



Chapter Four: Exploring Military Culture

I. Lesson Plan

- A. Purpose: Learn about the culture of the military
- B. Objectives:
 - 1. Common understanding of “culture”
 - 2. Understand elements of a culturally sensitive professional
 - 3. Learn the basics of military culture
- C. Time: 90 minutes
- D. Preparation/Materials Needed:
 - ✦ Easel, flip chart, and markers
 - ✦ Laptop computer, LCD projector, and PowerPoint slides

II. Training Session Content

- A. PowerPoint Slides
 - Slide 4-1: Identify Your Culture
 - Slide 4-2: Understanding Culture
 - Slide 4-3: U.S. Army Values
 - Slide 4-4: Elements of Military Culture
 - Slide 4-5: Expectations and Impact of the Mission on Family Life
 - Slide 4-6: Mission of the Army
 - Slide 4-7: Military Acronyms and Terms
 - Slide 4-8: Converting between Military Time and Civilian Time
 - Slide 4-9: The Chain of Command
 - Slide 4-10: Utilizing Protocol
 - Slide 4-11: HOOAH!
 - Slide 4-12: Introduction to Military Customs and Courtesies
 - Slide 4-13: Youth Transition Issues
 - Slide 4-14: Social Issues/Needs
 - Slide 4-15: Emotional Issues/Needs
 - Slide 4-16: Educational Issues/Needs
 - Slide 4-17: Benefits of Transition

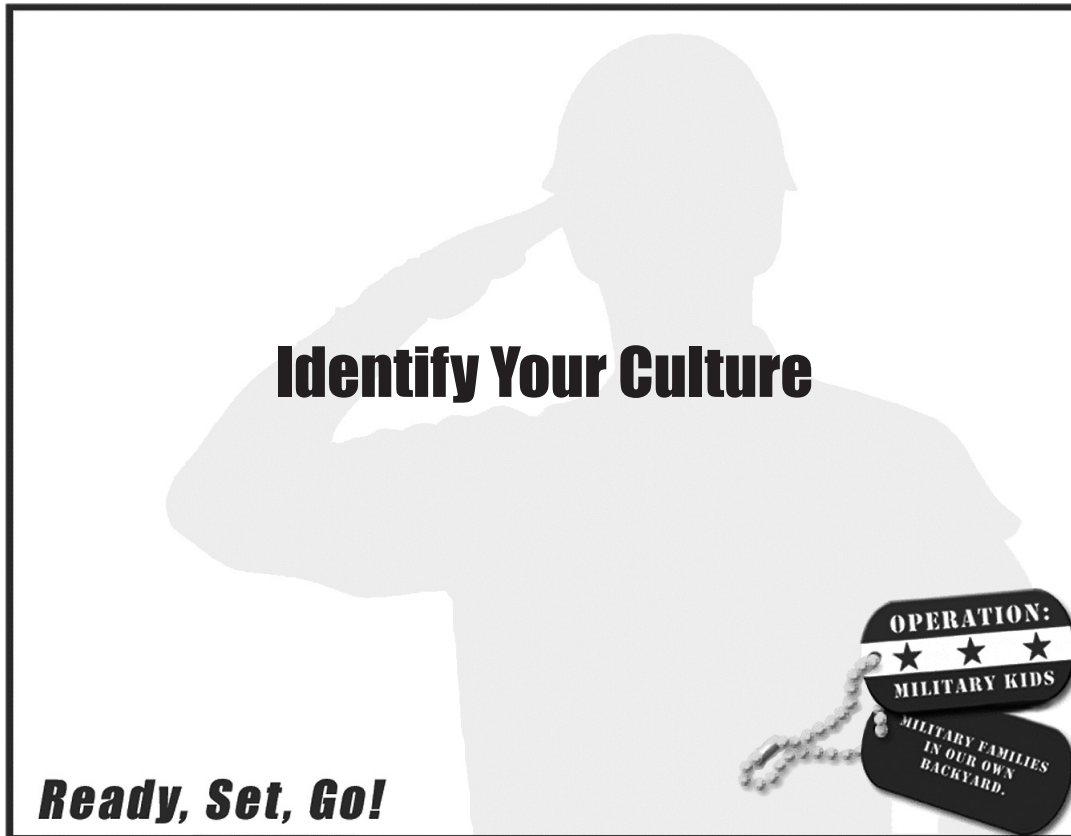
- B. Activity and Directions
 - 1. Group discussion (may be done in small groups)
 - Discuss questions and jot answers on flip chart
 - If in small groups, have groups report back from their discussions

