

# GUIDELINES FOR SPOUSES OF NAVAL CHAPLAINS



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## DEDICATION

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This booklet is dedicated to the Navy chaplains and their spouses who are taking a leap of faith by embarking on a new ministry in the Sea Services. May this booklet be a welcome and an encouragement as you begin your adventure together. Welcome to the Navy Chaplain Corps!

Lord, You have brought light to my life,  
My God, You light up my darkness.  
In Your strength I can crush an army;  
With my God I can scale any wall.  
As for God His way is perfect.  
All the Lord's promises prove true.  
He is a shield for all who look to Him for protection.  
For who is God except the Lord?  
Who but our God is a solid rock?

*Psalm 18:28-31*

## INTRODUCTION

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### *Congratulations!*

Your husband or wife has just been commissioned as a Navy chaplain! What an incredible honor and important calling for both of you. We know you're proud! Whether your spouse has already gone through Chaplain School and the training and initiation period, or is facing it soon, this is an important start to your new military life.

As chaplain spouses, we wanted to share our thoughts with you concerning this special time. We have traveled near and far. There have been good days and bad days, at sea and on shore, at home in the States and in foreign lands. We feel blessed by God to have been able to be a part of this unique group of American patriots called "the military."

We've put together this booklet of information to help you along the way. Whether you're an old hand at military life or are new to it, we hope this answers some of your questions, and gives you resources you can use. Please look it over and keep it handy to use as a reference for you and to assist other spouses.

God's richest blessings to you as you embark on this Navy adventure,

Navy Chaplain Spouses



*NOTE: The personal views expressed in this booklet reflect these authors only and should not be construed as United States Navy or Navy Chaplain policy, nor the views of chaplain spouses in general.*

## **IN THE BEGINNING.....**

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As a Navy Chaplain, your Sailor is stepping up to a new challenge. It is an honor to serve military families. As chaplains, our spouses are responsible for the spiritual growth and development of the Navy, Marine Corps or Coast Guard personnel they are entrusted to lead. Being a chaplain is a challenging responsibility and a very rewarding one. In the weeks, months and years to follow, there will be good days and tough days. More and more, as you realize the responsibilities of the chaplain and begin to understand the phenomenal ministry ahead, you will grow to be more understanding and supportive when facing a less than ideal period.

In this handbook you will find information explaining:

- Naval history and traditions
- The history of the Chaplain Corps
- The role of the Navy chaplain
- The significance of the chaplain's spouse
- Pertinent resources for Navy dependents (spouses, children or family members living with an active duty military member).

The Navy family supports each other, especially in times of need. Chaplains have the responsibility of assisting the service members to whom they are assigned. It is your choice as to how involved you want to be. This is a decision you will need to make for yourself, but we hope to offer some background information in this booklet to help you make the right decision. This guide is not designed to be a "how-to" booklet. Instead, please use it as a general guideline that gives direction and basic information for Navy Chaplain spouses. The Navy has developed many classes and resources to assist you.

If you are planning to take an active role in assisting the family members in your spouse's assigned unit, ship or workplace, you will want to build your own resource library. We hope this booklet will be the first of many resources to come in your military experience! Also, Fleet and Family Support Centers (FFSC) on Naval installations, and Marine Corps Family Team Building (MCFTB) offices on Marines Corps bases, can assist you with the location and phone numbers of all the programs available at each installation and inform you of any programs unique to your area. A brief directory of many of these FFSC/MCFTB resources is located at the end of the booklet.

## **MISSION STATEMENT OF THE NAVY**

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THE MISSION OF THE NAVY IS TO  
MAINTAIN, TRAIN, AND EQUIP  
COMBAT-READY NAVAL FORCES  
CAPABLE OF WINNING WARS,  
DETECTING AGGRESSION, AND  
MAINTAINING FREEDOM OF THE SEAS.



## NAVAL HISTORY AND CORE VALUES

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The Navy traces its origins to the Continental Navy, which was established on 13 October 1775 during the American Revolutionary War (1775–1783) when Congress enacted the first naval legislation providing for the outfitting of two warships. This marked the beginning of the Continental Navy, the forerunner of the United States Navy. The United States Constitution provided the legal basis for a military force by giving Congress the power “to provide and maintain a navy.”

Depredations against American shipping by Barbary Coast pirates in the Mediterranean Sea spurred Congress to employ this power by passing the Naval Act of 1794 ordering the construction and manning of six frigates under the War Department establishing the Department of the Navy. These ships were used to end most pirate activity off the Barbary Coast.

The Marine Corps was originally created as the "Continental Marines" during the American Revolutionary War, was formed by a resolution of the Continental Congress on November 10, 1775, and first recruited at Tun Tavern in Philadelphia, Pennsylvania. They served as landing troops for the recently created Continental Navy. The Continental Marines were disbanded at the end of the war in April 1783 but re-formed on July 11, 1798. Despite the gap, Marines worldwide celebrate November 10 as the Marine Corps Birthday.

Since its creation in 1775, the Marine Corps' role has expanded significantly. The Marines have a unique mission statement, and, alone among the branches of the U.S. armed forces, "shall, at any time, be liable to do duty in the forts and garrisons of the United States, on the seacoast, or any other duty on shore, as the President, at his discretion, shall direct." In this special capacity, charged with carrying out duties given to them directly by the President of the United States, the Marine Corps serves as an all-purpose, fast-response task force, capable of quick action in areas requiring emergency intervention.

The Marine Corps possesses organic ground and air combat elements, and relies upon the US Navy to provide sea combat elements to fulfill its mission as "America's 9-1-1 Force". Ground combat elements are largely contained in three Marine divisions, or "MarDivs". The 1st Marine Division is based out of Camp Pendleton, Calif., the 2nd out of Camp LeJeune, N.C., while the third is based on Okinawa, Japan. Force Reconnaissance companies are composed of Marines specially trained in covert insertion, reconnaissance, and surveillance tactics, and some have even received special operations training. The "Recon Marine's" basic mission is to scout out the enemy and report what they find. Air combat elements are similarly grouped in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Marine Air Wings.

In the 20<sup>th</sup> century, American blue-water navy capability was demonstrated by the 1907–1909 world tour of the Great White Fleet.

The 21st century U.S. Navy maintains a sizable global presence, deploying in such areas as East Asia, the Mediterranean, and the Middle East. It is a blue water navy with the ability to project force onto the littoral regions of the world, engage in forward areas during peacetime, and rapidly respond to regional crises, making it an active player in American foreign and defense policy.

For 50 years, the U.S. Navy celebrated "Navy Day" on Oct. 27, as proposed in 1922 by the New York Navy League, in honor of President Theodore Roosevelt's birthday. Until 1972, the Navy did not celebrate an official birthday. It was upon the advice of Edwin B. Hooper, Director of Naval History, that Vice Admiral Zumwalt, Chief of Naval Operations authorized the 13<sup>th</sup> of October be observed as the official "Navy Birthday."

While our Navy is rapidly changing in many ways, we continue to preserve our naval heritage, history and traditions. Many of our traditions were borrowed during colonial times from the British Royal Navy. As the years passed, early customs gradually became established traditions. In the chaplain community, we too must understand our past.

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.

## NAVY CORE VALUES

You'll hear a lot of talk about Navy traditions and core values. *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 values 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 that has consequences even greater than ethical codes of other institutions. The consequences of unethical behavior in a military setting can be much graver than elsewhere. Everyone should act ethically, especially members of our Navy. The American people have entrusted our military with its blood and treasure 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.

Three words: *honor, courage and commitment*, describe the Navy's core values.

**HONOR:** 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:** 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:** 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.



**VISION STATEMENT  
OF THE  
CHAPLAIN CORPS**

*MISSION READY SAILORS, MARINES AND THEIR  
FAMILIES  
DEMONSTRATING SPIRITUAL, MORAL AND  
ETHICAL MATURITY  
SUPPORTED BY INNOVATIVE DELIVERY OF  
RELIGIOUS MINISTRY  
AND COMPASSIONATE PASTORAL CARE.*

# THE NAVY CHAPLAIN

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Who are chaplains? Navy chaplains are clergy who have received a military commission to serve with the U.S. Navy, Marine Corps, and Coast Guard. Chaplains serve in commands across the Sea Services, including shore-based commands and operational units that have land, air, and sea components. Chaplains deploy with the units to which they are assigned. Deployment lengths vary from two to twelve months (including work-ups); however, the traditional Navy deployment length is six months. Chaplains are assigned to a variety of billets (jobs), including aircraft carriers, expeditionary forces, hospitals, chapels, air units, training commands, area commands, and many other kinds of ministries.

Chaplains serve in the military as part of the “Free Exercise” clause of the First Amendment. The military requires family separations, living overseas, and other unique demands that can make access to religious ministry difficult for both military members and their families. Congress created, and the Supreme Court has affirmed, the existence of the Chaplain Corps (for all branches of the Armed Services) to provide such ministry for those who desire it. Military members deployed overseas, on ships, or in war zones must give up a lot, but the “free exercise” of their religion, guaranteed by the Constitution, is not on that list.

Chaplains are endorsed by their faith groups to serve in the U.S. military. They possess a college degree and graduate-level education in religion or a related field. Most have had full-time service in their faith group’s religious structure. Chaplains enter the Navy with a variety of skill sets which range from prior military service to counseling to business.

## **Navy Chaplains have four major capabilities:**

### **FACILITATE**

This is something virtually no civilian clergy have to do or need to know how to do. Military chaplains are expected to facilitate for the religious needs of every member of the command. . One can find a Baptist Chaplain arranging for a priest to say Catholic Mass, a Jewish Chaplain locating a Pentecostal to lead a praise service, or a Catholic Chaplain coordinating pastoral coverage for Protestants. Chaplains are not expected to conduct services that are outside their religious tradition, but all chaplains are expected by the military and by their endorsing faith groups to work cooperatively with others to see that the spiritual needs of the command members are met.

### **PROVIDE**

This means that a Roman Catholic priest offers the sacraments and ministry of the church to military members and their families who share that same faith. The same goes for any religious faith group. Currently chaplains from over eighty different faith groups serve Sea Service personnel. Chaplains are expected to lead worship and religious education consistent with their beliefs and the teaching of their faith groups. They are neither expected nor required to do or teach anything contrary to their religious beliefs.

