Focus on the Positive

Try to focus on all of the good things you have, whatever those might be for you. Keeping things positive will keep your thoughts from drifting to the pain of separation.

Help Others

The best way to be encouraged is to encourage others. Try helping others in their time of need. Consider volunteering at a community organization. When you help someone through a difficult time, you feel more confident and proud to be helping your community. Helping is a two-way-street; you never know when the person you help may help you.

Maintain a Daily Routine

As a family, try to maintain your routine of work, errands, hobbies, and chores. You will feel less stressed when things are consistent and stable, and it is comforting to keep life as normal as possible.

Take Care of Yourself

If you are responsible for others who are dealing with the stress of deployment, it is easy to put aside your own needs. Make sure you make time to exercise, eat properly, rest, and do things you enjoy. If you are tired, the rest of the household will suffer.

Take a “News Break”

Make an effort to limit how much time you spend watching and reading war-related stories. Even though you want to stay up-to-date, too much exposure can lead to anxiety. Try limiting the amount of time you spend scanning the news to less than an hour a day and try not to watch the news right before bed.

Have a Plan

Create an emergency plan while your family is together and you do not have the stress of deployment. This will give you a sense of security and control so that you do not panic if there is an emergency. Create a kit with things that will bring security and comfort. Things like favorite books, a journal, pictures, and phone numbers are good to include. Emergency preparedness is discussed in Pre-Deployment.

Keep Things in Perspective

Deployment is not forever. When you are in a painful spot, think of things in a broader context. It is extremely hard for your family to be separated, but the deployment will end and you will be together again. It may help to focus on the service member’s homecoming or on being proud of their service to their country.

Emotional Preparedness

Deployment is an emotional time for everyone involved. It is critical to recognize your own emotions during pre-deployment as you prepare for the separation. How you manage your emotions in this stage will play a major part in part in how well you handle the separation process.

Communication is Key

Often, family members avoid talking about deployment because the thought of being separated is uncomfortable. However, honest discussion is an excellent way to deal with anxiety and prevent problems. It is important to recognize your feelings and talk about them with your family. Encourage them to do the same. Remember, you are going through this together!

Expect to Go Through a Series of Feelings

Families preparing for deployment may experience a variety of emotions. You may feel anxious, guilty, concerned, proud, resentful, sad, or scared. Every person copes in a different way. You may find your children clinging to you and wanting your attention while your spouse is acting more independent and distant. Do not be discouraged by these changes; they are simply ways of coping.

Plan Ahead

Try to anticipate what life will be like after your service member is deployed. Plan how you will handle problems even if they seem unlikely to occur. Try discussing how you want to handle bad news. Plan how your family will spend the day of departure, as well as ideas for the reunion.

Be Prepared for a Shock

No amount of planning and mental preparation will make you completely ready for the actual deployment. Do not worry if you experience strong emotions for the first few days or weeks, after deployment. Find ways to cope. The initial pain will ease with time.

Establish a Routine

Once you find a comfortable routine, stick with it. Having a routine can be comforting by making each day predictable and minimizing surprises.

Find a Support System

Reach out to others and build a social support system. You may want to include family, friends, members of the clergy, or other members of the National Guard.

Helping Children Cope

The following pages identify what children experience when a parent is deployed. Included are ideas on how to guide them through the difficult days, weeks, and months. As the adult responsible for them, you will be the most influential factor in how they adjust to this change. Your child will test your patience and limits. The better prepared you are the more likely your child will successfully adapt.

Research indicates it can take three to five years for a family to fully adjust to a separation like deployment. However, a military separation can last for one week during a Temporary Duty Assignment (TDY), four months for a deployment into unknown or hostile

conditions, or a several months for a remote tour. Thankfully, military families do not usually have to experience three to five years of separation, so family members never fully adjust to the separation. This is when resiliency gives you the skills you to survive, and even thrive, until your family is reunited.

Your children make sacrifices every day as they support their parent in the ANG and have less quality time with their parents. During deployment, it is important that you are familiar with and utilize the support programs and services available regardless of whether you live near a military installation.

Talking to Children about Deployment

You should talk to your children about the upcoming deployment. Identify potential signs of distress in children early and use good coping strategies to alleviate some of the effects of deployment on your children. You may wonder how your service member's absence will affect your children. Talk to your children about the deployment and help them understand why they will be gone and how they will be cared for in their absence. Making a family plan for tackling different household responsibilities prior to the deployment of the service member can help your children feel as though they have an important role in the household and are making their parent's deployment easier.

Conversation Points

The following are suggestions of things to discuss with your children before the deployment.

Always be truthful

Children have the uncanny ability of knowing when you are lying. As you prepare for deployment, sit down and talk openly with them. Often, their imaginations paint a far worse picture than reality; telling them the truth will help alleviate their fears.

Let them know you are available

Often children need time to process the news about deployment. They may have questions later—let them know that you are available whenever they want to talk.

Reassure your children

Tell them that if their parent does face danger, they are well trained.

Share your feelings

Most young children lack the vocabulary to articulate their feelings. Sometimes, communicating your feelings helps them to understand theirs as well. Let them know that worry and negative thoughts are normal.

Show them their parent's destination on a map

Research the location with them and find out about things like weather conditions, culture, and products produced in the region. Learning about the country may prevent them from imagining conditions that are worse than they are.

Give them responsibilities

If your children are concerned that they will have to do more around the house, let them know that you have faith in their abilities, and that they are important to the family.

Let your children help pack

By allowing your children to help pack, you are helping them feel involved in the process. You can even let them pack special items for their parent, like a stuffed animal or a photo.

Leave a memory

Make sure that each of your children has a picture the parent that is deploying.



Children's Reactions to a Military Separation

Children may react in many ways to a parent's departure. Their reaction depends on a number of factors such as age, maturity, sex, relationship with each parent, and how the remaining parent copes with the military separation. The following is a list of feelings your child may experience before, during, and after a military separation.

Sadness
Anger
Abandonment
Rejection

Protectiveness
Indifference
Dismay
Helplessness

Responsibility
Irritability
Tension
Anxiety

Guilt	Loneliness	Emptiness
Isolation	Relief	Hostility
Hurt	Awkwardness	Fear of the Future
Depression	Embarrassment	Shock
Envy	Disappointment	Self-pity
Resentment	Frustration	Confusion

You may want to go through this list with your child. Discuss each of these emotions and describe how you may have experienced them at times. Accept your child's emotions—do not dismiss him or tell them he is not feeling something. Assure them it is ok to feel the way they do even if their emotions seem to contradict each other, like grief and relief. Children use these emotional responses to protect themselves from pain, to gain reassurance that they are still loved, and to ensure themselves that the remaining parent will not "abandon" them. It is essential that you reassure them with your love. This will help reduce the severity of these reactions.

Grief by Developmental Stages

Infants. Infants have a basic understanding of loss. They learn about the permanence of objects. Like the game of peek-a-boo, they understand that objects can come and go without ceasing to exist. An infant will quickly develop the ability to recognize mom or dad. They develop the ability to understand that when mom or dad leaves for work each day, mom or dad also returns. When the parent of an infant deploys, they quickly recognize that someone is missing, something has changed, and their adjustment depends on the remaining parent's reaction to the separation. The best way to help infants adjust is to stick to a routine. Because their long term memory is not fully developed, it is important to keep the memory of their deployed parent fresh in their minds. You may want to record the deployed member's voice and play it regularly. Photos and video recordings will help with visual recognition.

Preschoolers. At this age, a child will recognize loss and separation but will not fully comprehend the concept of time. Fear of separation begins building around one year of age, and a common reaction to deployment among preschoolers is fear of abandonment. They know one parent has left, so a natural progression is to fear something happening to make the remaining parent also leave. They will need lots of reassurance. Tell your child when you will return if you take them to a babysitter. Try to understand their constant need for reassurance. Creating physical reminders will help. One item that has proved to be extremely beneficial for children of this age is a "cardboard daddy." Similar to the cutouts of movie characters, this life-sized representation of the deployed member will help the child cope with the separation. Try taking pictures of your child with their "flat daddy;" taking it with you on trips; eating dinner with it. This can be a priceless tool to help your child cope.

Air National Guard Family Guide

School-aged children. Their knowledge and understanding of the separation is better developed. At this age, practical concerns begin to appear. Like preschoolers, they need reassurance not only that mom or dad will return but that their lives will not get turned upside-down. They will want to know if a move is coming and who will take care of things that the departing parent did. Sticking to a routine is critical for children of this age. They may express themselves best through physical expressions like drawing and writing. Encourage them to write to their deployed parent.

Adolescents. As teens begin to develop abstract thinking, they may have philosophical questions pertaining to the deployment. They will want to know why their parent had to leave, question the reasoning, and argue against the deployment. Moodiness is common. It may be most difficult for children that are separated from the same-gender parent at this age. Communication is key in helping teenagers cope. Even though they may wish to take on the responsibilities of an adult, keep in mind they are still maturing and need your support.



Positive Impact of Deployment on Children

Deployment can have positive effects on your children. Your service member's time away can present growth opportunities for your children. Psychological studies have shown that despite the stress children face during deployments, significant developmental gains can be made during this time. Your children will be more mature and independent because of the experiences and challenges they face.

Spouse Management of Deployment

You can have a difficult time keeping your emotions balanced when your spouse is deployed. You will likely experience different emotions in clearly defined stages, starting when you first learn about the deployment and continuing after your spouse has returned. You may experience feelings ranging from fear, anger, loneliness, joy, relief, and anticipation. Sometimes you may feel a combination of these emotions all at same time. Knowing what to expect will help you manage the stress that all military spouses feel during their loved one's deployment.

Pre-deployment

When you first learn about your spouse's deployment you will probably fluctuate between denial and anxiety about the separation. You may feel confused, stressed, resentful, or depressed. Many couples argue more than usual as they both deal with the approaching deployment. As the date of departure draws near, you may feel detached or distant as your spouse invests more time and emotion in the upcoming mission.

To keep these inevitable emotions under control it is important to:

- *Communicate.* Talk about what both of you are feeling. Discuss how you will communicate and what you expect from each other during the deployment.
- *Create memories.* Do not let the list of things you need get done cut into the quality time you spend with your spouse. Spend time together and make memories that will last during deployment.
- *Get to know other military spouses.* Participate in family readiness activities and meet other people who are going through the same thing. You do not have to go through this hard time alone!

During deployment

The first few weeks of separation may be the hardest of the entire time your service member is away. You may feel overwhelmed with sadness, loneliness, or anxiety. These overpowering emotions will eventually give way to a sense of self-confidence, independence, and freedom. Listed below are some suggestions that have helped other spouses cope during deployment.

- Find things to look forward to. Take a class, volunteer, or start a project you have always wanted to do. Set personal goals for yourself during the deployment period and make a point of being open to new experiences and friendships.
- Reach out to others in the same situation. Plan an event with other families who are coping with a deployment, or join a support group through your military community. Do not try to hide your feelings. It is normal to feel sad, lonely, or angry when you are separated from your spouse. Talk about how you feel with people you trust.
- Do something special for yourself and your family. Rent a movie or cook a meal that your spouse would not necessarily enjoy. Plan a fun outing for your children. Make time to read a book or visit with a friend.
- Concentrate on things you can control. It is natural to worry about your spouse's safety during a deployment or wonder when they will come home. Remember, you cannot control these things. Try to focus on things that you can control, like spending time with family and friends or signing up for a class or volunteer opportunity.
- Ignore rumors. The military may not be able to give detailed information about the whereabouts and activities of specific units during a deployment. This creates a climate ripe for rumors. It may be difficult to ignore rumors or gossip,

Air National Guard Family Guide

but you will be much better off if you do. Rely on official sources for information when a family member has been deployed.

- Learn some stress management techniques that work for you. The stress of living without your spouse can take a toll on the way you feel and think. Try some different ways to relieve stress, such as attending an exercise class, keeping a journal of your thoughts and feelings, or practicing meditation or deep breathing.
- Seek support from your faith community. Many people find comfort and solace in their faith communities during difficult times.
- Take care of yourself. Get enough sleep, exercise regularly, and eat healthy meals. Drink plenty of water—it is easy to become dehydrated when you are under a lot of stress.

Active Duty installations have events for spouses during deployment. The ANG also may host events as well as during deployment: Wing Family day events, the Yellow Ribbon Reintegration Program and we also use the National Resource Directory and MilitaryOneSource for support.

Homecoming and post-deployment

As the time approaches for your spouse to return, you may be excited, anxious, and possibly apprehensive. You may wonder how they have changed because you know you too have changed. You may be concerned about what your relationship will be like after such a long separation.

The post-deployment period can last a few weeks to a couple months. You may feel stressed or frustrated as you and your spouse readjust to married life. It may be a trying time if your spouse is struggling to return to normal life. This is an excellent time to build your relationship with your spouse and reaffirm your commitment to each other.

Here are a few suggestions to help reduce the stress during this time.

- Maintain a positive, nonjudgmental attitude. You may have uncomfortable moments as you get reacquainted and build your relationship. It is crucial that you have the right attitude and do not get frustrated when things do not go as you planned.
- Talk openly about what you both experienced during deployment. This will help reestablish trust in your relationship and model healthy communication.
- Make plans. Making plans together will help you focus on your future life together. Talking about your dreams and ideas will help you feel closer. It can also help reduce anxiety about where your relationship is going.

