

# Guideline Series

Guidelines  
for the Spouses  
of Chief Petty  
Officers



# Naval Services FamilyLine

Our mission is to empower our sea service families to meet the challenges of a military lifestyle with information, resources, and mentoring.



Naval Services FamilyLine is a volunteer, non-profit organization founded in 1965 by Navy wives who recognized the value of an engaged and informed Navy family. Their aim was to provide resources and mentoring to increase every spouse's understanding of the Navy's mission. These Navy wives had the foresight to see the need for spouse and family support and they provided the groundwork for what has developed into a relied upon worldwide information and support network.

Formerly known as the Navy Wifeline Association, the Naval Services FamilyLine name was adopted in September 1999 to reflect the changing face of today's sea services.

The founding spouses established an office at the Washington Navy Yard and published a quarterly newspaper, providing information and assistance to spouses who were moving overseas. Today, utilizing a variety of methods and resources, the organization provides information and spouse mentorship on topics as widely varying as emergency preparedness to naval customs and traditions. From convenient printed publications to week long courses for the spouses of active duty leadership, their goal is a successful Navy family.

With the support of Navy leadership world-wide, along with financial backing from the Navy League, spouse clubs, Navy family advocates, corporations, and dedicated individuals, Naval Services FamilyLine has continued to grow and flourish.

FamilyLine is a non-profit 501 (c) (3) organization.

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# Acknowledgements

*Guidelines for the Spouses of Chief Petty Officers* was originally created to help guide new Chief spouses through the selectee training season but this book is for all Chief spouses.

Naval Services FamilyLine would like to thank Master Chief Petty Officer of the Navy and Force Master Chief of the Navy Reserve for their assistance and support.

FamilyLine would also like to thank the many spouse volunteers who devoted time and effort into preparing this publication.



## DISCLAIMER

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*Guidelines  
for the Spouses  
of  
Chief Petty Officers*

Mission of the Navy

To maintain, train, and equip  
combat-ready naval forces capable of winning wars,  
deterring aggression, and maintaining freedom of the seas.

# INTRODUCTION

The selection to Chief Petty Officer (CPO) is an incredible honor and achievement. The training season that follows the announcement of the selection results can be challenging and exhausting. It will also be one of the most rewarding and memorable periods of your Sailor's career. At the end of the training season, your Sailor will be welcomed into a fellowship of Chiefs. As a CPO spouse, you will find a greater opportunity to act as a role model and mentor to other spouses.

As a Chief Petty Officer, your Sailor will be responsible for the professional growth and development of the Sailors they are entrusted to lead. This is a challenging responsibility but also very rewarding. Understanding the responsibilities of a Chief Petty Officer and the commitment they have made to their Sailors and by extension, their families make it easier to be supportive when faced with difficult challenges.

Your Sailor has a responsibility to the Sailors he or she leads. You have a choice as to how involved you want to be. You will have the opportunity to provide guidance and support to your fellow spouses. The Navy provides a number of resources to help support our families. A directory of useful resources and websites can be found at the end of this handbook. The command leadership, [Commanding Officer (CO), Executive Officer (XO), Command Master Chief (CMC),] Fleet and Family Support Center (FFSC), Ombudsman and Chaplain are also invaluable in providing support for you and fellow spouses.

This handbook was created to help answer some of the questions that will arise during the training season and beyond. Whether you are a seasoned CPO spouse or new to this life, you will find this book to be a valuable addition to your resource library. In the pages that follow you will find information explaining the origin, history, and role of the Chief Petty Officer.

***Below are some things to consider as you prepare for your new role as a Chief spouse:***

- In today's Navy there is no longer a "traditional" or "typical" Chief spouse. Many of the Chiefs are filled by women as well as men; some are geographic bachelors and some are married. In addition, many Chief spouses have full time careers or are active duty.
- The Chief spouse role is a leadership role. Because leadership styles vary, each person will approach the role differently. The person before you has done things differently than you, and the person who follows you will change some of the things you have done.
- Just be yourself - you have the freedom to design your own role. In fact, it is a good idea before your spouse starts their new role as Chief, that you discuss together what your role will be. Set your goals and priorities, and follow them.

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Congratulations and welcome to “the season!” This is an exciting time for your spouse and your family, but you may quickly find this is also a time of unfamiliar uncharted territory. For the next 6 weeks, your spouse will be busy - very busy - during what is affectionately known as “the season.” It is during this time that your spouse will be part of rigorous training and education, physical fitness challenges, seemingly unusual traditions. Their physical, mental and emotional capacities will be tested as never before.

They are becoming stronger. They are becoming more determined. They are learning to work fluidly with those who they will soon call brothers and sisters and are learning to effectively lead junior sailors. They are becoming United States Navy Chief Petty Officers.

Your spouse will be exhausted and your patience will be tested. Your spouse will need your support now more than ever; but it is equally important for you to have support during “the season,” too. You will most likely have questions, concerns, and may even find yourself frustrated with the process. The transition from First Class Petty Officer to Chief Petty Officer is the most significant moment in an enlisted sailor’s service, and while it is most certainly something to be celebrated, it does not come easily. But we promise you, the reward is worth every ever-changing minute of the season.

Your role as a spouse is changing too. As you read through Guidelines for the Spouses of Chief Petty Officers, you will learn how you can give of your time as a role model, or mentor to younger spouses. Your participation within the command family is always voluntary and at your discretion. Volunteering can provide great personal fulfillment and we hope you will consider lending your voice to the enlisted spouse community.

Naval Services FamilyLine, with the assistance of each Continuum of Resource Education (C.O.R.E.) unit around the world, work collectively to make this process easier for you. We are here to answer your questions, address your concerns and offer guidance. We wish your spouse, you, and your family, all our very best during this exciting time, and it is our great joy to welcome you to the Navy Chief family.

Navy Chief, Navy Pride!

Emily, Chief Spouse, Virginia Beach, VA

# **SPECIAL THANKS TO OUR NAVAL SERVICES FAMILYLINE VOLUNTEERS**

Since 1965, NSFL volunteers have shared their time, energy and talents to bring together the guideline series. Many people have had a hand in revising this version; spouses who know how important it is to have a trusted support system with the right amount of information and people behind it. This guideline book was revised by a collaboration of talented spouses bringing relevant information together. “Spouses for spouses” at its best! Thank you NSFL volunteers!

V/r

MCPON Spouse



*“It is now required that you be the fountain of wisdom,  
the ambassador of good will, the authority in personal  
relations as well as in technical applications.”*



# UNITED STATES NAVY CHIEF PETTY OFFICER CREED

During the course of this day you have been caused to humbly accept challenge and face adversity. This you have accomplished with rare good grace. Pointless as some of these challenges may have seemed, there were valid, time-honored reasons behind each pointed barb. It was necessary to meet these hurdles with blind faith in the fellowship of Chief Petty Officers. The goal was to instill in you that trust is inherent with the donning of the uniform of a Chief.

It was our intent to impress upon you that challenge is good; a great and necessary reality which cannot mar you - which, in fact, strengthens you. In your future as a Chief Petty Officer, you will be forced to endure adversity far beyond that imposed upon you today. You must face each challenge and adversity with the same dignity and good grace you demonstrated today. By experience, by performance, and by testing, you have been this day advanced to Chief Petty Officer. In the United States Navy - and only in the United States Navy - the rank of E7 carries with it unique responsibilities and privileges you are now bound to observe and expected to fulfill.

Your entire way of life is now changed. More will be expected of you; more will be demanded of you. Not because you are a E7 but because you are now a Chief Petty Officer. You have not merely been promoted one paygrade, you have joined an exclusive fellowship and, as in all fellowships, you have a special responsibility to your comrades, even as they have a special responsibility to you. This is why we in the United States Navy may maintain with pride our feelings of accomplishment once we have attained the position of Chief Petty Officer.

Your new responsibilities and privileges do not appear in print. They have no official standing; they cannot be referred to by name, number, nor file. They have existed for over 100 years, Chiefs before you have freely accepted responsibility beyond the call of printed assignment. Their actions and their performance demanded the respect of their seniors as well as their juniors.

It is now required that you be the fountain of wisdom, the ambassador of good will, the authority in personal relations as well as in technical applications. "Ask the Chief" is a household phrase in and out of the Navy. You are now the Chief.

The exalted position you have now achieved - and the word exalted is used advisedly - exists because of the attitude and performance of the Chiefs before you. It shall exist only as long as you and your fellow Chiefs maintain these standards.

It was our intention that you never forget this day. It was our intention to test you, to try you, and to accept you. Your performance has assured us that you will wear "the hat" with the same pride as your comrades in arms before you.

We take a deep and sincere pleasure in clasping your hand, and accepting you as a Chief Petty Officer in the United States Navy.

# HISTORY AND TRADITIONS OF THE CHIEF PETTY OFFICER

Now that your spouse has been selected to become a Chief Petty Officer, you may be just a little curious about the expectations placed upon your Sailor in this new role. Up until now, your spouse could “ask the Chief” for answers to problems they could not solve. Now your spouse is the Chief and will be expected to be the expert on just about all matters pertaining to Navy life. They are now technical experts, administrators, mentors, counselors, teachers, and organizers. The expectations placed on Chief Petty Officers are vast. Your spouse has shown the potential for handling the broad responsibilities of a Chief Petty Officer, and it is for this reason he or she was selected.

While our Navy is rapidly changing in many ways, it is important that our Navy heritage and history are preserved. Many of our traditions were borrowed during colonial times from the British Royal Navy. As the years passed, early customs gradually became established traditions. As this leads into the Chiefs Mess, we too must understand our past.

Even in the earliest reference to the term “Chief Petty Officer,” a heightened sense of responsibility and trust was expected of the individuals who held the title. They earn this trust each day by being confident, humble leaders grounded in Navy Core Values of honor, courage, and commitment.

U.S. Navy history is a continuum of success, and its customs, traditions, and memory of past heroes help today’s Sailor identify with Navy Core Values. Traditions bind us to the past and, at the same time, lend an air of dignity and respect to the modern Navy.

A large part required of a Chief Petty Officer being the caretakers of our history and traditions. History and traditions play a major role in how Chiefs operate and today’s Navy has been shaped by our Chief Petty Officers, past and present.

## ORIGIN OF THE CHIEF PETTY OFFICER

The term “Chief” was first used on June 1, 1776. It wasn’t until April 11, 1893, that the Navy established the pay grade of Chief Petty Officer. The original rating badge had three chevrons, an eagle and three arcs (rockers.) It was the basis for today’s CPO chevron, which has a single rocker and became official in 1894. The fouled anchor was first used as a cap device with the Chief Petty Officer uniform in 1905, and became an official part of the CPO uniform as a collar device in 1959.

In 1917, the first female Chief was sworn into the U.S. Navy as a yeoman. Formal structuring of the pay grades occurred in 1920. Instead of being paid by job description, the grades were established by rank from Seaman Apprentice to Chief Petty Officer. The pay grades of E-8 and E-9, Senior Chief Petty Officer (SCPO) and Master Chief Petty Officer (MCPO), were created in 1958. The position of Master Chief Petty Officer of the Navy (MCPON) was created in 1967, and Master Chief Gunners’ Mate Delbert D. Black was selected as the first Master Chief Petty Officer of the Navy.

# NAVY HERITAGE AND CORE VALUES

America's naval service began during the American Revolution when on October 13, 1775, the Continental Congress authorized a few small ships creating the Continental Navy. Esek Hopkins was appointed Commander-in-Chief and 22 officers were commissioned, including John Paul Jones.

Values are principles considered worthwhile by an individual or group, and are affected by such things as family, religion, and culture. Ethics are a body of moral principles that set standards of behavior for members of an organization. These standards reflect shared values expressed in a code of ethics people agree to uphold.

America's Navy also embraces a code of ethics whose impact is even greater than ethical codes of other institutions. The consequences of unethical behavior in a military setting can be much graver than elsewhere. The American people have entrusted our military to uphold the Constitution and defend our way of life. This charge demands no less than the most worthy values and highest standards.

U.S. Navy Core Values are key values an organization adopts to achieve its purpose and ensure its survival. They are so vital that conduct which threatens or erodes them is considered unethical and a threat to the organization's ultimate survival. They consist of three basic principles:

**Honor:** "I will bear true faith and allegiance..." Accordingly, we will: Conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; be honest and truthful in our dealings with each other, and with those outside the Navy; be willing to make honest recommendations and accept those of junior personnel; encourage new ideas and deliver the bad news, even when it is unpopular; abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our professional and personal behavior. We will be mindful of the privilege to serve our fellow Americans.

**Courage:** "I will support and defend..." Accordingly, we will have: Courage to meet the demands of our profession and the mission when it is hazardous, demanding, or otherwise difficult; make decisions in the best interest of the Navy and the nation, without regard to personal consequences; meet these challenges while adhering to a higher standard of personal conduct and decency; be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful, and efficient way. Courage is the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.

**Commitment:** “I will obey the orders...” Accordingly, we will: Demand respect up and down the chain of command; care for the safety, professional, personal and spiritual well-being of our people; show respect toward all people without regard to race, religion, or gender; treat each individual with human dignity; be committed to positive change and constant improvement; exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been trained to do. The day-to-day duty of every Navy man and woman is to work together as a team to improve the quality of our work, our people and ourselves.

Chief Petty Officers are the guardians of our Navy’s heritage and traditions. This is not collateral to their other military and professional responsibilities. In fact, it may be the most important long-term obligation that comes with the promotion. Pride in self, the mess, and the Navy they serve binds our CPO community.

## **CHIEFS MESS AFLOAT AND KHAKI CLUB ASHORE**

The Chiefs Mess is a tangible symbol of strong, effective, goal-orientated leadership. The Chiefs Mess provides unit cohesion, training and education in heritage and traditions of our great Navy. In many ways, it serves as a lifeline in enforcing the Navy’s Core Values.

