



ir Force Recruiting Service

Spouses' Guide

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Foreword

Serving your Air Force and Space Force in the recruiting world can be the most rewarding and exciting journey that you and your spouse can experience in your career. This is a great opportunity for you to affect the lives of so many young men and women.

As the spouse of a recruiter, you may often have questions regarding the procedures, privileges and benefits associated with the recruiting lifestyle. This handbook was prepared to answer some of your questions and provide you with useful resources for future concerns.

Recruiting is an important and demanding job in the military today. The family of every recruiter certainly plays a significant role in ensuring that the job is accomplished. Spouses that support their sponsor throughout their careers are indeed supporting the mission just as if they were working alongside them. As a military spouse, you are very valuable to the Air Force, the Space Force, and to the Air Force Recruiting Service!

We also highly recommend the "THRIVE" guide, an informative tool to help you navigate through your military spouse career. See the QR code below!



The Thrive Guide is an educational and inspirational guide for today's Air Force & Space Force spouse. Created for spouses by spouses, the Thrive Guide serves as a comprehensive resource to support spouses at all levels.

How to access the guide:

Scan the QR code above with your phone camera then click the pop up or visit www.af.mil then scroll down and click the Support for Families tab.

Please note the information contained in this guide is accurate as of the date it was created. However, in today's fast-paced world, information can change rapidly. When utilizing this guide, it is suggested that you check with your flight chief or first sergeant to ensure that you have the most up-to-date information.

Introduction

This guide is for you and your family members who would like to benefit from simple and direct answers to your questions about life in the recruiting world. Not all the subjects covered in this guide apply to everyone; however, we encourage you to use it as a reference. Your supervisor and the senior leaders of your squadron are always happy to assist you with any questions or concerns you may have.

Mission Statement: Inspire, Engage, and Recruit the Next Generation of Airmen and Guardians.

The Support Spouses System (SSS) is the construct we have in AFRS to come alongside the chain of command to care for our force and families. This is a network of willing volunteers who strive to encourage, care for, and cheer on the AFRS Spouses Network (SN). We are so grateful for you!

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

AFRS Support Spouses Emails:

AFRSKSCoordinator@gmail.com

AFRSLeadSpouse@gmail.com

HQ KS: AFRSKeySpouse@gmail.com

AFRS Squadron Key Spouses all have legacy emails: AFRSKSxxx@gmail.com

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

Responsibilities of a Recruiter

Recruiting is a very demanding job. Recruiters must visit potential applicants at their schools and homes, and must attend special events after hours and on weekends to inspire young people toward an Air Force or Space Force career. To meet the demands of both Air Force & Space Force recruiting efforts, it often requires the flexibility of work and family events and know the phone never stops ringing. However, as important as the job is, it is equally important for recruiters to take care of themselves and their families. Your understanding, patience, and tolerance will play a very important role in the success of your spouse. This will be a total change of life style for the family. Recruiter duty is challenging and only

you can give your recruiting spouse the emotional support they need. The recruiter's success is yours as well, share in that together.

Communication Between Recruiter and Home

As a military spouse, it is often hard to remain current on the upcoming events. Relying on your spouse to keep you informed can also be hard. The long hours, applicant appointments, and deadlines can cause recruiters to forget about social obligations until the last moment. It is recommended that you develop a regular weekly check for any upcoming events that may need their assistance or attendance.

Another way to stay in touch is to be actively involved in your squadron's spouses program. This program provides the opportunity for the spouses to stay connected via email, telephone, or occasional outings. If your spouse has not told you about your squadron's spouse program, contact the flight chief or first sergeant. They should have all the pertinent information, as well as who is the main point of contact. Don't forget to use resources available on Facebook, such as "AFRS Spouses Network-The Force Behind the Force" as well as your squadron Facebook page.