Asking for Help

At any stage of deployment, military spouses can feel overwhelmed and unsure about their ability to cope. It is critical to remember that asking for help is not a sign of weakness—it is a sign that you care about yourself and your family. Do not hesitate to ask

friends or family for emotional support, help with the household, childcare, elder care, or anything else you need.

The hardest part of a military separation can be trying to raise your kids without your spouse. Even though you are not truly a single parent, you will face many of the same difficulties that single parents face.

The following myths are based on information in Barnes & Coplon's book *The Single Parent Experience*.

- **You must provide a two-parent home in order to be successful parents.** Being a single parent while your spouse is deployed is a unique challenge and brings its own unique problems. Parenting on your own is difficult but not impossible. Remember that no one expects you to be perfect. Even in families where both parents are present there are problems.
- **To be a good parent, you must devote most of your time and attention to your children.** Part of being a good parent is taking time for yourself. If you spend all of your time worrying about your children, you may become run-down, stressed, or irritable. Even though your children are a priority, it is essential that you tend to your needs as well, because you will have more energy and enthusiasm when you are with your children if you do.
- **Having no father or mother will hurt a child's relationship with other adults.** Your children *do* have a father or mother figure even though they may not live at home all the time. As the spouse, it is crucial that you remind the children of this relationship. This is also an excellent time for your children to build relationships with other family members like grandparents, aunts, and uncles.
- **Single parents should only say nice things about deployed parents.** Children do better when parents communicate with children honestly and realistically. That does not mean that you should degrade the absent parent at every opportunity, but rather realize that if you do so by accident, you have the opportunity to model how to apologize. Also, children learn how to resolve conflicts by observing parents in disagreement.
- **The oldest son is now "the man of the house."** Do not use your children as parent substitutes. A common pitfall is treating an older child like a substitute parent. Avoid telling them your problems, overburdening them with responsibilities that belong to adults, and giving them unnecessary authority over younger siblings. Sometimes these children take it upon themselves to replace mom or dad. If you find this happening, remind your child that you are the responsible adult.
- **It is better to not tell your children that mom or dad is deploying until he or she leaves.** This will make the child's adjustment more difficult because they do not have the opportunity to ask questions, talk about what to expect, and play a role in preparing the family for the deployment.

KISMIF: Keep it Simple, Make it Fun

One of the easiest ways to build your family is through activities. Often, families are so busy that they do not spend time together. Here are some ideas to get you started. Remember: Keep it simple, Make it fun. If it does not fit that rule, stop and try something else.

- **"Do not disturb" sign:** Make a sign on a piece of cardboard with "do not disturb" written on it. Set up rules like any person can use the sign one time each day, for up to twenty minutes, and the rest of the family will respect that person's desire to be left alone.
- **Helping hand:** Outline your hand on a piece of paper, with your name on it, and use it as a coupon for someone to use to get your help with anything they choose.
- **Family fun fund:** As a family, choose an activity to do on weekends and start putting money aside to fund that activity.
- **Sharing interests:** If you have a hobby or activity you enjoy, teach it to your children. If your family has any traditions, keep them going by having your children participate in them.
- **Kids' night:** Pick one night a week that you specifically set aside to do things with your kids.
- **Family project:** Decide on a project to do with your family. Try things like a family museum, a photo collage, or a garden. Use your imagination!
- **Breakfast in bed:** Dote on your kids for the morning by serving them breakfast in bed. They may return the favor.
- **Have a theme party for the kids:** Be creative! Serve food and dress accordingly.
- **Community work:** Do some kind of community project together.
- **Family calendar:** Build a family calendar and use it to keep track of and plan family activities.
- **Letter of encouragement:** Write a letter of encouragement to your child. Place it in a location where they will find it or mail it to them. Do not be disappointed if your child does not mention receiving it, because it is so powerful, it may be too emotional for them to talk about.

Special Concerns

A parent's participation in the military gives your children special privileges. You must make sure your child has a military ID and is enrolled in DEERS (Defense Enrollment Eligibility Reporting System). The DEERS membership will allow the child to receive medical benefits. If you are not the child's parent, make sure you have obtained power of attorney (POA). As the primary caregiver, you should have access to these documents. Do not let your child carry their military ID because it contains personal information that

would be dangerous to lose. (For more information on DEERS see Life in the ANG, TRICARE.)

If you live near a military base and want to use the base exchange or medical facilities for your child you will need a military ID or an “agent’s card.” You may obtain this card if you have the power of attorney for the child. (For more information on Power of Attorney see Life in the ANG, Legal.)

Your child may be eligible for Operation: Military Child Care. This program offers financial assistance to deployed or activated Guard members. The application for this program is available online. <http://www.naccrra.org/MilitaryPrograms/operation-military-child-care.php>

The Family Readiness-Hearts Apart Program

Note: This service may not be available to all members. It is typically an active duty program that can be utilized by the ANG.

Pre-deployment briefing

This briefing describes changes a family will through during a TDY, deployment, or remote tour; outlines the Family Readiness programs, and addresses any particular concerns that families may have.

Morale calls

You can place one free fifteen-minute call per week through the Defense Switch Network (DSN). You can place the call from anywhere, and it will go through the base operator.

Email

Family members may setup an email account through the Family Support Center computer resource room.

Videophone calls

The Family Support Center has a videophone that you may use anytime in addition to a Morale Call.



Give parents a break

There are free activities at the Child Development Center (children under six years of age) and the Youth Activities Center (children six years and older) the first and third Friday of each month from 6:30p.m.-10:00p.m.

Car care because we care

If your service member goes on remote tour, you will receive two vouchers for a free oil change, lube, and safety inspection on your primary vehicle at the base service station.

Hearts Apart support group

This group meets the first Friday night of every month at the Family Support Center and is for spouses of service members that are TDY, deployed, or on a remote tour. This group focuses on issues related to being separated from your service member.

Family reunion workshop

This workshop educates you on the challenges that you will face following your family reunion.

Managing Pre-deployment

Airman and Family Readiness Program

The Airman and Family Readiness office is tasked with assisting Guard members and their families during deployments. Each base has a paid Airman and Family Readiness Program Manager who coordinates activities for families while their member is deployed. The AFRM is assisted by Key Volunteers. These can be a group of volunteers that are available to assist in any way possible to make deployments easier of the Guardsman and their family members.

Inter-Service Family Assistance Committee (ISFAC)

The Inter-Service Family Assistance Committee is a volunteer partnership that provides multi-service networking. They ensure that you and your family have the information, support and services you need. You can learn more at www.myarmyonesource.com.

Joint Services Support (JSS)

The Joint Services Support allows you to access professional tools and resources to organize activities, as well as help improve your daily life. It is a virtual support system available to help you whenever. You can learn more at their website, www.jointservicesupport.org.

Family Readiness

You will face many challenges during pre-deployment. While you do not have to cope with the emotional trauma of hostile fire, you face other emotional and material hardships. Throughout the entire pre-deployment and deployment cycle, good communication is essential, and support services are available on military installations to help you manage during their deployment.

Your service member may work long hours to help their unit prepare for deployment. They might be moody or depressed from the stressful, long days at work and this may carry over to your home life and cause friction between you. It is common for them to feel tense

or frustrated and avoid the reality of their deployment.

Before your service member's deployment, you may feel emotionally drained by the long days and many tasks. They may spend more time with their unit, creating emotional distance between you. It is common to feel



angry and emotionally break away from them before they deploy. There are many resources available to you during your service member's deployment.

Airman and Family Readiness Program Offices

AFRP office provides assistance to you from pre-deployment to post-deployment. Families of service members are eligible to receive services from any Service branch. Each branch of Service uses a different name for family centers: the Army Community Services Center (ACS), the Marine Corps Community Services (MCCS), the Fleet and Family Support Center (FFSC), and the Family Readiness Center (FRC).

Information and Referral

A&FRPM provides many of the programs and services you need during their deployment. When you need services not available through the family center, they can refer you to additional services both on the installation and in the civilian community.

Deployment Assistance

A&FRPM provides pre-deployment briefings to educate you on what to expect during a deployment and where to go for help. During deployment, these family centers provide you with opportunities to use video teleconferencing equipment, access the internet, and offer ongoing support and assistance.

Personal Financial Management

Even with careful financial preparation, you may run into financial difficulty. Unforeseen circumstances may arise that require you to change the family budget. Family centers will assist you on reevaluating and adjusting your budget to address financial issues.

Employment Assistance

A&FRPM provides employment assistance services that teach you how to prepare resumes, develop your interviewing skills, and conduct job searches.

Childcare Centers

Many military installations offer high-quality childcare centers at a cost comparative with the surrounding community. If you decide to volunteer or take a job somewhere and need child care, contact the installation child care program to learn about child care options. If you do not live near a military installation and cannot use the child care programs there are resource available to help you locate affordable child care in your community. (For more information on Child Care see Life in the ANG, On-Base Resources.)

- Military OneSource
- National Association of Child Care Resource and Referral Agencies (NACCRRA)

Being Prepared for Deployment

Command Support Team

The Command Support Team is a staff of military members who stay on the installation while the rest of the unit deploys. They are responsible for assisting families of deployed service members. They coordinate with agencies on and off the installation to meet the family's needs, work with the units' ombudsman networks to plan and share information with families. They communicate with your deployed unit, facilitate mail delivery, and distribute leave and earnings statements. If you move during a member's deployment, you need to share the new address with the unit ombudsman network and Rear Detachment.

Chaplains

Chaplains can help you spiritually, emotionally, and socially. In times of personal, emotional, and marital difficulties, chaplains can provide counseling. They have a deep understanding of the military lifestyle and the challenges that arise for families during a deployment, and have information on resources available to you on and off the installation.

Planning for Emergencies

No matter how well you plan, emergency situations may arise. Prior to your service member's deployment be sure that you are prepared for emergencies. Know the different ways the military may contact your service member and decide who you should contact, such as a friend or other family member, for support during the situation.

Emergency Contact Information

Before your service member deploys have them complete an emergency data sheet and give the document to their commanding officer or designated appointee. This document will remain sealed unless needed. It should include information about your family, directions to your house, and point of contact in case of an emergency involving you, their spouse. This does not replace your Record of Emergency Data, provided to assist unit personnel in resolving issues that may arise.

Emergencies at Home

There are many ways to contact your service member during an emergency. You can contact the First Sergeant, Commander or A&FRPM or send a Red Cross emergency message. The American Red Cross serves as a link between you and your service member during any crisis that may arise, and they can quickly send communications on your behalf.

Sometimes an emergency cannot be resolved without your service member's presence. If such a situation occurs, contact your local Red Cross so they can verify and contact your service member's chain of command to request the leave. They will not grant emergency

leave until the commanding officer receives verification of the emergency from the Red Cross. Emergency leave will only be granted to them under circumstances such as:

- serious illness or death in you or your service member's immediate family
- circumstances in which the service member's return will contribute to the welfare of a dying member of you or your service member's immediate family
- circumstances in which their failure to return would cause severe or unusual hardship to you or your family

Disaster Preparation

Before your service member deploys you should ensure that you are prepared for natural or manmade disasters. During emergencies, A&FRPMs may stand up or participate in an Emergency Family Assistance Control Center (EFAC).

Emergency Contacts

Each of your family members should know their emergency contacts. For family members with cell phones, consider adding an entry to their phone book labeled "emergencies". You should also have your service member's command and ombudsman network with information on how to locate your family in the event of a disaster.

Emergency Preparation

To prepare for emergencies, you should have a basic disaster supply kit that includes:

- three days' supply of non-perishable foods such as canned meats, fruits, and vegetables, canned or boxed juices, milk, and soup
- a three-day supply of water (one gallon per person per day)
- battery-powered flashlights and matches in a waterproof container
- first-aid supplies
- a television, radio, or cell phone
- sanitation and hygiene items
- kitchen utensils
- fire extinguisher
- cash
- photocopies of credit cards
- copies of identification cards
- plastic for doors and windows
- duct tape
- tools such as pliers and wrenches
- prescription medications
- contact lens solution
- at least one complete change of clothing for each member of the family
- pillows, blankets, sleeping bags
- infant-specific items (pacifiers, formula, diapers) if necessary

Ensure that your family is aware of your service member's command telephone number, and the number of the ombudsman network. Important documents should be stored in a waterproof container. You and your family should also develop a plan for what you will do in the event of a disaster. Include how your family members will check in with each other and whether your family will remain at the installation.

If You Do Not Evacuate

If you decide to remain in your home during a disaster, you should identify a safe room in the house. You should contact the command and your ombudsman/family readiness group to inform them you are not evacuating. Move all valuables and important heirlooms to the room with you. Unplug and remove all electrical equipment from your safe room. Perishable items should be disposed of, with small amounts of necessary refrigerated items moved into a cooler with ice. As a precaution, you should fill bathtubs and any additional coolers with water to use for flushing the toilets, bathing, cooking, and cleaning.

If You Evacuate

If you decide to evacuate prior to a disaster, you should pack and take all relevant supplies from your basic disaster supply kit. If possible, you should also notify the command and ombudsman/family readiness group that you will be leaving and provide contact information. When evacuating, you consider bringing all valuables and heirlooms with you. Unplug electronics and move them to a higher location, empty the refrigerator, turn off the electricity, water, and gas, and placing important papers in a secured waterproof container. If someone in your family has medical prescriptions, keep them in their original bottles with written copies of the prescriptions if available, and bring your checkbook, personal telephones, and copies of any recent state and federal tax returns.

