

# HANDBOOK

No. 10-02

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## Initial Entry Training

### Cadre Spouse Guide

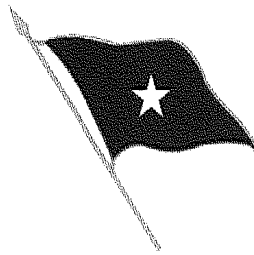
*Tactics, Techniques, and Procedures*



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# FOREWORD



## Foreword

As a spouse or Family member of Initial Entry Training (IET) cadre, we recognize and appreciate the commitment and sacrifices that you make every day. We are fully committed to providing you a quality of life that is commensurate with your service in a strong and supportive environment. This kind of partnership builds a relationship with our Army Families that enhances strength and resiliency. By developing, perfecting, and standardizing new or existing Family programs and services, we improve Family readiness.

There are numerous Army agencies and programs established to assist Families as they transition to their IET environment. Our goal is to provide you with helpful information on these programs, benefits, lessons learned, and resources. We want your transition into IET to be smooth.

This handbook will help you with some common situations faced by other cadre Families entering IET and help overcome some of the most challenging situations.

Your support is essential to the success of your cadre member which equates to hundreds of Soldiers being trained proficiently. The strength of our Soldiers is in direct correlation to the strength of their Family. Thanks for helping us everyday, and we trust that this booklet will be very helpful to you.

A handwritten signature in black ink, appearing to read 'Bradley W. May'.

BRADLEY W. MAY  
Brigadier General, U.S. Army  
Commanding



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The Secretary of the Army has determined that the publication of this periodical is necessary in the transaction of the public business as required by law of the Department.

Unless otherwise stated, whenever the masculine or feminine gender is used, both are intended.

**Note:** Any publications (other than CALL publications) referenced in this product, such as ARs, FMs, and TMs, must be obtained through your pinpoint distribution system.

# PURPOSE

This handbook is designed to help you as a new cadre spouse **member to become “Family Strong.”**

It provides basic knowledge about Initial Entry Training (IET), new responsibilities of your cadre member, and advice to prepare yourself better for the IET environment. Family readiness is when Families are prepared and equipped with the skills and tools to meet the challenges of military life successfully.

We also want to stress that IET is extremely important for our Army as it enables the generating force to man the field units. When you support your spouse, you help accomplish this important mission.

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# ARMY Family covenant

Our strong support to Families still exists in Initial Entry Training. Like any other unit, we give Families the highest priority.

## The Army Family Covenant

### **We recognize...**

...the commitment and increasing sacrifices that our Families are making every day.

...the strength of our Soldiers comes from the strength of their Families.



Chief of Staff of the Army  
General George W. Casey Jr.

### **We are committed...**

...to providing Soldiers and Families a Quality of Life that is commensurate with their service.

...to providing our Families a strong, supportive environment where they can thrive.

...to building a partnership with Army Families that enhances their strength and resilience.

We are committed to improving Family readiness by:

- **Standardizing and funding existing Family programs and services**
- **Increasing accessibility and quality of healthcare**
- **Improving Soldier and Family housing**
- **Ensuring excellence in schools, youth services, and child care**
- **Expanding education and employment opportunities for Family members**

# What is IET?

What is Initial Entry Training (IET)?

Your cadre spouse is involved in one of the following:

## Basic Combat Training

Basic Combat Training (BCT), transforms a civilian into a Soldier. It is a **significant time in a Soldier's life. BCT is meant to be rigorous and** challenging. During this time, individuals adapt to a new career and life for their Families. A typical BCT day entails early mornings, long days, late nights, and information overload. BCT is designed to give a **Soldier the experience and skills required in today's Army. We are** confident that as a Soldier progresses through training, he or she will grow in self-confidence, individual knowledge, and physical strength. Led by Drill Sergeants, Soldiers have leaders who are confident, strong, and never ask Soldiers to do anything they will not do themselves. Drill Sergeants and support personnel are with Soldiers from the time they arrive to the day they graduate. Soldiers are under constant supervision (mainly during the first few weeks of training - Red Phase), resulting in cadre having long days and working most weekends.

## Advanced Individual Training

Advanced Individual Training (AIT) follows BCT. AIT focuses on the job that Soldiers will be doing. As they learn their specific jobs, they continue to reinforce those skills learned in BCT. AIT courses vary in length from five weeks to over one year depending on Military Occupation Specialty (MOS). Although supervision varies more in AIT, cadre still work long days and many weekends.

## One Station Unit Training

One Station Unit Training (OSUT) combines BCT and AIT in the same unit and cadre. One Station Unit Training is organized for certain MOSs such as Infantry, MP, Engineer, and Armor. The transition from BCT to AIT is seamless, and graduations are celebrated at the end of OSUT. Again, hours are long and training is conducted on weekends.

# IET INSTALLATIONS



Initial Entry Training (IET) is conducted all over the United States. The map above depicts all installations with IET units on them. Realize that there are thousands of cadre spouses in IET - you are not alone.

Welcome to the large IET Army Family!

# Roles of IET Leaders

What are important IET roles?

## Cadre

Cadre are all military, permanent party members or civilian personnel that command, supervise, instruct, train, or directly support IET Soldiers. Some examples are:

- Executive Officers
- S1, S2, S3, S4, S6 and any assistants
- Supply Sergeant/Specialists
- Training NCO/Specialist/Technicians
- Human Resource Sergeant/Specialists
- Motor Vehicle Operator/Armorers
- Chaplain or EO Assistants
- Legal or Security Sergeants/Clerks
- Instructors

Cadre support the brigades, battalions, and companies in creating and maintaining a positive IET environment that assists with the transformation from civilian to Soldier. Cadre are responsible for the planning, resource management, teaching, and unit administration of various courses in IET. Cadre should still maintain their MOS and training proficiency.