Recruiting Terms

ASVAB	Armed Services Vocational Aptitude Battery
'Can'	Cancellation
DEP	Delayed Enlistment Program
EA	Enlisted Accessions
EAD	Enter Active Duty
EST	Enlisted Screening Test
Gold Badge	Top recruiter in the squadron
HP	Health Professions
LO	Line Officer
MEPS	Military Entrance Processing Station
Net Res	Credit for a job booking
OA	Officer Accessions
OPS	Operation
On-the-Floor	At MEPS Processing
Pro-Sup	Production Superintendent
RAP	Recruiters Assistance Program
RAPer	Person in the RAP
Silver Badge	115% or above for fiscal year

Financial Responsibility

As mentioned previously, recruiter duty is very challenging. Special Duty Assignment Pay (SDAP) is an incentive to induce enlisted members to qualify for and serve in designated duties involving the performance of extremely difficult duties or duties demanding an unusual degree of responsibility. This amount will vary depending on the member's job. Recruiters who are actively enlisting people into the Air Force or Space Force receive more than someone who provides support functions. It's important to remember that SDAP is only paid if the recruiter is actively performing the job. If they are removed from their duties for disciplinary reasons, or if they simply can't perform the job, their SDAP will stop. SDAP is covered in AFI36-3012.

Many recruiting families experience some level of financial distress due to limited employment opportunities for spouses and less access to base agencies such as commissary and childcare. Your spouse's flight mates and flight chief (as well as other spouses) are great resources to use to determine approximately how expensive it is to live in your particular area. It is suggested you track your spending over the first three months to use as a guide to budget your finances. If you find you are in need of financial assistance, advice, and/or counseling, there are many resources to reference. The flight chief is the first step, but you can also utilize the first sergeant as well as websites such as www.militaryonesource.mil.

Squadron Leadership

What is the role of the Squadron Commander?

The commander is 'the boss' of the squadron. They answer to a chain of command which includes one of three recruiting groups and the AFRS headquarters. The squadron commander is the person responsible for ensuring the squadron accomplishes its assigned mission. In the case of recruiting, that mission is to inspire, engage, and recruit the next generation of Airmen into the United States Air Force and Guardians into the United States Space Force. While the mission of the squadron is determined by the larger Air Force, the commander determines how their squadron will accomplish the mission. The commander is the final authority on almost all decisions made within the squadron.

What is the role of the First Sergeant?

The first sergeant's (first shirt or shirt) primary duty is to ensure the wellbeing of the Airmen and their families within their organization. They are the liaison between the commander and the unit personnel. The first sergeant is available when problems arise regarding pay, leave, travel, dependent care, work details, unit administration, etc. Please remember that the first sergeant is there to assist family members as well. Should the service member be absent due to temporary duty, the first sergeant assists the supervisor in helping the spouse handle situations or emergencies that may arise. Your spouse's first sergeant is there for you and your family as a reference point to provide solutions or directions on where to find them.

What is the role of the Squadron Superintendent?

The squadron superintendent (Chief) is traditionally a Chief Master Sergeant (CMSgt) and responsible for the professional development of squadron members and use their experience and expertise to advise the commander, first sergeant, and production superintendent.

What is the role of the Production Superintendent?

The production superintendent (Pro-Sup) is usually a Senior Master Sergeant (SMSgt) and is responsible for evaluating the monthly production statistics and devising methods that will motivate flight chiefs and recruiters to meet (or exceed) the goals that are levied on them.

What is the role of the Flight Chief?

The flight chief is the recruiter's immediate supervisor. They determine what the recruiting

goal of the recruiter will be each month and are the "first line" in dealing with "any issues" that may arise for either the recruiter or their family. The flight chief is the one person in the chain who the recruiter will have daily interaction with and should be the first person contacted when questions or problems arise.

What is the role of the Key Spouse?

The Key Spouse program is an official commander's program designed to address the needs of military families and establish a sense of community within a unit.

Your Key Spouse and Key Spouse Mentors serve as liaisons to the commander and first sergeant not only to provide support to families but also helping accomplish the recruiting mission.

