

# Fort Campbell



**“RENDEZVOUS WITH DESTINY”**

## **DEPLOYMENT HANDBOOK**

**Mobilization, Deployment and Stability Support Operations  
Fort Campbell, Kentucky**

**2022 April 29**

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## **EMERGENCY INFORMATION**

Soldier's Full Name	
Soldier's Rank:	
Soldier's Social Security Number:	
Soldier's Date of Birth:	
Soldier's Place of Birth:	
Soldier's Unit Name:	
Unit Phone:	
Immediate Supervisor:	
Company Commander:	
Rear Detachment Commander:	
Rear Detachment Commander's Phone	
Rear Detachment Commander's email:	
Soldier and FRG Leader:	
Soldier and FRG Leader's Phone:	
Soldier and FRG Leader's E-mail:	
Soldier and FRG Point of Contact (POC):	
Soldier and FRG POC Phone:	
Soldier and FRG POC email:	
Rear Detachment Chaplain & Phone:	
Battalion Staff Duty Phone:	
Soldier's Mailing Address:	
My Command Family Readiness Representative's Name:	
My Commander Family Readiness Representative Assistant's Phone Number:	

My ARMY ONE SOURCE: 1-800-342-9647 / [www.myarmyonesource.com](http://www.myarmyonesource.com)

***Please remember these numbers are confidential and should not be used for solicitations or mailing lists of any kind.***

# QUICK REFERENCE PHONE NUMBERS

Post Office (Ft. Campbell)	(270)-439-4114
Public Affairs Office	(270)-798-3025
Chaplain	(270)-798-6124 / (CARE)
FTCKY Garrison	(270)-798-9923 / 9903
1 <sup>st</sup> Brigade Combat Team	(270) -798-6019
2 <sup>nd</sup> Brigade Combat Team	(270)-412-3539
3 <sup>rd</sup> Brigade Combat Team	(270)-798-6018
101 <sup>st</sup> Sustainment Brigade	(270)-798-2356
101 <sup>st</sup> Combat Aviation Brigade	(270)-412-0167
101 <sup>st</sup> DIVARTY	(270)-798-1979
HHB 101 <sup>ST</sup> Division	(270)-798-5029
5 <sup>th</sup> Special Forces Group (Airborne)	(270)-798-5836
160 <sup>th</sup> Special Operations Aviation Regiment	(270)-798-1301/1605
52 <sup>nd</sup> Ordinance Group (EOD)	(270)-798-7173
Soldier Recovery Unit	(270)-412-6540
<b>INSTALLATION AGENCIES:</b>	
Army Community Service	(270)-798-9322
Army Community Service 24/7 Help Line	1-866-252-9319
Family Advocacy Prevention/Education	(270)-412-5500
Family Advocacy Treatment	(270)-798-8601
To Report Child/Spouse Abuse	(270)-798-8601
Mobilization Deployment Program (ACS)	(270)-798-3849/(270)-412-3195
MWR Info	(270)-798-7535
Army Emergency Relief (Financial Readiness)	(270)-798-5518
I.D. Card / DEERS	(270)-798-2424
American Red Cross (office phone) / (after hours)	(270)-798-2171/ 1-877-272-7337
My Army One Source	1-800-342-9647
Legal Assistance Office	(270)-798-4432
Replacement Detachment	(270)-798-2813 / 2817
Armed Services YMCA / Backdoor Boutique	(270)-798-7422/956-1566
Soldier Recovery Unit (SRU)	(270)-412-6004
Army Lodging (Guest House) IHG	(270)- 439-2229
<b>HOSPITAL &amp; INSTALLATION SERVICES:</b>	
Blanchfield Army Community Hospital Operator	(270)-798-8400
Emergency Room	(270)-798-8000
TRICARE	1-800-444-5445
BACH Appointment Line/Cancellations	(931)-431-4677
BACH Appointment Line Toll Free	1-866-524-4677
KY Dept for Community Based Services (KDCBS)	1-800-372-2973
Fisher House	(270)-798-8330
Narcotics Anonymous (TN)	1-888-476-2482

<b>Police and Emergency Support</b>	<b>Contact information</b>
Fort Campbell MPs	(270)-798-7113/6774
Clarksville Police	(931)-648-0656
Hopkinsville Police	(270)-890-1500
Oak Grove Police	(270)-439-4602
Rape & Sexual Abuse (TN) Hotline	1-800-879-1999
Rape & Sexual Abuse (KY)	1-800-375-7273
Safe House (Clarksville)	(931)-552-6900
Sanctuary (Hopkinsville)	(270)-885-4572 / 1-800-766-0000
Urban Ministries (TN).	(931)-648-9090
Women Infant & Children (WIC) (Oak Grove, Ky.)	(270)-640-6022
Women Infant & Children (WIC) (TN)	(931)-551-8777
Christian County Health Dept. (KY)	(270)-887-4160
Animal Control	(270)-798-3614/4844
Veterinary Clinic (Ft. Campbell)	(270)-798-3614
Adult Behavioral Health	(270)-461-0637/798-4269
Alcoholics Anonymous (TN)	(931)-647-0225
Chaplain (CARE) Line	(270)-798-2273
Child & Family Behavioral Health Services	(270)-798-8437
Dept. for Children's Services (Clarksville)	(931)-503-3200



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<http://www.facebook.com/BACH.Fort.Campbell>

<http://www.facebook.com/FortCampbellMWR?ref=ts>

[www.facebook.com/FtCampbellDEERS](http://www.facebook.com/FtCampbellDEERS)

# LOCAL UTILITIES INFORMATION

Provided by Army Community Service, 1501 William C. Lee Rd. Fort Campbell, KY 42223				
<b>ELECTRICITY</b>				
Name	Address	Hours	Phone Number	After Hours Number
CDE: City of Clarksville	2021 Wilma Rudolph Blvd.	M - F 8:00 - 5:00	(931)-648-8151	None
CEMC (Outside City)	1940 Madison St.	M - F 7:30 - 4:30	(931)-645-2481	Repair: (800) 987-2362
Hopkinsville Electric	1820 E. 9th Street	M - F 7:30-5:00	(270)-887-4200	(270) 887-0763
Pennyrile Rural Electric Co-op	2000 Harrison St.	M- F 7:30 - 4:30	(270)-886-2555	(800) 297-4710
Oak Grove Utilities	8505 Pembroke/Oak Grove Rd	M - F 8:30 - 4:00. Closed: Last Wed of month	(270) 439-5433	(270) 439-5433
<b>GAS &amp; WATER</b>				
Clarksville Gas & Water	2215 Madison St.	M - F 8:00 -4:30	(931) 645-7400	(931) 645-0116
Hopkinsville Water	401 E. 9th St.	M - F 7:30 - 5:00	(270)887-4246	Fax(270) 887-2798
Christian County Water Dist.	1960 Dawson Spring Rd.	M - F 8:00 - 4:30	(270)886-3696	(270) 886-3696
Oak Grove Utilities	8505 Pembroke/Oak Grove Rd	M - F 8:30 – 4:00 Closed: last Wed of the month	(270) 439-5433	(270) 439-5433
<b>DRIVERS LICENSE</b>				
Clarksville ,TN	220 W. Dunbar Cave Rd.	T - F 7:00 - 5:30	(931)-648-5596	<a href="http://www.tn.gov">www.tn.gov</a>
Hopkinsville, KY	100 Justice Way	M - F 8:00 - 4:15	(270)-889-6540	None
<b>TAGS/REGISTRATION</b>				
Clarksville	350 Pageant Ln. #502	M - F 8:00 - 4:30	(931)-648-5711	None
Hopkinsville	511 S. Main (2nd floor annex)	M - W 8:00 - 4:00 TH 8:00 - 6:00 F 8:00 - 4:30	(270)-887-4105	None
<b>CABLE</b>				
Clarksville–Charter	2801 Wilma Rudolph Blvd	24 Hr. Customer Service	(931)-266-0150 (855) 479-6984	<a href="http://www.charter.com">www.charter.com</a>
Clarksville- Comcast	11 Main St.	24 Hr. Customer Service	(855) 816-7708	<a href="http://www.comcast.com">www.comcast.com</a>
Ft Campbell –COMCAST	923 14th St.	M- F 8:00 - 4:30	(931)-431-3061	<a href="http://www.comcast.com">www.comcast.com</a>
Hopkinsville – Charter	130 Hammond Dr.	M - F 8:00 - 5:00	(800) 936-1478	<a href="http://www.charter.com">www.charter.com</a>
Oak Grove - Media Com	1400 Thompsonville Ln.	M - F 8:00 - 4:30	(800) 444-5353	<a href="http://www.mchsi.com">www.mchsi.com</a>
<b>VOTER REGISTRATION</b>				
Clarksville	350 Pageant Lane	M - F 8:00 - 4:30	(931) 648-5707	<a href="http://www.montgomerycounty.org">www.montgomerycounty.org</a>
Hopkinsville	County Clerk Off. 511 S. Main	F 8:00 - 4:30	(270) 887-4105	<a href="http://www.christiancounty.org/countryclerk">www.christiancounty.org/countryclerk</a>
<b>NEWSPAPER</b>				
The Kentucky New Era	1618 E. 9 St. Hopkinsville, KY	M - F 8:00 - 6:30	(270) 887-3290	<a href="http://www.kentuckynewera.com">www.kentuckynewera.com</a>
Ft. Campbell Courier	1505 Ft Campbell Blvd	M - F 8:30 - 5:00	(270) 798-6090	<a href="http://www.fortcampbellcourier.com">www.fortcampbellcourier.com</a>
The Leaf Chronicle	200 Commerce St.	M - F 8:00 - 5:00	(931) 552-1808	<a href="http://www.theleafchronicle.com">www.theleafchronicle.com</a>
<b>TELEPHONE</b>				
AT& T		Residential	(888) 757-6500	<a href="http://www.att.com">www.att.com</a>
AT& T		Residential	(800) 222-0300	<a href="http://www.att.com">www.att.com</a>



# REAR EMERGENCY CONTACT

## 1. CONTACT THE REAR DETACHMENT COMMANDER WITH ANY INFORMATION.

Rear Detachment Commander: \_\_\_\_\_

Office number: \_\_\_\_\_

Cell number: \_\_\_\_\_

## 2. NOTIFY THE AMERICAN RED CROSS:

95 Michigan Avenue bldg. 43 2nd floor

Office phone: (270) 798-2171

Office hours: 8:00 a.m. - 4:30 a.m. Monday thru Friday (except holidays)

After hour number: (877) 272-7337

Family members such as parents or in-laws need to contact their local Red Cross where they reside. (Check local information or [www.campbell@redcross.org](mailto:www.campbell@redcross.org))

### Red Cross Messages Include:

- Verification of critical illness or death of an immediate Family member (or grandparent) of active duty military or their Spouse.
- Immediate Family-mother, father, sibling, Spouse, child, (Includes in-laws and steps).
- Birth announcements. Pre-birth notification (in the case of serious medical problems for mother and/or baby).
- Breakdown of childcare plans-verification from doctor or other sources that caused breakdown in childcare.

### Message Timeline:

- Message verification is from the Red Cross office **where the emergency occurs.**
- **Delays occur when doctors require a signed release, Family phone numbers are incorrect or not available, and the Soldier's information is incorrect or unknown and other factors.**
- With the verification, the Red Cross will contact the Brigade or Battalion Staff Duty with the case number and the contents of the message.
- During deployments, the message goes to the Red Cross in the forward area who then relays the message (with limited communications) to the Staff Duty/Chain of Command.
- Messages are not given to the Rear Detachment, as a normal way of relaying messages.

### **Other Information:**

- Blanchfield Army Community Hospital (BACH) Emergency Room will not provide verification for a patient who received treatment and has been released.

- Emergency leave is a Commander decision. Red Cross provides verification to assist the Commander in making a leave decision.

- To initiate a message, Red Cross will need:

**(Please refer to your Quick Reference Emergency Information on Page 3)**

1. The full name, rank, social security number and current military address (including zip code) of the service member;
2. Nature of the emergency;
3. The doctor's name, the funeral home, name of the local point of contact, the phone number and the city and state.

The Red Cross and the various Military Aid Societies have Memorandum of Understanding (MOUs) in place to provide access to financial assistance 24/7 for service members. If the service member, or their authorized Family members need financial assistance and cannot get to the appropriate aid society, or it is outside their normal duty hours, service members/Family members should contact the nearest Red Cross station or chapter. If they cannot find a Red Cross Chapter in their area, and they are not near a military base, they can call our toll free number **(877) 272-7337 for assistance**. The Red Cross worker will process the request through the military aid society and will provide the assistance on behalf of that aid society if it is to be approved. Therefore, even though the service member may be receiving a Red Cross check for the assistance, they will be signing an allotment to repay the aid society because the assistance is really coming from that aid society - just with Red Cross assistance.

**Note: Sending a Red Cross message does not ensure the Soldier will return home, it just provides verified information for the Commander and Soldier to base a leave decision. \***

### **Medical Evacuation Process for your Soldier returning to BACH**

Case Managers and members of the Command at BACH Hospital will meet your Soldier at the Air Field when your injured or ill Soldier returns to Fort Campbell through the Air Evacuation system. Family members are asked to go to BACH and meet your Soldier upon arrival in the "A" Entrance lobby. A primary care provider upon return will evaluate your Soldier. At that point, your Soldier will be admitted for overnight stay or released to go home and return to the hospital for future appointments. A member from your Soldier's Rear Detachment Command, a Red Cross representative, and the BACH Warrior in Transition representative will be able to assist you, the Family member, until you are able to join your Soldier. Your Soldier will be assigned a Primary Care Manager (PCM) and a Case Manager within the Deployment Health Clinic. PCMs manage your Soldier's healthcare by assisting in diagnosis, planning, treating or referring medical needs to another specialty provider. The Case Manager will assist to expedite your Soldier's healthcare delivery.

# **Quick Reference if your Soldier is Wounded**

## **Very Seriously Injured/Seriously Injured Information**

- **If your Soldier is very seriously injured (VSI) or seriously injured (SI) while deployed, you will usually be notified telephonically. If you are notified by someone other than the Rear Detachment Commander of a VSI /SI, please contact your Rear Detachment immediately to confirm the information.**

### **Introduction:**

The following is a guideline for you in case your Soldier is injured. You will receive more in depth information from the Rear Detachment Commander (RDC) after notification; remember that a passport will be required for overseas travel.

### **Notification and Travel for Families of Wounded Warriors**

You will receive a phone call from wounded Soldier or the Rear Detachment informing you the Soldier has been injured.

1. Rear Detachment will call you and/or you will immediately call your Rear Detachment.
2. Rear Detachment and Division Surgeon office will answer your questions, limited to the information they have available. Remember you may know about the injured Soldier before they do.
3. **Wait for Travel Orders from the Rear Detachment.**
4. Rear Detachment will arrange for your travel to Hospital.
5. Begin packing using enclosed packing list.
6. Arrange for childcare, if needed, and pet care. Someone to pick up papers, mail, etc. (Refer to information in this book.)
7. Travel orders will be given to up to three Next of Kin to travel and stay at Hospital. Family members do not have to be in one location. Mom, from Idaho can meet you there. Children may travel but please see cautions on age restrictions and childcare on some Hospital Wards.
8. Rear Detachment will inform Soldier Recovery Unit personnel and Liaison Officer at receiving Hospital of your travel arrangements and needs.
9. Soldier Recovery Unit personnel will pick you up at the airport and transport you to Hospital and lodging. They will also meet other Family members at airport.
10. Lodging will be arranged on grounds or nearby. Travel orders will cover costs.
11. Soldier Recovery Unit personnel will meet with you soon after arrival, answer your questions, and help you get settled.
12. Remember, you are not alone!
13. Your job is to be there for your Soldier and help him/her heal.
14. Passports can be expedited but we recommend you have a passport ahead of time for you and your children.
15. See page 10 for a Family Member Recommended Packing

## Family Member Packing List

- ✓ Personal medication
- ✓ Pajamas and robe
- ✓ At least five sets of comfortable clothes for you, including jacket
- ✓ Personal hygiene items\*
- ✓ Address book with phone numbers
- ✓ Stamps and envelopes
- ✓ Addresses and phone numbers for bills if you continue to handle payments
- ✓ Names and phone numbers of RD, SFRG Leader and POC for the patient's unit at Fort Campbell.
- ✓ Documents
  - Copy of Travel Orders
  - Military ID
  - Power of Attorney (Durable)
  - Living Will
  - Banking information
  - Passport required for Overseas travel
- ✓ Books and music for yourself
- ✓ Books and music for patient (IPOD, CD player)
- ✓ Soldier items
  - Pajamas
  - Underwear
  - Slippers or shower shoes, sneakers
  - Socks
  - Sweat pants
  - Jacket, if weather is cold

If children are traveling

- ✓ Immunization records for day care
- ✓ ID card
- ✓ At least five sets of clothes
- ✓ Class work
- ✓ Books and toys
- ✓ School's phone number

- \*Personal hygiene items are available through the Fisher Houses, so if you should forget an item please contact them. Many people donate these items for your use.

Additionally there is a small Exchange located at every facility.

# Casualty Assistance Information

I. It is a fact that the military can be a dangerous profession. If there is an incident in which a Soldier is injured, wounded, killed, or missing in action there are specific Army procedures for informing the Family.

