

# 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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*Guidelines  
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# 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 brotherhood and sisterhood of fellow Chiefs. As a CPO Spouse, you will find a greater opportunity to act as a role model and mentor to other 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 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. Also included is the CPO Mission, Vision, and Guiding Principles that Chiefs must live by each and every day.

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 will make it easier to be supportive when faced with difficult challenges.

While your Sailor has a responsibility to the Sailors he or she leads, it is your choice as to how involved you want to be. It is not mandatory for you to take an active role, however, you do 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 Support Team, Ombudsman, Chaplain, and Fleet and Family Support Center are also invaluable in providing support for you and your fellow spouses.

# TABLE OF CONTENTS

Mission Statement of the Navy .....	4
MCPON's Mission, Vision, and Guiding Principles for CPOs.....	5
Chief Petty Officer Creed .....	6
History and Traditions of the Chief Petty Officer .....	7
Phase II .....	12
The Chief Petty Officer's Spouse.....	15
Social Protocol.....	17
The Lone Sailor Table (POW/MIA) .....	22
Frequently Asked Questions .....	24
Resources	
Command Resources.....	28
Naval Services FamilyLine.....	29
Fleet and Family Support Center (FFSC).....	32
Pay and Benefits.....	37
TRICARE .....	40
Information and Assistance.....	42
Acronyms and Abbreviations .....	51
Navy Rates, Ranks, and Insignias.....	54

# MISSION STATEMENT

*The mission of the Navy is to maintain, train, and equip combat-ready naval forces capable of winning wars, deterring aggression, and maintaining freedom of the seas.*



# MCPON'S MISSION, VISION, AND GUIDING PRINCIPLES FOR CPOS

## Mission

Provide leadership to the Enlisted Force and advice to Navy leadership to create combat ready Naval Forces.

## Vision

A senior enlisted force that serves first and foremost as Deck-plate Leaders committed to developing Sailors and enforcing standards; remains responsive, aligned and well-connected to both Leadership and Sailors; and conducts itself in a consistently professional, ethical and traditional manner.

## Guiding Principles

**Deck-plate Leadership:** Chiefs are visible leaders who set the tone. We will know the mission, know our Sailors, and develop them beyond their expectations as a team and as individuals.

**Institutional and Technical Expertise:** Chiefs are the experts in their field. We will use experience and technical knowledge to produce a well trained enlisted and officer team.

**Professionalism:** Chiefs will actively teach, uphold, and enforce standards. We will measure ourselves by the success of our Sailors. We will remain invested in the Navy through self-motivated military and academic education and training and will provide proactive solutions that are well founded, thoroughly considered, and linked to mission accomplishment.

**Character:** Chiefs abide by an uncompromising code of integrity, take full responsibility for their actions and keep their word. This will set a positive tone for the Command, unify the Mess, and create esprit de corps.

**Loyalty:** Chiefs remember that loyalty must be demonstrated to seniors, peers, and subordinates alike, and that it must never be blind. Few things are more important than people who have the moral courage to question the appropriate direction in which an organization is headed and then the strength to support whatever final decisions are made.

**Active Communication:** Chiefs encourage open and frank dialogue, listen to Sailors and energize the communication flow up and down the chain of command. This will increase unit efficiency, readiness and mutual respect.

**Sense of Heritage:** Defines our past and guides our future. Chiefs will use heritage to connect Sailors to their past, teach values and enhance pride in service to our country.

# 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 which 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 pay-grade, 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

While our Navy is rapidly changing in many ways, it is important that our Navy heritage, history and traditions 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 Chief's community, we too must understand our past.

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 awesome. 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.

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 have earned this trust by their sense of good values and demonstration of sound leadership.

History and traditions exert a profound influence upon human behavior. The effect is particularly marked in professional organizations such as the military. Because of imposed discipline, it lends itself to passing on and perpetuating venerated customs, heroic traditions, and dignified ceremonies.

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

Chief Petty Officers are 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. They have done this through their honor, courage, and commitment. It is important to have an understanding of the origin of the Chief Petty Officer.

## ORIGIN OF THE CHIEF PETTY OFFICER

The first use of the term “Chief” was on June 1, 1776 but it wasn’t until 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 and Master Chief Petty Officer, 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.

From those early days of naval service, certain bedrock principles, or core values, have carried on. Values are principles considered worthwhile by an individual or group. They come from an individual or group’s interpretation of principles 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.

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 khakis and anchors. Discussion on this topic of our Navy’s core values of honor, courage and commitment within the framework of our heritage should evoke great pride in our service. Pride in self, the mess, and the Navy they serve binds our CPO community.

## **CPO MESS AFLOAT AND ASHORE**

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

During the CPO training season, the CPO Mess has a special challenge, a unique set of obligations, and a commitment to keep. A truly committed 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.

Due to the unique position that 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 CPO Mess is a Category V, Morale, Welfare, and Recreation (MWR) program. The mess 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 fine for you, the spouse, and your guests to use these facilities.