TRICARE

IF YOU NEED EMERGENCY CARE (i.e., threat to life, limb, eyesight or severe bleeding), seek medical attention immediately at the closest hospital. Emergency visits do not require a referral; however, you will need to call Primary Care Manager (PCM) as soon as possible after receiving treatment and inform them! For non-emergency illness or injury (i.e., high fever or sprained ankle) an urgent care center can be located by calling the TRICARE Nurse Advice Line (NAL) at 1-800-874-2273 Choose option 1 to talk to a registered nurse 24/7 and get answers to your urgent care questions, healthcare advice, and help you find a doctor.

Prior to arriving to your spouse's recruiting location, you should do some research to determine whether to see a military doctor or a civilian doctor. If you will be living near a military installation (within 50 miles) their medical facilities may be your primary source of medical care.

TRICARE can be the hardest hurdle in the recruiting world for a spouse to handle. Make sure that you always keep notes as to whom you spoke to, the date and time. Policies and procedures change regularly. Don't ever just let a bill, referral, or a problem go. Stay on top of it! It is both the recruiter AND spouse's responsibility to know their coverage options and region (East, West, Overseas). Remember, if you encounter any problems that you cannot resolve, the flight chief or first sergeant is your first stop.

What are the TRICARE Options?

TRICARE offers three health care plans: TRICARE Prime, TRICARE Select, and TRICARE Prime Remote. Learn more about each available plan at <http://tricare.com/>.

Recruiters and families living outside of the support area of a military treatment facility are eligible to enroll in TRICARE Prime Remote (TPR). TPR is a managed care option available to active duty military members and activated National Guard & Reserve members living 50 miles from a military treatment facility. TPR has no enrollment fees, no out-of-pocket-expenses when seen by a PCM, or with a referral. Eligible members can enroll by visiting <https://tricare.mil/primeremote>.

TRICARE Referral Process

- 1) Make sure that you have a referral if you are going to a doctor (such as a specialist) other than your Primary Care Manager (PCM).
- 2) After 48 hours, you should be able to call your PCM and make sure that they have received the approval and the referral number.
- 3) Write down the referral number in case you are seen prior to receiving the letter through the mail which should arrive within 5-7 business days.

Eye Exams

TRICARE covers one comprehensive ophthalmologic eye exam annually under the TRICARE Prime program. TRICARE's well-child benefit provides coverage to all children, regardless of their health plan, for one vision and optical screening at birth and when they are 6 months old. Two all-inclusive optical exams are provided when the child is ages 3 to 6 years old. After the age of 6, an exam is completed every two years. You will not need your PCM's referral to visit a TRICARE network provider. However, a referral is required if you decide to visit a non-TRICARE network provider.

TRICARE Home Delivery Pharmacy

TRICARE Home Delivery Pharmacy is the most efficient way to get all of your regular prescriptions and medicines. It offers benefits for military-related treatments at a reasonable cost which is beneficial to both the member and the government. You will mail the doctor's written prescription along with payment in order to receive a 90-day (maximum) stock of prescribed medicines.

Registration is a prerequisite, which can be completed by filling out and mailing in the registration form. The benefits of the program include free supplies up to 90 days of

prescribed generic medicines or \$9 for medicines which are non-generic. You can register at <https://www.express-scripts.com/TRICARE/benefits/homedelivery.shtml> or by contacting TRICARE.

TRICARE Dental

You must ensure the dentist you select participates in the TRICARE Dental Program. Check with your servicing base or TRICARE dental <http://tricare.com/tricare-dental-program/>.

Military and Family Readiness Center **(M&FRC)**

The M&FRC is the focal point where families, individuals, and agencies can go for information, referral and help. M&FRCs can be found at all Air and Space Force installations worldwide and are designed to assist active duty members, family members, retirees, DoD civilians, and reservists with many services. The programs offered at the M&FRCs include: Information and Referral, Family Readiness, Key Spouse Training and Assistance, Relocation Assistance, Resume Writing Assistance, Transition Assistance, Personal Financial Management, Spouse Employment Assistance and the Air Force Aid Society. These programs are provided to support, educate and inform you of issues important to you and your family. There are workshops and seminars on a variety of issues that are available to you free of charge. In addition, there are staff members available to provide you one-on-one assistance in financial, relocation, transition, employment, and family readiness.