II. It is extremely difficult to make sound decisions in the midst of turmoil. A person cannot predict how he/she will react in a crisis and often regrets decisions made during that time. The following Final Thoughts Worksheets are provided to assist you.

## DO NOT listen to rumors.

1. Notification of minor injuries on a deployment will **probably** be made through a direct call from the Soldier.
2. If the Soldier is seriously injured or wounded, Families are notified of the injury to their Soldier in a number of ways. Some Families receive phone calls from their Soldier who then tells them of their injury.
3. Often another military member present may speak to the Family to provide additional information. "Official" notification occurs when either the rear detachment (military member of the Soldier's Unit left behind at the home station to take care of Families) or the Department of the Army Wounded in Action Branch (**DA WIA**) calls to notify the Family.
  - a. During "official" notification, the Family is told the status of the Soldier to include the most recent assessment of the injuries, and is given a phone number for the DA WIA to call with questions or update requests. The service member who does the "official" notification is not a health care professional and cannot offer explanations of injury or medical terms.
  - b. The number to DA WIA is **(800) 626-3317**. The DA WIA will initiate phone calls to the Family for updates on the movement of the Soldier and changes in medical condition.
  - c. A "Needs Assessment" checklist is done within hours of official notification so that the DA WIA is able to coordinate travel quickly for the Family if necessary.
4. It is important to realize that a **casualty notification in the event of a Soldier's death will** be made in person. Soldier in "Dress" uniform of equal or higher rank but must be no less than a Sergeant First Class (SFC), Warrant Officer Two (CW2) or Captain (CPT) will be accompanied by a chaplain or a mature Soldier will come to your home.

## **Casualty Assistance Information Continued**

a. **Notification will not come from any other source. Casualty notification will be rendered by the military installation nearest you if you are away from Fort Campbell.**

b. After notification of casualty, a Casualty Assistance Officer will be assigned to you in order to assist in applying for all benefits to which you are entitled. Don't be afraid to ask questions.

c. The Casualty Assistance Officer will assist in the coordination for funeral arrangements.

d. The CARE Team from the unit may also be called upon to help in a time of need.

e. The Army is committed in serving you in your time of need.

5. Questions or concerns, please contact your Fort Campbell Casualty Assistance Center, at (270) 798-15729/2085/4727/4729. After duty hours, a representative can be reached by contacting the Division Staff Duty at (270) 798-9793.

# **CARE TEAMS**

## **WHAT IS A CARE TEAM?**

- Care Team = Casualty Assistance Response Team.
- The program is administered by the Brigade Rear Detachment Commander (RDC)
- A group of 2-3 trained volunteers provide support to the Family of a deceased Soldier immediately following official Death Notification.
- Members of Care Teams will be selected based on the needs of the Family.

## **CHARACTERISTICS OF CARE TEAM MEMBERS:**

- Mature
- Possess Life Experience
- Discrete
- Emotionally Stable
- Should not be going through their own crisis at the time
- Trained volunteers
- Bound by confidentiality (confidentiality form is signed following Care Team training)
- Be aware and awake--what you want may not be what they want
- Assigned by RDC based upon availability and needs of the Family
  - Volunteers must provide RDC/CFRR with days/hours available
  - Volunteers may be picked due to language skills
  - Volunteers must sign a confidentiality statement

## **CARE TEAM PURPOSE:**

- If requested by the Spouse and/or Family, the Care Team allows for a pre-established plan that may offer short term logistical support to the Families of deceased Soldiers, being sure not to duplicate any assistance or services provided officially through the Army and Army service agencies.
  - Establishes a “first response call team” to assist Families when requested.
  - Coordinates with other Care Teams to provide collateral support when needed.
  - The Care Team provides assistance to the Family under the guidance of the BCT Rear D CDR and BN Rear CDR.
- Coordinate with BN Rear D CDR, Chaplain and the CAO, if/when necessary and ONLY at the request of the Family.

Coordination for Care Team training is coordinated at the Brigade level. Several dates have or will be planned. Ask your SFRG Assistant and/or CFRR for the next available date. This training is good even if you decide volunteering for a Care Team is not for you. It helps Family members understand what Care team volunteers are asked to do and what they can provide to the Family of the Soldier.

# **The Soldier and Family Readiness Group**

**The How:** The concept of Soldier and Family Readiness Groups (SFRGs) is a direct result from our Grenada (Operation Urgent Fury) and Panama (Operation Just Cause) experiences. Commanders of deployed units discovered that while their units were highly trained to fight, little if anything was done to train and prepare Families to better cope with the stresses and unique problems often arising during extended times of unexpected deployments of their Soldiers. Some type of organization was needed within each unit to address this serious shortcoming, so that in time of crisis, Families would be better able to take care of themselves.

**The SFRG:** The official definition of a Soldier and Family Readiness Group is, “A Command-Sponsored Organization of Soldiers, Civilian employees, Family members (immediate and extended) and volunteers belonging to a unit. Provides mutual support and assistance and a network of communications among the Family members, the Chain of Command, and community resources.”

Soldier and Family Readiness Groups may be different for every unit, depending upon the Commander, the Leader, the number of Families involved, and available resources. All SFRGs throughout the Army share the same purpose-to empower Army Families and make them independent rather than dependent.

**The role you play in your SFRG is your choice.** You are welcome to participate as much as you would like to, or are able. There are many projects to become involved in, each of them important in their purpose, such as communications, newsletters, hospitality, social functions, and fundraising.

## **Family Member’s Role & Responsibilities**

- If you need help or information, contact someone on your chain of concern roster.
- If you are going to leave the area, please let you’re Soldier and Family Readiness Group (SFRG) Leader and Rear Detachment Commander know where you are going, provide your contact information & when you will return.
- Keep a copy of your chain of concern and emergency numbers close to your phone.
- Keep emergency phone numbers and contact information with you at all times, to include in your vehicle.
- Make a Family Care Plan for the Family member as well as the Soldier. For more information about a Family Care Plan for yourself, contact your Rear D/SFRG Assistant.
- If you have not been contacted by your Rear Detachment Commander or SFRG, initiate contact with them.
- Know your unit (Company, Battery, Troop, Battalion, and Brigade)



**Soldier and FRG Are Responsible to:**

- Help Family members develop a more positive attitude toward themselves, the unit, the deployment, and the Army
- Increase morale
- Foster increased levels of cohesion and confidence for Family members and deployed Soldiers
- Unite other Family programs designed to improve the quality of life
- Answer questions
- Give moral support
- Empower Families to become more knowledgeable and self-reliant
- Promote more efficient use of community resources
- Reduce Soldier and Family member stress
- Increase the Soldier's ability to devote his/her full attention to the mission
- Provide a helping hand when needed
- Care for each other
- Establish a sense of Family within the unit
- Access information and resources to help you solve problems
- Provide an effective way of gaining information and control during deployment and other times

**Soldier and FRG Are Not:**

- Part of the casualty notification process
- Childcare services
- A surrogate parent
- A social worker
- A taxi/bus service
- A loan agency
- A lending closet/service

# **Volunteer Management Information System**

The Volunteer Management Information System (VMIS) provides tools to manage volunteerism here at Fort Campbell and across the Army. VMIS provides online recruitment, storage of volunteer records (hours, positions, awards, training), roll up of volunteer hours, easy and efficient communication and much more! This is how volunteers are tracked at Fort Campbell, so please be sure you register on this site if you are volunteering anywhere in the community (both on and off the installation).

VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS)  
**[vmis.armyfamilywebportal.com](https://vmis.armyfamilywebportal.com)**

Following are the instructions to register on VMIS. Any questions please reach out any time; contact information below.

## **No Account on Legacy (Army One Source)**

1. Go to <https://vmis.armyfamilywebportal.com/>
2. Select Register on the VMIS Home Page, or select Log In from the VMIS Home Page and then select Register.
3. Enter the required information into the following data fields: • Email, Password, and Confirm Password.
4. Select Register.
5. An automated email will be sent to the email that was entered in step 3 with a link and a token number.
6. Select the link in the email to verify the account. (If you encounter trouble with the link, please go to complete verification)  
<[account.armyfamilywebportal.com/verify](https://account.armyfamilywebportal.com/verify)>
7. On the page that appears, enter the email address and the token number provided in the automated email.
8. Select Verify Email

## **Legacy Account**

1. Go to Caution-<https://vmis.armyfamilywebportal.com> and use the 'transition your account' link to submit your username from your AOS account:
2. Go to your email: [email] and look for the registration email. This will have a link that takes you to the site to create your account.
3. Once you finish registering, return to your inbox to look for a 2nd email for account verification and verify your account.
4. Return to Caution-<https://vmis.armyfamilywebportal.com> and log in.
5. Army Community Service, Army Volunteer Corps Coordinator, 1501 William C. Lee Road, Fort Campbell, TN 42223. POC is [Kristen.r.geist-hodgkins.civ@army.mil](mailto:Kristen.r.geist-hodgkins.civ@army.mil)  
270.956.2934

# **Rear Detachment & Command Family Readiness Representative**

The rear detachment consists of unit military members that remain at Fort Campbell during a deployment.

## **Rear detachment personnel:**

- Unit Commander for Soldiers in rear detachment
- Command Family Readiness Representative (CFRR)

**The Rear Detachment Commander** has been designated to stay behind to run the day-to-day operations when the unit deploys and will be the military point of contact for the SFRG. Assisting the SFRG to provide for the needs of the units' Families is only a part of the Rear D Commander's job.

***During deployment please keep your SFRG and rear detachment informed of any address or phone changes.*** They can use this information to help you prevent problems with post agencies (i.e. Housing Division) and to keep you informed of important messages about your Soldier's welfare and re-deployment.

## **Working with the Rear Detachment:**

- Be aware that Family member interaction and support is only one part of the Rear Detachment mission; please be understanding and treat the Rear-D with courtesy.
- Bring questions or concerns and Family issues to the Rear-D's attention.

**The Command Family Readiness Representative (CFRR)** is a link between the Family members and the military members of a unit. The CFRR serves to provide continuity between changes in unit leadership and is part of the Brigade or Battalion staff. She/he is there to work with military members to ensure Family members are supported.

- Coordinate Pre-deployment, Sustainment, Redeployment Events and Briefings
- Provide support on the Rear-D Team
- Help the Unit and SFRG tap into valuable community resources
- Provide updated content for command's website to the SFRG system administrator
- Review and approve/disapprove requests for access to the SFRG
- Encourage/facilitate volunteer registration (VMIS) hour's submission & recognition within the Brigade
- Link SFRG Leaders and volunteers with needed training and professional development opportunities
- Assist with SFRG communication efforts—newsletters, SFRG meetings, phone trees
- Serve as a source of information for SFRG Assistant
- Maintains copies of all company SFRG rosters for the Battalion Commander
- Schedule and coordinate unit CARE Team training
- Support unit preparation for IG/CIP Inspections
- Work closely with other CFRRs
- Link community resource Subject Matter Experts and services to the unit and SFRG
- Assist with administration of SFRG and maintain unit roster for SFRG
- Update Soldiers' information into SFRG.

# HELP FLOW CHART

Place CFRR Info Label

Place Rear Detachment CDR Info Label

**Do you or your Soldier have a problem you don't know how to solve?**

**Contact Your Chaplain:**  
(1<sup>st</sup> Line of Defense)

EMERGENCY: 270-798-CARE  
INSTALLATION CHAPLAINS OFFICE-  
270-798-6124

BEHAVIORAL HEALTH  
(BACH)  
270-798-4097/4269

MILITARY ONE SOURCE  
1-800-342-9647  
[www.militaryonesource.com](http://www.militaryonesource.com)  
User ID: military  
password: onsource

Family Advocacy Program  
270-412-5500

FAMILY LIFE CHAPLAIN  
270-798-3316

Military Family Life  
Consultants  
270-205-1917

BACH Family Advocacy  
Program  
270-798-8601

MILITARY ONESOURCE  
[www.militaryonesource.com](http://www.militaryonesource.com)  
User ID: military  
password: onsource

FOOD  
ASSISTANCE?

INSTALLATION CHAPLAINS  
OFFICE- 270-798-6124  
"Operation Eagles Who Care".

SUICIDE?

ARMY EMERGENCY  
RELIEF  
270-798-5518

LEGAL ASSISTANCE  
Bad Checks 270-798-4432  
Claims 270-798-5011

FINANCES?

MILITARY ONE SOURCE  
[www.militaryonesource.com](http://www.militaryonesource.com)  
User ID: military password:

FAMILY  
CONCERNS?

ARMY SUBSTANCE  
ABUSE PROGRAM  
270-412-6883

BEHAVIORAL HEALTH  
(BACH)  
270-412-3247

ALCOHOL/  
DRUGS?

MILITARY ONE SOURCE  
[www.militaryonesource.com](http://www.militaryonesource.com)  
User ID: military  
password: onsource

POST  
DEPLOYMENT  
(COMBAT)

BEHAVIORAL HEALTH  
(BACH)  
270-798-4097/4269

MILITARY ONE SOURCE  
[www.militaryonesource.com](http://www.militaryonesource.com)

**ANOTHER HELP SOURCE:**  
**Religious Support & Activities**

Integrated Religious Support Office  
 (270) 798-6124

There are many programs, resources, and worship opportunities on post. We offer religious education and youth ministry as well. Regardless of where you are on your spiritual journey, there is something for you here on Ft. Campbell. There are also chaplains ready to help you. Your Rear Detachment Chaplain during duty hours, after hours contact the Division Staff Duty at (270) 798-9467 or (270) 412-6600 and ask for the On Call Chaplain if it is an emergency and the On Call Chaplain will be contacted.

Information concerning unit/chapel activities and programs should be obtained from the appropriate office. Telephone numbers for chapels are listed below:

<b>IRSO Locations</b>	<b>Address</b>	<b>Phone</b>
Integrated Religious Support	Office 3108 Indiana Ave.	(270) 798-6124
Command Chaplain	3108 Indiana Ave.	(270) 798-6124
Garrison Chaplain	3108 Indiana Ave.	(270) 412-1528
Family Life Chaplain	3106 Indiana Ave.	(270) 798-3316
Division Chaplain	3108 Indiana Ave.	(270) 798-6913
Blanchfield Hospital Chapel	Hospital, Level 0	(270) 798-8464
Community Chapel	6721 A Shau Valley Rd.	(270) 798-0356
Memorial Chapel	3934 Indiana Ave.	(270) 798-2066
Soldiers Chapel	5875 Desert Storm	(270) 798-2352
Catholic Coordinator	5875 Desert Storm	(270) 798-2352
Liberty Chapel	3111 Bastogne Ave.	(270) 798-3185

<b>SUPPORT PROGRAMS</b>			
<b>DAYS</b>	<b>As needed</b>	<b>Marriage 101</b>	<b>Family Life Center Bldg. 3106 Indiana Ave</b>
<b>CATHOLIC: WORSHIP SERVICES</b>			
SUN	0900-0945 1115-1145	Confession-by appointment, call 798-2352	Soldiers Chapel
SUN	1000 & 1200	Mass	Soldiers Chapel
M,T,TH	1145	Daily Mass	Soldiers Chapel
WED	1145	Weekday Mass	Hospital Chapel
<b>PROTESTANT: WORSHIP SERVICES</b>			
SUN	0900	Liturgical	Memorial Chapel
SUN	0930	Traditional	Hospital Chapel
SUN	1000	Gospel	Community Chapel
SUN	1100	Crossroads	Liberty Chapel
SUN	1100	Traditional	Memorial Chapel
SUN	1300	Samoan	Memorial Chapel

<b>MUSLIM: WORSHIP SERVICES</b>			
FRI	1300	Jumah	Memorial Chapel
<b>JEWISH: WORSHIP SERVICES</b>			
FRI	1930	Shabbat	Memorial Chapel
<b>EARTH BASED NATURE CENTRIC POLYTHEISTIC WORSHIP SERVICES</b>			
SUN	1600	Weekly Service	Memorial Chapel
<b>POST WIDE GROUPS</b>			
SUN	1500	AWANA (Winter Months Only)	Liberty Chapel
TUE	0900	Protestant Women of the Chapel (PWOC)	Liberty Chapel
WED 2nd & 4th	0915	Mothers of Preschoolers (MOPS)	Liberty Chapel
MON	0930	Catholic Women of the Chapel (CWOC)	Soldiers Chapel
THU	1900	Navigators	Liberty Chapel
THU	1800	Officer Christian Fellowship (OCF)	Liberty Chapel
<b>CATHOLIC: RELIGIOUS EDUCATION - CALL (270) 798-3185</b>			
SUN	0815	Continuing Catholic Faith (CCF)	Liberty Chapel
SUN	0815	Rights of Christian Initiation for Adults (RCIA)	Liberty Chapel
<b>PROTESTANT: RELIGIOUS EDUCATION - CALL (270) 798-3185</b>			
SUN	0830	Gospel Sunday School	Community Chapel
SUN	1000	Samoan Sunday School	Memorial Chapel
WED	1830	Gospel Bible Study	Community Chapel

# **Blanchfield Army Community Hospital**

Get Blanchfield Army Community Hospital's (BACH) latest updates on the Facebook page:  
<http://www.facebook.com/BACH.Fort.Campbell>

## **Access to Care for Primary Care Clinics**

Appointments: Call (270) 798-4677/(931)431-4677 or 1-866-524-4677 (6am-6:30pm)

## **Cancellation Lines**

Call (270)-798-4677/ (931)-431-4677 or (866) 524-4677; 24/7 Online booking and cancellation at [www.tricareonline.com](http://www.tricareonline.com)

## **Patient Centered Medical Homes (PMCMH) for Retirees/Family members (Primary Care Clinics) hours. PCMHs include: Air Assault Family, Byrd Family Medical Home, Gold Army Medical Home, Screaming Eagle Medical Home and Young Eagle Medical Home**

Hours: 7:30 a.m. - 4 p.m. To make an appointment call the hospital's Appointment Line at (270) 798-4677 or (931)431-4677 or you can make an appointment using TRICAREOnline.com.

