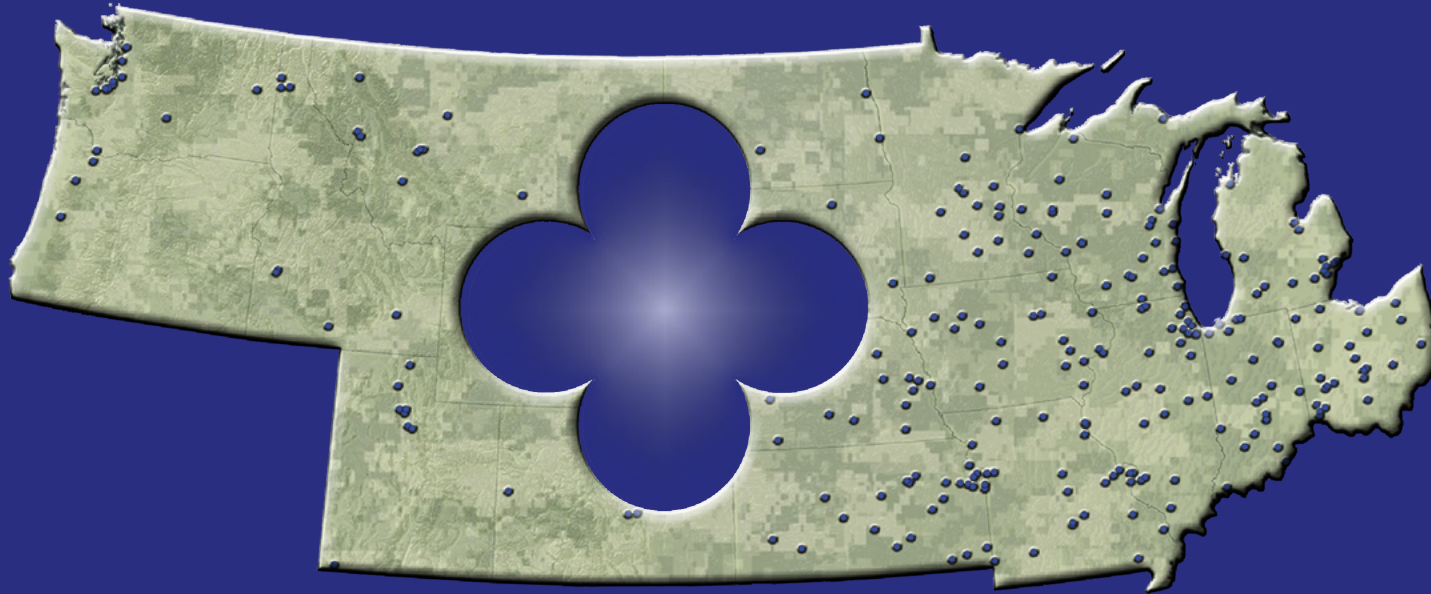


*U.S. ARMY RESERVE*

**88<sup>TH</sup> RSC**

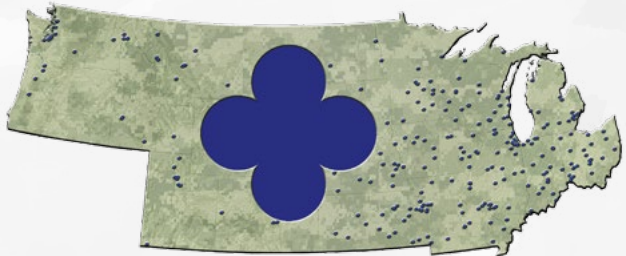
*88TH REGIONAL SUPPORT COMMAND*



**RESOURCE GUIDE** <sub>2016</sub>

*OF SERVICES AND BASE OPERATIONS SUPPORT IN THE NORTHERN  
UNITED STATES FROM THE OHIO RIVER TO THE PACIFIC COAST*

# The 88th RSC Resource Guide



*Bringing to you the very best in class services and base operations support in the Northern U.S. from the Ohio River Valley to the Pacific Coast.*

*To all Army Reserve Soldiers, Civilians and Family Members in the Northwest Region,*

This Resource Guide is designed to give you - our customers - an easy to use guide to the vast array of class services and base operations support which the 88th Regional Support Command provides in our 19 State Region.