A Chief understands that membership in the Chiefs Mess comes with obligations that are not subject to personal interest, but to the cohesive unit called the Chiefs Mess.

Due to the unique position the CPO fills, it became a necessity to have separate mess and berthing. A separate mess for Chiefs is set aside when space is available. When personnel of the other armed services visit or are attached to an afloat command, they receive the same privileges as naval personnel in the equivalent pay grade.

Ashore, the Khaki Club is a Category V, Morale, Welfare, and Recreation (MWR) program. The club is designed to promote and maintain the well-being, morale, and efficiency of personnel by providing dining, social, entertainment, and recreational facilities. It is perfectly acceptable for you, the spouse, and your guests to use these facilities.

Some commands may also have a Chief Petty Officers Association (CPOA), which is a voluntary, private organization separate and distinct from the Chiefs Mess. It provides for the welfare and recreation of its members. The CPOA will have by-laws, may elect officers and collect monthly dues.

Additionally, spouses may choose to participate in their local Chief Petty Officer Spouse Association or the nearest Continuum of Resource Education (CORE) group.

## CPO CHARGE BOOK

During WWII, Commanding Officers (COs) were authorized to advance and promote deserving and qualified Sailors to Chief Petty Officer. Chiefs began to direct First Class Petty Officers to prepare themselves by recording information passed down by the Chiefs about additional responsibilities, technical aspects of various ratings, leadership, accountability, and support of the chain of command. This form of professional development was the original “Charge Book.” Today’s Charge Book continues to be a valuable tool and resource for the duration of a Chief Petty Officer’s career. It is a treasured keepsake and a repository for the accumulation of wisdom gained, precious photos and mementos of the Chief’s career.



*“Expect the unexpected and prepare for the season. Trust and believe there is a reason for everything they will go through.”*

*Janadean, Virginia Beach, VA*

# THE FOULED ANCHOR

This anchor is the emblem of the rate of a Chief Petty Officer of the United States Navy. Attached to the anchor is a length of chain and the letters “U.S.N.” These identify a Chief Petty Officer of the United States Navy. To a Chief, the letters and anchor have a noble and glorious meaning.

- The “**U**” stands for **Unity**, which reminds us of cooperation, maintaining harmony and continuity of purpose and action.
- The “**S**” stands for **Service**, which reminds us of service to our God, our fellow man and our Navy.
- The “**N**” stands for **Navigation**, which reminds us to keep ourselves on a true course so that we may walk upright before God and man in our transactions with all mankind, but more importantly, with our fellow Chiefs.
- The “**Chain**” is symbolic of flexibility, and it reminds us of the chain of life that we forge day by day, link by link. May it continually be forged with honor, courage, morality and virtue.
- The “**Anchor**” is emblematic of the hope and glory of the fulfillment of all God’s promises to our souls. The golden or precious anchor by which we must be kept steadfast in faith and encouraged to abide in our proper station amidst the storm of temptation, affliction and persecution.



# CHIEF SEASON

Before the Navy receives a new ship from a builder, it must be tested during acceptance trials. All systems are tried and tested to their limits, ensuring that vessel is ready to join the fleet. Each year, the newest Chief Petty Officers are put through a similar process of building and testing. Acceptance trials give the crew confidence in their new ship's mission capability. CPO training gives the crew confidence in the CPO selectee's ability to perform as a Chief.

When you look at it through this analogy, the culminating event for the CPO selectees is their acceptance trials. It's their opportunity to prove that they are ready to assume the title and responsibilities of a Chief Petty Officer. Properly executed, this culminating event shows the Navy's confidence in them and, even more importantly, that they have the self-confidence to function as integral members of the Chiefs Mess. To maintain and even raise the already high standards of the Chiefs Mess, the newest Chiefs must be ready to perform at the levels the Navy demands of them.

Today, Navy Chiefs are better prepared with the knowledge, skills, abilities, and tools they will need to take on the responsibilities of a Chief. Physical fitness training is incorporated to promote a healthy lifestyle, while educating them on how to conduct physical training sessions for Sailors they will lead. Selectees also receive substantive practical classroom training and exercises on developing their Sailors, specifically in the preparation of evaluations, awards and recognition, honors and ceremonies, counseling, and mentoring.

*“Remember that this is a big accomplishment for your spouse...  
and treat it as such. Be proud of them.”*

*Natalie, Chesapeake, VA*

## INITIATION

The initiation process is a well-defined and pre-approved plan to provide our Navy's newest selected Chief Petty Officers with a practical application exercise of life as a Chief Petty Officer. Every year the Chiefs Mess must go through the essential process of initiating those newly selected into Chief Petty Officers. This annual process, known as Initiation, is also a source of renewal for the Chiefs Mess. It is the process where the Navy takes the finest First Class Petty Officers and through developing, training, guiding and testing, brings them into the Chiefs Mess.

An initiation sponsor will be assigned to your spouse. The sponsor is there for you, the Sailor and for the initiation plan and process. The sponsor is a direct advocate to ensure that work, life, and military balance is closely monitored. There should be an open line of communication with you, the sponsor and the Command.

Your level of involvement during this training season is up to you and your spouse. Many families enjoy attending the events with their Chief. Not only does it show support for the selectees, but it also provides the opportunity for family time during a busy period. If you are in doubt about the appropriateness of your attendance, feel free to ask the CMC/COB or their spouse, or confer with the other selectee spouses.

## INITIATION IN THE NAVY RESERVE

The Chief Petty Officer initiation process for selectees in the Navy Reserve is very similar to the active duty processes with some slight differences to acknowledge and accommodate civilian employment requirements. The most important fact for all CPO selectees is that they shall be on some form of orders (pay or non-pay) when travel to and from initiation events. These orders protect your Sailor, your family, and the command if an accident were to happen.

Exactly like the active duty process, an initiation sponsor will be assigned to your spouse. There should be an open line of communication with you and the sponsor as well as with the Navy Operational Support Center (NOSC) Senior Enlisted and Commanding Officer (CO) during the initiation. The NOSC Senior Enlisted Leader (SEL) is responsible for the initiation planning and execution. All initiation plans are risk assessed and approved by the NOSC CO. Do not hesitate to quickly signal to the sponsor if there is confusion about the initiation plan. Your Sailor may not be so quick to communicate to the sponsor given some of the deliberate pressures that are placed upon your Sailor during initiation.

If all else fails, your Navy Reserve Force Master Chief welcomes communication from selectees and spouses during the initiation season. His office stands ready to address any concerns that may occur during CPO Initiation.

***“If you’re a family in the Reserve, things are different. Typically, the season is longer ... Reserve families are often not in proximity to the NOSC or base where things are happening.”***

*Traci, El Paso, TX*

## MEET AND GREET

Shortly after the selection results are announced, the Command Master Chief (CMC) or Chief of the Boat (COB), preferably with their spouse, will schedule a meeting with all the new selectee spouses commonly referred to as a “meet-and-greet.” This is a time for questions and discussion about what to expect over the next few weeks. Ask any questions you have – this is the most important event for a spouse. You should be given a schedule of events which you will be invited to attend and contact phone numbers in case you have any questions or concerns along this journey. The CMC/COB, sponsor or their spouse, should check in with you from time to time to make sure that everything is going well and to address any additional concerns that may develop.

***“Be patient, be there for your spouse, and be supportive.  
Most importantly wear his/her ring not their rank!”***

*Jessi, Gloucester, VA*



## PINNING CEREMONY

Traditionally this ceremony is held on September 16th of every year unless otherwise directed by the Master Chief Petty Officer of the Navy (MCPON) or in message format from higher authority due to operational commitments.

The Pinning Ceremony is the culmination of Initiation, and the formal welcome of all new Chief Petty Officers into the Chiefs Mess. The Commanding Officer and Command Master Chief or Chief of the Boat will muster the entire crew to witness and celebrate this milestone moment. The ceremony is a time honored event, steeped in great tradition, and is open to family members and guests of the new Chiefs. Each new Chief is recognized and will receive their anchors and cover.

Your spouse's sponsor will be part of the ceremony; putting your spouse's cover in place. It is customary for spouses to pin their Chief but may include any member of your Navy family.



## KHAKI BALL

The last organized event during this season is the Khaki Ball. This ball is traditionally held a few days after the newly selected Chiefs are pinned. This is a major event in the new Chief's advancement as it provides an opportunity for the Chiefs Mess to welcome the new Chiefs and their spouses into the Chief's community in a celebratory formal setting. The Khaki Ball is greatly anticipated and attendance is highly encouraged.

See *Traditional Social Events and Attire Guidelines*

***“Go to the Khaki Ball and stay overnight if you can: it’s fun and worth it. A great way to celebrate your new Chief!”***

*Melissa, Kingsland, TX*

# UNIFORM REQUIREMENTS

New Chief Petty Officers will make a transition not only in duties and responsibilities, but in uniforms as well. It is very important that they become familiar with the uniforms and their proper wear. They will be looked upon as examples and models of what a Chief looks like in uniform. High standards of personal hygiene, appearance, neatness and cleanliness are expected and must be maintained at all times. Most importantly, the uniform must be worn correctly and with great pride. (See *U.S. Navy Uniform Regulations* for details.)

As a new Chief, your spouse will receive an initial clothing allowance for new uniforms; however, this allowance will not be received until your spouse's official advancement date. This could take up to a year depending on your spouse's advancement increment.

To accommodate new Chiefs, the Navy Exchange offers a Deferred Payment Plan which allows them to make monthly installments of at least 1/12th of the total, commencing 30 days from the date of purchase. Full payment is due 15 days after receipt of the allowance payment.

An annual Clothing Replacement Allowance (CRA) will be received to help defer the costs of uniform replacement deemed necessary from normal wear and tear.

*“Support your spouse with positivity to keep their eyes on the anchors.”*

*Corrie-Lynn, Pearl Harbor, HI*



# THE CHIEF PETTY OFFICER'S SPOUSE

The transition from First Class Petty Officer to Chief Petty Officer is the most significant accomplishment in an enlisted Sailor's career. This is also an important change for his or her spouse, and may include public support of the command's policy, volunteerism within the military community, and the chance to provide guidance and support to your fellow spouses.

Your level of involvement is your decision. Regardless of your intent, it is important to remember you are now a role model to other spouses and the example you set will be noticed by other command spouses.

Familiarize yourself with the Navy's various programs and services, and refer to this handbook as needed. For your convenience, a list of support resources is provided at the end of this book. Fleet and Family Support Centers (FFSC) provide military families programs and services at 81 service delivery sites worldwide with 58 sites delivering a full portfolio of programs and services.

[https://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program.html](https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program.html)

## COMMAND AND COMMUNITY INVOLVEMENT

The opportunity to encourage and support other Navy families is a privilege. Becoming involved in command activities and projects is a voluntary choice, and you should know your efforts in helping others are genuinely appreciated by your spouse's chain of command, the organization's administrators, and people you reach. Your involvement can nurture a positive culture and contributes to a better quality of life for others, which in turn, can be personally rewarding.

Additionally, even though there is no rank among spouses, your presence as "the Chief's spouse" is meaningful. You are a natural role model for others coping with the challenges of military life. You will find plenty of opportunities to lead and support others by drawing from your and your spouse's general and military life experiences.

The command Ombudsman is your official liaison between the command and families. Your Ombudsman is the appropriate resource for spouses information, referral and in times of crisis or disaster.

The spectrum for spousal involvement is vast and may also include non-command organizations. As general advice, it helps to dedicate yourself to only one or possibly two areas of volunteer interest. Here are just some organizations welcoming your participation:

- Family Readiness Group (FRG)
- Local Spouse Club
- Naval Services FamilyLine's COMPASS and CORE Programs (see page 33)
- Fleet and Family Support Center (FFSC)

- Navy-Marine Corps Relief Society (NMCRS)
- Navy Chapels
- Installation or Community Thrift Shops
- American Red Cross
- United Service Organizations (USO)

As a Chief's spouse, you have many talents based on your experience that can be of great benefit to various organizations, charities, and service-oriented groups. These groups may be able to offer volunteer opportunities to develop and grow skills you possess or help you acquire new ones. It is important to note that your decision to volunteer, or not, will not affect your spouse's career.

## PRACTICAL TIPS

To help you succeed in what ever you choose to do in your new, more visible role in the military, below is a suggested list of guidelines and advice from Chief spouses.

- **Take care of yourself and your family.** It is wonderful to get involved in your spouse's command and all the community activities available, but remember to take time out for your and your family. Don't feel guilty about it and don't feel as though you have to apologize- people will understand as they too have families.
- **Be yourself.** Don't pretend or put on an act- people can spot insincerity a mile away.
- **Be friendly and approachable.** Be gracious, friendly and approachable; however, balance this with the level of privacy you require for your own well-being.
- **Be a role model.** Head off bad behavior by modeling the best behavior yourself. Discourage gossip, negative postings on social media and spreading of discontent. Encourage healthy dialogue. Be mindful that even casual remarks you make will be taken very seriously, so try to think before you speak.
- **Be positive.** Whether you are discussing people, the command, the area you live in or military life in general, speak positively and constructively. Remember, others are listening. If you feel negative, choose carefully how and to whom you express your thoughts. Keep in mind there is a difference between negative and realistic, so choose the course that will produce the most positive outcomes.

***“Know what your resources and connections are, have a sense of humor, be flexible, look for opportunities to build yourself at every duty station.”***

*Pamela, Virginia Beach, VA*

# SOCIAL PROTOCOL

You will most likely be making your home in many places, including foreign countries, and will want to have some idea of what to do and what to expect. When moving overseas, most Fleet and Family Support Centers will offer an indoctrination class to the local culture. It is highly recommended that you attend along with your spouse. The information is invaluable in achieving a quick adjustment to your host country and its culture. Your spouse's command also has a designated Protocol Officer who can offer assistance.