## **BACH Pharmacy Hours**

Main: Pharmacy Hours:

8 a.m. – 4p.m., Monday, Wednesday and Friday; Thursdays 9 a.m. – 4 p.m.

Soldier Health: 6:30a.m. - 3:30p.m.

## **Town Center Pharmacy**

### **(For all called in refill and new prescriptions)**

M-W, Fri, 8a.m. – 6p.m., TH., 9a.m.-6p.m., Sat & DONSA 8a.m. – 4p.m. Call (270) 798-DRUG (3784) for refill prescriptions.

## **Blanchfield Women's Health Clinic, OBGYN Clinic**

650 Joel Drive

A Building, 3rd Floor

Fort Campbell, KY 42223

(270) 798-4677, option 5

## **OBGYN Nurse Advice Line:**

**Team Harmony:** (270) 956-0394

**Team Tranquility:** (270) 956-0473

**Team Serenity:** (270) 798-8513

### **Hours:**

7:45 - 11:45 a.m. & 12:45 - 4 p.m., Mon. - Wed. & Fri.

9:15 - 11:45 a.m. & 12:45 - 4 p.m., Thurs.

New OB patients, including Active-Duty Service Members, may self-refer to the Women's Health Clinic with a positive pregnancy test, including a positive home pregnancy test. To self-refer, women will need to call the BACH Women's Health Clinic to complete an initial screening questionnaire. At that time, an OB Orientation

appointment will be scheduled for 6 to 10 weeks from the beginning of the pregnancy. New OB physical exams are scheduled at 11 to 13 weeks of pregnancy.

### **Behavioral Health (Active Duty Clinics)**

Behavioral Health offers emergent and non-emergent behavioral health services to Active Duty Soldiers and Family members. Services include; Adult Behavioral Health: medication and therapy interventions are available for all behavioral health conditions, to include anger control, stress management, mood disorders, relational and work difficulties. Hours of Operation 7:30 a.m.-4:30 p.m.

- Multi D Clinic – E Building / 650 Joel Drive – 270-798-4097
- Aviation EBH Clinic Building 2436, 21st Street off Indiana – 270-412-3112
- Sustainment EBH Clinic Building 2437, 21st Street off Indiana – 270-798-8967
- EBH-1 Clinic Building 3929, 53rd and Indiana – 270-461-4018
- EBH-2 Clinic Building 70344, Toccoa Road – 270-798-5931
- EBH-3 Clinic Building 6988, 30th Street and Desert Storm – 270-798-5179
- 5th Group EBH Clinic Building 6102, 42nd and Tennessee – 270-461-0599
- Intensive Outpatient Program – E Building / 650 Joel Drive – 270-412-1251

**Child and Family Behavioral Health Services (CAFBHS):** CAFBHS provides behavioral health care for TRICARE eligible children, adolescents and adults Services include: medication management, parental interventions, individual, group, couple and family therapy. Referrals are accepted but not required. CAFBHS is located in the E building, 3rd floor. Hours of Operation: 7:30 a.m.-4:30 p.m. CAFBHS staff may be reached at (270)-798-8437.

### **School Behavioral Health (SBH) Service:**

SBH provides behavioral health care to TRICARE eligible children and adolescents enrolled in any Fort Campbell School. Services mainly occur within the Schools and include: school consultations, individual and group therapy, as well as Family/ Parental interventions. SBH is located in the E building, 3rd floor.- Hours of Operation: 7:30 a.m.-4:30 p.m. SBH may be reached at (270) - 798-8437.

### **Substance Use Disorder Clinical Care (SUDCC):**

SUDCC offers services for alcohol and drug abuse and dependence problems. Open to Active Duty only. Embedded within the EBH and MULTID clinics (see above for addresses and phone numbers). Hours of Operation: 7:30 a.m. – 4:30 p.m.

### **Family Advocacy Program (FAP):**

FAP provides assessment and counseling services for Soldiers and Families of child abuse/neglect, and Adult (intimate partner) abuse. Services also are offered to Families at risk for incidents of domestic abuse. Services include individual, Family and group therapy to address anger control, communication skills, relationship enhancement and parenting skill. Hours of Operation: 7:30 a.m.–4:30 p.m. Building 2523, 22nd St. and Indiana Ave. – 270-798-8601.



### **Mammography:**

For your wellness, all women age 40 and over should have a mammogram annually. If you had an immediate relative such as a mother or sister diagnosed with pre-menopausal breast cancer, we suggest you begin your screenings 10 years earlier than your relative was diagnosed with breast cancer. Monthly self-breast exams are highly encouraged. If you have questions or concerns regarding your breast exam, please contact your primary care manager. To schedule your mammography wellness screening appointment, call (270)-956-0033.

### **Well Woman Exams:**

Women are highly encouraged to receive an annual well-woman checkup after the age 21. If you have had a hysterectomy, we suggest you have a well-woman check-up every two years. Please make an appointment with your primary care manager if you are experiencing difficulties after a hysterectomy or need to schedule a well-woman exam.

### **Nutrition Clinic:**

Nutrition Care is open Monday-Friday, 7:30 a.m.-4 p.m. and offers a variety of group and individual appointments. A referral from your Primary Care Manager may be required for patients with preexisting medical conditions. Patients are encouraged to self-refer for sports nutrition, weight management and the prevention of disease. Call the Nutrition Clinic appointment line 270-798-8600 and speak to our diet clerk for the appropriate group or individual appointment to meet your needs.

### **Tobacco Cessation classes offered**

Consider enrolling in BACH's Tobacco Cessation Classes if you would like to stop using tobacco products. Ready to Quit Classes are offered at noon every Tuesday in Bldg. 2526 on 22nd St. Tobacco Cessation Classes are offered at noon starting the first Wednesday of the month and continuing four weeks.

*If you have questions about quitting tobacco, ask your Primary Care Provider or contact Preventive Medicine at (270)-956-0100.*

<b>Hospital</b>	<b>Location</b>	<b>Phone</b>	<b>Website</b>
Tennova <b>Healthcare</b>	651 Dunlop Lane Clarksville, TN 37040-5015	(931) 502-1000	<a href="https://www.tennovaclarksville.com/">https://www.tennovaclarksville.com/</a>
Jennie Stuart <b>Health</b>	320 W 18th St Hopkinsville, KY 42240-1965	(270) 886-6412 (270) 887-0100	<a href="https://www.jenniestuarthealth.org/">https://www.jenniestuarthealth.org/</a>
<u>Cumberland Hall Behavioral Health Services</u>	210 W 17th St Hopkinsville, KY 42240-1999	(800) 848-9090	<a href="https://www.cumberlandhallhospital.com/">https://www.cumberlandhallhospital.com/</a>
Ascension Saint Thomas Midtown Hospital	2000 Church Street Nashville, TN 37236	(615) 284-5555	<a href="https://healthcare.ascension.org/locations/tennessee/tnnas/nashville-ascension-saint-thomas-hospital-midtown">https://healthcare.ascension.org/locations/tennessee/tnnas/nashville-ascension-saint-thomas-hospital-midtown</a>
Ascension Saint Thomas Hospital	4220 Harding Road Nashville, TN 37205	(615) 222-2111	<a href="https://healthcare.ascension.org/locations/tennessee/tnnas/nashville-ascension-saint-thomas-hospital">https://healthcare.ascension.org/locations/tennessee/tnnas/nashville-ascension-saint-thomas-hospital</a>
TriStar <u>Skyline Medical Center</u>	3441 Dickerson Pike Nashville, TN 37207-2539	(615) 769-2000	<a href="https://tristarhealth.com/locations/tristar-skyline/">https://tristarhealth.com/locations/tristar-skyline/</a>
<u>Vanderbilt University Medical Center</u>	1211 Medical Center Dr. Nashville, TN 37232-0004	(615) 322-5000	<a href="https://www.vumc.org/main/home">https://www.vumc.org/main/home</a>

## ADDITIONAL AREA HOSPITALS

### Humana Contact Office

Please make sure your information is correct with DEERS!

- 1-800-444-5445 Tricare East Region
- (270) 798-4677 Appointment Line/ [www.tricareonline.com](http://www.tricareonline.com) (online appointments)
- (270) 798-8400 BACH Main number
- (270) 798-8500 Emergency Room
- (270) 798-8091/ (270) 798-8718 BACH Patient Rep

The TRICARE East Region can assist you with:

- TRICARE information
- Prime enrollment/disenrollment
- Referrals/Authorizations
- Primary Care Manager (PCM) changes• Payments/enrollment fees

### TRICARE Away from Home

If you need Emergency Care while you are away from the Fort Campbell area, go to the nearest Emergency Center or call 911.

The following are examples of an emergency care need:

- Sudden and unexpected medical condition, or the worsening of a condition, which poses a threat to life, limb, or sight:
- Requires immediate treatment

Examples include but are not limited to the following:

- Loss of consciousness, shortness of breath, chest pains, uncontrolled bleeding, sudden or unexpected weakness or paralysis, poisoning, suicide attempts, drug overdose, acute psychosis, broken bones, and major depression.

- Follow up with your PCM or call 1-877-TRICARE (872-2273)
- Contact Military treatment facility pharmacy: [www.tricare.mil/mtf](http://www.tricare.mil/mtf)
- For Tricare Retail network pharmacy: <https://militaryrx.express-scripts.com> or 1-877-363-1303
- When away from your assigned area contact Tricare through the Nurse Advice Line (NAL) 1-800-874-2273 (1-800-Tricare)

## **Helpful information for Families of deployed Sponsors**

- If out of Fort Campbell area, ALWAYS call 1-800-444-5445 or your PCM for authorization for urgent medical care **PRIOR** to receiving that care. Routine out of area care **is not** authorized.
- Contact the TRICARE East Region if leaving the Fort Campbell area for more than 60 days to gather information about transferring your enrollment to the appropriate area.
- When away from your assigned area contact Tricare through the Nurse Advice Line (NAL) 1-800-874-2273 (1-800-Tricare).

### **Helpful websites for your health care coverage**

- [www.tricareonline.com](http://www.tricareonline.com) - (appointments)
- [www.expressscripts.com](http://www.expressscripts.com) - (prescription home delivery)
- [www.mytricare.com](http://www.mytricare.com) - (monitoring claims)
- [humanamilitary.com](http://humanamilitary.com) (information)
- <https://milconnect.tricare.mil> (update DEERS Information)
- [www.dmdc.osd.mil/appi/bwe](http://www.dmdc.osd.mil/appi/bwe) (enrollment)

## **Wounded Warrior Hotline:**

National Wounded Soldier and Family Hotline is 1-800-984-8523. The national hotline number offer Soldiers and Family members a way to resolve medical issues when the chain-of-command route has been exhausted.

## **Soldier Recovery Unit**

### **Mission Statement**

SRU FTCKY builds readiness by providing complex medical case management, adaptive reconditioning, and transition services for eligible wounded, ill, and injured Soldiers and their families to transition back to the Force or Veteran status.

### **Culture Statement**

A diverse team professional committed to providing personalized care to our Soldiers and Families within a positive and supportive environment. Always endeavoring to improve process and care, always endeavoring to do what's right.

### **Values**

Character, Competence, Commitment, and Community

**National Wounded Soldier /Family Hotline, 1-800-984-8523**  
**Warrior Transition Battalion, (270)-412-6540**  
**Ombudsman, (270)-798-8827**

# Army Military Pay Office (AMPO)

DMPO: (270) 412-0626/956-3111

43 Michigan Avenue

## Entitlements

- Basic Pay, Basic Allowance for Housing (BAH), and Basic Allowance for Subsistence (BAS) remain current based on Soldier's status prior to deployment. Depending on the type of orders that are issued, meal deductions may be stopped for the duration of the deployment. **Ensure meal deductions are restarted upon return.**
- Family Separation Allowance (FSA): To qualify for FSA, Soldiers separated from their Family members must be deployed for more than 30 days. The amount payable for FSA is \$250.00 per month (\$8.33 per day) and will reflect on the LES as FSH. The entitlement is retroactive back to the day they leave Fort Campbell and stops the day before returning back to Fort Campbell.
- Hardship Duty Pay (HDP-L): If authorized, HDP-L can be paid at the of rate of \$50.00 - \$150.00 per month depending on location. Soldiers on temporary duty must be on duty in the area for 30 consecutive days and on the 31st day are entitled retroactive to the first day the Soldier reported to duty in the location. This will reflect on the LES as HDP-LOCATION.
- Hostile Fire Pay/Imminent Danger Pay (HFP/IDP): HFP will stop the day you depart the area. HFP will be paid for the days served in the area of operation. Amount is \$225.00 per month (\$7.50 per day) and will reflect on LES as HFP.
- Combat Zone Tax Exclusion (CZTE): All enlisted Soldiers and warrant officers are exempt from federal income tax while deployed. Commissioned officers are exempt from federal income tax on amounts up to \$9,580.50 per month (base pay of Sergeant Major of the Army and Hostile Fire Pay). Soldiers have 180 days after redeployment to file federal income taxes. Please write "COMBAT ZONE" in Red at the top of your return and you won't pay a late fee or penalty.
- Servicemen's Group Life Insurance (SGLI) premiums will be refunded for the time during Combat Deployment. This means if you have the full (\$400,000) coverage, the deduction will be paid back to you.

For further information on pay/entitlements check out the Defense Finance and Accounting Service (DFAS) website at <https://www.dfas.mil>. You can also make changes to your pay at myPay site at <https://mypay.dfas.mil>. Question or Comments contact: 270-412-4728. For more information on AKO, ask your Rear D or SFRG. To access this site you will need a PIN number.

## **Helpful Information:**

### **Bank Accounts:**

Soldiers should establish a joint checking or savings direct deposit account that is maintained by the Family member. Beware, due to distance and difficulty of communication, a check overdraft may occur if both Soldier and Family member write checks drawn on the same account. Therefore, the Soldier should consider opening a separate checking account or have the Family member make monthly deposits to the account. Prior to deployment, sit down with your Soldier and review all entitlements and bills that will be due during the separation and plan accordingly. (See the checklist at the back of the book for suggestions.)

### **Allotments:**

Service members should start allotments for recurring payments prior to deployment. Discretionary allotments are authorized for commercial life insurance, and support of Family members, mortgages, consumer credit loans, and deposits to a financial institution. If you have to take casual pay for any reason such as emergency leave, your allotment will still be secure. This eliminates a surprise shortfall in pay to the Family.

### **Savings Deposit Program:**

- Savings account linked to Soldier's pay
- Accrues 10% annual interest, compounded quarterly (2.5% per 3 months, average balance)
- Quarter begins at first contribution, 3 months later, interest accrues
- Interest only accrues for up to \$10,000 in account
- Interest accrues for up to 90 days after redeployment
- Only interest is taxable
- Soldier can make contributions while in country via:
  - Check, (check is the most convenient method)
  - Money Order
  - Cash or Allotment

For more information go to <http://www.dod.mil/comptroller/fmr/07a/07A1c28-00.pdf>

### **Thrift Savings Plan (TSP):**

- Open seasons have been eliminated. Enroll anytime.
- Soldiers can contribute up to 100% of basic, incentive & special pays to include bonuses.
  - Current IRS limit of \$20,500.00 per year plus \$6,500.00 catch up contributions for Soldiers over 50 years of age.
- [www.tsp.gov](http://www.tsp.gov)

### **Credit Cards:**

Keep plastic money to a minimum. It is great when needed for emergencies, but it can give you a false sense of wealth where there is not any money.

### **Helpful Tips:**

- You must have a Special Power of Attorney in order to start, stop or change an allotment. A General Power of Attorney will suffice for a LES request.
- You can use the extra pay (see entitlements) for unexpected expenses now that your Soldier is away, such as: lawn care, childcare, emergency car care, etc.
- Know where important financial papers are kept.
- Keep a check on fraud by checking your credit at least once every six months.
- If you live in on-post housing, your LES will reflect BAH and will be deducted 100% for the cost of your quarters.

### **Financial Aid Programs**

#### **Army Emergency Relief (AER): (You must contact your Soldier's unit before going to AER) Who Does AER Help?**

- Active duty Soldiers, single or married, and their Family members.
- ARNG and USAR Soldiers on continuous active duty for more than 30 days and their dependents.
- Soldiers retired from active duty for longevity or physical disability, and their Family members.
- ARNG and USAR Soldiers who retired at age 60, and their Family members.
- Surviving Spouses and orphans of Soldiers who died while on active duty or after they retired.

#### **What Can AER Do?**

- Help with emergency financial needs: food, rent or utilities; transportation/vehicle repair, funeral expenses, medical/dental expenses, personal needs when pay is delayed or stolen.
- Give undergraduate scholarships to children of Soldiers, with financial need.