In the following pages you will find key resources categorized into 10 chapters: Administrative Services; Community Outreach; Environmental Responsibility;

Equipment Support and Services; Facility Management; Functional Training; Honoring our Fallen; Medical Programs; Safety and Occupational Health; and Special Programs and Services.

In an effort to make these resources more accessible, we have included all proper points-of-contact, e-mail addresses, phone numbers, and web sites.

Additionally, we have included a chap-

ter with an overview of the 88th RSC to provide you our organization's guiding principles.

All of this has been done to fulfill our obligation to those we serve and honor our social obligations as stewards of sacred resources.

*Sincerely, Charles C. Hudson  
88th RSC Chief-of-Staff*

 Become a fan and follow us on Facebook:  
[www.facebook.com/88RSC](http://www.facebook.com/88RSC)

Digital Users: *The 88th RSC Resource Guide has been fully hyper-linked for your convenience. Just point and click page numbers, website links and e-mail addresses for instant access. Check for the latest edition at:*  
[www.dvidshub.net/publication/766/88th-rsc-resource-guide](http://www.dvidshub.net/publication/766/88th-rsc-resource-guide)

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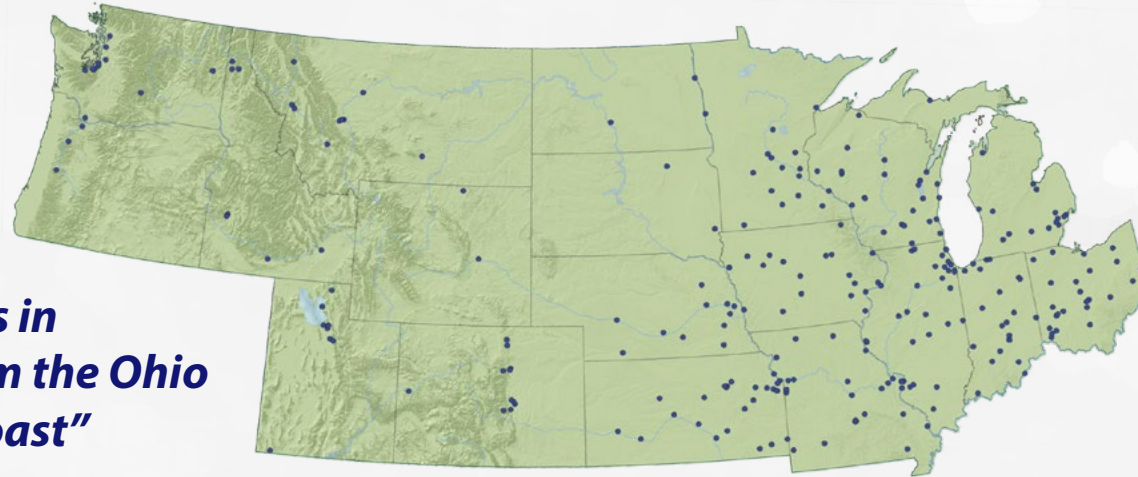


# Overview: 88th Regional Support Command



# 88th RSC Organizational Overview

***“Providing world-class services and base operations support to Army Reserve Soldiers, Families and Civilians in the northern U.S. from the Ohio River to the Pacific Coast”***



The 88th Regional Support Command, headquartered on Fort McCoy, Wis., is a two-star command which provides services and base operations support to more than 55,000 Army Reserve Soldiers, Families and Civilians serving in 633 units at 278 sites in 345 training facilities dispersed across 19 states in the northern U.S. from the Ohio River Valley to the Pacific Coast.

Base Operations Support, or BASOPS, is defined as the provision of administrative

and logistical services. These services are typically beyond the capabilities of commands and are most comparable to the services expected by units on active duty installations.