## Commanders

Brigade - Provide guidance and mentoring on BCT/AIT/OSUT to an average of five subordinate battalions. Responsible for all aspects of training and leadership techniques of Soldiers to ensure they are prepared for war and peacetime operations.

Battalion - Provide guidance and mentoring to a battalion level staff and around five subordinate companies. Commander implements policies and standards of the performance, training, appearance, and conduct of enlisted personnel.

# Roles of IET Leaders

Company - Responsible for discipline, training standards, and morale of all Soldiers and cadre. Prioritizes unit resources including time, equipment, money, and facilities to accomplish assigned missions and necessary training of Soldiers.

## Command Sergeant Major (CSM)

The Command Sergeant Major advises and initiates recommendations to the commander and staff in matters pertaining to the local Non-Commissioned Officer (NCO) support channel.

## First Sergeant (1SG)

Serves as the principal NCO in the company. Trains and supervises Drill/Platoon Sergeants, responsible for professional development of the NCOs and enlisted Soldiers; represents the Executive Officer and Commander in their absence.

## Drill Sergeant (DS)

The Drill Sergeant in an Initial Entry Training environment is responsible for the welfare, training, and discipline of BCT Soldiers. Plans and conducts training in Warrior Tasks and Battle Drills, physical conditioning, react to man-to-man contact, individual and small unit tactics, first aid, inspections, and basic rifle marksmanship. Responsible for producing physically fit, disciplined, tactically and technically proficient Soldiers.

## AIT Platoon Sergeant (PSG)

Platoon Sergeants in an Advanced Individual Training environment are responsible for the welfare and discipline of AIT Soldiers. They plan and conduct the movement of Soldiers to and from learning locations, in addition to conducting tactical training in the evenings and weekends. Responsible for training Soldiers to be physically fit, disciplined, and MOS proficient. Although instructors teach much of the MOS material, AIT Platoon Sergeants must refine the teaching and help Soldiers learn.

# IET phases

IET is conducted in five Phases. BCT is Red, White, and Blue; AIT is Black and Gold; OSUT is all five combined. All phases are designed to develop each Soldier progressively, so they are ready to report to their first unit of assignment.

BASIC COMBAT TRAINING

## RED PHASE

**Red Phase.** This phase encompasses weeks 1 through 3 of IET and consists of an environment of total control, where active, involved, and positive leaders begin transforming volunteers into Soldiers through the Soldierization process. Training is focused on immersion in the Army's Values, traditions, and Warrior Ethos.

## WHITE PHASE

**White Phase.** This phase encompasses weeks 4 through 6 of IET and is centered on the development of basic combat skills, with special emphasis on weapon proficiency.

## BLUE PHASE

**Blue Phase.** This is the last phase of BCT and encompasses weeks 7 through 10 of IET. This phase concentrates on individual tactical training. Basic Combat Training Graduation is appropriate at this time, unless you are at an OSUT site.

AIT

## BLACK PHASE

**Black Phase.** This phase begins on the first training day of the first week of AIT or weeks 11 through 13 of OSUT. Reduced supervision by Drill Sergeants and Platoon Sergeants, reinforcement training on common skills, values, and traditions taught in BCT, and increased emphasis on MOS tasks characterize this phase.

## GOLD PHASE

**Gold Phase.** This phase begins the fourth week of AIT or weeks 14 through 20 of OSUT. Reinforcement training on common skills, training, and evaluation of MOS skills are in this phase.



## Valued time AND SCHEDULES

How will the IET environment affect my Family time?

IET cadre schedules are different in an IET environment than in any other environment. It helps to prepare yourself mentally, physically, emotionally, and spiritually for the challenges that may occur. These changes include:

- Average of 14 –16 hour days for most training days, with some over-night duty
- 6 to 6½ - day work week with occasional duties on Sunday
- Free time on Sundays may also be limited
- Charge of Quarters (CQ) / Staff Duty more often
- May not get holidays off (including Training Holidays)
- Plans may be changed at last minute
- May pick-up back to back cycles (few days between cycles)
- **Feeling as if you are the “Only Parent” or “All By Yourself”**
- **Feeling unimportant, as if only your spouse’s job matters**

With hours like these, try to have reasonable expectations and work to get the most out of any free time and days off.

The next few pages will give you an idea of a typical IET schedule for you and your Family. These times may vary by installation, unit, and phase of training.

**If the unit practices an “early or late person” schedule, your cadre spouse may possibly find a way to attend more Family events by altering or rotating their schedule with another cadre member.**

For example, by going to work early (early person), your cadre spouse could possibly attend a Family lunch or evening event. Reporting to work later (late person) could produce free time for a morning event with the Family.

## Company cadre Sample schedule

Red Phase or early Black Phase was used in this example because it normally encompasses the greatest time constraints for Drill Sergeants, AIT Platoon Sergeants, and many support cadre.

Keep in mind, this is only a sample. Drill Sergeant/ AIT Platoon Sergeant time schedules may be different based on the individual installation or the phase of training. As you can see, Family time is very limited.