III. Must-Read Background Material

- A. U.S. Army Values
- B. The Soldier's Creed
- C. The Soldier's Code
- D. U.S. Army Chain of Command
- E. U.S. Army Ranks and Insignias
- F. Military Service Ribbons and Awards
- G. U.S. Army Acronyms

IV. Evaluation

- A. Reflection Questions
 - 1. How is the military culture different from or similar to your culture?
- B. Application Questions
 - 1. How can you use your knowledge of cultures to reach military families?



Slide 4-1: Identify Your Culture

Content of this slide adapted from: N/A

Materials Needed: Flip charts
Pens

Trainer Tips: To start the chapter, you will want to explore each individual's corporate culture. This will identify commonalities and lead to further discussion regarding military culture.

What to Do, What to Say:

Do: • To begin the session, have the participants break into their common organizations (i.e., Legion, Rotary Group, Business Owners, 4-H).

Say: *Ask the participants to identify any goals, values, visions, slogans, or pledges that are particular to their organization.*

Do: • Have each group share their findings.

Say: Ask participants to find commonalities among the different groups.

Ask for the participants' thoughts on why they think that these values, goals, slogans, etc., are important to an organization.

Chapter 4: Understanding Culture

- Culture (definition): The knowledge, experience, values, ideas, attitudes, skills, tastes, and techniques that are passed on from more experienced members of a community to new members.
- Elements include: aesthetics, ceremony, ethics, health and medicine, myths, gender roles, gestures and kinetics, grooming and presence, ownership, recreation, relationships, rewards, and privileges.

Ready, Set, Go!



Slide 4-2: Understanding Culture

Content of this slide adapted from: RSG! Manual v.1

Materials Needed: Trainer and participant manuals
PowerPoint slides

Trainer Tips: Generate discussion about culture within non-military groups (i.e., 4-H, BGCA, schools, veterans organizations, faith-based groups, neighborhoods).

What to Do, What to Say:

Do: • Review slide content with participants.

Say: *What are some elements of military culture?*

Do: • Assist participants using judgmental statements in their descriptions of military culture to reframe their thinking toward a positive perspective. For example, "secrecy" in civilian culture may be defined/seen as "need for confidentiality" in military culture.

U.S. Army Values

- **Loyalty**—Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other soldiers.
- **Duty**—Fulfill your obligations.
- **Respect**—Treat people as they should be treated.
- **Selfless Service**—Put the welfare of the nation, the Army, and your subordinates before your own.
- **Honor**—Live up to all the Army values.
- **Integrity**—Do what’s right, legally and morally.
- **Personal Courage**—Face fear, danger, and adversity (physical or moral).

Ready, Set, Go!



Slide 4-3: Army Values

Content of this slide adapted from: RSG! v.1, v.2.

Materials Needed: Trainer and participant manuals
PowerPoint slides

Trainer Tips: Ask if participants have heard the Army Values before. If so, ask where or on what occasion.

What to Do, What to Say:

Do: • Do not show slide until values have been recited.

Say: *In 1998 the Chief of Staff of the Army established a set of Army values as guides for Soldiers. This list sets out the essential values of the American Soldier and provides a framework for all.*

- Do:**
- If there is an Army member present ... approach them prior to the chapter and ask if they would be willing to recite the Army Values.
 - If there are other service members represented, ask them to recite their

service's core values as well.

Say: *I would like to introduce (Rank and Last Name) to recite the Army Core Values.*

Do: • Ask participants to find similarities or differences between Army Core Values and their own organization's.

Say: *What similarities and differences are there between these Core Values and those of your organization?*

Do: • Review additional "Must-Reads": acronyms, chain of command, ranks and insignias, service ribbons, and rewards. Refer participants to "Must-Reads" containing U.S. Army Values, The Soldier's Creed, and The Soldier's Code.