Additional Resources for Disaster Preparedness

The Federal Emergency Management Agency (FEMA) and the American Red Cross provide support to people in areas affected by natural and manmade disasters. Both organizations provide resources and information to help you prepare for all aspects of a disaster.

Relocation during Deployment

If you are considering moving closer to other family members, you should discuss the positive and negative outcomes. If you decide to relocate, you should consider whether or not you will have access to a military installation, and the impact the move will have on your children.

Remaining on or near a military installation provides many advantages for you and your family. You will have access to installation programs and services, and will have the comfort of being surrounded by other military families who understand what you are

going through. Staying put can also help make things feel more stable and predictable for your children.

There are advantages to moving, like having support of family and friends, being in more familiar surroundings, and possibly being able to save money. If you decide to move during your service member's deployment, give their unit your new contact information and notify the installation housing or your proprietor that you are moving. Don't forget to change your address at the post office and maintain contact with your support system.

Pre-deployment Checklist

When your service member announces their deployment, you should start making plans to ensure that the necessary legal and personal items are completed.

Legal documents

- You should set up a power of attorney (POA) for financial and health matters, as well as a will and letter of intent. The Judge Advocate General (JAG) office can provide assistance free of charge.
- Create a file of important documents such as vehicle titles, insurance policies, and leases. Have several copies of the official orders.
- If they are a single parent, make sure that you have a POA to act on behalf of the child in case of an emergency. Make alternative plans in case you cannot perform your duties. This is especially important if you have health issues.
- Make sure to notify their mail service to forward their mail to an APO address or stateside location. Have them designate a person to be responsible for separating the bills and important documents from junk mail.
- Most service members can access their bank accounts and pay their bills electronically, but if this is not the case, decide who is going to pay their bills. If you are paying their bills for them, make sure that you have pre-signed checks available. (For more information on Pay see Life in the ANG, Financial.)

Housing

- If they live in a rental apartment or house, determine if it is more practical for them to continue to rent the space or to move out and put personal items in a storage unit.
- If they own a house, decide who is responsible for mowing the grass and maintaining the property.
- When your service member returns they may find it difficult to locate a place to live depending on the housing market and availability of rental properties. It might cost the same to rent an apartment as it would to rent a storage unit.
- Other things to consider:
 -

- where will they store their vehicle, and
- who will be responsible for keeping the registration and insurance current.

Pets

- If the service member has a pet, know who is taking care of it, if you are unable to provide a home for it. If they cannot find a home, please take the animal to one of your local animal shelters where they will attempt to find a suitable home for it.

Employment

- Make sure your service member has given Employer Support of the Guard and Reserve (ESGR) written notification to their employer so there will not be a reemployment issue when the deployment ends and they return to the workplace.

Taxes

- If your service member is a college student and you claim them as a tax deduction, you cannot claim them if they have been deployed. Even if they plan to return to college the minute the deployment is completed the IRS considers them employed full-time.
- When they file their taxes, your service member is eligible for a refund. Military One Source offers TurboTax 1 040EZ and TurboTax Deluxe for filing federal and state taxes at no cost to the military member. All required forms are accessible online at www.militaryonesource.com.

Service members Civil Relief Act (SCRA)

- The SCRA covers National Guard personnel activated for a period of at least thirty days. This act provides the service member with financial and legal relief while serving on active duty. The process to implement these provisions is somewhat complicated, so if any of the following apply to your service member, you should request assistance from your local JAG office.
- Two web sites that provide helpful information are:
 - www.saveandinvest.org
 - www.militaryonesource.com.



Managing Deployment

Whether you are a friend, spouse, or relative of a deployed service member, the following information and tips will help make their deployment easier on you.

Keeping in Touch

Communication between spouses, parents, and children is crucial during deployment. Regular communication with your service member can help make their deployment easier. Letters, emails, or videos from you are a big morale builder for service members while they are deployed. Before their deployment, you should plan how often you will communicate and what kind of communication you will maintain.

There may be times when your service member cannot communicate with you. It is important to stay in contact with your unit's Key Volunteers/Spouses. Get to know your volunteer leader, because they will be one of the first people contacted when the unit is able to communicate again.

Letters

Your service member will send you a mailing address when they have settled in. Since letters may not arrive in the order you sent them, you may want to date and number them. Letters do not have to be long; they can be about anything from family daily experiences, to plans for the upcoming weeks or months, to your thoughts and feelings. Letters can be a powerful form of communication because they provide your service member with a piece of home to carry with them throughout their deployment.

Sending stamped envelopes is unnecessary because service members can send mail free of charge by writing "Free Mail" in the place reserved for a stamp.

Sample address:

SRA John Doe
180FW
APO AE OXOXO

Note: Do not include the city or country.

Email and Social Networking

Email is a fast, inexpensive way to stay in touch with your service member. If you do not have a personal email account, consider getting one prior to their deployment. Keep in mind that emails may be screened or read by others.

Another form of communication that family members can use is Facebook. You can send private emails, chat, and post messages to your service member. If you have an email address signing up for Facebook is very simple and free.

Social Media

Social Media are wonderful tools for staying in touch during deployment. Whether by posting photos, blogging or building a “page” with news feeds, sharing is easier and cheaper (FREE!) than ever. Use of this media does present concerns and responsibilities. Do not post that you are home alone, that your children are home alone, that you are going on vacation etc. These types of entries serve to make you a target for the ‘bad guys.’

If you choose to take advantage of the convenience of using social media, make sure you fully acquaint yourself with all the security and privacy settings available on your choice of sites. It is important to protect your personal information from those that shouldn’t have it. Once you have secured your account and your ‘pages’, be especially careful who you ‘friend’ or otherwise grant access. You have taken the time to secure your settings but ‘friends’ may not have exercised the same caution and your information could still be vulnerable.

The OPSEC (Operational Security) considerations found elsewhere in this publication should be taken into consideration before you post to a social media site. Be safe and careful when using these forms of communication.

Do's and Don'ts of Social Networking Sites

- Remember computer security
 - The bad guys will always go after your computer if they can get access
- Consider all the players
 - Who owns and manages the site that you are on
- Modify your search profile
 - Periodically do a search for yourself on the computer and see what comes up, you may need to apply stronger settings and restrictions on your profile
- Be suspicious
 - Know those that you add as friends. Just because someone requests to be your friend, doesn’t mean that you actually know them
- Keep an eye on your friends profiles
 - What they post about you could be problematic
- Treat all links and file carefully
 - What looks like an innocent link, may actually be a virus
- Don't discuss operational or work related information on SNS
 - You must assume that adversaries are looking for all OPSEC info

- Don't use the same password on every account
 - Once the bad guy has gotten into one account, they would potentially have access to all your SNS account information
- Never share your password
- Never login at a risky location
 - Most SNSs do not have a secure login available, your login and password may be captured by others around you
- Don't trust SNS security
- Don't post your personal information online
 - Your friends know who you are, where you live and what your address is already
- Don't post anything that you don't want the whole world to know
 - Anyone can be hacked and compromised, if you don't want someone to know something, don't post it on a Social Networking site

Telephone Calls

Hearing your loved one's voice is irreplaceable. However, because of time zone differences and mission requirements, the frequency and duration of telephone calls will be limited.

Telephone calls can be expensive even when using a cell phone. Calling cards are provided free of charge to members of the military through various sources. One source, Veterans of Foreign Wars (VFW), provides free phone cards to deployed service members and hospitalized veterans through their Operation Uplink.

More information is available on the VFW website at www.vfw.org/Assistance/National-Military-Services.

Calling an Overseas Military Base:

Some carriers will charge a higher rate to call to a military base in another country. Always read the small print and check for extra charges.



Air National Guard Family Guide *Calling an Overseas Satellite Phone:*

If possible, avoid calling an international satellite phone. Some carriers list this kind of call as a premium call and may charge up to nine dollars per minute. Before calling a satellite device, it is always a good idea to contact your carrier and ask about their rates.

Calling Overseas from a U.S. Cellular Phone:

One of the best ways to make an international call from your cell phone is to sign up for a plan that allows such calls. This kind of plan requires that you register your number and dial a toll-free access code before your call. You may not even

need to switch providers or phone numbers.

Calling Direct Dial Versus Dial Around:

Direct dial (1+) calling plans usually have low international rates but can vary according to the country called. If your long distance plan has a high rate to the country you are calling consider a 10-10 number that allows you to use an alternative rate for long distance calls. You can use a 10-10 number without switching long distance carriers—using a combination of services may save money.

Calling through an operator:

Use an operator to place an international call only in an emergency because it may cost over five dollars a minute.

Calling Pre-Paid:

If you use a pre-paid phone or long distance card, always check if there is a connection or monthly fee. Read the details of the billing increments and check the fine print for extra charges.

Video Recordings and Teleconferencing

If your service member has access to a DVD player, consider recording life at home. Keep in mind that they may not have privacy when watching the videos.

Air National Guard Family Guide

If you want to do a video teleconference, you will need to coordinate with the Family Readiness Group to determine a time and place.

Skype is another easy and free service available online. You can video chat with your service member, as well as instant message and use Skype to call phones and mobiles for a small fee (as with telephone calls, always read the fine print for additional costs).

Care Packages

When creating a care package remember that it might take weeks to arrive. Be aware of forbidden items that are specific to your service member's location. Sending prohibited items could result in disciplinary actions. Remember that your service member may open the package in the presence of others, or it may be opened for security reasons before they receive it.

Your service member will appreciate snack foods, a new paperback by a favorite author, local newspapers, and DVDs. Because of storage limits, it is best to send things that can be shared with others or quickly eaten.

The USPS offers Priority Mail APO/FPO Flat Rate Boxes for sending mail to deployed service members. You pay a flat rate for packages sent regardless of weight or destination. You can learn more on the USPS website at www.usps.gov.

Emergency Notifications

Some occasions such as: serious illness or injury, death in the family, birth, or hospitalization call for a quick way of contacting a service member. The primary way to contact a service member in case of an emergency situation is through the American Red Cross. In addition, contact your local Family Assistance Center. They may be able to send a message through the Family Network (FAMNET). It is always good to follow a message with a written letter clarifying the details of what happened.

In case of an emergency, the American Red Cross may send a message to your service member. They must be able to verify your information, have your service member's grade, full name, Social Security Number, and complete duty address ready. In most cases, the



Red Cross must notify the service member's commander for leave to be granted.

American Red Cross

Deployments place a tremendous strain on you and your family. The Red Cross provides services, resources, and support necessary for families to manage their changing situation. They offer "Get to Know Us before You Need Us" briefings throughout the nationwide chapter network to introduce service members and their families to available Red Cross resources and opportunities.

"Coping with Deployment" courses are also available nationwide at Red Cross chapters and military installations. They teach resilience strategies and provide psychological first aid training, as well as health and safety courses such as CPR, First Aid, Water Safety, Healthy Pregnancy—Healthy Baby, Family Caregiving, Nurse Assistant, and Babysitting Training.

For more information, you can visit their website at www.redcross.org.

Financial Assistance

The Military Aid Society Referral Program

This program connects you to various military aid societies that help with emergency travel, rent, food, utilities, and other expense needs.

The Casualty Travel Assistance Program

The Casualty Travel Assistance Program (CTAP) provides emergency travel assistance for immediate family members to travel to a wounded service member, memorial, or funeral service.

Air Force Aid Society

The Air Force Aid Society (AFAS) is a non-profit organization that assists active duty members, retirees, and families during emergencies. They give interest-free loans or grants for basic needs such as, food, rent, utilities, moving costs, funeral expenses, dental, medical, and car repair. They also offer a post-secondary school student loan program.

If you have a power of attorney, you may apply for AFAS assistance when separated from your spouse. If not, they will contact your service member. If they grant permission, the AFAS will provide assistance. To find out more about AFAS you can visit their website at www.afas.org.

Emergencies in the Deployed Theater

If your service member has an emergency during their deployment, a chaplain, the Red Cross, or your service member's military chain of command will inform you in person, not

Air National Guard Family Guide

over the telephone. Information received from any other source or medium (phone, email) is not reliable unless verified by one of the three official channels. If you hear something through the grapevine, contact the chaplain, Red Cross, or chain of command to verify the information.

In the event of a serious injury, illness, or death, a uniformed member of the military will notify you in person. A chaplain often accompanies this uniformed service member during notification. Remember that the only reliable information is communication from a uniformed military member. If you hear that your service member is ill, injured, or dead, immediately contact the installations casualty assistance offices to verify the information.

Security Issues

It is natural for you to worry about your service member's safety; however, it is important for you and your family to be safe as well. Guard members will be more effective in their duty if they are sure that you are safe. The following measures will maximize your security. Review the importance of such safety measures with children, taking care not to alarm them.

Operations Security

When communicating with your service member, it is important to remember operations security (OPSEC). OPSEC ensures that no sensitive information that adversaries could use against the United States is compromised. Sensitive information includes descriptions of their unit mission, the number of service members assigned to a given location, locations and times of deployment, unit morale or personnel problems, security procedures, movement of units, and military intentions, capabilities, and operations.

You can exercise OPSEC at home by not talking about sensitive information in a public setting, over the telephone, or with members of the media. Remind your children of the importance of this as well. Growing reliance on electronic communications is the greatest threat to OPSEC. Guard the information you possess.

