



Program Handbook

PROGRAM CONTACTS:

James Burns
Community Liaison/Committee of 50
575-760-5023

Clovis/Curry County Chamber of Commerce
575-763-3435



SECTION I

THE PROGRAM AT A GLANCE

The Clovis/Curry County Chamber of Commerce's Committee of 50 implemented the Your New Mexico Home (YNMH) Program to provide Airmen with an avenue to form friendships and gather support beyond the formal work environment. If you can remember leaving behind the comfort and security of your parents' home, then you will understand the needs of the young men and women newly assigned to Cannon AFB. Rigorous military standards can tax even the best of spirits, producing feelings of great stress to make the grade in some members, and in others, moments of loneliness, homesickness and doubt. As a host family, you provide a home-away-from-home during an Airman's first years at Cannon AFB. You serve as their mentor, friend, and advisor, providing a caring environment to relax away from the pressures of work and future deployments. You are also in the position to serve as a positive adult role model helping them understand their role as a member of the armed services, as a member of the local community and reinforcing positive social values.

The YNMH Program Office attempts to match host families with Airmen who share the same basic characteristics. Airmen can request "by name" host families. When two families request the same Airman, we honor the wishes of the Airman.

The official relationship lasts for the duration of time that the Airman resides in the Cannon AFB Dormitories (dorms).

Your New Mexico Home is a program created and managed by the Clovis/Curry County Chamber of Commerce's Committee of 50. It is not a part of the Department of Defense or any of its components and it has no Governmental status. The US Air Force, Cannon Air Force Base, the 27th Special Operations Wing, and its affiliated squadrons are not responsible for the actions of the Airmen that participate in this program.

HOST FAMILY APPLICATIONS

Call the YNMH Program Office at **575-760-5023** or email **james.burns@xit.net** for details regarding the application process. You will need to complete:

- **True Hire Personal Info Page** listing everyone in your household over 18 years of age. You will also select an option for how to complete a True Hire application (online or paper) for a background check.
- **YNMH Liability Waiver**
- **Host Family Questionnaire**

Please return all forms listed above to the Clovis/Curry County Chamber of Commerce:
105 E Grand Ave, Clovis, NM 88101.

SECTION II

UNDERSTANDING THE AIRMAN

In order to successfully interact with an Airman, it is important to understand their professional life. This section is designed to familiarize the host family with terms and acronyms frequently used by airmen.

Glossary of Terms and Acronyms

AF	Air Force
AFI	Air Force Instruction: The instructions provide a set of policies and guidelines outlining Air Force operating procedures
DOD	Department of Defense
NCOIC	Noncommissioned Officer in Charge
OI	Operating Instruction: outlines how an organization conducts business
PCS	Permanent Change of Station
POV	Privately Owned Vehicle
SFS	Security Forces Squadron
First Sergeant	A Senior Non-Commissioned Officer enlisted member responsible for squadron disciplinary and personnel issues. (Often referred to as "Shirt")
Wing	A wing is made up of multiple groups, is comprise of several thousand personnel, and is commanded by a Colonel or sometimes a Brigadier General. Many bases can have more than one wing assigned, but Cannon AFB only has a single wing and is commanded by a Colonel.
Group	A group is a sub-organization of the wing and is broken down by the functions they perform. Groups typically have two or more squadrons and are commanded by a Colonel. Cannon AFB has four groups: Operations Group, Maintenance Group, Mission Support Group, and the Medical Group.
Squadron	A squadron is a sub-organization of the group and is further broken down by the functions they perform. A squadron can have from 50 to several hundred personnel and is usually commanded by a Major or Lieutenant Colonel.
TDY	Temporary Duty (business trip out of town)
UOD	Uniform of the Day

United States Air Force Ranks

Rank, Pay Grade, and Insignia

Enlisted		E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	E-10
Air Force											
no insignia											
Airman Basic (AB)	Airman (Arm)	Airman First Class (AFC)	Senior Airman (SA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (M Sgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	Chief Master Sergeant of the Air Force (CMAF)
Officer											
O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10		
Air Force											
2nd Lieutenant (2d Lt.)	1st Lieutenant (1st Lt.)	Captain (Capt.)	Major (Ma)	Lieutenant Colonel (Lt. Col.)	Colonel (Col.)	Brigadier General (Brg Gen.)	Major General (Maj Gen.)	Lieutenant General (Lt. Gen.)	General (Gen.)	General of the Air Force (Generalissimo) (needed for wartime only)	

