



# ARMY COMMUNITY SERVICE

## Calendar of Classes and Events July-August-September 2003

RELOCATION ASSISTANCE PROGRAM			
Pre-move/Overseas Briefing	Weekly Call 878-3648 for dates/times		Bldg. 662, Fort Eustis Call 878-3648 for more information.
Fort Story Pre-move/Overseas Briefing	First Monday of each month	1300	Army Community Service - Ft. Story Bldg. 522 Call 422-7311 for information
Fort Eustis Newcomer's Briefing/Information Fair	16 July 20 August 17 September	0900-1130	The Fort Eustis Club - Bldg. 2123 Call 878-0920 for more information.
Fort Story Newcomer's Briefing	Last Monday of each month	1300	Army Community Service-Ft. Story, Bldg. 522 Call 422-7311 for information
EMPLOYMENT PROGRAMS			
Virginia Employment Commission Orientation	Every morning, Mon-Fri	0830-0930	VEC Employment Resource Center - Bldg 601, Fort Eustis – 878-0906
Employment Readiness Program		0730-1630	Call Jill Adrian for assistance with Employment for family members 878-3638 ACS Classroom – Bldg 601
- <b>Resume Writing</b> - <b>Interviewing Skills</b>	7 Jul, 4 Aug, 9 Sep 21 Jul, 18 Aug, 22 Sep	1000-1100 1000-1100	
NCOA Job Fair	20 Aug	0900-1500	Virginia Beach Pavilion, VA Beach Call 878-3638 (Jill) for more information
Regional Armed Forces Job Fair	9 Sep	0900-1500	900 Greenbrier Circle, Chesapeake Call 878-3638 (Jill) for more information
Fort Eustis Civilian Personnel Advisory Center	Call for Federal Employment Information	0830-1600 Mon-Fri	670 Lee Blvd. Appropriated Funds 878-3402 Nonappropriated Funds 878-2107
FAMILY ADVOCACY PROGRAMS / PARENTING			
Parent Support Program	Mon-Fri	0730-1630	For more information, call 878-0901
"Welcome Baby" Bags	FREE to all new parents	M-F, 0730-1630	ACS - Bldg 601 Call 878-0901 for more information
Toddler Time	Tuesdays	1000-1100	ACS Classroom - Bldg 601
Play Morning ( <i>pre-schoolers ages 5 and under</i> )	<i>Pplaygroup will not be held during the summer and will resume 10 Sep</i>		
Anger Management Workshop	Call for dates/times		Social Work Services - Bldg. 515 Call 314-7910 for information
Infant Massage Class ( <i>Limited space available</i> )	11 Jul, 15 Aug, 12 Sep	1000-1100	ACS Classroom, Bldg. 601, 878-0901
Community Domestic Violence Awareness Training	12 Aug	1800-1900	Location TBD Call Carl Markun, 878-0901 to register
Potty Training Class	18 Jul	1030-1200	ACS Classroom, Bldg. 601
- Marital Counseling and Support - Couples Preparation and Marriage Workshop	Call for dates/times		Call the Family Life Chaplain, 878-5808 for more information
"Key Matters: Home Alone"	13 Aug	1430-1530	ACS Classroom, Bldg 601, 878-3638
1-2-3 Magic Parenting Class ( <i>2 session class</i> )	10 and 24 Sep	1 <sup>st</sup> Session 1430-1600 2 <sup>nd</sup> Session 1430-1515	ACS – Bldg 601 Call Carl Markun, 878-0901 to register
Stress Management	6 Aug	1430-1630	ACS – Bldg 601
<b>Divorce Care</b> is a special weekly seminar and support group for people who are separated or divorced. It's a place where you can be around people who understand what you're feeling and gain valuable information about ways to heal from the hurt.	Every Tuesday Bring a lunch!	1145-1245	Family Life Chaplain Center (Bldg 925) For more information, contact Chaplain (MAJ) Jenkins, 878-5808
FAMILY SERVICES PROGRAMS			