Examples include human resource services, medical administrative support, funding, physical security, facilities, environmental compliance, training areas, safety, legal, religious support, force management, equipment maintenance and

storage, new equipment fielding, and strategic outreach.

Accomplishing the 88th RSC's mission is a total force of more than 15,000 Army Reserve Soldiers, Military Technicians, Department of the Army Civilians and Contractors assigned throughout the northwest region.

Additionally, the 88th RSC coordinates Army Music support to the 19-state-region with the command and control of six Army Bands in seven different locations.

## 88th RSC Mission and Vision

### Mission:

A regionally aligned organization focused on providing seamless, efficient and timely human resource services, medical administrative support, funding, physical security, facilities, environmental compliance, training areas, safety, legal, religious support, force management, equipment maintenance and storage, new equipment fielding, strategic outreach and other services to primarily Army Reserve Soldiers, Civilians, Family members and units operating in our region.

### Vision:

The 88th RSC, as a fully committed readiness partner, continually provides best in class services and BASOPS support for the Soldiers, Families, Civilians and units operating within the 88th RSC Area of Operations.

## Strategic Objectives

**The 88th RSC has identified six strategic objectives which provide our organization direction from the mission to achieving the vision**

- Optimize Army Reserve land and facility functional capabilities to tenant activities in the 88th RSC AOR.
- Provide efficient and quality maintenance and storage services to supported units.
- Provide human resource life-cycle management functions to supported Soldiers/units/Families and to OFTS Commands' readiness requirements.
- Provide effective mission command to subordinate units.
- Foster a culture of cost management in the 88th RSC that ensures operational effectiveness and statutory/regulatory compliance while achieving business efficiencies and audit readiness.
- Serve as a synchronizing agent for strategic messaging resources to be used for interactions with elected officials by OFTS Commands operating within the 88th RSC AOR.

**19**  
State Region

**345**  
Army Reserve  
Training Facilities

**633**  
Units Supported  
within the Region

**55,000**  
Soldiers, Civilians  
and Family Members  
Supported





# Customer Focused to Best Support You!

**To all Army Reserve Soldiers, Civilians and Family Members in the Northwest Region,**

The 88th RSC is a fully committed readiness partner which provides best in class services and base operations support for the Army Reserve Soldiers, Civilians, Families and units within the command's 19-state area of responsibility.

Our mission is to ensure our supported units are ready, accessible and available for any contingency to complement the Active Army and Joint Force by providing the necessary human resource services, medical administrative support, funding, physical security, facilities, environmental, training areas, safety, force management, equipment maintenance and storage, and other support services needed.

We are a committed, customer-centric organization that will use every opportunity to listen to and communicate effectively with our customers in order to provide the best possible facilities, programs and

services while maximizing the safety and security of the personnel and units in our region. We will be good stewards of the resources entrusted to us and will meet the high priority needs of our customers while eliminating redundancies, mitigating risk, and optimizing return on investments.

The 88th RSC is committed to supporting your unit's readiness. Together we will ensure the Army Reserve is ready to meet any and all global requirements in support of Nation's strategic priorities. Please let us know how we can better serve you.

*Pat J. Reinert*  
PATRICK J. REINERT  
Major General, USAR  
Commanding General



## 88th RSC Commander's Intent

*We provide the facilities, programs and services required to enable Army Reserve readiness, sustain the Force, and provide the infrastructure for current and future mission requirements.*

- We will gather and share best practices with other organizations to bring to bear the best solutions for delivering services, implementing programs, and sustaining facilities.
- We will inculcate sustainable Baldrige and Army Communities of Excellence principles throughout our business processes and procedures.
- We will use every opportunity to listen to and communicate effectively with our customers and our workforce.
- We will provide a safe workplace.
- We will remain committed to being a customer-centric organization that seeks and applies customer feedback to evaluate and improve the delivery and receipt of programs and services.
- We will be good stewards of the environment and the resources entrusted to us.
- We will target our resources to meet high priority needs of our customers while eliminating redundancies, identifying and mitigating risk, and optimizing return on investments.