The M&FRC Family Support Programs listed below are available at most bases, but most of us live too far from a base. You can and are still eligible to use them by phone, webinar, e-mail and in person, if you want to drive. However, it is strongly recommended that before pursuing these programs, you should first coordinate with the first sergeant or Key Spouse. The first sergeant will be able to answer questions, provide further information on the individual programs, and provide appropriate points of contact.

M&FRC Programs

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

Individuals who need help but are not near an Air Force installation may be helped without

having to travel to an Air Force base. The Navy-Marine Corps Relief Society (NMCRS), Army Emergency Relief (AER), and the American Red Cross (ARC) all act as referral agencies to the AFAS for Air Force members.

If you need AFAS services, you should contact your spouse's first sergeant and flight chief immediately. They will help you determine the best course of action to take to get assistance.

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

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

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

Employment Assistance/Career Focus Program: Being a military spouse brings with it unique challenges, especially in the area of maintaining a career. If you are seeking assistance in finding employment, there is a program in place to help you. The A&FRC Career Focus Program is designed to assist military spouses prepare for, locate, and obtain employment. This is an Air Force-wide program so you can expect to receive employment assistance at any Air Force base. The Career Focus Program offers employment skills counseling, resources for self-employment, small business and entrepreneurial efforts. It also offers labor market information, employment trend tracking, skills development workshops, job referrals,

networks to local employers, and on-and off-base resources. Basic resume writing and career planning are examples of workshops provided.

Military Spouse Licensure Reimbursement Program:

The Air Force defines “qualified relicensing costs” as any required exam costs or registration fees set by the new state so the spouse can keep working in their current profession. You can apply for reimbursement after getting your new license or certification.

<https://www.afpc.af.mil/LinkClick.aspx?fileticket=sJarlF0FPrA%3d&portalid=70>

American Red Cross (ARC): The ARC provides financial assistance, emergency communications, and emergency counseling to military members and their families. The ARC provides a communication system between family members in distress. Emergency message traffic is available 24 hours a day. The ARC can help with almost all health and welfare issues or refer you to an agency that can. Emergency Assistance from ARC can be reached at (877)272-7337.

Emergency Assistance

If my military spouse is gone, where can I get emergency financial assistance?

Please contact your first sergeant and flight chief. An additional point of contact is www.militaryonesource.mil.

Child Care

One of the first questions you may have regarding your new assignment is "How do I get child care?" The information below details how to receive childcare for those living on or near a military installation, as well as those who are living in civilian communities away from military bases.

Family Child Care Program:

Childcare programs on base?

Childcare can be received either through the Child Development Center (CDC), which are Department of Defense certified and accredited by the National Association for the Education of Young Children's National Academy of Early Childhood Programs or through the Licensed Home Child Care Program. The CDC offers a variety of options of care from full

day care, weekly care, hourly care, part-day, and school age programs. To get specific information, visit <http://www.myairforcelife.com/child/default.aspx>. [MilitaryChildCare.com](http://www.militarychildcare.com) is a Department of Defense website for military families seeking child care.

The following website provides information on Women, Infants, and Children (WIC) and childcare subsidies for families that qualify: <https://www.childcare.gov/> and <https://www.childcareaware.org/>

Are there other childcare options for older children?

Yes, the youth center provides a before-school and after-school program, summer day camps, and special sessions during school holidays and in-service days for children ages 5-12 years.

What about those of us that are too far from the base to use their facilities?

For families that are located a considerable distance from military facilities, the task of finding childcare may be daunting. As mentioned throughout this guide, your spouse's flight mates, flight chief, Key Spouse and the other spouses will be very helpful in finding the right facility for your children. Use their expertise!

Counseling Assistance

What kinds of counseling service do the various base agencies provide?

Counseling is available through TRICARE (use the Mental Health option on the phone message recording), the A&FRC, or any military chaplain.