Elements of Military Culture

- Expectations and Impact of the Mission on Family Life
- Military Acronyms and Terms
- Chain of Command
- Utilizing Protocol
- Military Customs and Courtesies
- Transition Issues

Ready, Set, Go!



Slide 4-4: Elements of Military Culture

Content of this slide adapted from: Army Family Team Building, Family Member Training Level 1, and Joint Venture Education Forum Military Culture Course

Materials Needed: Trainer and participant manuals
PowerPoint slides
Army Basics, Army Family Team Building Short Book

Trainer Tips: N/A

What to Do, What to Say:

Do: • Refer to Army Basics, Army Family Team Building Short Book.

Say: *This chapter will provide background and information about military culture and special issues related to National Guard and Army Reserve youth, specifically as they transition to becoming “suddenly military.”*

Expectations and Impact of the Mission on Family Life

- Expectations of the military lifestyle
- Mission of the Army
- Coping with the impact of the mission on the family

Ready, Set, Go!



Slide 4-5: Expectations and Impact of the Mission on Family Life

Content of this slide adapted from: Army Family Team Building, Family Member Training Level 1, Webster Dictionary

Materials Needed: Trainer and participant manuals
PowerPoint slides

Trainer Tips: Generate discussion about expectations of participants attending this training and their involvement in OMK.

What to Do, What to Say

Do: • Give the group an opportunity to look around and gauge the experience level.

Say: *Has anyone been part of the military for more than ten years?*

How about between five and ten years?

Less than one year?

Say: *Families enter military life with some concerns. Is the military culture really different from civilian life? How will this change my life?*

Do: • Generate responses from group.

Say: *According to the Merriam-Webster's Dictionary, the definition of expectation is: "The act of looking forward to a probable occurrence or an occurrence we consider reasonable or due."*

What do we mean by expectations?

Do: • Allow for responses (i.e., maturity level, support from family, friends, understanding of a Soldier's job, ability to manage finances, maintain communications, etc.)

Say: *Have you noticed that some families thrive in the military environment while others seem to wilt? Why do you think that may be?*

When our expectations in life are met or exceeded, it is fantastic.

We want to share this experience with others.

But, if our expectations are not met, we feel disappointed or let down.

We often share these feelings with others, sometimes more loudly.

Experiences shape our expectations.

When we do not have experiences from which to draw, we rely on input from others or we foster unrealistic expectations.

Do: • Generate responses from group (i.e., National Guard soldiers never get deployed overseas, all Army Reserve soldiers will be deployed before any National Guard soldiers, Army Reserve soldiers don't get deployed stateside, entire Guard units get deployed together).

Say: *How do you think expectations differ between Army Reserve and Army National Guard families?*

Mission of the Army

- Preserve the peace and security, and provide for national defense
- Support national policies
- Implement national objectives
- Overcome any nations responsible for aggressive acts that imperil the peace and security of the United States

Ready, Set, Go!



Slide 4-6: Mission of the Army

Content of this slide adapted from: Army Family Team Building, Family Member Training Level 1

Materials Needed: Trainer and participant manuals
PowerPoint slides

Trainer Tips: Ask participants if they are familiar with the Mission of the Army. If so, have them elaborate.

What to Do, What to Say:

Do: • Review Army Mission slide with participants.

Say: *The Army Mission determines the function of the Army that, in turn, has an impact on families.*

Do: • Make sure the group identifies responsibilities and jobs of local National Guard and Army Reserve units (i.e. training, peacekeeping, missile defense, drug interdiction, physical training, deployments, field exercises, etc.).

Say: *What are some tasks or jobs Army National Guard and Army Reserve Soldiers do that help the Army meet the requirements of the Army mission?*

Military Acronyms and Terms

- PMOS—Primary Military Occupational Specialty
- FRG—Family Readiness Group
- ARNG—Army National Guard
- RDC—Rear Detachment Commander
- FAC—Family Assistance Center
- TAG—The Adjutant General
- MOBEX—Mobilization Exercise
- ANG—Air National Guard

Ready, Set, Go!