Mon - Sat	(particularly during Red/early Black Phase)
0400	Wake-up
0530	Wake-up IET Soldiers
0550	First formation of the day
0600	PT session
0700	Breakfast
0730	Personal Hygiene
0800	Training
1200	Lunch
1230	Training
1700	Dinner
1730	Refresher/tactical training
2000	Prepare IET Soldiers for bedtime
2100	End of workday

You have about 1 hour with your spouse a day. If you have children the cadre member may not see them before their bedtime



# ARMY SPOUSE Sample schedule

**Today's Army spouses may hold an array of occupations.**

Responsibilities at work as well as home can affect how much time you have available to spend with your Family in the IET environment. Yellow highlights reflect time that could possibly be spent together.

Mon - Fri	(spouse working outside the home)
0600	Wake-up
0615	Wake-up child(ren), breakfast, etc.
0700	Take child(ren) to school
0800	Workday begins
1200	Lunch (possibly with child(ren))
1300	Work
1630	Workday ends
1700	Pickup child(ren) from after-school care
1800	Child(ren) activities/prepare dinner
1900	Dinner/Family time



## STAFF CADRE Sample schedule

The staff cadre of an IET unit plays a vital role in the support, training, and development of Soldiers. They are responsible for providing every level of Soldier support including food, supplies, education, legal, administrative, transportation, religious, and medical.

**Staff cadre's role will vary by IET installation, but their importance to the organization is never in question.** The dedication and support they provide to the Drill Sergeant, AIT Platoon Sergeant, instructors, and Soldiers is one of the toughest and most important jobs in the IET arena.

Mon - Fri	
0500	Wake-up (self and child(ren))
0520	Take child(ren) to childcare center
0600	PT
0700	Breakfast
0830	Work Call
1130	Lunch (possibly with child(ren))
1300	Work Call
1700	Work Call or possible night training
1715	Pick-up child(ren) from after-school care
1800	Child(ren) activities/prepare dinner
1900	Dinner/Family time

# CHILD(REN) Sample schedule

Childcare hours vary from each IET Installation. These hours can **cause conflict with the cadre or spouse's work schedule**

	Earliest Drop Off of Child	Latest Pick-Up of Child
Fort Jackson	0430	1830 (2100 authorized personnel)
Fort Benning	0530	1830
Fort Sill	0530	1830
Fort Knox	0530	1800
Fort Leonard Wood	0530	1730

If care is still needed after the specified times at each installation Child & Youth Services, parents can coordinate with Family Child Care (FCC) providers to accommodate work schedules.

Normally, if both parents are military or have similar schedules, the child(ren) may have to be placed in child care prior to going to school (and possibly after school), so parents can attend PT or early work call.

Child(ren) (with both parents working)	
0400	Wake-up
0500	Child Care Center/Early care
0700	Enroute to school (if school aged)
0730	Class begins
1130	Lunch (possibly with parent(s))
1430	School ends
1445	After-school programs
1700	Pickup child(ren) from after-school care
1800	Child(ren) activities/prepare dinner
1900	Dinner/Family time

# Religious support

Most IET installations are fairly large and offer a wide diversity of religious services and programs with many different religious services. Plunge into your spirituality and get to know folks.

## Services available on most installations

- Protestant
- Catholic
- Lutheran
- Episcopalian
- Islamic
- Jewish
- Church of Christ
- Latter Day Saints



## Chapel programs available at most IET installations

- Women of the Chapel groups—a place for women to enjoy fellowship luncheons, hear speakers, and experience bible studies, seminars, and spiritual retreats.
- Men of the Chapel groups—an opportunity for men to gather for fellowship, conduct outreach projects, bible studies, prayer breakfasts, and spiritual retreats.
- Chapel Youth groups—a time for Christian youth to gather, build relationships, participate in bible studies, and attend special youth retreats and programs.
- Sunday School —an opportunity for people of all ages to attend regular classes on various religious topics, doctrines, and spiritual interests.
- Vacation Bible School—an opportunity for children of all ages to gather and learn about God in a fun, exciting, and safe environment.
- Family Life Center—professionally trained Pastoral counselors provide immediate help for individuals, couples, and Families experiencing problems, stress, or crises.

# Religious support

How may my Family and I get involved spiritually while at our IET assignment?

Despite the many challenges of an IET assignment, Families may still continue to practice their faith. Do not allow long weekend hours or being tired from a long week hinder your spiritual growth. Work to preserve your normal worship routine. If your cadre spouse has to work on Sunday or any other day of your religious event, consider attending service on post where the unit goes. Most services are open to cadre Families, and IET tends to worship on Sunday regardless of religion. You can attend together depending on the cycle time.

Your cadre spouse may be able to rotate off for a few hours to attend a service or go to an evening service if the morning is unavailable. There will be days that you cannot worship together. Take your children and go with them. Forfeiting your religious and spiritual growth will likely lead to dissatisfaction and discontent. Be creative in how you maintain spiritual development. If not careful, two or more years may pass by in a spiritual void. Spiritual involvement can only compliment the IET experience.



# education

## **How will the transition to IET affect my child's education?**

### Transition Tips

Moving is nothing new to the Army and will lead to your children attending a new school. The long hours already discussed in earlier sections will cause some school activities to default to you.



Remember that your cadre member can get off to go to guidance counselor appointments, teacher conferences, and other school activities. These have to be worked with the unit chain of command. No commander worth his or her salt will expect cadre **to ignore their children's educational commitment for two or so years.**

You can help your children by:

Allowing them to express feelings (even negative) about the transition. Encourage comments or suggest drawing or journaling about the new transition.

Establishing regular routines and schedules for meals, study time, bedtime, and play time which can help the transition run more smoothly.

If possible, hand carry your child's vital records such as birth certificates and shot records to ensure a smooth school enrollment for your child.