If you are not located near a military installation, counseling with a civilian counselor near you can be arranged through Military OneSource. They can arrange up to 12 free visits per incident. Contact Military OneSource by either calling them at 1-800-342-9647 or visiting their website at www.militaryonesource.mil or the Military OneSource app.

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

Military and Family Life Consultants (MFLC)

The MFLC augments existing military support services. They provide short-term, situational, problem-solving counseling services to service members and their families as well as psychological education to help military members and their families understand the impact of stresses of military life, deployments, and family reunions following deployments.

MFLCs are here to listen. Consultations and training are free and anonymous. No records are kept. Services are offered year-round with rotations between MFLCs.

MFLCs are available to help service members, spouses, and children. They are available to meet either on base or at a public location within an hour of the base or by phone. All Air Force bases have counselors. If you are *not* near an Air Force installation you can utilize any branch's MFLC. Please contact the first sergeant for a complete listing.

Educational Services

You are eligible to apply for most grants, aid, or scholarship programs offered by the school, federal government, or any other group. There are some on-base organizations, including the AFAS that sponsor scholarships or aid programs for family members. Also, be sure to contact the financial aid department at the school for more information.

The post-9/11 GI Bill allows military members to transfer some or all of their benefits to spouses and children. For more information, go to www.gibill.va.gov.

Employment

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

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

Exceptional Family Member Program (EFMP)

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

A key to this program being successful is in you reporting and having any applicable condition loaded into the personnel systems. Ask your doctor if you are curious if a condition warrants use of the program. Examples are specific acute allergies, extreme medical conditions like heart problems, special needs education, and other conditions. The first sergeant is a good source to talk to on this. Getting it coded up front eliminates the angst of some difficult assignments and scrambling afterwards. Please take care of your family by working this as soon as a condition is identified.

[https:// www.airforcemedicine.af.mil/EFMP/](https://www.airforcemedicine.af.mil/EFMP/)

Housing

Automated Housing Referral Network is a good place to begin your housing search. It connects military families with local housing resources. <https://www.ahrn.com/>.

How do I get information on base and community housing?

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

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

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

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

How can I be considered for base housing?

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

Off-Base Housing:

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

With Dependents		Calculate local cost difference between anchors. Add % of difference to anchor.	Without Dependents		Calculate local cost difference between anchors. Add % of difference to anchor. Raise to With Dependent rate floor if lower.
Grade	Housing Type	BAH Interpolation	Grade	Housing Type	BAH Interpolation
E-1	2br	Midpoint of 2br APT and 2brTH	E-1	1br APT	Same as E-4
E-2	2br		E-2	1br APT	Same as E-4
E-3	2br		E-3	1br APT	Same as E-4
E-4	2br		E-4	1br APT	Anchor
E-5	2br TH	Anchor	E-5	1br APT	67%
O-1	2br TH	11%	O-1	2br APT	Anchor
O-2	2br TH	98%	E-6	2br APT	7%
E-6	3br TH	Anchor	W-1	2br APT	31%
W-1	3br TH	1%	E-7	2br APT	53%
E-7	3br TH	36%	O-2	2br APT	83%
O-1E	3br TH	44%	O-1E	2br TH	Anchor
W-2	3br TH	52%	W-2	2br TH	19%
E-8	3br TH	75%	E-8	2br TH	20%
O-2E	3br TH	93%	O-2E	2br TH	44%
O-3	3br TH	98%	E-9	2br TH	51%
W-3	3br SFD	Anchor	W-3	2br TH	54%
E-9	3br SFD	16%	O-3	2br TH	64%
W-4	3br SFD	22%	O-3E	3br TH	Anchor
O-3E	3br SFD	26%	W-4	3br TH	9%
W-5	3br SFD	48%	O-4	3br TH	40%

O-4	3br SFD	58%	W-5	3br TH	45%
O-5	4br SFD	Anchor	O-5	3br TH	63%
O-6	4br SFD	1%	O-6	3br SFD	Anchor
O-7	4br SFD	2%	O-7	3br SFD	2%

* APT – Apartment; TH – Townhouse/Duplex; SFD – Single Family Dwelling

**Please reference the Office of the Under Secretary of Defense, Office of Military Compensation Policy, “A Primer on Basic Allowance for Housing for Uniformed Services” for more information on BAH policy and calculation.