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

## **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 also a treasured keepsake and a repository for the accumulation of the most precious photos and mementos of the Chief's career.



## THE FOULED ANCHOR

Somewhere back in the early days of Naval Draftsmen, sailors with artistic ability produced the well-known design that shows an anchor with its chain hopelessly fouled around the shank and arms. It seems very strange that the navies of the world should use an insignia of the one item that is the abomination of all good ocean-going sailors. How such a design could win approval is beyond comprehension. But the fact remains that the sign of the Fouled Anchor has become an emblem well known throughout the entire world.

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.



## PHASE II

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. 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 time and the place. 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, 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.

Your level of involvement during this training season is up to you and your spouse. Many families enjoy attending the fundraising 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.

## TRAINING NEW CHIEFS

To maintain and even raise the already high standards of the CPO Mess, the newest Chiefs must be ready to perform at the levels the Navy demands of them.

Every year the CPO's Mess must go through the essential process of transforming those newly selected into Chief Petty Officers. This annual process, known as Phase II of the year-long CPO 365 Program, is also a source of renewal for the CPO 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 CPO mess.

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 CPO Mess.

Today Navy Chiefs are better prepared with the knowledge, skills, abilities, and tools they will need to take on the responsibilities of a Chief on that first day after

their pinning. Through Phase II training they are instilled with core values and a sense of pride. Physical fitness training is incorporated to promote a healthy lifestyle. 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.

Phase I of the CPO 365 Program was designed to prepare the foundation of teamwork and leadership that will be required of a Chief Petty Officer. The goal of Phase II is to utilize those skills to develop the Navy's best enlisted leaders. We owe it to our new Chiefs, our Navy, and, most of all, our nation.

## **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. The uniform should be worn with class and sophistication. High standards of personal hygiene and appearance, neatness and cleanliness are expected and must be maintained at all times. Most importantly, the uniform must be worn correctly. (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.

## **PINNING CEREMONY**

The culmination of Phase II is a ceremony to welcome the newest Chief Petty Officers into the CPO Mess. This event is called the Pinning Ceremony. The ceremony, steeped in tradition, is a time honored event where the Commanding Officer and Command Master Chief or Chief of the Boat musters the crew so all can witness this transformation of a blue shirt to khakis.

Each new Chief is recognized and will receive their anchors and cover. Families and guests are invited and encouraged to attend in order to share in this major milestone of your spouse's career. Please feel free to bring cameras to document this event. You will want to add photos to your spouse's Charge Book to reflect upon in years to come.

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

## **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. The Khaki Ball is greatly anticipated and should be attended with pride.

The uniform is service khakis for service members and civilian informal for spouses or guests. A good rule of thumb to remember is to "dress to the uniform." If your spouse is wearing khaki, a dressy dress or suit is usually appropriate. If in doubt, ask the CMC/COB spouse or the other selectee spouses what they are wearing.



# THE CHIEF PETTY OFFICER'S SPOUSE

The transition from First Class Petty Officer to Chief is quite possibly the most significant accomplishment in an enlisted Sailor's career. This is also an important change for the spouse. The significance of a Chief's spouse in the Navy community is that of a role model. With this advancement comes the opportunity for more responsibility and higher expectations of the spouse. This may include support of the command's policy, involvement in the community, and the opportunity to provide guidance and support to your fellow spouses.

You must decide what level of involvement, if any, is right for you. Regardless of your intent, you will be a role model to junior Sailors' spouses and the example you set will have an impact on the other spouses at the command.

Familiarize yourself with the Navy's various programs and services, and keep this book handy for future reference. A number of useful resources can be found at the end of this book. The Fleet and Family Support Center (FFSC) can also provide more information on a wide variety of topics.

## 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. You will develop an understanding of how your involvement contributes to a better quality of life for others, which in turn, can be personally rewarding as well.

Additionally, even though there is no rank among spouses, your presence as "the Chief's spouse" is significant. 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. Always remember, though, your Ombudsman is the appropriate resource and contact for any spouse in a critical or crisis situation.

You may want to open communication lines with your command families with a note of thanks or acknowledgment of promotion, new duty station, new birth in the family, etc., as a starting point in helping to create a sense of "Navy family." Perhaps you would like to begin by inviting people together to encourage new friendships.

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:

- Navy Family Ombudsman
- Family Readiness Group (FRG)
- Spouse Club
- Naval Services FamilyLine's COMPASS Program
- Fleet and Family Support Center (FFSC)
- Navy-Marine Corps Relief Society (NMCRS)
- Navy Chapels
- Thrift Shops
- American Red Cross (ARC)
- 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 non-paying volunteer opportunities to utilize the 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.



# 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, and even your older children. The information is invaluable in achieving a quick adjustment to your host country and its culture.

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 senior spouse for guidance. Just remember, there may be times when *you* are the senior spouse. It just takes a few minutes to brush up on these instructions.

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

## TRADITIONAL SOCIAL EVENTS

**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 formality, a Dining In is usually a festive affair that everyone enjoys.