# education

Noticing new behavior patterns in your **children's play can alert you to how they** are feeling. Are they stressed or anxious over the change in school or longer time in child care?

Some signs of stress might be:

- Crying
- Daydreaming
- Irritability
- Discouragement
- Anxiety
- Disobeying the rules
- Clinging
- Anger
- Exaggerated dependence

Extreme changes in any normal behaviors such as sleep patterns, eating, health complaints, disinterest in school work, play, Family interactions, and depression can be stress signals.

If any of these symptoms persist and/or cause your children problems, you may need to seek professional help in the community. Your child's pediatrician should be contacted to rule-out any medical problems. You also might contact your children's teachers, the school nurse, or the school counselor to give you information about school support and/or agencies which might assist your Family.

Although your cadre member time may be limited in the IET environment, encourage them to attend your child's special events.



# education

## School Counseling Services:

- Parent Consultations
- Individual Counseling by request during school hours
- Student Deployment-Away Groups
- Small Group Counseling on various topics
- Guidance classes focusing on age appropriate social, personal, and academic development skills



School Liaison Offices are available at each installation. They provide needed information on schools available on and off-post. As with any move, be alert for special school programs or magnet programs in the surrounding school districts. Contact the school liaisons listed below to help ensure that your child(ren) is placed in the best possible educational program for them upon arrival.

## School Liaison Services

- Fort Leonard Wood - [http://www.fortleonardwoodmwr.com/school\\_liaison.htm](http://www.fortleonardwoodmwr.com/school_liaison.htm)
- Fort Knox - <http://www.knoxmwr.com/CYSbrServices/SchoolLiaisonServices/tabid/88/Default.aspx>
- Fort Benning - <http://www.benningmwr.com/cyss-schoolliaison.php>
- Fort Jackson - [http://fortjacksonmwr.com/school\\_liaison/](http://fortjacksonmwr.com/school_liaison/)
- Fort Sill - <http://www.sillmwr.com/slo.html>





## SPOUSE EDUCATION AND employment

How do I use my extra time in the IET environment to my advantage? Time as an IET spouse can provide an excellent opportunity to further your personal education. However, consider education and employment carefully before launching into them during an IET assignment. Your commitments in childcare and the time your cadre spouse is away from the house, may make both of these options difficult. If you can do them without Family stress added, great!

You and your Family members have great military educational benefits. Go to the links below for more scholarship information.

Spouse Scholarship [http://www.nmfa.org/site/PageServer?pagename=Spouse\\_Scholarship](http://www.nmfa.org/site/PageServer?pagename=Spouse_Scholarship)

AER Scholarship [http://www.aerhq.org/education\\_spouseeducation\\_StateSide.asp](http://www.aerhq.org/education_spouseeducation_StateSide.asp)

Military.com <http://www.military.com/education-home/>

New GI Bill <http://www.gibill.va.gov>

In an IET environment you may work outside of the home in competitive jobs. It can be a hassle to worry about what jobs will be available at your next duty location. The Spouse Preference **Program provides priority in government hiring for spouse's** relocating to accompany their military sponsor on a Permanent Change of Station (PCS) move to an IET environment. More Spouse Preference Program information can be found at: <https://ncweb.ria.army.mil/recruitment/MilitarySpouse.asp>

If you are not interested in a full or part time job, volunteerism is a great opportunity to learn new skills or enhance existing skills. While volunteering, you will gain experience in the workforce and contribute to the community. Check with your local Army Community Service (ACS) for a volunteer listing. Some activities include providing daycare to children, tutoring, job training, speaking in public, and writing newsletters.

## Family activities

Since free time is limited in the IET environment, what should I do when we are off? On an IET installation, there are cycle breaks and Holiday Block Leave.

Cycle Breaks are normally given after a BCT/AIT/OSUT graduation and can range from two to ten days. Make the most of this quality time even though there will be some unit responsibilities.

You know what your Family likes to do—go and have some fun. You will need this time to recharge your batteries. The training unit will be there when you get back, so get away from the job and enjoy your Family. Training and Doctrine Command (TRADOC) works a Holiday Block Leave period around Christmas and New Years. The exact dates vary from installation to installation and year to year. This period actually stops training courses, enabling a break for almost all cadre. Use this holiday period to your advantage. This is usually the best time for Family trips.

Even though you may be tired from the long week, do something fun. Local recreational opportunities at low cost for you and your Family may include:

Movie Theatre	Hikes/Walks	Picnics
Shopping Centers	Swimming Pool	Riding Bikes
Family Retreats	Museums	Bowling

You can get ideas on the best vacation, hotel, and event ticket prices from your local travel office or the below websites:

Fort Knox - <http://www.knoxmwr.com/centerRecreationbrLeisurecenter/tabid/58/Default.aspx>

Fort Sill – <http://www.sillmwr.com/#>

Fort Jackson – <http://www.jackson.army.mil>

Fort Leonard Wood – <http://www.fortleonardwoodmwr.com/>

Fort Benning - <http://www.benningmwr.com/dir-recreation.php>

# Dual military

What are some good tips for dual military couples in an IET environment?

The balance between marriage and military can be stressful. Both service members may be in difficult IET assignments. You know what each other are going through so develop a schedule **that will balance your lives. The couple's command** environments are also factors in how stressful or managed your time will be. There must be organization when both parents are in the military, especially when children are involved.