The BAH calculator website is available to determine the amount of BAH pay available for your duty location. <http://www.defensetravel.dod.mil/site/bahCalc.cfm>. The Housing Office can also assist you in finding community housing. They maintain up-to-date listings of apartments and homes for rent and sale.

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

Government Family Leased Housing Program:

This program provides suitable housing for members whose duty location prevents adequate housing either on military installations or in the local community due to high costs and/or limited availability of suitable living accommodations.

Contact your flight chief or your first sergeant to see if leased housing is available and if the rules and conditions applicable in that leased housing area meet your needs.

Force Protection Conditions

Our Department of Defense, Homeland Defense, Air Force, and command are most interested in keeping you and your family safe. We do extensive work and coordination with local law enforcement, the Office of Special Investigation (OSI), and all military services to ensure all local threats are identified and communicated to you in the field. There is also a system whereby you input any suspicious incidents you come in contact with. Our goal is to ensure your safety.

Force Protection Conditions are the different levels that base installations set for procedures against threats. If you have any questions regarding Force Protection Conditions, please contact the nearest Security Forces personnel.

FPCON Normal
FPCON Alpha
FPCON Bravo
FPCON Charlie
FPCON Delta

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

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

Schools

How do I find out information on the local schools?

The Air Force has an active School Liaison program on each of its installations. The Air Force School Liaison Office (SLO) serves the Active, National Guard, Air Force Reserve, and Accessions Commands and geographically dispersed Families.

Check the **School Liaison Directory** <https://installations.militaryonesource.mil/search?program-service=12/view-by=ALL>. For more information call the Child and Youth Programs office or go to <https://www.myairforcebenefits.us.af.mil/Benefit-Library/Federal-Benefits/School-Liaison-Office?serv=26>

Through www.militaryonesource.mil, you can link to community profiles by entering your applicable information. Remember that your flight chief, first sergeant and the following resources are available to assist in your search. www.greatschools.org, www.militarychild.org, and <https://www.dodea.edu/partnership/schoolliaisonofficers.cfm>

What is the Military Interstate Children's Compact Commission?

The average military student faces transition challenges more than twice during high school and most military children will attend six to nine different schools in their lives from Kindergarten to 12th grade. The Compact seeks to make transition easier for the children of military families. www.mic3.net.

Other Helpful Information:

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

<https://military.tutor.com/home?ceid=nav>

Service Members Group Life Insurance (SGLI), www.insurance.va.gov, 1-800-419-1473.

Identification (ID) cards must be renewed if they expire. To locate your nearest ID card facility, visit www.dmdc.osd.mil/rsl.

Defense Eligibility Enrollment Reporting System (DEERS) is a computerized system for verifying personnel eligible for medical care through the Uniformed Services and TRICARE. Newborn babies MUST be enrolled within 60 days of birth or they will be enrolled in TRICARE Select. For more information, visit the DEERS website at <https://www.tricare.mil/DEERS>.

Spousal unemployment: check with state websites to determine benefits and eligibility.

YMCA Respite Care program for AD family members residing 30 miles or more from a base: <http://www.ymca.net/military-outreach/childcare.html>

