

*Guideline Series*

*Guidelines  
for the Spouses of  
Chief Petty Officers*



## *The History of Naval Services FamilyLine*

Naval Services FamilyLine is a volunteer, non-profit organization dedicated to improving the quality of life for every Navy family. Formerly known as the Navy Wifeline Association, the new name was adopted in September 1999 to reflect the changing face of today's sea services.

FamilyLine was established in 1965 by a group of Navy wives who wanted to establish a channel of communication for all Navy spouses. The aim was to provide a welcome and introduction to Navy life and to increase the spouses' understanding of the Navy's mission.

This dedicated group established an office at the Washington Navy Yard and published a quarterly newspaper, providing information and assistance to wives who were moving overseas. These Navy wives had the foresight to see the need for spouse and family support and provided the ground work for what has developed into a world-wide family support network.

With the support of the Chief of Naval Operations and Navy leadership, along with the financial support of the Navy League, Spouses Clubs worldwide, and other Navy, Marine Corps, and Coast Guard organizations, Naval Services FamilyLine has continued to grow and flourish.

Admiral Elmo Zumwalt established the Ombudsman Program in 1970. The Chairman of FamilyLine was appointed Navy-wide Family Ombudsman-at-Large for the Chief of Naval Operations.

In 1988, the first Ombudsman Journal was published and the Navy-wide Ombudsmen Support Network was established.

For more than forty years, FamilyLine volunteers have maintained a worldwide support network for Navy, service members and their families. Today, the spouses of service members work together to continue this fine tradition.

*This publication is paid for by Naval Services FamilyLine and distributed to you free by FamilyLine volunteers under the supervision of the CNO Navy-wide Family Ombudsman-at-Large. FamilyLine is a non-profit 501(c)(3) organization.*

**Donations are welcome and appreciated. They are tax deductible and will be used to help defray the cost of this and other FamilyLine publications.**

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# INTRODUCTION

## *Congratulations!*

Your husband or wife has just been selected for advancement to Chief Petty Officer! What an incredible honor for both of you. We know you're proud. Whether you've already gone through the training and initiation period, or are facing it soon, it will be one of the most memorable periods of your sailor's career. As spouses of the Senior Enlisted Panel Members, we wanted to share our thoughts with you concerning this special time. We've put together this booklet of information to help you along the way. Whether you're an old hand at Navy life or somewhat new to it, we hope it answers some of your questions, and gives you resources you can use for more information. Please look it over and keep it handy, for yourself, and as a reference for you to help other spouses.

Our best wishes to you as you embark on the next chapter of your Navy adventure.

Spouses of Senior Enlisted Panel Members



As a CPO, your sailor is stepping up to a new challenge. As a Chief, they will be responsible for the professional growth and development of the sailors they are entrusted to lead and will ensure they are ready both physically and mentally. Being a CPO is a challenging responsibility and a very rewarding one. Your sailor has shown that he or she is ready for this challenge. In the weeks, months and years to follow, there will be good days and tough days. Realizing their responsibilities as a CPO and knowing that it is not a job but a profession will also help you to be more understanding and supportive when facing a less than ideal period.

In this handbook you will find information explaining the history and the role of the CPO. Please take the time to read them, especially the CPO Mission, Vision & Guiding Principles. The MVGP is what every Chief Petty Officer must live by each and every day.

Navy families traditionally support each other, especially in times of need. As a CPO, your spouse will have the responsibility to assist the sailors they lead. It is your choice as to how involved you want to be. This is a decision you will need to make for yourself. Your commitment to form a “Leadership Team” with your sailor and work together to support families in the command can be very rewarding. Together, you will build lasting friendships and a bond that can never be broken. Life as a Navy spouse is often challenging. You will certainly experience loneliness and sometimes even fear and heartache. However, there will also be many times that are exciting, happy and rewarding. Our lifestyle as military spouses is unique and unmatched by any other.

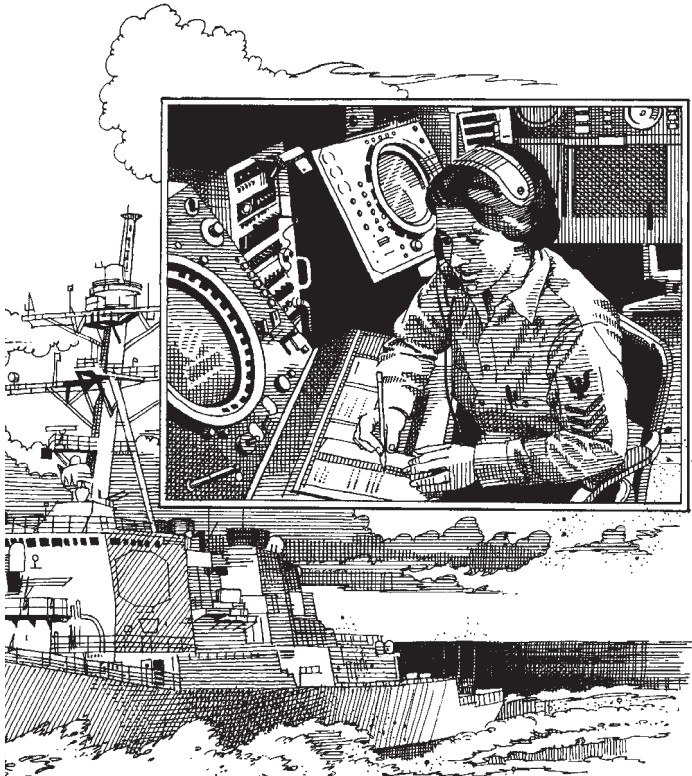
The number one rule if you choose to take an active part of this Navy team is first and foremost – “Be yourself” – don’t try to be someone that you are not. It is a lot easier to do things if you don’t have to pretend. The second rule is to take things one step at a time. Realize that you are only one person and do not try to be everything to everyone. Do not become overwhelmed or discouraged. Everyone is different and you will not be able to relate to all the family members. If they want your help and friendship, you will not need to force yourself on them. They will welcome you. You will find that some people for a variety of reasons, just don’t want to get involved and that is okay too. Remember that it is not mandatory for them to take an active role in the Navy family.

It is not our intent for this guide to be a **HOW TO** booklet. Instead, use it as a **GUIDELINE** that gives direction and basic information. The Navy has developed many classes and resources to assist you in helping your Navy family.

If you are planning to take an active role in assisting the family members in your sailor's division or work center, you will want to build your resource library. You will also want to know where to go and ask for assistance. You will find on pages (44-51) a directory of services and resources that the Navy has to offer.

Also, your Fleet and Family Support Center (FFSC) and Military One Source 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. Each base is different and some of the services may not be available at every base.

Get to know the families in your sailor's division. An occasional call to those family members goes a long way toward building a strong Navy family.



# MISSION STATEMENT

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.



# CHIEF PETTY OFFICERS

## Mission

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

## Vision

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

## Guiding Principles

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

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

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

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

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

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

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

# HISTORY AND TRADITIONS OF THE CHIEF PETTY OFFICER

WHILE OUR NAVY IS RAPIDLY CHANGING IN MANY WAYS, IT IS IMPORTANT THAT OUR NAVY HERITAGE, HISTORY AND TRADITIONS ARE PRESERVED. MANY OF OUR TRADITIONS WERE BORROWED DURING COLONIAL TIMES FROM THE BRITISH ROYAL NAVY. AS THE YEARS PASSED, EARLY CUSTOMS GRADUALLY BECAME ESTABLISHED TRADITIONS. AS THIS LEADS INTO THE CHIEFS' COMMUNITY, WE TOO MUST UNDERSTAND OUR PAST.

Now that your spouse has been selected as a Chief Petty Officer (CPO), you may be just a little curious about what will be expected of your sailor, and you, in this new role. In our Navy, the Chief Petty Officers are expected to be the experts on just about all matters pertaining to Navy life. They are now technical experts, administrators, mentors, counselors, teachers and organizers. In addition, they are expected to fulfill the many other responsibilities of a Chief Petty Officer. Throughout their career, they have shown the potential for handling the broad responsibilities of Chief Petty Officer. For that reason, they were selected.

Up until now, your spouse had someone else to depend on for the answer to a problem they could not handle. "Let me ask the Chief." But now, your spouse is the Chief. The expectations placed on them are awesome. It is evident, even in the earliest reference of the use of the term "Chief Petty Officer" that a heightened sense of responsibility and trust were expected of the individuals who held the title. So it is easy to see that they had earned this trust by their sense of good values and demonstration of sound leadership. Your spouse would not have been selected if not up to the challenge.