## Helpful Tips

- Communication is very important
- Always have an approved Family Care Plan ready
- Make financial plans for all extra child-related expenses
- Make a dinner menu for the week, that will alleviate time deciding what to serve or prepare (thawing meat, etc.)
- Iron and lay out clothes for the week, this preparation will save some time in the weekday mornings
- Give children chores and responsibilities to lighten the load
- Make time for each other as a couple
  - ⇒ Go out on dates
  - ⇒ Put kids to bed a little early
  - ⇒ Create and appreciate quality time



## Reserve AND national guard

What if I am a Reserve or National Guard spouse in IET? If you are mobilized full-time and assigned at an IET installation, thank you for your sacrifice. You are going through a transition not only to a new IET assignment but adapting to full-time Army service, often away from your home.

The bulk of this handbook applies to you. Material on regular Army services may be beneficial to you as most military privileges are available to you now. Check out these websites for more information:

Army National Guard Family Resources [www.guardfamily.org](http://www.guardfamily.org)

Army Reserve Family Programs [www.arfp.org](http://www.arfp.org)



Please see some of the websites at the end of the book to answer questions on TRICARE, ACS help, or normal installation life. Know that our training units rely heavily on Reserve and National Guard organizations to continue their important training missions in this time of war. Thanks for the support of your cadre in their important IET position.

The Reserve Component Liaison NCOs at each Army Training Center may be of help:

Fort Jackson Website [www.jackson.army.mil/RCL/index.htm](http://www.jackson.army.mil/RCL/index.htm)

Fort Benning Website [www.infantry.army.mil/RCL/index.htm](http://www.infantry.army.mil/RCL/index.htm)

Fort Sill Website [http://sill-www.army.mil/Post/Reup/Installation\\_Retention\\_Office.htm#top](http://sill-www.army.mil/Post/Reup/Installation_Retention_Office.htm#top)

Fort Knox Website <http://www.knox.army.mil/center/reserve/index.htm>

Fort Leonard Wood Website [http://www.wood.army.mil/wood\\_cms/documents/FLW\\_TD\\_08.pdf](http://www.wood.army.mil/wood_cms/documents/FLW_TD_08.pdf)

## Family Readiness Group (FRG)

Are there FRGs in IET? Yes there are!! FRGs are primarily at the IET Battalion level and normally consist of permanent party personnel, although some AIT units may involve their new Soldier spouses. It is also a way for you to get to know other seasoned spouses in the unit and learn from them. Spouses can also get together for a good time or stress relief. Normally, unit FRGs are smaller because IET units are smaller.

- Family Readiness Group (FRG) - **This is a commander's** program that plays a vital role in enhancing the flow of communication between commands and Families during deployments and peacetime.



- virtual Family Readiness Group (vFRG) - This is a secure website that offers a more convenient way to keep Families informed with what is going on in their unit. You can go to this website <https://www.armyfrg.org> to see if your unit has a website up and running. Your unit has to give you access to it.

\*\*For more information about FRG, contact or visit your unit representatives.

# Family Readiness Group

What are some helpful topics to discuss with your IET FRG Leaders?

- Schedule FRG events during training day or early evening to allow Families opportunity to spend time with DS / AITPSG
- Recognize FRG personnel / volunteers with awards in different venues
- Be happy with those involved (will be fewer than what you desire)
- Know how to raise money so you can do activities
- Must have contact info for communications. Publish a newsletter quarterly
- Schedule Brigade / Battalion retreats or workshops
- **Plan special events (Formals, “Off-the-Trail” Ceremonies, Holiday events, school sponsorship)**
- Encourage meals with spouses at DFAC
- Send Birthday / Anniversary cards
- Give Welcome brochures / booklets
- Virtual Family Readiness Group (vFRG) [www.armyfrg.org](http://www.armyfrg.org) (make sure your FRG is registered)
- Encourage unit websites

# Responsibility shift

What can we do to help your Family adjust to the stresses of an IET assignment? Normal routines are established in every household. Changes within the routine can lead to confusion or **stress in one's life. You may face new responsibilities or challenges** because the cadre member is extremely busy at work. Here are some ways to help your Family adjust to your IET assignment:



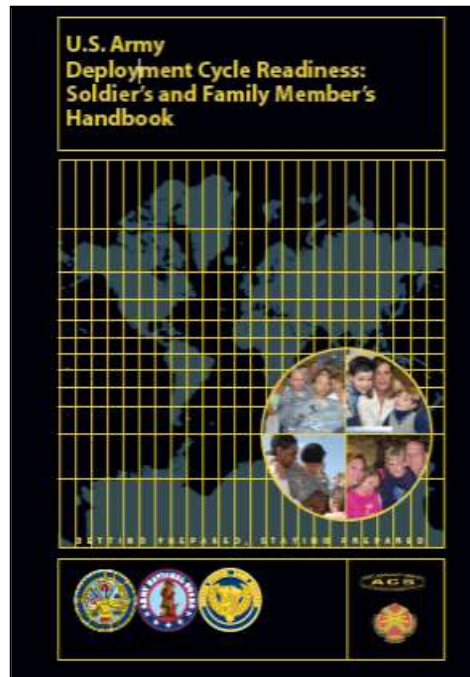
- Kids
  - ⇒ Encourage children to ask questions and find answers
  - ⇒ Be open to your child's feelings about the IET relocation
  - ⇒ Attend activities as much as possible such as recitals, plays, or sport competitions
- Chores
  - ⇒ **Learn each others' chores (this will alleviate confusion)**
  - ⇒ Prioritize (more or less can be added to your workload, realize that everything cannot be done in one day)
  - ⇒ Give children responsibilities such as washing dishes, cleaning rooms, or sorting their own laundry
- Money Matters
  - ⇒ Keep spouse informed of all financial matters
  - ⇒ Stick to your budget
  - ⇒ **Learn each others' financial responsibilities** (this will keep both spouse and Soldier in the loop of what is going on and how to pay bills when the other is absent)
  - ⇒ Have a stash of cash or account for emergencies



# Responsibility shift

How can you stay connected in the IET environment?