Recruiting Squadron Annual Awards Ceremony/Banquet

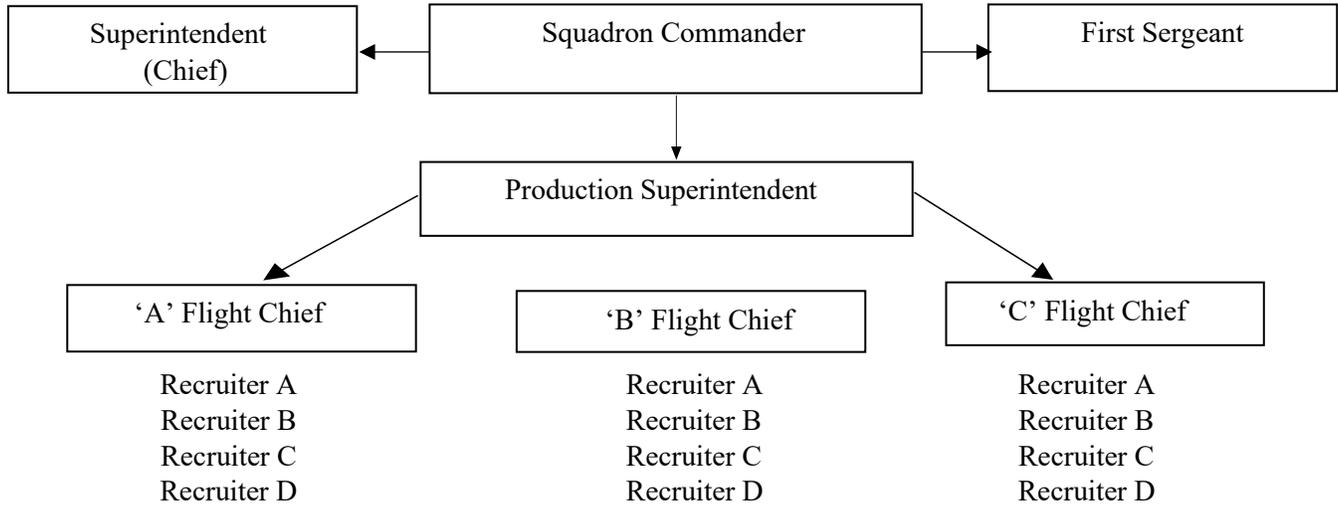
The Annual Awards Ceremony and Banquet (commonly called 'the annual') is the equivalent of annual awards banquets conducted yearly at traditional bases.

The squadron gets together to celebrate the year by recognizing individual, flight, and squadron accomplishments, accomplish required training, opportunity for professional development and prep for the upcoming year. Military members are required to wear mess-dress or semi-formal uniform and civilian guests are required to wear formal attire i.e., evening gown or black tie/tuxedo. This is normally an adult-only event and childcare options may be provided by the booster club.