**Dining Out:** A Dining Out is the same as a Dining In except that the spouse or a guest is invited and encouraged to attend. Formal or semi-formal attire is required for this event. This event builds camaraderie with the fellow CPOs and their spouses or dates and is a very important opportunity to form a more cohesive Chiefs Mess.

**Navy Balls:** 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 our Navy's birthday. This ball is a very formal event, which includes a guest speaker, a variety of toasts to many facets of military life, and a cake cutting ceremony in which the oldest and youngest Sailors present are honored with cutting the birthday cake. Dress for this event is formal. Other commands and service organizations may hold specific balls throughout the year, such as the Submarine Birthday Ball or the Seabee Ball.

**Khaki Ball:** The Khaki Ball is normally 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 Chief's community. The uniform is service khakis

for service members and civilian informal for spouses or guests. This is a major event in the new Chief's advancement and the Ball should be proudly attended.

**Hail and Farewell:** Hail and farewells are an important and meaningful tradition to welcome new shipmates and families and bid farewell to those departing.

## INTRODUCTIONS

Knowing how to introduce other people is a basic part of good manners. Generally, there are no hard and fast rules for introductions, except in military and diplomatic protocol. Here are some tips and guidelines for introductions and introducing people in various situations.

### *Introducing Members of the Military*

When you introduce members of the military to someone, introduce them by rank or title. When an enlisted person is being introduced to an officer, this is especially important, because professionally they do not address each other by their first names. By giving titles, rates, and ranks, you provide the necessary information to both parties.

### *Introducing Military Spouses*

When meeting other military spouses, you should do what comes naturally. A little sensitivity and tact will tell you when it will be comfortable and appropriate to be on a first name basis. However, when first introduced to a spouse senior to yourself, it is best first to address them by Mr. or Mrs.

### *Other Practical Tips and Suggestions*

- When a woman is being introduced to a group, she extends her hand and greets each person. If the group is large, only those nearest the newcomer should rise (if seated) and say "Hello."
- A firm handshake should accompany a greeting. A man usually waits for a woman to offer her hand. When two women are introduced, the more senior woman should extend her hand first.
- If in doubt about the need to introduce someone you know to someone standing near you, introduce them.
- When greeting a person you have met in the past but do not see often, reintroduce yourself in your greeting. This puts the person at ease in case they do not remember your name. Also, by stating your name, they will be cued to say their name in case you have forgotten.
- It is always proper to include the rate or rank of a military person whom you are presenting: "Mrs. Kessler, this is my husband Chief Downs."
- As a final suggestion, it is helpful if you include in your introduction a brief comment about the person you are introducing. It helps put people at ease and can help new people find common ground.

## **ATTIRE GUIDELINES**

Occasionally, you will receive invitations to various social events, military and civilian. Accept, if at all possible, as this will give you an opportunity to meet new and interesting people. The attire for these invitations is usually specified and can range from informal to formal depending upon the time of day and geographic location.

### ***Very Formal Occasions***

Occasionally, a very formal evening event, after 6:00 p.m., will require full dress evening wear specified as “White Tie.” This is very seldom worn except by flag officers or those in the diplomatic corps. When required, white tie is worn to evening dances, weddings, dinners, receptions, and on state occasions.

Military: Formal dress uniform.

Civilian: Gentlemen wear a tail coat with matching trousers, a white waistcoat, wing collared shirt and white bow tie. Ladies wear very formal evening gowns.

### ***Daytime Formal Occasions***

For a formal daytime function, such as a wedding, the following applies:

Military: Seasonally appropriate Service Dress Uniform.

Civilian: Gentlemen wear cutaways. Ladies wear dresses or suits appropriate to the occasion as styles dictate.

### ***Evening Formal Occasions***

The attire specified for a formal evening function is “Black Tie.” This may be worn to formal events after 6:00 p.m. such as dinners, receptions, dances, or weddings.

Military: Seasonally appropriate Dinner Dress Jacket Uniform.

Civilian: Gentlemen wear dinner jackets or tuxedos. Ladies wear formal evening gowns.

### ***Ceremonial Occasions***

For occasions of state, ceremonies, and solemnities, parades and review, military personnel participating wear the seasonally appropriate ceremonial uniform.

Military: Seasonally appropriate Service Dress Uniform.

Civilian: Gentlemen generally wear dark business suits. Ladies wear dresses or business suits appropriate to the occasion as styles dictate.

### ***Informal Occasions***

Business and informal occasions in the afternoon such as luncheons, receptions, or dinners will call for “Informal Attire” or “Civilian Informal.”

Military: Seasonally appropriate Service Uniform.

Civilian: Gentlemen wear dark business suits. Ladies wear afternoon dresses or business suits; or for evening events, dressy dresses, business suits, or long skirts appropriate to the occasion as current styles dictate.

### ***Casual Occasions***

Casual functions may include dinner parties, picnics, barbecues, and sporting events. For gentlemen, “casual attire” may range from an open collar shirt or sweater to a sports coat. For ladies, attire may range from pants or dressy walking shorts to casual skirts. (Shorts and jeans are inappropriate unless specifically indicated by the host or hostess.)