#### **What Should I Bring With Me to AER?**

- DA Form 1103 obtained at Soldier's unit, signed by the Commander or 1SG. If signed by Rear-D Commander, must have Assumption of Command order.
- Military ID Card
- Current LES and Spouse's proof of income if employed
- Leave/PCS Orders
- Substantiating documents (car repair estimate, statement from landlord/property management with amounts and dates due for rent, utility bill, etc.) If asking for assistance with vehicle repairs, vehicle payment or car insurance premium, Soldier/Family member must have valid vehicle registration, proof of insurance and driver's license.
- **Power of Attorney (if Soldier is deployed)**

# **Food Assistance**

## **Women, Infants & Children (WIC)**

Oak Grove, KY (270) 640-6022

- All military Families living in the Kentucky area can use the above office
- Hopkinsville (270) 887-4160 [www.christiancountyhealth.com/wic.html](http://www.christiancountyhealth.com/wic.html)
- Tennessee residents must use the Clarksville WIC office (931) 551-8777

## **Food Stamps**

Fort Campbell FSSA (See below)

Clarksville Dept. of Human Services (931) 648-5500

Hopkinsville Dept. of Community Based Services (270) 889-6573

## **Family Subsistence Supplemental Allowance**

FSSA replaces Food Stamps up to \$500.00 month. Call (270)798-5518.

**Crisis Relief Center** Hopkinsville (270) 886-9734

## **Salvation Army Corps Community Center**

Hopkinsville (270) 885-9633. Clarksville (931) 552-5350

## **Impact Ministries & Angel Food Ministries (First Baptist Oak Grove)**

Monthly Service: \$50.00 worth of food for \$25.00 (270) 439-5331

## **First Assembly of God**

Food box. Required proof of income, bills, & I.D. Clarksville (931) 648-1324

**Southside Church of Christ** Food Pantry: I.D. required Hopkinsville (270) 885-8392

**Eagles Who Care** Commissary bagged meals

Family members can access individually through Chaplains Office (270) 798-6124

## **Operation Helping Hand (OHH)**

Commissary Voucher program – Must be turned down by AER & utilize chain of command. Chaplain's Office (270) 798-6124

## **Urban Ministries (only if denied by the Chaplains Funds & AER)**

Clarksville (931) 648-9090

## **Grace House**

3135 Trenton Road, Clarksville (931) 647-7768

Open the 2nd & 4th Saturday of each month from 10am-noon for food and clothing. I.D. Required.

## **Housing Services Office (HSO)**

- Located in Soldier Support Center 2702 Michigan Ave.,
- Phone: (270) 798-3732, DSN 635-3732; FAX: (270) 798-9940; DSN 635-9940
- Army Housing On Line User Services. The Army Housing Online User Services (AHOUS) website is the single-point-of-entry for all Army housing information [www.army.housing.mil](http://www.army.housing.mil)

Your local Housing Office is your one stop shop for all things housing related. Whether you live on post, off post or in the barracks. We will advise you on Landlord/Tenant Rights and Responsibilities and also your rights under the Service Members Civil Relief Act (SCRA).

Service members Civil Relief ACT, Know your rights:

Early termination of a lease is permitted with written 30 days' notice and a copy of deployment orders. In lieu of official orders, you can use a notification, certification or verification from your commanding officer. This Commanders Letter will allow termination of your lease.

This process will allow a service member to prematurely break a lease without incurring any early termination fees from the landlord.

If you have questions regarding your Basic Allowance for Housing (BAH) and also need establish BAH, we can assist.

For assistance with on post or off post landlord concerns please contact your HSO. We are your ADVOCATE for all things housing.

**Single Soldier Housing (Barracks)** questions contact your Army Barracks Management Program (ABMP) representative at your unit's footprint for questions and assistance.

For further assistance, contact your Single Soldier Housing Manage. They are located in the Soldier Support Center Suite 400.

For any On Post or Off Post Housing, Barracks concerns, please call 270-798-3808. For any systemic issues that you are not able to resolve with your landlord, please call the Housing Hotline 270-956-4728.



## Legal Assistance

According to AR 27–3, para. 3–5, our office provides legal assistance on matters including, but not limited to: family law, estate planning, real property, consumer transactions, civilian administrative matters (e.g. immigration), military administrative matters (e.g. GOMOR and FLIPL rebuttals), torts, and limited civilian criminal matters.

We do not provide assistance on military criminal matters (e.g. Article 15s, Administrative Separations, and Courts-Martial) – the Fort Campbell, Kentucky Trial Defense Service Office provides assistance in these matters.

We do not provide assistance on the Integrated Disability Evaluation Process (Medical Evaluation Board/Physical Evaluation Board) – the Fort Campbell, Kentucky Office of Soldier’s Counsel provides assistance in these matters.

### LEGAL ASSISTANCE OFFICE (LAO) HOURS OF OPERATION

- Mondays, Tuesdays, Wednesdays: 0900–1145 and 1300–1600.
- Thursdays: 1300h–1600.
- Fridays: 0900–1145 and 1300–1500.

**We offer walk-in powers of attorney and notarizations any time that our office is open.** We are closed on all DONSAs, Federal and Training Holidays, and the first Friday of every month from 0900-1300hrs in accordance with the 101st Airborne Division (Air Assault) and Fort Campbell DONSA and Training Holiday Observances.

### FORT CAMPBELL, KENTUCKY LAO LOCATION



Address: 2765 Tennessee Avenue, Fort Campbell, Kentucky 42223. We are located behind the Division Headquarters Building and down the street from the Don F. Pratt Museum Aircraft Display. You can also use google maps and search “SJA Client Services on Fort Campbell.”

## **APPOINTMENT SCHEDULING**

**If you reside within a 50-mile radius of Fort Campbell, Kentucky:** please make an appointment in person at the Fort Campbell, Kentucky Client Services Office. Please bring all supporting documents pertaining to your legal assistance matter and your military identification card with you to the Fort Campbell, Kentucky Client Services Office. If you are experiencing a time sensitive matter (e.g. your GOMOR response is due in 14 calendar days), please immediately come to the Fort Campbell, Kentucky Client Services Office during our open hours for appointment scheduling.

**If you reside outside of a 50-mile radius of Fort Campbell, Kentucky:** please make an appointment by completing the attached legal assistance client intake form and emailing it, along with a copy of your military identification card (authorized by AR 600-8-14 and AFI 36-3026\_IPV1, paragraph 1.8.1.1., dated 4 August 2017 in order to receive a Department of Defense benefit), and all supporting documents pertaining to your legal assistance matter to the following email address:

[usarmy.campbell.101-abn-div.mbx.client-services@army.mil](mailto:usarmy.campbell.101-abn-div.mbx.client-services@army.mil)

A Fort Campbell, Kentucky Client Services Office paralegal will contact you to schedule an appointment no later than close of business the following business day.

## **POWER OF ATTORNEY FACT SHEET**

### **WHAT IS A POWER OF ATTORNEY?**

With a POA, a “grantor” authorizes a designated person (an “attorney-in-fact”) to act on the grantor’s behalf. The POA is used when the grantor is not available to tend to personal business or other affairs. The uses of a POA are varied in scope and potentially limitless.

### **TYPES OF POWERS OF ATTORNEY**

#### **General POA.**

This document authorizes the recipient to act on behalf of the grantor in respect to virtually any matter. A General POA (GPOA) should only be granted when long periods of absence are anticipated and actions necessary to protect the grantor’s property and welfare are expected. A GPOA should only be granted to a person who is totally loyal to the grantor and who is mature and able to make sound decisions pertaining to important financial matters. Prior to executing a GPOA, a member from the LAO will discuss the risks and the immense powers the grantor is preparing to give to their attorney-in-fact.

## Special POA.

This document authorizes the recipient to perform only certain specified acts, such as selling a car, cashing a check, signing for household goods, signing a lease, etc. Since it is limited in scope, a Special POA (SPOA) is preferable to a GPOA if it will suffice. The types of SPOA's available in the LAO include, but are not limited to, the following:

- **(Blank) SPOA:** Allows a Soldier to provide only limited authority to an attorney-in-fact to perform a specific act on behalf of the Soldier. The authority granted is narrowly tailored to the specific situation. This SPOA should be utilized if at all possible.
- **SPOA (Execute Lease/Establish Allotment):** Allows the attorney-in-fact to execute a lease and establish an allotment necessary to obtain on-post housing.
- **SPOA (Appointment of Guardianship):** Allows the attorney-in-fact to care for a Soldier's child (ren) and to authorize medical treatment.
- **SPOA (Military ID Cards/DEERS):** Allows the attorney-in-fact to obtain an initial or replacement ID card for dependent Family members and/or to enroll in DEERS.
- **SPOA (DFAS):** Allows the attorney-in fact to obtain a copy of the Soldier's LES and to start, stop or change an allotment.
- **SPOA (Check Cashing):** Allows the attorney-in-fact to endorse, cash and receive the proceeds of any check which is made payable to the Soldier.
- **SPOA (Sell Real Estate):** Allows the attorney-in-fact to sell real property to any individual of the attorney-in-fact's choosing.
- **SPOA (Purchase Real Estate):** Allows the attorney-in-fact to purchase specific real property and to borrow money for this purpose.
- **SPOA (Accept/Terminate Quarters):** Allows the attorney-in-fact to accept or terminate, on behalf of the Soldier and the Soldier's Family members, government housing.
- **SPOA (Ship/Accept Household Goods):** Allows the attorney-in-fact to take possession of a Soldier's personal property and to arrange for the shipment of the property. Also allows individual to accept delivery of a shipment of the Soldier's household goods.
- **SPOA (Bills):** Allows the attorney-in-fact to pay pre-existing debts. Authority includes negotiating with creditors and disputing debts.
- **SPOA (Use/Sell Automobile):** Allows the attorney-in-fact to take possession of, and operate the Soldier's automobile. Also allows the attorney-in-fact to sell the automobile.
- **SPOA (Purchase Automobile):** Allows the attorney-in-fact to purchase and register an automobile for the Soldier.
- **SPOA (Ship/Accept Automobile):** Allows the attorney-in-fact to accept shipment of or to ship a Soldier's automobile.

## DOES A BUSINESS, ETC., HAVE TO ACCEPT A POA PREPARED BY THE LAO?

**Third parties (banks, businesses, etc.) are not required to accept a POA.** The grantor should therefore consult with such third parties in advance if particular transactions will require acceptance of the POA during the grantor's absence. The information provided below is meant to assist the Soldier in this regard.

**Banks.** There are two banks (Fort Campbell Federal Credit Union and Bank of America) located on the Fort Campbell installation and each bank has specific requirements and concerns. In addition, many Soldiers bank with USAA and Navy Federal Credit Union. Specific information in regard to each of these banks is provided below. The Soldier should always obtain needed POAs in advance and it is the Soldier's responsibility to present these documents to businesses involved in order that any problems may be resolved prior to deployment.

➤ **Bank of America (B of A):** Bank of America requires that the Grantor and the Attorney in Fact appear personally together at a Bank of America location to sign a new signature card. SPOA forms are also available and they provide Notary service.

➤ **Fortera Credit Union (FCU):** A GPOA or SPOA drafted by the LAO will be acceptable to FCFCU as long as an original (with raised seal) is presented. A SPOA may require that the attorney-in-fact appear in person and present identification on each occasion.

➤ **USAA:** USAA has made a specific "Power of Attorney Form" available on its website. This form is available at the LAO and may be notarized at the LAO.

➤ **Navy Federal Credit Union (Navy Fed):** Navy Fed has a "Durable Power of Attorney Form" available on its website. This form is available at the LAO and may be notarized at the LAO.

**Guardianship:** In regards to enrolling children in school, it may be required that an actual order of guardianship be obtained from a local court. A SPOA (Appointment of Guardianship) obtained from the LAO may not be sufficient. Contact the LAO for "pro se" assistance in filing with the appropriate court in Christian County, Kentucky, or Montgomery County, Tennessee. The LAO and the U.S. Army do not control the policies of local schools and school boards.

**Springing Power of Attorney:** A "springing" SPOA is one that "springs into action" or becomes effective upon the occurrence of a specified event. Spouses are encouraged to get one prior to deployment specifically for medical incapacitation periods.

**IRS:** A "Power of Attorney and Declaration of Representative" (IRS Form 2848) is available on the IRS website. Part I of IRS Form 2848 must specifically reflect that the attorney-in-fact has authority to sign the return.

**Defense Finance & Accounting Service (DFAS):** A SPOA is required to start, stop, or change an allotment, and to obtain a W-2 Form. A GPOA will not be accepted by DFAS.

**A DFAS POA will NOT allow one to get cash advances from a Service member's pay.**

**ID Card/DEERS:** A SPOA is required in order for a spouse to renew or obtain a replacement ID card. A GPOA will not be accepted by DFAS.

**TERMINATION and REVOCATION:** The POA terminates with the death of either the grantor or the attorney-in-fact, or may be terminated on its own by a time limitation. A revocation will be effective when the grantor informs the attorney-in-fact and all third parties that the POA has terminated. Preferably, you should retrieve the document and destroy it. If you are unable to communicate with the attorney-in-fact, or if the attorney-in-fact refuses to give up the POA, the LAO can assist you in executing a formal Revocation of POA.

### **WILLS**

**Do I need a will?** Possibly. A will is an important legal document that will save time, money, and heartache for loved ones in the event that you should die.

**Who (most likely) does not require a will?** Individuals who are: married and want their property and estate to go to their spouse. Individuals who are: not married, have no children, and want their parents to inherit their property and estate. Individuals who are: not married, have no children, have no parents, and want their siblings to inherit their property and estate. The Rules of Intestacy accomplish these desires without a will. **If you desire a will:** Please make an appointment with FCKY Client Services office.

### **SERVICEMEMBERS CIVIL RELIEF ACT (SCRA)**

**Termination of leases and certain contracts under the SCRA:** Home and apartment lease

- Early termination permitted with written notice of termination and copy of deployment or PCS/Deployment Orders (or letter from your Commander regarding the impending deployment) provided to landlord.
- Termination effective the end of the following month.

*For example: if you provide notice on June 20th, the lease will terminate on July 31st (and rent is owed until July 31st)*

**Termination of auto lease:**

- Early termination permitted as well but only for deployment or OCONUS PCS/Deployment. Must provide written notice of termination and copy of deployment or PCS orders to landlord.
- Termination is effective at the end of the following month. For example: if you provide notice on June 20th, the lease will terminate on July 31st (and rent is owed until July 31st)

**Termination of cell phone contract:**

- Permitted when the new location does not support contract (military orders >90 days)

**Other contracts:** SCRA does not allow you to break other types of contracts, such as home security system contracts or gym memberships, but some organizations are willing to afford you that privilege given your impending deployment.

**Other protections under the SCRA:**

- Protection against the entry of default judgments
- Stay of proceedings where the Service member has notice of the proceedings
- Stay or vacation of execution of judgments, attachments and garnishments
- Protections from foreclosure
- Protections from eviction
- Protections from repossession of vehicles
- Bottom Line: schedule an appointment with a legal assistance attorney if you believe a civil matter or dispute will arise during your deployment!

## **ARMY COMMUNITY SERVICE (ACS)**

Army Community Service provides a wide range of services to assist Soldiers and their Families. Listed below are just some of the services ACS provides. Even when ACS cannot meet your particular need directly, they can and will refer you to someone who can. Some of the services offered include the following:

<b>Army Community Service 1501 William C. Lee Road (270) 798-9322</b>	
<b>Information &amp; Referral</b> (270) 798-9322 Information and referral to service agencies both on and off post.	<b>Family Advocacy Program (FAP)</b> (270) 412-5500 Prevention and education to assist Soldiers and Families in recognizing and meeting the challenges of military lifestyles.
<b>Exceptional Family Member Program (EFMP)</b> (270) 798-2727 Information, screening and referral for Family members with special needs.	<b>Emergency Financial Assistance (AER)</b> (270) 798-5518 After hours contact American Red Cross (ARC) (877) 272-7337.
<b>Family Employment Readiness Program (FERP)</b> (270) 798-4289 Information on employment and education and volunteer opportunities.	<b>Lending Closet-</b> (270) 798-0513 Loans basic household items for temporary use for arriving and departing military personnel and their Families.
<b>Relocation Readiness Program -</b> (270) 798-6313 & (270) 956-2676 Relocation assistance and support for your next duty station to offset the problems and concerns of the highly mobile lifestyle of the military.	<b>Military Family Life Counselor (MFLC)</b> (270) 798-9322 Short term/non-medical counseling services.
<b>Mobilization Deployment &amp; Stability Support Operation</b> (270) 798-3849 / 412-3195 Information on Family Readiness Groups, training for SFRG Assistance, R.E.A.L. classes as well as support materials.	<b>Army Volunteer Corp. Coordinator (AVCC)</b> (270) 956-2934 Information on volunteering in the Fort Campbell community and all the benefits it offers.
<b>Army Family Team Bldg. (AFTB)-</b> (270) 798-4800 Classes to help you become more familiar with the military and everything associated.	<b>Army Family Action Plan (AFAP)</b> (270) 798-4800 A way to make your voice be heard at Fort Campbell.

**Survivor Outreach Service (SOS)  
5001 Screaming Eagle Dr. (270) 798-0272/0277**

The mission of SOS is to provide enhanced services to the Surviving Families to meet their needs.

**Soldier Recovery Unit (SRU)  
2433 Indiana Ave (270) 412-6000**

The SRU provides a part of the continuum of care for Warriors in Transition assigned to the Warrior Transition Battalion (WTB) and their Families.