- **Learning about your cadre spouse's job and responsibilities** in the IET environment can help you understand their daily challenges.
- There are similarities between IETs extended hours and being deployed. You should be prepared for added responsibilities while your spouse is at work. Useful Family information can be **found in the Soldier's and Family Member's Handbook** at <http://www.carlisle.army.mil/usawc/dclm/OPREADY%20DCS%20HANDBOOK1.pdf>





# Transition tips

What type of transition tips are there for a Family going to an IET assignment? Since your cadre spouse may have a hectic schedule in this IET assignment, you may inherit some new responsibilities. Prior to your arrival, research your new **IET installation's website for a head start on your move.** Here are more helpful tips.

## Legal Issues

- Know where Power of Attorneys (POA) are and keep them up to date and readily available for any situations
- Know the difference between general and specific POA
- Ask organizations what they will accept (general / specific)
- Know specifics about Wills and where they are kept
- **Know specifics of Servicemember's Group Life Insurance (SGLI)** and where it is located
- Be aware of tax laws (vehicle) in your area
- Consider having both names on checking accounts or establishing a separate joint account

## New Parents

- Being a new parent brings added challenges to your assignment
  - ⇒ **Understand your spouse's job responsibilities and duty hours**
  - ⇒ Make life adjustments before birth
  - ⇒ Be organized
  - ⇒ Take parenting classes (free through ACS)
  - ⇒ Bring a close Family member to live with you to help out with the household
  - ⇒ Find another new mother / father with whom you can talk to
  - ⇒ Take part in programs that are offered (support groups, social worker visits)
  - ⇒ **Know the Army's paternity leave policy**

Transportation: Do not confine yourself to your home if there is only one vehicle in the Family. If possible, use public transportation (varies by installation) or drive your cadre spouse to work.

# Mental health

How should I react to stress? **Be aware of your Soldier's** growing stress level upon returning from a deployment or when immediately reporting to an IET assignment. Stress can also be caused by a normally long duty day in the IET environment.

Family Advocacy Program (FAP) offers many prevention programs that assist with problems Families may face. We encourage Families and cadre members to value and take advantage of the offered programs. These programs are free and voluntary (unless command referred)

- Stress Management
- Anger Management
- Parenting Classes
- New Parent Support

Hospitals offer therapy programs

- Intervention Program
- Marriage Counseling
- Anger Management
- Community Mental Health Services (CMHS)
- Social Services Work Programs
  - Smoking
  - Drugs
  - Alcohol

Drill Sergeant /AIT Platoon Sergeant (DSAPSG) Resilience Program is designed to give them time for spiritual, professional, and personal wellness. Offers DSAPSG and their spouses a 10-day program that will enhance their wellness by offering classes for Soldiers and their Families.

Unit Chaplains can help with marriage counseling and individual problems. They can help with your issue or refer you into the medical system. Take advantage of unit or Family retreats and workshops to help strengthen your relationship.

# Stress relief

What can I do when I begin to feel overwhelmed in the IET environment?

When you feel yourself getting worked up: STOP! Take slow, deep breaths to calm yourself down. Here are some more practice tips to keep stress levels down.

## Stress tips

- Feel good about yourself

If you want to bring down your level of stress in a matter of minutes, these techniques will help you. Use them as needed to feel better quickly; practice them regularly over time and gain even greater benefits.

- Deep breathing from the abdomen
- Prayer / Meditation
- Use humor and laugh
- Progressive muscular relaxation
- Listening to light music
- Practicing yoga
- Aerobic exercises
- Creative visualization

- Take care of your body

When we're stressed, we don't always take care of our bodies, which can lead to even more stress. Here are some important ways to take care of yourself and keep stress levels lower.

- Eat balanced meals ([www.mypyramid.gov](http://www.mypyramid.gov))
- Have six to eight hours of regular sleep
- Exercise regularly
- Develop a hobby
- Develop the right attitude by always thinking positively
- Stay well-hydrated



## agency support

What agencies are available for our support at an IET assignment? There are different programs spouses can take advantage of or take part in. Like other Army assignments, here are some programs with a brief description of their purpose that may help you in your IET assignment.



- Army Community Service (ACS) - To assist Soldiers and Families in an IET environment to maintain readiness by coordinating and delivering comprehensive and responsive services that promote self-reliance, resiliency, and stability. You can visit [www.myarmyonesource.com](http://www.myarmyonesource.com) for more information.
- Army Family Team Building—One program that can assist Families in coping with Army life in the IET environment is Army Family Team Building (AFTB). AFTB provides training for a way of life that prepares everyone in America's Army to function at his or her highest level, in any situation, with minimal outside support. The training improves personal and Family preparedness, which enhances overall Army readiness.

Strong Families are the pillar of support behind strong Soldiers. It is AFTB's mission to educate and train all of the Army in knowledge, skills, and behaviors designed to prepare our Army Families in IET to move successfully through their IET tour.