If you would like more information on OPSEC, communications security, or things you



should not be talking about in public, contact the Operations Security Office on any military installation.

Property

You can take precautions to make your personal property safe, such as installing a deadbolt, regularly checking smoke detectors, and make sure you have good insurance. If you have questions or want additional coverage, contact your insurance agent. If you let your coverage lapse, you run the risk of not having coverage in the event of a fire or other event. If you do not have coverage, the following sites that may be helpful when choosing an insurance company:

www.insurexchg.com/index.php

www.helpinsure.com

Personal Safety

You can also take precautions to keep you and your family safe. It is always good to review personal safety tips. Be aware of your surroundings, stay safe, and guard your identity.

- Always be aware of your surroundings, especially when alone at night.
- Keep social security numbers, credit cards, and bank account numbers safe and private.
- Monitor your account statements and check your credit reports.

Positive and Negative Impact of Deployment

Even though a loved one's deployment is difficult there are positive aspects. Some positive aspects of deployment are:

- an opportunity for personal growth
- learning to deal with stressful situations
- improving communication with your family
- becoming more confident, independent and assertive
- input in decision making
- becoming more resourceful
- developing self-confidence
- increasing your self-reliance
- doing things for others
- developing new friends and become closer to old ones
- learning to manage your emotions productively
- developing your old skills and learn new ones
- practicing resilience

Some negative aspects of deployment are:

- lacking time for yourself or your children
- having financial difficulty
- having to endure judgment, misunderstanding, and the intrusiveness of others
- feeling resentful towards your service member
- feeling jealous of other couples and anger at people who don't understand what you are going through
- feeling lonely and/or bored
- not desiring to meet new people
- feeling guilty for having negative feelings
- child-rearing inconsistencies
- feeling overwhelmed at making all the decisions
- difficulty discovering yourself and your role as a parent and an individual
- feeling guilt, anger, and loneliness

Whenever you begin to think of the negative aspects of deployment, take time to identify at least one positive result of the experience for each negative one.

A Special Note for Stepparents

The deployment of a spouse can be even more challenging if you are taking care of stepchildren. You assume new tasks and responsibilities in the absence of your spouse. You might not have a clearly defined relationship between you and your stepchildren and have little or no authority to make decisions on behalf of them.

In other cases, your deployed spouse may desire that their children have access to healthcare, but they are not eligible because of insufficient paperwork. This can create problems as simple as being unable to obtain information about the children's medical care or education, or as complex as the wishes or intentions of the deployed Guard member not being carried out.

You and the custodial parent should seek military and civilian legal advice to ensure that you will be able to maintain custody of the children during their absence and have authorization for medical, educational and other benefits for the children.

You can reduce stressful problems by anticipating and planning for them. You should complete the Family Care Plan and have access to all documents and information. If needed, legal assistance is available through the military for updating wills and preparing documents to grant a power of attorney. (For more information on Power of Attorney see Life in the ANG, Legal.)

Level of Authority and Responsibility

If you are married to a sole parent (the other parent is deceased or has no parental rights), you might need extensive authority. To give you that authority, a court-approved guardianship, custody order, or adoption might be appropriate.

If you will only see your stepchildren occasionally, you need less authority and usually do not need court action. If you need to access school records and discuss the child's progress with teachers, you will probably need a signed consent form from the parent. The child's school will most likely have forms readily available.

Before deployment, you and your spouse need to discuss the following questions:

- How will you facilitate contact between the child and their parent?
- If you are married to a non-custodial parent, will you see the child regularly?
- If you are married to a custodial parent, what will happen if the non-custodial parent wants custody during their absence?
- How will deployment affect child support payments?

Force Protection Conditions

For each Force Protection Condition in the U.S. and overseas there are specific measures that must be taken. These measures vary from base to base. If you have questions about Force Protection Conditions, talk to the Security Forces personnel at your base.

Alpha

There is a threat of possible activity against a base or resource under operational control of assigned or hosted units. Increase your vigilance against a possible local threat against U.S. Air Force (USAF) resources.

Bravo

There is an increased threat of activity against a base or resource under operational control of assigned or hosted units. You should exercise vigilance against a possible local threat against USAF resources.

Charlie

Charlie occurs when an incident arises or intelligence indicates an imminent terrorist acts against base or resources under operational control of assigned or hosted units. Secure all work areas and implement 100% identification and entry control procedures for all facilities. Report suspicious activity to Security Forces or the proper authority by calling 911.

Delta

Delta condition occurs when intelligence indicates that a terrorist attack against the base, or against resources under operational control of assigned or hosted units is imminent, or if there is a terrorist attack at the base. Secure work areas and implement 100%

identification and entry control procedures for facilities. Report suspicious activity to Security Forces or the proper authority by calling 911.

Military OneSource

Military OneSource (MOS) is an information and referral service available 24/7. They help you find answers to your questions regarding military life. The services they provide are beneficial to those geographically separated from installation services or those who are unable to seek assistance during traditional working hours.

MOS is available by phone, online, and face-to-face private counseling sessions. Highly qualified consultants provide personalized consultations on specific issues such as education, special needs, and finances. They can even get help with language interpretation and document translation.

To learn more about MOS and their services, you can call them or visit their website.

Call (800) 342-9647 or visit www.militaryonesource.com.

Identification Cards for Military Family Members

To access military service benefits and privileges, you must have a uniformed service Identification Card (ID). Once your service member's personal information is entered into the Defense Enrollment Eligibility Reporting System (DEERS) you can obtain an ID card at a force support squadron.

You must report to the ID card facility for the required photo, and will receive your ID card there. Guard members, family and dependents receive a DD Form 1173-1, the Department of Defense (DoD) Guard and Reserve Dependent ID Card (red). These cards do not authorize eligibility for medical benefits, but they assist you in accessing benefits when accompanied by a copy of your service member's orders to active duty. (For more information on ID cards see Life in the ANG, Legal.)

If your service member is called to active duty for thirty-one days or more they should complete a DD Form 1172. This application, along with your DD Form 1173-1, will allow you to receive a DD Form 1173 (tan card). This card gives you access to medical benefits, continued access to commissary, exchange, MWR (Morale, Welfare, and Recreation) benefits and other privileges. (For more information see Life in the ANG, On-Base Resources.)

Only the sponsor can add or delete a family member from DEERS. This is your responsibility. It is important to keep your DEERS records updated when personal

eligibility information changes. You can easily update your information at the DEERS Web site, www.dmdc.osd.mil/appj/deerswebsite/home.do. (For more information on DEERS see Life in the ANG, TRICARE.)

Managing Post-deployment



Reunion: Finally Coming Home

Good news! You have endured the hardship of separation. Guard members, you are headed home. Families, your loved one is coming home to you. Even though deployment seemed eternal, now it is over. But never forget to prepare for reunion and re-integration as a family. Reuniting with family members often causes just as much stress and hardship as deployment does. For your reunion to succeed, all members of your family must think through and prepare for the changes that reunion will bring. If everyone does so, then reunion will go smoothly and lead to re-integration. However, if you expect life to just revert to the way it was before, you are setting yourself up for disappointment. Though a successful, loving family reunion after separation is completely possible, things will always be different than they were. Being realistic and anticipating change will facilitate this success.

Anticipating Change:

Families are always changing, relationships shifting and growing. You deal with change on a daily basis, but it seems more gradual. After a separation due to military deployment, the changes in yourself and your family become more apparent because they come suddenly. Guard members, while deployed, are out of the immediate loop, far away from the everyday lives of their families, and honestly, usually have other things to focus on besides what is happening at home. The way things changed can shock both the guard member and the family waiting at home for them. Try thinking and anticipating change in the following ways:

Guard members:

- **Understand that your loved ones' lives have continued while you were gone.** You know that your life did not stop when they were not around—the same is true of your family and other loved ones. The longer the separation the more likely they'll have developed new interests, participated in new activities, and developed new skills. Many troops arrive home and feel surprised by being “out of the loop” or just feeling felt out.

- **Recognize that your loved ones will probably be emotional.** Reunion brings with it both excitement and anxiety. When you arrive home, your loved ones will likely be high-strung. Be sensitive to that.
- **Anticipate relearning how to be part of your family.** Because of the time you spent away from your family, you will not immediately know how exactly your family functions now. Jobs, parenting roles, friends, hobbies, and activities all might have changed during your deployment. You will need to adjust to these changes. Do not stubbornly hold on to “the way things used to be.” Go with the flow.
- **Military structure and family structure are vastly different.** . During your deployment, you became accustomed to following and giving orders without question. You lived as part of a unit and probably developed strong bonds with other guard members. Some of them might even feel like family. However, the strict organization of the military is much different than the constant compromise of a family. Returning home means a return of working together with your

“I came home with a completely different attitude about family. Where I was, family really meant everything: the children were never, ever apart from their parents, and family members always stood up for each other. Now I look at my family and wonder why we can’t be more like that.”

“My unit and I had some hard times, some bad experiences. I can’t even explain it to the people at home. And they wouldn’t understand why I still keep thinking about my unit—they’d never understand how connected you get when you depend on each other just to stay alive.”

- Guardsmen

spouse, of helping and teaching your children. Don’t forget to switch from “ANG mode” to “family mode.”

- **Ask questions.** Asking questions will help you work through your feelings about reunion. Talk to other people who have gone through the process of reunion. Talk to your family at home. Some things you can try to find out include: What can I do to make reunion happen smoothly? What things disrupt reunion? What changes should I expect when I go home? What have I heard from home that worries or disturbs me? Take time to write your answers out or talk through them with a friend.

Family Waiting at Home

Spouses:

- **Stay in control of your emotions and expectations:** Having unrealistic expectations or anxious feelings will do nothing but harm. Though feeling stress and anxiety over a homecoming is normal, stay the master of your own emotions.
- **Make a schedule.** Try creating a schedule to plan out the first few weeks after the Guard member returns home. By planning what your family will do, you alleviate the pressure of parents, children, and other loved ones pushing for a piece of time with your spouse.
- **Allow your spouse time to readjust to family life.** As a deployer, your spouse is used to being part of a strictly regulated military structure. It will likely take some time for the guard member to readjust to the looser structure of daily life in a family. For example, your spouse might have trouble sleeping through the night at first. Always give the Guard member time to feel comfortable at home again.
- **Allow your spouse to feel needed.** For some deployers, returning home and finding that you have been able to manage the house so well on your own might come as a disappointment. The member might feel unwanted or unneeded. Show your spouse that even though you are capable of running the house, you want them by your side for love and support. Without this emotional help, you might become overwhelmed. Let your spouse know they are essential to you.
- **Communicate.** Ask questions. Talk to your spouse before they return. Understand that they have probably changed and try to talk through those changes. Establishing good, honest communication habits will set your reunion up to be a success.

Guard Families with Children:

- **Remember children will experience the same emotional challenges that you do.** Fear, worry, stress, happiness, anxiety, and excitement that come with separation and reunion exist regardless of age. However, your children might struggle with the fact that your spouse left home at all. They might not understand that your spouse did not desert you and your family. Your children also might feel like your spouse is a stranger to them. They might feel uncomfortable around the returning guard member.
- **Let your children express their excitement.** Children have not developed the ability to control their feelings well, and it is unhealthy to bottle them up. Allow your child to release their excitement before trying to have alone time with your spouse. Make sure you make time for the whole family to be together as well.
- **Communicate with your children.** Make sure they know that their parent or loved one is coming home. Prepare them for reunion by asking them questions and encouraging them to answer honestly. Stay involved in their school activities and personal life.
-

- **Know that help is available and do not be afraid to use it.** Turn to the Family & Community Service Center if you have concerns about your children and their relationships with you and your spouse.

ANG members that are deployed for 90 cumulative and/or consecutive 90 days (as of Aug 2011) days must participate in a pre and post 30/60/90 day Yellow Ribbon Reintegration Event. Please contact your A&FRPM to find out who your ANG Yellow Ribbon Program Manager is for the Wing/State. These events are critical for both the Servicemember and the Family, ensuring they receive the necessary information/referral information as well as briefings from subject matter experts to help them during the deployment cycle.

Re-integration

The process of recovering from separation does not end at reunion. For a while, your family will be in a state of re-integration. Re-integration means continuing all the processes you began in reunion. Keep following your schedule, make sure your family has time together, and ensure good communication between the members of your family. Here are a few suggestions for handling re-integration:

- **Reconnect with your Family Readiness Support Group** You might have been out of contact with your group because of the pain and memories that association brings. But now that you are all back together, it is important to get back in the group. (See the section on Family Readiness Groups in Chapter 2)
- **Give yourself and your family time to readjust** Do not expect re-integration to happen overnight. Do not be worried if you experience frustrations and issues in the first few weeks. Everyone needs time to adjust to the new family



Air National Guard Family Guide

arrangement and to heal from the stress and pain they went through during separation. Especially in relationships between spouses, it will probably take time to get back to the level of intimacy you are used to enjoying. The process is natural, and you should not be concerned if it takes a while.

- **Keep your communication up** Do not allow yourself, your spouse, your children, or anyone else to shut themselves up and be left out of the loop. Stress honest and continual communication between your family members. Plan activities that will bring your family closer together. Communication is the key to a successful re-integration.