The following guidelines are important to know and observe. As the spouse of a Chief Petty Officer, other spouses may look to you for guidance in the right thing to do in certain situations. If you are in doubt as to the proper protocol, look to a seasoned spouse for guidance. Just remember, there may be times when you are the seasoned spouse. It only takes a few minutes to brush up on these instructions.

While etiquette is important, keep in mind no rules replace a warm heart, a friendly smile, and the sincere desire to share in the fellowship and camaraderie of the sea services.

*“You should expect to be held to a higher caliber in the eyes of the command and other spouses.”*

*Tiffany, Virginia Beach, VA*

## TRADITIONAL SOCIAL EVENTS AND ATTIRE

**Dining In:** On occasion, the Chiefs Mess of a unit, command, or several small commands will meet for a Dining In. This is a formal military dinner and only military personnel attend. The service members wear their dress uniforms and observe a great deal of protocol, including a ritual of toasting and speeches. For all its formalities, a Dining In is usually a festive event that is enjoyed by everyone in attendance.

**Dining Out:** A Dining Out is the same thing as a Dining In except that the spouse or a guest is invited, and encouraged, to attend. This event builds camaraderie with the fellow Chiefs and their spouses or guests, and is an opportunity to form a more cohesive Chiefs Mess. Formal attire is required for this event.

*“Be aware of social media consequences when attending any event with your spouse.”*

*Emily, Virginia Beach, VA*

**Navy Ball:** The Navy has several traditional balls, which are a testimony to our naval heritage. The most significant is the Navy Birthday Ball, held in October to celebrate the Navy's birthday. This formal event includes a special guest speaker, a variety of traditional toasts, and a cake cutting ceremony in which the oldest and youngest Sailors present are honored with cutting the birthday cake. Other commands and service communities may hold additional, specific balls throughout the year, such as the Submarine Birthday Ball, Surface Warrior Ball, and Seabee Ball.

**The following attire guidelines should be followed when attending a Dining In, Dining Out, and Navy Ball:**

- **White Tie:** Considered the most formal of all attire guidelines, women wear floor length or long evening gown, gloves may be worn during cocktail hour and dancing, but are removed for dinner. Men wear a black tuxedo, white bow tie and a white formal dress shirt with cufflinks, white or gray gloves, and black formal dress shoes.
- **Black Tie:** Women wear a conservative, long evening gown or knee length gown in a dark or neutral color, dress shoes, and handbag or clutch. Men wear a tuxedo, white formal shirt with black bow tie, cummerbund, cufflinks, dark socks and leather dress shoes.

**Khaki Ball:** The Khaki Ball is traditionally held a few days after the newly selected Chiefs are pinned. This is an opportunity for the Chiefs Mess to welcome the new Chiefs and their spouses into the Chiefs' community. This is a major event in the new Chief's advancement, and the Khaki Ball should be proudly attended.



**The following attire guidelines should be followed when attending the Khaki Ball:**

- **Business Formal:** Women wear a business-style dress with an optional jacket, or pant suit, and pumps. Men wear a dark colored business suit with dress shirt and tie, dark shoes and dress shoes.
- **Semi-Formal:** Women wear a knee length dress, or separates. This is an excellent opportunity to wear a classic black dress. Men wear darker colored business suit, dress shirt and tie, dark socks and dress shoes.

- **Cocktail:** Women wear a knee length skirt or semi-formal pants and blouse or a classic cocktail dress. Men may opt for dark colors, dress pants with a dress shirt with a sport jacket or coat.

**Hail and Farewell:** Hail and Farewells are an important and meaningful tradition to welcome new shipmates and families, and to bid farewell to those departing. Frequently, family is encouraged to attend. Have your Sailor inquire for details on attire and family participation to these events.

**The following attire guidelines should be followed when attending Hail and Farewells:**

- **Business Casual:** Women wear below the knee dresses, pants or skirts with a blouse (no spaghetti straps or décolleté.) Men wear slacks or khakis with an open collar or polo shirt, belt and loafers.
- **Casual:** Also known as informal attire or semi casual attire, women wear skirts or shorts, slacks or jeans, button up shirts or blouses, or sundress. Men wear polo shirts and a nice pair of trousers.
- **Garden Attire and Beach Formal:** Consider the environment when selecting your outfit. Flat shoes or sandals are encouraged. Cotton, breathable fabrics are advised.

*“Six weeks of trials for a lifetime of anchors! Be supportive and you’ll get through it together.”*

*Angela, Guantanamo Bay, Cuba*

## TIPS FOR GREETINGS AND INTRODUCTIONS

- When introducing a member of the military to another military member, do so by rank or title, followed by their last name. This is particularly important because military professionalism requires each member to address each other as such.
- When introducing a spouse to a fellow spouse, it is best to address them by Mr. or Mrs. unless otherwise requested. When done this way, spouses may feel compelled to provide their first name to each other.
- When you forget a person’s name it’s okay to reintroduce yourself. Providing your name may prompt them to do the same.
- When meeting someone for the first time smile and offer a firm handshake with your greeting. Maintain eye contact, and make a point to repeat the person’s name at least once to allow easier recall.
- Lastly, it is always helpful to include a brief comment about the person you are introducing to provide common ground and topics of conversation.

# FLAG AND NATIONAL ANTHEM ETIQUETTE

During a ceremony, when the flag is being hoisted or lowered, or the flag is passing in a parade or review, you face the flag and stand at attention with your right hand over your heart. Uniformed service members should render a military salute when covered. During honor ceremonies, those in uniform show respect to flags of other countries with a salute, and all others are to stand at attention.

Flag etiquette also applies to morning and evening colors observed on military installations. Morning colors is the daily ceremony of raising the national flag. Evening colors is the ceremony in which the flag is lowered and put away for safekeeping. The national anthem is played during each of these ceremonies.

While outdoors, you should show respect by stopping any activity and standing and facing the flag or music with your right hand over your heart. If you are in a vehicle, stop and sit silently for the duration of the ceremony. If you are on an overseas base, your host country's anthem will also be played with our anthem. Please render it the same respect you show our anthem.

During the playing of the national anthem, you face the flag, or the music if the flag is not displayed, and stand at attention with your right hand over your heart. Civilians not in uniform must remove their hat with their right hand and hold it at the left shoulder, the right hand held over their heart. Uniformed service members when covered will stand at attention and render the military salute at the first note of the anthem and hold their salute until the last note is played. Uniformed services members uncovered will stand at attention during the paying of the national anthem.





## SERVICE SONG ETIQUETTE

It is customary for service members to stand when their service song is played. Family members may also rise. On some occasions, all service members may stand during the playing of all service songs. Take your cue from those around you.

The service songs are:

**Army:** *The Army Goes Rolling Along*

**Marine Corps:** *Marines' Hymn*

**Navy:** *Anchors Aweigh*

**Air Force:** *The U.S. Air Force*

**Coast Guard:** *Semper Paratus*

## ANCHORS AWEIGH

*Stand Navy out to sea, fight our battle cry!*

*We'll never change our course so vicious foes steer shy-y-y-y!*

*Roll out the TNT, anchors aweigh!*

*Sail on to victory, and sink their bones to Davy Jones, hooray!*

*Anchors Aweigh, my boys, Anchors Aweigh!*

*Farewell to Foreign Shores, we sail at break of day-ay-ay-ay;*

*Through our last night ashore, drink to the foam,*

*Until we meet once more, here's wishing you a happy voyage home!*

*Blue of the mighty deep, Gold of God's great sun;*

*Let these our colors be, Till All of time be done-n-n-ne;*

*On seven seas we learn, Navy's stern call:*

*Faith, courage, service true, With honor over, honor over all.*

# THE LONE SAILOR TABLE (POW/MIA)

The small table at the front of the mess has been placed there to honor our POW/MIAs. The items on the table represent various aspects of the courageous men and women still missing. The table can be set for one or four - Army, Navy, Marine Corps, Air Force -- with or without hats.

**The table is smaller than the others** symbolizing the frailty of one prisoner alone against their oppressors.

**The white tablecloth** represents the purity of their response to our country's call to arms.

**The empty chair** depicts an unknown face, representing no specific Soldier, Sailor, Marine or Airman, but all who are not here with us.

**The table is round** to show that our concern for them is never ending.

**The Bible** represents faith in a higher power and the pledge to our country, founded as one nation under God.

**The black napkin** stands for the emptiness these warriors have left in the hearts of their families and friends.

**The single red rose** reminds us of their families and loved ones; and the red ribbon represents the love of our country, which inspired them to answer the nation's call.

**The yellow candle and its yellow ribbon** symbolize the everlasting hope for a joyous reunion with those yet unaccounted for.

**The slices of lemon on the bread plate** reminds us of their bitter fate.

**The salt upon the bread plate** represents the tears of their families.

**The wine glass turned upside down** reminds us that our distinguished comrades cannot be with us to drink a toast or join in the festivities this evening.

*from "Social Usage and Protocol Handbook, OPNAVINST 1710.7A"*



# OPERATIONS SECURITY (OPSEC)

## *What is OPSEC?*

OPSEC keeps potential adversaries from discovering our critical information. As the name suggests, it protects operations – those planned, in progress, and already completed. Mission success depends on secrecy and surprise, which allows the Navy to accomplish the mission quickly and with less risk.

One way to support your Sailor is to recognize the importance of appropriately sharing the Navy story. Without strong, capable families, our Sailors cannot be prepared to do what they must to defend our nation and further our objectives abroad. Because families are such a big part of our Navy, it is crucial that, should you choose to share your story, you follow the guidelines to preserve OPSEC and propriety.

## *How does OPSEC apply at home?*

You might have heard the saying that “Loose Lips Sink Ships” and today, “Loose Tweets Sink Fleets.” Social media amplifies Operations Security risks because it enables information to be shared publicly with greater speed and at an increased volume. OPSEC violations commonly occur when someone shares information with people they do not know well (like their Twitter followers,) or if their social media accounts have weak privacy settings. OPSEC can blend seamlessly from military duty into personal lives. At home, health and safety of family members are as critical to unit morale and, ultimately, mission success as are the bullets and bombs needed to destroy the enemy. OPSEC use at home protects loved ones and military mission as forces deploy worldwide. It also protects family members from becoming an indirect target of adversaries or criminals, who would see your spouse’s absence as an opportunity or weakness for their own gain.

Families of Sailors need to be especially careful when it comes to discussing current deployments, scheduled movements, and current or future locations. Instead of saying, “My son, IT2 Any Sailor, is in Any Unit at Naval Station Anywhere in Any City, Japan,” you should rephrase it to say, “My Sailor is deployed in the Pacific.” Instead of saying, “My Sailor will be back in 53 days” you should say “My Sailor is coming home.” You should also limit the personal information you post about yourself or your Sailor.

<i>Dangerous</i>	<i>Safer</i>
My son, IT2 Any Sailor, is in Any Unit at Naval Station Anywhere in Any City, Japan.	My Sailor is deployed in the Pacific.
My daughter, Any Sailor, is aboard USS John C. Stennis. She’s coming home in 53 days.	My daughter’s ship is coming home in a couple of months.
My family is in Houston, Texas.	I’m from Texas.

Family members should be careful who they friend on social media and who follows them. Not everyone who wants to be your friend or follower is necessarily who they claim. Only allow people that you actually know in real life into your social circles.

As a family member of a Sailor, you should feel free to post about pride and support for service members, port call information after it has been released to the media, general status of the location of a ship at sea (e.g., operating off the coast of San Diego, as opposed to 45 nm north of San Diego,) and posts from official Navy social media presences.

## **CYBERSECURITY**

One of the best features of social media sites is the ability to connect people from across the world in spontaneous and interactive ways. However, this also opens its users and their systems to security weaknesses. Information shared on the internet can provide adversaries such as terrorists, spies and criminals with information that may be used to harm you or disrupt your command's mission. Remember, hacking, configuration errors, social engineering and the sale/sharing of user data means your information could become public at any time.

All types of information is sought for nefarious reasons and our enemies are not just pursuing the military member to get it. They are interested in the family members for the information that they may not realize they possess. The military has always closely guarded its classified information, but unclassified information could be just as damaging if an enemy with the intent to do harm gains additional insight. Others can piece together small bits of ordinary, unclassified information like puzzle pieces to gain a clearer picture of U.S. intentions and actions.

Anyone using social media should choose passwords that are unique and difficult to guess for each account. You should not share passwords or security questions. Regularly update your anti-virus software and operating system to install the latest security patches, and beware of links, downloads and attachments. Look for HTTPS://, the lock icon or a green browser bar that indicate active transmission security before logging in or entering sensitive data (especially when using Wi-fi hotspots).

Following are some examples of critical information that we urge you to review and protect before, during, and even after your spouse's deployment.

### **Critical information you should protect:**

- Dates, times, length of deployments, to include departure and arrival dates, using ship's name in correspondence and "Tiger Cruise" information.
- Places, names, ranks
- Deployment status
- Numbers of people, parts, or aircraft
- En route stop locations- Port visits
- Hotels and room numbers
- Personal information, addresses, and family names and addresses
- Numbers and names of children
- Social security numbers
- Bank and credit card information
- Address and telephone numbers

### **Other considerations:**

- Military ID cards indicate you are military affiliated—use your driver’s license instead when possible.
- Do not send critical information to relatives or others via e-mail or text, as it is easily intercepted.
- Be vigilant about what information you share with friends and family over the phone.
- Do not share critical information via social media.
- Military / government documents, including the military ID, should not be photocopied without proper authorization.
- Teach OPSEC to your children: tell them what NOT to say when answering the telephone and give them safety tips to use when at home alone.

## **ADVERSE INCIDENTS**

Remember that OPSEC is a vital element in protecting mission and service members and their loved ones. All of us play a vital role in ensuring that we deny our adversaries potentially useful information. We cannot afford to let our guard down, whether we are on or off duty.