\*\*For more information about what AFTB visit

[http://www.myarmyonesource.com/  
FamilyProgramsandServices/FamilyPrograms/  
ArmyFamilyTeamBuilding/default.aspx](http://www.myarmyonesource.com/FamilyProgramsandServices/FamilyPrograms/ArmyFamilyTeamBuilding/default.aspx)

## agency support

- Family Morale, Welfare, and Recreation (FMWR)—offers many activities monthly for Soldiers, Families, and the community. Serves the needs, interests, and responsibilities of each individual including those in IET with support and leisure services designed to enhance the quality of their lives for as long as they are associated with the Army, no matter where they are. FMWR pledges to meet the needs of Families in IET -- active, Reserve, and Guard Soldiers, civilian employees, retirees, all respective Family members, and other eligible participants.



[www.myarmyonesource.com](http://www.myarmyonesource.com) serves as the website of choice for Army Families. It is sponsored by the Family and Morale, Welfare and Recreation Command (FMWRC) Family Programs Directorate whose mission is to maintain the readiness of individuals, Families and communities including those in IET by developing, coordinating, and delivering services which promote resiliency and stability during their tour.

- Debt Management— Some IET cadre find themselves in financial hardship. Some come out of theater or from overseas with various incentive pays and must adjust to CONUS / IET living. Classes are offered through the Financial Readiness Program under ACS as well as AER loans. Some things to keep in mind about finances: watch spending, make a budget, take advantage of counseling programs, and try saving special duty pay.
- Medical / Dental— Healthcare facilities are structured to support IET Soldiers on the large IET posts who require care. Expect IET Soldiers to be prioritized when visiting these facilities.

## Child, youth, and school services (CYS)

How can CYS assist my Family during an IET assignment ?

Child, Youth & School Services recognizes the challenges of our Soldiers and their Families in an IET environment. CYS offers quality programs for children, youth, and students, and supports the *Army Family Covenant* by reducing the conflict between mission readiness and parental responsibility. It is important for Families to stay involved with **children's activities. Make time to keep your children active in the sports and activities their CYS offers.**



Soldiers may be called to work sooner than expected so plan ahead about child care services. If possible, contact your **installation's CYS at the following websites prior to your arrival** for appointment and enrollment guidance.

Fort Benning -<http://www.benningmwr.com/cyss.php>

Fort Leonard Wood -<http://www.fortleonardwoodmwr.com/childcra.htm>

Fort Jackson -<http://fortjacksonmwr.com/CysYouthEd/index.html>

Fort Knox -<http://www.knoxmwr.com/centerCYSbrServicescenter/tabid/56/Default.aspx>

Fort Sill -<http://www.sillmwr.com/cys.html>



## Child, youth, AND school services (CYS)

What activities are available to my child?



There are different sports offered throughout the year for children. Listed below is an example of what sports are offered during each season (check with your local CYS for accurate listing). Unit cadre/spouse, FRGs, and neighbors can all help with information about what is going on in your new area.

Fall	Flag Football, Soccer, Cross Country, Cheerleading, Volleyball
Winter	Basketball, Cheerleading
Spring	Soccer, Coach Pitch, T-Ball, Baseball, Track
Summer	Summer Camp, Basketball, Swimming, Football, Tennis, Soccer, Start Smart Golf, Start Smart Baseball, Start Smart Soccer





# Army training centers

Where are the five major Army Training Centers?

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

The largest and most active IET Center in the U.S. Army. Located within the city of Columbia, S.C., Fort Jackson encompasses 52,000 acres and 53 ranges and field training sites to train and prepare Soldiers to take their place in the Army of a nation at war. Fort Jackson also supports a number of other training missions to include the United States Army Soldier Support Institute, Drill Sergeant School, the United States Army Chaplain Center and School, the Defense Academy for Credibility Assessment, and two AIT schools.

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

More than 108,000 Soldiers train annually in one of the 61 courses conducted seven days a week, 50 weeks out of the year on Fort Benning. Every American who joins the Army as an elite Infantryman does initial training on Fort Benning. Last year alone more than 25,000 new Infantrymen trained here in skills and competencies required to succeed in combat. As they enter our gates as **civilians, they graduate as some of the Nation's most lethal, new warriors.**

Fort Sill Website <http://sill-www.army.mil>

The United States Army Field Artillery Center and Fort Sill will train Soldiers, Marines, and develop Field Artillery leaders; design and develop fire support for the force; support unit training and readiness; mobilize and deploy operating forces; and maintain installation infrastructure and services.

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

The Armor Center and School is the largest organization on Fort Knox and performs the mission of training all armor Soldiers and Marines. The Army Recruiting Command headquarters conducts the mission of bringing men and women into the U.S. Army.

Fort Leonard Wood Website [www.wood.army.mil](http://www.wood.army.mil)

Home of the Maneuver Support Center (MANSCEN) which includes the U.S. Army Chemical, Biological, Radiological and Nuclear, Engineer, and Military Police schools, a gender-integrated Basic Training Brigade, and one of the five reception stations in the Army for newly accessed Soldiers.

**Here is a helpful tool for new IET Soldier's Families**

established by the Directorate of Basic Combat Training, Fort Jackson. This website provides insight on what new IET Soldiers and Families experience.