Employer Support of the Guard and Reserve

Established in 1972, the Employer Support of the Guard and Reserve (ESGR) is a program run by the Department of Defense (DoD) to educate civilians and employers about the National Guard and Reserve. The ESGR exists to resolve conflicts between guard members and the civilian employers they work for outside the military. ESGR uses an outreach program called the Civilian Employment Information Initiative. (Cf to Megan's USERRA info)

ESGR provides services like:

- Employer orientation
- Employer recognition
- Military member support

Information about the Uniformed Services Employment and Reemployment Rights Act (USERRA) and general information on ESGR is available at www.esgr.org.

You can become an ESGR volunteer! Sign up today at www.esgr.org.

Chapter 4: When Bad Things Happen

*I am an American Airman;
Wingman, Leader, Warrior.
I will never leave an Airman
behind,
I will never falter,
And I will not fail.*

When Bad Things Happen

We wish no one would ever have to read this chapter. But the fact remains bad things do happen during times of deployment and combat. It is important for you know what to do in trying times. This chapter is intended to be an encouragement to you if you are hurting and in need of help and support.

Post-Traumatic Stress Disorder

“An experience is traumatic when it wounds the mind or the spirit; it affects your thoughts and feelings so deeply that you feel you’ve been fundamentally challenged.” This quote was taken from a booklet on Post-Traumatic Stress (PTS) published by the National Guard Bureau. The booklet explains PTS used to be known as “shell-shock” because it happened to soldiers who were rained on by shells in the trenches in Europe during WWII. PTS is the emotional equivalent; as if shells are raining on the inside of a person.

Here’s what to look for to determine if you or your loved one has PTS:

- It’s normal to have stress and intense emotion after a traumatic experience, but in some cases it becomes abnormal and destructive. Some examples include:
 - When the depression or negative emotion lasts for an extended period of time
 - When the depression symptoms are acute
 - When the depression interferes with daily physical and psychological life
- Symptoms of PTS may include:
 - Lingering confusion
 - Denial
 - Physical turmoil including sleeping issues, hyper vigilance, and restlessness
 - Emotional turmoil including wanting to be alone and having recurring intense flashbacks
 - Feelings of personal responsibility
- PTS may last a long time. People suffering from PTS may suffer long-term physical and emotional reactions.

What to do if you think you or a loved one is experiencing PTSD:

- **Notify the members command** if a member has PTSD from a T10 deployment, they can be returned to T10 active duty and provide treatment. The POC for return to AD is the member's servicing medical group
 - i.e. - Contact the member's Wingman, Commander, or Base Chaplain – let someone know that there's a problem so they can help.

- **Seek help** Go to a veterans center, talk to a physician, talk with your family. Do not allow the depression to alter your life. Loved ones, if you see a Guard member experiencing PTS, urge them seek help. Possible helping agencies are:
 - **Military One Source**- MOS provides free counseling sessions to the guard or family member. Even if you cannot get the member to talk, you can call One Source for help. Visit their website at www.militaryonesource.com or call them at 1-800-342-9647.
 - **Battlemind**- The website www.battlemind.org provides excellent, expert resources on how to deal with situations involving people suffering from PTS.
 - **Mental Health Assessment Program**- MHSAP offers confidential screening for medical health online. This service may be a good option if the Guard member is reluctant to talk.
- **Be encouraged**- The National Guard's booklet on PTS states, "more than three out of four [of people who suffer from PTS] recover with the help of family, friends, faith, and/or counseling." Make sure to be there for your loved one if they are experiencing PTS. Support him, help him or her avoid alcohol, drugs and other destructive habits, be sensitive to the impact the trauma has had on them, and allow time for them to recover.

The most important thing to remember is that PTS can be overcome, and you can as long as you try.

"Did you know? Transition Assistance Advisors (TAA) are available in every state and territory to help returning warriors with referrals for Veterans Administration assistance, vocational rehabilitation, post-traumatic stress disorder issues, and home and vehicle modifications, if required."

-A Parent's Guide to Deployment.

Wounded Warriors

If a service member is injured before returning to the states, they will be sent to the Landstuhl Regional Medical Center in Germany. Landstuhl is a safe, secure facility guarded heavily by guards and gates. None of the bad guys can get past the entrance.

Air National Guard Family Guide

The German police work with the U.S. Security Personnel to make the facility doubly as safe.

The American Red Cross is one of several organizations that have offices on the base. Landstuhl has all the benefits and conveniences of a regular United States military hospital.

After Landstuhl:

Upon being released from Landstuhl, guard members either return to finish their tour of deployment or they are transferred to a medical center in the states. The most likely transfer locations are Bethesda Naval Hospital, Dewitt Army Medical Center (Fort Belvoir) and Brooke Army Medical Center in San Antonio, Texas. You can find information on these facilities at www.bethesda.med.navy.mil, www.dewitt.wramc.amedd.army.mil and www.bamc.amedd.mil.

Once released from one of these medical centers, a Transition Assistance Advisor (TAA) is available to ensure you get what you need. Guard members should receive the name and phone number of their TAA before returning home. If your loved one does not receive this information, make sure to ask for it.

The Air Force Wounded Warrior website is: <http://www.woundedwarrior.af.mil>

Casualty information and notification:

Even though it is an incredibly difficult subject, it is best to talk about the possibility of death and injury before the guard member leaves for deployment. Make sure you understand your loved one's wishes and also know about the help and benefits for which you will be eligible in case of emergency.

Emergency Notification:

Before deployment, guard members must fill out a Primary Next of Kin (PNOK) form. This form informs people of who to contact in the event of an emergency, whether that is a spouse or parent or someone else. If the guard member is married, their spouse will be listed as the primary next of kin, but a parent or guardian can be listed as Secondary Next of Kin if the guard member desires.

If as a service member you hear rumors about someone suffering a casualty, please refrain from contacting the family. It is military policy that the family should receive official notice of a casualty before other members contact the family. Technologies like Skype, Facebook, and cell phones allow information to flow quicker than ever before. If as a service member you receive a phone call or a message about an incident or injury, you should keep this information private, at least until the family has been properly notified.

Families should never have to learn of an injury to a related service member through a computer and not through an official.

Families who receive phone calls about an injury to their service member should call the base and let them know. Otherwise it might take hours for the base to be notified of the injury.

If a guard member dies or goes missing during deployment, the guard member's family will be contacted in person by uniformed military personnel. The family will be notified of serious injuries and illness by telephone.

Guard members should continually update their emergency contact card. The number one cause of delay in providing casualty information to families is incorrect phone numbers on the card.

The family will not be notified in the case of only a slight injury or routine illness.

Parents, you can use the American Red Cross to contact your son or daughter in the case of an emergency. You can call the Red Cross 24/7 at 1-877-272-7337, but also keep the number of your local Red Cross unit available at all times. You will need the member's following information when contacting the Red Cross:

- Full name
- Rank
- Social Security Number
 - **Note:** This is the only time you should ever give out a Social Security Number. The military will never request a SSN for emergency notification.
- Military address and information about deployed unit
- Nature of the emergency

Casualty and survivor benefits

If you are injured or killed during a deployment, your family will be able to receive benefits from the Department of Defense (DoD) and the Department of Veteran Affairs (VA). While some of these benefits will be received automatically, others require you to apply for them. Read the following information carefully so you know what to do and what help to get if a loved one is injured or killed.

Programs and Benefits for Injured Guard Members:

- **Military severely injured center.** Operated by the DoD, the center provides medical care, education, training, job placement, personal mobility and functioning, home accommodations, transportation accommodations, workplace accommodations, financial resources, and counseling services.
 - U.S. Phone Number: 1-888-744-1361

Air National Guard Family Guide

- Overseas Phone Number:
 1. Call 0-800-888-0013.
 2. Press “05” to make a toll-free call to the United States.
 3. Call 1-888-744-1361 to connect.
- **Wounded Warrior Program.** Air Guard Members using this program will receive personalized recovery services throughout their lives, regardless of location. The program also helps soldiers understand their options to stay in the Air Force and their future career paths beyond the Air Force. Besides this financial counseling, the program also obtains health insurance for retiring members and ensures they receive all awards they have won. For more information about the Wounded Warrior program, visit www.woundedwarrior.af.mil.
- **Disability compensation.** If guard members are injured during their deployment, they may be eligible to receive disability compensation from the VA. The total of their benefits depends on how severe their disability is and whether or not you have dependents. To apply for disability compensation, you need your discharge papers, dependency records (including marriage and birth certificates), medical evidence of the disability, and an application completed through the VA. In addition, members should explore the options of applying for TSGLI.

Benefits for bereaved families:

- **Burial benefits.** Both the DoD and the VA offer aid to families for funeral and burial services. The DoD will transport the guard member’s body and obtain travel entitlements for their spouse, children, and parents that include round trip transportation and two days of *per diem* (living expenses) at the burial site.
- **Military funerals.** Information on military funerals, provided to all veterans as a final word of appreciation, is available at www.militaryfuneralhonors.osd.mil.
- **Burial.** Burial benefits must be applied for through the VA. You can find detailed eligibility requirements and information on the benefit on the VA Burial Allowance Benefit website at www.cem.va.gov/cem/bbene/benvba.asp. If the guard member wished to be buried in a national cemetery, you can find information at www.cem.va.gov/CEM/index.asp. If you wish to be buried in a private cemetery, however, the VA can provide a headstone marker, burial flag, and Presidential Memorial Certificate for free.
- **Gravestone markers.** The VA will provide you with a government headstone to be placed in whatever cemetery you wish anywhere in the world. However, if the guard member only served in limited active duty, you might not be eligible for a government headstone. You can check your guard member’s eligibility status on the VA Burial and Memorials website at www.cem.va.gov/cem/hm_hm.asp.
QUERY
- **Presidential memorial certificate.** The Presidential Memorial Certificate (PMC), provided by the VA, commemorates the memory of honorably-discharged veterans. The certificate is signed by the President of the United States and is

When Bad Things Happen

available to the guard member's next-of-kin and loved ones when they apply through the VA.

- **Dependency and indemnity compensation.** Dependency and Indemnity Compensation (DIC) provides a monthly, tax-free benefit paid to eligible survivors of guard members who died during periods of active duty. Spouses and children who survive the deceased guard members can be beneficiaries of DIC. For more information on DIC, go to www.vba.va.gov/survivors/VAbenefits.htm. There is also a Parents' DIC. To see if you are eligible for the Parents' DIC, go to www.vba.va.gov/survivors/VAbenefits.htm.
- **Death pension.** This benefit is given to eligible spouses and children of guard members killed in wartime. The Death Pension must be applied for through the VA. Eligibility is determined through financial need. For more information, visit www.vba.va.gov/bln/21/pension/spousepen.htm#1.
- **Death gratuity.** The Death Gratuity provides a single payment to surviving family of a deceased guard member to cover immediate living costs. More information on the Death Gratuity can be found at www.defenselink.mil/comptroller/fmr/07a/07a_36.pdf.
- **Survivors' and Dependents' Educational Assistance Program.** The Survivors' and Dependents' Educational Assistance Program (DEA), provided through the VA, offers education and training to spouses and children of guard members who have died, are missing in action, or are permanently disabled. You must enroll in a program approved by the VA and apply through the VA to be eligible. More information on the DEA can be found at www.gibill.va.gov/pamphlets/CH35/CH35_Pamphlet_General.htm.
- **Air Force survivor assistance.** The Air Force Survivor Assistance Program helps families coping with the grief of a lost loved one. The program understands that every family is different and helps families on a case-by-case basis.



Suicide Prevention

We are a strong and resilient ANG family. There are numerous resources available from the Air National Guard and the community to assist ANG members and their families with challenges. Still, there are times when people feel overwhelmed, helpless and hopeless. It is important for families to understand the warning signs of high risk and suicidal behavior, and how to get help for those that who are displaying these behaviors. It is important to understand that not all who struggle with this issue have deployed to the combat zone, nor is it always the military member or the adult in the family. Higher risk situations include relationship difficulties, financial problems, legal problems, alcohol or other substance abuse.

- Talking about wanting to harm or kill self
- Having a weapon or other means of killing self
- Statements that reflect a loss in self-esteem such as “You would be better off without me” or “It would be okay if I didn’t wake up some day.”
- Substance dependence or other addictions
- Signs of feeling hopelessness, helplessness, worthlessness, burdened
- Withdrawal from everyday life activities; a sense of being disconnected from family and peers
- Increase in irritability, and/or quick temper, agitation

Never leave someone alone who you suspect may be having suicidal thoughts or is showing suicidal tendencies. Discuss your concerns directly with the family member or friend who may be thinking about suicide. The discussion may feel uncomfortable, but it is critical. It is okay to ask specifically, “Are you thinking about hurting or killing yourself?” Try to remove anything that can be used to complete suicide, and ask the person to accompany you to a doctor or mental health professional. If the person refuses, call 911. In this situation, it is best to err on the side of caution. Resources in preventing suicide include the following:

- Wingman Project – www.WingmanProject.org (Learn ways to help)
- National Suicide Prevention Lifeline: 1-800-273-8255 (TALK) option one for military and their families
- Suicide Prevention Resource Center: www.sprc.org
- American Association of Suicidology: www.suicidology.org
- Military One Source: 1-800-342-9647, www.militaryonesource.com
- The Defense Centers of Excellence (DCOE) for Psychological Health and Traumatic Brain Injury: www.dcoe.health.mil
- Real Warriors Campaign: www.realwarriors.net
- State National Guard headquarters Suicide Prevention and Risk Reduction Coordinator

(American Foundation for Suicide Prevention, 2011; Defense Centers of Excellence, 2011)

- State Transition Assistance office
- After Deployment Care: www.afterdeployment.com
- Yellow Ribbon Re-integration Program: www.yellowribbon.mil

As with other conditions, it is necessary to contact the members unit if you feel they have PTS or are suicidal. The unit is responsible to track all unit members post deployment and need to be made aware of any concerns that you may have about a member.