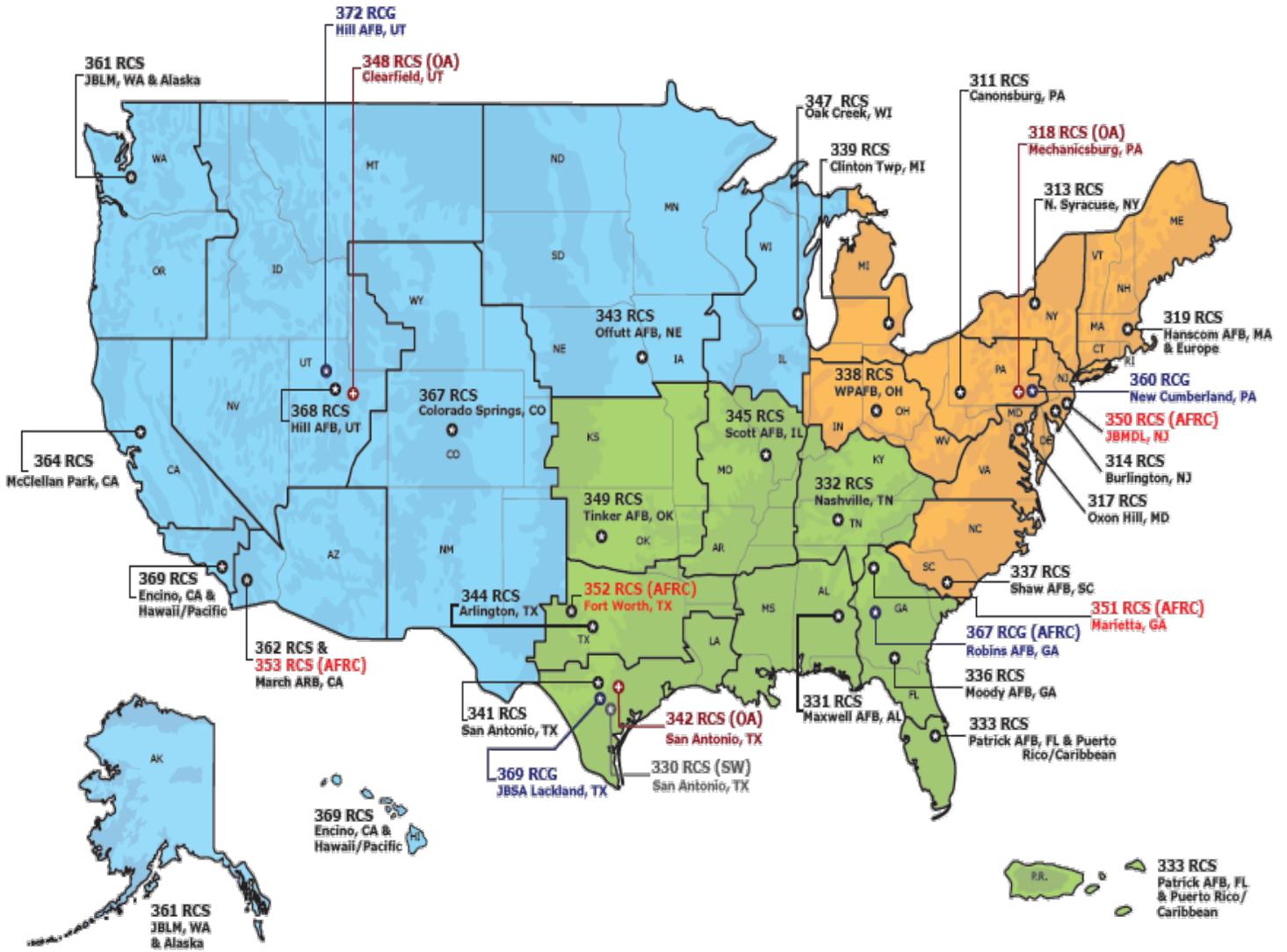
Because all the activities occur during the annual, the event is usually 3-days. Since the organization operates on a fiscal year (October 1 through September 30), the annual is usually held after the effective year ends (October/November). If you

haven't met other spouses within your spouse's flight, this is an excellent opportunity to meet and share your thoughts.

Recruiting Squadron Organization Chart



Air Force Recruiting Service Map



GRADE & INSIGNIA



Second Lieutenant (O-1)



First Lieutenant (O-2)



Captain (O-3)



Major (O-4)



Lieutenant Colonel (O-5)



Colonel (O-6)



Brigadier General (O-7)



Major General (O-8)



Lieutenant General (O-9)



General (O-10)



Airman Basic (E-1) no rank insignia



Airman (E-2)



Airman First Class (E-3)



Senior Airman (E-4)



Staff Sergeant (E-5)



Technical Sergeant (E-6)



Master Sergeant (E-7)



Master Sergeant First Sergeant



Senior Master Sergeant (E-8)



Senior Master Sergeant First Sergeant



Chief Master Sergeant (E-9)



Chief Master Sergeant First Sergeant



Command Chief Master Sergeant



Chief Master Sergeant of the Air Force

U.S. SPACE FORCE ENLISTED RANK INSIGNIA



SPECIALIST TIER



E-1
Specialist 1



E-2
Specialist 2



E-3
Specialist 3



E-4
Specialist 4

NON-COMMISSIONED OFFICER TIER



E-5
Sergeant



E-6
Technical Sergeant

SENIOR NON-COMMISSIONED OFFICER TIER



E-7
Master Sergeant



E-8
Senior Master Sergeant



E-9
Chief Master Sergeant



E-9
Chief Master Sergeant of
The Space Force