## My Army One Source

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

Whether you're planning your deployment/reunion, preparing for a new baby, coping with a Family problem or personal issue, or just dealing with the ups and downs of everyday life, My Army One Source can help at 1-800-342-9647.

## CHILD YOUTH SERVICES (CYS)

- Supports parents by offering a variety of quality programs.
- Provides nutritious meals and snacks in all center and home-based programs, as well as programs for school aged children.
- Conducts routine background checks on ALL Staff, FCC Providers, and Volunteers.
- Provides STAFF with extensive on-going training.

<p><b><u>Watters Child Development Center #1 (CDC#1)</u></b> (270) 412-6925, 3071 Bastogne Ave</p> <ul style="list-style-type: none"> <li>• <b>HOURS:</b> M-F 6:00am – 6:00pm</li> <li>• <b>Offering:</b> Full Day Child Care</li> <li>• for ages 6 wks – 5 yrs</li> </ul> <p><b><u>Gardner Hills Child Development Center</u></b> (270) 412-0392; 7404 McAuliffe Way</p> <ul style="list-style-type: none"> <li>• <b>HOURS:</b> M-F 6:00am – 6:00pm</li> <li>• <b>Offering:</b> Full Day Child Care</li> <li>• for ages 6 wks – 5 yrs</li> </ul> <p><b><u>School Age Services (SAS)</u></b> (270) 461-1042; 1231 Airborne &amp; Gate 10</p> <ul style="list-style-type: none"> <li>• <b>HOURS:</b> M-F 5:30am – 6:00pm</li> <li>• Before and/or After School Programs for grades K - 5</li> <li>• Walk-Ins Welcome</li> <li>• Daily enrichment activities</li> <li>• Field Trips</li> <li>• Summer Camp</li> <li>• Full day care during school closures</li> <li>• Nutritious meals and snacks</li> </ul>	<p><b><u>Watters Child Development Center #2 (CDC#2)</u></b> (270) 798-7280, 3069 Bastogne Ave</p> <ul style="list-style-type: none"> <li>• <b>HOURS:</b> M-F 5:30am-5:30pm</li> <li>• <b>Offering:</b> Full Day Child Care</li> <li>• for ages 6 wks – 5 yrs</li> </ul> <p><b><u>Eagles Child Development Center</u></b> (270) 412-3303, 205 Bastogne Ave</p> <ul style="list-style-type: none"> <li>• <b>HOURS:</b> M-F 5:30am – 6:00pm</li> <li>• <b>Offering:</b> Full Day Child Care</li> <li>• for ages 6 wks – 5 yr</li> </ul> <p><b><u>Bastogne Teen Center (BTC)</u></b> (270) 798-3643/1232</p> <ul style="list-style-type: none"> <li>• <b>Eagles Club GRADES:</b> 6-8</li> <li>(270) 461-0995 - Youth Sports- (270) 798-6355</li> <li>• <b>Hours:</b> M- F 2:30pm – 8pm (when school in session) Saturdays: 3pm – 9pm</li> <li>• <b>Hours:</b> M-F 1pm – 8pm (when school is out)</li> <li>• Boys &amp; Girls Club</li> <li>• Middle School/ Teen Activities</li> <li>• Technology Lab</li> <li>• Volunteer Opportunities</li> <li>• Workforce Preparation</li> <li>• Mentoring</li> </ul>
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**Family Child Care Homes (FCC)** (270) 956-3965 or (270) 798-4959 2702 Michigan Ave.

- Children ages 4 weeks to 12 years
- Childcare by certified providers in their homes (on/off the installation). They offer Full Day, Part Day, Extended, and Hourly Care. To register, bring a copy of your current LES or pay stub, I.D., proof of supplemental income, child's current shot records, and birth certificate to 2702 Michigan Ave. (270) 798-0674
- A list can be obtained at the Central Registration Office of FCC providers that will offer extended care in their homes. This list is updated each Monday.
- Any after duty hour's care, must be discussed with your provider. They will be able to provide information concerning cost and availability. FCC Providers are independent contractors and set their own prices for extended care.

**Certified Teen Sitters**

- Fort Campbell CYS provides training for teens, ages 13-18, in basic CPR, First Aid, and basics of being a babysitter. Teen's that completes the course can provide their name to be referred as a teen sitter.
- A current list can be obtained through Central Enrollment and Registration, (270) 798-0674, or from the Bastogne Teen Center/ 1232 Airborne St, (270) 461-0995.

**Respite Care**

- Respite Care is for Families of deployed Soldiers. Services are offered up to 30 days prior to deployment and up to 90 days after deployment. Contact Parent Central Services (PCS) at 2702 Michigan Ave. (270) 798-0674 for more information.
- CYS Services will offer 16 hours of childcare per child per month to use.
- Families must be registered with CYS. Reservations are required and can be made by calling (270) 412-0173/0174.
- There is a three-Hour Limit per child
- Required Items needed to register for respite care are:
  - Proof of eligibility: DEERS enrollment, child ID card, birth certificate showing sponsor's name
  - Copy of current LES/Spouse's pay voucher (Total Family Income required)
  - Copy of current immunizations.
  - 2 local emergency designee phone numbers

**Kids on Site (KOS)**

KOS is hourly group care for children in approved locations throughout post where the parents are attending a function in the same facility. The only exception is when the children are dropped off at the Child Development Center as a special opening for KOS. CYS registration is required. There is a two-hour minimum requirement per session and 30 minutes additional charge for setup and pickup are included in the scheduling time. A minimum of two providers at all times are required and additional providers will be scheduled depending on the number of children reserved for care to stay within the regulatory adult/child ratio as stated in AR 608-10.

**Reservations** for KOS must be made a minimum of two weeks in advance. The following must be provided at the time of reservation: location of site and the number of children and their ages. Reservations can be made by calling (270) 798-0674.

# OFF POST CHILDCARE:

## Child Care Resource & Referral (CCR&R)

This is an excellent resource for childcare. The web site listed below is available 24/7. The web site lists all Tennessee approved child care options, phone numbers, locations, state ratings, programs offered and operation times. Visiting the site provides individualized assistance in selecting the childcare that best meets your needs. A lending library and parenting classes are also available.

## For Childcare information in:

### **Clarksville:**

- Ellen McCullum, (931) - 648-3695 ext. 101 1- 866- 446-6006
- 128 N. 2<sup>nd</sup> Street, Clarksville
- 24/7 Web site referral list, [www.state.tn.us/humanserv/childcare.htm](http://www.state.tn.us/humanserv/childcare.htm)

### **Hopkinsville:**

- Department Community Base Services (270) - 889-6023 (0800-1630), 1-855-306-8959
- 644 North Drive, Hopkinsville, KY. 42240
- Available Army Child Care in your Neighborhood (ACCYN) program, fee assistance provided for utilization in the program

# LOCAL SCHOOL INFORMATION (K-12)

School Liaison Officer (SLO) (270) 798-9874/ 2702 Michigan Ave.

- Assist parents during PCS transition with school (K-12) information, registration and withdrawal.
- Work with parents and school officials to resolve school issues related to the transition of military children.
- Please contact School Liaison Officers at (270) - 798-9874 or
- email: [usarmy.campbell.imcom-fmwrc.mbx.slo@mail.mil](mailto:usarmy.campbell.imcom-fmwrc.mbx.slo@mail.mil)
- **All local schools** encourage our parents here and on deployment, to regularly communicate with your child's teachers and/or administrators.
- PLEASE INFORM TEACHER OF ANY MAJOR CHANGES IN CHILD'S HOME OR LIFE (i.e. parent deploying, divorce, etc.). This will help the school understand, as well as provide appropriate support if there is any change in your child's behavior or academic performance.
- To insure direct communication, parents are encouraged to secure your child's teacher and counselor's email address prior to deployment.
- Counselors are provided at each school to help the remaining Family members cope through the deployment and integration stresses. **Individual school district information is provided below:**

# Fort Campbell Community Schools

Fort Campbell Schools will continue to sustain the deployment effort through its long held tradition of parental partnerships, student support, and active communication with all our parents. Deployed parents are invited to use phone, website information, or email to contact the schools. All contact information is listed below. In addition, each website has a link to the Webmaster who will forward messages to the appropriate personnel. The email pattern for contacting all school personnel directly is first name, [last.name@am.dodea.edu](mailto:last.name@am.dodea.edu).

School	Address:	Phone/Fax	Website	POC email
Central Office Community Superintendent	84 Texas Ave.	(270)- 439-1927. Fax: (270) 439-3179	<a href="http://www.am.dodea.edu/campbell">http://www.am.dodea.edu/campbell</a>	<a href="mailto:campbell.superintedent@am.dodea.edu">campbell.superintedent@am.dodea.edu</a>
Barkley Elementary School	4720 Polk Rd.	(270)- 439-1951. Fax: (270) 439-1901	<a href="http://www.am.dodea.edu/campbell/barkley/">http://www.am.dodea.edu/campbell/barkley/</a>	<a href="mailto:principal.BarkleyES@am.dodea.edu">principal.BarkleyES@am.dodea.edu</a>
Barsanti Elementary School	7409 Mcauliffe Loop	(270) -640-1213 Fax: (931) 431-0519	<a href="http://www.am.dodea.edu/campbell/barsanti/">http://www.am.dodea.edu/campbell/barsanti/</a>	<a href="mailto:Principal.BarsantiES@am.dodea.edu">Principal.BarsantiES@am.dodea.edu</a>
Lucas Elementary School	2115 Airborne	(931)-431-7711. Fax: (931) 431-5842	<a href="http://www.am.dodea.edu/campbell/lucas/">http://www.am.dodea.edu/campbell/lucas/</a>	<a href="mailto:principal.LucasES@am.dodea.edu">principal.LucasES@am.dodea.edu</a>
Marshall Elementary School	75 Texas	(270)-439-3793. Fax: (931) 439-4382	<a href="http://www.am.dodea.edu/campbell/marshall/">http://www.am.dodea.edu/campbell/marshall/</a>	<a href="mailto:principal.MarshallES@am.dodea.edu">principal.MarshallES@am.dodea.edu</a>
Mahaffey Middle School	585 S Carolina	(270)-439-3792. Fax: (931) 439-3472	<a href="http://www.am.dodea.edu/campbell/mahaffey/">http://www.am.dodea.edu/campbell/mahaffey/</a>	<a href="mailto:principal.MahaffeyMS@am.dodea.edu">principal.MahaffeyMS@am.dodea.edu</a>
Fort Campbell High School	912 Carentan Rd.	(931)-431-5056. Fax: (931) 431-9386	<a href="http://www.am.dodea.edu/campbell/campbellhs/">http://www.am.dodea.edu/campbell/campbellhs/</a>	<a href="mailto:principal.CampbellHS@am.dodea.edu">principal.CampbellHS@am.dodea.edu</a>

## 2022-2023 School Hours:

Secondary Schools, 6-12	Mon, Wed, Thur, Fri	0725-1435
	Tue	0725-1320
Elementary Schools, K-5	Mon, Wed, Thur, Fri	0835-1520
	Tue	0835-1405
Elementary School, Pre-K	Mon-Fri am	0810-1110
	Mon-Fri pm	1210-1510

## Clarksville/Montgomery County School System

Clarksville/Montgomery County School System (CMCSS) middle and high schools have the capability to provide visual information on your child's progress through the use of the power-school program. This tool allows parents and teachers to communicate directly through email. Parents can monitor their child's academic achievement, attendance, and discipline through the power-school program. Parents should go to child's school for a username and password to access the following portal <https://powerschool.cmcss.net/public/> .

Deploying parents of elementary students are encouraged to discuss possible ways to communicate their child's teacher(s) while away. Individual school website may be accessed through the district's website at [www.cmcss.net](http://www.cmcss.net). Go to 'Schools' located in the lower left side of page, and click on appropriate grade category. Use the drop-down tab to locate desired school and click. Email addresses for individual teachers and staff are available, as well as current school news.

Central Office	621 Gracey Avenue Clarksville, TN 37040	Phone: 931- 648-5600	Web: <a href="http://www.cmcss.net">www.cmcss.net</a>	Hours: M-F
<b>Elementary</b>	<b>Address</b>	<b>Phone</b>	<b>Web site</b>	<b>Hours</b>
Barksdale	1920 Madison Street Clarksville, TN 37043	(931) 648-5685 Fax: (931) 553-2087	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=BES">http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=BES</a>	0825-1525
<b>Elementary</b>	<b>Address</b>	<b>Phone</b>	<b>Web site</b>	<b>Hours</b>
Barkers Mill	1230 Little Bobcat Lane Clarksville, TN 37042	(931) 906-7235 Fax: (931) 503-2087	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=BMES">http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=BMES</a>	0845-1545
Burt School	110 Bailey Street. Clarksville, TN 37040	Phone: (931) 648-5630 Fax: (931) 553-2088	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=BURT">http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=BURT</a>	0830-1530
Byrns Darden	609 E Street Clarksville, TN 37042	(931) 648-5615 Fax: (931) 553-4089	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=BDES">http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=BDES</a>	0845-1545
Cumberland Heights	2093 Ussery Rd. South Clarksville, TN 37040	(931) 648-5695 Fax (931) 503-3400	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=CHES">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=CHES</a>	0845-1515
East Montgomery	230 McAdoo Creek Road. Clarksville, TN 37043	(931) 358-2868 Fax (931) 358-4092	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=EMES">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=EMES</a>	0830-1530
Glenellen	825 Needmore Road. Clarksville, TN 37040	(931) 920-6158 Fax (931) 920-6163	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=GES">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=GES</a>	0830-1545
Hazelwood	2623 Tiny Town Road. Clarksville, TN 37042	(931)553-2075 Fax: (931) 503-3403	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=HES">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=HES</a>	0800-1500
Kenwood	1101 Peachers Mill Road. Clarksville, TN 37042	(931) 553-2059 Fax: (931) 503-3401	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=KES">http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=KES</a>	0800-1500
Liberty	849 South Liberty Church Road. Clarksville, TN 37042	(931) 905-5729 Fax (931) 905-5734	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=LES">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=LES</a>	0845-1545

Minglewood	215 Cunningham Lane. Clarksville, TN 37042	(931) 648-5646 Fax (931) 503-3402	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=MES">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=MES</a>	0800-1500
Montgomery Central	4011 Highway 48. Cunningham, TN 37052	(931) 387-3208 Fax (931) 387-2565	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=MCES">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=MCES</a>	0830-1530
Moore Magnet	1350 Madison Street. Clarksville, TN 37040	(931) 648-5635 Fax(931) 503-3404	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=MMS">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=MMS</a>	0800-1500
Norman Smith	740 Greenwood Avenue. Clarksville, TN 37040	(931) 648-5660 Fax (931) 503-3405	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=NSES">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=NSES</a>	0845-1545
Northeast	3705 Trenton Road. Clarksville, TN 37040	(931) 648-5662 Fax (931) 553-6986	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=NEES">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=NEES</a>	0830-1530
Ringgold	240 Ringgold Road. Clarksville, TN 37042	(931) 648-5625 Fax (931) 503-3406	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=RES">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=RES</a>	0845-1545
Rossvie	2235 Cardinal Lane. Clarksville, TN 37043	(931)645-1403 Fax (931)920-9949	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=ROES">http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=ROES</a>	0845-1445
Sango	3585 Sango Road. Clarksville, TN 37043	(931) 358-4093 Fax (931) 358-4098	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=SES">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=SES</a>	0830-1530
St. Bethlehem	2450 Old Russellville Pike. Clarksville, TN 37040	(931) 648-5670 Fax(931) 503-3408	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=SBES">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=SBES</a>	0830-1530
Woodlawn	2250 Dover Road. Clarksville, TN 37191	(931) 648-5680 Fax(931) 503-3407	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=WES">www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=WES</a>	0830-1530
West Creek	1201 West Creek Coyote Trail. Clarksville, TN 37042	(931) 802-8637 Fax: (931) 920-9977	<a href="http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=WCES">http://www.cmcss.net/Schools/schoolwebsites/el/frontpage.asp?locid=WCES</a>	0845-1545
<b>Middle</b>	<b>Address</b>	<b>Phone</b>	<b>Web site</b>	<b>Hours</b>
Kenwood	241 East Pine Mountain Road. Clarksville, TN 37042	(931) 553-2080 Fax(931) 552-3080	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=270">www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=270</a>	0730-1415
Montgomery Central	3941 Highway 48. Cunningham, TN 37052	(931) 387-2575 Fax: (931) 387-3391	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=230">www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=230</a>	0720-1420
New Providence	146 Cunningham Lane. Clarksville, TN 37042	(931) 648-5655 Fax: (931) 503-3409	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=240">www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=240</a>	0720-1420
Northeast	3703 Trenton Road. Clarksville, TN 37040	(931) 648-5665 Fax: (931) 387-3391	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=250">www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=250</a>	0720-1420
Richview	2350 Memorial Drive. Clarksville, TN 37043	(931) 648-5620 Fax:(931) 551-8111	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=260">www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=260</a>	0720-1420
<b>Middle</b>	<b>Address</b>	<b>Phone</b>	<b>Web site</b>	<b>Hours</b>
Rossvie	2265 Cardinal Lane. Clarksville, TN 37043	(931): 920-6150 Fax(931) 920-6147	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=210">www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=210</a>	0720-1420
West Creek	1200 West Creek Coyote Tr. Clarksville, TN 37042	(931) 503-3288 Fax: (931) 503-3296	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=290">www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=290</a>	0730-1410
<b>High School</b>	<b>Address</b>	<b>Phone</b>	<b>Web site</b>	<b>Hours</b>
Clarksville	151 Richview Road. Clarksville, TN 37043	(931) 648-5690 Fax: (931) 648-5624	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=320">www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=320</a>	0730-1430
Kenwood	251 Pine Mountain Road. Clarksville, TN 37042	(931) 905-7900 Fax: (931) 905-7906	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=330">www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=330</a>	0730-1430
Middle College High	The Marks Building at Austin Peay State University	(931) 221-1350 Fax:221-1360	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=335">http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=335</a>	0800-1715

Montgomery Central High	3955 Highway 48. Cunningham, TN 37052	(931) 387-3201 Fax: (931) 387-4578	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=340">www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=340</a>	0730-1430
Northeast	3701 Trenton Road. Clarksville, TN 37040	(931) 648-5640 Fax: (931) 503-3413	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=360">www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=360</a>	0730-1430
Northwest	800 Lafayette Road. Clarksville, TN 37042	(931) 648-5675 Fax: (931) 648-0094	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=380">www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=380</a>	0730-1430
Rossvie	1237 Rossvie Road. Clarksville, TN 37043	(931) 553-2070 Fax: (931) 503-3419	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=350">www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=350</a>	0730-1430
West Creek	1210 West Creek Coyote Trail. Clarksville, TN 37042	(931)503-1788 Fax: (931)5031802	<a href="http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=390">http://www.cmcss.net/Schools/schoolwebsites/frontpage.asp?locid=390</a>	0710-1425

## Christian County Public Schools

Christian County Public Schools wants to stay in contact with deployed parents. Please make sure you provide your email address and international cell phone number to your child's school so you can continue to receive emails and Connect-ED calls from your child's school while you are deployed. The link below will allow deployed parents to check a student's grades.