## 88th RSC Planning Guidance and Principles

The 88th RSC is a supporting command of the U.S. Army Reserve, America's dedicated operational federal reserve of the Army. The Army Reserve is the premier provider of ready, trained, and equipped Soldiers and units to the Total Army and the Joint Force.

As an essential part of the Operational Force, we are adapting to the challenges of shrinking budgets.

To help accomplish this, the 88th RSC uses

the Baldrige Criteria framework for its performance excellence program model. This structure is used to clarify strategy and enable the organization to focus on performance against the vision, mission, commander's intent, strategic objectives, and strategic goals.

Baldrige criteria is applied to build, achieve and sustain a proactive, high-performing, high-integrity organization achieving measurable and sustainable results.

The disciplined approach to continuous improvement provides a valuable framework that assists in planning, performing, building effective processes, aligning resources and producing results.

The 88th RSC fully recognizes that long-term sustainability, enabling supported unit readiness, implementing audit readiness, and maintaining high standards requires engagement and continuous improvement.

## Organizational Guideposts

*Superior customer focus*

*Continuous  
improvement*

*High performance  
workforce*

*'No' is never the first  
response*

*Find a way to make it  
happen*



# 2015 ACOE Winner

## Army Community of Excellence

***"This is a journey, it is not a destination. We will continue to ensure that we provide the best in class customer support."***

*Maj. Gen. Karen LeDoux,  
88th RSC Commanding General (2012-2015)*

The 88th Regional Support Command was awarded as the overall Army Reserve winner of the 2015 Army Community of Excellence competition during a ceremony hosted at the National Guard Bureau in Arlington, Virginia, April 29.

The ACOE Award honors the top Army, National Guard and Army Reserve installations which have achieved the highest levels of excellence in building a quality environment, outstanding facilities and superior services.

All competitors in ACOE, regardless of size or mission, are assessed and evaluated against Army priorities and Malcolm Baldrige National Quality criteria.

The feedback provided through the assessment process offers valuable insights into the state of the organization and highlights areas for continued improvement.

The ACOE program builds on organizational knowledge and encourages a change in perspective, from what is minimally essential to what is optimally possible to support Soldiers, Families and Army Civilians who live, work and train on Army installations.

At its core, the ACOE program encourages commitment to excellence by using continuous improvement as a guide to achieving exceptional customer service and satisfaction.



## Customer Surveys

**ICE** Interactive Customer Evaluation

Home - About ICE - Manager Login (your required) - Help

Service Provider Search:  Go

Home - 88th RSC HQ

### Welcome to 88th Regional Support Command - Headquarters's ICE Site

Welcome to the 88th Regional Support Command (RSC) Interactive Customer Evaluation (ICE) site. The 88th RSC provides Base Operations Support (BASOPS) to Army Reserve units in the 19-state northwest quadrant of the United States. We are committed to providing outstanding customer service. Your opinion is critical to our ability to provide the quality of services you expect and deserve. Thank you for caring enough to give us your ratings and comments/ suggestions. Your feedback will help us continue to serve you with the highest degree of excellence and standards.

**Military Crisis Line**  
1-800-273-8255 PRESS 0

**Additional information about this ICE Site**

To find a service provider you wish to rate, click on the service category below that best describes the service/product, or enter the name or location in the service provider search field at the top right of the page and click the Go button.