## CARE

In some ways, this is the most highly visible part of a chaplain's job. Caring for all people and faith groups means that the chaplain sees everyone in that unit as, in some sense, his or her "flock." Any service member or family member, regardless of their religious background, is welcomed to seek out a chaplain for counseling, information, or problem solving. Marriage difficulties, pay problems, conflicts with a supervisor, depression, transfer and housing issues, and a host of other personal crises come to the chaplain from people who may or may not share the chaplain's specific religious beliefs, or claim any faith at all. They come to the chaplains because chaplains are people who care for them and have insight and resources to help them with their problems.

A very important tool in the effectiveness of a chaplain is privileged communication. Nothing said to a chaplain in the privacy of a pastoral conversation may be repeated or reported without the permission of the individual concerned. Only chaplains have this unique right! Thus, active duty or family members who wish to discuss sensitive personal or legal issues without worrying about the matter being repeated can turn to the chaplain. Just as chaplains treat the information entrusted to them with confidentiality, chaplain spouses must also respect this bond of confidentiality. If not, their chaplains can lose their effectiveness within the command.

## ADVISE

The chaplain can be an invaluable asset to the Commanding Officer (CO), the leadership staff, and their spouses. The CO often looks to the command Chaplain as someone who has a finger on the pulse of the command, with insight on what is promoting or hindering positive morale among service members and families. As "principal advisors to the Commanding Officer in moral and ethical matters," chaplains provide input as COs seek to sift gray areas of how their decisions might affect the unit. Chaplains are actively involved in many of the organizations that affect families including the Ombudsman program as well as the Family Readiness Groups and other organizations that affect the welfare of families at a command.

During a crisis, such as the death of a service member, the chaplain can be particularly helpful. The military has developed many fine support structures to support military members and their families, including the Fleet and Family Support Center and volunteer organizations. But it is the chaplain who regularly visits the active duty members where they work, who understands the dynamics of military service and family needs - and still makes house calls!

The scope of a chaplain's influences runs deep and wide throughout the military workplace and family life. The opportunities for positive impact are great. Each chaplain leaves a mark on the command and the individual lives of the people within the military community. It is a great privilege to have that type of access to the military, and a great responsibility to make the best of it.

# NAVAL CHAPLAINCY SCHOOL AND CENTER

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## CHAPLAINCY SCHOOL HISTORY

The Naval Chaplain School began in February 1942 when large numbers of civilian clergy, most with no military experience, entered the Navy in World War II. These pastors, priests and rabbis stepped forward to meet the religious needs of millions of young men and women joining the Navy and Marine Corps during World War II. First located at Naval Station Norfolk, the school moved shortly thereafter to the campus of the College of William and Mary in nearby Williamsburg, Virginia. The school was decommissioned on November 15, 1945.

In 1951, after the outbreak of hostilities in Korea, the increased requirement for chaplains dictated the need for an indoctrination course for newly inducted clergy. The Naval Chaplains School was re-established in Newport, R.I., and located in Building 117 as part of Naval Schools Command. It remained in Newport until 2009, becoming part of the Naval Officer Training Center when that command was established on July 15, 1971. On 1 July 1974, Naval Officer Training Command became Naval Education and Training Center, Newport. The school moved to Building 114 on Porter Road in November 1978.

In March 2007, the Naval Chaplains School separated from Officer Training Command, Newport and became a separate shore activity under the Center for Service Support. On August 21, 2009, the Naval Chaplains School ceased instruction in Newport and moved to Fort Jackson in Columbia, S.C. As part of a collocation process there was also a renaming of the Chaplains School. As of October 1, 2009, the new official name is the Naval Chaplaincy School and Center (NCSC), one of 14 training commands under Naval Education and Training Command (NETC), Pensacola, Fla. This new name reflects the incorporation of the training of enlisted religious program specialists in the same facility as a result of their move from Naval Technical Training Center in Meridian, Miss. to Fort Jackson.



## CHAPLAINCY SCHOOL VISION

To be the preeminent chaplaincy training center within the Department of Defense.

## CHAPLAINCY SCHOOL MISSION

To thoroughly equip chaplains and religious program specialists for professional religious ministry in the Sea Services.

## CHAPLAINCY SCHOOL GUIDING PRINCIPLES

We develop Professional Naval Chaplaincy teams by:

- Training Chaplains and Religious Program Specialists in knowledge, skills, and abilities for installation and operational religious ministry.
- Educating Chaplains and Religious Program Specialists as naval staff officers and enlisted leaders.
- Enculturating Chaplains and Religious Program Specialists in Sea Service ethos.
- Empowering Chaplains and Religious Program Specialists for career long excellence in religious ministry to the Sea Services.
- Inspiring Chaplains and Religious Program Specialists for continued spiritual, vocational and professional growth.
- Guiding Chaplains and Religious Program Specialists to understand and embrace principle of a healthy Chaplain Corps and RP community.



# **CHAPLAIN TRAINING**

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The Naval Chaplaincy School and Center (NSCS) provides indoctrination to newly-commissioned Chaplain Candidate Program Officers, basic and advanced instruction to Chaplain Corps officers, and professional development to all chaplains throughout their years of service.

## **ENTRY LEVEL**

### **OFFICER DEVELOPMENT SCHOOL (ODS)**

Length: 5 weeks

ODS is the first step in a newly-commissioned chaplain's training. Located at the Officer Training Center in Newport, R.I., this five - week course focuses on indoctrinating chaplains to the Navy and the general responsibilities of being a naval officer. It introduces the newly commissioned chaplains and other staff corps officers to the military structure of the U.S. Navy, including history, traditions, customs, and military etiquette. The course includes instruction on naval leadership, administration, military law, close-order drill, and physical conditioning.

### **PROFESSIONAL NAVAL CHAPLAINCY - BASIC LEADERSHIP COURSE, PHASE 1 (PNC-BLCP 1)**

Length: 4 weeks

The purpose of this course is to provide the required training to prepare and equip qualified students to be prepared to enter the Navy, Marine Corps, or Coast Guard and perform institutional ministry. The course is designed to challenge the mind, the body, and the soul. There is an emphasis on leadership, spirituality, and fidelity. Military ministry in the Sea Services is dynamic, demanding, and requires dedication; the Basic Leadership Course is designed to bring an awareness to these realities so students are prepared to apply their professional skills within the pluralistic context of the Sea Services. Detailed information is available on the Naval Chaplaincy School and Center's website at <https://www.netc.navy.mil/centers/chaplain/Resident.aspx?ID=0>.

### **PROFESSIONAL NAVAL CHAPLAINCY - BASIC LEADERSHIP COURSE RELIGIOUS MINISTRY TEAM EXPEDITIONARY COURSE, PHASE 2 (PNC- BLCP2, RMTEX)**

Length: 1 week

The Religious Ministry Team Expeditionary Course (P2) provides an indoctrination program for officer and enlisted active duty, reservists, and Chaplain Candidate Program Officers (CCPOs), designed to provide practical tools and programming that empower the Religious Ministry Team (RMT) to respond immediately to the needs of expeditionary commands.

**PROFESSIONAL NAVAL CHAPLAINCY - BASIC LEADERSHIP COURSE TOOLS, EMPOWERMENT AND MINISTRY SKILLS COURSE, PHASE 3 (PNC-BLCP3, TEAMS)**

Length: 2 weeks

The TEAMS course provides an indoctrination program, immediately preceding accession to active duty, designed to provide practical tools and programming that empower RMTs to respond immediately to the needs of commands.

**INTERMEDIATE LEVEL**

**PROFESSIONAL NAVAL CHAPLAINCY - INTERMEDIATE LEADERSHIP COURSE (PNC-ILC)**

Length: 3 weeks in residence

Eligibility: Must be selected for promotion to lieutenant commander, or higher rank.

Description: The Intermediate Leadership Course is to provide 04 chaplains with training necessary to excel in their role as supervisory staff officers. It provides an opportunity to examine the wide variety of supervisory tasks associated with installation and operational ministry in the Navy, Marine Corps and Coast Guard. The course includes instruction in core capabilities of supervision, management of personnel and facilities, and the art of leadership. Detailed information is available on the Naval Chaplaincy School and Center's website at <https://www.netc.navy.mil/centers/chaplain/Resident.aspx?ID=0>.

**ADVANCED LEVEL**

**PROFESSIONAL NAVAL CHAPLAINCY - ADVANCED LEADERSHIP COURSE (PNC-ALC)**

Length: 3 weeks in residence

Eligibility: Must be selected for promotion to commander, or higher rank. Description: The Professional Naval Chaplaincy – Advanced Leadership Course (PNC-ALC) prepares senior Navy Chaplains (captains and captain selects) to serve in leadership positions on large staffs. Such staffs include those of major manpower claimants, force commanders, regional commanders, and other Navy, Marine Corps, and Coast Guard staffs of comparable size and scope, as well as joint staffs (this is not a substitute for JPME I and II). Chaplains will be equipped to conduct strategic planning for religious ministry support in their commanders' areas of responsibility, and to coordinate and supervise the provision of such ministry support. In addition, students will be equipped to carry out appropriate staff support functions such as advising commanders on the moral, ethical, and religious implications of proposed policies and decisions. Detailed information is available on the Naval Chaplaincy School and Center's website at <https://www.netc.navy.mil/centers/chaplain/Resident.aspx?ID=0>.

## ANNUAL TRAINING

Throughout a chaplain's career, annual training is provided in professional subjects, which will enhance religious ministry and pastoral care to Sea Services personnel in various topics of importance for religious ministry in the Navy, as selected by the program sponsor, the Chief of Chaplains (N097). The chaplain's individual command is expected to pay for travel, per diem, and essential course attendance costs for these training events with Temporary Additional Duty (TAD) orders. Annual training consists of Professional Development Training Workshops (PDTW) usually lasting one day and Professional Development Training Conferences (PDTC) usually lasting three to five days.

PDTC and PDTW are usually held in multiple locations around the US and overseas for easier accessibility for all chaplains. Course topics and procedures for registration are announced three to six months in advance. Information is usually available on the Navy Chaplaincy School and Center's public website and the Navy Knowledge Online (NKO) website under "Chaplain Community" section. NKO registration requires DEERS (Defense Enrollment Eligibility Reporting System) enrollment for access.