<http://www.jackson.army.mil/units/handbook/index.html>



# Information websites

## JET Mandatory Courses

PCC, CCFSC, AITPSGC, CTC, SCTC, ISCTC <http://www.bct.army.mil/vu.aspx>

## Benefits

My benefits <http://myarmybenefits.us.army.mil>

Defense Manpower Data Center (ID Card Site Locator) [www.dmdc.osd.mil/rsi/](http://www.dmdc.osd.mil/rsi/)

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

Army Emergency Relief (AER) [www.aerhq.org](http://www.aerhq.org)

American Red Cross [www.redcross.org/](http://www.redcross.org/)

CYS System <http://www.armymwr.com/portal/Family/childand youth/cys-services.asp>

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

Armed Services YMCA [www.asymca.org](http://www.asymca.org)

## Components

Army National Guard [www.arng.army.mil](http://www.arng.army.mil)

Army Reserve Family Programs [www.arfp.org](http://www.arfp.org)

## Informative

AER Scholarship [http://www.aerhq.org/education\\_spouseeducation\\_StateSide.asp](http://www.aerhq.org/education_spouseeducation_StateSide.asp)

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

Association of the United States Army [www.ausa.org/webpub/DeptHome.nsf/byid/DeptHome.nsfhome](http://www.ausa.org/webpub/DeptHome.nsf/byid/DeptHome.nsfhome)

Gifts to the Army <http://giftstoarmy.army.mil/>

Army Future Soldiers Training Program [www.FutureSoldiers.com](http://www.FutureSoldiers.com)

Army Human Resources Command [www.hrc.army.mil](http://www.hrc.army.mil)

Army Knowledge Online [www.us.army.mil](http://www.us.army.mil)

Army Morale, Welfare, and Recreation [www.armymwr.com](http://www.armymwr.com)

Army One Source [www.armyonesource.com](http://www.armyonesource.com)

Virtual Re-integration Website <http://www.per.hqusareur.army.mil>

Department of Defense (DoD) [www.defenselink.mil](http://www.defenselink.mil)

Military Home Front [www.militaryhomefront.dod.mil](http://www.militaryhomefront.dod.mil)

Nutrition facts [www.mypyramid.gov](http://www.mypyramid.gov)

Specialized Training of Military Parents (STOMP) [www.stompproject.org](http://www.stompproject.org)

## FRG

virtual Family Readiness Group <https://www.armyfrg.org>

## Medical/Dental

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

TRICARE Dental United Concordia Dental [www.ucci.com](http://www.ucci.com)

## Spouse Sites

Military Spouse Job Search <http://www.militaryspousejobsearch.org/msjs/app/>

Military Spouse <http://www.milspouse.org/>

Spouse Scholarship [http://www.nmfa.org/site/PageServer?pagename=Spouse\\_Scholarship](http://www.nmfa.org/site/PageServer?pagename=Spouse_Scholarship)

Spouse Preference Program <https://ncweb.ria.army.mil/recruitment/MilitarySpouse.asp>

## Pay

My Pay <https://mypay.dfas.mil>

## Youth

Military Teens on the Move (MTOM) [www.dod.mil/mtom/](http://www.dod.mil/mtom/)

Military Child Education Coalition [www.militarychild.org](http://www.militarychild.org)

# IET-SPECIFIC ACRONYMS

AIT-Advanced Individual Training (Training given to enlisted personnel, after completion of BCT, to qualify for the award of a MOS).

BCT-Basic Combat Training (Training in basic military subjects and fundamentals of basic combat skills, to all newly enlisted Active/Reserve personnel without prior service).

CCFSC-Company Commander/First Sergeant Course (A mandatory course for all Company Commanders and First Sergeants prior to assuming their IET duties).

CTC-Cadre Training Course (A mandatory course for all company officers, first sergeants, brigade, and battalion staff to familiarize them with the IET environment, organization, policies and procedures, leadership, training, evaluation, performance, and management).

DCG-IMT-Deputy Commanding General-Initial Military Training (establishes policies for the conduct of IMT; manages and assesses the IMT program).

DS-Drill Sergeant (An NCO that has successfully completed the prescribed instruction in **a U.S. Army Drill Sergeant School, been awarded the "X" Skill Qualification Identifier, and** is qualified to train and supervise IET Soldiers).

IET-Initial Entry Training (Training presented to new enlistees with no prior military service. Includes BCT, OSUT, and AIT).

IMT-Initial Military Training (Term that encompasses all initial Army training including enlisted, warrant officer, and officer).

ISCTC-Installation Staff Contractors Training Course (A mandatory course for all installation staff that come into daily or frequent contact with IET Soldiers not attending PCC, CTC, SCTC, or CCFSC).

ITR-Individual Training Record (Records the training/standards achieved by the Soldier).

MOS-Military Occupational Specialty (An IET Soldier is considered MOS qualified upon successful completion of all BCT and AIT/OSUT requirements).

MRD-Mandatory Release Date (A predetermined release date that is part of the Reserve Component enlistment contract; established at the home station to allow students and seasonal employees to enter and complete BCT during IET).

OSUT-One-Station Unit Training (IET conducted at one location, in one unit, under the same cadre, with a Program of Instruction tailored to a specific MOS).

SCTC-Support Cadre Training Course (A mandatory course for all cadre not attending CTC, CCFSC, ISCTC, or PCC including primary instructors (military and civilian)).

TRADOC PCC-Training and Doctrine Command Pre-command Course (A mandatory course for all Brigade/Battalion Commanders and Command Sergeant Majors prior to assuming their IET duties).

WTBD-Warrior Tasks and Battle Drills (Skills taught in BCT and the BCT portion of OSUT to train Soldiers how to survive in combat).





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USAIOP is responsible for developing and documenting all IO requirements for doctrine, organization, training, materiel, leadership and education, personnel, and facilities; managing the eight personnel lifecycles for officers in the IO functional area; and coordinating and teaching the qualification course for information operations officers. Find USAIOP at <<http://usacac.army.mil/CAC/usaio.asp>>.

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