Slide 4-7: Military Acronyms and Terms

Content of this slide adapted from: Army Family Team Building, Family Member Training Level 1

Materials Needed: Trainer and participant manuals
PowerPoint slides
Guard/Reserve Acronym Stories
Beach Ball with acronyms on it

Trainer Tips: Ask participants if they can think of any common civilian acronyms.

What to Do, What to Say:

Do: • Review the slide.

Say: *The Army has its own language.*

Do: • Refer to Military Acronyms, Abbreviations, and Terms (AFTB 1.2 Handouts).

Say: *The Army has its own language. In order to understand what's going on in an Army environment, it is important to understand the language.*

Acronyms are shortcuts the Army uses. They are formed by using the first letter

of a name or combining initial letters or parts in a series of words.

Do: • Toss an inflated beach ball to someone in the audience.

Say: *Read the acronym that your left thumb is closest to.*

Can you tell us what that acronym stands for?

Do: • Have them toss the ball to someone else in the room.

• Continue until most of the acronyms have been recited.

Converting between Military Time and Civilian Time

Conventional to Military:

The first twelve hours of the day

- Always has four numbers
- Delete the colon
- Before 10:00 am, add a zero (7:00 am to 0700)
- 10:00 am to 12:00 pm is read without the colon (11:00 am to 1100)

The remaining twelve hours (between noon and midnight)

- Delete the colon
- Add twelve hours to the conventional time (11:00 pm to 2300)

Ready, Set, Go!



Slide 4-8: Converting between Military Time and Civilian Time

Content of this slide adapted from: RSG! v.1, v.2.

Materials Needed: Trainer and participant manuals
PowerPoint slides

Trainer Tips: Ask participants to discuss the advantages or disadvantages of utilizing military time.

What to Do, What to Say:

Do: • Review the slide.

Say: *As you work with the military community in planning OMK events, it may be helpful to understand military time.*

Military time is a concise method of expressing time used by the military, emergency services (law enforcement, firefighting, and paramedics), hospitals, and other entities.

The main difference between regular and military time is how hours are expressed.

Regular time uses numbers 1 to 12 to identify each of the 24 hours in a day.

In military time, the hours are numbered from 00 to 24.

The Chain of Command

- Structure used by all branches of military for command and control
- Used for the flow of information
- **Army Ranks**
 - Enlisted ranks begin at Private and go up to Sergeant Major of the Army
 - General Officer ranks begin at Second Lieutenant and go up to General of the Army
 - Warrant Officer ranks begin at Warrant Officer and go up to Master Warrant Officer
- **Army Insignia**
 - Worn on uniforms for visual identification of ranks
- **Army Pay Grades**
 - Enlisted pay grades begin at E-1 and go up to E-9
 - General Officer pay grades begin at O-1 and go up to O-10
 - Warrant Officer pay grades begin at W-1 and go up to W-5

Ready, Set, Go!



Slide 4-9: The Chain of Command

Content of this slide adapted from: Army Family Team Building, Family Member Training Level 1

Materials Needed: Trainer and participant manuals
PowerPoint slides
Chart with Officer, Enlisted, and Warrant Officer ranks, insignia, and pay grades

Trainer Tips: Ask if participants can identify groups other than the military that use ranks, grades, and insignias.

What to Do, What to Say:

- Do:**
- Review the slides.
 - Generate and discuss responses.

Say: *Why is it important for individuals working with the National Guard and Army Reserve to have an understanding of the chain of command?*

Utilizing Army Protocol

Headquarters/Contacts

- Army Headquarter Child & Youth Services, National Guard and Army Reserve CYS (Child & Youth Services) Program Managers

Regional Contacts

- Army IMCOM Region Child & Youth Program Manager
- National Guard and Army Reserve Regional CYS Coordinators

State Contacts

- Joint Forces State Family Program Director and the State Youth Program Manager for the National Guard

Local Contacts

- Army Garrison Child & Youth Services Coordinator
- Family Assistance Center Coordinators and Family Readiness Group Leaders

Ready, Set, Go!



Slide 4-10: Utilizing Protocol

Content of this slide adapted from: N/A

Materials Needed: Trainer and participant manuals
PowerPoint slides
Army Basics, Army Family Team Building Short Book

Trainer Tips: Ask participants if they have discovered additional contacts at the local, regional, or state level.

