RESOURCES

Acronyms

Acronyms should be used as little as possible when communicating with the Primary Next of Kin, the family members or anyone else that is not associated with the military.

AAR: After Action Review
ACS: Army Community Service
AER: Army Emergency Relief
AFTB: Army Family Team Building
BAMC: Brooke Army Medical Center, located in San Antonio, TX
BCT: Brigade Combat Team
CAC: Casualty Assistance Center
CAO: Casualty Assistance Officer
CDR: Commander
CNO: Casualty Notification Officer
DFAS: Defense Finance Accounting Service
DoD: Department of Defense
DUSTWUN: Duty Status - Whereabouts Unknown
FRG: Family Readiness Group
ID: Identification
ITO: Invitational Travel Orders
JFTR: Joint Federal Travel Regulation
KIA: Killed in Action
LRMC: Landstuhl Regional Medical Center, located in Germany
MEDEVAC: Medical Evacuation
MIA: Missing in Action
MMTF: Military Medical Treatment Facility
NCO: Non-commissioned Officer
NOK: Next of Kin
NSI: Not Seriously Injured
PAO: Public Affairs Office/Officer
PNOK: Primary Next of Kin
POW: Prisoner of War
PTSD: Posttraumatic Stress Disorder
Rear D: Rear Detachment
RDC: Rear Detachment Commander
SCO: Summary Court Officer
SGLI: Service member's Group Life Insurance
SI: Seriously Injured
SNOK: Secondary Next of Kin
SPECAT: Special Category
TAPS: Tragedy Assistance Program for Survivors
VSI: Very Seriously Injured
WIA: Wounded in Action
WRAMC: Walter Reed Army Medical Center, located in Washington, DC

RESOURCE ASSISTANCE

One Stop Information

Military OneSource
www.militaryonesource.com

Army OneSource
www.myarmyonesource.com

Military.com
www.military.com

U.S. DOD
www.dod.mil/sites

Defend America
www.defendamerica.mil

My Army Life Too
www.myarmylifetoo.com/skins/malt/home.aspx?mode=user

Army A-Z
http://www.army.mil/a-z.htm

US Army Homepage
http://www.army.mil

My Army Benefits
http://www.myarmybenefits.us.army.mil

Military Spouse Web Sites

Army Wives Web Site
www.armywives.com

Military Widow - A Survival Guide
67.118.51.201/bol/bookdisplay.cfm?BookNum=49761

Military Spouse
www.milspouse.org

Spouse Career Center
www.military.com/spouse

The Company Commanders Spouse Battle Book
www.carlisle.army.mil/usawc/dclm/

Army Family Team Building (AFTB)
www.AFTB.org

Military Living Magazine
www.militaryliving.com/

Tragedy Assistance Program
www.taps.org

Armed Forces YMCA
www.asymca.org

Military Kids Web Site
www.militarykidz.com

Military Moms online support group.
www.militarymoms.net

The Military Family Network
http://www.emilitary.org

Family Education

FinAid (College Financial Aid)
www.fafsa.org

Federal Children's Scholarship Program
www.federalscholarship.org

GI Bill Information
www.gibill.va.gov

U.S. Department of Education
www.ed.gov/index.jhtml

Military.Com Education Benefits
www.military.com/Careers/Education

Military Child Edu Coalition
www.militarychild.org

Scholarships
www.militaryscholar.org/index.shtml

RESOURCE ASSISTANCE

Family Readiness Family Oriented Sites

AFTB
www.defenseweb.com/aftb (online courses)

Army Benefits
www.military.com/Careers/Education

Army Comm & Family Support
www.mwr.com

Army Family Online Well Being
http://aflo.org

HEALTH

TRICARE Main Web Site
http://www.tricare.osd.mil/

TRICARE Information Service
http://www.tricare.osd.mil
1-888-DoD-CARE - (1-888-363-2273)

United Concordia
www.tricaredentalprogram.com

GRIEF AND TRAUMA

http://www.carlisle.army.mil (*The leaders guide to trauma in the unit. Access book through military family program)*

Fort Jackson & Other Outside Resources in SC:

Survivor Outreach Services (SOS) - Serves as advocate for Survivors of Active Duty Fallen Soldiers. 803-751-4867

Family Advocacy Program – Deals with stress & anger management. 803-751-6325

Army Emergency Relief (AER) – AER is a private nonprofit organization whose mission is to provide emergency financial assist to Soldiers & their family. 803-751-5256

Operation Homefront – Provides financial assist & a wide variety of services to help alleviate the burden of unexpected emergency situations for families.
www.operationhomefront.net

Military & Family Life Consultant – Available to help Soldiers & their family with parenting & fam issues, comm. Challenges, stress & anxiety, sadness, grief and loss and a whole lot more. 803-751-3053.