OPSEC is a family affair. All family members and loved ones are part of the OPSEC team and need to protect the Navy’s information to ensure our safety. Discuss OPSEC with all family and close friends and, if there is ever a question, ask for clarification. It is important that all members of your family regularly review their privacy settings and keep them as restrictive as possible.

When Sailors are killed, wounded or missing in action, it is hard to control the flow of information distributed through social media platforms. While it is difficult to prepare for these situations, it is important to know that social media can play a role (good or bad) in the handling of a serious illness, injury or death.

According to the Department of Defense (DoD) Personnel Casualty Matters, Policies and Procedures, no casualty information on deceased military or DoD civilian personnel may be released to the media or the general public until 24 hours after notifying the next of kin regarding the casualty status of the member. In the event of a multiple loss incident, the start time for the 24-hour period commences upon the notification of the last family member.

Do not post on social media or discuss adverse incidents until information has been publicly released by official DOD or Department of the Navy (DoN) sources, to help prevent family members learning of their service member’s injury or death through unofficial channels.

Journalists’ jobs are to report the news, which includes adverse incidents. The media may look at command, Sailor, DoN civilian and family member social media to get more information. Should you be contacted by a member of the media, simply refer them to your command’s public affairs officer.

For more information reference *2018 Navy Social Media Handbook*  
[www.navy.mil/strategic/2018-NavySocialMediaHandbook.pdf](http://www.navy.mil/strategic/2018-NavySocialMediaHandbook.pdf)

# FREQUENTLY ASKED QUESTIONS

## 1. How can we pay for all the uniforms my spouse has to buy now?

The Navy Exchange offers an interest-free Deferred Payment Plan to all newly selected Chiefs which allows them to make monthly installments. Payments begin 30 days after the initial purchase and must be at least 1/12th of the total. Full payment is due 15 days after receipt of the uniform clothing allowance. Check out [mynavyexchange.com](http://mynavyexchange.com) for different program options.

## 2. When will my spouse start getting paid for Chief?

The selectees in each rating are divided into twelve increments with three percent advanced each month for the first 11 months and the remaining 67 percent advanced in the final month. The first increment will be advanced on September 16th, the second on October 16th and subsequent months through August 16th of the following year until all selectees in that rating are paid.

## 3. What should I wear at command functions, social events, or receptions?

The attire for a reception should be specified on the invitation. If you're not sure, feel free to ask the spouse of the CMC/COB or another spouse. Check out *Traditional Social Events and Attire* section.

## 4. Can I help with and attend selectee events?

There will be a number of activities in which you are encouraged to participate. The first will important event will be the spouse "meet-and-greet" to learn what's expected in the Chief season. The CMC should give you a schedule of events for the training season, indicating those events you are welcome to attend. Your attendance shows support of your Chief and also provides an opportunity to meet and form friendships with other spouses.

*"Meal prep for your selectee so you know he/she is eating even if it's a case of water and a box of granola bars left in their vehicle."*

*Stephanie, Oak Harbor, MI*

**5. My spouse has been in the Navy for 12 years but we are newlyweds. What can I do to better understand what my spouse has been through up to this point?**

Talk to other spouses and your Ombudsman. Attend a COMPASS session if a team is active in your area. Not only will you learn about the Navy, but you will meet other new spouses with the same questions you have. Visit [www.gocompass.org](http://www.gocompass.org) for locations. Also see Q&A #9

[https://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program.html](https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program.html)

***“Try not to compare. Everyone’s season/command/  
experience/perspective will be different.”***

*Sara, Virginia Beach, VA*

**6. My Sailor just made Chief but he/she is deployed. Can I still be involved?**

It will be difficult to participate directly, however, the support of your Chief is invaluable and words of congratulations and encouragement are always welcome. Normally, if the whole command is deployed, the Khaki Ball will be deferred until return from deployment so that spouses can participate.

**7. Will I be able to participate in the pinning ceremony?**

There are various degrees of participation available depending on your spouse’s command. Your spouse may request that you or a family member pin the anchors on his or her uniform. You and your family and friends may show your support by attending the ceremony.

**8. My spouse has a sponsor during Initiation. Why don’t I have one?**

The availability of spouse sponsors will vary by location but you should feel welcome to contact your spouse’s sponsor with any concerns you may have. At the beginning of Initiation, you will be invited to meet with the CMC/COB and his or her spouse to discuss the training season and what you can expect. You can also look to the other Chief spouses in your command or to other Chief spouses you may know. Contact your local Fleet and Family Support Center to inquire if a CPO Selectee Spouse Symposium will be hosted in your area and look on [www.nsfamilyline.org](http://www.nsfamilyline.org) for CPO spouse webinar info.

## **9. In preparing for my spouse's continued advancement in the senior enlisted ranks, what can I do now to prepare myself for these promotions and responsibility?**

Learn as much as you can about Navy culture and what services and programs it offers to service members and families. Read *Social Customs and Traditions of the Sea Services* and *Sea Legs: A Handbook to Navy Life and Service* and other Naval Service FamilyLine (NSFL) publications offered to our families.

Participate in social command events. Connect and support your Sailor's Command Leadership Triad and Command Support Team (CST). Volunteer with Naval Service FamilyLine's COMPASS and CORE programs. Keep current on Navy events and leadership initiatives by following [navy.mil](http://navy.mil). Attend FFSC workshops, follow on social media, visit [www.ffsp.navy.mil](http://www.ffsp.navy.mil)

## **10. What advancement opportunities are available to my spouse as a Chief Petty Officer?**

Your spouse's career could take several different paths at this point. The most obvious and direct path would be to advance to Senior Chief Petty Officer (E-8) and then Master Chief Petty Officer (E-9). Each advancement opportunity opens up three years after the prior advancement. There are no advancement tests for E-8 and E-9, but a package may be submitted to the board, which usually meets in March or April. There are also programs available for commissioning opportunities. As these change frequently, it is best to refer to OPNAVINST 1420.1 for eligibility requirements and application procedures.

## **11. What is fraternization and will it affect us based on this advancement?**

Fraternization is the term traditionally used to identify personal relationships which contravene the customary bounds of acceptable senior-subordinate relationships. This is clearly outlined in the Navy Fraternization Policy, OPNAV Instruction 5370.2. Spouses have no rank so this advancement should not impact your personal relationships, however, your Sailor will need to be mindful of this policy when engaging with other military personnel. If you or your spouse have any questions about this subject, please talk to your CMC. Good manners and respect for all will help you avoid any appearance of favoritism, discrimination, or preferential bias.

## **12. When will my spouse receive his/her uniform allowance?**

The uniform allowance is received on their official date of advancement. This date will be provided on their profile sheet available on the Navy Advancement Center or on your Sailor's Leave and Earnings Statement (LES).





### 13. When someone refers to “khaki,” does this include Chiefs and Officers?

Yes. Both Chiefs and Officers wear khaki uniforms. You can distinguish between the two communities by taking note of their collar device and/or cover. Refer to the *Navy Enlisted Rates and Navy Officer Ranks and Insignia* on pages 60 and 61.

### 14. What is a CMC or COB and for whom do they work?

CMC stands for Command Master Chief and COB stands for Chief of the Boat on submarines. These are the senior enlisted positions of a command and the person holding it is responsible for the well-being of the command Sailors and their families. Both of these positions require submission of a package and review by a board of Command Master Chiefs. Upon selection to this program, the service member’s Navy Enlisted Classification (NEC) changes to 9580 and they will only be eligible for CMC/COB positions. They report directly to the Commanding Officer.

You will probably have many other questions, especially during the first year after advancement, as you adjust to your new role and your spouse’s new responsibilities. Your fellow Chief spouses should be able to help you, otherwise feel free to contact your CMC/COB or his or her spouse with these questions.

***“Be humble and flexible about things. Much more will be expected from the Chief here on out.”***

*Dani , Lakehurst, NJ*

# COMMAND RESOURCES

As the spouse of a Chief Petty Officer, you may find yourself in a position to offer assistance or answer questions for a fellow spouse. It will help to familiarize yourself with the information and resources below and on the pages that follow.

## COMMAND SUPPORT TEAM

The Command Support Team (CST) is designated by the Commanding Officer and plays an important part in a command's readiness. Typically it will include the CO, XO, CMC, Chaplain, their spouses, and the Command Ombudsman. Command sponsored spouse group leaders may also be designated to be members of the team. This team helps to build and maintain the well-being and morale of the command families and the command. They support the overall mission by keeping lines of communication open between family members and the command. This ensures the command is aware of the needs of its family members. The volunteer spouse members of the team will work closely with the CO, XO, CMC and Chaplain to provide support to the command families.

The volunteer spouses of the Command Support Team often attend Ombudsman Basic Training or Electronic Ombudsman Basic Training (ePBT) [https://cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/ombudsman\\_program.html](https://cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/ombudsman_program.html), usually with their Command Ombudsman. This training provides guidelines and direction in dealing with important family issues and emphasizes the importance of confidentiality. It also enables team members to stand in for each other when they are unavailable for short periods of time. If an Ombudsman must resign without providing notice, a trained member of the CST can then be appointed by the Commanding Officer to fill in until another Ombudsman is selected and trained. You can find your ombudsman through the contact your ombudsman feature at: <https://ombudsmanregistry.cnic.navy.mil/?m=contactombudsman>

## FAMILY READINESS GROUP (FRG)

The purpose of an FRG is to propagate Family Readiness and to provide support. FRGs also provide current local information and encouragement for the Navy family. This group is responsible for planning special events for command families, particularly during deployments. Participation is not mandatory, however, family members find it valuable to have a support network in place to assist with resources and referrals. More information on FRGs can be found in OPNAV 1754.5C. FRG Training is available at your Fleet and Family Support Center and on-demand, visit (insert link below) for more information [https://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/deployment\\_readiness/family\\_readiness\\_groups.html](https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/deployment_readiness/family_readiness_groups.html)

## PRE-DEPLOYMENT BRIEF

Generally, the command will sponsor a meeting prior to a deployment to introduce the Command Ombudsman, provide family members with information about the schedule, and answer questions. Representatives from the military support community are invited to speak about services available from the Chaplain, Navy-Marine Corps Relief Society, Fleet and Family Support Center, Navy Legal, etc.



## NAVAL SERVICES FAMILYLINE

Naval Services FamilyLine is a non-profit organization of Navy family volunteers whose mission is to empower sea service families to meet the challenges of a military lifestyle with information, resources, and mentoring. FamilyLine provides the following courses, workshops, and publications free-of-charge to Navy commands and families.

### COURSES AND WORKSHOPS

#### *COMPASS*

COMPASS is a team mentoring program developed by spouses, for spouses. It is held several times a year in locations worldwide. This unique course will help spouses understand and meet the challenges of the Navy lifestyle. Joining the Navy can sometimes seem like traveling to a foreign land with its own language, customs, traditions, and even healthcare system. It can be a shock to many spouses and families. This 12 hour program (taught in three four-hour sessions) will provide spouses with a realistic understanding of what they can expect from being in a Navy family.

#### *Command Spouse Leadership Course (CSLC)*

This spouse-led course held in Newport, RI, was designed to capitalize on the positive impact spouses have on Commanding Officers. This one-week course includes lessons in situational leadership, values, ethics, conflict resolution, stress, and crisis management. In addition to in-depth discussions of the Ombudsman Program and the Command Support Team, attendees will have an opportunity to learn from the real-life experiences of former Commanding Officers and spouses.

### ***Command Master Chief Spouse Leadership Course (CMCSLC)***

This one-week course is designed exclusively for spouses of senior enlisted personnel. Modeled after the Command Spouse Leadership Course, this course provides lessons in situational leadership, values, ethics, conflict resolution, stress, and crisis management. It also touches on aspects of naval heritage, customs, and traditions. Attendees will learn about their role in the Command Support Team, the responsibilities of a Command Master Chief, and how it will impact their lifestyle.

### ***Continuum of Resources and Education (CORE)***

CORE is a network of seminars, workshops, classes, and volunteers dedicated to empowering the Navy spouse, educating the Navy family, and promoting the Navy lifestyle. CORE is flexible in its use of resources, topics, and styles of presentation adapting to a variety of locations and community populations.

## **PUBLICATIONS**

### ***Sea Legs: A Handbook for Navy Life and Service***

Sea Legs contains useful information on matters such as family support services, benefits and privileges, healthcare, social customs and protocol, changing duty stations, and deployments. The Navy's history, its mission and structure, a naval terms glossary, and a very useful list of resources are also included.

### ***Social Customs and Traditions of the Sea Services***

This book acquaints spouses with the social customs, traditions, and organizations that are part of the sea service communities. It also addresses sea service etiquette, entertaining, ceremonies, and attire guidelines.

### ***Are You Ready? Guidelines for Navy Family Emergency Preparedness***

This handbook includes valuable information on creating a Family Emergency Plan, completing Emergency Contact Cards, and compiling a Basic Emergency Supply Kit. Additionally, there is detailed information regarding what to do before, during, and after various types of emergency situations.

### ***Guidelines for the Spouses of Commanding Officers and Executive Officers***

This book is an invaluable aid in defining the spouse's role as a member of the Command Support Team. It was written by Navy spouses who have experienced the command tour. This guide is also an excellent supplement to materials provided at the Command Spouse Leadership Course.

### ***Guidelines for the Spouses of Command Master Chiefs and Chiefs of the Boat***

This book helps to define the important role of the CMC/COB spouse as a member of the Command Support Team. It also includes information relating to deployments, support resources and emergency guidelines.

### ***Guidelines for the Spouses of Chief Petty Officers***

This book is an excellent source of information for spouses of new Chief Petty Officers as they navigate their way through the CPO training season. It offers answers to many common questions and provides guidance on the training season and beyond.

### ***Guidelines for Navy Reserve Families***

This guide is designed to provide Reserve members and their families with information that will assist them in preparing for their military lives. It includes helpful material written by personnel from the Fleet and Family Support Program, Navy Reserve Forces Command, and experienced Reserve spouses.