# TRANSITIONING INTO THE MILITARY

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Transitioning from civilian life to military life introduces many challenges for the new chaplains and their families. Challenges shared by all military families include frequent moves, overseas tours, separation from the active duty member, separation from extended family, terminology unique to the military as well as many others. These challenges lessen greatly when families use a few basic tools to assist them.

The first challenge to the military family is learning a system that is foreign to the normal ways of accomplishing life. Terminology differs and what we expect to be in a location ends up being something totally different. Who would expect a “Housing Office” to handle moving household goods (your stuff) instead of assigning places to live (housing)? Why is a grocery store called a “commissary”? Why is everything and every place referred to with three or four letters?

Acquainting yourself with military basics before your spouse enters active duty helps lessen the stress of this new world. Many resources exist to aid you in finding your way into this new world, including websites such as [military.com](http://military.com), pamphlets such as this one, orientation courses, and other publications available to you. Watching movies and television shows will tend to warp your view more than educate you! While you do not have to know everything before entering, an overview is always helpful. Chaplain families tend to care for each other so be assured that usually someone on the other side will help you find your way. You only have to ask for help and someone is always ready to assist!

What is the most important basic that all military families should learn? How to ask, “Do you give military discounts?” Be sure to carry your ID at all times to obtain this discount!

Another challenge is moving. The military moves its members frequently though the number can vary. The first move can be the hardest but many publications can assist you in how to prepare for that move. Preparing children—and yourself—is primary in lessening the stress with the move. The “unknown” can be known by travel films and websites devoted to educating people about a city, state, or country. Frequent moves provide excellent opportunities—forced ones—to “declutter” your household! Be sure to pack all important papers in a separate box that is held from the movers. Hand carry these items to your new home!

The major challenge to the military family is separation due to deployment (the active duty member goes to another area to work). Ships, expeditionary forces, and other groups deploy for six months or longer. Many spouses consider themselves unable to handle the stresses of such a lifestyle. The secret of this military life, however, is the friendships that exist within the units. Deployed units provide many activities for family members and many opportunities to find help if they need it.

Deployments, however, allow for friendships between spouses that usually do not occur when the active duty members are home. Friends become family as we support each other through these times. We stand with each other, grieving, laughing, and celebrating

together. We stand with those who have gone before us as they sent their spouses to defend our country and to protect our nation. We Navy spouses endure much but we support each other in ways that defy imagination. You are not alone in this venture but are supported by a long line of caring friends and Navy “family” members. And - just so you know - Navy families are said to be some of the strongest families because of the opportunity to reconnect after those separations!

The military offers many challenges to its members and their families but it is through these challenges that we can come to know our strengths and learn to accomplish what we never imagined possible. We do that through a caring group of other military spouses who will meet our needs just as we will meet theirs. We are not in this alone.



# THE NAVY CHAPLAIN SPOUSE

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Being the spouse of a military chaplain is different from being in the civilian sector. In some faith traditions, congregations have an unspoken expectation that they are getting two workers for one salary. In other faith traditions the clergy and spouse see themselves as a ministry team. In the Navy, however, boundaries are quite clear. The Navy has commissioned the chaplain and the spouse is not the active duty member. As a chaplain spouse, however, limitless possibilities exist for you to be involved in the life of the command through volunteer opportunities.

Chaplain spouses are free to choose to participate in activities that they are comfortable in, available for, and equipped to do. Learning the language of the military includes learning the organizations and the support groups that exist to help families. Chaplain spouses can choose their level of involvement and, often, find themselves asked to participate in an overwhelming number of activities. Be sure to monitor your time (especially if deployment is on the immediate horizon) so that you can enjoy what you are involved in and continue to meet your own and your family's needs.

Often, chaplain spouses serve as resources to other spouses within the command, the neighborhood, or wherever they may meet. Learning the resources offered to military families can open doors to helping people. Ombudsman training, Family Readiness Group training, and other opportunities exist for chaplains spouses to learn the “ins and outs” of the system both for themselves but also for those they may encounter. Often, when someone learns you are married to a chaplain, they will ask you for help. Chaplain spouses can provide that assistance if they are aware of the resources on base. They can also use those resources if they need to! A cautionary note: Chaplain spouses should consider confidentiality a must and they also must remember that they are not a chaplain. Learning about the resources allows them to direct people in need to the appropriate resources.

Spouses also can choose not to be involved in command or volunteer activities. Multiple reasons can exist for this choice, including working full-time, having small children at home, health issues, and many more. Chaplains receive the commissions so the spouses are free to choose their level of involvement in command and volunteer activities.

Often the chaplain spouse is the primary caregiver for the children and the family as the chaplain is deployed or in a command that requires a lot of absence. The primary concern for the spouse is caring for the family's needs. You must always be aware of your family's needs first and then the needs of the command. Chaplains do not always have that choice!

Whatever your decision, in order to help you, we have included in this book a brief overview of Navy programs, benefits, resources, and general guidelines concerning the military lifestyle. More information about most topics can be found online, at your Fleet

and Family Support Center (FFSC) or *Sea Legs*, which can be obtained from Naval Services FamilyLine at:

[http://www.cnic.navy.mil/CNIC\\_HQ\\_Site/WhatWeDo/FamilyLine/index.htm](http://www.cnic.navy.mil/CNIC_HQ_Site/WhatWeDo/FamilyLine/index.htm)

Being in the Navy will provide many wonderful opportunities to make new friends, and experience life in different locations and cultures. Every move becomes an opportunity for personal and spiritual growth. Take the opportunities that come your way with a confidence that you will be a better person for it. These times will expand and stretch you in ways you may never have imagined. One of these opportunities will include working together with your spouse (the chaplain) to support your Navy and Marine Corps families. This will look differently for each chaplain and spouse depending on assignment and your level of involvement. Attending Family Readiness Group events, spouse club socials, and other command functions will also provide other opportunities to positively influence these military families and show your support.

## FIVE SUGGESTIONS FOR THE NEW CHAPLAIN SPOUSE

First, learn some of the military language. The “insider language” that goes with this new life can be confusing. There are resources available to help in the translation of acronyms and new words that will become a part of your new vocabulary. When faith groups prepare missionaries and their families for foreign service, they ensure that the new missionaries and spouses have learned the language. Becoming familiar with the military language is much the same.

Second, build your support network. A chaplain’s spouse fellowship or unit spouse support group is invaluable to providing helpful hands and wise insights during transition. When you arrive at your duty station, this is a great time to connect with other chaplain spouses in your assigned area. There could be a small or large group of spouses anxious to meet you and to assist you in your transition. Military chapels are filled with those who face the same situations and pressures that spouses new to the military must tackle. Many local congregations located near military bases have a number of military spouses who are wise in the ways of adjusting, surviving and thriving. Living in military housing can also provide a network of support. At all costs, resist the temptation to sit isolated and disconnected.

Third, ask. Ask about specifics regarding how the government handles moving expenses and other transition issues. Have your chaplain ask the recruiter or the instructor at Chaplaincy School and Center your questions that arise during this move to military service. Ask your endorser about issues relevant to the denomination’s support of you and the family during the period of military service.

Fourth, remember first things first. After your love for God, comes your love for your spouse. Focus on nurturing the love, communication and partnership you have to keep your marriage healthy and strong.

Fifth, read this booklet again in a year. You may be able to absorb information like a sponge, but there is a saturation point. Go easy on yourself and revisit information at a later date to see how much you have learned and what you are now ready to take on board. You are encouraged to make the effort to keep a good informational filing system for you and your family.

# **Five Suggestions For the New Chaplain Spouse**

1. Learn some of the military language
2. Build your support network
3. Ask questions
4. Remember, first things first.
5. Re-read this booklet in one year



## RAISING CHILDREN IN THE MILITARY

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Integral to the ministry of the Navy chaplain is the care of his or her family. The well-being of the military family enables service members to give their best, and the chaplain is no exception. Whether the chaplain spouse has a full time career, is a full time homemaker, or works part time, the military lifestyle will provide a rich environment for raising children.

Children who grow up in the military are able to have such a diversity and depth of experiences compared with their civilian peers. Each move has a role in shaping your children's cultural outlook, whether living in the states or overseas.

Moving is rarely easy nor should it be explained as such to your children. But most children are adaptable and they will sense their parents' emotions during a move. Listen to and be aware of what your children are saying and feeling. Don't try to talk them out of their feelings. Communication and explanation is key to successful changes in a child's life. Look at these moves as an opportunity for growth and independence for your child.

Be honest with your children about an upcoming move. Give them as much notice about the move as you can. Tell them what they want to know. Take the time to listen so that you are answering the questions they are really asking. Tell them what they need to know. Talk about the fun and exciting things that can happen because of the move, but do not downplay or overlook their grief at leaving their friends.

Relocating and deployments are part of the Navy life. Deployments can be hard, but they do not last forever. Try to be aware of ways your children will cope with the separation. There will be stages that you and your child will move through as the deployment progresses. A little flexibility will go a long way as you settle down to your deployment routine. Attend workshops for these events and obtain the coloring books and other resources available to assist your children in dealing with these military life events.

With frequent moves, a major concern for parents is the education of the children. In the past twenty years many educational choices have opened up for parents. You have the chance to actually match your child's interests, strengths, and personality with a school. Education is non-negotiable; the way education is accomplished is very negotiable. When possible, include your child in the decision.

**TAKE TIME TO INVESTIGATE SCHOOLING OPTIONS:**

- PUBLIC SCHOOLS:** Free & usually offer free transportation  
**MAGNET SCHOOLS:** Public schools with specialized education. Usually quite competitive  
**CHARTER SCHOOLS:** Similar to magnet schools but more general and more competitive  
**PRIVATE SCHOOLS:** Costly but offer a variety of focuses. Usually a small teacher - to - student ratio. Ask about scholarships or military discounts.  
**HOME SCHOOLING:** Offers educational stability amidst frequent moves.

Be positive and flexible. Gain strength from your faith and have fun as you and your children grow within the great adventure that is Navy Chaplaincy.



## **COMMAND INVOLVEMENT**

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The opportunity to enjoy, encourage, and support other Navy families is a privilege. Becoming involved in military community activities and projects is a voluntary choice. 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.

The spectrum for spousal involvement is vast and may include non-command organizations. Here are some of the organizations in the Navy that offer volunteer opportunities. Similar organizations in the Coast Guard and Marine Corps welcome your volunteer participation:

- Advisor to Navy Ombudsman or Family Readiness Group
- Officer Spouse Club
- Naval Services FamilyLine
- Navy/Marine Corps Relief Society (NMCRS)
- Coast Guard, Marine Corps or Navy Chapels
- COMPASS or LINKS Mentor
- Fleet and Family Support Center (FFSC)
- Military Thrift Shops
- American Red Cross (ARC)
- USO

If you are interested and available, you will find plenty of opportunity to lead and/or support others. Your willingness to share from your personal and professional experiences can be a blessing and encouragement to others. Always remember the Ombudsman or Family Readiness Officer (FRO) is the appropriate resource and referral for any spouse in a critical or crisis situation.

## **UNDERSTANDING VOLUNTARY STATUS**

As a chaplain's spouse, you may have talents that you would like to use in a volunteer capacity. There are various military organizations, charities, and service-oriented groups looking for volunteers. Your time as a volunteer will be greatly appreciated. However, you are not required to volunteer and do not feel pressured to obligate yourself. There are times in your personal and professional life that will determine whether you can or cannot. Your volunteer status will not affect your spouse's career.

## **FAMILY READINESS GROUP**

Many commands have a Family Readiness Group (FRG). An informal FRG may get together on a regular basis for a business meeting and/or to socialize, mostly during deployments. Guest speakers may be invited to give presentations on something pertinent to the spouses, such as self-defense, health, cycles of deployment. The group may have a

board of officers, or simply a chairman. A formal FRG meets all needs for camaraderie and sharing of up-to-date information but functions with officers, by-laws and committees. Either group may be responsible for or involved in planning special events for the command's families and children especially during a deployment. Participation is not mandatory, but it is nice to be with others who understand exactly what you may be going through.<sup>1</sup>

## **PRE-DEPLOYMENT BRIEF**

This is a very important meeting to attend. It is an opportunity for the chaplain spouse to meet the crew and families, as well as the ship's Ombudsmen (Navy) or Family Readiness Officer (USMC). The command will sponsor a pre-deployment meeting for the service members, which is "mandatory" for them and "recommended" for spouses. Because it is important for the service member and their families to have their financial and legal papers in order, spokespeople from the military support community come and speak about various topics such as, housing, Navy/Marine Corps Relief Society, Fleet and Family Support Center, chaplain services and legal services. Other topics may include the importance of the command Ombudsman or Family Readiness Officer, up-to-date military identification cards, knowing where to take the car when it breaks down and the importance of communication with your deployed family member. This is a good time for the Ombudsmen or Family Readiness Officer to be introduced to all of the unit families and to make sure everybody has their phone number. If any initial social activities have been planned for spouses and families, they might be announced at this time. There is often a question and answer time provided by the command leadership team.

## **DEPLOYMENT HOMECOMING**

Planning for the homecoming is exciting. Family Readiness Groups spend a great deal of their time and efforts for that special day. A homecoming committee may be established early in the deployment providing ample time for arranging for the festivities. Nothing is more special for the deployed than to see their loved ones eagerly awaiting their return.

## **HAIL AND FAREWELL**

"Hail and Farewells" are an opportunity to say goodbye to friends and to provide a generous welcome to those arriving. The event may be held in a variety of places and venues. It may or may not include spouses, depending on time and circumstances. This is an important and meaningful tradition to welcome new people and say goodbye to those departing. Whenever possible, please consider attending. The arriving or departing spouse will appreciate your show of support.

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<sup>1</sup> USMC units have a full time Family Readiness Officer (FRO). Volunteer Family Readiness Assistants (FRAs) are screened and allowed to volunteer for unit functions to assist the FRO.

## STAGES OF MILITARY DEPLOYMENT

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Separations are a part of military life. How we prepare for them and our strategy for daily life through a deployment can determine whether it is a fulfilling time or a miserable time.

People react to a military deployment in different ways. Early in a military career some struggle against the thought that a deployment is an encroaching monster. We know it will come, but we fear it and don't like the thought of it. After realizing the resources that are available to you and your children - from coloring books to counseling - the fear of deployment can be relieved a bit! The greatest resource to keep in mind is that deployments provide you with a phenomenal opportunity for personal growth and for developing deep friendships that can last a lifetime. We in the military are a family and we take care of each other - especially during deployments!

Each time of separation or deployment may bring a new set of challenges and joys. These will be special chapters in your book of life with their own poignant memories and lessons. Why? Because you will learn how to mature in the areas of personal resolve and inner strength as you go through times of separation. You may worry that the frustration you felt in the beginning of a military separation will last throughout the entire separation. Sad pictures on the TV of wives crying at a ship pier can leave a new military spouse feeling anxious and fearful. The knowledge that others are "out there" and will help you through these times is a treasure for you to hold onto!



## SOCIAL PROTOCOL

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You will most likely be making your home in many places, maybe even including foreign countries, and will want to have some idea of what to do and what to expect. Understanding the social protocol for events is essential to building relationships. The Navy Line publication, *Social Customs*, is an excellent resource to assist you in learning these customs.

Be assured that as a chaplain spouse, you will have opportunity to play a vital role in upholding the traditions of the military ceremonies with all the pomp and circumstance by your presence and support. There are always newcomers and family at the ceremonies, so traditions and customs are usually explained to the public. The chaplain will likely be involved in more ceremonies than most people. Being familiar with what is going on can be beneficial. If there are specific things for you to do, be assured that your spouse will let you know.

There are a number of official functions that you will be invited to as a couple. Some of these are required and some are not. Remember that the social contacts and friendships that you make at command functions will often follow you throughout your time in the military. Being involved and contributing to the camaraderie and higher morale for the good of all can make these events more enjoyable as you get to know more people and have a better understanding of what is going on. These official functions can be very helpful for the military spouse as an opportunity to meet the key people in the command. You may be called to help them some time, or you may need their help.

The question of dress requirements usually comes up. In the following section you will find some general rules that apply to social protocol and dress. Please take some time to review it. Remember that each area of the country has its own local customs and this will often affect the dress code. For example, “casual dress” in Washington, D.C. means something different than “casual” in Hawaii. If there is a question, a good rule of thumb is to check with the person or organization hosting the event. As a military spouse, you definitely will need formal attire for some functions. You do not need a whole new wardrobe at first. Remember, it is likely you will be moving in a couple of years and can recycle what you have.

Children play an important role at appropriate social events, and many commands have a family event at least yearly. Children are specifically invited to these special occasions. At other social events during the year the children generally are not invited. If you are unable to find child care, it is acceptable for the military member to attend the social alone. Please let the host and hostess know that you will not be attending. Bringing children to adult functions is not proper protocol for Navy functions!

The social customs of the Army, Air Force, and other uniformed services, are similar to our own Sea Service customs. Most Fleet and Family Support Centers (FFSC) will offer an indoctrination class to the local culture. We highly recommend that you attend this class along with your spouse, and even your older children. The information is invaluable in achieving a quick adjustment to your new hometown or host country and its culture.

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.

## INTRODUCTIONS

Knowing how to introduce other people is a basic part of good manners. 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. NOTE: The name of the higher ranking individual is given first.

### *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 older than you, it is best first to address them by “Mr.” or “Mrs.”

### *OTHER PRACTICAL TIPS & SUGGESTIONS*

- A lady who is being introduced to a group extends her hand and greets each person. If the group is large, only those nearest the newcomer should rise (if seated) and say “Hello.”
- Whether you are a man or a woman, a firm handshake is a friendly gesture and should accompany a greeting. A man usually waits for a woman to offer her hand. When two women are introduced, the older 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. Kelly, may I present Chaplain Jones.”
- Introduce older to younger, using the older person’s name first.
- Introduce yourself if no one is there to make introductions.
- 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**

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***

Rarely, 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 long or short 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 Uniform.

*Civilian:* Gentlemen generally wear business suits, usually dark. Ladies wear dresses or business suits appropriate to the occasion, as styles dictate. This may vary by geographic location.

### ***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 Dress Uniform

*Civilian:* Gentlemen wear business suits or sports jacket and dress slacks. 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. Denim is not appropriate.

### ***CASUAL OCCASIONS***

Casual functions may include dinner parties, picnics, barbecues, 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 slacks or dressy walking shorts to casual skirts. Shorts and jeans are inappropriate unless specifically indicated by the host/hostess. 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 slacks or skirts. When in doubt, inquire as to the local custom or ask your host/hostess.

### ***RETIRED MILITARY PERSONNEL***

Retired military personnel 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.

### **SEA SERVICE ETIQUETTE**

The following guidelines are important to know and observe. As the spouse of a chaplain, 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.

### ***FLAG ETIQUETTE***

During a ceremony, when the flag is being hoisted or lowered, or the flag is passing in a parade or review, all persons present, except those in uniform, should face the flag and stand at attention with the right hand over the heart. Those present in uniform 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, one should show respect by stopping any activity and standing and facing the flag or music. Vehicles that are moving should pull over and stop, passengers silently observe during colors. 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***

When the flag is displayed during the playing of the national anthem, all present, except those in uniform, should stand at attention with the right hand over the heart. Men not in uniform should remove their hat with their right hand and hold it at the left shoulder, the right hand being over the heart. Persons in uniform 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. When the flag is not displayed, those present should face the music and act in the

same manner they would if the flag were displayed. 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 MEMBER 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:

Navy—*Anchors Aweigh*

Marine Corps—*Marines' Hymn*

Army—*The Army Goes Rolling Along*

Air Force—*The U.S. Air Force*

Coast Guard—*Semper Paratus*



## **TRADITIONAL SOCIAL EVENTS**

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### ***DINING IN***

On occasion, the command, or several small commands will meet for a Dining In. Only military personnel attend a Dining In. This is a formal military dinner. The service members wear their dress uniforms and observe a great deal of protocol. A ritual of toasting and speeches is the main feature of the dinner. The dinner consists of elegant food and wine. 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 officers and their spouses or dates.

### ***NAVY BALL***

The Navy has several traditional balls, which are a testimony to our naval heritage. The Navy Birthday Ball held in October celebrates 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.

### ***MARINE CORPS BALL***

The Marine Corps also holds a traditional ball each year to celebrate the birthday of the USMC in November. Like the Navy ball, 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 marines present are honored with cutting the birthday cake. Dress for this event is formal.

### ***CHAPLAIN CORPS BALL/DINNER***

The Chaplain Corps Ball is held each November to celebrate the birthday of the Corps. This ball is also a formal event with the traditional military protocols. Dress for this event is formal.

### ***MISCELLANEOUS BALLS***

Other commands and service organizations may hold specific balls throughout the year, such as the Submarine Birthday Ball or the Seabee Ball.



# **FLEET AND FAMILY READINESS SERVICES**

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Whether your spouse is at sea or on shore duty, the Navy has support services in place. Personal support services can provide you and your family with basic information and referral for local services, assistance, counseling, education and training. Keep useful telephone numbers handy, such as your spouse's work number and local support service numbers, and the number for your command Navy Ombudsman or USMC Family Readiness Officer (FRO).

## **FLEET AND FAMILY SUPPORT CENTERS/MARINE CORPS FAMILY TEAM BUILDING**

Fleet and Family Support Centers (FFSCs), Marine Corps Family Team Building (MCFTB), and USMC specific programs such as LINKs, exist as a valuable benefit for Navy members, whether single or married, active or retired, and their families. Programs offered include:

### **DEPLOYMENT**

The FFSC provides a variety of support to Sailors and families before, during and after periods of deployment, and ensures a Sailor's family will not be alone during underway/deployment periods.

### **FAMILIES OVERCOMING UNDER STRESS (FOCUS)**

FOCUS is a resiliency-training program for military families and children to help them meet the challenges of combat operational stress during wartime. Resiliency is the ability to effectively cope with, adapt to, and overcome adversity, stress, and challenging experiences.

### **NEW PARENT SUPPORT**

New Parent Support Home Visitors provide information and basic parenting and life skills to families who may be located far from traditional family support systems and are expecting a child, have a newborn or children up to three years of age. This is especially critical, considering the Navy's youthful population.

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

FAP is designed to address the prevention, identification, reporting, intervention, treatment and follow-up of child and spouse abuse. Victim advocacy for spouse abuse victims and counselors for children who witness violence, are critical to the military's effort to protect current victims, to provide rehabilitation to our youngest victims, and to interrupt the intergenerational cycle of abuse.

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

The SAPR program is essential for effective sexual assault prevention and response, and for providing support to commands, Sailors and family members. Information about local sexual assault victim services and resources for the Navy and civilian community is

available at the Fleet and Family Support Centers. You may also contact your command ombudsman for information.

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

The Family Employment Readiness Program (FERP) provides assistance to military spouses in developing, improving or continuing their professional careers while sharing in the military member's mobile lifestyle. The Navy recognizes that moving every few years creates career challenges for military spouses. The program addresses those challenges in workshops and through individualized assistance, in areas such as: launching a job search, career planning, resume writing, interview techniques, federal employment information, conducting self-assessments, goal setting and much more. The program is not an employment outplacement service. FERP works to assist family members in planning a career path that is compatible with the mobile military lifestyle.

### **LIFE SKILLS EDUCATION**

Most of us don't learn everything we need to learn in school. Some skills are learned through trial and error, and sometimes, that's the hard way. Certain skills have been identified that help make living the Navy lifestyle easier. Classes and reading material to help you learn or improve "life skills," such as stress management, anger management and parenting education, are offered.

### **PERSONAL FINANCIAL MANAGEMENT**

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. Your Command Financial Specialist (CFS) also has resources to help in preparing your personal and family budget, including a financial planning worksheet and other forms to make record keeping easier.

### **RELOCATION ASSISTANCE PROGRAM**

FFSCs have programs and services to help your relocation go smoothly through personal counseling, or self-help areas, where members and their families can browse through the Relocation Assistance Resource Library, learn more about the military moving process, and access tools online to learn more about a possible duty station. Plan My Move/Military Installation is an automated relocation assistance tool for military families.

### **SMART WEBMOVE**

SMART WebMove is a Naval Supply Systems Command (NAVSUP) initiative designed to help deployed Sailors, or those in remote locations, arrange their Permanent Change of Station (PCS) moves. This 24-hour service is available for anyone, military or DoD civilian, who is eligible for a government-financed PCS move. The user-friendly program was developed to help active-duty personnel and their families plan and arrange household goods moves online, anytime. Visit [www.smartwebmove.navsup.navy.mil](http://www.smartwebmove.navsup.navy.mil) to obtain information concerning your responsibilities and the carrier's responsibilities, and other critical information concerning storage, documentation, etc. Once you have your orders in hand, you can go to SMART WebMove and fill out the application. You need to send an electronic version of your orders along with your application, so have that ready when you log in.

## **TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)**

TAMP provides comprehensive transition assistance services to separating and retiring service members. Benefits, such as three to four-day classes, personal counselors and job search training, are provided to help service members and families prepare to transition from military to civilian life.

## **CLINICAL COUNSELING PROGRAMS**

The Navy understands that both the Sailor and their family members are important to mission readiness. The FFSC provides clinical counseling to help individuals work through problems, such as parenting, stress, grief and loss, marital and personal issues. In times of crisis, such as natural disaster or shipboard accidents, the FFSC coordinates with other resources to respond to the needs of the community. Find the FFSC closest to you at [www.ffsp.navy.mil](http://www.ffsp.navy.mil).

## **VOLUNTEER SERVICES PROGRAM**

If you want to get to know your community better, volunteering allows you to network, develop or discover new talents, and help others who need you. Your FFSC coordinates many volunteer programs.

Find the FFSC closest to you at [www.ffsp.navy.mil](http://www.ffsp.navy.mil). Additionally, your base directory lists the FFSCs telephone number, or call 1-800-FSC-LINE (372-5463) for the telephone number of the nearest Navy Fleet and Family Support Center and other resources.

## **EXCEPTIONAL FAMILY MEMBER PROGRAM**

The Exceptional Family Member Program (EFMP) is a program for families with dependents who have special physical, mental, or emotional needs who require special medical or educational services. Enrollment in the program is mandatory and ensures that members may be assigned to duty locations where individual special requirements can be met. For more information on the EFMP, contact the Navy Personnel Command (PERS-672) at 1-866-U-ASK-NPC (1-866-827-5672), or visit [www.npc.navy.mil](http://www.npc.navy.mil) and click on the *Command Support* link, and then the link for the *Exceptional Family Member*. Or, call your local FFSC.

## **CRISIS RESPONSE**

FFSC offers assistance during natural disasters, mobilization, repatriation and mass casualties. Some of the help available:

- Personal crisis intervention or debriefings
- Individual, marital and family counseling
- 24-hour information and referral
- Coordination of volunteers
- Logistical support
- Command consultation
- Communication hubs between crisis response efforts, family assistance and command or base leadership.

## **HAVE QUESTIONS? NEED ASSISTANCE?**

### **CONTACT YOUR OMBUDSMAN OR FAMILY READINESS OFFICER**

The Command Ombudsman is a volunteer who is the spouse of an active-duty or selected reserve command member. Selected by the commanding officer, the ombudsman supports the command mission by providing communications, outreach, resource referral, information and advocacy to and for command families. As a liaison between the command and the command families, the ombudsman keeps the commanding officer/commander informed regarding the general morale, health and welfare of the command's families.

The Family Readiness Officer (FRO) is a full-time employee of the USMC assigned on primary duty basis to a unit and does not deploy. The FRO's primary responsibility is family support and to be "the face" of the commander's vision for family readiness while also providing direct coordination for the Unit Family Readiness Program. The FRO's official duties include official communication, readiness and deployment support, information and referral, family outreach, administration, event management and volunteer management.

### **ADDITIONAL FAMILY SUPPORT SERVICES**

#### **NAVY CHILD AND YOUTH PROGRAMS (CYP)**

CYP provides quality, accessible, affordable full-time and part-time childcare, youth recreation and teen programs, for children ages four weeks to 18 years.

#### **MORALE, WELFARE AND RECREATION**

Navy Morale, Welfare and Recreation (MWR) includes more than 50 different programs and services that support mission readiness, personnel retention and overall quality of life. Core programs include Fitness (gyms, sports, athletics, and fitness swimming), Afloat Recreation, Single Sailor, Navy Motion Picture Service and the Information, Tickets and Travel (ITT) program. For a complete listing of programs, locations and information, visit [www.mwr.navy.mil](http://www.mwr.navy.mil).

#### **CASUALTY ASSISTANCE CALLS OFFICER (CACO)**

As the official representative of the Secretary of the Navy, the CACO provides information, resources and assistance to the primary and secondary Next-of-Kin (NOK), in the event of a casualty. Their full-time responsibility and mission is to assist families during a difficult time and ensure they receive the benefits and entitlements due to them.

If you have additional questions about the Navy Casualty services, contact Navy Casualty toll-free at 1-800-368-3202. CACO forms are also available online at [www.npc.navy.mil/CommandSupport/CasualtyAssistance](http://www.npc.navy.mil/CommandSupport/CasualtyAssistance).

#### **MILITARY ONESOURCE**

Military OneSource is a "one stop" place to go whenever service members or family members need assistance of any kind. This service, available 24 hours a day and year 'round, augments family services on installations around the world. In the United States, call 1-800-342-9647. Overseas, call toll-free 1-800-3429-6477. Or, visit [www.militaryonesource.com](http://www.militaryonesource.com).

## NAVY SAFE HARBOR

Navy Safe Harbor is the focal point for the non-medical case management of seriously wounded, ill or injured Sailors and their families. Eligibility is not limited to only combat-related wounds or injuries, but is extended to those Sailors seriously injured in shipboard or liberty accidents (e.g., motor vehicle accidents), or incur a serious illness, whether physical or psychological. Providing a lifetime of care, Navy Safe Harbor brings resources together to assist and support Sailors through recovery, rehabilitation and reintegration.

Navy Safe Harbor non-medical case managers are located at major Navy treatment facilities throughout the United States, Veterans Affairs Polytrauma Centers and Brooke Army Medical Center. Case management support is individually tailored to meet the unique needs of each Sailor and family, encompassing pay/personnel issues, invitational travel orders, lodging and housing adaptation, child and youth programs, transportation needs, legal and guardianship issues, education and training benefits, commissary and exchange access, respite care, Traumatic Brain Injury/Post Traumatic Stress support services, chaplain-centric care, and much more. Navy Safe Harbor's goal is to return Sailors to duty and, when not possible, work collaboratively with federal agencies including the VA, state and local organizations to ensure successful reintegration of Sailors back into their communities.

For more information, visit [www.npc.navy.mil/CommandSupport/SafeHarbor](http://www.npc.navy.mil/CommandSupport/SafeHarbor), or contact Navy Safe Harbor at [safeharbor@navy.mil](mailto:safeharbor@navy.mil), or toll-free at 1-877-746-8563.



# PAY AND BENEFITS

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## PAY AND ALLOWANCES

A *Leave and Earning Statement (LES)* is an invaluable tool for understanding the different types of pay, allowances and deductions of the Navy member. The LES also lists available and used leave days and projects the amount of the next paycheck. Paper copy LES's are not provided anymore. However, service members can access their LES online at <http://www.dfas.mil/mypay>. The service member must register on the site. A pin number will be issued, allowing the member to access current and past LES's.

*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 printed annually and are available from PSD's, Fleet and Family Support Centers, and the Navy/Marine Corps Relief Society. They are also available online at [www.dfas.mil](http://www.dfas.mil).

*Special and incentive pays* compensate for some potential hazards that are associated with certain job skills. These jobs include sea duty, diving duty, hazardous duty, hostile fire, imminent danger duty, nuclear qualified duty, submarine and some aviation duty.

*Retention pay* may be offered to encourage members to remain in critical job skills.

*Basic Allowance for Housing (BAH)* is available to Navy members and their families who live in civilian or Public Private Venture (PPV) housing. The amount is based on the member's rank and whether or not the member has dependents. BAH varies greatly depending on location and is determined by local housing costs.

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 taxable income is that all "pay" is taxable, and all "allowances" are not taxable.

*Other Pays:* There are other additional pays allotted service members such as Cost of Living Allowance (COLA), Family Separation Pay, clothing allowances, and moving allowances. Further information on these can be found in the book "Sea Legs for the Navy Family: A Handbook to Navy Life."

Married service members are entitled to Dislocation Allowance (DLA) when transferring permanent duty stations. Government funded moves fall short of covering relocation expenses and this allowance is provided to help cover some of the costs incurred. There are exceptions to when this allowance is paid.

Information on housing allowances, COLA's (Cost of Living Allowance), DLA, and per-diem rates for different locations can be found at

<http://perdiem.hqda.pentagon.mil/perdiem>. You can use this site to research these allowances for your next duty station.

## BENEFITS

**THRIFT SAVINGS PLAN (TSP)** is a federal savings plan available to service members. Contributions are not taxed and the accounts grow tax-free. 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.

**LIFE INSURANCE:** Service-members Group Life Insurance (SGLI) is provided to all active duty service members. Members are covered automatically, unless they decline in writing. Additionally spouse and child coverage, Family Service members' Group Life Insurance (FSGLI), is available at a low cost. SGLI is terminated upon retirement or end of active service.

**TRAVEL BENEFITS:** Space Available (Space A) travel on military and some contracted aircraft is a terrific travel benefit. It allows service members and their families to fly at no cost or for a nominal fee. Family members must normally travel with the military member (unless stationed overseas).

The summer and holiday seasons are peak travel periods and Space A seats can be very limited. Travelers should consider lodging and dining costs incurred while waiting for an available flight, or consider other forms of travel. Also, there are NO Space A reservations and Space A travelers may be bumped at any point for required passengers.

Therefore, all Space A travelers should make sure they have enough money to pay for commercial transportation should it become necessary. However, this is an incredibly inexpensive way to travel if you plan ahead, remain flexible, and keep your options open. Priority for Space A travel is categorized according to DOD Regulations. Information on these categories and other Space A travel information can be found at <http://spacea.info> or by contacting your nearest military air terminal.





## TRICARE

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### WHAT IS TRICARE?

In response to the challenge of maintaining medical combat readiness while providing the best health care for all eligible personnel, the Department of Defense introduced TRICARE. TRICARE is the health care program serving active duty service members, National Guard and Reserve members, retirees, their families, survivors and certain former spouses worldwide. As a major component of the Military Health System, TRICARE brings together the health care resources of the uniformed services and supplements them with networks of civilian health care professionals, institutions, pharmacies and suppliers to provide access to high-quality health care services while maintaining the capability to support military operations. Visit <http://tricare.mil/mybenefit/index.jsp> for more information.

### 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 DENTAL

The TRICARE Dental Program is a voluntary, premium-based dental insurance plan administered by United Concordia Companies, Inc., (United Concordia). The TRICARE Dental Program is available to the following beneficiaries:

Active duty family members

Family members of National Guard and Reserve members

Members of the National Guard and Reserve (who are not on active duty orders)

To enroll in the TRICARE Dental Program, sponsors must have at least 12 months remaining on his or her service commitment. This requirement may be waived in some circumstances. Contact the TRICARE DENTAL PROGRAM at 1-800-866-8499, or visit online at <http://www.tricaredentalprogram.com/tdptws/home.jsp> for a complete list of available benefits and explanation of services offered.

# NAVY RANKS AND INSIGNIAS

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## UNIFORM REQUIREMENTS

Navy personnel are expected to present a proud and professional appearance that reflects positively on the individual, the Navy and the United States. Exemplary military appearance should be the norm for all uniformed personnel. Navy chaplains not only serve with the Navy, they also can be assigned to the Coast Guard or the Marine Corps. It is the responsibility of the chaplains to take the initiative to familiarize themselves with the policies and regulations governing the correct way of wearing the correct Sea Service uniform.






















## RANK INSIGNIA OF NAVY COMMISSIONED OFFICERS













Navy officers wear their rank devices in different places on their uniforms, depending upon the uniform. The three basic uniforms and the type of rank devices are: khakis (a working uniform) – pins on the collar; whites – stripes on shoulder boards; and blues – stripes sewn on the lower sleeve. Shoulder boards are also worn on bridge coats and reefers. The collar devices are also worn on the right side of the garrison cap (a miniature officer's crest is worn on the left) and slightly larger devices are worn on the epaulets of the raincoat and working jacket.

Additionally, line officers wear a star above the stripes of the shoulder boards or sleeves, but staff and warrant officers wear specialty insignia.


















**RANK INSIGNIA OF NAVY COMMISSIONED OFFICERS**

<b>Pay Grade</b>	<b>Rank</b>	<b>Abbreviation</b>	<b>Collar</b>	<b>Shoulder</b>	<b>Sleeve</b>
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			
O-11	Fleet Admiral*	FADM			

\* The rank of Fleet Admiral has been reserved for war time use only. The last Fleet Admirals were in World War II. Fleet Admirals during that war were Chester W. Nimitz, William D. Leahy, Ernest J. King and William F. Halsey.

## RANK INSIGNIA OF NAVY WARRANT OFFICERS











Pay Grade	Rank	Abbreviation	Collar	Shoulder	Sleeve
W-1*	Warrant Officer	WO1			
W-2	Chief Warrant Officer	CWO2			
W-3	Chief Warrant Officer	CWO3			
W-4	Chief Warrant Officer	CWO4			
W-5*	Chief Warrant Officer	CWO5			

The grade of Warrant Officer (W-1) is no longer used. W-5 was established in 2002.

## RATE INSIGNIA OF NAVY ENLISTED PERSONNEL

The use of the word “rank” for Navy **enlisted** personnel is incorrect. The term is “**rate.**” The rating badge – a combination of rate (pay grade) and rating (specialty) is worn on the left upper sleeve of all uniforms in grades E-4 through E-6. E-1 through E-3 have color coded group rate marks based upon their occupational field. Group rate marks for E-2 and E-3 are worn on dress uniforms only. Personnel in pay grade E-1 do not wear group rate marks. Chief petty officers (E-7 through E-9) wear collar devices on their white and khaki uniforms, and rate badges on their service dress blues.

## RATE INSIGNIA OF NAVY ENLISTED PERSONNEL

Pay Grade	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		

## **NATIONAL SUPPORT GROUPS AND ADDITIONAL HELPFUL RESOURCES**

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### **AMERICAN RED CROSS**

Perhaps the most well-known assistance organization is the American Red Cross. Its worldwide communications network is available 24 hours a day, 365 days a year, and can place emergency messages to or from Navy and Marine Corps service members and their families. When regular communications break down, the Red Cross can also report on the welfare of individuals.

The American Red Cross works in partnership with the military aid societies, including the Navy-Marine Corps Relief Society and the Coast Guard Mutual Assistance. This alliance helps to provide financial assistance for emergency travel that requires the presence of the service member or his or her family, burial of a loved one, or with assistance that cannot wait until the next business day, such as food, temporary lodging, urgent medical needs, or the minimum amount required to avoid eviction, utility shut off, etc.

In addition, the Red Cross collects, processes, distributes and ensures a safe blood supply. Contact the Red Cross at its local chapter listed in your phone directory for more information.

The American Red Cross  
National Headquarters  
2025 E Street, NW  
Washington, D.C. 20006  
202-737-8300 or toll-free at 1-800-654-8364  
[www.redcross.org](http://www.redcross.org)

### **ARMED FORCES HOSTESS ASSOCIATION**

The Armed Forces Hostess Association is a volunteer group of military spouses that will provide information on military bases all over the world to families transferring to new duty stations. When requesting information on a new duty station, include your name, rank of the service member, branch of service, phone number, address, new duty station, departure date and family facts, including children's ages, pets, and any special needs that should be addressed. Office hours are weekdays from 9:30 a.m. to 2:30 p.m., Eastern Time.

Armed Forces Hostess Association  
The Pentagon, Room 1E541  
6604 Army Pentagon  
Washington, D.C. 20310-6604  
703-614-0350 or 703-697-0485  
[www.army.mil/afha/main.html](http://www.army.mil/afha/main.html)

## **COMPASS**

COMPASS, a Naval Services FamilyLine program, is a standardized team-mentoring program presented to spouses over three days (four hours each day) by experienced volunteer spouses. The program offers information about the Navy lifestyle and helps spouses to develop realistic expectations and a positive attitude. Participants are introduced to many aspects of the Navy, such as deployment, moving, finances, customs and traditions, and getting along. Spouses establish a peer network and experienced spouses pass on their insights. The concept of “helping others help themselves” is observable and becomes an on-going, action-oriented process. Participants can ask questions in a non-judgmental atmosphere. All Navy spouses are welcome. The COMPASS program, as well as babysitting for participants and mentors, is free. To learn more about COMPASS and to register for the next class in your area, visit [www.gocompass.org](http://www.gocompass.org).

## **FAMILY READINESS OFFICER (FRO) FOR MARINE UNITS**

To obtain assistance in the form of information and referrals, contact your active duty member’s unit and ask to speak to the Family Readiness Officer. The Family Readiness Officer (FRO) is a full-time employee of the USMC assigned on primary duty basis to a unit and does not deploy. The FRO’s primary responsibility is family support and to be “the face” of the commander’s vision for family readiness while also providing direct coordination for the Unit Family Readiness Program. The FRO’s official duties include official communication, readiness and deployment support, information and referral, family outreach, administration, event management and volunteer management.

## **FLEET RESERVE ASSOCIATION (FRA)**

Fleet Reserve Association (FRA) is a non-profit organization that represents the interests of the Sea Service community before the U.S. Congress. The association’s membership is comprised of current and former enlisted members of the U.S. Navy, Marine Corps and Coast Guard.

FRA:

- Is your go-to-source for information and personal assistance with TRICARE and other service-related concerns
- Provides scholarships for members and their spouses, children and grandchildren
- Recognizes excellence among Navy, Marine Corps and Coast Guard personnel

Fleet Reserve Association  
125 N. West Street  
Alexandria, VA 22314-2754  
703-683-1400  
800-FRA-1924  
FAX: 703-549-6610  
[www.fra.org](http://www.fra.org)

## **L.I.N.K.S.**

L.I.N.K.S. is a volunteer, team-mentoring program, designed by spouses for spouses. The program offers an orientation to the Marine Corps lifestyle, helping new spouses adapt to the unique challenges military life often presents. While the curriculum targets spouses new to the Marine Corps community, the information is very beneficial to spouses of all levels of Marine Corps experience.

If your schedule doesn't allow you to attend a session hosted by a L.I.N.K.S. team, an interactive, multimedia version of the L.I.N.K.S. curriculum is now available on the Internet. L.I.N.K.S. Online provides audio and visual graphics of Marine spouses to guide participants through the entire program. Fun exercises ensure your understanding of information. Handouts can be printed for later reference and a certificate of completion is available when you complete the course. For more information, visit [www.usmc-mccs.org](http://www.usmc-mccs.org); click on Family Life, then L.I.N.K.S.

## **MILITARY ONESOURCE**

Military OneSource is a "one stop" place to go whenever service members or family members need assistance of any kind. This service, available 24 hours a day and year 'round, augments family services on installations around the world. From finding a plumber to locating childcare to acquiring school system information, Military One Source is available to help.

Within the United States: 1-800-342-9647

International Toll Free: 1-800-3429-6477

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

## **NATIONAL MILITARY FAMILY ASSOCIATION**

The National Military Family Association (NMFA) is dedicated to identifying and resolving issues that are of concern to military families. Issues include compensation, dental and health care, relocation and housing, Reserve benefits, childcare and education, retiree and family member benefits.

NMFA represents active duty, Reserve and retired personnel and their families from all the services, as well as the Public Health Service and the National Oceanic and Atmospheric Administration. NMFA is an independent, nonprofit organization staffed by volunteers and financed by tax-deductible dues and donations.

National Military Family Association

2500 North Van Dorn St., Suite 102

Alexandria, VA 22302-1601

800-260-0218

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

## **NAVAL SERVICES FAMILYLINE**

Naval Services FamilyLine is a volunteer, non-profit organization dedicated to improving the quality of life for Sea Service families. All Navy, Marine Corps and Coast Guard spouses are automatically members. It is staffed by spouse volunteers and is financed solely through donations. FamilyLine was established in 1965 by a group of Navy wives

who wanted to establish a channel of communication for all Navy spouses, officer and enlisted. FamilyLine has evolved into a comprehensive “think tank” for naval services family issues. It offers a continuum of education for Navy spouses at every milestone of their spouses’ career through free publications, seminars and mentoring.

FamilyLine is here to help and to share lessons that have been learned by those who have been in their shoes. They can answer questions about the military lifestyle via e-mail or telephone; provide information and referrals to any family member; distribute booklets and brochures free of charge; and offer educational programs for Sea Service spouses. FamilyLine also has established field representatives at bases around the world to serve as local points of contact for FamilyLine.

FamilyLine’s COMPASS program is a 12-hour team-mentoring program developed by spouses for spouses. It is open to all Navy spouses and is presented over three days (four hours per day). It focuses on spouses new to the Navy; however, all spouses are welcome. For more information, contact FamilyLine or visit [www.gocompass.org](http://www.gocompass.org).

FamilyLine provides the following publications free of charge:

- *Sea Legs*
- *Informational Portfolio*
- *Guidelines for Launching Clubs and Family Readiness Groups*
- *Social Customs and Traditions of the Sea Services*
- *Guidelines for Spouses of Commanding Officers and Executive Officers*
- *Guidelines for the Spouses of Command Master Chiefs and Chiefs of the Boat*
- *Guidelines for Spouses of Chief Petty Officers*
- *Guidelines for Spouses of Individual Augmentees*
- *Guideline for Navy Reserve Families*
- *Are You Ready? Guidelines for Navy Family Emergency Preparedness*

Most of FamilyLine’s publications can be viewed or downloaded at [www.cnic.navy.mil/FamilyLine](http://www.cnic.navy.mil/FamilyLine). To obtain a free, printed copy, e-mail us at [nsfamline@aol.com](mailto:nsfamline@aol.com) or call toll free at 1-877-673-7773.

Naval Services FamilyLine  
1043 Harwood Street SE, Building 154, Suite 100  
Washington Navy Yard, D.C. 20374  
202-433-2333, DSN 288, Toll Free 877-673-7773  
[www.cnic.navy.mil/FamilyLine](http://www.cnic.navy.mil/FamilyLine)  
E-mail: [nsfamline@aol.com](mailto:nsfamline@aol.com)

### **NAVY FOR MOMS (DADS, TOO!)**

Navy Recruiting Command launched [NAVYForMoms.com](http://NAVYForMoms.com), in response to research that found parents have questions about what life in the Navy is like and are searching for no-nonsense, first-hand answers.

[NAVYForMoms.com](http://NAVYForMoms.com) puts potential Navy parents in touch with parents of young men and women who already are serving. This online community gives prospective Navy

moms a place to gather accurate information, share stories and gain support from their peers. For more information, visit [www.navyformoms.com](http://www.navyformoms.com).

### **NAVY KNOWLEDGE ONLINE (NKO)**

Navy Knowledge Online (NKO) is a Web site used by active-duty, Reserve and retired Sailors and their family members. NKO provides information and resources, such as career management, personal development, leadership, learning, references and more. Its purpose is to empower users to excel professionally and personally. It is accessible from any Internet connection. At no charge, NKO provides powerful customization tools to enhance user experiences, allowing them to quickly find the latest knowledge on many subjects. Users can also navigate to topics related to professional development, their electronic training jackets, online training courses and more. Access NKO at [www.nko.navy.mil](http://www.nko.navy.mil).

### **NAVY-MARINE CORPS RELIEF SOCIETY (NMCRS)**

Navy-Marine Corps Relief Society (NMCRS) is a private, nonprofit organization, which is funded entirely by donations. Offices are staffed primarily by volunteers who assist active-duty and retired service members, their families and survivors, and address many areas when needs arise.

The NMCRS can provide interest-free loans, grants or a combination of both, or a quick assist loan for *emergency needs*, such as:

- Emergency transportation
- Funeral expenses
- Medical/dental bills (patient's share)
- Food, rent and utilities
- Disaster Relief Assistance
- Unforeseen family emergencies
- Essential vehicle repairs

The NMCRS cannot:

- Help with conveniences
- Pay bills for non-essentials
- Finance liberty and vacations
- Pay fines and other legal expenses

The NMCRS can help you in time of need, but cannot help you to live beyond your means. In addition, the NMCRS sponsors student loans and provides scholarships to children and spouses of Navy/Marine Corps personnel, and can provide educational financial assistance to spouses of active-duty service members in most overseas areas and to children of deceased service members.

All NMCRS sites provide the following services:

- Interest-free loans and grants to meet emergency needs.
- Budget reviews
- Layettes
- Many sites offer additional services, including:
- Food lockers

- Overseas spouse tuition aid (overseas locations only)
- Thrift shops
- Visiting nurses

NMCRS offices are located at most major installations, or you can contact:

Navy-Marine Corps Relief Society (NMCRS)

801 North Randolph Street, Room 1228

Arlington, VA 22203-1989

703-696-4904, or toll-free at 1-800-654-8364.

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

### **NAVY MUTUAL AID ASSOCIATION (NMAA)**

The Navy Mutual Aid Association offers low-cost insurance to active-duty Navy, Marine Corps and Coast Guard personnel, as well as officers in the National Oceanic and Atmospheric Administration. There is no membership fee. Membership is not affected by separation or retirement from active duty. The association also offers exceptional support to the survivors of members in securing all federal benefits and allowances to which they are entitled, will help process and settle any claims, and can provide secure storage for vital documents.

Navy Mutual Aid Association

Henderson Hall

29 Carpenter Road

Arlington, VA 22212

1-800-628-6011

[www.navy mutual.org](http://www.navy mutual.org)

### **OFFICE OF THE CHIEF OF CHAPLAINS**

For more information, contact the Office of the Chief of Navy Chaplains, 2 Navy Annex, Washington, D.C. 20370-0400.

### **OMBUDSMAN**

The Command Ombudsman is a volunteer who is the spouse of an active-duty or selected Reserve command member. Selected by the commanding officer, the ombudsman supports the command mission by providing communications, outreach, resource referral, information and advocacy to and for command families. As a liaison between the command and the command families, the ombudsman keeps the commanding officer/commander informed regarding the general morale, health and welfare of the command's families. For more information, visit the Navy Fleet and Family Support Program website at [www.nffsp.org](http://www.nffsp.org) and click on Ombudsman Program. To locate the Ombudsman for your command, check your command's website or go to [www.ombudsmanregistry.org](http://www.ombudsmanregistry.org)

### **UNITED SERVICES ORGANIZATION (USO)**

The USO operates more than 130 centers around the world for military personnel and their families. USO programs and services include free Internet and e-mail access, libraries and reading rooms, housing assistance, travel assistance, support groups, game rooms, nursery facilities, and family crisis counseling. The USO operates airport centers,

family and community centers, and mobile canteens. Visit [www.uso.org](http://www.uso.org) for a listing of USO centers in the United States and overseas.

USO World Headquarters  
2111 Wilson Blvd Suite 1200  
Arlington, VA 22201  
703-908-6400  
[www.uso.org](http://www.uso.org)

### **UNITED STATES COAST GUARD (USCG)**

The Coast Guard is a military branch of the United States involved in maritime law, mariner assistance, and search and rescue, among other duties of Coast Guards elsewhere. One of the seven uniformed services of the United States and the smallest armed service of the United States, its stated mission is to protect the public, the environment and U.S. economic and security interests in any maritime region in which those interests may be at risk, including international waters and America's coasts, ports and inland waterways.

USCG has a broad and important role in homeland security, law enforcement, search and rescue, marine environmental pollution response, and the maintenance of river, intracoastal and offshore aids to navigation (ATON). It also lays claim to being the United States' oldest continuous seagoing service. The United States Coast Guard has about 40,150 men and women on active duty.

The Coast Guard's motto is Semper Paratus, meaning "Always Ready." To learn more about the U.S. Coast Guard, visit [www.uscg.mil](http://www.uscg.mil).

### **UNITED STATES MARINE CORPS (USMC)**

The Marine Corps is a branch of the U.S. military responsible for providing power projection from the sea, utilizing the mobility of the U.S. Navy to rapidly deliver combined-arms task forces to global crises. Alongside the U.S. Navy, the Marine Corps operates under the United States Department of the Navy.

The Marine Corps' motto is Semper Fi, which means "Always Faithful." For more information, visit [www.marines.mil](http://www.marines.mil).

### **TAPS**

The Tragedy Assistance Program for Survivors (TAPS), a caring community of families that have suffered similar losses, is waiting to walk alongside the newly bereaved.

TAPS is America's front-line resource for all who are grieving the death of a loved one serving in the Armed Forces. Since 1994, TAPS has provided comfort and care 24 hours a day, seven days a week. Its comprehensive services include a national network of peer-based emotional support, case work assistance, crisis intervention, and grief and trauma resources. To date, TAPS has assisted more than 25,000 surviving family members, casualty officers and caregivers. All services provided by TAPS are free of charge to surviving families and are made possible by the generosity of donors. Visit [www.taps.org](http://www.taps.org) for more information.

***Web addresses change frequently. All information reflects our best knowledge at the time of printing. We regret any errors.***

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- *Temporary Lodging Around the World*, \$\$
- *Military Space Available Air Travel Guide*, \$\$
- *Military RV, Camping and Recreation Around the World*, \$\$

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*Naval Officer's Guide*, 11th Edition, by VADM William P. Mack, USN (Ret.) and Harry A. Seymour, Jr.

Naval Services FamilyLine Publications, Washington Navy Yard, 1043 Harwood Street SE, Bldg 154, Washington Navy Yard, DC 20374, [www.FamilyLine.mil](http://www.FamilyLine.mil) or toll free 1-877-673-7773:

- *Are You Ready? Guidelines for Navy Family Emergency Preparedness*
- *Guidelines for Launching Clubs and Family Readiness Groups*
- *Guidelines for Navy Reserve Families**Guidelines for the Spouses of Chief Petty Officers*
- *Guidelines for the Spouses of Commanding Officers and Executive Officers*
- *Guidelines for the Spouses of Command Master Chiefs and Chiefs of the Boat*
- *Guidelines for the Spouses of Individual Augmentees (IAs)/GSAs*
- *Sea Legs – A Handbook for Navy Life and Services*
- *Social Customs and Traditions of the Sea Services*

*Navy Spouse's Guide*. Laura Hall Stavridis, Naval Institute Press, 1998.

*Practical Protocol for the Military Government* 12th Edition. Jim Peterson. Published by JMAR Management and Training, 1999.

*Protocol: The Complete Handbook of Diplomatic, Official and Social Usage.* Mary Jane McCaffree and Pauline Innis. Published by Devon Publishing Company, Inc., 1985.

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#### **ADDITIONAL RESOURCES FROM CHAPLAIN SPOUSES' PERSONAL LIBRARIES:**

*Covenant Marriage: Building Communication and Intimacy*, by Gary D. Chapman

*Cracking the Communication Code: The Secret to Speaking Your Mate's Language*, by Emerson Eggerichs

*Deployed, Not Disconnected*, edited by Karen and Don Martin, Jr.

*Down Range: to Iraq and Back*, by Bridget C. Cantrell, Ph.D., and Chuck Dean

*The Five Love Languages: How to Express Heartfelt Commitment to Your Mate*, by Gary Chapman

*Footsteps of the Faithful: Victorious Living and the Military Life*, by Denise McColl

*ExcellentOrPraiseworthy.org*, an online devotional by Military Ministry

*Heroes at Home: Help and Hope for America's Military Families*, by Ellie Kay

*Hope for the Homefront: Winning the Emotional and Spiritual Battles of a Military Wife*, by Marshelle Carter Waddell

*Improving Communication in Your Marriage*, by Gary and Barbara Rosberg

*Life After Deployment: Military Families Share Reunion Stories and Advice*, by Karen Pavlicin

*Love and Respect: The Love She Most Desires, the Respect He Desperately Needs*, by Emerson Eggerichs

*Loving Your Military Man: A Study for Women Based on Philippians 4:8*, by Beatrice Fishback

*On the Frontline: A Personal Guidebook for the Physical, Emotional, and Spiritual Challenges of Military Life*, by Tom Neven

*Psalm 91: God's Shield of Protection*, by Peggy Joyce Ruth

*Rekindling the Romance*, by Dennis and Barbara Rainey

*Sacred Marriage*, by Gary L. Thomas

*Separated by Duty, United in Love*, by Shellie Vandevoorde

*Standing By: The Making of an American Military Family in a Time of War*, by Alison Bucholtz

*Strike the Original Match*, by Charles R. Swindoll

## **MILITARY ACRONYMS AND ABBREVIATIONS**

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ADAPT – Active Duty Assistance Program Team  
AOC – Aviation Officer Candidate  
ASAP – as soon as possible  
AT – Annual Training  
AWOL – absent without leave  
BAH – Basis Allowance for Housing  
BAS – Basic Allowance for Subsistence  
BEQ – Bachelor Enlisted Quarters  
BOQ – Bachelor Officer Quarters  
BUPERS – Bureau of Naval Personnel  
CACO – Casualty Assistance Calls Officer  
CDC – Child Development Center  
CDO – Command Duty Officer  
CHAMPUS – Civilian Health and Medical Program of the Uniformed Services  
CHINFO – Chief of Information  
CMC – Command Master Chief  
CNO – Chief of Naval Operations  
CNP – Chief of Naval Personnel  
CO – Commanding Officer  
COB – Chief of the Boat (submarines)  
COLA – Cost of Living Allowance  
COMRATS – Commuted Rations  
CONUS – Continental United States  
CPO – Chief Petty Officer  
CST – Command Support Team  
DEERS – Defense Eligibility Enrollment Reporting System  
DFAS – Defense Finance and Accounting Service  
DOD – Department of Defense  
DoDDS – Department of Defense Dependents Schools (overseas)  
EAOS – End of Active Obligated Service  
ECRC – Expeditionary Combat Readiness Center  
EFM – Exceptional Family Member  
ETA – Estimated Time of Arrival  
ETD – Estimated Time of Departure  
EXEC – Executive Officer  
FFSC – Fleet and Family Support Center  
FFSP – Fleet and Family Support Programs  
FITREP – Fitness Report  
FRG – Family Readiness Group  
FRO – Family Readiness Officer  
GSA – Global War on Terrorism Support Assignment  
IA – Individual Augmentee  
IDS – Individual Deployment Support  
JAG – Judge Advocate General JNROTC – Junior Naval Reserve Officer Training Corps

JO – Junior Officer  
LCDR – Lieutenant Commander, or rank 0-4  
LDO – Limited Duty Officer  
LPO – Leading Petty Officer  
MCPON – Master Chief Petty Officer of the Navy  
MWR – Morale, Welfare and Recreation  
NAS – Naval Air Station  
NAVFAC – Naval Facility  
NAVSTA – Naval Station  
NCO – Noncommissioned Officer  
NFAAS – Navy Family Accountability and Assessment System  
NKO – Navy Knowledge Online  
NMC – Naval Medical Command  
NROTC – Naval Reserve Officer Training Corps  
OCONUS – Outside the Continental United States  
OCS – Officer Candidate School  
OIC – Officer In Charge  
OMB - Ombudsman  
OOD – Officer of the Deck  
OPNAV – Office of Chief of Naval Operations  
OSD – Office of the Secretary of Defense  
PAO – Public Affairs Officer  
PCS – Permanent Change of Station  
POD – Plan of the Day  
PRD – Projected Rotation Date  
PSD – Personnel Support Detachment  
SEL – Senior Enlisted Leader  
SECDEF – Secretary of Defense  
SECNAV – Secretary of the Navy  
SGLI – Servicemen’s Group Life Insurance  
SITREP – Situation Report  
TAD – Temporary Additional Duty  
TLA – Temporary Lodging Allowance  
UA – Unauthorized Absence  
VHA – Variable Housing Allowance  
WO – Warrant Officer  
XO – Executive Officer

## ACKNOWLEDGEMENT

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We hope this information has helped you understand your new role as a Navy Chaplain spouse and the Navy as a whole. Although this booklet is targeted to the newest chaplain spouses, we hope it will benefit all chaplain spouses.

Again, our heartfelt congratulations and blessings to you and your chaplain! We welcome you and your family to the Navy Chaplain Corps and trust your new Navy family will help in your transition to this new ministry and the military lifestyle.

Sincerely,

*Fellow Navy Chaplain Spouses*

### *CREDITS*

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Naval Services FamilyLine  
1043 Harwood Street, SE  
Bldg 154 Suite 100  
Washington Navy Yard, DC 20374  
Toll Free: 1-877-673-7773  
DSN: 288-2333  
Fax: 202-433-4622  
E-mail: [nsfamline@aol.com](mailto:nsfamline@aol.com)  
[www.cnic.navy.mil/FamilyLine](http://www.cnic.navy.mil/FamilyLine)  
Office Hours: Monday – Friday  
10 a.m. – 1 p.m. EST