<https://infinitecampus.christian.kyschools.us/campus/portal/christian.jsp>

For Infinite campus username and password please talk with your child's school prior to departure.

Central Office/ Superintendent	200 Glass Avenue Hopkinsville, KY 42241	(270) 887-1300	<a href="http://www.christian.k12.ky.us/">http://www.christian.k12.ky.us/</a>	M-F: 0800-1600
Elementary	Address	Phone	Website	Hours
Crofton	12145 S. Madisonville Rd. Crofton KY 42217	(270) 887-7190 Fax (270) 424-9192	<a href="http://www.christian.k12.ky.us/CroftonElementary.cfm">http://www.christian.k12.ky.us/CroftonElementary.cfm</a>	0725-1415
Indian Hills	313 Blane Dr. Hopkinsville, KY 42240	(270) 887-7230 Fax (270) 887-1199	<a href="http://www.christian.k12.ky.us/IndianHills.cfm">http://www.christian.k12.ky.us/IndianHills.cfm</a>	0715-1415
Martin Luther King Jr.	14405 Martin Luther King Jr. Way, Hopkinsville, KY 42240	(270) 887-7310 Fax (270) 890-6014	<a href="http://www.christian.k12.ky.us/MLKElementary.cfm">http://www.christian.k12.ky.us/MLKElementary.cfm</a>	0725-1420
Millbrooke	415 Millbrooke Dr. Hopkinsville, KY 42240	(270) 887-7270 Fax (270) 887-1214	<a href="http://www.christian.k12.ky.us/MillbrookeElementary.cfm">http://www.christian.k12.ky.us/MillbrookeElementary.cfm</a>	0725-1415
Pembroke	1600 Pembroke Oak Grove Rd. Pembroke, KY 42266	(270) 887-7290 Fax (270) 475-9897	<a href="http://www.christian.k12.ky.us/PembrokeElementary.cfm">http://www.christian.k12.ky.us/PembrokeElementary.cfm</a>	0715-1410
Sinking Fork	5005 Princeton Rd. Hopkinsville, KY 42240	(270) 887-7330 Fax (270) 887-1217	<a href="http://www.christian.k12.ky.us/SinkingFork.cfm">http://www.christian.k12.ky.us/SinkingFork.cfm</a>	0725-1415
South Christian	12340 Herndon Oak Grove Rd. Herndon, KY 42236	(270) 887-7350 Fax (270) 271-9276	<a href="http://www.christian.k12.ky.us/SouthChristian.cfm">http://www.christian.k12.ky.us/SouthChristian.cfm</a>	0725-1405
Middle	Address	Phone	Website	Hours
Christian County	210 Glass Ave. Hopkinsville, KY 42240	(270) 887-7070 Fax (270) 887-1189	<a href="http://www.christian.k12.ky.us/ChristianCountyMiddle.cfm">http://www.christian.k12.ky.us/ChristianCountyMiddle.cfm</a>	0745-1520
Hopkinsville	434 Koffman Dr. Hopkinsville, KY 42240	(270) 887-7130 Fax (270) 887-1234	<a href="http://www.christian.k12.ky.us/HopkinsvilleMiddle.cfm">http://www.christian.k12.ky.us/HopkinsvilleMiddle.cfm</a>	0800-1545
Freedom	831 North Dr. Hopkinsville, KY 42240	(270) 887-7150 Fax (270) 887-1287	<a href="http://www.christian.k12.ky.us/NorthDrveMiddle.cfm">http://www.christian.k12.ky.us/NorthDrveMiddle.cfm</a>	0800-1515
High	Address	Phone	Website	Hours
Christian County High	220 Glass Ave. Hopkinsville, KY 42240	(270) 887-7050 Fax (270) 887-1294	<a href="http://www.christian.k12.ky.us/ChristianCountyHigh.cfm">http://www.christian.k12.ky.us/ChristianCountyHigh.cfm</a>	0745-1520
Hopkinsville High	430 Koffman Dr. Hopkinsville, KY 42240	(270) 887-7110 Fax (270) 887-1118	<a href="http://www.christian.k12.ky.us/HopkinsvilleHigh.cfm">http://www.christian.k12.ky.us/HopkinsvilleHigh.cfm</a>	0800-1515

### **Stewart County Public Schools**

Many teachers in the Stewart County Schools use the 'Thinkwave.com' tool to regularly communicate student achievement with parents. Student grades, attendance and more, are posted at this site, and are accessible to students as well as parents. If you have not received a handout ("Web Info, Students/Parents") from your child's teacher(s), invite the teacher(s) to use Grades Online. Go to [www.thinkwave.com/gradesonline/asp](http://www.thinkwave.com/gradesonline/asp) to access your child's grades and/or gain more information for using the site. To communicate directly with teachers, go to the district website ([www.stewartcountyschools.net](http://www.stewartcountyschools.net)); Click on your child's school at top of the home page and go to Faculty or Teacher email for specific teacher email addresses.

School	Address	Phone	Website	Hours:
Central Office/ Superintendent	P.O. Box 433 Dover, TN 37058	(931) 232-5176 Fax (931) 232-5390	<a href="mailto:phillipwallace@stewart.k12.tn.us">phillipwallace@stewart.k12.tn.us</a>	0800-1600
Dover Elementary	115 Dr. Robert H. Lee Dr. Dover, TN 37058	(931) 232-5442 Fax (931) 232-3106	<a href="http://www.stewartcountyschools.net">www.stewartcountyschools.net</a>	0745-1445
North Stewart Elementary	2201 Hwy.79, Big Rock, TN 37023	(931) 232-5505 Fax (931) 232-8130	<a href="http://www.stewartcountyschools.net">www.stewartcountyschools.net</a>	0800-1500
Stewart County Middle	723 Spring St. P.O. BOX 1001 Dover, TN 37058	(931) 232-9112 Fax (931) 232-4608	<a href="http://www.stewartcountyschools.net">www.stewartcountyschools.net</a>	0745-1435
Stewart County High	120 Robertson Hill Rd. P.O. Box 422 Dover, TN 37058	(931) 232-5179 Fax (931) 232-6326	<a href="http://www.stewartcountyschools.net">www.stewartcountyschools.net</a>	0745-1435

### **Todd County Public Schools**

Deployed parents may easily communicate with teacher(s) of Todd County Schools by going directly to the district website ([www.todd.kyschools.us](http://www.todd.kyschools.us)). Click on 'Our School', and then go to 'Faculty and Staff' for specific email addresses for teacher, administrators and counselors. Other school contact information is provided below:

School	Address	Phone	Website	Hours
Central Office/ Superintendent	205 Airport Road Elkton, KY 42220	(270) 265-2436 Fax (270) 265-5414	<a href="http://www.todd.kyschools.us">www.todd.kyschools.us</a>	0730-1530
North Todd	7300 Greenville Rd. Elkton, KY 42223	(270) 265-4460 Fax (270) 265-4455	<a href="http://www.todd.kyschools.us">www.todd.kyschools.us</a>	0745-1505
South Todd	4115 Guthrie Rd Elkton, KY 42234	(270) 265-5785 Fax (270) 265-3808	<a href="http://www.todd.kyschools.us">www.todd.kyschools.us</a>	0740-1505
Todd County Middle School	515 Main Street Elkton, KY 42220	(270) 265-2511 Fax (270) 265-9114	<a href="http://www.todd.kyschools.us">www.todd.kyschools.us</a>	0750-1450
Todd County High School	806 S. Main St Elkton, KY 42220	270-265-2506 Fax (270) 265-9408	<a href="mailto:tchs.todd.kyschool.us020790">tchs.todd.kyschool.us020790</a>	



### **Trigg County Public Schools**

The Trigg County Schools' faculty and staff embrace the commitment in guaranteeing that the unique and specific needs of their military-connected students will be recognized and fully addressed. Parents are urged to notify their child's teacher of their plans to deploy, and discuss ways for them to communicate during the deployment. Staff email addresses are located on the district website. Go to [www.trigg.kyschools.us](http://www.trigg.kyschools.us) – click on 'Schools' – Click on appropriate level (elementary, middle or high), and Click on 'Staff' or 'Email Directory'. For the high school, click on 'TCHS'.

School	Address	Phone	Website	Hours
Central Office/ Superintendent	202 Main Street Cadiz, KY 42211	(270) 522-6075 Fax: (270) 522-7782	<a href="http://www.trigg.ky12.ky.us">www.trigg.ky12.ky.us</a>	0800-1600
Trigg County primary	205 Main St Cadiz, KY 42223	(270) 522-2700 Fax (270)522-2234	<a href="http://www.trigg.ky12.ky.us">www.trigg.ky12.ky.us</a>	0800-1500
Trigg County Intermediate School	205 Main St Cadiz, KY 42223	(270) 522-2220 Fax (270) 522-2234	<a href="http://www.trigg.ky12.ky.us">www.trigg.ky12.ky.us</a>	0800-1500
Trigg County Middle	206 Lafayette St Cadiz, KY 42211	(270) 522-2210 Fax (270) 522-2203	<a href="http://www.trigg.ky12.ky.us">www.trigg.ky12.ky.us</a>	0800-1500
Trigg County High	203 E. Main St Cadiz, KY 42211	(270) 522-2200 Fax (270) 522-2224	<a href="http://www.trigg.ky12.ky.us">www.trigg.ky12.ky.us</a>	0800-1500

### **Cheatham County School District**

Cheatham County district prides itself on providing a wholesome and nurturing environment for children. Deploying parents should inform their child's school of their plans to leave in order to develop a workable plan for parents and teachers to communicate during this period. Teacher email addresses are not available on the district website. Therefore, parents should request that information prior to deploying. In the event, you forget to obtain this information; you may contact the school at the following website:

School	Address	Phone	Website	Hours
Central Office /Director	102 Elizabeth St. Ashland City, TN 37015	(615) 792-5664	<a href="http://www.cheathamcountyschools.net">www.cheathamcountyschools.net</a>	0730-1600
Ashland City Elementary	108 Elizabeth St Ashland City, TN 37015	(615) 792-4296 Fax: (615) 792-2030	<a href="http://www.cheathamcountyschools.net">www.cheathamcountyschools.net</a>	0740-1420
East Cheatham Elementary	3201 Bearwallow Rd Ashland City, TN 37015	(615) 746-5251 Fax: (615) 746-4594	<a href="http://www.cheathamcountyschools.net">www.cheathamcountyschools.net</a>	0730-1445
Kingston Springs Elementary	166 W. Kinston Spring Rd. Kingston Springs, TN 37082	(615) 952-9060 Fax: (615) 952-3650	<a href="http://www.cheathamcountyschools.net">www.cheathamcountyschools.net</a>	0730-1445
Pegram Elementary	4552 Dogwood Ln. Pegram, TN 37143	(615) 646-6637 Fax: (615) 662-4736	<a href="http://www.cheathamcountyschools.net">www.cheathamcountyschools.net</a>	0730-1445
Pleasant View Elementary	2625 Church St Pleasant View, TN 37146	(615) 746-5031 Fax: (615) 746-8215	<a href="http://www.cheathamcountyschools.net">www.cheathamcountyschools.net</a>	0730-1445

West Cheatham Elementary	3120 Highway 12 N Chapmansboro, TN 37035	(615) 792-5167 Fax: 792-1230	<a href="http://www.cheathamcountyschools.net">www.cheathamcountyschools.net</a>	0730-1445
Cheatham Middle	700 Scoutview Dr. Ashland City, TN 37015	(615) 792-2334 Fax: 792-2377	<a href="http://www.cheathamcountyschools.net">www.cheathamcountyschools.net</a>	0715-1445
Harpeth Middle	170 Harpeth View Trail Kingston Springs, TN	(615) 952-2293 Fax: (615) 952-4527	<a href="http://www.cheathamcountyschools.net">www.cheathamcountyschools.net</a>	0745-1445
Sycamore Middle	1025 Old Clarksville Pike Pleasant View, TN 37146	(615) 746-8852 Fax: (615) 746-5770	<a href="http://www.cheathamcountyschools.net">www.cheathamcountyschools.net</a>	0745-1445

School	Address	Phone	Website	Hours
Cheatham County Central High	1 Cub Circle Ashland City, TN 37015	(615) 792-5641 Fax: (615) 792-2090	<a href="http://www.cheathamcountyschools.net">www.cheathamcountyschools.net</a>	0745-1445
Harpeth High	170 E Kingston Springs Rd. Kingston Springs, TN 37082	(615) 952-2811 Fax: (615) 952-5013	<a href="http://www.cheathamcountyschools.net">www.cheathamcountyschools.net</a>	0745-1445
Sycamore High	1021 Old Clarksville Pike Pleasant View, TN 37146	(615) 746-5013 Fax: (615) 746-3653	<a href="http://www.cheathamcountyschools.net">www.cheathamcountyschools.net</a>	0745-1445

\*\*Fort Campbell parents of school-age children may contact the installation School Liaison Officer for assistance with any school related information/issues for both on and off post schools (270) 798-9874, DSN 635-9874, or  
Email: [usarmy.campbell.imcom-fmwrc.mbx.slo@mail.mil](mailto:usarmy.campbell.imcom-fmwrc.mbx.slo@mail.mil)

### **ARMED SERVICES YMCA**

(270) - 798-7422 – 207 Illinois Ave.

In support of our junior enlisted soldiers and their families, the Armed Services YMCA operates a Family Center providing a variety of programming for children and their parents. Our educational programs - Operation Hero, Little Heroes, and Little Learner – take place in our main facility and in the base elementary schools. Weekly playgroups, family nights, special events, adult classes, summer camps, community outreach and much more are offered at the main facility throughout the year. All of our programs are low to no-cost services focusing on youth development, healthy living and social responsibility.

#### **Armed Services YMCA Food Pantry & Thrift Store**

(270) - 956-1566 – 2304 Indiana Ave.

The ASYMCA's Food Pantry & Thrift Store offers low-cost items for active duty and veteran families. While thrift shopping is available to those with a military ID, our Blue Bag program is specifically for E5 and below. For only \$5 per week, you can fill your Backdoor Boutique shopping bag as you like. Clothing, shoes, household and seasonal items, books, toys, baby items and much more are available. In addition, there are also pantry and refrigerated items for junior enlisted families. For more information call 270-956-1566.

#### **Armed Services YMCA Operation Hero**

(270) 798-3077

Operation hero is an after-school program that meets at Elementary schools on Fort Campbell. This program helps students with building healthy self-esteem, respect for others, increased responsibilities, and coping with a parent or guardian away on deployment. Students meet 2 days a week for 2.5 hours after school. Homework help and snack are provided.

#### **Armed Services YMCA Little Learners**

(270) 798-3077

Armed Services YMCA offers a "Mommy & Me" preschool class that meets at the ASYMCA. This class is designed for 18mo-5-year old children of junior enlisted members. This class is one hour and teacher led with an emphasis on parent and child learning.

#### **Armed Services YMCA Little Heroes (Early Learning)**

(270) 798-3077

The Little Hero program is offered each school year to children of junior enlisted members, ages 3 and 4. This is a drop-off program with a structured learning environment designed to prepare children for kindergarten. Our curriculum meets state standard alignments and maintains the highest standards and foundational principles

# **BEFORE A DEPLOYMENT**

## **GET ORGANIZED:**

- Complete your Family Readiness Checklist.
- Attend pre-deployment briefs / fairs and SFRG meetings as possible.
- Review survivor benefits & entitlements with Soldier
- Complete a calendar with important dates written in it, such as: birth dates, holidays, anniversaries, vehicle safety inspection renewal dates, vehicle tag renewal dates, date for filing taxes, payment due dates and amounts etc. (Both Family member & Soldier keep a copy)
- Discuss how you plan to keep in contact during the deployment. (You may consider pre-addressing envelopes and purchasing stamps ahead of time)
- Make certain important documents and information are in order and accessible.
- If you have a full time job and children, make arrangements for childcare during your work hours, or if you are military, during duty hours, field duty and periods of mobilization. Does the person caring for your child have a power of attorney to assure necessary medical care? Do you have a Family care plan?