Note: In many areas of the country, dress requirements can vary for the “casual” social occasions. For example, in one part of the country, “casual” may mean shorts and sandals, and in another area may mean dressy pants or skirts. When in doubt, inquire as to the local custom or ask your host/hostess.

### ***Retired Military Personnel***

Retired military personnel, not on active duty, may wear the prescribed military uniform to military functions as considered appropriate. Such occasions may include commissioning ceremonies, military weddings, or receptions in which military guests are expected to be in uniform.

## **FLAG ETIQUETTE**

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

This includes morning and evening colors observed on all 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. It is important whether on foot or in a vehicle that everyone observes colors. 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.

## **NATIONAL ANTHEM ETIQUETTE**

During the playing of the national anthem, you should face the flag, or the music if the flag is not displayed, and stand at attention with your right hand over your heart. Men not in uniform should remove their hat with their right hand and hold it at the left shoulder, the right hand held over their heart. Uniformed service members should 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.

The same marks of respect prescribed during the playing of the national anthem should be shown during the playing of a foreign 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*



# THE LONE SAILOR TABLE (POW/MIA)

## *Components:*

You will need a small round table set for one or four; chair(s), white tablecloth, Bible, black napkin, red rose, red ribbon, yellow candle, yellow ribbon, lemon slice(s), salt, wine glass, and an optional cover.

## *Ceremony Script:*

Those who have served and those currently serving the uniformed services of the United States are ever mindful that the sweetness of enduring peace has always been tainted by the bitterness of personal sacrifice. We are compelled to never forget that while we enjoy our daily pleasures, there are others who have endured and may still be enduring the agonies of pain, deprivation and internment. Before we begin our activities this evening, we will pause to recognize our POW's and MIA's.

We call your attention to this small table, which occupies a place of dignity and honor near the head table. It is set for one, symbolizing the fact that members of our armed forces are missing from our ranks. They are referred to as POW's and MIA's. We call them comrades. They are unable to be with their loved ones and families tonight, so we join together to pay our humble tribute to them, and bear witness to their continued absence.

**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.

Let us pray to the Supreme Commander that all of our comrades will soon be back within our ranks.

Let us remember and never forget their sacrifices. May God forever watch over them and protect them and their families.

*- Passage taken from “Social Usage and Protocol Handbook, OPNAVINST 1710.7A”*



# FREQUENTLY ASKED QUESTIONS

## 1. 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 through Navy Knowledge Online (NKO) at [www.nko.navy.mil](http://www.nko.navy.mil).

## 2. 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.

## 3. 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 eleven 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.

## 4. 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 senior spouse. Attire guidelines for various occasions can be found on pages 19 and 20 of this book.

## 5. What should I wear to the Khaki Ball?

This is one of the most often asked questions at every command. Because it is called a "ball" some people may believe that they should dress very formally. However, at this event your spouse will be wearing his or her service khaki uniform. Unlike a dress or ceremonial uniform typically worn to formal balls and ceremonial events, the service khaki uniform is intended for office work, watchstanding, or business ashore. Therefore, women should wear a dressy dress or pantsuit and men should wear a business suit. It helps to coordinate with other spouses at your command and remember to "dress to the uniform."

## 6. My spouse has been invited to a Dining Out. Does it include me, and if so, what do I wear?

A Dining Out includes the spouse and the dress is usually formal or semi-formal. Attire guidelines can be found on pages 19 and 20 of this book.

## **7. Will my spouse's sea/shore rotation change?**

Under Sea Shore Flow, a Sailor's tour length is no longer determined by his or her pay grade but rather by which tour the Sailor is on (e.g., first sea tour, second sea tour, etc). More information can be found at [www.npc.navy.mil](http://www.npc.navy.mil).

## **8. Can I help with and attend the fundraisers and other selectee events?**

Yes, there will be a number of activities in which you are encouraged to participate. 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.

## **9. How is the money earned by fundraising used?**

The money earned by fund-raising is used to offset the cost of the guidon, community projects, Pinning Ceremony, Khaki Ball (for the selectees and spouses), training activities, and culminating events. Fund-raising is also a valuable team building exercise.

## **10. Does the training season cost a lot of money?**

The costs can vary depending on your location, however, one of the purposes of fundraising is to defray these costs.

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

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

## **12. 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 (Series). 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 refer to this instruction or talk to your CMC.

**13. My husband/wife has a sponsor during Phase II. 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 Phase II, 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.

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

If your spouse requests it, you will be able to pin the anchors on his or her uniform. Showing your support by attending the ceremony is most important.

**15. 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.

**16. 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 the Navy and what it offers to its service members and families. Read this book and other publications offered to our families. The resources are endless and, like any subject, the more you learn, the more you know. Most importantly, do not stress over it. There will always be someone willing to talk to you and answer your questions along the way.

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

Ask him! Sharing sea stories is a Navy tradition. Also, 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.