Army Community Services (ACS)
803-751-5256
www.forjacksonmwr.com/acs

United Way of the Midlands
WWW.uway.org

Outreach Program –Services to those families who have needs, but are least likely to seek out & take advantage of ACS Services.
803-751-5256

American Red Cross – 803-751-4329

Chaplain Family Life Center –
803-751-7966 / 4961

Community Mental Health Services –
803-751-5911 / 5183 / 5241

IMPORTANT PHONE NUMBERS

	NAME	OFFICE	HOME	CELL	E-MAIL
COMMANDER					
CARE TEAM					
BATTALION CARE TEAM					
CASUALITY ASSISTANCE OFFICER					
CHAPLAIN					
PUBLIC AFFAIRS OFFICER					
FRG LEADER					
UNIT INFORMATION					
UNIT DUTY OFFICER					
INSTALLATION DUTY OFFICER					

TELEPHONE LOG

NAME_____ DATE_____ RESPOND BY_____ PHONE_____ EMAIL_____ FAX_____	MESSAGE_____
NAME_____ DATE_____ RESPOND BY_____ PHONE_____ EMAIL_____ FAX_____	MESSAGE_____
NAME_____ DATE_____ RESPOND BY_____ PHONE_____ EMAIL_____ FAX_____	MESSAGE_____
NAME_____ DATE_____ RESPOND BY_____ PHONE_____ EMAIL_____ FAX_____	MESSAGE_____

VISITOR LOG

NAME_____ DATE_____ RESPOND BY_____ PHONE_____ EMAIL_____ FAX_____	MESSAGE_____
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GIFTS AND MEALS

DATE/TIME	ITEM RECEIVED	SENDER OF GIFT OR MEAL (NAME ADDRESS AND PHONENUMBER)	RECEIVED BY	THANK YOU CARD SENT

GROCERY LIST

PRODUCE

Fruits

Vegetables

CANNED GOODS

Canned Fruits

Canned Vegetables

Soup

FROZEN FOOD

Frozen vegetables

Frozen meals

Ice cream

BEVERAGES

DAIRY (milk, cheese, yogurt, etc.)

MEAT/SEAFOOD

Meat

Poultry/Turkey

Seafood

Deli

Pre-prepared Food

Seasonings/Condiments

CEREAL/PASTA/BAKERY

Pasta/Rice

Bread

Cereal

Bakery

ETHNIC FOOD ITEMS (Italian, Mexican, Chinese

CANDY AND SNACKS

BABY

Baby Food

Baby Items

PET SUPPLIES

TOILETRIES/HEALTH

Medicine

Feminine Product

PAPER PRODUCTS

(Napkins, toilet paper, paper towels, etc.)

Plastics

CLEANING/LAUNDRY SUPPLIES

OTHER

Prescriptions

VISITING FAMILY AND FRIENDS TRAVEL INFORMATION

Name	
Relationship	
Mode Of Travel	
Flying	
Arrival Date	
Time	
Airport	
Flight #	
POV	
Arrival	
Date	
Hotel Accommodations	
Number In Party	

Name	
Relationship	
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Arrival Date	
Time	
Airport	
Flight #	
POV	
Arrival	
Date	
Hotel Accommodations	
Number In Party	

CHILDREN'S SCHEDULE

Name of Child:	
Grade:	
School Name:	
School Address:	
School Telephone Number:	
School Hours:	
Bus Schedule/Location	
Other transportation:	
After School Activities:	
Location:	
Transportation needed:	
POC for more information(coach, Scout leader, etc.)	

Name of Child:	
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Letter or Note Of Sympathy

It is always hard to write that letter or card of bereavement, but using a sample letter of sympathy may just help you do the impossible. Writing a condolence letter doesn't have to be that hard, but with all the emotions running through your mind, it often is. Sometimes you just need to organize your feelings in a way that they don't all come out at once. May find condolence phrases and sayings helpful as well.

Start your letter off my acknowledging who was lost, their name and what relation they were to the recipient of the letter.

Next express your sympathy, how you feel about the situation.

Mention any memories or special qualities of deceased. If you had met the deceased or things you had heard about the deceased.

Remind the bereaved of their strength to get through this.

Remind them that the CARE Team is there to help.

When ending the letter, be careful not to sound generic by using words like sincerely, from or love.

Use thoughtful words by giving: hope or wishes for the bereaved. You want to speak from your heart with gentle words of your deepest thoughts and feelings for those who were left behind.

For additional assistance view:

http://www.memorial-keepsakes.com/sampleletterofsympathy.html

www.obituarieshelp.org/condolence_message_samples_hub.html

www.sampleletterofsympathy.com

Visit sample condolence letter for more samples of these letters.

A condolence letter does not need to be long, with just a few sentences it can get right to the point and still be warming to the heart. You can find a nice poem to include or a quote. They can be about loss, memories or sympathy. You can find a famous one written by a well known author or write your own.

There are many ways to share your feelings of bereavement, but like we said previously, the important thing is to share your feelings, let them know how you feel. If you didn't know the lost loved one personally, you obviously feel bad for the person who did. So tell them that, let them know you want to help ease some of their pain, if they'll let you. Just be there for them. That's the most important thing.

AFTER ACTION REVIEW

CARE TEAM ACTIVATION DATE_____ AAR DATE_____
What went well?
What Can we do better?
Who helped?
Recommendations

QUESTIONS FOR THE CASUALTY ASSISTANCE OFFICER

QUESTIONS FOR THE COMMANDER

FORT JACKSON ARMY COMMUNITY SERVICES MOBILIZATION AND DEPLOYMENT PROGRAM

FAMILY READINESS CENTER

Bldg 4512 Daniel Street
Elizabeth Maher 803-751-7220
Tamara Boles 803-751-7352

Army Community Service
Strom Thurmond Building
Building 5450, Room 120
Ft Jackson, SC 29207
Commercial: 803-751-5256
Fax: 803-751-5528

facebook.com/FTJACKSON.ACS.OUTREACH

Twitter: FtJacksonACS