SECTION III

AIRMAN RESPONSIBILITIES

The US Air Force Core Values:

In addition to the academic, physical, and military responsibilities Airmen assume, they are also charged with stringent moral responsibilities. Airmen accept and live core values which are: Integrity First, Service before Self and Excellence in all that we do and say. These values, ingrained into the individuals during Basic Training, are based upon the traditional concept that an Airman's word is a bond and that Airmen must be uncompromising, forthright, and honest in all activities throughout life. These standards should be obvious in the Airman's interactions with their host family. Airmen should be truthful and reliable.

Why is the Military So Demanding?:

The defense of the United States and its concept of deterring war rely heavily upon the ability of the Air Force to discharge its mission properly. In our modern world, we need Airmen of great ability, skill, and judgment.

These future leaders are the Air Force Airmen of today whom you will be encouraging and advising.

The self-discipline, mental toughness, knowledge and leadership skills that our country needs dictate intensive and demanding training.

Your efforts and concern as a caring participant can make a big difference in assisting an Airman who may need an occasional retreat from the dormitory living environment. Your willingness to give an Airman your time, to listen empathetically and to show your genuine concern will one day bear fruit far beyond the smiles you will earn from them today. In short, your involvement is vital to the Airman's experience and the shaping of the air and space leaders of tomorrow.

Airmen's Daily Life:

From overviews on academic requirements to survival training, it will be evident how vital your role as a host family is in the development of an Airman through the off-duty support you provide. The following section is designed to acquaint you with the daily life of an Airman.

Academics - First term Airmen are required to study and pass a variety of courses that strengthen their knowledge in the profession of arms as well as their job.

Fitness - Athletic participation is required of all Airmen. All Airmen complete a physical fitness test every six months. Failure to meet standards may result in removal from the military. In addition, base run intramurals sports are available for those who are interested. Squadrons may require Airmen to participate in unit led PT, but if the squadron does not, all Airmen should have an individual fitness program to ensure their fitness readiness.

Aviation - All Airmen at Cannon are either aircrew members or work directly in support of the USAF mission to fly, fight and win! Many of Cannon's Airmen are aircrew who has specific requirements to retain aircrew status. All Airmen perform jobs that are critical to support national defense and are integral to their unit's success.

Workdays - Not all Airmen work Monday-Friday, nor do all work from 7:30 am —4:30 pm. Rather, some work shifts and some work weekends on a regular basis. This will require some flexibility on your part to meet the needs of our Airman. In addition, the 72d Air Base Wing often supports short-notice tasks. Please be understanding if your Airman has to cancel plans with only a few days' notice (or less).

Deployments - You can expect that your Airman will probably deploy during their first year or two at Cannon AFB. Deployments typically last 4-6 months.

USAF Core Values:

- Integrity First
- Service Before Self
- Excellence in All We Do

Wing Commander Guidelines:

- Squadrons must have discipline, teaching, developing, and a focus on our operational mission - be ready for deployment/employment Anytime/Anywhere
- Environment must be conducive to growing Airmen - no assault, harassment, abuse, discrimination, drugs
- Air Force is a family business - protect each other, provide mutual support, treat all Airmen with dignity and respect

SEXUAL ASSAULT:

For allegations of sexual assault, Cannon AFB has a Sexual Assault Response Coordinator (SARC) and victim advocates (VA) available to ensure the respectful and dignified care of the victim. If an Airman victim of sexual assault confides in a host family that they were sexually assaulted, the victim should be encouraged to call the SARC immediately at 734-7272 in order to discuss restricted (confidential) and unrestricted (non-confidential) reporting options.