## 18. 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 54 and 55.

## 19. 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 entire enlisted crew. 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 will be able to help you, otherwise feel free to contact your CMC/COB or his or her spouse with these questions.



# 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, 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.

## 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 OPNAV1754.5 (Series).

## 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 twelve-hour program (taught in three four-hour sessions) will provide spouses with a realistic understanding of what they can expect from being a Navy family.

#### *Command Spouse Leadership Course*

This spouse-led course held in Newport, Rhode Island, 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***

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 people 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.

### ***Naval Services FamilyLine Portfolio***

This free portfolio contains an assortment of materials that can be useful for new spouses, Welcome Aboard packages, pre-deployment briefings, CORE workshops, and spouse seminars. It includes Sea Legs, Social Customs and Traditions of the Sea Services, Guidelines for Navy Family Emergency Preparedness, and various brochures from Military OneSource, National Military Family Association, Navy-Marine Corps Relief Society, TRICARE, COMPASS, Military Spouse Employment, and more.

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 CENTERS (FFSC)

Fleet and Family Support Programs (FFSP) support individual and family readiness through a full array of programs and resources which help Navy families to be resilient, well-informed and adaptable to the Navy environment. These programs include:

## SAILOR AND FAMILY INFORMATION AND REFERRAL

Considering the complex maze of services available, sailors and their families often need help navigating the system. Through this program, sailors and Navy family members can receive information on and referral to a wide range of personal and family readiness issues to include Personal Financial Management, Relocation Assistance, Transition Assistance, Spouse Employment, Exceptional Family Member Program, Deployment Support, Ombudsman Program, counseling, Stress/Anger Management, Sexual Assault Prevention and Response, Child Abuse and Domestic Violence, and New Parent Support.

To request assistance, please visit the FFSP website at [www.cnic.navy.mil/ffr/family\\_readiness/sailor\\_and\\_family\\_information\\_and\\_referral.html](http://www.cnic.navy.mil/ffr/family_readiness/sailor_and_family_information_and_referral.html).

A directory of local Fleet and Family Support Centers (FFSC) can be found at [http://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/regional\\_office\\_program\\_directory.html](http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/regional_office_program_directory.html).

## DEPLOYMENT READINESS

Concerned about how you and your family will adjust during periods of separation? FFSC plays a key role in the preparation process by assisting in getting crew and family members ready for each phase of deployment.

- Pre-Deployment: FFSC assist Sailors and their families in understanding and coping with the demands associated with the Navy lifestyle, especially with increased frequency of deployments, with the goal of improving readiness.
- During Deployment: FFSC focus on families during deployments and offer empowering programs and services.
- Return and Reunion: Reunions may be more challenging than anticipated as Sailors and family members adjust to life on shore together again. FFSC offers Hints for a Happy Homecoming, Returning to Children, and Returning to Children: Strategies for Single Parents.
- Reintegration: Establishing a “new normal” can take several months or more. FFSC offers resources to help families renegotiate roles and responsibilities, communicate with your children, and maintain resiliency and balance.

## **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 [www.ombudsmanregistry.org](http://www.ombudsmanregistry.org).

## **PERSONAL FINANCIAL MANAGEMENT (PFM)**

FFSC provides financial education, training, and counseling that emphasize long-term financial responsibility through instruction on sound money management, debt management, saving, investing, and retirement planning.

- Command Financial Specialists assist with basic financial planning, managing checking accounts, and credit and debt counseling.
- Consumer information on car buying strategies, and choosing adequate and affordable insurance
- Information on retirement planning and the Thrift Savings Plan (TSP)
- Assistance in budgeting for deployment and changing duty stations

## **TRANSITION ASSISTANCE**

Whether you are retiring or separating, FFSC can help with your transition from military life to the civilian world. Transition Goals, Plans, Success (Transition GPS) is a transition assistance program that ensures Sailors and their family members are substantially better prepared for civilian life.

Transition GPS covers:

- Translating military skills and experience into civilian workforce terms
- Financial planning
- Certification and training resources
- Employment workshop
- Federal and civilian job search techniques
- Resume writing
- VA Benefits and e-Benefits

Military Families in Transition (MFIT) is a 24/7, on-demand series to help families prepare for a smooth transition into civilian life. MFIT provides a clear overview of FFSC services, Transition GPS, VA Benefits and the Pre-separation Checklist (DD Form 2648).

## **FAMILY EMPLOYMENT READINESS PROGRAM (FERP)**

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.

## **RELOCATION ASSISTANCE PROGRAM (RAP)**

Whether you are expecting orders for an overseas tour or changing homeports or duty stations, FFSC can help you prepare through a range of services.