What to Do, What to Say:

- Do:**
- Review the slide.
 - Generate and discuss responses.

Say: *Many civilians lack familiarity and understanding of military protocol.*

Why is it important for individuals providing outreach to the National Guard and Army Reserve to have an understanding of military protocol?

Say: *At the national level, your Point of Contacts are the National Guard and Army Reserve CYS Program Managers and the OMK National Coordinator.*

At the regional level, you should contact the Region CYS Coordinator for the Army Reserves and the National Guard.

At the state level, you should contact the Joint Forces State Family Program Director and the State Youth Program Manager for the National Guard.

Locally, you should make contact with the Family Assistance Center Coordinators and Family Readiness Group Leaders.

HOOAH!

Often pronounced Houh or Oorah depending on the service, Hooah! is universally the most understood and misunderstood word ever created.

Where did the term originate? Nobody knows!

One story goes ... On D-Day, 1944, on Omaha Beach, near the sea cliffs at Point Du Hoc, General Cota, the 29th Division Assistant Division Commander, jogged down the beach toward a group of Rangers from the 2nd Ranger Battalion, and asked, "Where's your commanding officer?" They pointed him out and said, "Down there, sir."

General Cota reportedly followed their direction and, on his way down the beach, said, "Lead the way, Rangers!"

The Rangers from 2nd Bat reportedly said, "WHO, US!?" General Cota thought he heard them say, "HOOAH!" He was so impressed with their cool and calm demeanor, not to mention their cool term, hooah, he decided to make it a household name.

Ready, Set, Go!



Slide 4-11: HOOAH!

Content of this slide adapted from: N/A

Materials Needed: Trainer and participant manuals
PowerPoint slides

Trainer Tips: Fun activity to introduce some of the peculiarities of Military Culture.

HOOAH!

Some quotes regarding HooAH!—

“It’s an affirmation that I fully agree with and support the idea or intent expressed by the person to whom I make that response.”

Former Army Chief of Staff Gordon R. Sullivan—“I don’t know how exactly to spell it, but I know what it means. Hooah says look at me. I’m a warrior. I’m ready. Sergeants trained me to standard. I serve America every day, all the way.”

Ready, Set, Go!



Slide 4-11: HOOAH!

Content of this slide adapted from: N/A

Materials Needed: Trainer and participant manuals
PowerPoint slides

Trainer Tips: Fun activity to introduce some of the peculiarities of Military Culture.

HOOAH!

Common definitions of HOOAH!

- Refers to anything and everything except no
- What you say when at a loss for words
- Good, great, message received, acknowledged
- Nice to meet you
- I could care less who you are
- I don't know the answer, but I'll check on it
- I do not agree with anything that was just said
- Please tell me you're kidding
- During very long PowerPoint sessions ... go to the next slide
- I don't know what that means, but I am too embarrassed to ask
- Squared away (He's pretty Hooah!)
- Amen!

Ready, Set, Go!



Slide 4-11: HOOAH!

Content of this slide adapted from: N/A

Materials Needed: Trainer and participant manuals
PowerPoint slides

Trainer Tips: Fun activity to introduce some of the peculiarities of Military Culture.

What to Do, What to Say:

- Do:**
- Involve the participants in explaining the slides.
 - Ask fun questions to get a resounding Hooah! from the crowd.
 - Replace the word yes with Hooah! for the remainder of the training.
 - Continue asking questions through the remainder of the training.

Say: *Does everyone understand that section?*

Are we ready to go out and help these families?

Introduction to Military Customs and Courtesies

- **Reveille and Retreat**
 - Bugle call played in the morning and end of duty day
- **Flag Etiquette**
 - Flag is flown every day or for specific holidays and significant events
- **Parades**
 - Conducted for change of command, retirement, graduation ceremonies, to honor visiting dignitaries, and other special occasions
- **Change of Command Ceremony**
 - Official passing of colors and responsibilities of command of a unit from one officer to another
- **Receiving Lines**
 - Purpose is for a guest to greet and be welcomed by host for an event
- **Invitations**
 - Generally sent to attend social and official functions
- **Thank-You Notes**
 - Should be promptly sent after you attend a social function

Ready, Set, Go!