The Sexual Assault Response Coordinator (SARC). The SARC serves as the single point of contact for integrating and coordinating sexual assault victim care from an initial report of sexual assault, through disposition and resolution of issues related to the victim's health and well-being for all Cannon AFB personnel. Whether a victim comes forward through restricted or unrestricted channels, the immediate priority is to care for the victim. The SARC and VA are trained first responders that can help the victim understand the dynamics of sexual assault, put them in touch with other helping agencies to facilitate recovery and help the victim through the investigative and legal processes.

Restricted Report of Sexual Assault. Restricted (confidential) reporting enables the Airmen who are victims to report allegations of sexual assault to the installation SARC without triggering a law enforcement investigation. This reporting option gives the victim access to medical care, counseling, chaplain services and a victim advocate, but does not initiate the investigative process. Due to the confidential nature of this reporting option, it is critical that a victim's chain of command (Squadron Commander, First Sergeant) and law enforcement not be notified of the sexual assault as they are considered mandatory reporters. If a disclosure is made to the victim's chain of command or law enforcement, a victim will lose confidentiality and an unrestricted report will have to be made.

Unrestricted Report of Sexual Assault. Unrestricted (non-confidential) reporting enables all victims to report allegations of sexual assault through standard reporting channels including the victim's chain of command, law enforcement (Security Forces Squadron and AF Office of Special Investigations), and the installation SARC. Unrestricted reporting is the preferred reporting method by the Department of

Defense and the Air Force, because it allows the SARC to provide the widest range of support services to the victim and enables prosecution of alleged perpetrators when investigations warrant those charges. In an unrestricted report, law enforcement conducts an investigation after which commanders and legal authorities may pursue, prosecution for the alleged perpetrator. The victim making the unrestricted report has access to medical care, counseling, chaplain services and a victim advocate. At the request of the victim, the SARC and VA can work with the victim's commander to address duty or disciplinary concerns.

Independent Report. Should information about a sexual assault be disclosed to command or law enforcement from someone other than a victim, an investigation into the allegation will be initiated, and it will be considered an independent report. Commanders must report all sexual assaults that they become aware of when it involves individuals in their supervisory chain of command. Law enforcement personnel are required to investigate all crimes that they become aware of to include sexual assault. To preserve a victim's restricted reporting option, it is important that as a host family, the victim's disclosure to you be kept private.

Bottom Line. All victims of sexual assault can have their questions answered confidentially and receive assistance by contacting the SARC at 784-7272. Contacting the SARC first, preserves options for the victim!

SECTION IV

YOUR ROLE AS A HOST FAMILY

Airmen from Cannon AFB are held to a very high standard as professionals who are responsible for multi-million dollar pieces of equipment. It is imperative that you understand these standards and help set the Airmen up for success. While the Airmen you interact with will typically be the age of an average college student, their responsibilities are generally far greater. Failure to live up to their professional responsibilities will have the potential to seriously injure fellow service members and can have career-ending effects.

Alcohol and the Airman

New Mexico Law - Providing Alcohol to Minors - Alcohol use as it relates to the Airman is in accordance with New Mexico laws; the individual must be 21 years of age or older to buy or consume alcohol. While those over the age of 21 may drink alcoholic beverages, it is not encouraged.

Remember, alcohol use has been linked to sexual assaults. Do not condone situations where alcohol use can lead to criminal activity.

Host Family Activities

Airmen do not expect to be entertained or taken out to expensive meals or events. On the contrary, they are looking for the warmth and friendship of your family in their home-away-from-home. Letting them become part of your family is the greatest gift you can give. They may want to use your phone to call parents or friends, but are not required to overextend yourself financially. If the Airman does not have a cell phone, you should suggest that the Airman acquire a calling card in order to pay their own bills. Ultimately, the freedom to make a sandwich, drink a soda, sleep, watch TV, or just hang out combined with your willingness to listen and your concern for them as individuals, are the most precious gifts these service members can receive.

Airman-Host Family Relationships

Airmen will strive to please you by good behavior to earn a return invitation. They are expected to be courteous guests and to express their gratitude. They are taught to address military superiors and their elders as "Sir" or "Ma'am". Relations between host family and Airman need not be excessively formal and we rely on your good judgment in this area. However, if you experience problems with your Airman, please contact James Burns (575-760-5023) of the Committee of 50 who will alert the Military Liaison for assistance.