- The “Smooth Move Workshop” addresses move-related topics such as who pays what for your move, how to ship your personal property, and the sponsorship program.
- Get information about personal property entitlements, travel pay and allowances, and create a budget for the move.
- Plan your overseas move, get your passport in order, obtain information on visa requirements, learn about cultural adjustments and how to accommodate the financial and emotional needs of relatives left behind.
- Learn details about your new homeport, including housing availability, cost of living, child care, schools and recreation.
- Get one-on-one assistance from experienced relocation counselors.
- Pick up a Homeport Change Kit for commands moving to a new location that includes “how to” videos, brochures and pamphlets, and ideas on how to disseminate information to Sailors and their families.
- Use the Lending Locker for household goods while your belongings are in transit. The Center can loan fold-out mattresses, portable car seats, strollers, dishes, pots, pans and utensils.

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

Enrollment in the Exceptional Family Member Program is mandatory for service members with qualifying family members. Special needs include special medical, dental, mental health, developmental or educational requirements, the requirement for adaptive equipment assistive technology devices and services and/or wheelchair accessibility. EFMP Liaisons located at the FFSC can:

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

## **SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR)**

When traumatic situations arise, FFSC can provide the support and resources necessary for recovery and rebuilding. This includes:

- Trained advocates who offer information and emotional support to victims during medical, investigative and legal processes
- Annual awareness and prevention education training
- General training for all military personnel designed to enhance sexual assault awareness, prevention and intervention in home, work, and social environments

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

The goal of the Family Advocacy Program is to prevent domestic violence by encouraging people to examine their own behavior and take steps to learn and practice more healthy behaviors.

The Family Advocacy Program provides a variety of interventions and treatment services to meet the needs of individuals and families. FAP provides counseling, clinical case management, treatment groups, and refers families to military and civilian resources as appropriate.

Professional services of licensed counselors are available free of charge at FFSCs. These are available to active duty and their family members – even Sailors who are unmarried can have couple’s counseling with their partners.

## **NEW PARENT SUPPORT (NPS)**

The New Parent Support Home Visitation Program was developed to assist military families in ways that friends and family would do if you were back home. This program offers expectant parents and parents of newborn and young children the opportunity to learn new skills as parents and to improve existing parenting skills, in the privacy of their own home.

Navy families and other military families expecting a child or with children up to three years of age are assessed to determine if they need help managing the demands of a new baby. In the program, new Moms and Dads can be referred to community new baby programs and are eligible to participate in a voluntary home visitation program, free of charge.

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

## **CLINICAL COUNSELING**

FFSC provides confidential counseling by professional, licensed clinicians. Clinical counseling services are free of charge to active duty personnel and family members. You do not need a referral from your command, TRICARE, or your primary care physician. Services offered 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

## **LIFE SKILLS EDUCATION**

Most of us don't learn everything we need to know in school. Life lessons are information gained from experience. The Life Skills program offers tools to help you navigate and enhance your relationships at work and at home. Life Skills classes include:

- Anger Management
- Communication Skills
- Conflict Management
- New Spouse Orientation
- Parent Education
- Stress Management
- Suicide Prevention

# PAY AND BENEFITS

## PAY AND ALLOWANCES

A **Leave and Earning Statement (LES)** is a comprehensive statement of a Sailor's leave and earnings showing entitlements, deductions, allotments, leave information, tax withholding information and Thrift Savings Plan (TSP) information. Your most recent LES can be found on the myPay website located at <https://mypay.dfas.mil>. Registration is required.

**Basic pay** is the largest single portion of most Navy member's pay. This pay is determined by rank and time in service. Pay charts showing the amount of basic pay for each rank at different years of service are available at [www.dfas.mil/militarymembers.html](http://www.dfas.mil/militarymembers.html).

**Special and incentive pays** are 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** are given 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.

**Basic Allowance for Housing (BAH)** is an allowance to offset the cost of housing when you do not receive government-provided housing. The amount of BAH depends on location, pay grade, and whether you have dependents. BAH rates are set by surveying the cost of rental properties in each geographic location.

**Basic Allowance for Subsistence (BAS)** is meant to offset costs for a Sailor's meals. All enlisted members receive full BAS but pay for their meals (including those provided by the government).

**Clothing Allowances** are given to enlisted personnel on each enlistment anniversary for the maintenance or replacement of uniforms. 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.

**Dislocation Allowance** is available to service members when changing duty stations, either through orders or due to evacuation. This allowance must be paid in advance.

**Other Pays:** There are additional pays that can be allotted to service members such as Cost of Living Allowance (COLA), Family Separation Pay, various special pays for specific jobs, and moving allowances. Further information on these can be found on the Military Compensation website located at [www.militarypay.defense.gov](http://www.militarypay.defense.gov).

## TAX ISSUES

While all pays are taxable, most allowances are tax-exempt. The primary allowances for most individuals are BAS and BAH, which are tax-exempt. CONUS COLA is one allowance that is taxable. In addition to being tax-exempt from Federal and State taxes, these allowances are also excluded from Social Security taxes.

Basic pay and any additional pays are taxable by the federal government and are subject to social security taxes. They are also subject to state taxes ONLY in the service member's state of legal residence. BAH and BAS are tax-free allowances. An easy way to remember what is taxable income is that all "pay" is taxable, and all "allowances" are not taxable.