Most people who think about suicide don't really want to die; they just don't know how to ease their emotional pain. If you think someone may be thinking about suicide, ask the person. Listen to what is said, and then seek help if suicide is being considered.

Coping with loss to suicide

The experience of losing someone to suicide is complex. You may feel a variety of emotions some of which may confuse you. Basic strategies to assist you through a seemingly impossible loss include the following:

- Take things one day at a time
- Recognize that you can survive the experience even if it doesn't feel like it initially
- Consider seeking professional support for yourself
 - Your feelings are normal. Share them with someone you feel safe with
- Don't be afraid to cry; and also, don't be afraid to laugh either. Both can be healing.
 - Never blame yourself
- Remember that healing from grief, like any healing process, will take time
 - Strive to let go of the pain, and remember that letting go of the pain does not mean you will forget the person or your memories of the person you lost

Organizations that provide support if you lose someone you care about to suicide include:

- Tragedy Assistance Program for Survivors: 1-800-959-8277, www.taps.org
- American Foundation for Suicide Prevention: www.afsp.org

Coping with Grief

If you have suffered a loss of any kind you'll likely experience a cycle of grief that can include denial, anger, bargaining, depression and acceptance. The event that is likely to change your life, and although no one else can feel the loss the same way you will, this information may be helpful to you and to your family. Strategies for dealing with grief include:

Air National Guard Family Guide

- **Find someone to talk to.** Internalizing intense feelings that accompany grief is unhealthy. It is crucial for you and your family to work through your grief safely, particularly if you find yourself having thoughts about dying by suicide.
- **Tap into your resiliency.** In time, the pain from your loss will decrease, and you will establish a new routine.
- **Acknowledge supports.** Remember that your friends, family, and loved ones care and want to support you. Physicians can assist with sleeplessness, anxiety, and depression associated with the grief and healing process.

Helping others cope with grief:

- **Talk with them.** Allow them to work through their grief verbally with you. Just being close, connected and listening can be incredibly therapeutic for the person. A study of grief conducted by Catherine M. Sanders found that - friends, family, and neighbors have been found to help people through trying times.
- **Be sensitive and compassionate.** Do not pretend that you can completely empathize with the grieving person. Just be there and let them heal at their own pace. Never trivialize or brush off their feelings of pain.
- **Help the person find support.** A bereaved person may feel exhausted and not have the energy to seek support. Assist a bereaved person in locating support to move through the grief. Offer to accompany the person to a grief support group or to see a physician.

One last thing to remember is you are not alone if you are struggling with grief. The ANG is here for you and your family.

Appendices

Acronym Appendix

A&FRPM – Airman and Family Readiness Program Manager

A&FRPO – Airman and Family Readiness Program Office

AAFES—Army and Air Force Exchange Service

ACC—Air Combat Command

ACS—Air Control Squadron

ACSC—Army Community Services Center

AD—Active duty

ADC—Air Defense Command, Air Defense Council

ADJ—Adjutant

ADSW—Active duty for special work

AE—Air-medical Evacuation

AER—Army Emergency Relief

AF—Air Force

AFAP—Army Family Action Plan

AFAS—Air Force Aid Society

AFB—Air Force Base

AFCC—Air Force Communication Command

AFIT—Air Force Institute of Technology

AFLC—Air Force Material Command

AFN—Armed Forces Network

AFRES—Air Force Reserve

AFRTS—Armed Forces Radio and Television Services

AFS—Air Force Station

AFSC—Air Force Specialty Code

AFTB—Army Family Team Building

AG—Adjutant general

AGR—Active Guard Reserve

AMC—Air Mobility Command

ANCOC—Advanced Noncommissioned Officer Course

ANG—Air National Guard

APS—Aerial Port Squadron

AR—Army Reserve; Army Regulation; Armor

ARCOM—Army Reserve Command

ARNG—Army National Guard

ARPERCEN—Army Reserve Personnel Center

ARW—Air Refueling Wing

AS—Airlift Squadron

AT—Annual Training

ATC—Air Training Command

AUSA—Association of the United States Army
 AW—Airlift Wing
 AWOL—Absent without leave
 BAH—Basic Allowance for Housing
 BAQ—Basic Allowance for Quarters
 BAS—Basic Allowance for Subsistence
 BC—Battery Commander
 BCT—Basic Combat Training
 BDU—Battle dress uniform
 BMW—Bomb Wing
 BNCOC—Basic Noncommissioned Officer Course
 BOQ—Bachelor Officers Quarters
 BX—Base Exchange
 C,S, and I Funds—The Stock Index
 CAT—Crisis Action Team
 CBCS—Combat Communication Squadron
 CBHCO—Community Based Health Care Organization
 CCT—Combat Controller
 CDP—Child Development Programs
 CDR—Commander
 CDS—Child Development Services
 CG—Commanding General
 CGSC—Command and General Staff College
 CHAMPUS—Civilian Health and Medical Program for the Uniformed Services
 CINC—Commander in Chief
 CNGB—Chief, National Guard Bureau
 CO/Co—Commanding Officer/Company
 COB—Close of Business
 COLA—Cost of Living Allowance
 CONUS—Continental United States
 CPO—Civilian Personnel Office
 CRGE—Contingency Response Group-Element
 CRRC—Combat Rubber Raider Craft
 CRTC—Combat Readiness Training Center
 CTAP—Casualty Travel Assistance Program
 CY—Calendar year
 DA—Department of the Army
 DAF—Department of the Air Force
 DCOE—Defense Centers of Excellence
 DeCA—Defense Commissary Agency
 DEERS—Defense Eligibility Enrollment Reporting System
 DEPSECDEF—Deputy Secretary of Defense
 DEROS—Date of estimated return from overseas

Air National Guard Family Guide
DET—Detachment
DFAS—Defense Finance and Accounting System
DIC—Dependency and Indemnity Compensation
DOB—Date of birth
DoD—Department of Defense
DOR—Date of rank
DPCA—Director of Personnel and Community Activities
DPH – Director of Psychological Health
DPP—Deferred Payment Plan
DRU—Direct Reporting Unit
DSN—Defense Switched Network
DTF—Dental treatment facility
DUSTWUN—Duty Status/Whereabouts Unknown
EANGUS—Enlisted Association of the National Guard of the United States
EER/OER—Enlisted/Officer Evaluation Report
EFMP—Exceptional Family Member Program
EMAC—Emergency Management Assistance Compact
EMEDS—Expeditionary Medial System
EM—Enlisted Member
EN—Enlisted
EOC—Emergency Operations Center
ESGR—Employer Support of the Guard and Reserve
ETS—Estimated time of separation
ETS—Expiration of term of service
EWC—Enlisted Wives Club
F Fund—The Fixed Income Index Investment
FAC—Family Assistance Center
FAMNET—Family Network
FAP—Family Advocacy Program
FCP—Family Care Plan
FEMA—Federal Emergency Management Agency
FFSC—Fleet and Family Support Center
FIS—Fighter Intercept Squadron
FLO—Family Liaison Office
FLT—Flight
FMEAP—Family Member Employment Assistance Program
FM—Field Manual
FORSCOM—Forces Command
FOUO—For official use only
FPC—Family Program Coordinator
FPCON—Force Protection condition
FP—Family Programs
FRG—Family Readiness Group

FRO—Family Readiness Officer
 FSA—Family Separation Allowance
 FS—Family support
 FSGLI—Family Servicemembers’ Group Life Insurance
 FTX—Filed Training Exercise
 FW—Fighter Wing
 FY—Fiscal Year
 FYI—For Your Information
 G Fund—The Government Securities Investment
 GO—General Officer
 GR—Group
 GSA—General Services Administration
 GS—General schedule
 HAF—Headquarters United States Air Force
 HAWC—Health and Wellness Center
 HHC—Headquarters and Headquarters Company
 HOR—Home of record
 HQDA—Headquarters, Department of the Army
 HQ—Headquarters
 HRO—Human Resources Office
 HS—Home station
 HSS—Hometown Heroes Salute
 IAP—International Airport
 IAW—In accordance with
 ID card—Identification card issued to legally recognized members of the Military/Guard family
 IDT Pay—Inactive Duty Training Pay
 IDT—Inactive duty training
 IG—Inspector General
 IP—Instructor Pilot
 IRR—Individual Ready Reserve
 JAG—Judge Advocate General
 JFCOM—Joint Forces command
 JFHQ—Joint Forces Headquarters-State
 JOA—Joint Operations Area
 JOC—Joint Operations Center
 JR EN—Junior Grade Enlisted Personnel
 JR NCO—Junior Grade Noncommissioned Officer
 JRB—Joint Reserve Base
 JTF—Joint Task Force
 JUMPS—Joint Uniform Military Pay System
 K-9—Military police unit with working dogs
 KIA—Killed in action

Air National Guard Family Guide
KP—Kitchen patrol
KV—Key Volunteer
KVP—Key Volunteer Program
LES—Leave and Earnings Statement
LOD—Line of Duty
MACOM—Major Army Command
MAFFS—Modular Airborne Fire Fighting System
MAG—Military Airlift Group
MAS—Military Airlift Squadron
MCCS—Marine Corps Community Services
MEDDAC—Medical Department Activity
MEDEVAC—Medical evacuation
MIA—Missing in action
MILPO—Military Personnel (Guard)
MILPO—Military personnel office
MI—Military Intelligence
MOS—Military occupational specialty
MOS—Military OneSource
MP—Military police
MRE—Meals ready to eat
MSO—Military Support Officer
MUTA—Multi-unit Training Assembly
MWR—Morale, welfare, and recreation
NACCRRRA—National Association of Child Care Resource and Referral Agencies
NAF—Nonappropriated funds
NA—Not Applicable
NAS—Naval Air Station
NATO—North Atlantic Treaty Organization
NCOA—Noncommissioned Officers Association
NCOER—Noncommissioned Officer Evaluation Report
NCOIC—Noncommissioned Officer in Charge
NCO—Noncommissioned Officer
NCOWC—Noncommissioned Officers' Wives Club
NGAUS—National Guard Association of the United States
NGB—National Guard Bureau
NG—National Guard
NGR—National Guard Regulation
NLT—No Later Than
NORAD—North American Aerospace Defense Command
NORTHCOM—Northern Command
O CLUB—Officers Club
OBC/OAC—Officer Basic/Advanced Course
OCONUS—Outside continental United States

OCS—Officer Candidate Schools
 OIC—Officer-in-charge
 OJT—On the job training
 OPSEC—Operation Security
 Ops—Operations
 OSGLI—Office Servicemembers’ Group Life Insurance
 OSI—Office of Special Investigations
 OTS—Officer Training School
 OWC—Officers’ Wives Club
 PAC—Personnel Administration Center
 PAO—Public Affairs Officer
 PCP—Personal Care Plan
 PCS—Permanent Change of Station
 PERSCOM—Total Army Personnel Command
 PFMP—Personal Financial Management Program
 PJ—Pararescumen
 PLT—Platoon
 PMC—Presidential Memorial Certificate
 PMOS—Primary Military Occupational Specialty
 PM—Provost Marshal (police chief)
 POA—Power of attorney
 POC—Point of contact
 POE—Point of Embarkation
 POV—Privately owned vehicle
 PPL—Private Pilot’s License
 PTSD—Post Traumatic Stress Disorder
 PT—Physical Training
 PX—Post Exchange
 QAFA—Quality Air Force Assessment
 QM—Quartermaster
 QTRS—Quarters (living area)
 R&R—Rest and recreation
 RC—Reserve component
 RDC—Rear Detachment Commander
 RDF—Rapid Deployment Force
 RD—Rear detachment
 RED HORSE—Rapid Engineer Deployable Heavy Operational Repair Squadron Engineers
 REG—Regulation
 RFO—Request for Orders
 RIF—Reduction in Force
 ROTC—Reserve Officer Training Corps
 RQS—Rescue Squadron
 RQW—Rescue Wing

Air National Guard Family Guide
RRM—Recruiting and Retention Manager
RTS—Reserve Training Site
SAD—State Active Duty
SB – Strong Bonds
SBP—Survivor Benefit Plan
SCRA –Service Members Civil Relief Act
SDNCO—Staff Duty Noncommissioned Officer
SDO—Staff Duty Officer
SD—Staff Duty
SEATO—Southeast Asian Treaty Organization
SFPC—State Family Program Coordinator
SFPD—State Family Program Director
SFRSA—Senior Family Readiness Support Assistants
SFS—Security Forces Squadron
SGLI—Servicemembers’ Group Life Insurance
SIDPERS—Standard Installation/Division Personnel Reporting System
SJA—Staff Judge Advocate
SMI—Supplemental Medical Insurance
SMW—Strategic Missile Wing
SOP—Standard Operating Procedure
SP—Security Police
SQ—Squadron
SRB—Selective Reenlistment Bonus
SRW—Strategic Reconnaissance Wing
SSAN—Social Security Account Number
SSN—Social Security Number
STARC—State Area Command
STS—Special Tactics Squadron
SW—Silver Wings
TAA—Transition Assistance Advisor
TAC—Tactical Air Command
TAG—The Adjutant General
TALCE—Tanker Airlift Control-Element
TDP—TRICARE Dental Program
TDY—Temporary Duty
TFG—Technical Fighter Group
TFI—Total Force Initiative
TFS—Tactical Fighter Squadron
TFW—Tactical Fighter Wing
TLA—Temporary Living Allowance
TQM—Total Quality Management
TRADOC—Training and Doctrine Command
TRANSCOM—Transportation Command