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

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

Chief Petty Officers are the caretakers of our history and traditions. History and traditions play a major role in how Chiefs operate today and today's Navy has been shaped by our Chief Petty Officers. They have done this through their honor, courage, and commitment. It is important to have an understanding of the origin of the Chief Petty Officer.

## ORIGIN OF CHIEF PETTY OFFICER

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

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

## NAVY HERITAGE AND CORE VALUES

You hear a lot of talk about Navy heritage, tradition and core values, but what does it really mean? *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* is a body of moral principles that set standards of behavior for members of an organization. These standards reflect shared values expressed in a code of ethics people agree to uphold.

America's Navy also embraces a code of ethics, whose impact is even greater than ethical codes of other institutions. The consequences of unethical behavior in a military setting can be much graver than elsewhere. 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* involves the demonstration of fidelity, respect, honesty, responsibility and integrity. *Courage* has elements of loyalty, patriotism, valor, sacrifice, purposefulness and conviction. *Commitment* encompasses competence, teamwork, reliability, self-discipline, sacrifice, perseverance, concern and respect.

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

From those early days of naval service, certain bedrock principles or core values have carried on today. They consist of three basic principles.

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

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

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

Chief Petty Officers are the guardians of our Navy’s heritage and traditions. This is not collateral to their other military and professional responsibilities. In fact, it may be the most important long-term obligation that comes with the khakis and anchors. Discussion on this topic of our Navy’s core values of honor, courage and commitment within the framework of our heritage should evoke great pride in our service. Pride in yourself, the mess and the Navy you serve binds our CPO community.

### **CPO CHARGE BOOK**

During WWII, Commanding Officers (COs) were authorized to advance and promote deserving and qualified sailors to CPO. Chiefs began to direct First Class Petty Officers to prepare themselves by recording information passed down by the Chiefs to PO1s about additional responsibilities, technical aspects of various ratings, leadership, accountability, and support of the chain of command. This form of professional development was the original “Charge Book.” Today’s “Charge Book” is not “entertainment” and it is not a vehicle for hazing. It is valid and valuable and must be so treated by all concerned. Even better, when CPO initiation season is over, it becomes a treasured keepsake and the repository for the accumulation of the most precious photos and mementos of the Chief’s career.

### **CPO MESS AFLOAT AND ASHORE**

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

During the CPO training season, the CPO Mess has a special challenge, a unique set of obligations, and a commitment to keep. A truly committed Chief understands that membership in the Chief’s Mess comes with obligations that are not subject to personal interest, but to the cohesive unit called the Chiefs. Due to the unique position that the CPO fills, it became a necessity to have separate berthing and messing. Separate messing for Chiefs is set aside when space is available. When personnel of the other armed services visit or are attached to an afloat command, they receive the same privileges as naval personnel in the equivalent pay grade.

Ashore, the CPO Mess is a category V, Morale, Welfare, and Recreation (MWR) program. The messes are designed to promote and maintain the well-being, morale, and efficiency of personnel by providing dining, social, entertainment, and recreational facilities. It is perfectly fine for you, the spouse, and your guests, to use these facilities.

### **THE CHIEF PETTY OFFICERS' ASSOCIATION (CPOA)**

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

### **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. It is the responsibility of the Chief Petty Officers to take the initiative to familiarize themselves with the policies and regulations governing the correct way of wearing the Chief's uniform.

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

As new Chiefs, your spouse will receive an initial clothing allowance for new uniforms. They should be advised of the NEXCOM Deferred Payment Program which allows them to make monthly installments of at least 1/12th of the total purchase commencing 30 days from the date of the purchase with full payment due 15 days after receipt of your allowance payment. An annual Clothing Replacement Allowance (CRA) will be received to help defer the costs of uniform replacement deemed necessary from normal wear and tear.

You've received the word that your spouse was selected for advancement to

# TRAINING NEW CHIEFS

Chief Petty Officer! Congratulations...right? Or not? You've probably heard a lot of different stories over the years of what happens next – not all of them good. This next section will hopefully allay your concerns and explain why the training season is necessary, and beneficial, to the Navy's newest Chiefs.

## BUILDING NEW CHIEFS

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

Every year we go through the essential process of transforming those newly selected into Chief Petty Officers. This annual process is also a source of renewal for our CPO mess. Over the years, this process has gone by many names: initiation, journey to the mess, rites of passage, season of pride, etc. By whatever name we may call it, the process remains at the heart of our culture. It is the process where we take the Navy's finest First Class Petty Officers and through developing, training, guiding and testing them, we bring them into our mess.

Before we receive a new ship from a builder, we put it to the test during acceptance trials. All systems are tried and tested to their limits, ensuring that vessel is ready to join the fleet. Each year, our newest Chief Petty Officers are put through a similar process of building and testing. Acceptance trials give the crew confidence in their new ship's mission capability. Our own annual version of CPO "acceptance trials," gives us confidence in the CPO select's ability to perform as a Chief.

When we look at it through this analogy, the culminating event for our CPO selects, initiation, is their acceptance trials. It's their opportunity to prove that they are ready to assume the title and responsibilities of a Chief Petty Officer. Properly executed, this culminating event shows our confidence in them, and even more importantly, that they have the self-confidence to function as integral members of the CPO team.

Today we better prepare our new Chiefs with the knowledge, skills, abilities and tools that they will need to take on the responsibilities of a Chief on that first day after their pinning. We instill our core values and a sense of pride in our new Chiefs. We promote a healthy lifestyle by incorporating physical training into the process. We incorporate substantive training in the form of practical classroom training and exercises on developing their sailors, specifically in the preparation of evaluations, awards/recognition, honors and ceremonies, counseling and mentoring.

Like last year, our goal is to develop for the Navy the best Enlisted Warriors who

manage sailor resources our nation deserves. Especially now that we find our country in conflict, we can ill afford to miss an opportunity to build the best possible Chiefs. We owe it to our new Chiefs, our Navy and most of all we owe it to our nation.

## WHAT'S NEXT?

Shortly after the selection results are announced, the CMC/COB, preferably with their spouse, will schedule a meeting with all the new selectee spouses. This is a time for questions and discussion about what to expect over the next few weeks. Ask any questions you have – this is the time and the place. You should be given a schedule of events (car washes, bake sales, etc.) which you will be invited to attend, and contact phone numbers in case you have any questions or concerns along this journey. The CMC/COB, or their spouse, should check in with you from time to time to make sure that everything is going well and to address any additional concerns that may develop.

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

Sometimes, when a selectee is single or a geo-bachelor, another spouse may choose to take them under their wing during this busy period. This could be as simple as feeding them dinner now and then. This is entirely up to you and your spouse.



## FROCKING/PINNING CEREMONY

You have all made it through the training season and you can see the light at the end of the tunnel. Now it is time to welcome our newest Chief Petty Officers into the CPO Mess. This event is called the Frocking or Pinning Ceremony. The ceremony, steeped in tradition, is a time honored event where the Commanding Officer and Command Master Chief/Chief of the Boat musters the crew so all can witness this transformation of a blue shirt to khakis. Each new Chief is recognized and will receive their anchors and hat. Families and guests are invited and encouraged to attend in order to share in this major milestone of your spouse's career. Please feel free to bring cameras to this event. You will want to add photos to your spouse's Charge Book to look at in years to come. Traditionally this ceremony is held on September 16 of every year unless otherwise directed by the Master Chief Petty Officer of the Navy or in message format from higher authority due to operational commitments.

## KHAKI BALL

The last organized event during this season is the Khaki Ball. This ball is traditionally held a few days after the newly selected Chiefs are frocked. This is an opportunity for the Chiefs' Mess to welcome the new Chiefs and their spouses into the Chiefs' community. The uniform is dress khakis for service members and civilian informal for spouses or guests. *(Some locations may go more formal, such as cocktail attire. A good rule of thumb to remember with this ball is to dress to the uniform. If your spouse is wearing khaki, a dressy dress, pantsuit or business suit is usually appropriate. If in doubt, ask the CMC/COB spouse or the other selectee spouses what they are wearing.)* This is a major event in the new Chief's advancement and should be attended with pride and anticipation.



# WHAT HAPPENS NOW?

You are married to a Chief Petty Officer. You may ask yourself, “Are we finished with the advancement tests and all the studying that goes into them? Putting packages together for another board? What happens now?” Your spouse’s career could take several different paths at this point. If they have enough time in after fulfilling their two year commitment upon making a new rank, they may decide to retire from the Navy as a Chief. If they want to stay in, the most obvious and direct path would be to advance to Senior Chief Petty Officer (E-8), and then Master Chief Petty Officer (E-9). Each advancement opportunity opens up three years after the prior advancement. There are no more tests for E-8 and E-9, but a package may be submitted to the board, which usually meets in March/April. As there are fewer Senior Chief and even fewer Master Chief billets in the Navy, selection to these ranks may take longer than desired and is never guaranteed. Be proud of your Chief and the level of advancement achieved thus far.

There are also programs available for commissioning opportunities. As these change frequently, it is best to refer to OPNAVINST 1420.1 for eligibility requirements and application procedures.

Command Master Chief (CMC) billets are for Master Chiefs only. In the submarine service, a Senior Chief may apply for the position of Chief of the Boat (COB). Both of these positions require submission of a package and review by a board of Command Master Chiefs. This board meets once a year. Upon selection to this program, the service member’s rating classification (NEC) will change to a 9580 and they will only be eligible for Command Master Chief positions.

## **SIGNIFICANCE OF A CHIEF’S SPOUSE’S POSITION (ROLE MODEL, PRESENCE IN COMMUNITY)**

The move from first class petty officer to chief is quite possibly the biggest step in an enlisted person’s career. This is also an important change for the spouse. The significance of a Chief’s spouse in the Navy community is that of a role model. With this advancement comes the potential for more responsibility and higher expectations of the spouse. This may include support of the command’s policy and involvement in the community. You must decide what level of involvement, if any, is right for you. Regardless of your intent, you will be a role model to junior sailors’ spouses. The example you set, positive or negative, will have an impact on the other spouses at your command.

If you choose not to be involved in Navy life, a quiet show of support towards your spouse and career choice, will be noticed and appreciated by the other command members. Whatever your decision, in order to help you, we have devoted the remainder of this book to a brief overview of Navy programs, benefits, resources, and general guidelines concerning the military lifestyle. More information about any topic can be found online or at your Fleet and Family Support Center (FFSC). Be sure to check the websites at the back of this book.

Familiarize yourself with the various programs and guidelines, and keep this book handy for future reference.



# COMMAND INVOLVEMENT

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. As general advice, dedicate yourself to one or possibly two areas of volunteer interest. Here are just some organizations welcoming your participation:

- Navy Ombudsman
- Spouse Club
- Family Readiness Group (FRG)
- Naval Services FamilyLine
- Navy/Marine Corps Relief Society (NMCRS)
- Navy Chapels
- COMPASS
- Fleet and Family Support Center (FFSC)
- Thrift Shops
- American Red Cross (ARC)
- USO

Additionally, even though there is no rank among spouses, your presence as “the Chief’s” spouse is significant. You are a natural role model for others coping with the challenges of military family life. You will find plenty of opportunity to lead and support others by drawing from your and your spouse’s general and military life experiences. Always remember, though, your Ombudsman is the appropriate resource and contact for referral for any spouse in a critical or crisis situation.

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

## UNDERSTANDING VOLUNTARY STATUS

As a Chief’s spouse, you have many talents based on your experience. Various organizations, charities, and service-oriented groups offer non-paying volunteer opportunities. However, sometimes volunteering can be a lot of work and stressful. As a Navy spouse, you are volunteering of your own free will and should not feel uncomfortable or pressured when doing volunteer work. As you are not required to volunteer, your decision will not affect your spouse’s career. You must be as comfortable in your decisions now, as you were before your spouse’s selection for advancement.

## **FAMILY READINESS GROUPS**

The purpose of an FRG is to propagate Family Readiness, support, provide current local information, and encouragement for the Navy family. Some examples of potential responsibilities and event planning include inviting guest speakers to provide presentations on information pertinent to spouses, including self-defense, health, cycles of deployment, etc. This group may be responsible for planning special events for the command families and children, especially during an active duty members' deployment. Participation is not mandatory however, remembering that a support network who understands what issues you may be facing, be of support, assist with resources, and referral can be of considerable value.

Spouses of senior leadership (CO, XO, CMC/COB) and the Ombudsman hoping to establish an FRG where none exists may contact the Commanding Officer through the appropriate channels. At his discretion, the Commanding Officer may elect to have one or several Family Readiness Groups (FRG's) attached to his/her command. FRG OPNAV 1754.5 outlines how to organize and maintain an FRG. This guidance may be used in coordinating its structure.

Once the FRG has been coordinated structurally, senior spouses and/or other CO designated volunteers may advise, lead, and organize committees and participate as members. Bear in mind that command spouses and designated volunteers are not permitted to vote on committee related items or be involved in an official capacity. Once the committee officers have been elected, then, the senior spouses and Ombudsman are in a supporting, advising role.

The active duty member has the responsibility to let the Family Readiness Group know in writing who he/she would like to participate in the FRG on their behalf. If the designation changes, the active duty member must notify the previous member(s) that they have been removed from the list and will not have access to the FRG meetings. The CO makes the final determination about who may or may not attend if any issues arise regarding the FRG.

## **PRE-DEPLOYMENT BRIEF**

Generally, the command will sponsor a pre-deployment meeting for the crew, which is usually mandatory for the service members and recommended for spouses. Because it is important for the service member and their families to have their financial and legal papers in order, representatives from the military support community usually come and speak about allotments, housing, Navy/Marine Corps Relief Society, Fleet and Family Support Center, important phone numbers, chaplain services, legal services, etc. Other topics include the importance of the command Ombudsman, up-to-date identification cards, knowing where to take the car when it breaks down, writing letters, etc.

Also, the CO may discuss the command's schedule (and the likelihood of schedule changes) and answer questions. This is a good time for the Ombudsmen to be introduced and to make sure everybody has their phone number. If any initial social activities have been planned for spouses and families, this is an opportune time to announce them.

### **HOMECOMING**

Planning for homecoming is a big job. Family Readiness Groups spend most of their group's money, time and effort for that special day. A homecoming committee should be established at the first or second meeting. This will allow enough time for the group to decide on activities, banner, music etc. The most important thing for the service members is the sight of their families standing on the pier to welcome them home!

### **HAIL AND FAREWELL**

Hail and farewells are an opportunity to say goodbye to friends and shipmates and to provide a generous welcome to those arriving. The event can be held on board ship, during port visits, in the office, at a club or restaurant, or as a potluck at someone's home. It may or may not include spouses, depending on time and circumstances. This is an important and meaningful tradition to welcome (hail) new people and bid farewell to those departing. Whenever possible, please consider attending. The arriving or departing spouse will appreciate your show of support.



# COMMAND SUPPORT TEAM

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

The volunteer spouses of the Command Support Team should meet regularly in order to establish a working relationship with each other and show command families a strong, cohesive team working for them, especially during a time of crisis or stress.

These spouses may consider attending Ombudsman Basic Training, preferably with their command Ombudsman. This training will provide guidelines and direction in dealing with important family issues and emphasizes the importance of confidentiality. It will also enable team members to stand in for each other when they are unavailable for short periods of time such as leave, family illness, etc. If an Ombudsman must resign with no notice, a trained member of the CST can then be appointed by the Commanding Officer to fill in for them until another Ombudsman is selected and trained.

The enthusiasm and positive spirit of the entire Command Support Team benefits the younger spouses and single personnel as well as strengthen the cohesiveness of the command. The presence of friendly and interested leaders is important, particularly during deployments. Volunteer Command Support Team members want to share their experiences with others and be helpful and accommodating to the families and single personnel, especially those who have been recently welcomed into the military life. The Command Support Team plays an important part in a command's readiness and should be encouraged and supported by the command.

Make it a point to know the members of your Command Support Team, especially the Ombudsman. In the event that you need assistance, it is a great comfort to be able to place a face and a prior conversation with the name of the person helping you.

# SOCIAL PROTOCOL

You will most likely be making your home in many places, including foreign countries, and will want to have some idea of what to do and what to expect. The social customs of the Army, Air Force, and other uniformed services, are similar to our own sea service customs. When moving overseas, most Fleet and Family Support Centers will offer an indoctrination class to the local culture. It is highly recommended that you attend along with your spouse, and even your older children. The information is invaluable in achieving a quick adjustment to your host country and its culture.

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. Generally, there are no hard and fast rules for introductions, except in military and diplomatic protocol. Here are some tips and guidelines for introductions and introducing people in various situations.

### *Introducing Members of the Military*

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

### *Introducing Military Spouses*

When meeting other military spouses, you should do what comes naturally. A little sensitivity and tact will tell you when it will be comfortable and appropriate to be on a first name basis. However, when first introduced to a spouse 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 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 Petty Officer Jones.”
- As a final suggestion, it is helpful if you include in your introduction a brief comment about the person you are introducing. It helps put people at ease and can help new people find common ground.

## **ATTIRE GUIDELINES**

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

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

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 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 dark business suits. Ladies wear dresses or business suits appropriate to the occasion, as styles dictate.

### ***Informal Occasions***

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

Military: Seasonally appropriate Service Dress Uniform

Civilian: Gentlemen wear dark business suits. Ladies wear afternoon dresses or business suits; or for evening events, dressy dresses, business suits, or long skirts appropriate to the occasion, as current styles dictate. Denim is not appropriate.

### ***Casual Occasions***

Nowadays, 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.)

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

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

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

## **SEA SERVICE ETIQUETTE**

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

## **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 SONG ETIQUETTE**

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

The service songs are:

- 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

**DINING IN:** On occasion, the Chiefs' Mess of a unit, 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 CPOs and their spouses or dates and is a very important opportunity to form a more cohesive Chiefs' Mess.

**NAVY BALLS:** The Navy has several traditional balls, which are a testimony to our naval heritage. The most significant is the Navy Birthday Ball, usually held in October to celebrate our Navy's birthday. This ball is a very formal event, which includes a guest speaker, a variety of toasts to many facets of military life and a cake cutting ceremony in which the oldest and youngest sailors present are honored with cutting the birthday cake. Dress for this event is formal.

**KHAKI BALL:** The traditional Khaki Ball is normally held a few days after the newly selected Chiefs are frocked. This is an opportunity for the Chiefs' Mess to welcome the new chiefs and their spouses into the Chiefs' community. The uniform is service khakis for service members and civilian informal for spouses or guests. This is a major event in the new Chief's advancement and should be attended with pride and anticipation.

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

# FREQUENTLY ASKED QUESTIONS

## 1. What is the most important thing to know about CPO training season?

The most important thing to know about the CPO initiation is to be supportive of the spouse going through this transitional period. No matter how exciting this time is, it is still very tiring and stressful. Be patient – “this too will pass.”

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

Receipt of the uniform allowance is on their official date of advancement.

## 3. How can we pay for all of these uniforms my spouse has to buy now?

NEXCOM has an interest-free, Deferred Payment Program which allows the new chiefs to make monthly installments of at least 1/12th of the total purchase commencing 30 days from the date of the purchase with full payment due 15 days after receipt of your allowance payment.

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

The selectees in each rating are divided into twelve increments. The first increment will be advanced on September 16th, the second on October 16th and subsequent months through August 16th of the following year until all selectees in that rating are paid. Your spouse should know their increment within six weeks of the E-7 results being posted.

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

The attire for a reception should be specified on the invitation. If you're not sure, feel free to ask the spouse of the Command Master Chief or another senior spouse. Attire guidelines are included in the Social Protocol section of this book.

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

This is one of the most-asked questions at every command. Because it is called a “ball” some people feel that they should dress very formally. However, remember that your spouse will be wearing khaki. You should always “dress to the uniform.” You should wear a dressy dress, or an evening pantsuit for women. For men, business attire is appropriate. To make sure that you are not out of place though, check with other Chief spouses at your command and follow suit.

**7. My spouse is a Chief, and invited to a dining out. Does it include me, and if so, what do I wear?**

A dining out normally includes the spouse and the dress is usually formal or semi-formal (see attire guidelines in the Social Protocol section.)

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

Normally it will not change during their current tour. As each rating in the Navy has different requirements, your spouse will need to research the requirements for their rating.

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

Yes, there will be a number of activities in which you are encouraged to participate. The CMC should give you a schedule of events for the training season indicating those events you are welcome to attend. Your spouse will be very busy and you need to take whatever time you can get with them during this period. Your attendance shows support of your Chief, which helps them get through this period easier. This also gives all of the selectee spouses a chance to meet and form friendships.

**10. How is the money earned by fund-raising used?**

Fund-raising is a valuable team building exercise but should be limited to the direct costs for the professional development of the Chief-selects, and not as a means to raise funds for the CPO Mess. The time spent on fund-raising should not exceed the time spent on training. Examples of direct costs are:

- PT Uniforms
- Guide-on
- Community Projects
- Pinning Ceremony
- Khaki Ball expenses for CPO selectee and spouse only.
- Training activities and culminating events. (Heritage and professional development books could be provided by the command and maintained in the CPO/command library.)

**11. This training season is costing us a lot of money. What can we do about that?**

Any costs associated with the training should be minimal. One of the purposes of the fundraising is to defray these costs.

**12. My husband just made Chief but he's deployed. Can I still be involved in any way?**

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

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

There is no rank among spouses, so this advancement will not affect you and your friendships. However, there is an OPNAV instruction which very clearly outlines the Navy Fraternization Policy, OPNAV Instruction 5370.2C. If you or your spouse have any questions about this subject, please refer to this instruction and/or talk to your CMC.

**14. My husband/wife has a sponsor during this initiation period. Why don't I have one?**

Hopefully, you will meet the CMC/COB's spouse and feel welcome talking to them. If not, look to the other Chief spouses in your command, or to other Chief spouses you may know.

**15. What role will I play during the pinning ceremony?**

You should be able to pin the anchors on your spouse's uniform during the ceremony. Your presence is the most important thing, showing support to your spouse.

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

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

**17. My spouse has been in the Navy for 12 years and we just got married this year. What can I do to better understand what he has been through up to this point?**

Ask him! Sea stories are a Navy tradition. Be prepared to listen and ask questions. Also, talk to other spouses and your Ombudsman. If available, attend a COMPASS class. Not only will you learn about the Navy, but you will meet other new spouses with the same questions you have.

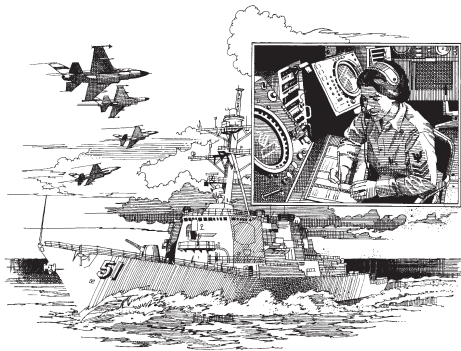
**18. When someone refers to the “khaki,” is this referring to Chiefs and Officers?**

Yes.

**19. What is a CMC or COB and whom do they work for?**

CMC stands for Command Master Chief, and COB stands for Chief of the Boat for submarines. These are the senior enlisted positions of a command and the person holding it is responsible for the well-being of the entire enlisted crew. They report directly to the Commanding Officer.

**You will probably have many other questions, especially during the first year after advancement. Feel free to contact your CMC/COB or their spouse with these questions. If they are not available, another Chief’s spouse will be able to help you.**



# FLEET & FAMILY SUPPORT CENTER (FFSC)



## INFORMATION AND REFERRAL (I & R)

Considering the complex maze of services available, sailors and their families often need help navigating the system. FFSC provides trained specialists to help find out what is offered and how to access whatever service is wanted or needed.

- Provide brochures and fact sheets on local area resources
- Makes referrals to appropriate military or civilian agencies
- Maintains a database of base and community educational, life-enhancing and therapeutic resources

A directory of local Fleet and Family Support Centers can be found at [www.persnet.navy.mil/pers66/fscdir.html](http://www.persnet.navy.mil/pers66/fscdir.html). Listed below are some of the many offerings FFSC provides to our Navy families.

## DEPLOYMENT SUPPORT

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

- Pre-deployment programs provide singles, couples and families information on what to expect and how to deal with physical, emotional and spiritual needs during the weeks prior to departure.
- During deployment, the Center offers to command Family Readiness Groups, workshops and referral services to address issues like social isolation, maintaining family structure and discipline, and financial issues.
- Return and Reunion training helps sailors make a smooth transition from deployment to homecoming with topics that include: Singles and Homeward Bound, Reunion and Intimacy, Returning to Children, Money Management and Car Buying.
- Pre-Deployment, and Return and Reunion briefs are organized by the command.

## OMBUDSMAN SUPPORT

Ombudsmen are key resources for family members, particularly during deployments. They can facilitate the flow of information between command and family members.

- Offers support and up-to-date information about the Ombudsman program.
- Provides Ombudsman training.
- Attends Ombudsman assembly meetings.

## RELOCATION ASSISTANCE PROGRAM (RAP)

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

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

## TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)

Whether you are retiring or separating, FFSC can help with your transition from military life to the civilian world. TAMP also includes a comparison of military and private-sector employment, which may result in a decision to stay in the Navy.

- A four-day program with separate classes for retirees or those separating to help address social, financial and professional issues with getting out of the military
- Employer panels and special briefings
- Command career counselors
- Military skills and training verification
- Enrollment in public job search registries
- Employment-related workshops such as Interview Techniques and Resume Writing

- Access to computerized job databases and printed lists
- Electronic posting of resumes
- Information on veterans and Social Security benefits, separation pay and entitlements
- Follow-up provided through career development resource centers
- Resource library

### **SPOUSE EMPLOYMENT ASSISTANCE PROGRAM (SEAP)**

SEAP helps family members make career decisions and develop employment search skills through education, information, referral and assistance programs, giving family members a competitive edge to secure employment.

- Workshops include: Employment Skills Building, Career Planning, Self-Assessment, Job Search Skills, Filling Out Applications, Resume Writing, Federal Employment Information, Networking, Interviewing, Resource Library

### **LIFE SKILLS EDUCATION**

FFSC provides solution-oriented programs to develop knowledge and social skills to enhance self-esteem and interpersonal relations. In addition to individual and marital counseling, FFSC provides:

- Group therapy for broken relationships, assertiveness and resolution of past sexual trauma
- Mental health needs assessment and referrals
- Suicide prevention briefs
- Child development classes
- Parenting skills workshops
- Family life cycles and patterns

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

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

- Command Financial Specialists assist with basic financial planning, managing checking accounts, and credit and debt counseling.
- Financial Leadership Seminar provides resources and strategies for dealing with financial issues.
- Consumer information on car buying strategies, and choosing adequate and affordable insurance.
- Thrift Savings Plan (TSP) information

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

Babies do not come with manuals or guarantees. That is why FFSC has programs in place to help sailors and spouses adjust to parenthood.

- Parent education
- Home visits
- Prenatal and postnatal care
- Developmental screening
- Parent support groups
- Information and referrals to community resources

## **EXCEPTIONAL FAMILY MEMBER SUPPORT (EFM)**

Families with special needs deserve special care. FFSC offers a full range of assistance, including:

- Referral to medical, counseling and educational services, support groups and respite care providers
- Increasing the sensitivity of detailers to special needs in choosing a duty assignment
- Assisting families in locating to duty stations where needs can be met

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

When family relationships turn volatile and violent, FFSC offers prevention, identification, treatment, follow-up and reporting of spouse and child abuse/neglect. All efforts are geared toward victim safety and protection, offender accountability and rehabilitation. FAP includes:

- Executive leadership training
- Training for Command Family Advocacy Representatives
- Choices Program to encourage responsible decision-making regarding sexual intimacy and relationship issues
- General Military Training sessions on how to identify the four types of child abuse: emotional, physical, sexual and neglect
- Training to help military members identify domestic violence, warning signs and available resources
- Developing safety plans for victims, issuing orders barring persons from Navy installations, and military protective orders
- Providing access to shelters and safe houses, medical care and professional counseling
- FFSC has licensed counselors who provide short-term, individual, couples, family and group counseling to address the following concerns: relationships, crisis intervention, stress management, substance abuse, depression, occupational issues, family issues and financial difficulties.

## **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
- Communications hubs between crisis response efforts, family assistance and command or base leadership
- Coordination with other agencies

## **SEXUAL ASSAULT VICTIM INTERVENTION (SAVI)**

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

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

## **COMPASS**

COMPASS is a 12-hour, spouse-to-spouse mentoring program for all Navy spouses. COMPASS improves quality of life by educating Navy spouses. This education enables them to fully understand, experience, and successfully meet the challenges of the Navy lifestyle.

Participants will be introduced to all aspects of the Navy lifestyle. The standardized curriculum includes need-to-know topics such as Navy history, customs and traditions, benefits, deployment, pay, moving, and interpersonal communication. An important benefit of COMPASS is the opportunity for spouses to establish a peer network. The COMPASS course is offered at no cost and provides free childcare. For more information go to [www.lifelines.navy.mil/Familyline/compass](http://www.lifelines.navy.mil/Familyline/compass)

## **THE NAVY FAMILY OMBUDSMAN**

The Navy Ombudsman is a highly trained volunteer working on behalf of the command and the Navy family, offering support and guidance. They are an important resource for all family members at sea and on shore-based commands. Get to know your Ombudsman and show your support. If you do not know whom your Ombudsman is, contact the FFSC for referral.



# PAY AND BENEFITS

## 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 <https://mypay.dfas.mil>. 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.

**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** is 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 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 Allowance for Subsistence (BAS)** is provided when Navy dining facilities (mess halls) are unavailable. Sailors living onboard ship or in barracks are provided meals in Navy dining facilities and are therefore not entitled to BAS.

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

**Other Pays:** There are other additional pays allotted service members such as Cost of Living Allowance (COLA), Family Separation Pay, clothing allowances, various special pays for specific jobs, 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.

Information on housing allowances, COLA's (Cost of Living Allowance), DLA, and per-diem rates for different locations can be found at <https://secureapp2.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. Participants can invest up to 9 percent (currently – projected to rise to 11 percent in 2006) of basic pay and up to 100 percent of special pays (maximum \$12,000 annually) into retirement accounts. 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.

**Education Benefits** are a major reason many people join the military. Numerous educational benefits exist such as the Montgomery GI Bill, Tuition Assistance, Service-Members Opportunity Colleges, special education programs for children, Defense Activity for Non-Traditional Education Support (DANTES), and other service programs. Family members are also allowed certain education benefits. The counselors at base education centers will be able to provide more information.

**Life Insurance:** Service-members Group Life Insurance (SGLI) is offered to all active duty service members. Members are covered automatically, unless they decline in writing. Spouse SGLI is also available. For current rates and coverage amounts, please see the website section of this book to obtain more information. 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 acquired by contacting your nearest military air terminal.



## 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 a regionally managed health care program for active duty and retired members of the uniformed services, their families, and survivors. TRICARE brings together the health care resources of the Army, Navy/Marine Corps and Air Force and supplements them with networks of civilian health care professionals to provide better access and high quality service while maintaining the capability to support military operations. TRICARE is throughout the U.S., Europe, Latin America and the Pacific as a way to:

- Improve overall access to health care for beneficiaries
- Provide faster, more convenient access to civilian health care
- Create a more efficient way to receive health care
- Offer enhanced services, including preventive care
- Provide choices for health care
- Control escalating costs

## WHO IS ELIGIBLE FOR TRICARE?

- Active duty members and their families
- Retirees and their families
- Survivors of all uniformed services that are not eligible for Medicare

If you have other primary health care insurance, TRICARE Prime may not be your best option. Health Benefits Advisors are available at your local TRICARE Service Center (TSC) or Military Treatment Facility to help you decide which option is best for you.

TRICARE offers eligible beneficiaries three choices for their health care:

- TRICARE Prime Military Treatment Facilities (MTFs) are the principal source of health care.
- TRICARE Extra is a preferred provider option that saves money.
- TRICARE Standard fee-for-service option (the old CHAMPUS program).

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

## TRICARE DENTAL

### TRICARE Active Duty Family Member Dental Plan (TRICARE-FMDP)

The TRICARE-Active Duty Family Member Dental Plan (TRICARE-FMDP) is a contracted insurance program that allows enrolled spouses, children, and wards of active duty members to obtain basic dental care from provider dentists.

To be eligible, family members must receive care in the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, or Canada and they must be enrolled in DEERS with TRICARE eligibility at the time of the dental treatment. Some overseas locations encourage members to maintain their coverage while overseas. Check with your Personnel Support Detachment (PSD) for your particular location.

## TRICARE DENTAL BENEFITS

General categories of benefits and the percentage of the allowable costs the insurance company will pay are listed below. These figures are subject to change and we encourage you to contact your Tricare office for an up to date pamphlet to take with you to your provider showing current allowances.

***Diagnostic, Preventive, and Emergency Care (100 percent).*** Includes such services as routine oral examinations, twice-per-year cleaning and fluoride treatments, space maintainers, x-rays, laboratory examinations, and minor emergency treatments to relieve pain.

***Restorative Care (80 percent).*** Includes services such as tooth fillings and stainless steel or plastic crowns for "baby" teeth.

***Endodontics (60 percent).*** Root canal therapy to include pulp capping, pulpotomy, and selected ceriradicular surgery procedures.


















***Peridontics (60 percent).*** Gum and bone treatment to include gingivectomy, gingival and bone surgery, grafts, and maintenance therapy.

***Prosthodontics (50 percent).*** Crowns, bridges, and dentures including repair of dentures.































***Oral Surgery (60 percent).*** Tooth extraction, removal of tumors, biopsy of tissue, drainage of abscesses, resection of mandible, and open and closed reduction of facial bones.

***Orthodontics (50 percent).*** Braces and appliances through age 18.

# NAVY ENLISTED RANKS AND INSIGNIAS

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

# NAVY OFFICER RANKS AND INSIGNIAS

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

# RESOURCES/WEBSITES

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

## GENERAL MILITARY INFO/ASSISTANCE

### United States Navy

Official Department of the Navy Website

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

### Navy Customer Service Center

Call toll-free, 24hour/7days/week 1-866-U-ASK-NPC (1-866-827-5672)

Receive a variety of information on many important topics including: pay and benefits, service record information, PCS moves, reenlistments, continuation, promotion, advancement, fit reps/evals, and rating conversion.

### Military One Source

Military One Source is a DOD Information and Referral Program for all services that may include significant research on calls received

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

TTY/TTD: 1-800-346-9188

Espanol: 1-877-888-0727

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

User ID: Navy

Password: Sailor

### Morale Welfare and Recreation (MWR)

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

### Department of Veterans Affairs

Phone: (800) 827-1000 Ask for Benefits Department

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

### USO Home Page

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

### USAA

Website: [www.usaa.com](http://www.usaa.com)

### Navy Mutual Aide Association

Phone: 1(800) 628-6011

Website: [www.navymutual.org](http://www.navymutual.org)

## ID CARDS/DEERS

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

To enroll in DEERS or make changes to address.

Phone: 1-800-538-9552.

In California, call 1-800-334-4162

In Alaska or Hawaii, call 1-800-527-5602

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

To change your address with DEERS via the internet, go to the website, then click on the drop-down menu and select “address change.”

E-mail: [addrinfo@osd.pentagon.mil](mailto:addrinfo@osd.pentagon.mil)

### **RAPIDS**

To find the office closest to you to obtain an ID card

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

In the left column, select DoD Community, then select Activity Locators, this will take you to “Rapid Sites Locator”.

### **TRICARE – Military Healthcare**

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

### **TRICARE – Dental Program**

Administered by United Concordia Companies Inc.

Phone: 1-800-866-8499

Website: [www.ucci.com](http://www.ucci.com)

## PCS/MOVE ASSISTANCE

### **Navy Housing**

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

For Family Housing websites, click on “Links” then click on “Family Housing”

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

Website: [www.dfas.mil/navy2/militarypay/allowances](http://www.dfas.mil/navy2/militarypay/allowances)

### **PCS**

Help with your move

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

### **SITES (Standard Installation Topic Exchange Service)**

Find out about your next base.

Website: [www.MilitaryHOMEFRONT.dod.mil/moving](http://www.MilitaryHOMEFRONT.dod.mil/moving)

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

## **Household Goods**

Naval Supply Systems Command Pages

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

Click on “Site Map” then on “Household Goods.”

## **Military Teens on the Move**

Explore your new community before you arrive.

Website: [www.dod.mil/mtom](http://www.dod.mil/mtom)

## **LODGING/HOUSING**

### **Navy Lodge Home Page**

Where to stay temporarily.

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

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

### **Navy Bachelor Housing**

Index of BEQ/BOQs

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

### **Air Force Lodge**

Phone 1-888-aflodge (1-888-235-6343)

### **Army Lodging**

Phone: 1-800-go-Army 1

Website: [www.army.mil](http://www.army.mil)

Click on “Army Life” then on “Army Lodging.”

### **Navy Housing**

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

For Family Housing websites, click on “Links” then click on “Family Housing.”

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

Website: [www.dfas.mil/navy2/militarypay/allowances](http://www.dfas.mil/navy2/militarypay/allowances)

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

Website: <https://secureapp2.hqda.pentagon.mil/perdiem>

Household Goods – CONUS Arrangements

Website: [www.smartwebmove.navsup.navy.mil](http://www.smartwebmove.navsup.navy.mil)

### **Veterans Administration Home Loans**

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

Click on “Home Loans”

## **PAY/ALLOWANCES/FINANCIAL ASSISTANCE**

### **Pay and Allowances**

Website: [www.dfas.mil/navy2.html](http://www.dfas.mil/navy2.html)

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

Website: [www.dfas.mil/nacy2/militarypay/allowances.html](http://www.dfas.mil/nacy2/militarypay/allowances.html)

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

Website <https://secureapp2.hqda.pentagon.mil/perdiem>

Household Goods – CONUS Arrangements

Website: [www.smartwebmove.navsup.navy.mil](http://www.smartwebmove.navsup.navy.mil)

### **Thrift Savings Plan**

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

### **OSGLI – Office of Service Member’s Group Life Insurance**

Phone: (800) 419-1473

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

### **Social Security Administration**

Request for statement

Phone (800) 772-1213

Website: [www.ssa.gov](http://www.ssa.gov)

### **Navy and Marine Corps Relief Society**

Financial, educational and other assistance

Telephone: Headquarters (703) 696-4904

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

## **SPOUSE EMPLOYMENT**

### **Military Spouses Career Network Website**

Website: [www.mscn.org](http://www.mscn.org)

### **Spouses Employment Assistance Program (SEAP)**

Website: [www.staynavy.navy.mil/family/content/seap/default.asp](http://www.staynavy.navy.mil/family/content/seap/default.asp)

### **DOD Job Search**

Website: <http://dod.jobsearch.org>

Military Spouses’ Career Network

Website: [www.mscn.org](http://www.mscn.org)

## **DONHR- Human Resource Service Centers**

Website: [www.donhr.navy.mil/hrsc](http://www.donhr.navy.mil/hrsc)

## **FAMILY/CHILDREN**

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

Website: [www.ffsp.navy.mil](http://www.ffsp.navy.mil) with a clickable map to find the FFSC close to you.

### **Naval Services FamilyLine**

Website: [www.lifelines.navy.mil/Familyline](http://www.lifelines.navy.mil/Familyline)  
1-877-673-7773 (toll-free)

### **Lifelines**

For quality information and links.

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

You may also call FamilyLine toll free at 1-877-673-7773 to get the phone number for the FFSC closest to you.

Website: Military Assistance Program (MAP)  
[www.defenselink.mil/mapsite](http://www.defenselink.mil/mapsite)

### **Military Child Education Coalition**

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

### **Military Family Resource Center**

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

Phone: (703) 696-4492

Website: [www.mfrc-dodqol.org](http://www.mfrc-dodqol.org)

### **STOMP (Specialized Training of Military Parents)**

A federally funded parent training and information center established to assist military children with special education or health needs.

Website: [www.stompproject.org](http://www.stompproject.org)

### **Child Care**

Lifelines – See FAQs on website under Family Support

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

### **Child Development Centers**

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

**National Military Family Association**

Phone (703) 823-6632

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

**Military Teens on the Move**

Explore your new community before you arrive.

Website: [www.dod.mil/mtom](http://www.dod.mil/mtom)

**DEPLOYMENT ASSISTANCE****Fleet and Family Support Centers (FFSC)**

Website: [www.ffsp.navy.mil](http://www.ffsp.navy.mil) with a clickable map to find the FFSC close to you.

**Lifelines**

For quality information and links

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

**EDUCATION****Department of Defense Dependents Schools**

Phone: (703) 696-4235

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

**DANTES (Voluntary Education Program)**

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

Website: [www.voled.doded.mil](http://www.voled.doded.mil)

**Military Family Resource Center**

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

Phone: (703) 696-4492

Website: [www.mfrc-dodqol.org](http://www.mfrc-dodqol.org)

**Scholarships**

The Navy Memorial Association Links

Website: [www.lonesailor.org](http://www.lonesailor.org)

**Lifelines Links**

See “Education” page for links and scholarship opportunities.

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

### **Dolphin Scholarship Foundation**

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

Website: [www.dolphinscholarship.org](http://www.dolphinscholarship.org)

### **SURFLANT Scholarship Foundation**

For dependants of qualified active duty and retired personnel of COMNAVSURFLANT.

Website: [www.surfacespousenorfolk.org](http://www.surfacespousenorfolk.org)

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

Sponsored by the Defense Commissary Agency (DECA) and the Fisher House Foundation.

Website: [www.commissaries.com](http://www.commissaries.com)

### **Chief Petty Officer Scholarship Association**

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

Website: [www.seaaa.org/scholarship.htm](http://www.seaaa.org/scholarship.htm)

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

See Education page.

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

## **SHOPPING RESOURCES**

### **Navy Exchange Home Page**

Shop on line.

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

### **Marine Corps Exchange**

Shop on line.

Website: [www.usmc-mccs.org](http://www.usmc-mccs.org)

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

Shop on line.

Website: [www.aafes.com](http://www.aafes.com)

### **Commissary**

Get location and hours of your closest commissary, and see what is on sale this week.

Website: [www.commissaries.com](http://www.commissaries.com)

## NAVY FACTS/TRIVIA

### Navy Trivia

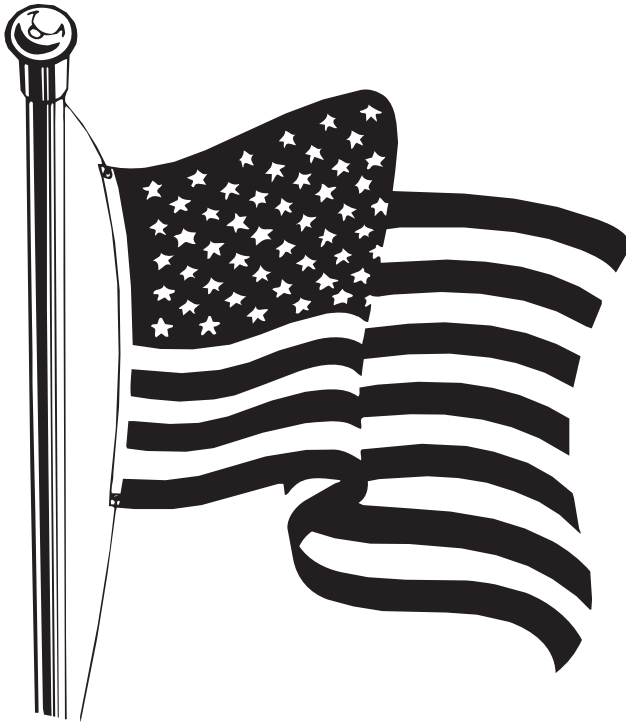
[www.navymemorial.org](http://www.navymemorial.org)

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

[www.usmilitary.about.com](http://www.usmilitary.about.com)

See history pages under “Military Life”:

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



# **PUBLICATIONS & REFERENCES**

## **NAVAL SERVICES FAMILYLINE PUBLICATIONS**

FamilyLine is an organization of Navy Family volunteers who believe in sharing experiences, strength and hope as military spouses. This collective knowledge is offered in various guideline series booklets. FamilyLine is happy to provide education resources, spouse organization contacts, and information & referral to any family members as well. To obtain additional free copies of our publications, contact us at:

Phone: 202-433-2333

Toll Free: 1-877-673-7773

DSN: 288-2333

Fax: 202-433-4622

Email: nsfamline@aol.com

Website: [www.lifelines.navy.mil/Familyline](http://www.lifelines.navy.mil/Familyline)

### **GUIDELINE SERIES PUBLICATIONS OFFERED BY NAVAL SERVICES FAMILYLINE**

#### ***Sea Legs***

Get started on the right foot-- a handbook for all Navy spouses! A must for the spouse new to the military lifestyle! Sea Legs contains useful information on matters such as family support services, rights, privileges and benefits, moving, health and medical care, social customs and courtesies, and deployments. The Navy's history, its mission and structure, a naval terms glossary, and a very useful list of resource addresses are also included.

#### ***Guidelines for Launching Clubs and Family Readiness Groups***

Most military spouses feel that being a part of Command-sponsored organizations are among the most valued opportunities of their military lives. These organizations provide a lot of fun, friendship, and support we all need and enjoy. This booklet was created to help new groups get started. It is also filled with helpful information, guidelines, and new ideas to revitalize existing organizations. There are tips for getting started, suggestions on organization and structure, and lots of ideas for programs, activities, service projects, and fun fund-raising.

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

Piping Aboard, Parade Review, Colors and Taps, Saluting, Change of Command – Most traditions observed by the sea services today originated in early history. This concise booklet acquaints spouses with the social customs, traditions, and organizations that are part of the sea service communities. Knowing the history will help you enjoy the traditions. Understanding the customs puts you at ease.

#### ***Guidelines for Spouses of Commanding Officers & Executive Officers***

Exciting, busy times ahead! Not sure what the expectations are in your spouse's new position? Need a hand getting organized? This booklet is an invaluable aid in defining the spouse's role as part of the Command Support Team. It was written by

Navy spouses who have experienced the command tour and offers practical insights. Included is information specific to each of the sea services, including deployments, support resources and emergency guidelines. This guide is also an excellent supplement to materials when attending the Command Spouse Leadership Seminar.

### ***Guidelines for the Spouses of Command Master Chiefs (CMC) & Chiefs of the Boat (COB)***

Recently revised with the help of senior enlisted spouses who have experienced the CMC/COB tour! With the inauguration of the new Command Master Chief Spouse Leadership Course in Newport, RI, this companion guide is an invaluable resource for the CMC Spouse. It helps you define the important role of the CMC Spouse and offers ideas on how to decide what is right for you. Included is information specific to each of the sea services, such as deployments, support resources and emergency guidelines.

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

Congratulations! Your Sailor has just been selected for advancement to Chief Petty Officer! The spouses of the 2003 Senior Enlisted Panel have put together this booklet of information just for you. It is full of good references and practical answers to your questions.

### ***Guidelines for Spouses of Individual Augmentees (IAs)***

Sailors and their families must always be ready for deployment. Deploying as an Individual Augmentee (IA) may pose unique challenges for you and your family. This handbook provides basic information to help you navigate the IA experience.

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

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

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

Today's ever changing world presents an increased need for emergency preparedness. Naval service families must also be prepared - with or without their sailor. This handbook provides vital information to ensure families are prepared as their own "first responders". Included in the handbook is valuable information on creating a Family Emergency Plan, completing Emergency Contact Cards, and compiling an Emergency Supplies Kit. Additionally, there is detailed information regarding what to do before, during, and after different types of emergency situations.

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

This FREE portfolio is a wonderful resource for new spouses and is excellent for distribution at naval spouse seminars. It includes Social Customs and Traditions of the

Sea Services, Sea Legs, Welcome Aboard brochure, and various informational brochures about NWCAs, National Military Family Association (NMFA), Navy-Marine Corps Relief Society, Tricare-at-a-Glance, COMPASS and other subjects concerning service family benefits. Portfolios are available in individual or bulk orders from FamilyLine.

## **MAGAZINES/NEWSPAPERS/GUIDES**

### ***All Hands Magazine***

NAVMEDIACEN, Publishing Division, Naval Station Anacostia; Bldg. 168, 2701 S. Capitol Street, S.W.; Washington, D.C. 20374-5077;  
Phone (202) 433-4139/4179

### ***Armed Forces Journal***

Suite 520, 2000 L Street, N.W.; Washington, D.C. 20036

### ***Customs Highlight for Government Personnel***

U.S. Customs Service; P.O. Box 7407; Washington, D.C. 20044

### ***Family Magazine***

P.O. Box 4993; Walnut Creek, CA 94596 (Published monthly)

Help Your Widow While She's Still Your Wife

Harry S. Hayman, CWO, USCG (Ret.) and Carl G. Franke, CWO, USA (Ret.);  
The Military Officer Association of America; 201 N. Washington Street; Alexandria, VA 22314 (Revised 1988)

### ***Military Lifestyle Magazine***

1732 Wisconsin Avenue, N.W.; Washington, D.C. 20007 (Published monthly)

***Military Living's Temporary Lodging Around the World,***

***Military RV, Camping and Recreation Areas Around the World,***

***Military Space Available Air Opportunities Around the World***

*Military Living Publications*; P.O. Box 2347; Falls Church, VA 22042

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

2500 North Van Dorn, Suite 102, Alexandria, VA 22302;  
(703) 931-6632; Web site: [www.nmfa.org](http://www.nmfa.org).

### ***Navy Times***

Springfield, VA (Published weekly)

### ***Off-Duty Magazine***

3303 Harbor Blvd., Suite C-2; Costa Mesa, CA 92626 (Published monthly)

***Sea Power***

The Navy League of the United States; 2300 Wilson Blvd., Arlington, VA 22201-3308

***Survival Kit for Overseas Living***

L. Robert Kohls, Intercultural Press, 2nd Edition, P.O. Box 768,  
Yarmouth, ME 04096

**U.S. NAVY PUBLICATIONS*****Children with Special Needs: A Navy Parent Handbook***

Commanding Officer; Naval Publication and Form Center; 5801 Tabor Avenue;  
Philadelphia, PA 19120

***It's Your Move***

Navy Department, Naval Supply System Command, c/o Personal Property;  
1921 Jefferson Davis Highway, Crystal Mall Bldg. 2; Arlington, VA 22202

***Selected U.S. Government Publications***

Superintendent of Documents; U.S. Government Printing Office;  
Washington, D.C. 20402

**U.S. MARINE CORPS PUBLICATIONS*****Commanding Officer's Reference Guide***

Official U.S. Marine Corps publication for the Marine Corps Family  
Readiness Program.

***Key Volunteer Reference Guide***

Official U.S. Marine Corps publication for the Marine Corps Family  
Readiness Program.

***Parade Rest***

A guide to protocol and social customs. Published by the Marine Corps  
Association, and available through the MCCS Personal Services Branch.  
Roses and Thorns, A Handbook for Marine Corps Enlisted Spouses  
Published by the Marine Corps Association and available through the MCCS  
Personal Services Branch.

**U.S. COAST GUARD PUBLICATIONS*****The Bulletin***

Published by the Coast Guard and available from Work-Life and your command.  
Articles of general interest to Coast Guard members and families

# ACRONYMS & ABBREVIATIONS

**ADAPT** - Active Duty Assistance Program Team  
**ADT** – Active Duty for Training  
**AOC** - Aviation Officer Candidate  
**APO** - Army and Air Force Post Office  
**ASAP** - As Soon As Possible  
**AT** - Annual Training  
**AWOL** - Absent Without Leave  
**BAH** - Basic Allowance for Housing  
**BAS** - Basic Allowance for Subsistence  
**BEQ** - Bachelor Enlisted Quarters  
**BOQ** - Bachelor Officer Quarters  
**BUMED** - Bureau of Medicine and Surgery  
**BUPERS** - Bureau of Naval Personnel  
**CAC** - Casualty Assistance and Calls Program  
**CACO** - Casualty Assistance Calls Officer  
**CDC** - Child Development Center  
**CHINFO** - Chief of Information  
**CMC** - Command Master Chief  
**CMDCM** – Command Master Chief (rating abbreviation)  
**CNO** - Chief of Naval Operations  
**CNP** - Chief of Naval Personnel  
**CO** - Commanding Officer  
**COB** - Chief of the Boat  
**COLA** - Cost of Living Allowance  
**COMRATS** - Commuted Rations  
**CONUS** - Continental United States  
**COS** - Chief of Staff  
**CPO** - Chief Petty Officer  
**CSD** – Customer Service Desk  
**DEERS** - Defense Eligibility Enrollment Reporting System  
**DOD** - Department of Defense  
**DODDS** - Department of Defense Dependent Schools  
**DSN** - Defense Switched Network  
**DVA** - Department of Veterans’ Affairs  
**EAOS** - End of Active Obligated Service  
**EFMP** - Exceptional Family Member Program  
**ETA** - Estimated Time of Arrival  
**ETD** - Estimated Time of Departure  
**FPO** - Fleet Post Office

**FITREP** - Fitness Report  
**FRO** - Family Readiness Officer  
**FFSC** - Fleet and Family Support Center  
**FTTD** - Full-Time Training Duty  
**FORCM** – Force Master Chief  
**FLTCM** – Fleet Master Chief  
**FTS** – Full Time Support  
**IDT** - Initial Active Duty Training  
**IRR** - Individual Ready Reserve  
**JAG** - Judge Advocate General (lawyer)  
**JCS** - Joint Chiefs of Staff  
**JNROTC** - Junior Naval Reserve Officer Training Corps  
**KVN** - Key Volunteer Network  
**LDO** - Limited Duty Officer  
**MCAS** - Marine Corps Air Station  
**MCPON** - Master Chief Petty Officer of the Navy  
**MOS** - Military Occupational Specialty  
**MWR** - Morale, Welfare and Recreation  
**NAS** - Naval Air Station  
**NAS JRB** – Naval Air Station Joint Reserve Base  
**NAVFAC** - Naval Facility  
**NAVSTA** - Naval Station  
**NCO** - Noncommissioned Officer  
**NFAAS** – Navy Family Accountability and Assessment System  
**NLAO** - Naval Legal Assistance Office  
**NMC** - Naval Medical Command  
**NMCRS** - Navy Marine Corps Relief Society  
**NOSC** – Navy Operational Support Center  
**NROTC** - Naval Reserve Officer Training Corps  
**OCS** - Officer Candidate School  
**OOD** - Officer of the Deck  
**OPNAV** - Office of Chief of Naval Operations  
**OSD** - Office of the Secretary of Defense  
**OTIS** - Overseas Transfer Information Service  
**OCONUS** - Outside Continental United States  
**PAO** - Public Affairs Officer  
**PCO** - Prospective Commanding Officer  
**PCS** - Permanent Change of Station  
**POC** - Point of Contact  
**POD** - Plan of the Day  
**POE** - Point of Embarkation  
**POW** - Plan of the Week  
**PSD** - Personnel Support Detachment

**PXO** - Prospective Executive Officer  
**RAC** - Relocation Assistance Center  
**RCC** – Reserve Component Command  
**RC** - Reserve Component  
**RPA** - Reserve Program Administrators  
**SATO** - Scheduled Airlines Ticket Office  
**SBP** - Survivors Benefit Plan  
**SEA** - Senior Enlisted Advisor  
**SECDEF** - Secretary of Defense  
**SECNAV** - Secretary of the Navy  
**SGLI** - Servicemen’s Group Life Insurance  
**SITREP**- Situation Report  
**SOPA** - Senior Officer Present Afloat  
**STARC** - State Area Command  
**TAD** - Temporary Additional Duty  
**TAMP** - Transition Assistance Management Program  
**TAP** - Transition Assistance Program  
**TBD** - To Be Determined  
**TLA** - Temporary Lodging Allowance  
**TLE** – Temporary Lodging Expenses  
**TO** - Transportation Office  
**UA** - Unauthorized Absence  
**UCMJ** - Uniformed Code of Military Justice  
**USO** - United Services Organization  
**WO** - Warrant Officer  
**XO** - Executive Officer

# CHIEF PETTY OFFICER CREED

During the course of this day you have been caused to humbly accept challenge and face adversity. This you have accomplished with rare good grace. Pointless as some of these challenges may have seemed, there were valid, time-honored reasons behind each pointed barb. It was necessary to meet these hurdles with blind faith in the fellowship of Chief Petty Officers. The goal was to instill in you that trust which is inherent with the donning of the uniform of a Chief. It was our intent to impress upon you that challenge is good; a great and necessary reality which cannot mar you - which, in fact, strengthens you. In your future as a Chief Petty Officer, you will be forced to endure adversity far beyond that imposed upon you today. You must face each challenge and adversity with the same dignity and good grace you demonstrated today. By experience, by performance, and by testing, you have been this day advanced to Chief Petty Officer. In the United States Navy - and only in the United States Navy - the rank of E7 carries with it unique responsibilities and privileges you are now bound to observe and expected to fulfill. Your entire way of life is now changed. More will be expected of you; more will be demanded of you. Not because you are a E7 but because you are now a Chief Petty Officer. You have not merely been promoted one pay-grade, you have joined an exclusive fellowship and, as in all fellowships, you have a special responsibility to your comrades, even as they have a special responsibility to you. This is why we in the United States Navy may maintain with pride our feelings of accomplishment once we have attained the position of Chief Petty Officer. Your new responsibilities and privileges do not appear in print. They have no official standing; they cannot be referred to by name, number, nor file. They have existed for over 100 years, Chiefs before you have freely accepted responsibility beyond the call of printed assignment. Their actions and their performance demanded the respect of their seniors as well as their juniors. It is now required that you be the fountain wisdom, the ambassador of good will, the authority in personal relations as well as in technical applications. "Ask the Chief" is a household phrase in and out of the Navy. You are now the Chief. The exalted position you have now achieved - and the word exalted is used advisedly - exists because of the attitude and performance of the Chiefs before you. It shall exist only as long as you and your fellow Chiefs maintain these standards. It was our intention that you never forget this day. It was our intention to test you, to try you, and to accept you. Your performance has assured us that you will wear "the hat" with the same pride as your comrades in arms before you. We take a deep and sincere pleasure in clasping your hand, and accepting you as a Chief Petty Officer in the United States.

**NOTES**

**NOTES**

# NOTES

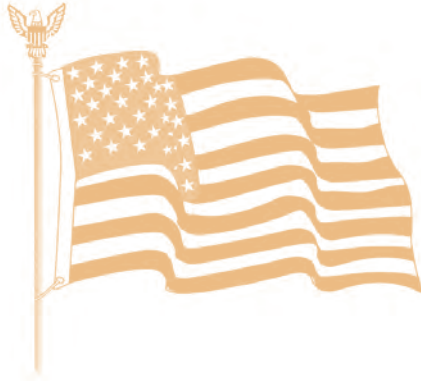
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## Acknowledgement

We hope this information has helped you understand your spouse's new role, and the Navy, a little bit better as you accompany your new chief into a more responsible position. Although targeted to the newest chiefs' spouses, this handbook is for all chief spouses. We are very interested in your comments on the information provided. Based on your current experience, share your thoughts and ideas with us.

FamilyLine would also like to acknowledge the work of the MCPON's office and the MCPON's spouse in preparing this book for you.

Please let us hear from you with your comments and suggestions. Email us at: [nsfamline@aol.com](mailto:nsfamline@aol.com), and reference this book in the subject line. Again, our heartfelt congratulations to you and your new Chief!



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