"Operation Ready" / FRG Leader Training	Varies	Day or Evening	Please call ACS, 878-0920, to schedule training for your groups. (Military/Family Mbrs)
- Family Readiness Training	8 Jul 9 Sep	1800-2100 0900-1200	7 <sup>th</sup> Transportation Group Conference Center, Bldg 830, Monroe Avenue Call Anastasia Kakel, 878-5377 for more info
- Sponsorship "Train the Trainer" and Family Care Plan Training	12 Aug	0900-1130	
7 <sup>th</sup> Group Family Readiness Meeting	First Wed of each month (Jul meeting will be on the 9 <sup>th</sup> )	1300	Same as above
<b>Fort Story</b> - Sponsorship and Family Care Plan Training	21 Jul	0900-1130	First Landing Chapel
Pre-Citizenship Class (4 sessions)	4, 11, 18 and 25 Sep	1800	ACS – Bldg 601, 878-3638

### CONSUMER AFFAIRS/FINANCIAL PLANNING

First Termer Money Management Training ( <i>mandatory for E4 and below</i> )	16 Jul 10 Sep	0800-1500	Bldg. 705 – Wylie Theater Fort Eustis. Call 878-3638 for more information
<b>FORT STORY</b> First Termer's Money Management Training	CALL 422-7311 FOR DATES AND TIMES		Fort Story Army Community Service Bldg. 522 Call 422-7311 for more information
Refresher Class for Abused and Misused Check Cashing Privileges	10 and 24 Jul 14 and 28 Aug 11 and 25 Sep	1400	Army Community Service Classroom
Personal Financial Management Readiness	8 and 22 Jul 12 and 26 Aug 9 and 23 Sep	0900	Army Community Service Classroom

### ARMY FAMILY TEAM BUILDING

<b>Fort Eustis</b>			
"Getting to Know the Army" (Benefits, Pay, Army mission, where to go for what, problem solving)	9 and 10 Jul (2 session class) 10 and 11 Sep (2 session class)	0900-1300 0900-1300	Army Family Team Building (AFTB) hosts a variety of classes for military family members, soldiers and civilians. All classes are held in the AFTB classroom, Bldg 601 and are free. Childcare is provided on a first come serve basis and must be reserved at least 2 weeks in advance. Children must be registered with CDS. For more info, call 878-0912.
Communicating the Basics	22 Sep	1800-2100	
Change & Coping Strategies	23 Sep	1800-2100	
Taking the Lead	24 Sep	1800-2100	
Community Networking	25 Sep	1800-2100	
		1800-2100 0900-1300	
<b>Fort Story</b>			
"Getting to Know the Army" (Benefits, Pay, Army mission, where to go for what, problem solving)	23 and 24 Jul (2 session class) 15 and 16 Sep (2 session class)	1800-2100 0900-1300	<b>Call 878-0912 for location of classes at Fort Story</b>
Special Tuesday Night Seminars 1800-2100 (Class will be cancelled if less than five people sign up)			
Communicating the Basics	29 Jul		<b>Certificates of completion will be provided to all students who complete the entire four week session.</b>
Change and Coping Strategies	26 Aug		
Taking the Lead	30 Sep		
Community Networking	28 Oct		

For a brief description of classes please see next page.



## Family Subsistence Supplemental Allowance (FSSA) Program

Program to increase the Service Member's Basic Allowance for Subsistence (BAS) and to remove them from the Food Stamp Program. Eligibility is based on household size and total income (military and household). Army Community Service will pre-screen soldiers to determine eligibility, assist soldiers in completing application and estimate the amount of FSSA. For more information, please contact Mr. Leonard Askew, 878-3638. Fort Story point of contact is Ms Atol, 422-7311.

## RELOCATION PROGRAMS 878-3638 Fort Story 422-7311

**Pre-move Briefing** - Great for those with moves on the way - stateside or abroad. Hear from ACS Relocation Services, legal assistance, finance (travel and military pay), EFMP clerk, passenger travel, and household goods. Let's make your move a smooth one. For free child care reservation, call 878-3294.