TRS—TRICARE Reserve Select
TRW—Tactical Reconnaissance Wing
TSGLI—Traumatic Injury Protection
TSP—Thrift Savings Plan
UCCI—United Concordia Companies, Inc.
UCMJ—Uniform Code of Military Justice
USACE—US Army Corps of Engineers
USAF—United States Air Force
USARC—United States Army Reserve Command
USARF—United States Army Reserve Forces (Schools)
USAR—United States Army Reserve
USERRA—Uniformed Services Employment and Reemployment Rights Act of 1994
USO—United Service Organization
USPFO—United States Property and Fiscal Officer
UTA—Unit training assembly
VA—Department of Veterans Affairs
VHA—Variable Housing Allowance
VSO—Veterans Service Organization
WIA—Wounded In Action
WOAC—Warrant Officer Advanced Course
WOC—Warrant Officer Candidate Course
WOSC—Warrant Officer Senior Course
WO—Warrant Officer
XO—Executive Officer

Air Force Rank Abbreviations

General	Gen
Lieutenant General	Lt Gen
Major General	Maj Gen
Brigadier General	Brig Gen
Colonel	Col
Lieutenant Colonel	Lt Col
Major	Maj
Captain	Capt
First Lieutenant	1 st Lt
Second Lieutenant	2 nd Lt
Chief Master Sergeant	CMSgt
Senior Master Sergeant	SMSgt
Master Sergeant	MSgt
Technical Sergeant	TSgt
Staff Sergeant	SSgt
Senior Airman	SrA
Airman First Class	A1C
Airman	Amn
Airman Basic	AB

Major Air Force Bases around the World

United States:

Alaska:

Eielson AFB
Elmendorf AFB

Alabama:

Maxwell AFB
Arizona:
Davis-Monthan AFB
Luke AFB

Arkansas:

Little Rock AFB

California:

Beale AFB
Edwards AFB
Los Angeles AFB
Travis AFB
Vandenberg AFB

Colorado:

Schriever AFB
Peterson AFB
USAF Academy
Buckley AFB

District of Columbia:

Bolling AFB

Delaware:

Dover AFB

Florida

Eglin AFB
Hurlburt Field
MacDill AFB
Patrick AFB
Tyndall AFB

Georgia:

Moody AFB
Robins AFB

Hawaii:

Hickam AFB

Idaho:

Mountain Home AFB

Illinois:

Scott AFB

Kansas:

McConnell AFB

Louisiana:

Barksdale AFB

Maryland:

Andrews AFB

Massachusetts:

Hanscom AFB

Mississippi:

Columbus AFB
Keesler AFB

Missouri:

Whiteman AFB

Montana:

Malmstrom AFB

Nebraska:

Offutt AFB

New Jersey:

McGuire AFB

Nevada:

Nellis AFB

New Mexico:

Cannon AFB
Holloman AFB
Kirtland AFB

North Carolina:

Pope AFB
Seymour Johnson AFB

North Dakota:

Grand Forks AFB
Minot AFB

Ohio:

Wright-Patterson AFB

Oklahoma:

Altus AFB
Tinker AFB
Vance AFB

South Carolina:

Charleston AFB
Shaw AFB

South Dakota:

Ellsworth AFB

Tennessee:

Arnold AFB

Texas:

Brooks AFB
Dyess AFB
Goodfellow AFB

Lackland AFB
Laughlin AFB
Randolph AFB
Sheppard AFB

Utah:

Hill AFB

Virginia:

Langley AFB

Washington:

Fairchild AFB
McChord AFB
Wyoming:
Francis E. Warren AFB (AFSPC)

Overseas:

Asia:

Andersen AFB, Guam
Kadena AB, Japan
Kunsan AB, South Korea
Misawa AB, Japan
Osan AB, South Korea
Yokota AB, Japan

Europe:

Aviano AB, Italy
Incirlik AB, Turkey
Lajes Field, Azores, Portugal
Ramstein AB, Germany
RAF Lakenheath, U.K.
RAF Mildenhall, U.K.
Spangdahlem AB, Germany

Air National Guard Bases

Alabama

117th Air Refueling Wing, Birmingham, AL
187th Fighter Wing, Montgomery, AL

Alaska

168th Air Refueling Wing, Eielson AFB, AK
176th Wing, Kulis ANGB, AK

Arizona

161st Air Refueling Wing, Phoenix, AZ
162nd Fighter Wing, Tucson, AZ
214th Reconnaissance Group, Davis-Monthan AFB, AZ
ANG AFRC Command Test Center, Tucson, AZ

Arkansas

188th Fighter Wing, Fort Smith, AR
189th Airlift Wing, Little Rock AFB, AR

California

129th Rescue Wing, Moffett Federal Airfield, CA
144th Fighter Wing, Fresno ANGB, CA
146th Airlift Wing, Port Hueneme, CA
162nd Combat Communications Group, North Highlands ANGS, CA
163rd Reconnaissance Wing, March ARB, CA
Band of the Southwest, 562nd Air Force Band, Port Hueneme, CA
Band of the West Coast, 561st Air Force Band, Moffett Federal Air Field, CA

Colorado

140th Wing, Buckley AFB, CO

Connecticut

103rd Airlift Wing, East Granby, CT

Delaware

166th Airlift Wing, New Castle, DE

District of Columbia

113th Wing, Andrews AFB, MD

Florida

Florida Air National Guard, 125th Fighter Wing, Jacksonville, FL

Georgia

116th Air Control Wing, Robins AFB, GA
165th Airlift Wing, Garden City, GA
Band of the South, 530th Air Force Band, Dobbins ARB, GA

Guam

Andersen Air Force Base.

Hawaii

154th Wing, Hickam AFB, HI

Idaho

124th Wing, Boise, ID

Illinois

126th Air Refueling Wing, Scott AFB, IL
182nd Airlift Wing, Peoria, IL
183rd Fighter Wing, Springfield, IL
Band of the Midwest, 566th Air Force Band, Peoria, IL

Indiana

122nd Fighter Wing, Fort Wayne, IN
181st Intelligence Wing, Terre Haute, IN

Iowa

132nd Fighter Wing, Des Moines, IA
185th Air Refueling Wing, Sioux City, IA

Kansas

184th Intelligence Wing, McConnell AFB, KS
190th Air Refueling Wing, Topeka, KS

Kentucky

123rd Airlift Wing, Louisville, KY

Louisiana

Louisiana Air National Guard, 159th Fighter Wing, New Orleans, LA

Maine

101st Air Refueling Wing, Bangor, ME

Maryland

175th Wing, Baltimore, MD

Massachusetts

102nd Intelligence Wing, Otis ANG Base, MA
104th Fighter Wing, Westfield, MA
Band of Northeast, 567th Air Force Band, Milford, MA

Michigan

127th Wing, Selfridge ANGB, MI

Minnesota

133rd Airlift Wing, St. Paul, MN
148th Fighter Wing, Duluth, MN

Mississippi

172nd Airlift Wing, Jackson, MS
186th Air Refueling Wing, Meridian, MS

Missouri

131st Bomb Wing, Bridgeton, MO
139th Airlift Wing, St. Joseph, MO
Band of the Central States, 571st Air Force Band, Bridgeton, MO

Montana

120th Fighter Wing, Great Falls, MT

Nebraska

155th Air Refueling Wing, Lincoln, NE

Nevada

152nd Airlift Wing, Reno, NV

New Hampshire

157th Air Refueling Wing, Pease ANGB, NH

New Jersey

108th Air Refueling Wing, McGuire AFB, NJ
177th Fighter Wing, Egg Harbor Township, NJ

New Mexico

150th Fighter Wing, Kirtland AFB, NM

New York

105th Airlift Wing, Newburgh, NY
106th Rescue Wing, Westhampton Beach, NY
107th Airlift Wing, Niagara Falls, NY
109th Airlift Wing, Scotia, NY
174th Fighter Wing, Syracuse, NY
Eastern Air Defense Sector, Rome, NY

North Carolina

145th Airlift Wing, Charlotte, NC

North Dakota

119th Wing, Fargo, ND

Ohio

121st Air Refueling Wing, Columbus, OH
178th Fighter Wing, Springfield, OH
179th Airlift Wing, Mansfield, OH
180th Fighter Wing, Swanton ANGB, OH
Band of the Great Lakes, 555th Air Force Band, Swanton, OH
Ohio Air National Guard, Columbus, OH

Oklahoma

137th Air Refueling Wing, Will Rogers ANGB, OK
138th Fighter Wing, Tulsa, OK

Oregon

142nd Fighter Wing, Portland, OR
173rd Fighter Wing, Klamath Falls, OR

Pennsylvania

111th Fighter Wing, Willow Grove, PA
171st Air Refueling Wing, Coraopolis, PA
193rd Special Operations Wing, Middletown, PA
Band of the Mid-Atlantic, 553rd Air Force Band, Annville, PA

Puerto Rico

156th Airlift Wing, Carolina, PR

Rhode Island

143rd Airlift Wing, North Kingston, RI

South Carolina

169th Fighter Wing, Eastover, SC

South Dakota

114th Fighter Wing, Sioux Falls, SD

Tennessee

118th Airlift Wing, Nashville, TN

134th Air Refueling Wing, McGhee Tyson ANGB, TN

164th Airlift Wing, Memphis, TN

Air National Guard Training and Education Center, McGhee-Tyson ANGB, TN

Band of the Smoky Mountains, 572nd Air Force Band, McGhee-Tyson ANGB, TN

Texas

136th Airlift Wing, Fort Worth, TX

147th Reconnaissance Wing, Houston, TX

149th Fighter Wing, Lackland AFB, TX

254th Combat Communications Group, Garland ANG, TX

Band of the Gulf Coast, 531st Air Force Band, Fort Worth, TX

Texas Air National Guard Headquarters, Austin, TX

Utah

151st Air Refueling Wing, Salt Lake City, UT

Virgin Islands

Christiansted, St. Croix.

Virginia

192nd Fighter Wing, Hampton, VA

Vermont

158th Fighter Wing, South Burlington, VT

Washington

141st Air Refueling Wing, Fairchild AFB, WA

194th Regional Support Wing, Tacoma, WA

Band of the Northwest, 560th Air Force Band, Spokane, WA

West Virginia

130th Airlift Wing, Charleston, WV
167th Airlift Wing, Martinsburg, WV

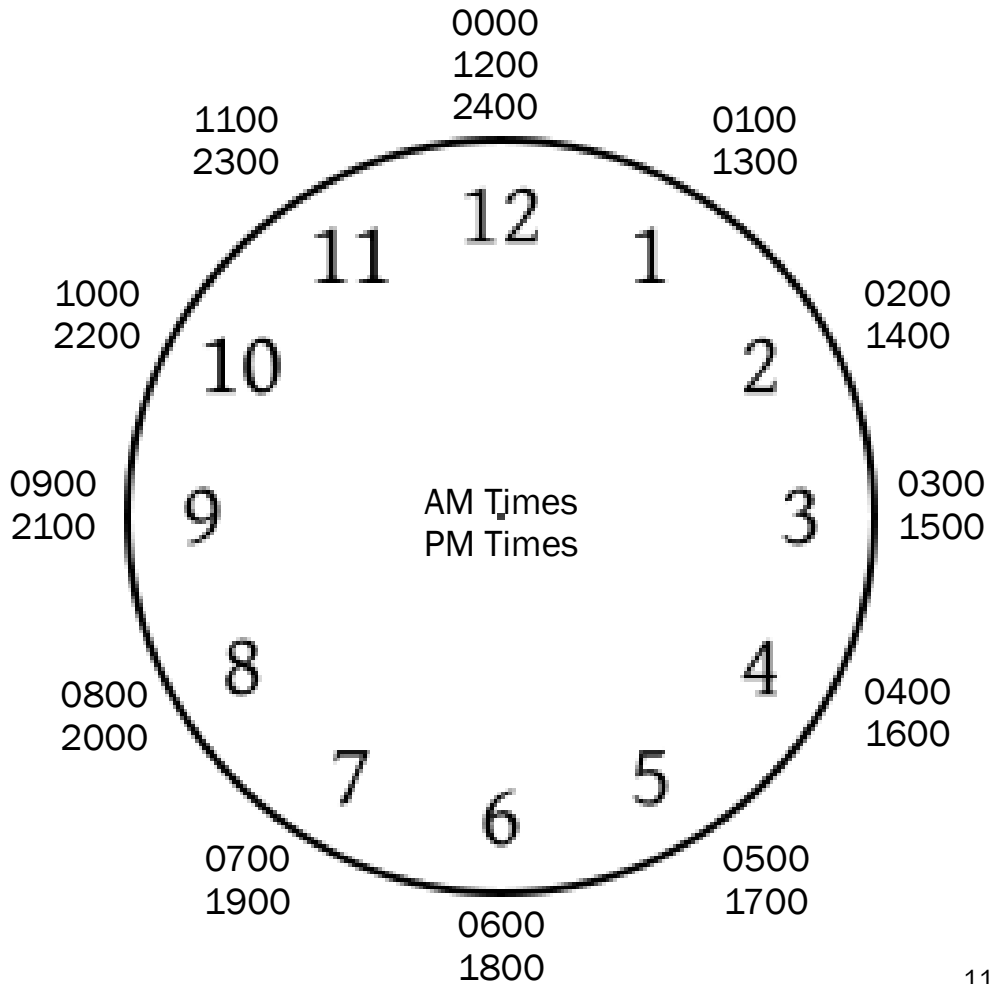
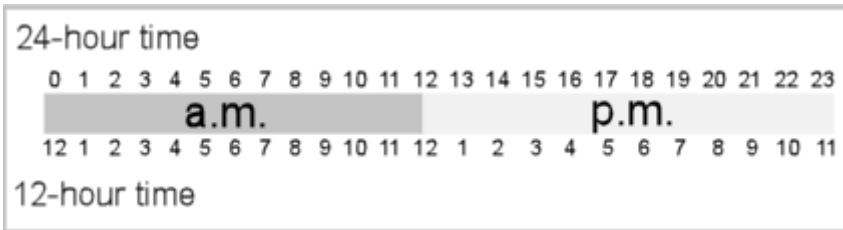
Wisconsin

115th Fighter Wing, Madison, WI
128th Air Refueling Wing, Milwaukee, WI
Volk Field, Combat Readiness Training Center, Volk Field ANGB, WI

Wyoming

153rd Airlift Wing, Cheyenne, WY

Military Time Conversion



Programs

Family Programs

Family Advocacy Program—offer education and support service for active duty members and spouses.