## **FOR THE CHILDREN:**

- Spend time talking with your child about the deployment at your child's level, explain why dad/mom is going, where, with whom, and for how long.
- Sit down with the whole Family and talk about feelings. Let each member of the Family express how they feel about the separation. Discuss the rules of the house. Make them "House Rules" rather than mom or dad's rules.
- Encourage the older children to talk with the younger ones about previous deployments: how long it seemed, what they did, how they felt while dad/mom was away and when he/she returned.
- Encourage dad/mom to spend time individually with each child: just the two of you.
- Take a picture of each child with dad/mom.

## DURING A DEPLOYMENT

- Know at least three of your neighbors. You may need their help during an emergency. They can also be a wonderful source of day-to-day support.
- Be active in your unit SFRG, take advantage of training opportunities and support services.
- Volunteer, **You are needed!** Stay busy during the separation: church, school, sports, volunteering and FRIENDS.
- Take up a new hobby or return to the one you gave up for lack of time.
- Travel! New scenery and a change of pace, even if only a day trip, does wonders for the spirit. Plan on taking a friend! Don't wait for the phone to ring, take the lead!  
**(Remember to let your Rear D/SFRG know where and for how long you will be gone.)**
- Stick to your budget.
- Prioritize what is critical and then pace yourself according to your own understanding of the way you function at your best. Be realistic and kind to yourself.
- Find another military Spouse in similar circumstances, time passes faster with a friend.
- Do not try to please everyone. Learn to say "no."
- Exercise regularly. Get plenty of sleep. It is okay to go to bed early!
- Treat yourself like you treat your closest friend. Give yourself permission to be less than perfect or to take a break.
- Anticipate stress and prepare for it.
- Simplify.
- Avoid power struggles; teamwork makes the Family and the Unit stronger.
- Provide consistent limitations and feedback to children (and some adults).
- Learn about your acceptable/comfortable stress level. Some stress is normal and necessary. (It gets you out of bed in the morning).

### FOR THE CHILDREN:

- Display pictures of dad/mom at your child's eye level. Let each child have a picture of himself/herself with dad/mom in their room.
- Routine can work to your advantage (Avoid a "rut.")
- Make opportunities for special outings, especially on weekends and holidays when dad/mom would usually be home. (Picnics, walks, eating out, build a bird feeder etc.)
- Play dad/mom's taped stories.
- Have each child choose a chore that dad/mom usually does. It will be a special contribution to maintain the house and will develop responsibility.
- Keep in touch with teachers. Work together to evaluate, avoid or redirect behaviors resulting from Soldier's absence.
- Take advantage of children's deployment support programs.
- Make an effort to be sensitive to children's needs during deployment.

# SAFETY PRECAUTIONS

Follow these tips whether your Spouse is home or not. A sudden change in the way you conduct your home and yourself may advertise your Spouse's absence.

- Do not tell people your Spouse is gone or discuss your Spouse's absence in public.  
**WARNING: car magnets, service stars, yellow ribbons, etc. often advertise your Spouse's absence!**
- When someone calls on the telephone and asks for your Spouse, **NEVER** tell the caller that your Spouse is not home. Tell the caller that your Spouse can't come to the telephone and take a message.
- Keep emergency phone numbers and your address by all the phones in your home.
- Always lock your doors and windows, draw your shades at night and leave a few lights on inside and outside whenever possible.
- Have a deadbolt lock installed. It is the most difficult to pick. Make sure your door has a peephole and a safety chain. (A safety chain is **NOT** adequate protection in case someone tries to force a door open.) Keep your doors locked at all times.
- Never open your door even a crack for anyone uninvited or unexpected. Use a peephole. If they claim it is an emergency make the phone call for them. Do not allow any stranger into your home when you are alone. If you are expecting delivery or maintenance have another person with you and call the company when the employee arrives.
- Use caution. Remember neighbors and acquaintances do not come with credentials.
- If you are not certain if someone else may have keys to your home, have the locks changed (consider previous tenants and their friends or neighbors with extra keys).
- Discontinue paper delivery if you will be away. Ask the Post Office to hold your mail until you return.
- DO NOT LEAVE MAIL EXPOSED IN PLAIN VIEW** (i.e., in your car).
- Instruct children, Family and babysitters not to give out information about who is home, who is out, or for how long.
- Do not leave your keys hidden outside your home; they are too easily found.
- Most burglars and intruders enter homes through either **OPEN** doors or windows or doors and windows that are easily jimmied.
- When going to your car have your keys in your hand. Look inside and under the car as you approach it. Keep your car doors locked at all times. If your car breaks down, put up the hood, turn on the emergency flashers and stay in the car with the windows up and the doors locked. If someone stops to help, give them a phone number to call.
- To discourage burglars, have items (such as televisions, stereos, cameras, etc.) engraved with your name and last four digits of your social security number. Check with your local police for more information and current recommendations about engraving. If you notice strangers loitering in your neighborhood, notify the police; with time, place, and description
- If you suspect your home has been broken into **DO NOT** go in. Call the police from a neighbor's home.

- Do not go places alone, especially at night. Use the buddy system. If you travel, consider a cellular phone.
- Do not bring in your mail, newspaper, or gather clothing in from your line after dark.
- While walking be alert keep your head up and eyes open. Being aware of your surroundings is your best defense.
- Change your routes to stay out of obviously bad areas. Stay well away from bushes, parked cars, alleyways, and beggars. If you think you are being followed while walking, cross to the other side of the street and change your route to a well-lit populated area, or if you are driving, go to the police station.
- When you go anywhere, ask yourself, what would I do if I were attacked in this situation? **Be prepared!**

## **Pre-Deployment/Family Readiness Checklist**

- Do you and your Spouse have a joint checking account?
- Do you have SURE PAY deposit? If not, do you have an acceptable Power of Attorney so you can receive/deposit checks in his absence?
- Will your bank accept your Power of Attorney? (Not all banks do!)
- Do you know how deposits are made?
- Do you have and know how to write checks & balance your checkbook or order more checks?
- If you are receiving an allotment, will it provide sufficient money to maintain your entire household?
- Do you know the account numbers, names and addresses of your banks?
- Do you know the types of accounts you have?
- Do you have a safe deposit box? Do you know where the key is kept?
- Do you know where the box is located?
- Are all of your credit cards accounted for? Are the numbers logged and in a safe place? Do you know how to notify the credit card company in case of loss or theft?
- Do you have Leave and Earnings Statements from the last three months?
- Do you know that your Spouse must make any changes to allotments, including address changes?
- Do you know whom to contact if your allotment check does not arrive? Contact your Battalion Rear D.
- Do you have a copy of any installation contracts or loan papers?
- Do you have a copy of your lease agreement?
- Will your lease run out while your Spouse is deployed?
- Do you know what bills must be paid and when they are due?
- Do you have and are each Family member's identification cards (ID) cards up-to-date?
- When will each ID card expire? \_\_\_\_\_
- Do you know how to replace the ID card in the event it is worn, damaged, lost or stolen?
- Do you have immunization records for each member of the Family?

- Are your Family members' immunizations up-to-date?
- Do you and your Spouse have an up-to-date will and know where it is kept?
- Do you have and know the location of your Power of Attorney?
- Do you have and know the location of each Family member's certified birth certificate?
- Do you have and know the location of your marriage certificate?
- Do you have copies and know the location of any adoption papers, guardianship papers, divorce decrees, or court orders awarding custody of children or child support?
- Statements from licensed doctors or medical officers for dependent children over 21 years of age whom are mentally or physically disabled.
- Name and location of places where unmarried children over 21 but less than 23 years of age who are enrolled in a full-time course of instruction.
- Death certificates of deceased members of the immediate Family.
- Do you have a recent photograph (full-face, light background, about two inches by two inches, showing the person's entire head for each Family member 10 years old or older)?
- Do you have and know the social security numbers for each Family member?
- Do you have copies of Federal and State tax records for the past six years?
- Where are the insurance policies kept? (Car, life, home owner, personal property, etc.)
- Where are your stocks, bonds, certificates of deposit, savings and credit union passbooks, notes receivable, and other evidence of income producing properties?
- Do you know where the deeds and other title documents relating to real estate are?
- Certificates of title and registration, warranties, and tax receipts for automobiles, boats, recreational vehicles, and other personal property.
- Are all your important papers safeguarded?
- If you are on the housing list, has the housing office been given telephone numbers where you can be reached during your Spouse's absence?
- Citizenship records if any Family member born outside the United States.
- Business agreements including partnership documents, agency contracts, sales contracts, royalties, residual agreements, and employment contracts.
- Documents designating the sponsor or Spouse as an executor or a trustee.
- Documents relating to bankruptcy proceedings.
- Military and other employment records.
- Deployment Discount ID Card
- 1-800 RED CROSS number card for emergencies.



## HOUSING:

- Do I know the location and use of the electrical breaker box?
- Do I know the location and use of the main water control valves?
- Do I know the location and use of each toilet's water control valve?
- Do I know the location and use of each sink's water control valve?
- Do I know the location and use of the washing machine's valve?
- Do I know the location and use of the dishwasher's valve?
- Do I know the location and use of the gas control valve?
- Name and telephone number of an electrician?
- Name and telephone number of a plumber?
- Name and telephone number of the landlord?
- Telephone number for the Dept. of Public Works & Environment?
- Do I have an extra set of keys to the house?
- Do all of the smoke alarms have new batteries; do they work?
- Am I capable of doing the yard maintenance? If not, have I made arrangements?
- Do I have a current household inventory, including serial numbers?
- Do I have current renters or homeowner's personal property insurance?
- Do you have extinguishers close at hand and suitable for grease and electrical fires?
- Are the furnace, heaters, vents and chimney inspected and serviced regularly?
- Do you have an intruder plan and fire escape plan and have you practiced it with all Family members?
- Have you practiced fire emergency procedures?
- Use extension cords only for temporary convenience, never as permanent wiring.
- Does every member of your Family know how to dial 911?

## TRANSPORTATION:

- Do you have a current driver's license? It expires on \_\_\_\_\_.
- Do you have an extra set of car keys? They are located \_\_\_\_\_.
- Do you know where your Spouse will park the car if he drives it to the unit when leaving for a deployment?
- Do you know that if your Spouse leaves the car in a unit holding area and deploys, you **must** have a completed release form showing that you by name may take it out of the area? This must be filled out **before** your Spouse leaves.
- Do you know how/when/where to attend to minor car maintenance or breakdowns?
- Is the registration and proof of insurance for the car kept in the car? Are you insured to drive the cars?
- Are the car tags current, and do you know how to renew them?
- If you do not drive or have a valid driver's license, are you familiar with local public transportation?
- Do you have the title for the car?
- What is the name and address of the company holding the lien? \_\_\_\_\_.

## MEDICAL:

- Does every member of your Family know how to dial 911?
- Do I know the telephone number and location to your Health Clinic or nearest Emergency Room?
- Do I know the location of Blanchfield Army Community Hospital?
- Is each Family member enrolled in DEERS and have a current military ID Card?
- Does each Family member have a current medical / TRICARE card?
- Are immunizations for each Family member up to date?
- Where are the medical records for each Family member? \_\_\_\_\_
- Where are the dental records for each Family member? \_\_\_\_\_
- Who has medical power of attorney? \_\_\_\_\_
- Are the Family's pet's vaccinations up to date? \_\_\_\_\_

# **COMMUNICATION DURING A DEPLOYMENT**

Ensure you have a mailing address before your Spouse departs or obtain the address from your Soldier and Family Readiness Group when possible.

## **MAIL/Care Packages for Deployed Soldiers:**

- Each letter/care package **MUST** include the rank/full name, unit and APO address of the Soldier. Packages sent to “ANY” Soldier will no longer be delivered.
- The sender must pay all postal charges.
- Check the United States Postal Service at <https://www.usps.com/ship/apo-fpo-dpo.htm> for monthly updates and tips.

## **Items that CANNOT be mailed to Deployed Soldiers:**

- Explosives, firearms, ammunition, knives, flammable products, pornographic or obscene materials (i.e., photographs, videotapes, DVDs, magazines, etc).
- Perishable items such as fruit, vegetables, flowers, plants, pork or pork by products, narcotic and/or prescription drugs.

## **Items that CAN be mailed to Deployed Soldiers:**

- Paperback books, playing cards, magazines, hometown newspapers, batteries (A, AA, & D preferred), music CDs, DVD movies, footballs, soccer balls, personal hygiene items for both male and female Soldiers.
- Canned foods including fruits, meats, soups, potato chips, cookies, hard candies, chewing gum, chapstick, powder drink mixes (Kool-Aid, lemonade, tea, sports drinks, etc.), socks, wash cloths, bath towels and baby wipes.
- Small gifts for Iraqi/Afghan children-toy cars, dolls, coloring books, crayons, paper and pencils.

### **LETTER WRITING:**

The need for two-way communication continues though you are separated by distance. The following is a guide that may make it easier to talk with each other by letter.

- Answer all questions. Write with your Spouse's letter and picture in front of you as though talking directly to him/her.
- Let your Spouse know how much you appreciate the letters, tapes, pictures, etc. In each communication mention one or two things that made you feel especially close.
- Remember that the need to express affection does not diminish with the miles. "I love you," means just as much when it is written during a deployment as it does when spoken in person.
- Share your feelings as openly as you can without indulging in self-pity. Let your Spouse know you would like him/her to share his/her feelings.
- Above all express yourself clearly so he/she won't have to think, "I wonder what she/he meant by that?" On the other hand don't try to read between the lines or interpret a puzzling remark. If you don't understand, ask questions in your next letter.
- Some husbands and wives number their letters to eliminate confusion.
- Have dad/mom send separate letters to each child in the Family. It will help maintain and strengthen their relationships. Children love to receive their own mail.
- Try to send photographs.

### **E-Mail:**

E-mail access has become readily available during most deployments. It is a great way to have frequent contact with Family. However, e-mail can be a "mixed blessing". Be aware that in some theaters of operation electricity, power, and/or e-mail systems can function unreliably! If you become accustomed to a daily e-mail and suddenly do not hear from your Soldier for several days, DO NOT PANIC! There could possibly be a "glitch" in the e-mail system or **a blackout which freezes communications temporarily**. Be patient! Understand that e-mail can be, and is, screened for sensitive information pertaining to military operations. **Do not discuss classified information!** Sending nude or pornographic pictures via the internet through web cams or e-mail is punishable under Uniformed Code of Military Justice (UCMJ) for the Soldier! DON'T DO IT! Reread your message before hitting send - especially if they are emotionally charged! Webcams are not always in a private room

### **TAPE RECORDING:**

If letter writing is difficult for you, consider purchasing a pair of tape recorders so that you and your Spouse can send "talking" letters. Younger children can also say "Hello Dad/Mom" in their own words.

### **TELEPHONE CALLS:**

Telephone calls are a quick way to communicate, but remember long distance and overseas calls can be very expensive. Remember the difference in time zones and depending upon the location of the Soldier, access to telephones/communication may vary.

# TALKING WITH THE MEDIA

If you decide to talk with the media, here are some things to remember:

A media interview is **not** a conversation, though it may appear and sound conversational. Be thoughtful and deliberate about what you want to communicate to a public audience.

- Talk about known facts, not rumors.
- Do not share personal information.
- You don't have to answer every question.
- Tell the reporter if you prefer not to answer a question.
- Don't argue with a reporter. Be polite and firm, but don't get emotional.
- It is your right to stop an interview at any time. If the reporter is rude, stop the interview.
- If you don't know the answer, say so.
- Don't discuss subject matter that is outside your lane.
- If the reporter says something you know is incorrect, correct him/her.
- Avoid speculating or answering "what if" questions.
- Don't allow a reporter to rush you.
- Silence is OK. Pause and think your answer through before speaking.
- Do not discuss operational information – i.e. troop movements and deployment dates,
- Local news agencies, off-post reporters, MUST be escorted by a Public Affairs Officer to any location on-post. Do not invite off-post reporters to Fort Campbell. Refer them to PAO for access approval.
- The Public Affairs Office can provide media training to help you prepare for an interview.
- Contact the Public Affairs Office via "Contact Us" at [usarmy.campbell.id-readiness.mbx.pao-contact-us@army.mil](mailto:usarmy.campbell.id-readiness.mbx.pao-contact-us@army.mil). Or post a direct message at <https://www.facebook.com/FortCampbell>.

Additional information is available at <https://home.army.mil/campbell/index.php/contact/public-affairs>.