**Newcomers' Briefing and Information Fair** - Briefing provides the command an opportunity to formally welcome you. The morning begins with briefings on medical care (TRICARE and CHAMPUS), dental activities, military police, legal services and the commissary. Individuals are then treated to an Information Fair in the club ballroom where an additional 25 post agencies are represented. Refreshments are available during the fair as well as drawings for prizes. Free child care is provided for children 6 weeks to five years. To reserve a child care appointment for the briefing, call 878-3294. If your child is not currently registered with the Fort Eustis Child Development Center (CDC), you must go to the CDC Central Registration Office to register your child prior to the day child care is needed or call 878-2928. 878-0920

### **Newcomer's Orientation Tour –**

Following the Briefing/Information Fair, all participants are invited to take part in the Orientation Tour from 1200-1530. The tour is optional and all newly assigned personnel interested may sign up at ACS, Bldg. 601 before the tour date. The tour will depart from Building 2123, The Fort Eustis Club, and visit Fort Eustis, Langley Air Force Base, and Fort Monroe installations with emphasis on medical facilities, ACS, Post Exchange, Commissary, etc.

## FAMILY SERVICES PROGRAMS 878-3638

**“Operation Ready” Training** - Training provided by ACS for soldiers and family members in the following areas:

- **“Army Family Readiness”**
  - Command Leadership & Family Support
  - Starting a Family Support Group Program
  - Resources for Successful Family Support Groups
  - Coping with Separations
  - Managing Deployment and Homecoming
- **“Predeployment - Ongoing Readiness”**
  - Understanding and Planning for Military Separation
  - Coping with Separation
  - Financial Planning
- **“Postdeployment - Homecoming and Reunion”**
  - Soldiers
  - Families
  - Celebration Planning
  - Communication and Techniques
  - Reunion Stress Management
- **“Family Support Group - Advanced Training”**
  - Leadership Skills
  - Planning Presentations
  - Problem Solving
  - Newsletters
  - Volunteer Recognition
- **“Children’s Workbooks”**
  - My Goodbye Book - For young children 3-5 yrs
  - Goodbyes are Hard - For children 6-8 yrs
  - I Can Do That - For children 9 - 12 yrs
  - Separations Happen - For children 13-15 yrs
- **“Family Assistance Center”**
  - Active Component
  - Reserve Component

The following accompanying videos are also available:

- **“Ongoing Readiness/Financial Planning**

- **“Another Family - Army Family Support Group**
- **“Coping with Military Separations”**
- **“Getting Back Together - Homecoming/Reunion**
- **“Family Assistance Center”**

All training materials and videos may also be checked out for use by units, organizations, and individuals. POC is Charles Harris, Army Community Service, 878-0920.

## EMPLOYMENT READINESS PROGRAM 878-3638

Intended to maximize opportunities for initial and continued employment of family members in the public and private sectors by providing information and referral services, training on job search skills and assistance in resume preparation and career goal setting. The program manager also provides assistance to family members in overcoming obstacles to career continuity imposed by frequent relocation and by offering positive support and encouragement to family members in their job search and career development/planning efforts.

### **NEXStep - Program's Goal**

To provide displaced military spouses and federal employees with free career counseling and training resources so they can successfully transition within or to the civilian workforce. NEXStep augments the military's transition assistance programs by providing free career counseling and training resources to help military spouses and federal employees successfully move their skills within or to the private sector. The grant funds are not restrictive based upon rank, rank of spouse, or branch of service.

### **Eligibility Requirements for the Program**

- Spouses of active duty military personnel being transferred into or out of the area serviced by NEXStep who are/were leaving a full time job because of a military move.
- Spouses of retiring military personnel who will be dislocated from a full time job as the result of a final government funded relocation.
- Spouses of military personnel who are dislocated from a job as the result of a lay-off or staff reduction.
- Individuals who are displaced homemakers as the result of a divorce/official separation from their military sponsor.
- Individuals who are displaced homemakers as the result of the death or medical limitations of their military sponsor.
- Federal employees who have received reduction-in-force (RIF) notification.