|   |   |
|---|---|
| <b>Administration</b><br>For example: Legal Services, Driver's Licenses, Mail Room...                               | <b>Information Management</b><br>For example: Privacy Protection, Freedom of Information, Government Forms, DoD Information Systems and Websites...             |
| <b>Communications</b><br>For example: Post Office, Phone Service, Graphics Support...                               | <b>Money/Finance</b><br>For example: Travel Pay, Military Pay, Civilian Pay, Contractor Invoice Payment, Budget...  |
| <b>Education &amp; Training</b><br>For example: DoDEA Schools, Education Centers, GED Program, Training, Library... | <b>Operational Support</b><br>For example: Ship Repair, Aviation Maintenance, Equipment & Material Maintenance...   |
| <b>Facility Management</b><br>For example: Maintenance, Construction, Environmental Issues, Public Works...         | <b>Personnel Services</b><br>For example: Military Personnel, Civilian Personnel, Benefits, Spouse Employment, Labor Relations, Equal Employment Opportunity... |
| <b>Health</b><br>For example: Dental Clinic, Health Clinic/Hospital, Social Services, Fitness Center, Vet...        | <b>Safety &amp; Security</b><br>For example: Vehicle Registration, Pass & ID, Security, Weapons Registration, Emergency Services, Police...                     |

[Show all](#) the service providers for 88th RSC HQ

To send a suggestion, question or other comment to the appropriate point of contact for this ICE site, click on the following link: [Site Suggestions, Questions, Comments](#)

[Service Provider Summary Report](#)  
for 88th Regional Support Command - Headquarters

[Top of Page](#)

Contact WHS - No FEAR Act Data - Freedom of Information Act - USA.gov - Section508.gov - Defense Link - FirstGov - The White House - GSA

[https://ice.disa.mil/index.cfm?fa=site&site\\_id=960&dep=DoD](https://ice.disa.mil/index.cfm?fa=site&site_id=960&dep=DoD)

# Your Input Makes a Difference

***Please give us  
your feedback  
and help us  
continue to serve  
you with the  
highest degree of  
excellence!***







# **Administrative Services and Support**



# TPU Army Reserve Enlisted Promotions



**T**he 88th RSC is responsible for the management of enlisted TPU Soldier promotion process within the command's 19-state region.

Once the 88th RSC receives promotion board results from units, they integrate recommended Soldiers onto the Permanent Promotion Recommended List (PPRL) and begin the slotting process.

The PPRL Home Page is located at <https://rcms.usar.army.mil/v3/Portal/Default.aspx>.

Data contained in the Consolidated PPRL is from the four Regional Support Commands, the 7th Civil Support Command and the 9th Mission Support Com-

mand. Generally, Junior Enlisted promotion boards are conducted on a monthly basis, or at the very least a quarterly basis.

Senior Enlisted promotion boards are conducted on an annual basis; with E-9s in February, E-8s in May and E-7s in Sept.

Recommended Soldiers from both the Junior and Senior Enlisted promotion boards are then added to the Consolidated PPRL application.

Vacancy Management and Slating in support of the promotion process is automated and conducted monthly; with E-5 and E-6 processing being conducted on alternate months; E-9 processing in January, April, July and Oct.; E-8 processing in Feb.,

May, Aug., and Nov.; and E-7 processing in March, June, Sept. and Dec.

The Slating Process is a fully automated process and driven by criteria established in regulatory guidance and command policy. Promotion results and reassignment orders are published monthly.

A Soldier recommended and added to the PPRL does not mean the Soldier will be promoted. TPU promotions are position based. A Soldier is selected off of the PPRL, promoted against a valid position.

Soldiers must maintain promotion eligibility the duration they are standing on the PPRL.

## The Promotion Process

### SGT through SSG

Once the promotion boards are approved, the unit will send a copy of the promotion board proceedings, the DA Form 3355, the Promotion packet composition, and the elections and preferences checklists to the servicing RSC based on the Soldier's Home of Record. This should be accomplished within 15 days of the approval of the board results.

Once the RSC receives the report, they integrate recommended Soldiers onto the PPRL and begin the slotting process.

RSCs identify the first Soldier on the list that meets the reported requirements. Promotion board proceedings received prior to the 10th of the month will be integrated onto the PPRL the 10th of the following month.

### SFC through SGM

The Regional Support Commands conduct boards annually (Feb-SGM, May-MSG, and Sep-SFC) in order to recommend Soldiers for promotion.