## BENEFITS

**Thrift Savings Plan (TSP)** is a federal savings plan available to service members. Participants can invest up to 100 percent of incentive pay, special pay, or bonus pay as long as they are also contributing from their basic pay. The Internal Revenue Code (I.R.C.) places limits on the dollar amount of contributions that can be made to TSP. These contribution limits are posted on the TSP website located at [www.tsp.gov](http://www.tsp.gov). All contributions are the property of the Navy member and are not dependent on military retirement. They can even be transferred to similar retirement programs in civilian jobs.

**Education Benefits** are a major incentive for people to join the military. Numerous educational benefits exist such as the Montgomery GI Bill, Post 9/11 GI Bill, Tuition Assistance, Service-Members Opportunity Colleges, special education programs for children, Defense Activity for Non-Traditional Education Support (DANTES), and other service programs. Family members are also allowed certain education benefits such as the Military Spouse Career Advancement Accounts Program (MyCAA). Counselors at base education centers will be able to provide more information.

**Life Insurance:** Servicemembers Group Life Insurance (SGLI) is a program that provides low-cost term life insurance coverage to eligible servicemembers. Enrollment with the maximum coverage is automatic for all active duty service members. However, members may reduce or decline coverage. Family SGLI is also available. For current rates and coverage amounts, please see the Information and Assistance section of this book to obtain more information. SGLI is terminated upon retirement or end of active service.

**Travel Benefits:** Service members and their families are eligible for Space Available (Space A) travel on military and some contracted aircraft at no cost or for a nominal fee. Family members may travel without their service member if stationed overseas or deployed. Priority for Space A travel is categorized according to DOD Regulations. Information on these categories and other Space A travel information can be acquired by visiting [www.amc.af.mil](http://www.amc.af.mil) or contacting your nearest military air terminal.

There are no Space A reservations and Space A travelers may be bumped at any point for priority passengers. Space A seats can also be very limited during peak travel seasons. Therefore, all Space A travelers should make sure they have alternate means of transportation should it become necessary.



# TRICARE

TRICARE is a regionally managed health care program for active duty and retired members of the uniformed services, their families, and survivors. TRICARE brings together the health care resources of the Army, Navy, Marine Corps, and Air Force and supplements them with networks of civilian health care professionals, institutions, pharmacies and suppliers to provide better access and high quality service while maintaining the capability to support military operations.

TRICARE is organized into four geographic health service regions: North, South, West, and Overseas. The Overseas Region is also divided into three areas: Eurasia-Africa, Latin America and Canada and Pacific. Each U.S. region and Overseas Area has its own TRICARE Regional/Area Office and Regional/Area Director. Each region/area:

- Provides oversight of regional operations and health plan administration at the regional level
- Manages the contracts with regional contractors
- Supports Commanders at military hospitals and clinics
- Develops business plans for areas not served by military hospitals and clinics (e.g. remote areas)
- Funds regional initiatives to optimize and improve delivery of health care

## WHO IS ELIGIBLE FOR TRICARE

TRICARE is available to active duty service members and retirees of the seven uniformed services, their family members, survivors and others who are registered in the Defense Enrollment Eligibility Reporting System (DEERS).

TRICARE offers eligible beneficiaries the following choices for their health care:

- TRICARE Prime (including Prime Remote and Overseas)
- TRICARE Standard (including Standard Remote and Overseas)
- TRICARE Extra
- TRICARE Reserve Select
- TRICARE Retired Reserve
- TRICARE Young Adult Prime (including Prime Remote and Overseas)
- TRICARE Young Adult Standard
- TRICARE for Life
- US Family Health Plan

Active duty personnel are enrolled in TRICARE Prime and pay no fees. Active duty family members must choose a TRICARE option and apply for enrollment.

TRICARE Reserve Select is a premium-based healthcare plan that qualified members of the Selected Reserve of the Ready Reserve may purchase for themselves and/or their family members. Coverage and costs are similar to TRICARE Standard for active duty family members.

To determine eligibility and compare available plans, visit [www.tricare.mil](http://www.tricare.mil).

## **TRICARE DENTAL**

The TRICARE Dental Program (TDP) is a contracted insurance program that allows enrolled family members of active duty and Reserve service members to obtain comprehensive dental care from provider dentists. TDP provides coverage worldwide and is managed in two service areas: CONUS and OCONUS. To be eligible, family members must be enrolled in DEERS with TRICARE eligibility at the time of the dental treatment. In addition to monthly premiums, you'll pay cost shares for covered dental services. Cost shares will vary depending on the sponsor's pay grade and your service area, CONUS or OCONUS.

Enrollment will be confirmed with the issuance of TDP ID cards. Dental care is not covered until the enrollment effective date noted on the card. TDP benefits are available worldwide and move with you when transferring to or from the CONUS or OCONUS service area.

Enrolled family members are prohibited from receiving treatment in military dental facilities (DTF) in CONUS locations except in emergencies, certain pediatric specialty cases, and dental care incidental to medical care delivered in a military treatment facility. In OCONUS locations, access to care in a DTF is based on the operation requirements and the resources of that particular facility. You are encouraged to contact your DTF to learn what dental care they can provide to enrolled family members when moving to OCONUS locations.