Program currently exists in only two locations in the world: Hampton Roads and San Diego.

For information and qualifications call Bessie Sutton at Fort Eustis Army Community Service, 757-878-3638.

### **Family Member Employment and Virginia**

**Employment Commission Orientation** - One hour orientation offered every morning (M-F). No appointment necessary. Orientation includes registration with a complete explanation of services and job listings to include: job referrals, the Automated Labor Exchange (ALEX) system (a nation-wide job search database), daily microfiche (Peninsula, Richmond, and the Southside), Non Appropriated Fund (NAF) and civil service job listings, and private sector job listings. 878-0906

**FAMILY ADVOCACY PROGRAM 878-0901**  
**Fort Story 422-7311**

**Toddler Time** – Geared for your growing baby with songs and games that you play together. A time for socializing for you and your child 24 months and under. Meets every Tuesday from 1000-1100.

**Play Morning** – Focused on developing your growing child's social skills by providing unstructured playtime. All children under the age of 6 are welcome. **(Playgroup will not be held during the summer months and will resume 10 Sep)**

**Parent Support Program** – All parents can benefit from guidance and information from time to time. Often, military families are far away from family and friends they would ordinarily turn to for help. At ACS Parent Support Services, Parent Aides are available to answer any questions about child development, address common concerns and offer parenting tips. They can visit with you at your home or schedule an office visit if you prefer. Services are tailored to each family's needs and goals.

**Welcome Baby Bags** - Available free to all new parents! Come in and pick up your baby bag filled with information about babies and programs for babies and new parents. Bag includes a growth chart, a First Year calendar, an "Army Babies Are Special" T-shirt and more! 878-0901

**Infant Massage Class** – Babies need loving touch to grow emotionally and physically strong. Massage can help babies sleep better, have an easier time with feeding and experience fewer stomach upsets.

**Potty Training Class** – Advice and tips on potty training.

**1-2-3 Magic Parenting Class** – Discipline techniques on stopping "unwanted" behavior and starting "wanted" behavior for your 2-12 year olds.

**Key Matters: Home Alone** – Are your kids ready to stay home without supervision? Make sure they are prepared for self-care. Workshop includes video and handouts with great safety tips for both parents and children.

**MILITARY FATHERHOOD CONFERENCE**  
**12 Sep, 0730-1630 at The Fort Eustis Club**  
**Keynotes, workshops and resources.**  
**Call 878-3638 for details.**

---

**FINANCIAL PROGRAMS 878-3638**  
**Fort Story 422-7311**

**Personal Financial Management Readiness** - Provides comprehensive information on banking and credit union services, budget development and record keeping, debt liquidation, credit, consumer rights and obligations, insurance and personal financial readiness.

---

**ARMY FAMILY TEAM BUILDING (AFTB)**

**878-0912 – FE and FS**

Army Family Team Building is training for a way of life that prepares everyone in America's Army to function at one's highest level, in any situation, with minimal outside support. This training improves personal and family preparedness, which enhances overall Army readiness.  
878-0912

**LEVELS AND CLASSES**

<b><u>LEVEL 1</u></b>	<b><u>TITLE</u></b>
1.01	Military Terms, Acronyms, Customs, Courtesies
1.02	Intro to Chain of Command and Chain of Concern
1.03	Intro to Military and Civilian Resources
1.04	Benefits, Entitlements and Compensation
1.05	Family and Military Expectations
1.06	The Impact of Unit Mission on Family Life
1.07	Beginning Problem Solving Techniques
1.08	Supporting Your Child's Education