If/when selected, you are added to a Permanent Promotion Recommended List.

Units at all levels are tasked to submit unit vacancies through their chain of command to the RSC by the 10th of each month.

Upon receipt of the vacancy reports, the RSC will create a slotting report for that month's grade based on the available vacancies and Soldiers from the PPRL.

The PPRL is maintained in order of board date, date of rank, pay entry basic date, and age. The Soldier at the top of the list matching the vacancy requirements and elected mileage will be slotted for that position.

Approximately  
**2,500**  
Junior and Senior  
Enlisted promotion  
orders are published  
by the 88th RSC  
each year

SFC vacancies are reported to the RSC in Mar, Jun, Sep, and Dec. MSG/1SG vacancies are reported in Feb, May, Aug, and Nov. SGM vacancies are reported in Jan, Apr, Jul, and Oct.

As a vacancy is reported the convening authority will identify the first Soldier on the list who meets the reported requirements.

## Points of Contact:

**Enlisted Management Branch**  
608-388-4184

[usarmy.usarc.88-rsc.mbx.jrpromotion@mail.mil](mailto:usarmy.usarc.88-rsc.mbx.jrpromotion@mail.mil)  
[usarmy.usarc.88-rsc.mbx.srpromotion@mail.mil](mailto:usarmy.usarc.88-rsc.mbx.srpromotion@mail.mil)

**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DHR/EMBDocuments/Forms/AllItems.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DHR/EMBDocuments/Forms/AllItems.aspx)



## 88th RSC Facility Official Mail Operations

***Providing BASOPS service for Official Mail to all facilities located within the 88th RSC AOR.***

Facility Official Mail Operations is a function of the Directorate of Human Resources at the 88th RSC. The 88th RSC is responsible for postage expenditure for all facilities within the 88th RCS Area of operations.

Our main objective is to standardize and provide same baseline level of service for official mail through [Stamps.com](http://Stamps.com). The website explains the various training tools to assist you in learning how to meter your facility's mail.

As a reminder, only appointed official mail personnel may meter mail. Each facility is allowed up to three personnel to have access to the [Stamps.com](http://Stamps.com) system. This means in addition to the listed facility mail manager who sets up the system, you can authorize two other personnel to serve as alternates. The personnel must be full time Military or DoD civilian employees.

In addition, your facility received a package from Stamps.com containing a scale, a label printer and other items to assist you in the transition. You will produce the meter strip from your own computer. In addition to the label printer, you are able to print postage in a variety of methods such as directly on the envelope, on a sheet of paper, or onto standard Avery labels.



To request postage under the new system, the facility mail manager will send an e-mail to the Admin Services mailbox. Once the 88th RSC OMM transfers funds into the facility sub-account, you will receive an e-mail informing you the transaction is complete.

For all Official Mail/FedEx issues send an e-mail to the team e-mail address: [usarmy.usarc.88-rsc.mbx.adminsvc@mail.mil](mailto:usarmy.usarc.88-rsc.mbx.adminsvc@mail.mil)

### Official Mail Policies

The USPS will be used only when it is the least costly transportation method which will meet the required delivery date, security, accountability, and Private Express Statute requirements.

When mailed, official matter will move at the lowest postage rate that meets the required delivery date, security, and accountability requirements. Official matter becomes official mail when it is postmarked by a distribution center or is placed under USPS control, whichever occurs first. Official matter ceases to be official mail when control passes from USPS or its representatives to the OMDC of the addressee.