Host Family Dividends

Aside from the personal satisfaction you receive in hosting an Airman, you may be asking yourself what you get in return. Airmen will normally invite you to events as their guest, traditionally military events such as promotion ceremonies, to show their appreciation. They will also volunteer to help you with tasks or projects as they are genuinely grateful for your caring and seek to find ways to demonstrate their gratitude. While the YNMH Program provides many dividends, participants often gain their most satisfying moments merely by interacting with their Airman. By sharing a family atmosphere, these family ties can continue for years.

Airmen and Cars

While many Airmen have their own vehicle, this is not the case with all of them. Lending your vehicle is not a responsibility or requirement. If you choose to do so, you must realize that you do so at your own risk, with possible negative outcomes in terms of damage to property belonging to others. Safe alternatives to borrowing are commercial transportation, carpooling, and prior coordination or rides with host families. Any host family member may pick up the Airmen. Host families who do not have regular access to Cannon AFB may be placed on an Entry Access List (EAL) or be provided a pass to allow for access by having their Airman contact 27 SOSFS (Security Forces) as required.

The Host Family's Role in Correcting the Airman

Airmen, need to learn from their mistakes ... that is part of their ongoing training. Overlooking an error or mistake will only encourage them to continue the behavior. One experienced host family recommends establishing house rules for Airmen visiting your home. They further added that it is unfair to expect Airmen to follow your rules if you don't tell them what the rules are.

Perhaps the most important things you want to remember about house rules are that the rules must clearly and accurately reflect your expectations of the Airman's behavior in your home.

Suggested house rules you may want to address include the following:

- We each have a right to our own opinions and the right to disagree with the opinions of others.
- If I request a phone call to let me know if you are coming over for the weekend, then please call me early so I may adjust my plans accordingly.
- If you are unable to visit for an extended length of time, a courtesy call or email from time to time is required to let me know how you are doing.

Other areas you may want to address from the start include:

- Your policy on bringing additional Airmen to your home
- Cleaning up after themselves while visiting your home (this may include a list of duties such as making the bed if they have slept over)
- Putting things back where they have found them

- Address your feelings on picking up the Airman at the base and how you feel about last minute phone calls requesting an off-day visit
- Your policies on the Airman arriving unexpectedly for a meal or bringing a friend for a meal.

Helpful Hints

- Be a sounding board
- Communicate your house rules and regulations
- Give the Airman responsibilities as a family member
- Expect the same courtesy from an Airman as you would a family member • Teach your Airman and learn together
- If possible, have an open house to meet the Airman's parents if they visit
- Take pictures for the Airman's family and future reunions
- Be patient. Your Airman is sometimes very busy and there may be periods in which your Airman cannot visit.
- Treat your Airman like an adult, not a child. Mentor them but don't baby them.
- Enjoy your time together; the Airmen feel host families are influential and positively impact their future.
- We ask that you not buy alcohol for the Airmen and remember that if they consume alcohol in your home (not recommended), they must be 21 years of age or older.



PLEASE PRINT CLEARLY

This information is for official use only
Protect IAW AFI 33-332 and DoD Regulation 5400.11
And the Privacy Act of 1974

YOUR NEW MEXICO HOME TEAM CANNON

HOST FAMILY QUESTIONNAIRE

PRIMARY'S NAME (Title, Last, First, MI) _____

SPOUSE'S NAME (Title, Last, First, MI) _____

EMPLOYER/OCCUPATION _____

STREET ADDRESS: _____	Street	City	State	Zip
E-MAIL ADDRESS/ES: 1) _____	2) _____			
PHONE: (W) _____	(H) _____	(Cell) _____		

Please check here if your contact information in box is releasable to airmen's parents and base staff members.