<b><u>LEVEL 2</u></b>	<b><u>TITLE</u></b>
2.01.1	Enhancing Relationship Building
2.01.2	Introduction to Effective Leadership
2.02.1	Volunteer Mgt/Marketing Volunteer Experience
2.02.2	Management Skills: Communication
2.02.3	Management Skills: Conflict Management
2.02.4	Management Skills: Understanding Needs
2.02.5	Management Skills: Crisis and Grieving
2.02.6	Management Skills: Group Dynamics
2.03.1	Adaptation to Change
2.03.2	Stress Management
2.03.3	Intermediate Problem Solving Techniques
2.03.4	Time Management
2.03.5	Meeting Management
2.04.1	Networking with Community Agencies
2.04.2	Building a Resource Library
2.04.3	Family Support Groups
2.04.4	Military Grade and Command Structure
2.04.5	Benefits, Entitlements and Compensation
2.04.6	Traditions, Customs, Courtesies and Protocol

<b><u>LEVEL 3</u></b>	<b><u>TITLE</u></b>
3.01.1	Effective Communications
3.01.2	Listening Skills
3.01.3	Leadership Skills
3.02.1	Coaching, Mentoring and Advising
3.02.2	Proper Use of Lessons Learned
3.03.1	How to Develop Presentations
3.04.1	Personality Types
3.04.2	Building a Cohesive Team
3.04.3	Motivation
3.05.1	Group Conflict Management
3.06.1	Understanding the Organization of the Army
3.06.2	Understanding Political Issues and the Army

After pre-registration with Child Development Services, child care may be arranged through the CDC for the day classes. Arrangements for child care for the night classes may be arranged on an as needed basis. Pre-registration for classes is required with minimum limits as these classes are instructed by volunteers.

**Installation Volunteer Program News:**

IVC Quarterly Calendar:

Installation Volunteer Advisory Council (IVAC) meetings are scheduled as follows:

9 Sept, 1330, ACS Classroom building 601

All agencies that have volunteers may send a representative to the meetings.

If you have a need for volunteers, one time event or an on going event, please fill out a Volunteer Agency Request form and submit to the IVC anytime. You may request, fill out and submit the form on line. Contact the IVC at the numbers listed below.

August 31 ends the 2nd Quarter of the Volunteer Year. All volunteer hours and any nominations for Volunteer of the Quarter are due by September 15th. Nomination forms are available at ACS, bldg 601 front desk or room 111. Forms can be printed from the Fort Eustis DPCA public folder or request they be sent to you via e-mail from the address below.

Volunteer Manager Training:

Volunteer Record Keeping Seminar

Sept 9, 1415-1445, ACS Classroom bldg 601

Please register for the training by Sept 5 to the IVC.

For information on volunteering, obtaining volunteers, nomination process, volunteer manager training and obtaining forms please contact Regina Nelson, IVC at 878-0912, ext 242 or nelsonr2@eustis.army.mil

---

## **EXCEPTIONAL FAMILY MEMBER PROGRAM**

Joint Services Exceptional Family Member Program Forum Sep 23-24, Ft. Eustis Club 0800-1400 each day. Free to EFMP Family Members. \$25 registration fee to professionals.

Topics to be covered: Assessing behavioral health: i.e. mental health; Nutrition/Health for special needs; SSI; Stress Management: Diabetes/Hypertension; Autism; Program for Persons with Disabilities, etc. Over 25 information tables will be set up for information and advocacy, resources.

Registration for forum: Call 878-3638, Ms. Shephard, Army Community Service, Ft. Eustis.

EFMP Housing: due to shortage of housing and speciality care on Ft. Eustis/Ft. Story, requests for housing will be processed through the EFM Manager, ACS, Building 601. Ft. Eustis. There is very limited housing and therefore, not all cases will be considered. Questions or concerns: call 878-0910, Carol Hoyer

**ARMY COMMUNITY SERVICE  
Celebrates  
38 Years of Service in July!!**

**CHECK OUT ACS' WEB PAGE AT  
[www.eustis.army.mil/acs/acs.htm](http://www.eustis.army.mil/acs/acs.htm)**