Slide 4-12: Introduction to Military Customs and Courtesies

Content of this slide adapted from: Army Family Team Building, Family Member Training Level 1 Army Basics, Army Family Team Building Short Book

Materials Needed: Trainer and participant manuals
PowerPoint slides
Army Basics, Army Family Team Building Short Book

Trainer Tips: Ask participants if they have ever attended a military social event and been through a receiving line. Ask if anyone has ever attended a military parade or a change of command ceremony.

What to Do, What to Say:

- Do:**
- Review the slide.
 - Generate several responses and discuss.

Say: *Do the National Guard and Army Reserve have military customs and courtesies that are similar to the Active Duty Army?*

Say: *How important is it for individuals working with the National Guard and Army Reserve to be familiar with the ceremony and traditions associated with military customs, courtesies, and protocol? Why?*

The better we understand military customs and courtesies and the associated protocol, the more effective we will be in outreach efforts.

Do:

- Review specific information in Army Basics, Army Family Team Building Short Book.

Youth Transition Issues

Military children and youth are vulnerable during major life changes, such as:

- Moving due to permanent change of station
- Parent absence due to long-term temporary duty
- Mobilization and deployment
- Changes in family demographics
- Graduating to junior/high school/post-secondary education
- Individual responses vary based on age, maturity, gender, personality, relationships, and coping skills
- OMK State Teams can ease transitions with awareness and preplanning

Ready, Set, Go!



Slide 4-13: Youth Transition Issues

Content of this slide adapted from: RSG! Manual v.1

Materials Needed: Trainer and participant manuals
PowerPoint slides
Flip chart paper
Markers

Trainer Tips: Have someone change the slides for you.

What to Do, What to Say:

Do: • Review the slide.

Say: *Military children and youth react to change in a variety of ways depending on the reason for the change and their own ability to cope.*

OMK State Teams can help ease transitions for military youth by training local teams to address their issues.

Social Issues/Needs

- Adjusting to new or temporary family configuration
- Managing new situations, especially being “suddenly military”
- Accommodating physical changes
- Making new contacts
- Acclimating to new places
- Coping with changing schools, leagues, activities

Ready, Set, Go!



Slide 4-14: Social Issues/Needs

Content of this slide adapted from: RSG! v.1

Materials Needed: Trainer and participant manuals
PowerPoint slides

Trainer Tips: N/A

What to Do, What to Say:

Do: • Review the slide.

Say: *When National Guard and Army Reserve youth become “suddenly military,” their normal support systems may no longer be helpful.*

They need assistance adjusting to the military environment and in contacting other youth who have had similar military experiences.

While most of them will not relocate, those that do will need additional assistance acclimating to new schools and communities.

Emotional Issues/Needs

- Need to know they are loved and cared for, regardless of their age
- Emotional issues include:
 - Sadness
 - Anger
 - Vulnerability
 - Loneliness
 - Lack of sense of belonging
 - Excitement
 - Anticipation
 - Confidence
 - New challenges

Ready, Set, Go!



Slide 4-15: Emotional Issues/Needs

Content of this slide adapted from: RSG! v.1

Materials Needed: Trainer and participant manuals
PowerPoint slides

Trainer Tips: N/A

What to Do, What to Say:

Do: • Review the slide.

Say: *All children and youth, regardless of age, need to know that they are loved and cared for.*

They experience a variety of positive and negative feelings brought on by the military environment.

Knowing what these feelings are will help OMK State Teams prepare local teams to address them.

Educational Issues/Needs

Reorienting to new classmates, teachers, schedules, and inconsistencies in school requirements and offerings, e.g.,

- Immunization requirements
- School calendars/scheduling
- Entrance and exit testing
- Course content and sequencing
- Discipline
- Graduation requirements
- Special Education qualification and services
- Records/credit transfers
- Informing teachers, counselors, and administrators about deployment and its impact on youth

Ready, Set, Go!



Slide 4-16: Educational Issues/Needs

Content of this slide adapted from: RSG! v.1

Materials Needed: Trainer and participant manuals
PowerPoint slides

Trainer Tips: N/A

What to Do, What to Say:

Do: • Review the slide.