ETHNICITY: (Circle)	African American Native American	Hispanic Inter-Racial	Caucasian No Answer	Asian/Pacific Islander Other: _____
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RELIGIOUS AFFILIATION: (Circle)	Agnostic/Atheist Muslim Non-Denominational Uncommitted	Baptist Jewish Christian No Answer	Buddhist Methodist Protestant Other: _____	Catholic Mormon/LDS Unknown
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YOUR INTERESTS (circle)				
Aviation Baseball Basketball Bikes Board Games	Computer/Video Games Cooking/Baking Fishing/Hunting Football Golf	Horseback Riding Musical Instruments Racquetball Swimming Tennis	TV/Movies Watching Sports Watersports Other: _____	

Do you have any of the following in your home? (circle all which apply)

Cats Dogs Other pets Smokers Young Children (ages) _____ Teenagers (ages) _____

AIRMAN GENDER REQUEST: (Circle or number) _____ Male/s _____ Female/s _____ No Preference

How many Airmen are you willing to host? (minimum 2) _____

Preferred Method of Communication: _____ Do you use texting via cell phone? Y / N

Do you have access to the base? Y/N How did you hear about the program? _____

Any additional comments/desires: _____

If you have the name of a specific airman you would like to host, please list the airman's name (Last, First)

(Last) _____ (First) _____ Unit _____

PLEASE RETURN TO: [Clovis/Curry County Chamber of Commerce, 105 E Grand Ave, Clovis, NM 88101, 575-763-3435,](http://ClovisCurryCountyChamberofCommerce.com)
james.burns@xit.net



Personal Information Needed for Background Investigation



We require personal information that will be used to conduct a background investigation. We would prefer that you submit your personal information using True Hire's secure Online application (Option 1 below). If for some reason you are unable to complete the application Online, please see Option 2.

Please list the names and email addresses for everyone living in your household over 18 years of age:

Name: _____ Email: _____

Please select an option for applying for a background check:

Option 1: Complete the Application Online

We will send email invitation(s) with a link to the Online application(s) to the email addresses you provided above.

Option 2: Paper Application

Please request a paper Background Check Application Packet from the Clovis/Curry County Chamber. Once completed, you will return the application to the Chamber office: 105 East Grand Ave, 88101. **Please note - you will be required to fill out a separate application packet for each person in your household over 18 years of age.**

About True Hire:

True Hire is accredited by the Professional Background Screening Association (PBSA) Background Screening Credentialing Council (BSCC), which means True Hire is compliant with the Background Screening Agency Accreditation Program (BSAAP). True Hire provides clients with accurate background checks while following strict compliance and data security protocols.



YOUR NEW MEXICO HOME

TEAM CANNON

RELEASE AND LIABILITY WAIVER

CLOVIS/CURRY COUNTY CHAMBER OF COMMERCE – COMMITTEE OF 50

1. I _____, volunteer to participate in the “Your New Mexico Home” Program (Program). I understand that foreseeable and unforeseeable risks and dangers may arise from the negligence, misconduct, malfeasance, or tortious actions of Program participants, which might lead to personal injury, property damage, or death. I understand that my execution of this Release and Liability Waiver is a prerequisite for voluntary participation in the Program.
2. I do hereby forever waive all claims of liability and release the Clovis/Curry County Chamber, their staff and volunteers, as well as all United States Air Force entities to include Cannon Air Force Base, the 27th Special Operations Wing, and all affiliated units and commanders from all civil liability, claims, and lawsuits which may arise from my participation in the Program or from the negligence, misconduct, malfeasance, or tortious actions of Program participants.
3. I do hereby agree to assume full responsibility for my safety and indemnify, save, hold harmless, and defend the U.S. Government, its departments, agencies, employees, officers, and agents acting officially or otherwise, from any and all liability, claims, demands, and actions that may occur, resulting from my participation in the Program. This Release and Liability Waiver shall bind all of my heirs, successors, and assigns.
4. I understand that my acceptance into the Program is subject to review by the Your New Mexico Home committee, a subcommittee of the Committee of 50, in accordance with the policies of the Clovis/Curry County Chamber of Commerce.
5. I agree to the release of personal information provided by me in the Program’s Host Family Questionnaire only to the Clovis/Curry County Chamber of Commerce, Committee of 50 and participating Airmen I sponsor.
6. I hereby release the Clovis/Curry County Chamber of Commerce, including any of their agents, employees or representatives in any capacity, from any and all claims of liability or damage of whatever kind or nature, which at any time could result to me, my heirs, assigns, associates, personal representative or representatives of any nature because of compliance with this “Authorization for Release of Information” and my request contained herein for this release or because of any use of these records from True Hire or other background check service providers. This release is binding, now and in the future, on my heirs, assigns, associates, personal representative or representatives of any nature.
7. This Release and Liability Waiver shall NOT affect my ability to personally sue, file claims against, or file police reports concerning the Airmen I sponsor.
8. I hereby acknowledge that I have read and understand the foregoing, and voluntarily agree to its terms.
9. Host families are advised that the YNMH program has a “no alcohol policy” for all official events. Use of alcohol in the host family’s home is always discretionary, but the host families are reminded that serving alcohol to a underage military members is not only a crime under New Mexico law, but it’s consumption by the military member is a violation of the Uniform Code of Military Justice (UCMJ). Conviction under NM law or the UCMJ will have serious repercussions to the military members career.