More information can be found at [www.tricare.mil/Dental/TDP.aspx](http://www.tricare.mil/Dental/TDP.aspx).

# 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 an 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.

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

## **CHILD AND YOUTH PROGRAM**

### **Child Development Centers**

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

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

### **Let's Move**

Program developed by First Lady Michelle Obama to solve the epidemic of childhood obesity within a generation.

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

### **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)

**Sittercity**

This service connects families with local in-home care for children and pets.  
[www.sittercity.com/dod](http://www.sittercity.com/dod)

**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)

## **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**

Military Kids Connect (MKC) 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.  
<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**

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

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

## **FAMILY EMPLOYMENT**

### **Career One Stop**

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

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

### **Military Spouses' Corporate Career Network (MSCCN)**

MSCCN is a non-profit organization that offers no-cost services to all military-affiliated spouses, retired military spouses and caregivers to war wounded heroes.

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

### **Military Spouse Employment Partnership**

MSEP is a targeted recruitment and employment solution for spouses and companies that connects military spouses with employers seeking the essential 21st century workforce skills and attributes they possess.

<https://msepjobs.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.nmcrs.org](http://www.nmcrs.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)

## HEALTHCARE

### **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)

[safeharbor.navylive.dodlive.mil](http://safeharbor.navylive.dodlive.mil)

### **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/TDP.aspx](http://www.tricare.mil/Dental/TDP.aspx)

## **LODGING AND HOUSING**

### **Department of Defense Lodging - Air Force**

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

<http://af.dodlodging.net>

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

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

<http://army.dodlodging.net>

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

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

<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***

<http://www.armedforcesjournal.com>

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

<http://www.doncio.navy.mil/chips/>

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

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

<http://seabeesmagazine.navylive.dodlive.mil>

### ***SeaPower***

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

### ***The Coast Guard Magazine***

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

*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/navsup/ourteam/navsupgls/prod\\_serv/household](http://www.navsup.navy.mil/navsup/ourteam/navsupgls/prod_serv/household)

## **UNIFORM/EXCHANGE SERVICES**

### **AAFES (Army and Air Force Exchange Services)**

[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

**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  
**BUMED** - Bureau of Medicine and Surgery  
**BUPERS** - Bureau of Naval Personnel  
**CACO** - Casualty Assistance Calls Officer  
**CACP** - Casualty Assistance and Calls Program  
**CDC** - Child Development Center  
**CHINFO** - Chief of Information  
**CMC** - Command Master Chief  
**CNO** - Chief of Naval Operations  
**CNP** - Chief of Naval Personnel  
**CNRFC** - Commander Navy Reserve Forces Command  
**CO** - Commanding Officer  
**COB** - Chief of the Boat  
**COLA** - Cost of Living Allowance  
**COMRATS** - Commuted Rations  
**CONUS** - Continental United States  
**COS** - Chief of Staff  
**CPO** - Chief Petty Officer  
**DEERS** - Defense Eligibility Enrollment Reporting System  
**DOD** - Department of Defense  
**DODDS** - Department of Defense Dependent Schools  
**DSN** - Defense Switched Network  
**DVA** - Department of Veterans' Affairs  
**EAOS** - End of Active Obligated Service  
**EFMP** - Exceptional Family Member Program  
**EOS** - Expiration of Service  
**ETA** - Estimated Time of Arrival  
**ETD** - Estimated Time of Departure  
**FFSC** - Fleet and Family Support Center  
**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  
**IDT** - Initial Active Duty Training  
**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  
**MCAS** - Marine Corps Air Station  
**MCPON** - Master Chief Petty Officer of the Navy  
**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  
**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  
**NROTC** - Naval Reserve Officer Training Corps  
**NSFL** - Naval Services FamilyLine  
**OAL** - Ombudsman-at-Large  
**OCONUS** - Outside Continental United States  
**OCS** - Officer Candidate School  
**OOD** - Officer of the Deck  
**OPNAV** - Office of Chief of Naval Operations  
**OSD** - Office of the Secretary of Defense  
**PAO** - Public Affairs Officer  
**PCO** - Prospective Commanding Officer  
**PCS** - Permanent Change of Station  
**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  
**RAC** - Relocation Assistance Center  
**RC** - Reserve Component  
**RCC** - Reserve Component Command

**ROTC** - Reserve Officers' Training Corps  
**RPA** - Reserve Program Administrators  
**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  
**SEA** - Senior Enlisted Advisor  
**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  
**TBD** - To Be Determined  
**TLA** - Temporary Lodging Allowance  
**TLE** - Temporary Lodging Expenses  
**UA** - Unauthorized Absence  
**UCMJ** - Uniformed Code of Military Justice  
**USO** - United Services Organization  
**WO** - Warrant Officer  
**XO** - Executive Officer

# 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		None
E-3	Seaman	SN		None
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			



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## DISCLAIMER

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