More information about Naval Services FamilyLine's courses, workshops, and publications can be found at [www.nsfamilyline.org](http://www.nsfamilyline.org).



# FLEET AND FAMILY SUPPORT PROGRAM (FFSP)

Online services available at

[www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program.html](http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program.html)

The Navy's Family Readiness programs have been afforded the highest visibility, advocacy and priority. In practical terms, this has resulted in increased services to family members, increased individual assistance and consultation, more varied educational programs, more proactive outreach, and delivery of family support services in locations most conducive to family member engagement. Navy Fleet and Family Support Program (FFSP) is organized into three functional areas critical to mission success:

- Core Family Readiness
- Sexual Assault Prevention and Response Program
- Navy Gold Star Program

Across all three sub-functions, services include Sailor Information and Referral (I&R), individual clinical and non-clinical consultation and educational classes, workshops, and computer tutorial programs.

## CORE FAMILY READINESS

### *Work and Family Life (WFL)*

WFL programs directly support mission readiness by preparing service members and their families for the physical, emotional, interpersonal and logistical demands of the military lifestyle.

## DEPLOYMENT AND MOBILIZATION SUPPORT

*Fleet and Family Support Centers (FFSC)*, located on installations worldwide, offer a variety of deployment support programs to assist commands, Sailors and their families.

*The Deployment Support Handbook* contains resources and information that will help you prepare for deployment, handle the challenges that arise during deployment and successfully adjust during the return and reintegration phase at the end of the deployment. Be sure to attend your command-sponsored deployment briefs for more specific information. Use a deployment checklist to keep track of all your preparations for your next deployment.

### *Individual Deployment Support*

In support of Individual Augmentee (IA) spouses and family members, the Fleet and Family Support Centers have developed programs directed at their specific needs, such as the IA Family Handbook, Deployment Readiness Briefs, and Family Connection Newsletter. For more detailed information for Sailors, families, commands and employers download the Individual Augmentee Family Handbook at [https://www.cnic.navy.mil/content/dam/cnic/hq/pdfs/n91\\_fleet\\_and\\_family\\_support\\_program/deployment\\_readiness/Individual%20Augmentee%20Family%20Handbook.pdf](https://www.cnic.navy.mil/content/dam/cnic/hq/pdfs/n91_fleet_and_family_support_program/deployment_readiness/Individual%20Augmentee%20Family%20Handbook.pdf)

**Deployment Readiness Brief:** Learn what happens once you receive orders, discuss challenges unique to an IA deployment and create a plan to ensure success.

- **IA Family Connection:** Meet to share challenges, joys and success strategies
- **Homecoming Brief for Friends and Family:** Discuss ways to have a happy homecoming for you, your children and your Sailor.

## OMBUDSMAN PROGRAM

An Ombudsman is an official representative of the Commanding Officer. He/she plays a vital role in establishing and maintaining current and accurate communication between the command and its spouses and family members. The FFSC provides support and up-to-date information about the Ombudsman program, Ombudsman training, and maintains the Ombudsman Registry located at <https://ombudsmanregistry.cnic.navy.mil/>

**The Ombudsman Registry** includes a tool to find a command's Ombudsman. The "Contact Your Ombudsman" feature allows interested parties to send an email to the assigned ombudsman for any command listed in the Ombudsman Registry.

<https://ombudsmanregistry.cnic.navy.mil/>

## TRANSITION ASSISTANCE PROGRAM (TAP)

The primary mission of the TAP is to better prepare eligible Service members and their families to transition out of the military service.

**Transition Goals, Plans, Success (TGPS)** is the package of TAP resources and services designed to ensure that Sailors are better prepared to transition from military to civilian life. Transition GPS transforms the way the military prepares service members transitioning to civilian life to pursue their post-service career goals. Transition GPS includes a core curriculum and individually chosen modules on education, career technical training, and entrepreneurship. Ultimately, Transition GPS is designed to build skills to allow Sailors to depart "career ready" and meet mandatory Career Readiness Standards (CRS).

## FAMILY EMPLOYMENT READINESS PROGRAM (FERP)

Family Employment Readiness Program (FERP) provides no cost consultations, programs and services to help families in the job search process. Consultants are available to guide spouses and family members on career planning, job seeking and resume writing, as well as to help them prepare for interviews and negotiate offers.

- Beginning Your Search: Career Exploration
- Resumes
- Interviews
- Federal Employment
- Self-Employment
- Resumes

## EMERGENCY PREPAREDNESS AND RESPONSE

Whether you are part of the general Navy community, the Navy's emergency management team, or a potential partner in disaster response and recovery, you have a role in planning for emergencies. Read NSFL's *Are You Ready? Guidelines for Navy Family Emergency Preparedness*. <https://www.ready.navy.mil/>

## NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM (NFAAS)

The Navy Family Accountability and Assessment System (NFAAS) app brings together all the emergency preparedness information Sailors and their family members will need to prepare for and survive an emergency or disaster. It standardizes a method for the Navy to account for, assess, manage, and monitor the recovery process of those affected by a widespread catastrophic event. NFAAS also provides valuable information to all levels of Navy leadership, allowing commanders to make strategic decisions that facilitate a return to stability.

Get up-to-date information on emergency preparedness, local weather and other local emergency situations with notifications and alerts.

The NFAAS app allows users to:

- Report accounting status
- Update contact/location information
- Manage your personal contacts
- Use checklists to help prepare for an emergency
- Use GPS and get turn-by-turn directions to the closest Navy installation
- Learn what to do before, during and after an emergency or disaster
- Watch videos showing you how to update your NFAAS information and why

For more information on NFAAS, visit <https://navyfamily.navy.mil>

## PERSONAL FINANCIAL MANAGEMENT (PFM)

The Navy's Personal Financial Management implements specific requirements that establish a systemic approach to address personal financial management issues for Sailors, families and Navy commands.

Overall, the PFM program offers information and referral, education and training, as well as financial counseling to address the financial education needs of Sailors and their families. The PFM program emphasizes a proactive, career lifecycle approach to service members' personal financial responsibility and accountability by providing basic principles and practices of sound money management, counseling tools and referral services using a comprehensive education and training program.



**Command Financial Specialists (CFS)** are members of the naval military who are appointed by the Commanding Officer (CO) to provide financial education and training, counseling and information referral at the command level. CFS is trained to establish, organize and administer the command's finance program. The CFS should be the first stop for the military member who has questions or issues about financial readiness, including:

- Predatory Lending
- Blended Retirement System (BRS)
- Thrift Savings Plan (TSP)
- Military Saves

## RELOCATION ASSISTANCE

The Fleet and Family Support Program's Relocation Assistance Program (RAP) can make your move a lot easier, whether you are settling in or departing from a duty station. The RAP is designed to make the moving process run as effortlessly as possible for the service member be they single, married, married with children, single parents, also family members of active duty and mobilized reservist and active reservist personnel relocating. Resources include:

- Preparing for your Move
- Plan Your Move
- Housing and Lodging
- Navy Child and Youth Programs (CYP)
- School Liaison officer to CYP [https://www.cnic.navy.mil/ffr/fleet\\_readiness/child\\_and\\_youth\\_programs.html](https://www.cnic.navy.mil/ffr/fleet_readiness/child_and_youth_programs.html)
- School Research
- Moving with Vehicles and Pets
- After the Move

## WEBINAR CLASSES

FFSC facilitators bring the classroom to you through webinars and podcasts.

- Live Well Resiliency Webinars
  - **Don't miss the Chief Spouse Informational Webinar in August!**
- Personal Financial Management
- Build Ready and Resilient Sailors and Navy Families
- Transition Goals, Plans, Success

[https://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/podcasts-and-webinars.html](https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/podcasts-and-webinars.html)

## COUNSELING, ADVOCACY AND PREVENTION (CAP)

CAP programs provide individual, group and family counseling, victim intervention and related prevention education and awareness programs.

## NONMEDICAL COUNSELING

Fleet and Family Support Centers (FFSC) offer confidential counseling by professional, licensed clinicians. Clinical counseling services are free of charge to active duty personnel and family members.

If you are troubled and need someone to talk to, you do not need a referral from your command, from Tri-Care or your primary care physician. Just call your local Fleet and Family Support Center to make an appointment. The command is not notified.

Services offered by FFSC include:

- Short-term clinical counseling for individuals, groups and families.
- Crisis intervention and/or response to disasters and other catastrophes.
- Group counseling and/or educational groups.
- Referral to other military and community resources.

## **EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)**

The Navy's Exceptional Family Member Program (EFMP) serves military families with special needs, which includes specialized medical, dental, mental health, developmental or educational requirements, adaptive equipment assistive technology devices and services and/or wheelchair accessibility. EFMP is a mandatory enrollment program for sponsors with qualifying family members. Enrollment in the EFMP ensures maximum provision of services to the family throughout the sponsor's career.

EFMP includes identification of the family member's special needs and enrollment in the program, assignment coordination and family support. The Program assists Sailors during the assignment process by addressing the special needs of their exceptional family members (EFM) and ensuring they are assigned to areas where they can access necessary resources.

Fleet and Family Support Program is the Information and Referral (I&R) conduit for questions regarding EFM resources in the local community.

### ***EFMP Liaisons located at Fleet and Family Support Centers:***

- Provide information, referral and system navigation to special needs families.
- Link families with available military, national and local community resources.
- Provide non-medical case management.
- Develop and maintain Individual Service Plans (ISP).
- Partner with the MTF Coordinators to provide information, education and marketing.

Military Treatment Facility (MTF) conducts overseas and suitability screening, and assists with EFMP enrollment.

### ***EFMP Coordinators located at Military Treatment Facilities:***

- Oversee the identification and enrollment of eligible service members and their families.
- Provide enrollment forms, offer help in the preparation of the forms, review completed forms for accuracy, and forward the enrollment package to the Central Screening Committee.
- At overseas MTFs, coordinate with the DoDDS and the local Educational and Developmental Intervention Services program.
- Partner with the FFSC EFMP Liaisons to provide EFM Program information, education and marketing.

Exceptional Family Member Program Respite Care is specifically designed for Navy families who have children identified as Exceptional Family Members (EFM), category IV or V. This includes exceptional family members whose medical condition requires assignment near major medical facilities in the continental United States, or whose needs are complex and specialized requiring continuity of care.

## **CRISIS RESPONSE / PSYCHOLOGICAL FIRST AID**

### ***Suicide Prevention***

Everyone can make a difference and contribute to suicide prevention at any time. Consider what you would do if you or someone else were struggling to cope with a personal crisis.

ASK – Ask if someone is depressed or thinking of suicide.

CARE – Listen, offer hope and do not judge.

TREAT – Take action, do not leave the person alone and get assistance.

### ***Identifying Suicide Tendencies / Depression***

Many veterans may not show signs of intent to harm themselves before doing so but you can learn to recognize the signs, such as anxiety, low self-esteem, loss of interest in activities, and/or depression.

The Department of Veterans Affairs and the National Suicide Prevention Lifeline have joined with the American Foundation for Suicide Prevention to create the Veterans Self-Check Quiz [www.vetsselfcheck.org](http://www.vetsselfcheck.org). This is a safe, easy way to learn whether stress and depression might be affecting you.

### ***Know the Risk Factors***

Risk factors are characteristics that make it more likely that someone will consider, attempt, or die by suicide. They can't cause or predict a suicide attempt, but they're important to be aware of.

- Mental disorders, particularly mood disorders, schizophrenia, anxiety disorders, and certain personality disorders.
- Alcohol and other Substance use disorders
- Hopelessness
- Impulsive and/or aggressive tendencies
- History of trauma or abuse
- Major physical illnesses
- Previous suicide attempt(s)
- Family history of suicide
- Job or financial loss
- Loss of relationship(s)
- Easy access to lethal means
- Local clusters of suicide
- Lack of social support and sense of isolation
- Stigma associated with asking for help
- Lack of healthcare, especially mental health and substance abuse treatment
- Cultural and religious beliefs, such as the belief that suicide is a noble resolution of a personal dilemma
- Exposure to others who have died by suicide (in real life or via the media and internet)

### ***Know the Warning Signs***

Some warning signs may help you determine if a loved one is at risk for suicide, especially if the behavior is new, has increased, or seems related to a painful event, loss, or change. If you or someone you know exhibits any of these, seek help by calling the Lifeline. (If Lifeline info not retained in section, change to “seek help by calling for assistance.”)

- Talking about wanting to die or to kill themselves
- Looking for a way to kill themselves, like searching online or buying a gun
- Talking about feeling hopeless or having no reason to live
- Talking about feeling trapped or in unbearable pain
- Talking about being a burden to others
- Increasing the use of alcohol or drugs
- Acting anxious or agitated; behaving recklessly
- Sleeping too little or too much
- Withdrawing or isolating themselves
- Showing rage or talking about seeking revenge
- Extreme mood swings

### ***Sailor Assistance & Intercept for Life (SAIL)***

[https://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/life\\_skills.html](https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/life_skills.html)

### **Call the National Suicide Prevention Lifeline, 24/7 1-800-273-8255**

For more suicide prevention resources see *Information and Assistance* section, *Crisis Intervention*.

## **FAMILY ADVOCACY PROGRAM (FAP)**

The Family Advocacy Program (FAP) provides clinical assessment, treatment and services for service members and their families involved in allegations of domestic abuse and child abuse. The goal of FAP is to prevent domestic violence by encouraging people to examine their own behavior and take steps to learn and practice more healthy behaviors. FAP provides a variety of interventions and treatment services to meet the needs of individuals and families. It provides counseling, clinical case management, treatment groups, and refers families to military and civilian resources as appropriate.

A variety of courses that teach healthy relationship skills are also available at FFSCs. These include anger management and conflict resolution. These are also free and available to both active duty and spouses.

If you think you may be a victim of domestic abuse, contact the National Domestic Violence Hotline at 1-800-799-SAFE (7233) or visit your installation FFSC.