Name

Signature

Date: _____



YOUR NEW MEXICO HOME

TEAM CANNON

Print Military Personnel's Name: _____

As a host family and a member of the Team Cannon Your New Mexico Home program, your military member has received the following guidelines:

- Understand the importance of the "RSVP" - if an event/activity requires an RSVP from you, please honor that request. If you plan to attend, RSVP "Yes". If you do not plan to attend, RSVP "No". Please do not show up without clearing it with the Host if you previously stated you would not and if you stated you would be there, and there has been a change of plans, please notify your host as soon as possible. Failure to RSVP, or RSVP "Yes" and then not show a total of three times will be means for removal from the program.
- Please do not bring a guest to an event/activity without receiving permission from your host first.
- Treat your host's home and possessions with care. They have worked hard for everything in their home. Some things have monetary value, some sentimental. Regardless of the value, it is important that you are respectful of all their things. Some examples include not putting feet on furniture, taking shoes off upon entering the house.
- Respect your host's privacy. Do not go into uncommon (bedrooms, private bathrooms, laundry rooms, closets, garage, etc.) areas of the home without permission from the host family.
- When in your Host's home, please respect and abide by their family rules. If you are uncertain of something, be safe and ask. It is encouraged to have this discussion with your Host early on in order to understand what the house rules are.
- If your Host has children, please be mindful of the example you are setting. Those children will be paying attention to your actions, language, moods, etc.

It is recommended that even though the basic expectations have been laid out to them above, we encourage you to establish your specific house rules {smoking, language, accountability, RSVP, timings, etc.) for your members early in your time together. This will help mitigate possible infractions and tensions. In order to keep your support and our military members accountable, please annotate on the back in the event of no response to invitations or no-shows. **If you reach a third incident of either, please contact or send this form (attached) filled out to James Burns (james.burns@xit.net).**

Thank you for your continued support of the Team Cannon Your New Mexico Home program.



YOUR NEW MEXICO HOME

TEAM CANNON

Please annotate non-RSVP or no shows below:

Date	Method of Contact	Signature



YOUR NEW MEXICO HOME TEAM CANNON

Airman Benefits Fact Sheet for Host Families

1. **Federal Tax Advantage:** While all pays are taxable, most allowances are tax exempt. The primary allowances for most individuals are Basic Allowance for Subsistence (BAS), Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA), and Family Separation Allowance for Housing (FSA). Tax savings can be significant as BAS and BAH averages over 30% of a member's total regular cash pay. In addition to being tax-exempt from Federal and State taxes, these allowances are also excluded from Social Security taxes.
2. **Blended Retirement System:** The Blended Retirement System went into effect January 1, 2018. It combines an annuity that can be earned after 20 years of service with automatic and optional matching TSP contributions. This provides access to a retirement benefit for members that previously was unavailable prior to completing 20 years of service:
3. **Thrift Savings Plan (TSP):** The TSP provides military members a 401(k)-like savings plan, which allows members to contribute pre-tax dollars thereby reducing current taxes, and to accumulate long-term, tax-deferred savings and earnings, which can supplement future retirement income. Participation is painless through payroll deduction, and account management is easy via worldwide web interface. The open seasons are eliminated and members can accomplish any action at any time. The Internal Revenue Code places an annual limit on elective deferrals, e.g., tax-deferred employee contributions to the TSP.
4. **Force Support Squadron Programs:** The FSS is an installation program that provides customer service and programs to support Airmen and their families. Some base activities include the golf course, child development centers, skills development centers, auto skills, aero clubs, community centers, fitness centers, swimming pools, club programs, intramural sports, bowling centers, libraries, youth centers, outdoor recreation, and discounts for special events/off-base recreation promoted through Information, Tickets and Tours. Contact the Force Support Squadron for information about base programs and activities.
5. **Commissioning Opportunities:** There are several programs that allow enlisted Airmen to apply for a commission while on active duty. Opportunities are outlined in the ROTC Scholarship site for enlisted members; OTS applications are managed by AF Recruiting Services; the Air Force Academy offers enlisted opportunities thru Leaders Encouraging Airmen to Develop (LEAD) and medical service programs are advertised in MyPers. Information is also available thru base Education Centers and Career Advisors. Use the links below to learn about commissioning opportunities. To be a competitive applicant means a member must exceed minimum standards (GPA 2.5 and Air Force Officer Qualification scores identified as: verbal-15; quantitative-10; pilot- 25; navigator- 10; and a combined rated score of 50). Normally, a competitive applicant will have a GPA of 3.0 or more and a cumulative Air Force Officer Qualification Test of 58 or higher. The whole person concept is applied when evaluating application packages. Plan ahead. The application deadlines are hard and if you need waivers it will take more time to complete the package.
6. **Tuition Assistance:** Tuition Assistance (TA) is outlined in AFI 36-2649, AFGM 2018-1, Voluntary Education Programs, 5 June 2018 In order to get- started using Tuition Assistance, an Airman should visit the Education Center to complete an initial counseling. The ability to use tuition assistance is also linked to having an educational goal, a degree plan, and completing the required annual training associated with using Tuition Assistance and Credentialing Opportunities On-line (COOL) programs before beginning a request for tuition assistance on-line thru the Air Force Virtual Education Center (AFVEC). The fiscal year limit associated with tuition funds per member is \$4,500 and \$250 per semester hour or \$166.66 per quarter hour. In addition, every class completed needs to have a reported grade. Airmen are required to reimburse the government for missing grades, non-completions, withdrawals, or unsatisfactory grades. The Education Center is a great place to visit to get the information needed to start using Tuition Assistance. After a member separates from service, GI Bill benefits are administered by the Department of Veterans Affairs.
7. **Montgomery GI Bill (MGIB Chapter 30):** Members who entered the Air Force on or after 1 Jul 85 were automatically enrolled into the Montgomery GI Bill, unless they elected to disenroll or not participate when they entered active duty. Participation in the Montgomery GI Bill requires a \$100 a month nontaxable pay reduction for the first full 12 months of active duty. The educational program provides up to 36 months of benefits which covers a wide variety of training/courses. Generally, benefits are payable for 10 years following your release from active duty. For general questions regarding GI Bill benefits, contact the base Education Office.
8. **Scholarships & Grants:** Many scholarships are available for military members as well as family members. The Air Force Association offers the Pitsenbarger Award to new graduates to encourage and support the pursuit of higher education. Applicants should be enrolled in a university program and taking courses toward a degree. Also, scholarships sources are normally linked to Federal, State, and organizational sponsors. While pursuing scholarships and grants don't forget to apply for financial aid. It may provide access to the Pell grant and/or other funding sources needed to further higher education. Always weigh the benefits and cost of financial aid so an informed decision can be made. Contact

the base Education Center or Airman and Family Readiness for additional information. Visit the links below for additional information about available funds (scholarships, grants, and/or financial aid).