Say: *Regardless of whether they move or not, National Guard and Army Reserve youth will need assistance informing school personnel about the deployment and its impact on themselves and their family.*

Those who do move may experience additional challenges as they adjust to new school requirements.

Benefits of Transition

- Make friends with other National Guard and Army Reserve youth
- Make friends from other parts of the country
- Become more responsible
- Adapt more easily to change and become more flexible
- Experience firsthand what is read/taught in social studies
- Depend on family for safety, security, and companionship

Ready, Set, Go!



Slide 4-17: Benefits of Transition

Content of this slide adapted from: RSG! v.1

Materials Needed: Trainer and participant manuals
PowerPoint slides

Trainer Tips: N/A

What to Do, What to Say:

Do: • Review the slide.

Say: *Although transitions present children and youth with new challenges, these experiences will broaden their horizons and help them learn new coping mechanisms.*

Understanding Military Culture

U.S. Army Values:

Loyalty—Bear true faith and allegiance to the U.S. Constitution, the Army, your unit and other soldiers.

Duty—Fulfill your obligations.

Respect—Treat people as they should be treated.

Selfless Service—Put the welfare of the nation, the Army, and your subordinates before your own.

Honor—Live up to all the Army values.

Integrity—Do what's right, legally and morally.

Personal Courage—Face fear, danger, and adversity (physical or moral).

The Soldier's Creed:

I am an American Soldier.

I am a warrior and a member of the team. I serve the people of the United States of America and live the Army Values.

I WILL ALWAYS PLACE THE MISSION FIRST.

I WILL NEVER ACCEPT DEFEAT.

I WILL NEVER QUIT.

I WILL NEVER LEAVE A FALLEN COMRADE.

I am disciplined, physically and mentally tough, trained and proficient in my Warrior tasks and drills. I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

The Soldier's Code:

- I. I am an American Soldier—a protector of the greatest nation on earth— sworn to uphold the Constitution of the United States.
- II. I will treat others with dignity and respect and expect others to do the same.
- III. I will honor my country, the Army, my unit, and my fellow soldiers living by the Army values.
- IV. No matter what the situation I am in, I will never do anything for pleasure, for profit, or personal safety which will disgrace my uniform, my unit, or my Country.
- V. Lastly, I am proud of my Country and its flag. I want to look back and say that I am proud to serve my Country as a soldier.

U.S. Army Chain of Command

For more information see:

<http://usmilitary.about.com/library/milinfo/blarmychainofcommand.htm>

Army Ranks and Insignias

For more information see:

<http://www.defenselink.mil/pubs/almanac/people/insignias>

<http://www.military-quotes.com/ranks/army-rank-insignia.htm>

Military Service Ribbons and Awards

For more information see:

<http://www.defenselink.mil/specials/ribbons/>

U.S. Army Acronyms:

(DOD Dictionary of Military Terms <http://www.dtic.mil/doctrine/jel/doddict/>)

A

AAFES—Army and Air Force Exchange Service
AD—Active Duty
ADJ—Adjutant
AFN— Armed Forces Network
AG—Adjutant General
AGR—Active Guard Reserve
AIT—Advanced Individual Training
AMMO—Ammunition
ANCOC—Advanced Noncommissioned Officer Course
ANG—Air National Guard
AO—Area of Operations
APC—Armored Personnel Carrier
APFT—Army Physical Fitness Test
APO—Army Post Office
AR—Army Reserve/Army Regulation/Armor
ARNG—Army National Guard
ASAP—As Soon As Possible
AT—Annual Training
AUSA—Association of the United States Army
AWOL—Absent Without Leave

B

BOQ—Bachelor Officers' Quarters
BHA—Basic Housing Allowance
BC—Battery Commander
BDE—Brigade
BDU—Battle Dress Uniform
BN—Battalion
BNCOC—Basic Noncommissioned Officer Course

C

CASCOM—Combined Arms Support Command
CDR—Commander
CG—Commanding General
CID—Criminal Investigation Division
CINC—Commander in Chief