## **NEW PARENT SUPPORT HOME VISITATION PROGRAM (NPSHVP)**

The New Parent Support Home Visitation Program (NPSHVP) is a free support service program designed to meet the needs of expectant active-duty military personnel, their spouses and those families with children under the age of four. The program is to provide prenatal and parenting skills education to active-duty service members and their families.

***The New Parent Support Home Visitation Program can help you:***

- Cope with stress
- Manage the additional physical and emotional demands of parenting due to separation and deployment of the Service member
- Nurture children to promote growth and development
- Answer questions about the everyday challenges of parenthood
- Locate local services and resources that can help parents with young children

To enroll in the New Parent Support Home Visitation Program contact your local FFSC and ask for the nearest New Parent Support Program Specialist.

## **DOMESTIC ABUSE VICTIM ADVOCACY (DAVA)**

Domestic abuse can be defined as a pattern of behavior in any relationship that is used to gain or maintain power and control over an intimate partner. Domestic abuse cuts across all age groups and social classes. It happens to Sailors as well as spouses and to men as well as women. Domestic abuse goes beyond physical abuse and includes emotional and sexual abuse. Whenever an adult is placed in physical danger or controlled by threat or use of physical force by their spouse or intimate partner, she or he has been abused.

Domestic abuse can happen to anyone of any race, age, sexual orientation, religion or gender. It can happen to couples who are married, living together or who are dating AND it affects people of all socio-economic backgrounds and education levels.

If you think you may be a victim of domestic abuse, contact the National Domestic Violence Hotline at 1-800-799-SAFE (7233) or visit your installation Fleet and Family Support Center for information on available resource.

For domestic abuse resources see the *Information and Assistance section, Crisis Intervention.*

## **SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM**

Sexual Assault Prevention and Response Program (SAPR) provides sexual assault awareness and prevention education, victim advocacy, response coordination, case management and incident data collection to active-duty personnel, adult family members and commands.

For sexual assault resources see the *Information and Assistance section, Crisis Intervention.*

## **NAVY GOLD STAR PROGRAM**

The Navy Gold Star program is the Navy's official program for providing long-term nonmedical case management, information and referral, education, recognition and support services to surviving families of service members who pass while on active duty.

# PAY AND BENEFITS

[www.public.navy.mil/bupers-npc/career/PayAndBenefits/Pages/default2.aspx](http://www.public.navy.mil/bupers-npc/career/PayAndBenefits/Pages/default2.aspx)

## NAVY PAY - THE BASICS

Basic Pay, Basic Allowance for Housing (BAH), and Basic Allowance for Subsistence (BAS) are the fundamental components of military pay. Members who are married or have legitimate dependents are paid at a higher rate.

An official military resource, myPay, connects active duty, reservists, retirees, and DoD civilians to their pay information and provides access to pay information in a secure, user-friendly environment. The site allows pay items to be viewed and allows some changes to be made without completing paper forms. The Leave and Earnings Statement (LES) can be accessed through the myPay site and the service member can elect whether to receive an LES in paper or electronic format only, make changes to the Thrift Savings Plan, plus more.

The Military Compensation website [www.militarypay.defense.gov](http://www.militarypay.defense.gov) addresses military pay and benefits for current members, retirees, and survivors of retirees.

### ***Basic Pay***

Basic Pay is the fundamental component of military pay. All service members receive it and typically it is the largest component of a member's pay. A member's grade (usually the same as rank) and years of service determines the amount of basic pay received.

### ***Basic Allowance for Housing (BAH)***

BAH is an allowance to offset the cost of housing when you do not receive government-provided housing. The BAH amount depends upon location, pay grade and whether or not there are dependents. BAH rates are set by surveying the cost of rental properties in each geographic location. Therefore, BAH rates in high-cost areas will be much greater than those in low-cost areas.

### ***Basic Allowance for Subsistence (BAS)***

BAS is meant to offset costs for a service member's meals. The BAS amount varies for officer and enlisted members.

### ***Special and Incentive Pay***

In addition to basic pay elements, a special, incentive, or critical skills pay is given to qualified personnel who possess specific or unique skills, or ones at a critical shortage. The Navy compensates individuals possessing special talents to retain them for specified periods of time. Military members are also compensated financially for circumstances such as separation from family, hazardous duty, or special duty.

### ***Critical Skills Enlistment and Reenlistment Bonuses***

The military has established checks and balances to ensure a complement of skills remain in military service. When any of the critical skills become scarce, the Department of Defense offers a financial incentive in the form of bonuses.

### ***Overseas Housing Allowance(OHA)***

OHA is paid to service members who live in private housing at their overseas duty station. OHA helps offset housing costs, which are made up of rent, utility and recurring maintenance expenses, and move-in housing allowance (MIHA).

### ***Clothing Allowances***

Enlisted personnel are issued a complete wardrobe when they begin active duty. On each enlistment anniversary, a lump sum replacement/maintenance allowance is paid. Also, those eligible to promote to Chief Petty Officer receive a special allowance to offset the initial expense of purchasing a new wardrobe of uniforms; thereafter, they receive a set annual replacement allowance.

### ***Tax Advantages***

Serving in the military has a huge advantage. When you look at your pay, add into the equation the “invisible” tax advantages sheltering BAH, BAS, and Social Security (FICA) not applied to special pay, and depending on legally declared residency, an absence of state income tax. Additional tax relief is given when you make purchases at a military Exchange, Commissary, Package stores, and veterinarian.

### ***Legacy Retirement Pay***

After completing 20 years of honorable service, a military retiree would receive 50% of the permanent basic pay. Each year of service thereafter adds an additional 2.5% until 30 years of service is reached. After completing 30 years of honorable service, a military retiree would receive 75% of the permanent basic pay. Each year of service thereafter adds an additional 2.5%.

### ***Blended Retirement System (BRS)***

[militarypay.defense.gov/BlendedRetirement/](http://militarypay.defense.gov/BlendedRetirement/)

BRS is a new military retirement system that blends the legacy retirement pension with a defined contribution to Service members’ Thrift Savings Plan (TSP) account.

- All members serving as of December 31, 2017, are grandfathered under the legacy retirement system. No one currently-serving will be automatically switched to the Blended Retirement System.
- Though they are grandfathered under the legacy retirement system, Active Component Service members with fewer than 12 years since their Pay Entry Base Date, and Reserve Component Service members who have accrued fewer than 4,320 retirement points as of December 31, 2017, will have the option to opt into the Blended Retirement System. The opt-in/election period for the Blended Retirement System begins January 1, 2018, and concludes on December 31, 2018.
- All Service members who enter the military on or after January 1, 2018, will automatically be enrolled in BRS.

# TRICARE [www.tricare.mil](http://www.tricare.mil)

TRICARE is the health care program for uniformed service members and their families around the world. Most TRICARE health plans meet the requirements for minimum essential coverage under the Affordable Care Act.

## ***Health Plans***

- TRICARE offers several different health plans.
- All plans meet or exceed the requirements for minimum essential coverage. If you don't have coverage, you may have to pay a fee for each month you aren't covered under the Affordable Care Act.
- Plan availability depends on who you are and where you live.

## ***Special Programs***

TRICARE offers supplemental programs tailored specifically to beneficiary health concerns or conditions.

- Specific eligibility requirements apply based on beneficiary category, plan or status.
- May be limited to a certain number of participants or a certain geographic location.

## ***Prescriptions***

TRICARE covers most prescription drugs approved by the U.S. Food and Drug Administration (FDA). Prescription drugs may be available as part of the pharmacy or medical benefit. The TRICARE Formulary is available online.

## ***Dental***

You must have a TRICARE dental plan for most dental care. TRICARE covers adjunctive dental care that is needed to treat a covered medical condition, injury, or disease as part of the "medical" benefit.

Dental coverage for diagnostic and preventive services, restorative services, orthodontics, oral surgery, endodontics and other non-medical services are provided under three different dental plans.

## ***Active Duty Dental Care***

You get most of your dental care at military dental clinics. If you need care outside of a military dental clinic, how you get care depends on where you live.

# TRICARE DENTAL PROGRAM

The TRICARE Dental Program is a voluntary dental plan. Sponsors can enroll through the Beneficiary Web Enrollment website.

You can enroll if you're a:

- Family member of an active duty service member
- Family member of a National Guard/Reserve member
- National Guard/Reserve Member who isn't on active duty or covered by the Transitional Assistance Management Program (TAMP).
- You get active duty dental benefits if you're on active duty or covered by TAMP.

Coverage details are available through the plan contractor.



# INFORMATION AND ASSISTANCE

*Disclaimer: This section is provided for information dissemination purposes only. The Department of Defense, the Department of the Navy, Commander, Navy Installations Command, and Naval Services FamilyLine do not officially endorse any of the organizations below that are non-federal entities. Also, the web addresses below change frequently. All information reflects our best knowledge at the time of printing. We regret any errors.*

## GENERAL MILITARY INFORMATION AND ASSISTANCE

### ***United States Navy***

Official Department of the Navy Website

[www.navy.mil](http://www.navy.mil)

### ***Commander, Navy Installations Command (CNIC)***

CNIC is responsible for worldwide shore installation support for the United States Navy under the Chief of Naval Operations (CNO).

[www.cnic.navy.mil](http://www.cnic.navy.mil)

### ***Department of Veterans Affairs***

The VA administers a variety of benefits and services that provide financial and other forms of assistance to service members, veterans, their dependents and survivors.

1-800-827-1000

[www.va.gov](http://www.va.gov)

### ***ID Cards - RAPIDS***

To find the office closest to you to obtain a military ID card

[www.dmdc.osd.mil/rsl](http://www.dmdc.osd.mil/rsl)

### ***Military One Source***

Military One Source is a DoD Information and Referral Program providing comprehensive information on every aspect of military life at no cost to active duty, guard, and reserve service members and their families.

CONUS: 1-800-342-9647 OCONUS: 800-3429-6477

TTY/TTD: 1-866-607-6794

Espanol: 1-877-888-0727

[www.militaryonesource.mil](http://www.militaryonesource.mil)

### ***Morale, Welfare and Recreation (MWR)***

Morale, Welfare and Recreation (MWR) covers a wide scope of worldwide operations that provide Sailors and their families with the finest facilities, programs and activities to meet their recreational and social needs.

[www.navymwr.org](http://www.navymwr.org)

### ***National Military Family Association***

National Military Family Association is the leading non-profit organization focusing on issues important to military families.

[www.militaryfamily.org](http://www.militaryfamily.org)

### ***NAVY 311***

NAVY 311 provides non-tactical, on-demand informational assistance for non-emergency services and can answer questions related to: maintenance, ship parts and/or repair, logistics, personnel or career matters, training, IT systems, quality of life, facilities, medical support, chaplain care, ordnance, and other topics.

1-855-NAVY311 (1-855-628-9311)

[www.Navy311.navy.mil](http://www.Navy311.navy.mil)

### ***Navy Customer Service Center***

Receive a variety of information on many important topics including: pay and benefits, selective reenlistment bonuses, CSB/Redux, service record entries, PCS moves, reenlistment, continuation, FITREP/Evals, promotion, advancement, rating conversion requests, and a gamut of other information.

1-866-U-ASK-NPC (1-866-827-5672)

[www.npc.navy.mil](http://www.npc.navy.mil)

### ***Ombudsman Registry***

This registry allows family members to locate their ombudsman and will enable them to send an email to the listed assigned Command Ombudsman.

<https://ombudsmanregistry.cnic.navy.mil/?m=login>

## **CHILD AND YOUTH PROGRAMS**

### ***Child Care Aware of America***

Child Care Aware provides information, referrals, tools and resources to families seeking child care nationwide.

[usa.childcareaware.org](http://usa.childcareaware.org)

### ***Child Development Centers (CDC)***

Child Development Centers provide full and part day child care for ages 6 weeks to 5 years of age.

[www.navycyp.org](http://www.navycyp.org)

### ***MilitaryChildCare.com (MCC)***

MCC is a DoD website for military families seeking childcare.

[www.militarychildcare.cnic.navy.mil](http://www.militarychildcare.cnic.navy.mil)

### ***Military Families Near and Far***

Military Families Near and Far is an online resource with tools, information, and materials to help your family stay connected when a service member is far away.

[www.familiesnearandfar.org](http://www.familiesnearandfar.org)

### ***School Liaison Officer***

<https://www.navycyp.org/programs-services/child-and-youth-education-services>

### ***United Through Reading***

The United Through Reading Military Program helps ease the stress of separation for military families by having deployed parents read children's books aloud via DVD for their child to watch at home.

[www.unitedthroughreading.org](http://www.unitedthroughreading.org)

## **CRISIS INTERVENTION**

### ***American Red Cross***

Emergency Hotline: 1-877-272-7337

[www.americanredcross.org](http://www.americanredcross.org)

### ***Chaplin Core: Navy 311***

1-855-NAVY-311 (1-855-928-9311)

Email: [Navy311@navy.mil](mailto:Navy311@navy.mil)

Text: Navy311@navy.mil in the "to" line

[www.navy311.navy.mil](http://www.navy311.navy.mil)

### ***Child Welfare Information Gateway***

1-800-394-3366

[www.childwelfare.gov](http://www.childwelfare.gov)

List of Toll-Free Crisis Hotline Numbers

[www.childwelfare.gov/pubs/reslist/tollfree](http://www.childwelfare.gov/pubs/reslist/tollfree)

### ***Childhelp National Child Abuse Hotline***

1-800-4-A-Child (1-800-422-4453)

[www.childhelp.org](http://www.childhelp.org)

### ***Fleet and Family Support Center***

[www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program.html](http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program.html)

### ***Military Helpline***

1-888-457-4838

Text "MIL1" to 839863

[www.militaryhelpline.org](http://www.militaryhelpline.org)

### ***Military One Source***

1-800-342-9647

[www.militaryonesource.mil](http://www.militaryonesource.mil)

### ***National Center for Victims of Crimes***

1-855-4-VICTIM (1-855-484-2846)

[www.victimsofcrime.org](http://www.victimsofcrime.org)

***National Human Trafficking Resource Center***

1-888-373-7888 text:233733

[www.humantraffickinghotline.org](http://www.humantraffickinghotline.org)

***List of National Hotlines and Helpful Links***

[www.victimsofcrime.org/help-for-crime-victims/national-hotlines-and-helpful-links](http://www.victimsofcrime.org/help-for-crime-victims/national-hotlines-and-helpful-links)

***National Domestic Violence Hotline***

1-800-799-SAFE (1-800-799-7233)

[www.thehotline.org](http://www.thehotline.org)

***National Resource Directory***

[www.nrd.gov](http://www.nrd.gov)

***National Sexual Assault Hotline***

1-800-656-HOPE (1-800-656-4673)

[www.rainn.org](http://www.rainn.org)

***National Suicide Prevention Lifeline***

1-800-273-TALK (1-800-273-8255)

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

***Navy-Marine Corp Relief Society***

[www.nmcrs.org](http://www.nmcrs.org)

***Navy Suicide Awareness and Prevention***

[www.public.navy.mil/BUPERS-NPC/support/21st\\_century\\_sailor/suicide\\_prevention/Pages/default.aspx](http://www.public.navy.mil/BUPERS-NPC/support/21st_century_sailor/suicide_prevention/Pages/default.aspx)

***Sexual Assault Crisis Support***

1-877-995-5247

[www.safehelpline.org](http://www.safehelpline.org)

***United Services Organization***

[www.uso.org](http://www.uso.org)

***Veterans Crisis Line***

1-800-273-8255, press 1

Text to 838255

[www.veteranscrisisline.net](http://www.veteranscrisisline.net)

## **DEPLOYMENT ASSISTANCE**

***Everyone Serves***

A handbook for family and friends of service members during pre-deployment, deployment and reintegration.

[www.everyoneservesbook.com](http://www.everyoneservesbook.com)

### ***Fleet and Family Support Centers (FFSC)***

The Fleet and Family Support Center offers a variety of deployment support programs to assist commands, Sailors and their families.

[www.ffsp.navy.mil](http://www.ffsp.navy.mil)

### ***Military Kids Connect (MKC)***

Military Kids Connect is an online community of military children (ages 6-17 years old) that provides access to age-appropriate resources to support children from pre-deployment, through a parent's or caregiver's return.

[www.militarykidsconnect.org](http://www.militarykidsconnect.org)

### ***Reserve Affairs***

Supports the Reserve Component community through initiatives including the Yellow Ribbon Program, Wounded Warrior Care, Employer Support of the Guard and Reserve, TRICARE Reserve Select, and Military OneSource.

[ra.defense.gov](http://ra.defense.gov)

### ***Yellow Ribbon Reintegration Program (YRRP)***

YRRP is a DoD-wide effort to promote the well-being of National Guard and Reserve members, their families and communities, by connecting them with resources throughout the deployment cycle.

[www.yellowribbon.mil](http://www.yellowribbon.mil)

## **EDUCATION AND SCHOLARSHIPS**

### ***Anchor Scholarship Foundation***

For dependents of qualified surface Navy members.

[www.anchor scholarship.com](http://www.anchor scholarship.com)

### ***Chief Petty Officer Scholarship Fund***

For children of Chief Petty Officers of the sea services. Sponsored by Chief Petty Officers world-wide.

[www.cposf.org](http://www.cposf.org)

### ***Department of Defense Education Activity***

A network of schools, both primary and secondary, that serve dependents of United States military personnel outside the United States.

571-372-5863

[www.dodea.edu](http://www.dodea.edu)

### ***Dolphin Scholarship Foundation***

For children and stepchildren of qualified active, retired and former members of the Submarine Force.

[www.dolphin scholarship.org](http://www.dolphin scholarship.org)

### ***FinAid***

Links to scholarships, loans, grants, and other financial educational aid.

[www.finaid.org](http://www.finaid.org)

### ***Free Application for Federal Student Aid (FAFSA)***

Apply for federal and state financial aid.

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

### ***Military Child Education Coalition***

To serve as a model of positive leadership and advocacy for ensuring inclusive, quality educational opportunities for all military-connected children.

[www.militarychild.org](http://www.militarychild.org)

### ***Military OneSource Exceptional Family Member Program***

Offers DoD families with special medical and/or educational needs access to information, resources, and each other.

1-800-342-9647

[www.militaryonesource.mil/efmp](http://www.militaryonesource.mil/efmp)

### ***Navy Marine Corps Relief Society (NMCRS)***

A variety of scholarships and education assistance is available to active duty service members and their dependents.

[www.nmcrcs.org/pages/education-loans-and-scholarships](http://www.nmcrcs.org/pages/education-loans-and-scholarships)

### ***Scholarships for Military Children Program***

Sponsored by the Fisher House Foundation.

[www.militaryscholar.org](http://www.militaryscholar.org)

### ***Seabee Memorial Scholarship Association***

For children and grandchildren of Seabees.

[www.seabee.org/apply-for-a-scholarship.html](http://www.seabee.org/apply-for-a-scholarship.html)

### ***Servicemembers Opportunity Colleges (SOCNAV)***

Degree programs for Navy Sailors and their spouses.

[www.soc.aascu.org/socnav](http://www.soc.aascu.org/socnav)

### ***U.S. Department of Education***

Find information about all of your education needs and questions.

[www.ed.gov](http://www.ed.gov)

### ***Voluntary Education Program***

Detailed information on programs and services, and links to the voluntary education programs, Veterans Affairs, Department of Education and many other educational sites.

[www.militaryonesource.mil/voluntary-education](http://www.militaryonesource.mil/voluntary-education)

### ***Wings Over America***

Provides college scholarships to dependents of the Navy Aviation community.

[wingsoveramerica.us/](http://wingsoveramerica.us/)

## **FAMILY EMPLOYMENT**

### ***Career One Stop***

Tools to help job seekers, students, businesses and career professionals.

[www.careeronestop.org](http://www.careeronestop.org)

### ***Spouse Education and Career Opportunities (SECO)***

The DoD established the SECO program to provide education and career guidance to military spouses worldwide, offering comprehensive resources and tools related to career exploration, education, training and licensing, employment readiness and career connections.

[myseco.militaryonesource.mil](http://myseco.militaryonesource.mil)

### ***USA Jobs***

USAJOBS is the U.S. Government's official system/program for Federal jobs and employment information.

[www.usajobs.gov](http://www.usajobs.gov)

## **FINANCIAL INFORMATION**

### ***Basic Allowance for Housing - BAH***

[www.defensetravel.dod.mil/site/bah.cfm](http://www.defensetravel.dod.mil/site/bah.cfm)

### ***COLA and Overseas Housing Allowance***

[www.defensetravel.dod.mil/site/cola.cfm](http://www.defensetravel.dod.mil/site/cola.cfm)

### ***Navy-Marine Corps Relief Society***

The Society provides financial assistance and education, as well as other programs and services, to members of the United States Navy and Marine Corps, their eligible family members, widows, and survivors.

1-800-654-8364

[www.nmcra.org](http://www.nmcra.org)

### ***Pay and Allowances***

[www.dfas.mil](http://www.dfas.mil)

### ***Servicemember's Group Life Insurance (SGLI)***

A program that provides low-cost term life insurance coverage to eligible Servicemembers.

1-800-419-1473

[www.insurance.va.gov](http://www.insurance.va.gov)

### ***Thrift Savings Plan (TSP)***

TSP is a defined contribution retirement savings plan for Federal employees.

[www.tsp.gov](http://www.tsp.gov)

# HEALTH CARE

## ***Defense Eligibility Enrollment Reporting System (DEERS)***

To enroll in DEERS or make changes to your contact information.

1-800-538-9552.

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

## ***Fisher House***

Provides homes where military and veterans' families can stay at no cost while a loved one is receiving treatment. These homes are located at major military and VA medical centers nationwide, close to the medical center or hospital it serves.

1-888-294-8560

[www.fisherhouse.org](http://www.fisherhouse.org)

## ***Military Crisis Line***

Confidential support is available 24 hours a day, 7 days a week, 365 days a year by phone, online chat and text. This free service is available to all service members, including Veterans and members of the National Guard and Reserve, coping with stress, anxiety, post traumatic stress disorder, challenges with civilian life, difficulties in relationships, transitioning back to employment, and education.

1-800-273-8255 Press 1

In Europe call 00800 1273 8255 or DSN 118

Text 838255

[www.veteranscrisisline.net](http://www.veteranscrisisline.net)

## ***Navy Wounded Warrior Safe Harbor***

Safe Harbor is the Navy's organization for coordinating the non-medical care of seriously wounded, ill, and injured Sailors, Coast Guardsmen, and their families.

855-NAVY WWP (628-9997)

<http://www.safeharborfoundation.org>

## ***TRICARE***

TRICARE is the health care program serving Uniformed Service members, retirees and their families worldwide.

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

## ***TRICARE Dental***

The TRICARE Dental Program is a voluntary, premium-based dental insurance plan for family members of active duty and Reserve service members.

1-855-638-8371

[www.tricare.mil/dental.aspx](http://www.tricare.mil/dental.aspx)

## ***Lodging and Housing***

Department of Defense Lodging - Air Force

1-888-AF-LODGE (1-888-235-6343)

[af.dodlodging.net](http://af.dodlodging.net)



***Department of Defense Lodging - Army***

1-800-GO-ARMY-1 (1-800-462-7691)

[army.dodlodging.net](http://army.dodlodging.net)

***Department of Defense Lodging - Navy Gateway Inn and Suites***

1-877-NAVY-BED (1-800-628-9233)

[ngis.dodlodging.net](http://ngis.dodlodging.net)

***Navy Housing***

[www.housing.navy.mil](http://www.housing.navy.mil)

***Navy Lodge***

1-800-NAVY-INN (1-800-628-9466)

[www.navy-lodge.com](http://www.navy-lodge.com)

## **MAGAZINES AND NEWSPAPERS**

***All Hands Magazine***

[www.ah.mil](http://www.ah.mil)

***Armed Forces Journal***

[www.armedforcesjournal.com](http://www.armedforcesjournal.com)

***Department of the Navy Information Technology Magazine***

[www.doncio.navy.mil/chips/](http://www.doncio.navy.mil/chips/)

***It's Your Move (PDF)***

[www.ustranscom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_1.pdf](http://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf)

***Marine Corps Times***

[www.marinecorpstimes.com](http://www.marinecorpstimes.com)

***Military Living Magazine***

[www.militaryliving.com](http://www.militaryliving.com)

***Military Spouse Magazine***

[www.militaryspouse.com](http://www.militaryspouse.com)

***National Military Family Association Newsletter***

[www.militaryfamily.org](http://www.militaryfamily.org)

***Navy Times***

[www.navytimes.com](http://www.navytimes.com)

***Reservist***

[www.uscg.mil/reservist](http://www.uscg.mil/reservist)

*Seabee Online Magazine*  
[seabemagazine.navylive.dodlive.mil](http://seabemagazine.navylive.dodlive.mil)

*SeaPower*  
[www.seapowermagazine.org](http://www.seapowermagazine.org)

*TNR The Navy Reservist*  
[www.navyreserve.navy.mil](http://www.navyreserve.navy.mil)

## **RELOCATION ASSISTANCE**

*Defense Personal Property System (DPS)*  
An Internet-based system to manage DoD household goods moves.  
[www.move.mil](http://www.move.mil)

*Military Installations*  
Find out about your next base and “Plan Your Move.”  
[www.militaryinstallations.dod.mil](http://www.militaryinstallations.dod.mil)

*Military Youth on the Move*  
Explore your new community before you arrive.  
[apps.militaryonesource.mil/myom](http://apps.militaryonesource.mil/myom)

*Navy Supply Systems Command*  
Household Goods and Navy Personal Property  
[www.navsup.navy.mil/household](http://www.navsup.navy.mil/household)

## **UNIFORM/EXCHANGE SERVICES**

Army and Air Force Exchange Services (AAFES )  
[www.shopmyexchange.com](http://www.shopmyexchange.com)

Marine Corps Exchange  
[www.mymcx.com](http://www.mymcx.com)

Navy Exchange  
[www.mynavyexchange.com](http://www.mynavyexchange.com)



















# ACRONYMS AND ABBREVIATIONS

**AAFES** - ARMY or Air Force Exchange  
**ADT** - Active Duty for Training  
**AOC** - Aviation Officer Candidate  
**APO** - Army and Air Force Post Office  
**ASAP** - As Soon As Possible  
**AT** - Annual Training  
**AWOL** - Absent Without Leave  
**BAH** - Basic Allowance for Housing  
**BAS** - Basic Allowance for Subsistence  
**BEQ** - Bachelor Enlisted Quarters  
**BOQ** - Bachelor Officer Quarters  
**BRS** - Blended Retirement System  
**BUMED** - Bureau of Medicine and Surgery  
**BUPERS** - Bureau of Naval Personnel  
**CACO** - Casualty Assistance Calls Officer  
**CACP** - Casualty Assistance and Calls Program  
**CAP** - Counseling Advocacy and Prevention  
**CDC** - Child Development Center  
**CFS** - Command Financial Specialist  
**CHINFO** - Chief of Information  
**CMC** - Command Master Chief  
**CMCSLC** - Command Master Chief Spouse Leadership Course  
**CNO** - Chief of Naval Operations  
**CNP** - Chief of Naval Personnel  
**CNRFC** - Commander Navy Reserve Forces Command  
**CNIC** - Commander Navy Installations Command  
**CO** - Commanding Officer  
**COB** - Chief of the Boat  
**COLA** - Cost of Living Allowance  
**COMRATS** - Commuted Rations  
**CONUS** - Continental United States  
**CORE** - Continuum of Resource Education  
**COS** - Chief of Staff  
**CPOA** - Chief Petty Officers Association  
**CPO** - Chief Petty Officer  
**CRA** - Clothing Replacement Allowance  
**CRS** - Career Readiness Standards  
**CSLC** - Command Spouses Leadership Course  
**CSB** - Career Status Bonus  
**CST** - Command Support Team  
**CYP** - Children and Youth Programs  
**DAVA** - Domestic Abuse Victim Advocacy  
**DEERS** - Defense Eligibility Enrollment Reporting System  
**DoD** - Department of Defense  
**DoDDS** - Department of Defense Dependent Schools  
**DoN** - Department of the Navy  
**DPS** - Defense Property System  
**DSN** - Defense Switched Network  
**DVA** - Department of Veterans' Affairs  
**EAOS** - End of Active Obligated Service  
**EFM** - Exceptional Family Member  
**EFMP** - Exceptional Family Member Program































**EOS** - Expiration of Service  
**ETA** - Estimated Time of Arrival  
**ETD** - Estimated Time of Departure  
**FAP** - Family Advocacy Program  
**FDA** - US Food and Drug Administration  
**FERP** - Family Employment Readiness Program  
**FICA** - The Federal Insurance Contribution  
**FFSC** - Fleet and Family Support Center  
**FFSP** - Fleet and Family Support Programs  
**FITREP** - Fitness Report  
**FLTCM** - Fleet Master Chief  
**FORCM** - Force Master Chief  
**FPO** - Fleet Post Office  
**FRG** - Family Readiness Group  
**FSGLI** - Family Servicemembers' Group Life Insurance  
**FTS** - Full Time Support  
**IA** - Individual Augmentee  
**IDT** - Initial Active Duty Training  
**I&R** - Information and Referral  
**ISP** - Individual Service Plan  
**IRR** - Individual Ready Reserve  
**JAG** - Judge Advocate General (lawyer)  
**JCS** - Joint Chiefs of Staff  
**JNROTC** - Junior Naval Reserve Officer Training Corps  
**JRB** - Joint Reserve Base  
**LDO** - Limited Duty Officer  
**LES** - Leave and Earning Statement  
**MCAS** - Marine Corps Air Station  
**MCC** - Military Childcare.com  
**MCPO** - Master Chief Petty Officer  
**MCPON** - Master Chief Petty Officer of the Navy  
**MIHA** - Move-In Housing Allowance  
**MKC** - Military Kids Connect  
**MTF** - Military Treatment Facility  
**MWR** - Morale, Welfare and Recreation  
**NAS** - Naval Air Station  
**NAS JRB** - Naval Air Station Joint Reserve Base  
**NAVFAC** - Naval Facility  
**NAVSTA** - Naval Station  
**NCO** - Noncommissioned Officer  
**NEC** - Navy Enlisted Classification  
**NFAAS** - Navy Family Accountability and Assessment System  
**NMC** - Naval Medical Command  
**NMCRS** - Navy Marine Corps Relief Society  
**NOFFS** - Navy Operational Fitness and Fueling Series  
**NOSC** - Navy Operational Support Center  
**NPSHPV** - New Parent Support Home Visitation Program  
**NROTC** - Naval Reserve Officer Training Corps  
**NSFL** - Naval Services FamilyLine  
**OAL** - Ombudsman-at-Large  
**OCONUS** - Outside Continental United States  
**OCS** - Officer Candidate School  
**OHA** - Overseas Housing Allowance

**OOD** - Officer of the Deck  
**OPNAV** - Office of Chief of Naval Operations  
**OPSEC** - Operation Security  
**OSD** - Office of the Secretary of Defense  
**PAO** - Public Affairs Officer  
**PCO** - Prospective Commanding Officer  
**PCS** - Permanent Change of Station  
**PFM** - Personal Financial Management  
**POC** - Point of Contact  
**POD** - Plan of the Day  
**POE** - Point of Embarkation  
**POW** - Plan of the Week  
**PSD** - Personnel Support Detachment  
**PXO** - Prospective Executive Officer  
**RAP** - Relocation Assistance Program  
**RAC** - Relocation Assistance Center  
**RC** - Reserve Component  
**RCC** - Reserve Component Command  
**ROTC** - Reserve Officers' Training Corps  
**RPA** - Reserve Program Administrators  
**SAIL** - Sailor Assistance & Intercept for Life  
**SAPR** - Sexual Assault Prevention and Response  
**SAPRO** - Sexual Assault Prevention and Response Office  
**SARC** - Sexual Assault Response Coordinator  
**SATO** - Scheduled Airlines Ticket Office  
**SBP** - Survivors Benefit Plan  
**SCPO** - Senior Chief Petty Officer  
**SEA** - Senior Enlisted Advisor  
**SECO** - Spouse Education and Career Opportunities  
**SEL** - Senior Enlisted Leader  
**SECDEF** - Secretary of Defense  
**SECNAV** - Secretary of the Navy  
**SELRES** - Selected Reservist  
**SGLI** - Servicemember's Group Life Insurance  
**SITREP** - Situation Report  
**SOPA** - Senior Officer Present Afloat  
**SPC** - Suicide Prevention Coordinator  
**STARC** - State Area Command  
**TAD** - Temporary Additional Duty  
**TAMP** - Transition Assistance Management Program  
**TAP** - Transition Assistance Program  
**TBD** - To Be Determined  
**TGPS** - Transition, Goals, Plans, Success  
**TLA** - Temporary Lodging Allowance  
**TLE** - Temporary Lodging Expenses  
**TSP** - Thrift Savings Plan  
**UA** - Unauthorized Absence  
**UCMJ** - Uniformed Code of Military Justice  
**USO** - United Services Organization  
**WFL** - Work and Family Life  
**WO** - Warrant Officer  
**XO** - Executive Officer  
**YRRP** - Yellow Ribbon Reintegration Program

# NAVY ENLISTED RATES AND INSIGNIAS

Paygrade	Rate	Abbreviation	Upper Sleeve	Collar and Cap
E-1	Seaman Recruit	SR	None	None
E-2	Seaman Apprentice	SA		 (Collar)
E-3	Seaman	SN		 (Collar)
E-4	Petty Officer Third Class	PO3		
E-5	Petty Officer Second Class	PO2		
E-6	Petty Officer First Class	PO1		
E-7	Chief Petty Officer	CPO		
E-8	Senior Chief Petty Officer	SCPO		
E-9	Master Chief Petty Officer	MCPO		
E-9	Master Chief Petty Officer of The Navy	MCPON		

# NAVY OFFICER RANKS AND INSIGNIAS

Paygrade	Rank	Abbreviation	Collar	Shoulder	Sleeve
O-1	Ensign	ENS			
O-2	Lieutenant Junior Grade	LTJG			
O-3	Lieutenant	LT			
O-4	Lieutenant Commander	LCDR			
O-5	Commander	CDR			
O-6	Captain	CAPT			
O-7	Rear Admiral (Lower Half)	RDML			
O-8	Rear Admiral (Upper Half)	RADM			
O-9	Vice Admiral	VADM			
O-10	Admiral	ADM			

# ALLHANDS

OWNERS + OPERATORS MANUAL

**E**nlisted Sailors wear their job specialty in plain sight. Rating badges, worn on the left sleeve, consist of an eagle; chevrons indicating the wearer's rank; and a specialty mark indicating rating. While some of these ratings have historical significance, such as the BM (boatswain's mate), others show the evolution of naval technology in modern times, such as the GS (gas turbine systems technician).



**AB**  
Aviation Boatswain's Mate



**AC**  
Air Traffic Controller



**AD**  
Aviation Machinist's Mate

**ABE** - Launch/Recovery (Equipment)  
**ABF** - Fuel  
**ABH** - Aircraft Handling



**BM**  
Boatswain's Mate



**BU**  
Builder



**CE**  
Construction Electrician



**CM**  
Construction Mechanic



**CS**  
Culinary Specialist



**CT**  
Cryptologic Technician



**DC**  
Damage Controlman



**EA**  
Engineering Aide



**GS**  
Gas Turbine Systems Technician  
**GSE** - Electrical  
**GSM** - Mechanical



**HM**  
Hospital Corpsman



**HT**  
Hull Maintenance Technician



**IC**  
Interior Communications Electrician



**IS**  
Intelligence Specialist



**IT**  
Information Systems Technician  
**ITS** - Submarines



**LN**  
Legalman



**LS**  
Logistics Specialist



**ND**  
Navy Diver



**OS**  
Operations Specialist



**PR**  
Aircrew Survival Equipmentman



**PS**  
Personnel Specialist



**QM**  
Quartermaster



**RP**  
Religious Program Specialist



**SB**  
Special Warfare Boat Operator



**SH**  
Ship's Serviceman



Naval Astronaut



Naval Astronaut (NFO)



Naval Aviator (Pilot)



Naval Flight Officer



Professional Aviation Maintenance Officer



Naval Aviation Supply Corps



Naval Aircrew Warfare Specialist



Marine Corps Combat Aircrew



Special Warfare (SEAL)



Special Operations



Surface Warfare Dental Corps



Surface Warfare Medical Service Corps



Surface Warfare Supply Corps



Submarine Warfare (officer)



Submarine Warfare (enlisted)



SSBN Deterrent Patrol (20 patrols)



Strategic Sealift Officer



Seabee Combat Warfare Specialist (officer)



Seabee Combat Warfare Specialist (enlisted)



Naval Parachutist



Basic Parachutist



Integrated Undersea Surveillance System (enlisted)



Fleet Marine Force (officer)



Fleet Marine Force Chaplain



Fleet Marine Force (enlisted)



Diving (officer)



Diving (medical)



Marine Corps Combatant Diver



Deep Submergence (officer)



Deep Submergence (enlisted)



Explosive Ordnance Disposal (officer)



Master Explosive Ordnance Disposal



Craftmaster



Command-at-Sea



Command Ashore/Project Manager



Presidential Service Badge



Vice Presidential Service Badge



Office of the Secretary of Defense



Master Chief Petty Officer of the Navy



Fleet Master Chief Petty Officer



Force Master Chief Petty Officer



Command Master Chief Petty Officer












































































U.S. Navy Police (officer)



# ENLISTED RATES | WARFARE PINS



							
<b>AE</b> Aviation Electrician's Mate	<b>AG</b> Aerographer's Mate	<b>AM</b> Aviation Structural Mechanic <i>AME - Safety Equipment</i>	<b>AO</b> Aviation Ordnanceman	<b>AS</b> Aviation Support Equipment Technician	<b>AT</b> Aviation Electronics Technician	<b>AW</b> Naval Air Crewman <i>AWF - Mechanical AWO - Operator AWR/AWS - Helicopter AWV - Avionics</i>	<b>AZ</b> Aviation Maintenance Administrationman
							
<b>EM</b> Electrician's Mate	<b>EN</b> Engineman	<b>EO</b> Equipment Operator	<b>EOD</b> Explosive Ordnance Disposal	<b>ET</b> Electronics Technician	<b>FC</b> Fire Controlman	<b>FT</b> Fire Control Technician	<b>GM</b> Gunner's Mate
							
<b>MA</b> Master-at-Arms	<b>MC</b> Mass Communication Specialist	<b>MM</b> Machinist's Mate	<b>MN</b> Mineman	<b>MR</b> Machinery Repairman	<b>MT</b> Missile Technician	<b>MU</b> Musician	<b>NC</b> Navy Counselor
							
<b>SO</b> Special Warfare Operator	<b>ST</b> Sonar Technician <i>STG - Surface STS - Submarine</i>	<b>SW</b> Steelworker	<b>UT</b> Utilitiesman	<b>YN</b> Yeoman	<b>AN**</b> Airman	<b>FN**</b> Fireman	<b>SN**</b> Seaman
							
<b>Naval Aviation Observer and Flight Meteorologist</b>	<b>Flight Surgeon</b>	<b>Flight Nurse</b>	<b>Aerospace Experimental Psychologist, Aerospace Physiologist and Aerospace Optometrist</b>	<b>Aviation Warfare Specialist (enlisted)</b>			
							
<b>Special Warfare Combatant-Craft Crewman</b>	<b>Surface Warfare (officer)</b>	<b>Surface Warfare (enlisted)</b>	<b>Surface Warfare Nurse Corps</b>	<b>Surface Warfare Medical Corps</b>			
							
<b>Submarine Warfare Medical Corps</b>	<b>Submarine Engineering Duty</b>	<b>Submarine Warfare Supply Corps</b>	<b>Submarine Combat Patrol</b>	<b>SSBN Deterrent Patrol</b>			
							
<b>Enlisted Expeditionary Warfare Specialist</b>	<b>Navy Expeditionary Supply Corps Officer (NESCO)</b>	<b>Information Dominance Warfare (officer)</b>	<b>Information Dominance Warfare (enlisted)</b>	<b>Integrated Undersea Surveillance System (officer)</b>			
							
<b>Master Diver</b>	<b>Diver (Medical Technician)</b>	<b>First Class Diver</b>	<b>Second Class Diver</b>	<b>Scuba Diver</b>			
							
<b>Senior Explosive Ordnance Disposal</b>	<b>Basic Explosive Ordnance Disposal</b>	<b>Nuclear Weapons Security (enlisted)</b>	<b>Small Craft (officer)</b>	<b>Small Craft (enlisted)</b>			
							
<b>Joint Chiefs of Staff</b>	<b>Recruiting Command for Excellence</b>	<b>Recruiter</b>	<b>Career Counselor</b>	<b>Division Commander for Excellence</b>	<b>Division Commander</b>		
							
<b>U.S. Navy Police (enlisted)</b>	<b>U.S. Navy Security</b>	<b>U.S. Navy Corrections</b>	<b>U.S. Navy Guard</b>	<b>U.S. Navy Master-at-Arms</b>			