Family Member Programs—various programs such as Extended Duty Care, Returning Home Care, and Give Parents a Break.

Family Support Centers—help foster family readiness through support and services such as crisis assistance, leadership consultation, and information and referral services.

Life Skills Support Programs—the main programs offered deal with critical incident stress management, and suicide prevention.

National Guard Bureau Family Program—you can learn more at this website, www.guardfamily.org

Key Spouse Program—the program provides peer support and family support.

Exceptional Family Member Program (EFMP)—a mandatory enrollment program that works with other agencies to provide families with special needs the support they need. You can learn more at <http://www.militaryhomefront.dod.mil> and click on the EFMP link

Home Child Care Program—an AF funded program that provides childcare for children ages two weeks to twelve years old during Unit Training Assembly (UTA) weekend.

Youth Programs

National Guard Youth Programs—learn more at this website, www.operationpurple.org

Operation Military Kids—provide scholarships to teens of deployed parents.

ANG Youth of the Year Program—this program recognizes an ANG youth of high moral character, good grades, and participates in community services.

4-H/Air Force Partnership—military youth can join 4-H clubs and enjoy the programs they offer.

Service Member Programs

Transition Assistance Program (TAP)—this program offers resources to help your service member transition during Post-deployment. You can learn more at www.turbotap.org/register.tpp.

Family Liaison Officer Program (FLO)—they coordinate all FLO information, requests, and notifications through the units. You can learn more at www.state.gov/m/dghr/flo/.

Yellow Ribbon Reintegration Program (YRRP)—provides information and resources to service members and their families through the deployment cycle – pre, during and post. You can learn more at www.jointservicessupport.org/Default.aspx. Or <http://yellowribbon.mil/>

Useful Websites

Deployment Readiness Websites

Air Force Crossroads	www.afcrossroads.com
Air Force Reserve	www.afreserve.com
Department of Defense	www.defense.gov
Guard Family	www.guardfamily.org
Joint Services Support	www.jointservicessupport.org
Military Acronyms	www.dtic.mil/doctrine/dod_dictionary
Military HOMEFRONT	www.militaryhomefront.dod.mil
Military Living	www.militaryliving.com
Military One Source	www.militaryonesource.com
National Military Family Association (NFMA)	www.militaryfamily.org
Officer training	www.afoats.af.mil
Sesame Street Deployment	www.sesameworkshop.org/tlc
Turbo Tap	www.turbotap.org
USAF Chaplain Service	www.usafhc.af.mil

Education Benefits

GI Bill- Active Duty	www.gibill.va.gov
----------------------	--

Emergencies

American Red Cross	www.redcross.org
--------------------	--

Employment Readiness

Employer Support of the Guard and Reserve (ESGR)	www.esgr.org
---	--

Financial

Pay	www.dfas.mil/dfas.html
Thrift Savings plan	www.tsp.gov/index.shtml

Grief

Aircraft Casualty Emotional Support Services	www.accesshelp.org
Compassionate Friends	www.compassionatefriends.org
Gold Star Wives	www.goldstarwives.org
Tragedy Assistance Program (TAPS)	www.taps.org

Health Care

Child and youth programs	www.guardfamilyyouth.org
Department of Defense Military Health System	www.health.mil
Deployment Health Library	www.deploymenthealthlibrary.fhp.osd.mil
Deployment Health Clinic Center	www.pdhealth.mil
Suicide Awareness	www.save.org
TRICARE	www.tricare.mil
Veteran Affairs Health Care	www.va.gov/health

Legal Readiness

Judge Advocate General (JAG)	www.afjag.af.mil
Legal Assistance Locator	www.legalassistance.law.af.mil
Social Security Card	www.socialsecurity.gov

Parents

Child and youth programs	www.guardfamilyyouth.org
Child care	www.naccrra.org

NYU Child Study Center

Air National Guard Family Guide

www.aboutourkids.org

Military Child Education Coalition

www.militarychild.com

Shopping

Commissaries

www.commissaries.com

Exchange

www.shopmyexchange.com

Veterans

American Legion

www.legion.org

Disabled American Veterans

www.dav.org

Fisher House

www.fisherhouse.org

Jobs

www.vetjobs.com

Social Security Administration (SSA) Survivor Benefits

www.ssa.gov

Veteran Affairs

www.av.gov

Veterans of Foreign Wars

www.vfw.org

Wounded Warrior Project

www.woundedwarriorproject.org

Index

A

ACS

Army Community Services Center ... 58

Activity 23, 91

Adoption papers 18

AFAS

Air Force Aid Society142

Air Force 8, 9, 10, 31, 34, 36, 66, 70, 80, 82,

Air Force Aid Society 66

Air Force Reserve9, 10

Air Force survivor assistance. 82

Air Force symbol 10

Air National Guard shield 11

Air National Guard Symbols 10

Allotments. 24

Alpha 70

American Red Cross 58, 65, 66, 80

Army Community Services Center (ACS)

..... 56

Assets and Debts 26

Attending a dinner party 39

Awards and Decorations 32

Awkwardness 47

B

Base exchange.....4,28

Base Legal Office 28

Basic Allowance for Housing (BAH)..... 22

Basic Allowance for Subsistence (BAS)

..... 22

Basic Pay 22

Benefits 14, 17, 81

Birth certificates..... 18, 20

Bravo 70

Budgets 25

BX—Base Exchange 4, 28

C

Calling 64, 65

Cardboard daddy 48

120

Care packages 65

Cash..... 59

Casual..... 32, 33, 35, 38

Casualty 66, 79, 80,

Change of Command 33, 34

Chapel 28

Chaplains 29, 57

Charlie 70

Checking Accounts 26

Child care 29, 57

Children ... 3, 18, 32, 39, 45, 46, 47, 49,

51, 74

Commissaries 29

Communication..... 44, 48, 63

Coping 4, 66, 84

Courtesy Calls 33

D

Death certificates 18, 21

DEERS 16, 19, 53,71

Delta 70

Dental care..... 16

Department of Defense.. 18, 26, 29, 30,

71, 75, 80

Dependents..... 30

Deployment..... 3, 4, 42, 44, 46, 49, 57,

60, 63, 66, 68, 78, 83

Dinings-in 33

Dinings-out 33

Director of the Air National Guard 5

Disaster Preparation..... 58

Dress 32, 33, 34, 35, 36, 38

Duct tape..... 59

E

Education 30

Email..... 53, 63

Embarrassment 47

Emergency. 4,19, 44, 58, 59, 60, 65-67,

79

Emotional Preparedness 44

Employer Support of the Guard and Reserve..... 4, 62, 75
 Employment 20, 23, 57, 62, 75
 ESGR..... 75
 Etiquette 40
 Eye Exam 15

F

Family Advocacy..... 30, 31
 Family Care Plan 19, 69
 Family centers..... 56, 57
 Family Network (FAMNET) 65
 Family Readiness.... 3, 4, 55, 56, 63, 75
 Family Separation Allowance 22
 Family Servicemembers' Group Life Insurance (FSGLI) 17
 Family Support Center 28, 31
 Federal Emergency Management Agency (FEMA)..... 60
 Financial 3, 20, 22, 26, 27, 66
 Fixed Income Index Investment (F Fund) 23
 Flag Etiquette..... 40
 Fleet and Family Support Center (FFSC) 56

 Force Protection Conditions 4
 Formal 33, 38
 Funeral Courtesies..... 36

H

Health and Wellness Center..... 3, 17
 Healthcare Coverage 3, 13
 Hearts Apart Program 3, 53, 54
 History..... 3, 8
 Homecoming 50
 Housing 22, 61

I

Identification (ID) Cards..... 4, 18, 21, 71
 Inactive Duty Training Pay 22
Income..... 25, 26

Infants 48, 59
 Insurance policies..... 21
 Inter-Service Family Assistance Committee (ISFAC)..... 56
 Invitations..... 39
 Involuntary allotment issues 28

J

Jobs 73
 Joint Services Support..... 56
 Joint Uniform Military Pay System (JUMPS) 24
 Judge Advocate General (JAG) .61JUMPS

L

Leave and earnings statement 24
 Legal assistance offices 18
 Legal documents 3, 18, 20, 21, 61
 Letters 63
 Level of authority and responsibility... 69
 Life insurance 17, 19

M

Marine Corps Community Services (MCCS)..... 56
 Marriage certificate 18, 20
 Medical Group..... 30, 31
 Medical records 19, 20
 Military member support..... 75
 Military One Source 6, 62, 78, 83
 Military OneSource 4, 57, 70, 91
 Militia 8
 Morale calls..... 53
 Morale, Welfare, and Recreation (MWR) 31
 MyPay 25, 27

N

National Association of Child Care Resource and Referral Agencies (NACCRRRA) 57
 Naturalization or Citizenship papers .. 21

Air National Guard Family Guide

Notaries 28

O

On-Base Resources 28

Operations Security 67

Overseas Phone Number: 80

P

Parades 34

Parents 18, 80, 81

Passports..... 21

Past tax returns..... 27

Paternity papers..... 18

Pay 24

Personal Financial Management

 Program (PFMP) 26

Pets..... 62

POAs 19

Post-Traumatic Stress Disorder 4

Power of Attorney..... 19, 21, 25, 28

Prescription medications..... 59

Promotions 34

Prompt reinstatement 20

Protocol and Military Events..... 3, 32, 34

R

Rank 80

Receiving lines 35

Receptions 35

Red Cross 58, 65, 66, 80

Re-integration..... 4, 75, 83

Resiliency 3, 43

Retirement 34, 36

Reunion 4, 72

Reveille 36

S

Savings bonds and securities 27

Security Issues..... 4

Semi-formal..... 38

Senior Family Readiness Support

 Assistants 56

Service members Civil Relief Act (SCRA)

 26, 62

Social Graces 32, 39

Social Security Card..... 21

Soldiers & Sailors Civil Relief Act..... 28

Sport coat..... 32, 38

Spouses..... 3, 18, 23, 49, 73, 81

Stepparents 69

Stock Index (C, S, and I Funds) 23

Suicide Prevention..... 83, 84

T

Taps 36, 37

Taxes 25, 28, 62

Telephone calls..... 64

The Airman's Creed 11

Thrift Savings Plan 22, 24

Thrift Shop..... 32

Title 32 8

Traumatic Injury Protection (TSGLI) 17

TRICARE..... 3, 6, 13-16, 18, 31

TurboTAP 26

20th of the Month Rule 16

U

Uniformed Services Employment and

 Reemployment Rights Act of 1994

 (USERRA)..... 20

V

Veteran Affairs 80

Veterans 28, 64, 78

Video recordings..... 65

Videophone calls..... 53

W

Wills 18, 28

Wounded Warriors 4, 78

Y

Youth center..... 32

Youth Programs 100

Important Information

Guard Member's Name:	
DOB: - -	Phone #:
Address:	
Current Employer:	
Supervisor Name and Phone #:	
Current Unit:	Rank:
Duty Section:	
OIC/NCOIC Name:	
Wing/unit phone #:	
First Sergeant's Name & Phone #:	
Commander's Name & Phone #:	

Important Numbers

Airman and Family Readiness Program Managers Name and Phone:
Base Operator:
Chaplain Services:
Casualty Assistance Representative:
Child Development Center:
Family Child Care:
Civilian Survivor Benefits Assistance:
Civilian Survivor Benefits Assistance:
Wing/Unit Phone Number:
Commander's Name & Phone:
Family Advocacy:
Family Liaison Officer:
Life Skills Support Center:
Military Equal Opportunity:
Public Affairs:
Local Police:
Local Fire Department:
Emergency Room: