

RESOURCE PACKET

UPDATED AUGUST 2024

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Soldier and Family Readiness Centers

What is a SFRC?

Soldier and Family Readiness Center's operate full time out of five locations throughout the state. They are closely linked to local resources to help with both major and minor issues that arise at home with which soldiers or their families may need help.

Who is eligible to receive services through SFRC?

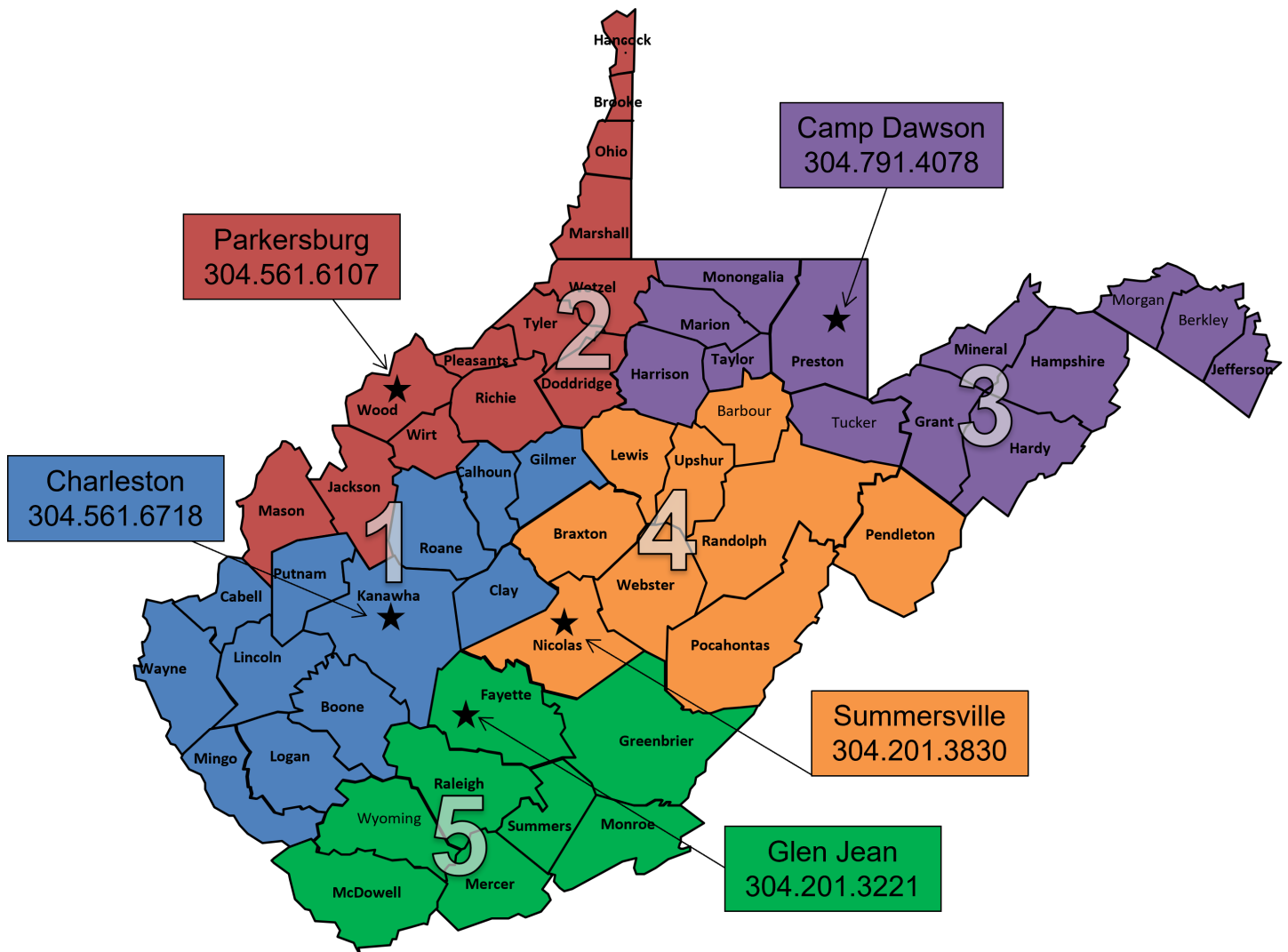
All military members and their families are eligible to receive assistance. Neither military personnel nor their family members shall be turned away from a SFRC, regardless of branch affiliation.

Essential services provided by Soldier and Family Readiness Specialists:

- ID Cards/DEERS
- Tricare/Dental
- Financial Assistance
- Legal Assistance
- Children and Youth Support
- Information and Emotional Support
- Chaplain Services
- Educational/Training Services
- Networking with other Community Services
- Information and Referral Services

Your Soldier and Family Readiness Specialist is a One Stop Shop for all your questions.

Soldier and Family Readiness Center Regions



24/7 Toll Free: 1-866-986-4326

Soldier and Family Readiness Specialist Contact Info

Charleston Soldier and Family Readiness Center

Brittany Taylor

Office: 304-561-6718 Cell: 304- 541-6740

Brittany.n.taylor6.nfg@army.mil

1703 Coonskin Drive, Charleston, WV 25311

Camp Dawson Soldier and Family Readiness Center

Angela McDougal

Office: 304-791-4078 Cell: 304-389-6467

Angela.g.mcdougal.nfg@army.mil

1001 Army Road, Camp Dawson, Kingwood, WV 26554

Glen Jean Soldier and Family Readiness Center

Heather Neal

Office: 304-201-3221 Cell: 304-541-1023

Heather.l.neal.nfg@army.mil

409 Wood Mountain Road, Glen Jean, WV 25846

Summersville Soldier and Family Readiness Center

Kelli Persinger

Office: 304-201-3830 Cell: 304-932-8561

Kelli.s.persinger.nfg@army.mil

3 Armory Way Summersville, WV 26651

Parkersburg Soldier and Family Readiness Center

Brandi Buckland

Office: 304-561-6107 Cell: 304-400-7056

Brandi.l.buckland.nfg@army.mil

1500 Blizzard Drive, Parkersburg, WV 26101

Lead Soldier and Family Readiness

Amy Long— Email: amy.d.long.nfg@army.mil

Cell: 304-389-4781

Soldier Family Readiness Groups

What is a Soldier Family Readiness Group?

A Soldier Family Readiness Group (SFRG) is a support group for the people associated with a particular unit or organization—Soldiers, family members, volunteers, and civilian employees. It can take a lot of pressure off departing Guard members so they can focus on their missions. SFRGs provide practical and emotional support to help families prepare for deployment and keep them strong during separation. They can help Guard families make new, helpful friendships and connections. Plus, they sponsor projects—like creating newsletters, planning social functions, and organizing fundraisers—that you can participate in. Get involved—a little or a lot! It will help you, your family, your SFRG, and your Guard unit.

The SFRG is:

- ***An information conduit***
- ***Welcoming organization***
- ***Self-help and referral organization***
- ***Source support and group activities***
- ***Unit family dedicated to achieving social and military goals***

How do I join?

Trick question... you're already a member SFRG because of your service member. The better question is how to I get more involved. Reach out to your Soldier and Family Readiness Specialist and tell them that you would like to be more involved in your units SFRG. They can introduce you to other key members of the group and get you started. The good news is ANYONE can be an active member of a SFRG. Maybe your son or daughter wants to help out. Maybe your dog-groomer or soccer coach are looking for ways to help out the Guard. Maybe you work for a community service office and your co-workers want to help. GREAT, invite them! Everyone is welcome!

Where is my SFRG?

SFRGs are located close to local units. They often meet at Soldier and Family Readiness Centers (SFRCs) which are in National Guard Armories or other convenient locations. However, due to the rural nature of WV and how spread out its service members typically are, online zoom meetings and conference calls are not out of the ordinary. Don't be discouraged because you don't live close to your Service Members Armory. There are still TONS of ways you can help out and get involved!

Every unit has its own private Facebook group. Search for your unit's group and join today to stay up-to-date with current information and meet others in your group/unit.

Soldier Family Readiness Groups

We're 'social' are you?

Family Programs has social media accounts on both Facebook and Instagram to help keep you connected and up-to-date with things going on within the WV Guard and our programs.

Follow them both to stay informed!

Facebook : West Virginia National Guard Family Programs

Instagram: @wvngfamilyprograms

Your unit will also have a private Facebook group that is managed by the staff at Family Programs and your SFRG Advisor. We find this helps keep down rumors and minimize unnecessary drama.

We encourage you to join your units Facebook group to stay easily connected to your SFRG and even the unit itself.

What's OPSEC and how does it effect you?

As a family member of the military community, you are a vital player in our success and we could not do our job without your support. You may not know it, but you also play a crucial role in ensuring your loved ones' safety just by what you know of the military's day-to-day operations. You can protect your loved ones by protecting the information that you know. This is known in the military as, "Operations Security", or OPSEC.

What is OPSEC? OPSEC is keeping potential adversaries from discovering Unclassified Information that is Critical to your safety and also your service members Mission Accomplishment. Mission Accomplishment depends on secrecy and surprise, so the military can accomplish the mission more quickly and with less risk.

What can I do?

1. Be Alert - Foreign Governments and organizations can collect significant amounts of useful information by using spies. A foreign agent may use a variety of approaches to befriend someone and get sensitive information. This sensitive information can be critical to the success of a terrorist or spy, and consequently deadly to Americans.
2. Be Careful - There may be times when your service member cannot talk about the specifics of his or her job. It is very important to conceal and protect certain information such as flight schedules, unit movements, duty locations and activities, just to name a few. Something as simple as a phone discussion concerning where your service member is going can be very useful to US adversaries. Where and how you discuss this information is just as important as with whom you discuss it.
3. Protecting Critical Information - Even though this information may not be secret, it is what the Department of Defense calls "critical information." Critical information deals with specific facts about military intentions, capabilities, operations or activities. Do not discuss them outside of your immediate family and especially not over the telephone.
4. Learn about Geotagging - photos and videos you post may have locations of where they were taken attached to them. Make sure location settings are turned off on your camera based apps.

Good Rule of thumb: If you aren't comfortable placing a sign with the same information on it in your front yard... Don't post it online.

Child & Youth Programs

What is the Child & Youth Program?

The West Virginia National Guard Child & Youth Program works together with military members families, community leaders, organizations & citizens to address the needs & interests of Guard youth within our state. The Child & Youth Program provides & promotes activities for children & youth that:

- Promote positive attitudes that reinforce core National Guard values.
- Help in the development of life skills.
- Create a community support network.
- Provides safe, healthy, educational & recreational activities.
- Provide opportunities to pursue sports & recreational activities.
- Enhance & reinforce educational skills & provide opportunities to acquire career oriented skills.
- Educates the public on the impact of the deployment cycle on Soldiers, families, kids & communities as a whole.
- Minimize parental concerns during times of deployment by reducing the likelihood that youth will engage in risky behaviors.

Who is eligible to receive services?

All military members & their families are eligible to receive assistance with or participate in the Child & Youth Program.

Susan Izzo

Lead State Youth Coordinator (South)

1703 Coonskin Drive,

Charleston, WV 25311

Office: 304-561-6720,

Cell: 304-881-1536

Email: susan.c.izzo.nfg@army.mil

Lisa Dixon

Child and Youth Coordinator (North)

101 Army Road

Kingwood, WV 26537

Office: 304-791-4055

Cell: 304-389-6467

Email: lisa.a.dixon22.nfg@army.mil

TRICARE Reserve Select

TRICARE Reserve Select (TRS) is a premium-based health plan available worldwide to Selected Reserve members of the Ready Reserve (and their families) who are not eligible for or enrolled in the Federal Employee Health Benefit (FEHB) program or currently covered under FEHB, either under their own eligibility or through a family member.

To enroll in TRICARE Reserve Select call 1-800-444-5445 and speak to the enrollment section. It requires the individual to pay two months in premiums using credit card, debit card or checking account. After the two months Tricare will take the monthly premiums out of the account that you designate. It is the individual's responsibility to make sure that the credit card or debit card used stays current.

The premiums for (TRS) starting January 2024 are **\$51.95** for singles and **\$256.87** for families. The deductibles incurred are E-4 and below, **\$62/individual \$125/ family**. E-5 and above, **\$188/ individual \$377/family** Tricare Reserve Select is a fee-for-service program. The annual catastrophic cap is **\$1,256.00**. All cost shares and deductibles apply towards this catastrophic cap. After catastrophic cap is met then Tricare pays 100% of covered services.

To learn more about co-pays associated with TRS and all TRICARE health plans, please visit:

<https://tricare.mil/Costs/HealthPlanCosts>

One eye exam a year per family member, costs associated with glasses and contacts are not covered. Vision Insurance can be purchased through:

www.benefeds.com

Dental is not covered under TRICARE Reserve Select. Dental Coverage is available for purchase through United Concordia. If you are interested in dental coverage you can visit the website at

<https://www.tricare.mil/CoveredServices/Dental/TDP>

or call the TRICARE Dental Program at

1- 844-653-4061

The pharmacy benefit is included but will **require** enrollment with Express Scripts for maintenance type drugs. Contact 1-877-363-1303.

Sherry Cantrell
Tricare Advisor/Beneficiary Counseling Assistance Coordinator (BCAC)
1703 Coonskin Drive,
Charleston, WV 25311
Cell: 304-389-4152
sherry.l.cantrell.nfg@army.mil



TRICARE Your Military Health Plan



IMPORTANT REMINDERS

- ❗ **DEERS is a gateway to your military benefits.** Please be sure to do a periodic check on this information to make sure everything is correct and up to date. This includes family information, contact information, address and current orders.
- ❗ Contact Sherry in the event of a qualifying life event (birth, adoption, marriage, divorce and death) so that we can determine if you need to contact Humana. If unsure of a QLE please contact us so that we can determine.
- ❗ Contact Sherry if you have **any** change in your orders. Examples include retirement, deployment, extension, etc.
- ❗ When returning from a deployment the Service Member and family stay on current plan until service member leaves Title 10 orders. Then the TAMP program will begin and continue for 180 days. You will need to reenroll in TRICARE Reserve Select once TAMP ends if applicable.
- ❗ TRICARE Prime Remote and TRICARE Select are different programs. Please contact Sherry for information on the differences with these programs. (TRICARE Prime Remote is not an option under the TAMP program.)
- ❗ **ALWAYS USE THE SPONSOR'S SOCIAL SECURITY NUMBER**
- ❗ Children under age 10 should have their own ID card when in the custody of a parent or guardian who is not eligible for TRICARE or who is not the custodial parent after a divorce.
- ❗ Dental care is for active duty service member only. Family members need to contact United Concordia at 844-653-4061 to enroll in the dental program and pay a monthly premium.

Who to Call for Help and Information

Sherry Cantrell
304-389-4152
sherry.l.cantrell.nfg@army.mil

WV ID CARD LOCATIONS

JFHQ WV/130th Air Wing

1679 Coonskin Drive, Bldg #141, Charleston, WV 25311

304-561-6822 or 304-341-6279

Monday—Friday 8:00-12:00 and 1:00-3:30

201ST FA HHB

201 Artillery Drive, Fairmont, WV 26554

304-201-3920

By Appointment Only

77th BDE

409 Wood Mountain Road, Glen Jean, WV 25846

304-201-3232

By Appointments Only

Camp Dawson

1001 Army Road, Kingwood, WV 26537

304-791-4308

By Appointment Only

Parkersburg

1500 Blizzard Drive, Parkersburg, WV 26101

304-561-6100

By Appointment Only

167th Air Wing

222 Saber Jet Boulevard, Martinsburg, WV 25405

304-616-5295

Tuesday—Thursday 8:00-3:30

Buckhannon - USPFO

50 Armory Road, Buckhannon, WV 26201

304-473-5203

Monday - Thursday 8:00 - 3:00

My ID expires on: _____

* We recommend you call your local ID location to verify what documents you will be required to present and if they are operational.

For out of state locations please visit

<https://idco.dmdc.osd.mil/idco/>

Red Cross Notification Protocol

Eligibility Requirements

Service members eligible to receive emergency communications regarding an immediate family member include:

- On active duty in the Army, Marines, Navy, Air Force or Coast Guard
- An activated member of the Guard and Reserve of all branches of the U.S. Armed Forces
- A civilian employed by or under contract to the Department of Defense and stationed outside the Continental United States
- A cadet or midshipman at a service academy; ROTC cadet on orders for training
- A Merchant Marine aboard a U.S. Naval Ship

Things to Know

The American Red Cross does not authorize emergency leave for members of the United States military. The Red Cross role is to independently verify the emergency, enabling the service member's commander to make an educated decision regarding emergency leave and then to provide transportation assistance and/or financial assistance if needed.

The American Red Cross facilitates emergency financial assistance on behalf of Military Aid Societies. These Aid Societies determine the financial assistance package that will be of-

Information needed for Red Cross Notification

Service Member Information (Fill as much of this out prior to your SM leaving as possible to insure it is correct)

Full Legal Name: _____

Rank: _____ Branch of Service: Army National Guard

SSN: _____ DOB: _____

Unit Name: _____

Military Unit address (overseas address): _____

Information you will need about an emergency (emergencies can be regarding spouse, parent, child/grandchild, or grandparent)

Name experiencing the emergency: _____

Contact information: _____

Place and number where the emergency can be verified (hospital, doctors office, funeral home): _____

Get to Know Us Before You Need Us! Free Hero Care APP

With the Hero Care mobile app, we are making it easy for service members, veterans and their families to connect with the American Red Cross from anywhere around the world, exactly when they need us most.

Our new Hero Care mobile app enables users to:

- Request critical Red Cross services, including requests for emergency travel and financial assistance, along with emergency messages to loved ones.
- Access non-emergency services, such as mental health support for military spouses and children.
- Access resources and information provided by trusted community partners and government agencies.
- Use the app in English or Spanish and contact our call center, which has multi-lingual staff 24/7.
- Store and access service member's information in case of an emergency.

****We recommend Service Members access the app prior to deployment to pre-register an account to make things easier for family members**

American Red Cross Chapters in West Virginia

Text GETHEROCARE to 90999 to receive a link to download the app.

Scan the QR Code to the right, or visit redcross.org/mobileapps to download the app through the Apple App Store or Google Play Store



For Additional Information: 1-877-272-7337

Service to Armed Forces Call Center

www.redcross.org

What can Military OneSource do for you?

Real help, Anytime, Anywhere 24 Hours a Day 7 Days a Week. Services are private and provided by the Department of Defense at no cost to you!

Who's Eligible?

Military OneSource is available for all active-duty, Guard and Reserve (regardless of activation status), and their families, they offer a wide range of resources including Referrals, Counseling, Educational Materials and much more.

Plan My Deployment Page:

On the Military OneSource website there is an extremely useful page called *Plan My Deployment*. On this page it walks you through checklists and easily forgotten tasks that you may need to take care of with your family prior to deploying. You can customize and create a personal checklist to print out and go over in the months leading up to the deployment to ensure that there is nothing you have missed.

Non-Medical Counseling:

Sometimes the care of friends and family isn't enough to pull you through a difficult stretch. Military OneSource is committed to promoting readiness and resilience in military members and families. Confidential non-medical counseling provides service members and their loved ones with resources and support to address a variety of issues and build important skills to tackle life's challenges. Military OneSource links you up with a licensed provider in your local area to help you with whatever struggles you are facing. Call the toll free number below day or night to speak to someone regarding non-medical counseling.

Free Tax Filing:

MilTax preparation and e-filing software is available January through mid-October. Powered by an industry-leading tax services provider, it's designed to address situations specific to the military. This easy-to-use, self paced tax software walks you through a series of questions to help you complete and electronically file your federal return and up to three state tax forms. Calculations are 100% accurate—guaranteed by the software provider.

How to contact Military OneSource?

Stateside: 1-800-342-9647 or www.militaryonesource.com

TTY/TDD accessible 1-866-607-6794

Overseas: access code, *800-3429-6477, *Use access code before dialing the number



Master your finances

**Tackle debt. Secure your future.
Schedule free financial counseling from Military OneSource.**

Financial security is important for everyone and critical to military readiness. You don't need to tackle tough financial questions alone. Connect with an accredited Military OneSource financial counselor.

How can a financial counselor help?

Military OneSource financial counselors are professionally trained. And they understand military life. Your counselor can offer personalized help with:

- Budgeting
- Managing money
- Reducing debt
- Saving for college
- Weighing investment and saving options for retirement
- Filing taxes with MilTax
- Supporting your negotiations with creditors on things like late fees, payment plans and foreclosures.

Financial counseling sessions are free and confidential.

Who is eligible?

Financial counseling is free to all active-duty service members, National Guard and reserves, recently separated service members, military families and survivors.

How does it work?

You can meet with a financial counselor in person, by phone or video chat. Because financial needs change over time, there is no limit on sessions.

Call Military OneSource at 800-342-9647 to schedule a consultation with a financial counselor. Or connect online at www.MilitaryOneSource.mil.



WE'VE GOT YOU COVERED

The Department of Defense Office of Financial Readiness is here for you. Find financial information how you want it, when you want it – on your mobile device or computer!



Visit the FINRED website at <https://finred.usalearning.gov> for original, reliable and up-to-date financial information that you can count on.

Search topics such as:

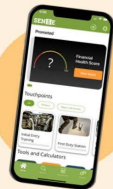
- ✓ [Knowing Your Benefits and Entitlements](#)
- ✓ [Managing Your Money](#)
- ✓ [Saving and Investing](#)
- ✓ [Planning for the Future](#)
- ✓ [Understanding Consumer Protections](#)
- ✓ [Finding a Personal Financial Counselor](#)



Download Sen\$e, our no-cost mobile app, through your phone's app store for personalized financial resources on your mobile device. It just makes sense!

Find helpful information to:

- ✓ Prepare for transitions throughout your military career.
- ✓ Make wise financial decisions when life events happen.
- ✓ Thrive while spending within your means.



Explore the MilSpouse Money Mission website at <https://www.milspousemoneymission.org> for financial resources tailored to educate, empower and elevate military spouses.

Discover resources including:

- ✓ Money Ready curriculum
- ✓ MilLife Milestones
- ✓ Videos
- ✓ Blogs
- ✓ Resources



We've got your back. What you need to know is always a click away!

In addition to these valuable resources, follow @DoDFINRED on:





SECURING THE FINANCIAL FRONTLINE

What Is the Army's Financial Readiness Program (FRP)?

Financial readiness services include education and counseling to equip Soldiers and Families with the knowledge and skills needed for developing individual strategies to achieve financial goals and maintain their financial well-being. The information provided in this toolkit addresses the potential effects of financial decisions on personal and professional lives, outlines resources needed to make sound consumer decisions, explains how to navigate financial transactions and practices, and encompasses related services and support.

Road to Financial Readiness

Think of your financial journey as a road trip. You'll need a plan, regular fill-ups, and maintenance to get where you need to go. Like any journey, there is always help right around the corner.



Programs and offerings: Financial readiness services include education and counseling to provide Soldiers and Families with the knowledge and skills needed to develop strategies to achieve financial goals and maintain their financial well-being. Information addresses the potential effects of financial decisions on personal and professional lives, resources needed to make prudent consumer decisions, how to navigate financial transactions and practices, and related services and support.

- Understanding budget management, Thrift Savings Plan, retirement lump sum payments (including rollover options and tax consequences), health insurance and the Survivor Benefit Plan.
- Understanding life insurance, casualty insurance and other insurance.
- Understanding banking, credit, loans, deferred payment plans and mortgages.
- Understanding investments in securities or financial instruments.
- Setting financial goals and developing strategies to achieve those goals.
- Army Emergency Relief.

Find information including finance calculators, online training and other tools, on the Financial Frontline website: www.FinancialFrontline.org

You have many layers of support to help you learn more and make positive financial decisions. Find Installation Resources at: <https://installations.militaryonesource.mil>



Scan QR code for more information





U.S. ARMY

SECURING THE FINANCIAL FRONTLINE

The Army's Financial Readiness Program (FRP) provides comprehensive financial education and no-cost, unbiased counseling services to help Soldiers and Families' financial well-being, enhancing mission readiness by securing the financial frontline.



Connecting to financial readiness resources is easy:



• Explore the FRP website for information or to locate self-help products at www.financialfrontline.org.



• Explore the Directorate of Prevention, Resilience and Readiness website for financial tips and tricks at www.armyresilience.army.mil.



• Talk with a financial counselor at your local Army Community Service (ACS) Center or visit <https://finred.usalearning.gov/pfcMap>



• Army Emergency Relief provides grants, interest-free loans, and scholarships to promote readiness and help relieve financial distress of Soldiers and their Families www.armyemergencyrelief.org.



• Contact Military OneSource for free financial counseling and tax assistance through MilTax at www.militaryonesource.mil.





Your Leave and Earnings Statement

★ HOW TO READ

Your monthly Leave and Earnings Statement (LES) is one of the most important financial documents you have for mastering your money and achieving your financial goals. Use the LES to budget your monthly expenses and plan for a purchase. Here's how to decipher the code.

1

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT															
ID	NAME (LAST, FIRST, MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED						
			E2	180731	02	221224	ARMY	4830	1-31 OCT 20						
ENTITLEMENTS			DEDUCTIONS			ALLOTMENTS			SUMMARY						
TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT										
BANK ACCT ALLOT	50.00	FEDERAL TAXES	171.61												
		FICA-MEDICARE	28.17												
		SGLI	25.00												
		AFRH	.50												
		MEAL DEDUCTION	328.80												
		TRADITIONAL TSP	58.28												
		MID-MONTH-PAY	835.69												
2		3		4											
TOTAL		TOTAL		TOTAL		DIEMS	6		RET PLAN 7						
2,322.41		1,447.85		50.00											
10															
LEAVE	BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE	FED TAXES	WAGE PERIOD	WAGE YTD	M/S	EX	ADDL TAX	TAX YTD
	25.5	2.5	0	28.0	92.5	.0	.0	.0	1884.22	18842.20	S	.00	.00	.00	1716.70
12															
FICA TAXES	WAGE PERIOD	SOC WAGE YTD	SOC TAX YTD	MED WAGE YTD	MED TAX YTD	STATE TAXES	ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD			
1942.50	19425.00	963.52	19425.00	281.70	281.70	FL		.00	.00	S	.00	.00			
13															
PAY DATA	BAQ TYPE	BAQ DEPN	VHA ZIP	RENT AMI	SHARE	STAT	JFTR	DEPNS	2ND JFTR	BAS TYPE	CHARITY YTD	TPC	PACIDN		
	PARTIAL			.00	0					STANDARD	.00		MS1A8WAA		
14															
TSP	BASE PAY RATE	BASE PAY CURR	SPEC PAY RATE	SPEC PAY CURR	INC PAY RATE	INC PAY CURR	BONUS PAY RATE	BONUS PAY CURR							
	3%		0%		0%		0%								
ROTH	BASE PAY RATE	BASE PAY CURR	SPEC PAY RATE	SPEC PAY CURR	INC PAY RATE	INC PAY CURR	BONUS PAY RATE	BONUS PAY CURR							
	0%		0%		0%		0%								
AGENCY CNTRB	TSP AGENCY AUTO		TSP AGENCY MATCH		TSP YTD AGENCY AUTO		TSP YTD AGENCY MATCH								
	19.43		58.28		194.30		116.56								
YTD	TSP YTD DEDUCTIONS		TSP YTD DEFERRED		TSP YTD EXEMPT		ROTH TSP YTD		YTD ENTITLEMENTS		YTD DEDUCTIONS				
	582.80		582.80		.00		.00		23546.59		7090.92				
15															
REMARKS:															

★ IDENTIFICATION (1)

- Name
- Years of Service (YOS)
- ADSN/DSSN
- Social Security Number
- Expiration Term of Service (ETS)
- Period Covered (Active)
- Grade
- Branch
- Check Date (Reserve/NG)
- Pay Date/Pay Entry Base Date (PEBD)

★ ENTITLEMENTS (2)

- Base Pay/Drill Pay
- Allowances (BAH, BAS, etc.)
- Special or Incentive Pay

Any retroactive entitlements and/or allowances will be added here. Check to make sure you are receiving the correct entitlements.

★ DEDUCTIONS (3)

- State and Federal Taxes
- SGLI
- Thrift Savings Plan Contributions
- FICA-Social Security
- Dependent Dental Plan
- Mid-Month Pay
- FICA-Medicare
- AFRH

Check to make sure you have the correct deductions being taken.

★ ALLOTMENTS (4)

An allotment is a designated amount of money that is automatically distributed for you, from your pay. Be sure you know what they are, who is receiving them, and if/when will they be paid in full. Reserve and National Guard do not have allotments.

Ex. Army Emergency Relief, Privatized Housing, Government Indebtedness, Child Support, etc.

★ SUMMARY (5)

The Summary section includes the total of all entitlements, deductions and allotments. The End of Month (EOM) Pay is the amount to be paid. Check to ensure that all the numbers are added correctly.

★ DIEMS (6)

The Date of Initial Entry to Military Service (DIEMS) determines your retirement plan. See local Personnel Office for errors.

★ RETIREMENT PLAN (7)

The Retirement Plan is based on DIEMS and/or choice: Final Pay: \leq 19800907; High-3: 19800908 – 20171231; REDUX: 19860801 – 20021231; BRS: \geq 20180101.

Visit <https://militarypay.defense.gov/Pay/Retirement.aspx> to learn more.

★ LEAVE (8)

- Brought-Forward Balance (BF Bal); prior fiscal year
- Leave Earned (Ernd); current fiscal year
- Leave Used (Used); current fiscal year
- Balance through pay period (CR Bal)
= BF Bal + (Ernd) – (Used)
- Balance through end of ETS (ETS Bal)
- Leave Lost
- Leave Paid
- Use/Lose balance

★ FEDERAL TAXES (9)

- Wage Period
- Wage Year-to-Date (YTD)
- Marital Status (M/S)
- Exemptions (EX)
- Additional Tax
- Tax Year-to-Date (YTD)

Check to make sure that your marital status and exemptions are correct as they factor into your withholding amounts. Visit <https://apps.irs.gov/app/tax-withholding-estimator> to learn more.

★ FICA TAXES (10)

The Federal Insurance Contributions Act (FICA) contains information on Social Security and Medicare Taxes withheld. Visit <https://www.ssa.gov/> to learn more.

★ STATE TAXES (11)

- State (ST)
- Wage Period
- Wage Year-to-Date (YTD)
- Marital Status (M/S)
- Exemptions (EX)
- Tax Year-to-Date (YTD)

Check to make sure that your State, marital status, and exemptions are correct as they factor into your withholding amounts. Visit your State's Department of Taxation and Finance to learn more.

★ PAY DATA (12)

The Pay Data section includes information associated with your housing allowances. It is labeled as Basic Allowance for Quarters (BAQ) or Basic Allowance for Housing (BAH). The type and dependent is based on your dependency status. The Variable Housing Allowance (VHA) Zip is used to vary your BAH rate based on your location. The Joint Travel Regulation (JTR) is a location code used to calculate Cost of Living Allowance (COLA) and 2D JTFR is the code for your dependent's location. If you made a donation through an Allotment, it will appear in the Charity Year-to-Date (YTD) field. The PACIDN is the Unit Identification Code (UIC). The Training Program Code (TPC) is used by the Reserve and National Guard.

★ THRIFT SAVINGS PLAN (13 and 14)

- Base Pay
- Special Pay
- Incentive Pay
- Bonus Pay
- AGCY-AUTO
- AGCY-MATCH
- YTD Deductions
- YTD TSP Deferred
- YTD TSP Exempt
- YTD ROTH
- YTD TSP AGCY-AUTO
- YTD TSP AGCY-MATCH

The Thrift Savings Plan (TSP) section is broken out by Traditional and Roth TSP contributions. Any changes to TSP contributions and updated address will be made on <https://mypay.dfas.mil/>.

If you are under the Blended Retirement System, you will see the Service Automatic and Matching Contributions in this section.

The TSP Year-to-Date (YTD) total amount of contributions will include tax deferred and tax exempt amounts.

Check your TSP Account under “My Account” at <https://secure.tsp.gov/tsp/login.html> to make sure that the numbers on your LES match. For more information on the TSP, visit <http://tsp.gov/> to learn more.

★ REMARKS (15)

The Remarks section is used to provide you with general notices from varying levels of command, as well as the explanation of starts, stops, and changes to pay items within the “Entitlements”, “Deductions”, and “Allotments” fields. Check this section first if you have any questions as the answer may be found here.

★ WHAT ELSE SHOULD I KNOW?

- **Stay current on your pay.** Understand when additional pay or allowances are supposed to begin and when they should end. For example, Hostile Fire or Imminent Danger Pay (HFP/IDP), Hardship Duty Pay (HDP), Hazardous Duty Incentive Pay (HDIP), Family Separation Allowance (FSA), Cost of Living Allowance (COLA), etc.
- **Mistakes happen.** Regardless of who made the error, a “no pay due” could be the result. Watch for overpayments, too.
- **Find an error?** Contact your command administration or finance personnel.

★ ADDITIONAL RESOURCES

Personal Financial Managers (PFMs) and Personal Financial Counselors (PFCs) are available to help you achieve and maintain financial readiness at every step of your military journey through flexible, no-cost personal support services.

- **For Active Duty Soldiers.** Make an appointment at your Army Community Service Center.
- **For Soldiers in the National Guard.** Find a National Guard Military and State Family Assistance Center near you.
- **For Soldiers in the Army Reserve:** Find a Soldier Support Center or Military and Family Support Center near you.



SECURING THE
FINANCIAL
FRONTLINE

Service Members Civil Relief Act (SCRA)

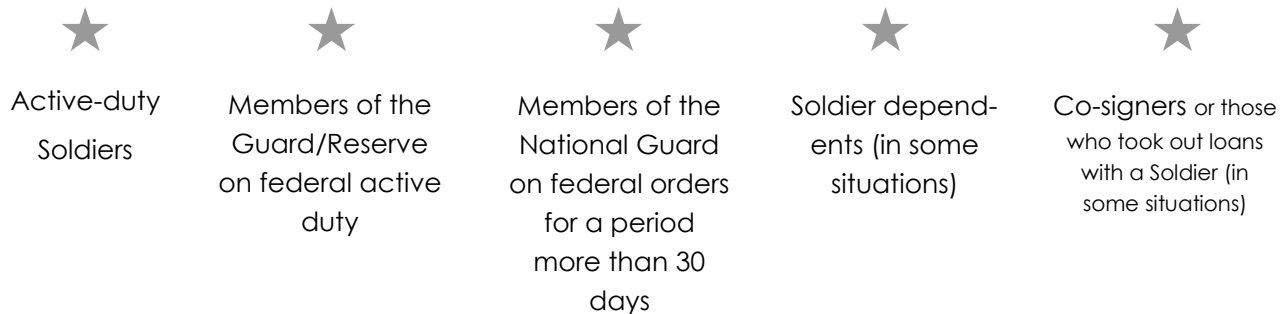
What is SCRA?

The SCRA is a law designed to ease or eliminate certain financial burdens on Soldiers that might arise because of military service.

Potential Soldier benefits offered under the act:

- 6% interest rate caps on pre-Service debts
- Ability to terminate certain:
 - Vehicle leases
 - Residential leases
 - Mobile phone contracts
- Eviction protection
- Foreclosure protection
- Repossession protection
- Court proceeding deferrals
- Insurance protection
- Income tax deferrals
- Certain other matters
- State income tax options

Who is covered?



Some protections extend for a limited time beyond active-duty discharge or release and are tied to the discharge or release date.

Additional Details

Because the protections under SCRA can sometimes be complicated, Soldiers are urged to seek the assistance of their installation legal office for any SCRA-related matters.

Six Percent Interest Rate: Soldiers can request a 6% interest rate cap on any debts incurred prior to military service (credit cards, loans, mortgages, etc.) for the duration of the Soldier's military obligation and one year thereafter for mortgages. This applies to the individual debts of the Soldier as well as those incurred jointly with his or her spouse.

Vehicle Leases: Soldiers entering active military services of at least 180 days can terminate vehicle leases that were executed prior to going on active duty. Vehicle leases executed prior to going on active duty. Vehicle leases that were executed after beginning military service can be terminated upon receipt of certain PCS orders involving locations outside the continental United States or deployment orders of at least 180 days. Joint leases with the Soldier's spouse or dependents are also covered.

SCRA Continued

Residential Leases: Soldiers entering active military service can terminate residential leases that were executed prior to going on active duty. Residential leases executed after beginning military service can be terminated upon receipt of PCS orders or deployment orders of at least 90 days. Joint leases with the Soldier and his or her spouse or dependents are also covered.

Mobile Phone Contracts: Soldiers can cancel mobile phone contracts after receiving orders to relocate for a period of at least 90 days to a location that does not support the contract.

Eviction from Housing: Soldiers and their families cannot be evicted for nonpayment of rent without a court order while on active duty, provided the rent is below a certain amount. Eviction can still occur if ordered by the court.

Foreclosure and Repossession Protection: Active Soldiers are protected from foreclosure and repossession under certain circumstances, including the common requirement that lenders must obtain a court order before taking such actions.

Court Proceedings: If a Soldier is a defendant in a civil court proceeding, the court may grant a delay if the Soldier's military service effects the Soldier's ability to appear before the court. The provision applies to civil lawsuits, suits for paternity, child custody suits, bankruptcy debtor/creditor meetings, and administrative proceedings.

Residence for State Taxes: Under certain circumstances, the SCRA prohibits states from taxing Soldiers and their spouses solely due to their presence in a state because of compliance with military orders. This means if a Soldier and his/her spouse are residents of another state, they may not be required to pay certain taxes in the state in which they are stationed.

For more information, please visit: <http://legalassistance.law.af.mil/index.php>

TEMPLATE LETTER FOR REDUCING RATE OF INTEREST

Page 23 contains a sample letter for guidance purposes. The material in this letter provides a template for a basic situation – this is not legal advice. Each individual's situation is unique and may require more than what is provided in this template. Speak with a licensed attorney before completing and sending this letter. It is always best to consult with an attorney regarding your legal rights and responsibilities specific to your particular situation before making a decision or taking action.

Instructions

- (1) Obtain a copy of your orders to active duty.
- (2) Replace the bolded portions in the template with the applicable information.
- (3) Print and sign the letter.
- (4) Attach a copy of your orders to active duty.
- (5) Make at least one (1) copy of the letter with all attachments to keep for your own records.
- (6) Send the original letter via certified mail return receipt requested.
- (7) Retain any written response from the creditor for your own records.

SCRA Sample Letter

Date

Rank and Full Name

Street Address

City, State Zip Code

Creditor's Name

Street Address

City, State Zip Code

RE: Rank and Full Name's Financial Obligation – **Account No.**

Dear **Sir or Ma'am**:

Pursuant to the Service members' Civil Relief Act ("SCRA") 50 U.S.C. App. Section 527, this letter is my formal written request to reduce the rate of interest to six percent (6.0%) for the above referenced account.

I am currently serving on active duty with the Branch of Armed Forces. I entered active duty on Date, which was after the time I incurred the above referenced debt. The SCRA establishes a six percent (6.0%) per annum ceiling on interest during the period of a service member's military service. This reduced rate became effective upon my entry to active duty on Date, and shall be applied retroactively to date of entry to active duty.

Under the SCRA, any interest in excess of 6.0% per year shall be forgiven. Additionally, any payments shall be reduced by the amount of interest forgiven which is allocable to the period of such payment.

Please find the copy of My Orders to Active Duty.

If you have any questions or concerns, you may contact me at the above address, or my commanding officer's address on the attached letter.

Respectfully Submitted,

Rank and Full Name

Attachment: **Orders to Active Duty**



EFMP Exceptional Family Member Program

Army National Guard **Enrollment** Information and Instructions

WHO:

- ARNG Soldiers serving under authority of Title 10 and Title 32 U.S. codes and Active Duty Operational Support (ADOS) orders over 30 consecutive days with family members whose needs meet the eligibility criteria for special medical and/or educational needs as defined by DODI 1315.19, AR 608-75 and NGR 608-1, are **required** to enroll in EFMP.
- ARNG Soldiers not serving under authority of Title 10 and Title 32 U.S. codes or ADOS orders over 30 consecutive day's status with family members whose needs meet the eligible criteria may voluntarily enroll in EFMP. This allows the Soldier to gain access to EFMP immediately upon entering an eligible active duty status (i.e. Soldier is slated for deployment), so voluntary enrollment is encourage.

WHAT:

- A family member (child or adult) with a physical, emotional, developmental, or intellectual disorder that requires special treatment, therapy, education, training, counseling, equipment, assistance, or medical care above the level of a general practitioner may meet the eligibility criteria for EFMP enrollment.

WHEN:

- All ARNG Soldiers should be assessed/screened for EFMP eligibility prior to entering an eligible status, and proceed with enrollment, if applicable.
- Once enrolled, Soldier must keep medical and/or educational needs documentation current in E-EFMP as exceptional family member condition changes or every 3 years, whichever comes first.

WHERE:

- The Military Treatment Facility (MTF) EFMP Office responsible for the area where family members are geographically located will coordinate the enrollment and determine documentation required.
- To find the servicing MTF, go to: <https://efmp.amedd.army.mil/Contact-Us/>

WHY:

- Assignment Coordination: Documented medical and special education needs of the EFMs are considered in the assignment process.
- TRICARE Extended Care Health Option (ECHO): Provides financial assistance to beneficiaries with special needs for an integrated set of services and supplies.
- Respite Care Program: A component of EFMP that provides a temporary rest period for family members responsible for regular care of persons with disabilities.
- Legal Support: All Army Legal Assistance Offices are available to provide EFMP families legal counseling.
- DirectSTEP eCourse Program: Online courses offered at no charge to EFMP families. Follow instructions under "Is This Your First Time Here?" to self-register and create an account: <https://armyefmp2023-ds.lrp.com/>

HOW:

- Soldier initiates a Medial and/or Educational Enrollment Packet for the family member with special needs on Enterprise-EFMP <https://efmp.army.mil/EnterpriseEfmp/>. The system generates the required EFMP documents (DD 2792/DD 2792-1) based on Member selections.
- Schedule a family member enrollment appointment by contacting the servicing MTF EFMP Office to request an appointment.



ARNG EFMP Office-National Guard Bureau
ng.ncr.ngb-arng.mbx.arng-efmp@army.mil
(703) 607-3434 / (703) 601-8296





EFMP Exceptional Family Member Program

EFMP Self-Assessment Questions

As you approach your Title 10, Title 32, or Active Duty Operational Support (ADOS) assignment, you should ask yourself the questions below. If the answer is "yes" to any of the questions, you should initiate an enrollment package in Enterprise EFMP (<https://efmp.army.mil/EnterpriseEfmp/Login>) and make an appointment at your local Medical Treatment Facility (MTF) Exceptional Family Member Program (EFMP) office for enrollment screening.

1. Do any of your family members have?

- a. A potentially life-threatening condition(s) and/or chronic medical/physical condition(s) (such as high-risk newborns, patients with a diagnosis of cancer within the last 5 years, sickle cell disease, insulin-dependent diabetes) requiring follow-up support more than once a year or specialty care.
- b. Current and chronic (duration of 6 months or longer) mental health condition (such as bipolar, conduct, major affective, or thought and/or personality disorders), inpatient or intensive outpatient mental health service within the last 5 years; intensive (greater than one visit monthly for more than 6 months) mental health services required at the present time. This includes medical care from any provider, including a primary health care provider.
- c. A diagnosis of asthma or other respiratory-related diagnosis with chronic recurring wheezing which meets one of the following criteria:
 - Scheduled use of inhaled and anti-inflammatory agents and/or bronchodilators.
 - History of emergency room use or clinic visits for acute asthma exacerbations within the last year.
 - History of one or more hospitalizations for asthma within the past 5 years.
 - History of intensive care admissions for asthma within the past 5 years.
- d. A diagnosis of attention deficit disorder and/or attention deficit hyperactivity disorder that meets one of the following criteria:
 - A co-morbid psychological diagnosis.
 - Requires multiple medications, psycho-pharmaceuticals (other than stimulants) or does not respond to normal doses of medication.
 - Requires management and treatment by mental health provider (for example, psychiatrist, psychologist, and/or social worker).
 - Requires specialty consultant, other than a family practice physician or general medical officer, more than twice a year on a chronic basis.
 - Requires modification of the educational curriculum or the use of behavioral management staff.

2. Does anyone in your family require?

- a. Adaptive equipment (such as apnea home monitor, home nebulizer, wheelchair, splints, braces, orthotics, hearing aids, home oxygen therapy, home ventilator, and so forth).
- b. Assistive technology devices (such as communication devices) or services.
- c. environmental and/or architectural considerations (such as limited number of steps, wheelchair accessibility and/or housing modifications, and air conditioning).

3. Does anyone in your family have special education needs?

- Has or requires an Individualized Family Service Plan (IFSP)
- Has or requires an Individualized Education Plan (IEP)

ARNG EFMP Office Contact

ng.ncr.ngb-arng.mbx.arng-efmp@army.mil
(703) 607-3434 / (703) 601-8296





EFMP

Exceptional Family Member Program

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) IDENTIFICATION LIST

If you have any questions, please contact the nearest Military Treatment Facility (MTF) EFMP Coordinator

EFMP is a mandatory enrollment program per AR 608-75 that works with military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical and personnel services to families with special needs. EFMP benefits the family by considering medical and special education needs in the military personnel assignment process. An exceptional Family Member (EFM) is an active duty family member (adult or child) with any physical, emotional, developmental or intellectual disorder that requires special treatment, therapy, education, training or counseling.

Enrollment in the EFMP is MANDATORY if any of the following criteria are met. Commanders are required to enforce AR 608-75 and take appropriate action against soldiers who knowingly provide false information (art 107, UCMJ) or fail/refuse to enroll an eligible family member in EFMP(art 107, UCMJ). Adverse actions taken against the soldiers will include a general letter of reprimand at the minimum.

In general, an active duty family member qualifies for EFMP if they:

- Have potentially life-threatening conditions and/or chronic medical/physical conditions
- Have medical conditions that require outpatient follow-up support more than once a year with a medical provider beyond the level of a Family Medicine physician
- Have a mental health condition of greater than 6 months duration that has required inpatient or outpatient mental health follow up within the past five years. This includes medical care provided by a primary health care provider
- Have a developmental or developmental disability that requires early intervention (i.e. have an IFSP, or Individualized Family Service Plan) or special education services (i.e. have an IEP, or Individualized Education Plan)

Common Diagnoses for Enrollment:

- ✓ **ADD/ADHD** (only for patients who take more than one medication, take more than usual therapeutic medication dosages, have a co-existing mental health condition, require counseling by a mental health provider, or require medication management by a psychiatrist)
- ✓ **Allergies** (only if patient requires allergy shots or follow up with allergist more than once a year)
- ✓ **Asthma/RAD** (if scheduled inhaled anti-inflammatory agents or bronchodilators are required, patient has required an emergency room visit for acute flare within the past 12 months, or has been hospitalized for asthma within 5 years)
- ✓ **Autism/Pervasive Developmental Disorders** (all require medical enrollment; may also require educational enrollment)
- ✓ **Autoimmune/Neuromuscular Disorders** (such as Muscular Dystrophy, Lupus, Multiple Sclerosis, Rheumatoid Arthritis)
- ✓ **Cancer** (unless patient has completed treatments, is in remission > 5 years, and is requiring no further follow-up)
- ✓ **Cervical Dysplasia/Abnormal pap Smear** (if patient requires pap smears 2x/year or greater or if requires colposcopy)
- ✓ **Cerebral Palsy or Loss of Mobility** (requiring use of wheelchair, walker, or other aide; requiring PT or OT)
- ✓ **Cleft Lip/Palate** (unless full repair is completed and patient is no longer receiving any services or follow-up)
- ✓ **Developmental Delay** (including those receiving early intervention services, speech therapy, PT, or OT)
- ✓ **Diabetes** (all Insulin Dependent DM; any Non-Insulin Dependent DM requiring frequent or specialist follow-up.)
- ✓ **Requirement for Equipment or Internal Medical Devices** (e.g., g-tube, oxygen, pacemaker, v-p shunt, tracheostomy, wheelchair, hearing aide, insulin pump. Need brand and model number for hearing aids, pacemakers, insulin pumps)
- ✓ **Genetic Disorders/Congenital Anomalies** (e.g., Cystic Fibrosis, Trisomy 21, Hydrocephalus, Spina bifida)
- ✓ **Hearing Impairments/Deafness** (requiring hearing aids or special services.)
- ✓ **Heart Conditions** (congenital and acquired heart disease requiring frequent follow up or cardiology consultation more than yearly)
- ✓ **Inflammatory Bowel Disease** (Crohn's, Ulcerative Colitis)
- ✓ **Immunodeficiency** (primary or secondary, including HIV/AIDS)
- ✓ **Mental Health Conditions** (Anxiety Disorder, Bipolar Disorder, Depression, Eating Disorder, Obsessive Compulsive Disorder, PTSD, Schizophrenia, etc. (All with chronic conditions of greater than 6 months duration must be enrolled if treated with medication or counseling within the last 5 years.)
- ✓ **Premature or High Risk Infants** (requiring pediatrician or higher level care more than once a year)
- ✓ **Seizure Disorders/Epilepsy**
- ✓ **Sickle Cell Disease/Bleeding disorders** (such as Hemophilia, or requiring frequent or hematology f/u)
- ✓ **Substance Abuse** (Drug/Alcohol)
- ✓ **Thyroid Problems** (Graves or requiring frequent or endocrinology follow up.)
- ✓ **Vision Problems/Blindness** (sight not corrected with glasses or any conditions requiring ophthalmology more than annually)
- ✓ **Children receiving Special Education/Early Intervention** services required per IFSP or IEP). Form DD 2792-1 must be completed by school/early intervention personnel
- ✓ **Any other medical, psychological or educational condition should be considered if specialist follow-up is required more than once a year.** These include but are not limited to: Internal Medicine, Pediatrics, Allergy/Immunology, Neurosurgery, Audiology, Obstetrics/Gynecology, Cardiology, Oncology, Dermatology, Ophthalmology, Developmental Pediatrics, Orthopedic Surgery, Endocrinology, Otolaryngology (ENT), Gastroenterology, Psychology, Hematology, Psychiatry, Infectious Disease, Pulmonology, Rheumatology, Neonatology, Surgery, Nephrology, Urology, Neurology

Chaplain Services

Unit Ministry Teams (UMTs)

UMTs are embedded at the battalion level and above across the WVARNG and provide for the free exercise of religion for Soldiers of all faith groups. They consist of one Chaplain and one Religious Affairs Specialist who work together as a team performing and providing religious support for their assigned Soldiers and their families. Additionally, WV has two full-time Chaplains who provide emergent care for the entire state on a 24/7, 365-day basis. Chaplains are ordained clergy from their distinctive faith groups and are able to provide a variety of services for you and your family to include:

- Confidential pastoral and/or clinical counseling for Soldiers and couples
- Restricted reporting for sexual harassment/sexual assault
- Religious services, Bible studies, prayer breakfasts
- Baptisms, weddings, funerals
- Building Strong and Ready Teams events
- Religious accommodation requests

What is Building Strong and Ready Teams (BSRT)?

BSRT (formerly known as Strong Bonds) is a Chaplain-led program with the support of the Commanding Officer. During the retreat, Soldiers and Families from across the state participate in small group activities that reveal common bonds and nurture friendships. This shores up spousal support at home, which can be vitally important while the Soldier is away. In addition, Soldiers and Families gain awareness of community resources that can assist with concerns about health and wellness, even crisis intervention. On average, WV hosts eight events each year at resorts across the state that reaches several hundred Soldiers and family members!

Soldiers' Events

Relationships are not just romantic in nature—they exist with every person in our lives who are important to us. Thus, building and maintaining healthy relationships with friends, family, and coworkers is vital to our holistic health. At these single-day events we help you to explore your unique strengths and weaknesses and provide you with the tools to help you improve your various relationships and build resiliency. In only a few hours, we address a variety of topics such as personality, anger, stress, communication, and trust that helps provide you with a better understanding of who you are, and how you tend to interact with others.

Couples' Events

Whether you've celebrated one anniversary or twenty, as an Army couple you can anticipate more excitement — and expect more challenges — than the average civilian couple. Long separations, frequent relocations, and the stress of deployment can subject Army marriages to extreme hardship. We understand the stresses of military life, we want to serve you through a weekend retreat. You and others from the WVARNG will gain skills that fortify your marriage and enjoy a time of relaxation, recreation, fellowship, and fun. You'll gain practical, useful information based on world-class curriculum developed from years of research. In small groups, you'll participate in activities that renew bonds with your peers. And, as a couple, you'll participate in communication and relationship-building skills, as well as share intimate moments.

Family Events

From diapers and night feedings to recitals and soccer games, the responsibilities of child-rearing can be especially difficult for military Families. Daily routine can become overwhelming when Families are faced with long separations, frequent relocations, and deployment.

We understand the unique stresses of military life, so we want to serve your Family through a weekend retreat. Your family and others from the WVARNG will gain skills to help sustain healthy interactions throughout the trials of Army life. In addition to relevant teaching and skills training, there is time for relaxation, recreation, fellowship, and fun. You'll gain practical, useful information based on curriculum designed especially for military Families. Through small group and one-on-one activities, Family members learn how to maintain closeness during frequent relocation, long separations, and repeated reunions.

Your unit Chaplain is: _____

Their phone number is: _____

Upcoming BSRT Events

Couple Events _____

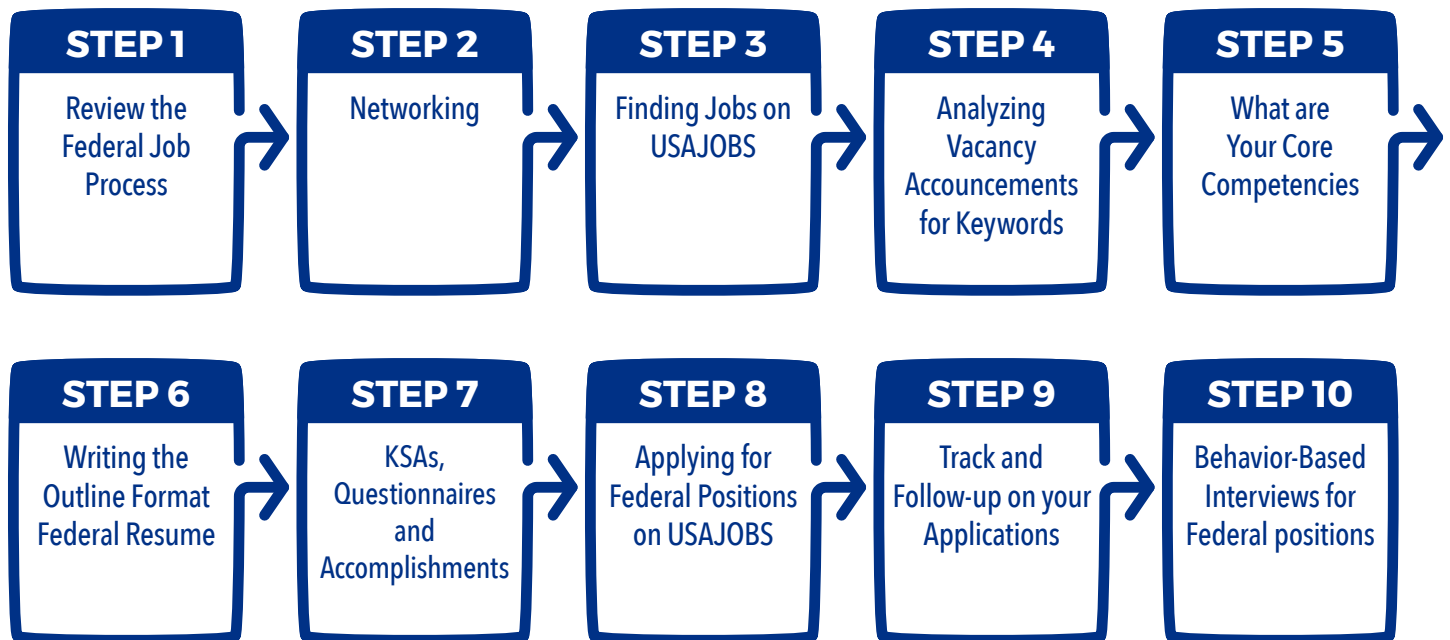
Family Events _____

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Kelli Persinger - 304-932-8561 and Angie McDougal - 304-791-4078
Certified Federal Job Search Trainers/Certified Federal Career Coaches



Transitions



Managing a change? The USO Pathfinder Transition Program is here to help you no matter if you are looking for new employment, education opportunities, or have other future success needs.

Whether you and your service member are PCSing to a new location or on to life after the military, the USO Pathfinder Transition Program is a free, one-on-one service (virtual support also available) to help you create a plan and get connected to what you need to achieve your personal and professional goals in your new community. **We have Transition Specialists postured to support all time zones across the world so contact us today.**



A USO Pathfinder Transition Specialist can connect you with the services and resources that are the best fit for you in the following focus areas:



Education



Employment



Financial Readiness



Mentoring



Veterans Benefits

Connect with a USO Transition Specialist Today!

USO.org/transition

Grow with Google



learn more



WV ARNG STATE DIETITIAN

SHARI WRIGHT PETTIT MS RDN LD

FACEBOOK BLOG INFO:

ShariWrightPettitRDN
@NutritionandWellness

Office: (304) 352-3620

Cell: text or call (304) 719-8064

Email: shari.r.wright.ctr@army.mil

Dietitian's basically provide any nutrition service you can think of (broad, I know). Here are a few

Diabetes info/education

Hypertension education

Elevated cholesterol issues

Weight management (obviously)

Disordered Eating

Digestive health

Food intolerances and allergies

Grocery Shopping Assistance

Meal Planning Assistance - they aren't blanket meal plans as education is needed to create long lasting change, more meal suggestions

My niche is providing nutrition education, lifestyle change, and how to create habits. If you're ever in need of nutrition education or have any of the above concerns and need assistance, I can assist!

SELF IDENTIFICATION AND LIMITED USE POLICY

HOW A SERVICE MEMBER CAN SELF IDENTIFY

WHO TO CONTACT:

Prevention Coordinator
Office: (304) 561-6827

Martha Tackett
Risk Reduction Coordinator
Office: (304) 561- 6828

martha.a.tackett.ctr@army.mil

- Soldiers should go to his/her Unit Commander and advise him/her of the substance abuse problem.
- Soldiers can also go to an Army Substance Abuse Program (ASAP) office, Chaplain, or any Officer or NCO in their chain of command.
- Soldiers can contact the ASAP office and speak with the Risk Reduction Coordinator (RRC) or Prevention Coordinator (PC).
- Soldier needs to self-identify before they are ordered to submit to a drug test by their Unit Commander and/or the knowledge of a random urinalysis is given.

Soldier should know that any and all information he/she gives is strictly confidential and cannot be put out to the rest of his/her Unit or fellow Soldiers.

LIMITED USE POLICY [AR 600-85]

The objectives of the Limited Use Policy are to facilitate the ID of Service Members, who abuse alcohol and other drugs by encouraging ID through self-referral to facilitate the rehabilitation of those abusers who demonstrate the potential for rehabilitation and retention. When applied properly, the Limited Use policy does not conflict with the Army's mission or standards of discipline. It is not intended to protect a member who is attempting to avoid disciplinary or adverse administrative action.



Abuse of alcohol or use of illicit drugs by Service Members is inconsistent with Army values, standards of performance, discipline, and readiness necessary to accomplish the Army's Mission

Limited Use Policy

What does the Limited Use Policy do?

- If a Soldier self-refers as a drug abuser, the commander is not required to initiate separation action and cannot take UCMJ actions against the soldier (unless these Soldiers test positive for a drug they did NOT list on their self-referral packet).
- Limits the negative actions that can be taken against a Soldier who self refers.
- Protects the Soldier from charges of admitted use and possession prior to his/her self-referral
- Is not a "Get out of Jail Free Card" for a unit urinalysis. Once a Soldier is notified of a urinalysis, it is too late to self-refer for that test.
- Does not protect a Soldier of future drug use and possession of drugs.
- Does not protect against other illegal activities associated with use such as stealing, assault, etc.

Frequently asked questions and answers

Q: How can I get information to the new Soldiers?

A: Request to have the RRC or PC come and provide a presentation to a group.

Q: I have a Soldier to self-refer for drugs. What should I do?

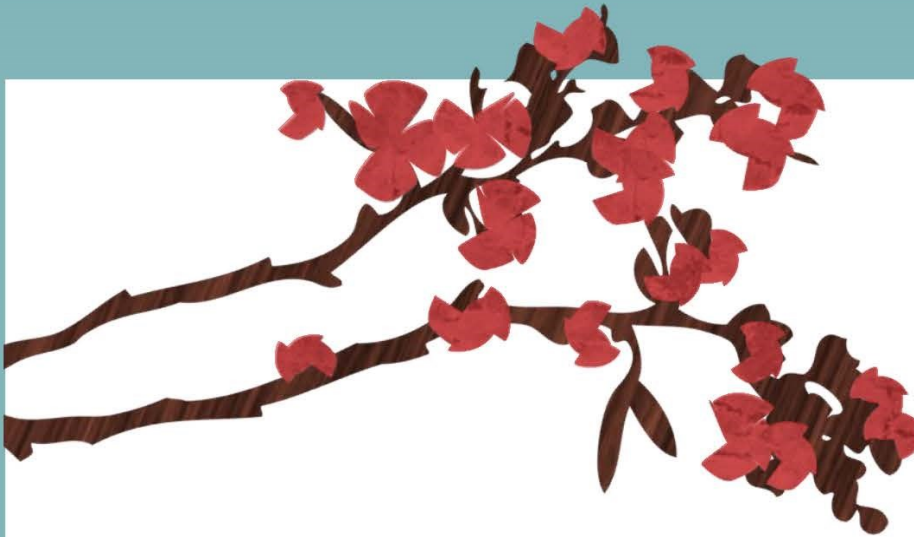
A: Make sure you and the Soldier review and understand the Limited Use Policy. Contact the PC for assistance on filling out a self-referral packet and setting up treatment. During the counseling of the Soldier, have him/her sign a release of consent form to you and the PC.

Q: Can a Soldier go to any treatment center to get his/her assessment done.

A: NO! It must be done by a State Certified Facility or our in-house Social Worker

Q: How do I find a Soldier a State Certified Treatment Facility?

A: You can contact the ASAP office and RRC or PC can provide a list for you and the Soldier.



WVARNG **SOCIAL WORKER** HEATHER JOHNSON

ABOUT OUR SOCIAL WORKER

Heather Johnson is the WVARNG social worker and is here to help you. She obtained her bachelor's degree in counseling in 2007 and her degree in social work in 2021, both from Marshall University.

WHAT SERVICES ARE PROVIDED?

- ✓ Substance Use Assessments
- ✓ Treatment Planning
- ✓ Individual and Family Therapy
- ✓ Anger Management
- ✓ Services for Victims of Sexual Assault
- ✓ Parenting Skills
- ✓ Stress Management
- ✓ Decision-Making Skills
- ✓ Referrals

FOR MORE INFORMATION CONTACT: HEATHER JOHNSON
EMAIL: HEATHER.D.JOHNSON.58.CIV@ARMY.MIL | PHONE: (304) 561-6026

Crisis Resources

WV ARNG Crisis Line: 304-561-6640 Crisis lines manned 24/7 365 days a year by the WV ARNG Behavioral Health Team. They support Army National Guard members who are experiencing issues with suicide ideations, anxiety, depression, homicidal ideations, and relationship issues.

Crisis Text Line: Text HOME to 741741 A not-for-profit organization that provides 24/7 support to people in crisis by text. Top issues include depression, anxiety, suicidal ideation, family issues, and romantic relationships. We also cover issues like substance abuse, sexual health, sexual abuse, and eating disorders.

Be Sober: 1-800-BE-SOBER (237-6237) The Be Sober hotline provides support for individuals affected by alcoholism.

Risk Reduction Coordinator (RRC) 304-561-6825 Cell: 304-389-6539

Substance Abuse & Prevention Coordinator (PC) 304-561-6828

Hate Crime Hotline: 1-800-676-HATE (4283) This hotline provides support for victims of hate crimes and those who may know a victim.

National Domestic Violence Hotline: 1-800-799-SAFE (7233) The National Domestic Violence Hotline provides support and information for those affected by domestic violence.

Safe Helpline/Sexual Assault: 1-877-995-5247 Confidential/ Anonymous Sexual assault support for the DOD Community 24/7.

Sexual Assault Prevention & Response Jenny Colagrosso Office: 304-561-6681 24/7 Cell: 304-541-0573

Suicide Prevention Lifeline: 1-800-273-TALK (8255) Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

Suicide Prevention Program Coordinator (SPC) Office: 304-561-6827

The Trevor Helpline: 1-866-4-U-TREVOR (488-7386) The Trevor Project is the leading national organization focused on crisis and suicide prevention efforts among lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth.

Vet Center Call Center: 1-877-WAR-VETS (927-8387) Around the clock confidential call center where combat Veterans and their families can call to talk about their military experience or any other issue they are facing. The staff is comprised of combat Veterans from several eras as well as family members of combat Veterans.

Who We Are

WVARNG Behavioral Health Team

Ashlee Walls, MA, LPC – Purple

304-553-6395

Ashlee.e.walls.ctr@army.mil

Amy Thomas, MA, LPC – Yellow

304-549-0906

Amy.r.thomas20.ctr@army.mil

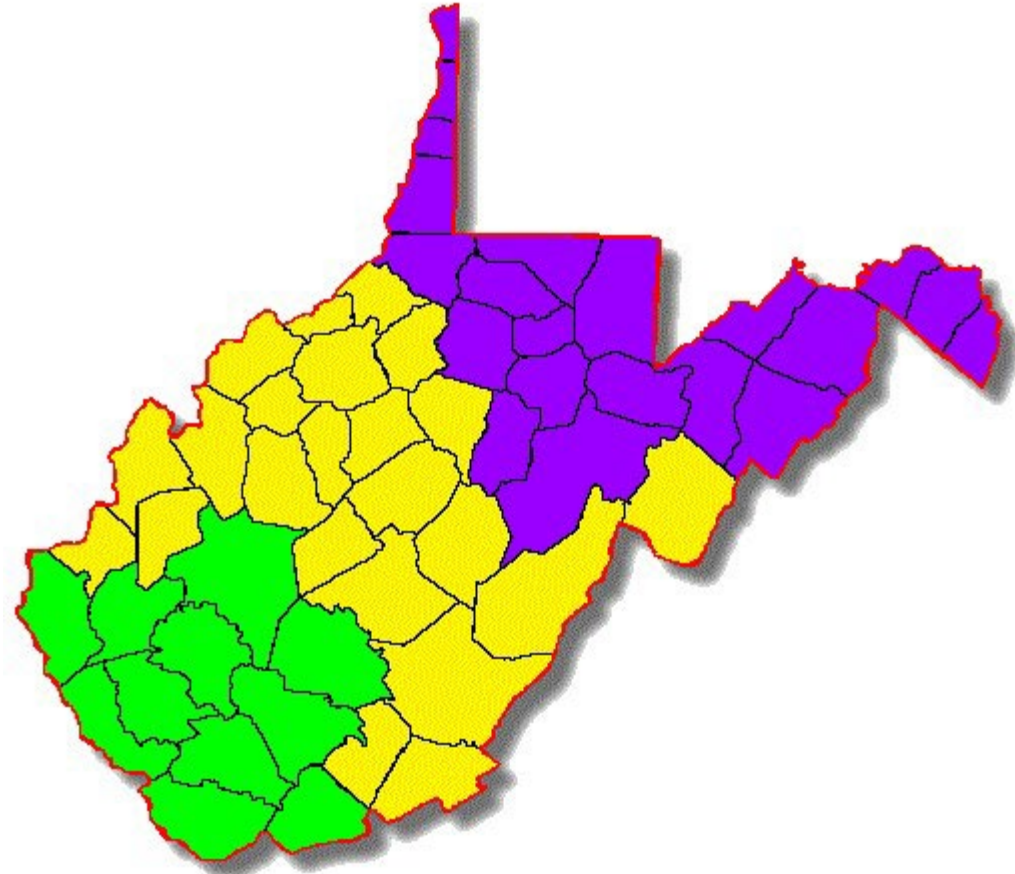
Jo Anna Poindexter, Ph.D. – Green

304-552-0615

Jo.a.poindexter.ctr@army.mil

WVARNG Crisis Line

304-561-6640



s.net (c)

Family Care Plans

Who is Required to have a Family Care Plan

- Pregnant soldiers
- Single soldiers with dependents
- Single soldier, divorced with dependents
- Soldier with special care spouse
- Dual-Military Couple with dependents

What is Required in the Family Care Plan

- DA Form 5305 Family Care Plan
- DA Form 5304 Family Care Plan Counseling Checklist
- DA Form 5841 Power of Attorney
- DA Form 5840 Certificate of Acceptance as guardian or escort
- DD Form 1172-2 Application for Identification Card/Defense Enrollment Eligibility Reporting System
- DD Form 2558 Authorization to Start, Stop, or Change an Allotment, for active or retired personnel, or other proof of financial support arrangements
- Letter of Instruction
- DA Form 7666 Parental Consent (if appropriate)

Suspense to have completed

- Active Army: 30 days
- ARNG and USAR Soldier: 60 days
- Pregnant Soldiers: not later than 90 days prior to 60 days before the expected date of child's birth

If you have a need for a Family Care Plan please reach out to the Soldier and Family Readiness Team at 866-986-4326

EMPLOYER SUPPORT OF THE GUARD AND RESERVE TIPS FOR GUARD AND RESERVE SERVICE MEMBERS

Many employment challenges can be avoided by being candid with your employer about your obligations as a member of one of the Reserve Components. Don't take your employer's support for granted!

Here are some tips on how to keep your supervisor informed:

Talk to Your Employer: Tell your employer about your military assignment and skills you have gained in the military. Many people hold military jobs that relate directly to their civilian careers.

Federal Law: Know your rights and responsibilities as outlined by Federal law in the Uniformed Services Employment and Reemployment Rights Act (USERRA). The law guarantees the right to take time off from work to meet your military responsibilities. If you, your supervisor and your personnel office are familiar with USERRA, potential misunderstandings can be minimized. ESGR is a free resource that can help you understand your rights and responsibilities under USERRA, and assist your employer with USERRA compliance.

Annual Training and Drill Schedules: Keep your supervisor informed about your Guard or Reserve duties. The earlier you provide your supervisor with drill schedules, annual training plans and any extra time-off requirements, the more smoothly things will go. Remember you must give your employer advance notice of any military service whenever possible; it is recommended that this be done in writing. Giving employers the maximum lead-time enables them to plan for your absence.

Non-Training Active Duty: Many Reserve Component members perform tours of active duty that are not for training. This can range from short active duty tours and support exercises to years of active duty. Under USERRA, prior notice of military duty must be given to your employer. Military duty in this category is generally subject to a cumulative 5-year time limit under USERRA. After being absent for five years you may no longer have reemployment rights with your employer.

Emergency/Contingency Duty: As a Reserve Component member, if you are activated involuntarily for war or a national emergency, your period of service will not count against the cumulative 5-year limit established under USERRA. In most cases, voluntary duty is also exempt from the 5-year limit if it is in direct support of a contingency operation.

Scheduling: If you miss work while performing military service, your employer is not obligated to reschedule you to make up the time lost. However, if employees who miss work for non-military reasons are afforded opportunities to make up the time lost, you must be treated in the same manner. Further, you cannot be required to find replacement workers for shifts you miss during the performance of military service.



EMPLOYER SUPPORT OF THE GUARD AND RESERVE TIPS FOR GUARD AND RESERVE SERVICE MEMBERS

Continued from page 1..

Vacation and Accrual: Federal law allows you the option to use earned vacation while performing military service, but you cannot be required to do so. The only case where you could be required to use your vacation would be if your company has a planned shutdown period when everyone must take vacation, and your military service coincides with that period of time. Your employer is not required to provide for vacation accrual while you are absent from work performing military service, unless accrual is permitted for employees on nonmilitary leave of absence of similar length and situation.

Pay: Although some private and many government employers provide full or partial civilian pay to employees absent on military duty, the law requires only an unpaid leave of absence be provided by the employer. Federal employees are entitled to time off at full pay for certain types of active or inactive duty in the Guard or Reserve. More information is available from the Office of Personnel Management site at www.OPM.gov.

Reward Your Supervisor: Show appreciation for supportive employers by nominating your supervisor for a Patriot Award. It's a free and easy way to say thanks. The Department of Defense will send your supervisor a personally prepared certificate of appreciation if you, the Guard or Reserve member, simply nominate them for the award. The certificate comes mounted in a folder, bearing a gold embossed Department of Defense seal. Take time to "brag" about your supervisor today! Visit www.ESGR.mil/PA to nominate your employer.

USERRA QUESTIONS?

Our customer service center is operational from 8am to 6pm Eastern Time, Monday through Friday, to provide answers to USERRA questions, or refer cases to a trained ombudsman.

Call our customer service center toll-free at 1-800-336-4590.
Questions may also be answered at www.ESGR.mil.

ESGR DEVELOPS AND PROMOTES A CULTURE IN
WHICH ALL AMERICAN EMPLOYERS

SUPPORT AND VALUE

THE MILITARY SERVICE OF THEIR EMPLOYEES.

WV STATE CONTACTS

BRIAN SHAW 304-695-8235
RITA MCCALLISTER 304-341-6262



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WWW.ESGR.MIL 1-800-336-4590
FACT SHEET 4 / ESGR-B126 / 12_2011



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GI Bill Manager/ ATCO

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Operations Assistant

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(304) 561-6306

Main Education Line: 304-561-6361

Education Email:

nq.wv.wvarng.list.j1-wveep@mail.mil

GI Bill: www.gibill.va.gov

Federal Tuition Assistance:

<https://www.armyignited.com/>

State Tuition Assistance:

<https://go.wv.gov/guardtuition>

Credentialing Assistance:

<https://www.cool.army.mil/> (to search certifications)

<https://www.armyignited.com/> (to apply)

JST retrieval: www.jst.doded.mil

CCAF retrieval:

<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

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West Virginia

United Ways of West Virginia

SOMETIMES YOU NEED MORE THAN AN INTERNET SEARCH. YOU NEED A CONVERSATION.

DIAL 2-1-1
VISIT WV211.ORG
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West Virginia

United Ways of West Virginia

FOOD	HEALTH Health Care Insurance Mental Health	HOUSING
SUBSTANCE ABUSE Opiate Helpline Alcohol & Drugs Counseling		FAMILY Child Care Support Programs Death & Burial
CRISIS	EDUCATION	BASIC NEEDS Transportation Financial Assistance Household Goods
TRANSITION Veterans Relocation New Services	AGING + DISABILITY Home Health Care Social Security Respite	JOBS Unemployment Career Counseling Vocational Rehab.





Veterans Table

FEEDING PROGRAM

West Virginia has a long history of service men and women who have bravely fought for our country. Despite their sacrifices, many of our veterans have to worry about putting food on the dinner table. Mountaineer Food Bank is dedicated to helping these veterans by providing monthly food boxes. These boxes ensure that veterans are provided with nourishing and nutritious food.

There are not any income guidelines required for the Veteran Table boxes, you just simply must be a West Virginia resident.



Veterans Table locations
Morgantown Charles Town
Clarksburg Beckley
Gassaway Parkersburg
Charles Town

**You may also visit: www.mountaineerfoodbank.org/veteranstable
to see our complete schedule.**

WVARNG RESOURCES

WVARNG Crisis Line

Available **24/7**
304-561-6640

Behavioral Health Coordinator Southern

Jo Anna Poindexter
Office: 304-561-6832
Cell 304-552-0615
jo.a.poindexter.ctr@army.mil

Behavioral Health Coordinator Central

Amy Thomas
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Behavioral Health Coordinator Northern

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Chaplain

MAJ Justin Elliott
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Resilience & Risk Reduction Coordinator (R3SP)

Robin Kincaid
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Risk Reduction Coordinator (RRC) Martha Tackett

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Cell: 304-389-6539
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Substance Abuse & Prevention Coordinator (PC)

Office: 304-561-6827

Suicide Prevention Program Coordinator (SPC)

Office: 304-561-6825

Social Worker

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Sexual Assault Prevention & Response

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State Equal Employment Manager

CPT Mackenzie Watson
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Personal Financial Counselor

Matthew Cahill (Wheeling)
304-989-4366
cahillm@magellanfederal.com

JFHQ DEERS/ID Cards

Office: 304-561-6822
Office: 304-341-6279

State Family Program Director Mr. Steve Queen

Office: 304-561-6480

Soldier & Family Readiness Program 24 Hr Emergency Line 866-986-4326

Lead Program Specialist

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TRICARE Representative

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Child and Youth Program

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Lisa Dixon (North)
Office: 304-791-4055
lisa.a.dixon22.nfg@army.mil

Child Development Center (CDC) Charleston/JFHQ

Office: 304-561-6468

JAG Office

Legal Assistance Office: 304-561-6619
Trial Defense Service: 813-545-2958

Red Cross

Ed Helphinstine
Cell: 740-503-0587
Emergency Hot Line: 877-272-7337
ed.helphinstine@redcross.org

Education Office

Office: 304-561-6361
<https://www.wv.ng.mil/Education/>

Retirement Service Officer

CW2 Kathryn Nesselrodt
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Retire Records

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Military Equal Opportunity NCO SSG

Nicole Spero
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NOTES