CO/Co—Commanding Officer/Company
COLA—Cost of Living Allowance
CP—Command Post
CPX—Command Post Exercise
CQ—Charge of Quarters

D

DA—Department of the Army
DI—Drill Instructor
DO—Duty Officer
DOD—Department of Defense
DOR—Date of Rank

E

EBC—Embedded Battle Command
EER/OER—Enlisted/Officer Evaluation Report
EM—Enlisted Member
EN—Enlisted
ETS—Estimated Time of Separation
EWC—Enlisted Wives' Club

F

FDU—Full Dress Uniform
FORSCOM—Forces Command
FOUO—For Official Use Only
FSA—Family Separation Allowance
FRG—Family Readiness Group
FTX—Field Training Exercise
FY—Fiscal Year
FYI—For Your Information

G

GO—General Officer

H

HHC—Headquarters and Headquarters Company
HOR—Home of Record
HQ—Headquarters
HQDA—Headquarters, Department of the Army
HS—Home Station

I

IG—Inspector General
INFO—For the Information of
IO—Information Officer
IRF—Immediate Reaction Force
IRR—Individual Ready Reserve

J

JAG—Judge Advocate General
JUMPS—Joint Uniform Military Pay System

K

KIA—Killed in Action
KP—Kitchen Patrol

L

LES—Leave and Earnings Statement
LOD—Line of Duty
LZ—Landing Zone

M

MACOM—Major Army Command
MFO—Multinational Forces and Observer
MI—Military Intelligence
MIA—Missing in Action
MOS—Military Occupational Specialty
MP—Military Police
MRE—Meals Ready to Eat
MSO—Morale Support Officer

N

NA—Not Applicable
NATO—North Atlantic Treaty Organization
NCO—Noncommissioned Officer
NCOA—Noncommissioned Officer Association
NCOER—Noncommissioned Officer Evaluation Report
NCOIC—Noncommissioned Officer in Charge

O

O CLUB—Officers' Club
OBC/OAC—Officer Basic/Advanced Course
OCS—Officer Candidate Schools
OD—Officer of the Day
OIC—Officer in Charge
OJT—On the Job Training
ORE—Operation Readiness Exercise
OWC—Officers Wives' Club

P

PAC—Personnel Administration Center
PAO—Public Affairs Officer
PCS—Permanent Change of Station
PDQ—Pretty "Damn" Quick
PERSCOM—Total Army Personnel Command
PLDC—Primary Leadership Development Course
PLT—Platoon/Primary Level Training
PLF—Parachute Landing Fall
PM—Provost Marshal (police chief)
PMOS—Primary Military Occupational Specialty
POA—Power of Attorney
POV—Privately Owned Vehicle
PT—Physical Training
PX—Post Exchange

Q

QM—Quartermaster
QTRS—Quarters (living area)

R

RA—Regular Army
RC—Reserve Component
RD—Rear Detachment
RDC—Rear Detachment Commander
RDF—Rapid Deployment Force
REG—Regulation
REGT—Regiment
RandR—Rest and Recreation
RFO—Request for Orders
RIF—Reduction in Force
ROTC—Reserve Officer Training Corps

S

SD—Staff Duty
SDNCO—Staff Duty Noncommissioned Officer
SDO—Staff Duty Officer
SGLI—Servicemen’s Group Life Insurance
SJA—Staff Judge Advocate
SOCOM—Special Operations Command
SOP—Standing Operating Procedure
SQD—Squad (a unit within a platoon)
SQT—Skills Qualification Test
SRB—Selective Reenlistment Bonus
SSN—Social Security Number

T

TDY—Temporary Duty
TIG—Time in Grade
TLA—Temporary Living Allowance
TMP—Transportation Motor Pool
TRADOC—Training and Doctrine Command

U

USAR—United States Army Reserve
USMA—United States Military Academy
USO—United States Organization

V

VA—Department of Veterans’ Affairs
VAMC—Veterans’ Affairs Medical Center
VHA—Variable Housing Allowance

W

WO—Warrant Officer
WOAC—Warrant Officer Advanced Course
WOC—Warrant Officer Candidate Course
WOSC—Warrant Officer Senior Course

X

XO—Executive Officer