9. **Post-9/11 GI Bill (Chapter 33):** The Department of Veterans Affairs (VA) offers education benefits to all service members who served on or after 11 Sep 01. Montgomery GI Bill participants who wish to take advantage of the Post-9/11 GI Bill benefits must make an irrevocable conversion to the new program. Benefits are based on aggregate, honorable service and may include tuition and fees, a monthly housing allowance, and an annual books/supplies stipend. Tuition and fees paid by the VA for students at public institutions will not exceed the in-state rate. Likewise, the tuition paid will not exceed the national maximum rate for students at private or foreign schools. Please contact the VA for information on exceptions that may alleviate some out-of-pocket costs. Added saving may be available thru schools that participate in the Yellow Ribbon program. A monthly housing allowance is generally equal to BAH at an ES with dependents rate based on the Zip Code of the institution.
 - a. The Transfer-to-Dependent option, designed as a military recruiting and retention tool, allows eligible active duty and selected Reserve service members (as of 1 Aug 09) to transfer benefits to eligible DIIBRS-registered dependents. Members must meet certain eligibility criteria in order to transfer the benefit. For example, members will incur a 4-year Active Duty Service Commitment (ADSC).
10. **CLEP/DSST:** The Defense Activity for Non Traditional Education (DANTES) offers CLEP/DSST exams in 63 different subject areas for military members (active duty, Guard, and Reserve components) and members of the Coast Guard and Coast Guard Reserve. These Credit-by-Exams are reviewed by institutions and can result in credit that may result in not having to take a particular course. DANTES funds the \$85 exam fee for the first attempt per test title. If a candidate tests at an on-base or fully funded test center located off base, he or she does not have to pay the test center administrative fee.
11. **Community College of the Air Force (CCAF):** Upon completion of Air Force Basic Military Training (BMT), Airmen are automatically enrolled as CCAF students. The institution is a degree-granting college and holds regional-accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The CCAF is one of several federally chartered degree-granting institutions; however, it is the only 2-year institution exclusively serving enlisted personnel. The college awards the associate of applied science (AAS) degrees that are specifically designed for Air Force occupational specialties.
12. **Air University Associate-To-Baccalaureate Cooperative (AU-ABC):** The Air University Associate-To-Baccalaureate Cooperative (AU-ABC) program establishes partnerships between Air University and regionally and nationally accredited civilian institutions to provide Community College of the Air Force (CCAF) Associate in Applied Science (AAS) degree students with on-line bachelor degree opportunities. AU-ABC is available to currently serving members in the Regular Air Force, Air Force Reserve and Air National Guard. The civilian institutions recognize the value of military training and apply military credit toward the completion of a bachelor degree. The AU-ABC search tool located on the Air Force Virtual Education Center (AFVEC) lists AU-ABC partner institutions and their AU-ABC programs linked to each CCAF AAS degree.
13. **Scholarships & Grants:** Many scholarships are available for military members as well as family members. The Air Force Association offers the Pitsenbarger Award to new graduates to encourage and support the pursuit of higher education. Applicants should be enrolled in a university program and taking courses toward a degree. Also, scholarships sources are normally linked to Federal, State, and organizational sponsors. While pursuing scholarships and grants don't forget to apply for financial aid. It may provide access to the Pell grant and/or other funding sources needed to further higher education. Always weigh the benefits and cost of financial aid so an informed decision can be made.
14. **AF Credentialing Opportunities On-Line (COOL):** Air Force Credentialing Opportunities On-Line allows Airmen to explore credentialing opportunities available that are aligned with Air Force Specialty Codes (AFSC) that will enhance an Airman's professional credentials in Civilian and Military workplaces. Funding is limited to \$4,500 dollars over the lifetime of a qualified Airman's career.
15. **Military OneSource:** Military OneSource is a Department of Defense-funded program that provides immediate access to information/support services for military members and families at no cost. Information includes, but is not limited to, deployment, reunion, relationships, grief, spouse employment and education, parenting and childhood, and much more. It is a virtual extension to installation services.
16. **VA Home Loans:** Air Force members can learn about Veteran's Home loan eligibility and how to request this entitlement as a result of military service. Learn about this exciting opportunity through the Department of Veterans Affairs.
17. **Legal Assistance:** The base Legal Assistance Office assists members with a wide range of services that includes, but is not limited to preparing wills, powers of attorney, notarizing documents, and providing legal advice. The legal office also provide income tax assistance. For more information about legal services contact the base legal office.