## Social Media

Social media is a good resource for keeping in contact over distances, but there are precautions to take:

- Always keep Operational Security in mind.
- Social media is not a secure means of communication.
- Do not post specifics about missions.
- Do not post addresses of service members overseas.
- Avoid “checking in” at locations.
- Avoid posting details of being away from home.
- Avoid posting details about your schedule.
- Avoid tagging photo locations or sharing photos that may have tagged locations.
- Posts from service members are subject to UCMJ. Service members could be liable for what a spouse or other Family member posts if the account has a joint name.
- Beware of copyright infringements.
- Once you post something online, it is there forever, even if you delete it. It may be your posts, photos, videos and more, but the website you post it on owns the content once you post it.
- **Let officials release official messages.** Just because you have access to certain information, doesn’t mean you should post about it. This is especially important during the notification process for service members killed in action. The KIA notification is done a specific way. Do not post messages or make phone calls until after official notifications. Sometimes the notification process can be lengthy.

Remember – Soldiers are expected to conduct themselves as a professional. No matter how private your social media use, you are a representation of the U.S. Army, the 101st Airborne Division (Air Assault) and Fort Campbell. Family member also are a reflection of their Soldier and his or her chain of command.

For more information about the U.S. Army and social media, go to [www.army.mil/media/socialmedia](http://www.army.mil/media/socialmedia).

The main Fort Campbell Facebook pages are [www.facebook.com/FortCampbell](http://www.facebook.com/FortCampbell) and [www.facebook.com/101st](http://www.facebook.com/101st).

Contact the Public Affairs Office via “Contact Us” at [usarmy.campbell.id-readiness.mbx.pao-contact-us@army.mil](mailto:usarmy.campbell.id-readiness.mbx.pao-contact-us@army.mil), or post a direct message at <https://www.facebook.com/FortCampbell>.

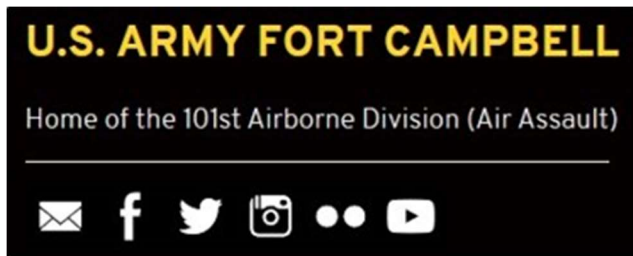
# Use Public Affairs Resources to Stay Informed

## Digital Garrison App



## U.S. Army Fort Campbell Facebook Page

[www.facebook.com/FortCampbell](http://www.facebook.com/FortCampbell)  
Official news and information source for the Fort Campbell community, especially during major incidents impacting life, health, and safety.



## Fort Campbell Website

<https://home.army.mil/Campbell>



## Fort Campbell Courier [post newspaper]

<https://fortcampbell-courier.com/>































# Time Conversion Chart

To learn the time where your Spouse is stationed, first find the time where you live, read across under the location of your Soldier. This will tell you the time at his/her location. Example, if it is 1900 hours (7:00 P.M.) for you in the Central Standard Time zone, then it is 0400 hours (4:00 A.M.) for your Soldier in **SWA (Southwest Asia)**, or **1000 hours (10:00 A.M.) in Korea**.

	Hawaii	Pacific Standard Time	Mountain Standard Time	Central Standard Time	Eastern Standard Time	GMT	Germany	SWA Iraq	Afghanistan
0100	0600	0800	0900	1000	1100	1600	1700	1900	2030
0200	0700	0900	1000	1100	1200	1700	1800	2000	2130
0300	0800	1000	1100	1200	1300	1800	1900	2100	2230
0400	0900	1100	1200	1300	1400	1900	2000	2200	2330
0500	1000	1200	1300	1400	1500	2000	2100	2300	0030
0600	1100	1300	1400	1500	1600	2100	2200	2400	0130
0700	1200	1400	1500	1600	1700	2200	2300	0100	0230
0800	1300	1500	1600	1700	1800	2300	2400	0200	0330
0900	1400	1600	1700	1800	1900	2400	0100	0300	0430
1000	1500	1700	1800	1900	2000	0100	0200	0400	0530
1100	1600	1800	1900	2000	2100	0200	0300	0500	0630
1200	1700	1900	2000	2100	2200	0300	0400	0600	0730
1300	1800	2000	2100	2200	2300	0400	0500	0700	0830
1400	1900	2100	2200	2300	2400	0500	0600	0800	0930
1500	2000	2200	2300	2400	0100	0600	0700	0900	1030
1600	2100	2300	2400	0100	0200	0700	0800	1000	1130
1700	2200	2400	0100	0200	0300	0800	0900	1100	1230
1800	2300	0100	0200	0300	0400	0900	1000	1200	1330
1900	2400	0200	0300	0400	0500	1000	1100	1300	1430
2000	0100	0300	0400	0500	0600	1100	1200	1400	1530
2100	0200	0400	0500	0600	0700	1200	1300	1500	1630
2200	0300	0500	0600	0700	0800	1300	1400	1600	1730
2300	0400	0600	0700	0800	0900	1400	1500	1700	1830
2400	0500	0700	0800	0900	1000	1500	1600	1800	1930

# Military Rank

No Rank	Private / PVT / E1
	Private / PV2 / E2
	Private First Class / PFC / E3
	Specialist / SPC / E4
	Corporal / CPL / E4
	Sergeant / SGT / E5
	Staff Sergeant / SSG / E6
	Sergeant First Class / SFC / E7
	Master Sergeant / MSG / E8
	First Sergeant / 1SG / E8
	Sergeant Major / SGM / E9
	Command Sergeant Major / CSM / E9
	Sergeant Major of the Army / SMA / E9

	Warrant Officer / WO1 / W-1		Second Lieutenant / 2LT / O1
	Chief Warrant Officer / WO2 / W-2		First Lieutenant / 1LT / O2
	Chief Warrant Officer / WO3 / W-3		Captain / CPT / O3
	Chief Warrant Officer / WO4 / W-4		Major / MAJ / O4
	Chief Warrant Officer / WO5 / W-5		Lieutenant Colonel / LTC / O5
			Colonel / COL / O6
			Brigadier General / BG / O7
			Major General / MG / O8
			Lieutenant General / LTG / O9
			General / GEN / O10
			General of the Army / GOA

## U.S. Army Acronyms: ([http://www.dtic.mil/doctrine/dod dictionary](http://www.dtic.mil/doctrine/dod_dictionary))

A		B
<b>AAFES</b> —Army and Air Force Exchange Service	<b>AO</b> —Area of Operations	<b>BOQ</b> —Bachelor Officers' Quarters
<b>AD</b> —Active Duty	<b>APC</b> —Armored Personnel Carrier	<b>BHA</b> —Basic Housing Allowance
<b>ADJ</b> —Adjutant	<b>APFT</b> —Army Physical Fitness Test	<b>BC</b> —Battery Commander
<b>AFN</b> — Armed Forces Network	<b>APO</b> —Army Post Office	<b>BCT</b> —Brigade Combat Team
<b>AG</b> —Adjutant General	<b>AR</b> —Army Reserve/Army Regulation/Armor	<b>BDU</b> —Battle Dress Uniform
<b>AGR</b> —Active Guard Reserve	<b>ARNG</b> —Army National Guard	<b>BN</b> —Battalion
<b>AIT</b> —Advanced Individual Training	<b>ASAP</b> —As Soon As Possible	<b>BNCOC</b> —Basic Noncommissioned Officer Course
<b>AMMO</b> —Ammunition	<b>AT</b> —Annual Training	
<b>ANCOC</b> —Advanced Noncommissioned Officer Course	<b>AUSA</b> —Association of the United States Army	
<b>ANG</b> —Air National Guard	<b>AWOL</b> —Absent Without Leave	
C	D	E
<b>CASCOM</b> —Combined Arms Support Command	<b>DA</b> —Department of the Army	<b>EBC</b> —Embedded Battle Command
<b>CDR</b> —Commander	<b>DI</b> —Drill Instructor	<b>EER/OER</b> —Enlisted/Officer Evaluation Report
<b>CG</b> —Commanding General	<b>DO</b> —Duty Officer	<b>EM</b> —Enlisted Member
<b>CID</b> —Criminal Investigation Division	<b>DOD</b> —Department of Defense	<b>EN</b> —Enlisted
<b>CINC</b> —Commander in Chief	<b>DOR</b> —Date of Rank	<b>ETS</b> —Expiration Term of Service
<b>CO/Co</b> —Commanding Officer/Company		<b>ESC</b> —Enlisted Spouses' Club
<b>CFRR</b> —Command Family Readiness Representative		
<b>COLA</b> —Cost of Living Allowance		
<b>CP</b> —Command Post		
<b>CPX</b> —Command Post Exercise		
<b>CQ</b> —Charge of Quarters		
<b>CYS</b> —Child & Youth Services		
F	G	I
<b>FDU</b> —Full Dress Uniform	<b>GO</b> —General Officer	<b>IG</b> —Inspector General
<b>FORSCOM</b> —Forces Command	H	<b>INFO</b> —For the Information of
<b>FOUO</b> —For Official Use Only	<b>HHC</b> —Headquarters and Headquarters Company	<b>IO</b> —Information Officer
<b>FSA</b> —Family Separation Allowance	<b>HOR</b> —Home of Record	<b>IRF</b> —Immediate Reaction Force
<b>SFRG</b> —Soldier and Family Readiness Group	<b>HQ</b> —Headquarters	<b>IRR</b> —Individual Ready Reserve
<b>FTX</b> —Field Training Exercise	<b>HQDA</b> —Headquarters, Department of the Army	
<b>FY</b> —Fiscal Year	<b>HS</b> —Home Station	

<b>FYI</b> —For Your Information		
<b>J</b>	<b>M</b>	<b>N</b>
<b>JAG</b> —Judge Advocate General	<b>MACOM</b> —Major Army Command	<b>NA</b> —Not Applicable
<b>JUMPS</b> —Joint Uniform Military Pay System	<b>MFO</b> —Multinational Forces and Observer	<b>NATO</b> —North Atlantic Treaty Organization
<b>K</b>	<b>MI</b> —Military Intelligence	<b>NCO</b> —Noncommissioned Officer
<b>KIA</b> —Killed in Action	<b>MIA</b> —Missing in Action	<b>NCOA</b> —Noncommissioned Officer Association
<b>KP</b> —Kitchen Patrol	<b>MOS</b> —Military Occupational Specialty	<b>NCOER</b> —Noncommissioned Officer Evaluation Report
<b>L</b>	<b>MP</b> —Military Police	<b>NCOIC</b> —Noncommissioned Officer in Charge
<b>LES</b> —Leave and Earnings Statement	<b>MRE</b> —Meals Ready to Eat	
<b>LOD</b> —Line of Duty	<b>MSO</b> —Morale Support Officer	<b>Q</b>
<b>LZ</b> —Landing Zone		<b>QM</b> —Quartermaster
<b>O</b>	<b>P</b>	<b>QTRS</b> —Quarters (living area)
<b>O CLUB</b> —Officers' Club	<b>PAC</b> —Personnel Administration Center	<b>R</b>
<b>OBC/OAC</b> —Officer Basic/Advanced Course	<b>PAO</b> —Public Affairs Officer	
<b>OCS</b> —Officer Candidate Schools	<b>PCS</b> —Permanent Change of Station	<b>RA</b> —Regular Army
<b>OD</b> —Officer of the Day	<b>PDQ</b> —Pretty "Damn" Quick	<b>RC</b> —Reserve Component
<b>OIC</b> —Officer in Charge	<b>PERSCOM</b> —Total Army Personnel Command	<b>RD</b> —Rear Detachment
<b>OJT</b> —On the Job Training	<b>PLDC</b> —Primary Leadership Development Course	<b>RDC</b> —Rear Detachment Commander
<b>ORE</b> —Operation Readiness Exercise	<b>PLT</b> —Platoon/Primary Level Training	<b>RDF</b> —Rapid Deployment Force
<b>OSC</b> —Officers Spouses' Club	<b>PLF</b> —Parachute Landing Fall	<b>REG</b> —Regulation
	<b>PM</b> —Provost Marshal	<b>REGT</b> —Regiment
	<b>PMOS</b> —Primary Military Occupational Specialty	<b>RandR</b> —Rest and Recreation
	<b>POA</b> —Power of Attorney	<b>RFO</b> —Request for Orders
	<b>POV</b> —Privately Owned Vehicle	<b>RIF</b> —Reduction in Force
	<b>PT</b> —Physical Training	<b>ROTC</b> —Reserve Officer Training Corps
	<b>PX</b> —Post Exchange	<b>V</b>
<b>S</b>	<b>T</b>	<b>VA</b> —Department of Veterans' Affairs
<b>SD</b> —Staff Duty	<b>TDY</b> —Temporary Duty	<b>VAMC</b> —Veterans' Affairs Medical Center
<b>SDNCO</b> —Staff Duty Noncommissioned Officer	<b>TIG</b> —Time in Grade	<b>VHA</b> —Variable Housing Allowance
<b>SDO</b> —Staff Duty Officer	<b>TLA</b> —Temporary Living Allowance	<b>W</b>
<b>SGLI</b> —Servicemen's Group Life Insurance	<b>TMP</b> —Transportation Motor Pool	<b>WO</b> —Warrant Officer
<b>SJA</b> —Staff Judge Advocate	<b>TRADOC</b> —Training and Doctrine Command	<b>WOAC</b> —Warrant Officer Advanced Course
<b>SOCOM</b> —Special Operations Command	<b>U</b>	<b>WOC</b> —Warrant Officer Candidate Course
<b>SOP</b> —Standing Operating Procedure	<b>USAR</b> —United States Army Reserve	<b>WOSC</b> —Warrant Officer Senior Course

<b>SQD</b> —Squad (a unit within a platoon)	<b>USMA</b> —United States Military Academy	<b>X</b>
<b>SQT</b> —Skills Qualification Test	<b>USO</b> -United States Organization	<b>XO</b> —Executive Officer
<b>SRB</b> -Selective Reenlistment Bonus	<b>SSN</b> -Social Security Number	





## LEGEND:

★ **1. Army Community Service (Main ACS Bldg) (FRC) 1501 William C. Lee Road**  
The following programs are located in this facility; *Army Emergency Relief (AER) Consumer Affairs Office, Financial Readiness, Exceptional Family Member Program (EFMP), Relocation Readiness, Lending Closet, Family Advocacy, Victim Advocate, New Parent Support Program, Outreach Services, Information and Referral, Welcome Center, Military Life Counselors, Resilience Training, Mobilization & Deployment Program, Military Life Counselors, Volunteer Program, Army Family Team Building (AFTB), Army Family Action Plan (AFAP),*

★ **2. ACS Soldier and Family Assistance Center (SFAC) (2433 Indiana Ave)**

★ **3. ACS Survivor Outreach Services (SOS) (5001 Screaming Eagle Drive)**

- 5 American Red Cross (95 Michigan Ave)
6. Army Education Center (202 Bastogne Ave)
7. Air Assault School (6883 Air Assault St.)
8. Backdoor Boutique (2304 Indiana Ave)
9. Battle Command Training Center, (Air Assault St & A Shau Valley)
10. Blanchfield Army Community Hospital (BACH) (650 Joel Dr)
11. Commercial Vehicle Access (Gate 7, CVI Lane)
12. Commissary (2606 Indiana Ave)
13. Cole Park Commons (1610, William C. Lee Rd)
14. Civilian Personnel Assistance Center (2577 Screaming Eagle Blvd)
15. Chapel Complex (Liberty Chapel) (3111 Bastogne Ave)
16. Childcare – CYS Registration (2702 Michigan Ave)
17. Soldier Support Center/In-processing/Out-processing/ DEERS/ID Card Office/Finance for PCS/SRP (2702 Michigan Avenue)
18. Mission & Installation Contracting Command (MICC) (6923, 38<sup>th</sup> & Desert Storm Avenue)
19. Director of Public Works, (865, Indiana Ave & 16<sup>th</sup> St)
20. Division Parade Field, (Desert Storm & Angels Rd)
21. Fort Campbell Credit Union (Fortera) (88, Normandy Ave)
22. Headquarters, 101<sup>st</sup> Airborne Division (2700 Indiana Ave)
23. Housing Office Campbell Crossing On Post (2702, Michigan Ave) Soldier Support Center
24. Housing Services Off post (2702 Michigan Ave) Soldier Support Center
25. Installation Chaplain Office (3101 Indiana Ave)
26. Intercontinental Hotel Groups, (IHG) Holiday Inn Express (82 Screaming Eagle Blvd & Texas Ave)
27. John W. Kreckel NCO Academy, (7520 Headquarters Loop Road)
28. Passenger Processing Center (PPC) (7170, Hedge Row Rd & 3<sup>rd</sup> St, CAAF)
29. Police Station, (6254, 42<sup>nd</sup> St and Desert Storm Ave)
30. Pratt Museum, (5702, Normandy Ave & Tennessee Ave)
31. PX/The Exchange (2840, Bastogne Ave)
32. Kalsu (20<sup>th</sup>) Replacement Company, (6920, 34<sup>th</sup> St & Desert Storm Ave)
33. Staff Judge Advocate/Legal Assistance, (2765 Tennessee Ave)
34. Schools Administrative Offices, (2702 Michigan Ave) Soldier Support Center
35. Sink Library, (38, Screaming Eagle Blvd & New York Ave)
36. Transportation Office for Personal Property and Passenger Travel – (2702 Michigan Ave) Soldier Support Center
37. Visitor Control Center (Adjacent to Gate 4)
38. Welcome Home Ceremonies, E St, CAAF, Hangar #3

★ *All ACS Building Locations.*

*Updated as of March 2022 by RB*