### Tips for Cost Effective Mailing

- When mailing six sheets or less of bond paper, use a letter size envelope.
- Send correspondence by e-mail or fax whenever appropriate and possible.
- Mail using the lowest postal rate legally possible that meets required delivery date and security requirements.
- When mailing several items to the same address, it is less expensive to place all items in a single envelope than to use multiple envelopes.
- Check with your OMDC for activities/agencies within the local area that are serviced by couriers-no postage required. If you need evidence that something was mailed or received-use Certificate of Mailing or Delivery Confirmation whenever possible.
- Limit use of express mail to instances when absolutely necessary.
- Determine if use of other commercial carriers is cheaper for shipments of items not under the Private Express Statutes.
- Review recurring mailings for continued necessity.
- Limit use of merchandise return, BRM, and special services such as registered, certified, and insured.
- Use drop-shipments for zone rated mail when cost effective.
- Ensure USPS "shape based" pricing is considered when packaging.
- Use packaging provided free of charge by USPS whenever possible.
- Use USPS Priority Flat Rate envelopes and boxes whenever cost effective.
- For additional information and guidance, contact your OMM.

### Points of Contact:

**88th RSC Chief of Administrative Services Support Branch**  
**Michael Claus**  
**608-388-0318**  
[usarmy.usarc.88-rsc.mbx.adminsvc@mail.mil](mailto:usarmy.usarc.88-rsc.mbx.adminsvc@mail.mil)

**Learn more:** <http://www.stamps.com>



# Pay Workshops

## *Helping Improve Soldier Care*

|  | O-5 | O-6 | O-7 | O-8 | O-9 | O-10 | O-11 | O-12 | O-13 | O-14 | O-15 | O-16 | O-17 | O-18 | O-19 | O-20 | O-21 | O-22 | O-23 | O-24 | O-25 | O-26 | O-27 | O-28 | O-29 | O-30 | O-31 | O-32 | O-33 | O-34 | O-35 | O-36 | O-37 | O-38 | O-39 | O-40 | O-41 | O-42 | O-43 | O-44 | O-45 | O-46 | O-47 | O-48 | O-49 | O-50 | O-51 | O-52 | O-53 | O-54 | O-55 | O-56 | O-57 | O-58 | O-59 | O-60 | O-61 | O-62 | O-63 | O-64 | O-65 | O-66 | O-67 | O-68 | O-69 | O-70 | O-71 | O-72 | O-73 | O-74 | O-75 | O-76 | O-77 | O-78 | O-79 | O-80 | O-81 | O-82 | O-83 | O-84 | O-85 | O-86 | O-87 | O-88 | O-89 | O-90 | O-91 | O-92 | O-93 | O-94 | O-95 | O-96 | O-97 | O-98 | O-99 | O-100 | O-101 | O-102 | O-103 | O-104 | O-105 | O-106 | O-107 | O-108 | O-109 | O-110 | O-111 | O-112 | O-113 | O-114 | O-115 | O-116 | O-117 | O-118 | O-119 | O-120 | O-121 | O-122 | O-123 | O-124 | O-125 | O-126 | O-127 | O-128 | O-129 | O-130 | O-131 | O-132 | O-133 | O-134 | O-135 | O-136 | O-137 | O-138 | O-139 | O-140 | O-141 | 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O-267 | O-268 | O-269 | O-270 | O-271 | O-272 | O-273 | O-274 | O-275 | O-276 | O-277 | O-278 | O-279 | O-280 | O-281 | O-282 | O-283 | O-284 | O-285 | O-286 | O-287 | O-288 | O-289 | O-290 | O-291 | O-292 | O-293 | O-294 | O-295 | O-296 | O-297 | O-298 | O-299 | O-300 | O-301 | O-302 | O-303 | O-304 | O-305 | O-306 | O-307 | O-308 | O-309 | O-310 | O-311 | O-312 | O-313 | O-314 | O-315 | O-316 | O-317 | O-318 | O-319 | O-320 | O-321 | O-322 | O-323 | O-324 | O-325 | O-326 | O-327 | O-328 | O-329 | O-330 | O-331 | O-332 | O-333 | O-334 | O-335 | O-336 | O-337 | O-338 | O-339 | O-340 | O-341 | O-342 | O-343 | O-344 | O-345 | O-346 | O-347 | O-348 | O-349 | O-350 | O-351 | O-352 | O-353 | O-354 | O-355 | O-356 | O-357 | O-358 | O-359 | O-360 | O-361 | O-362 | O-363 | O-364 | O-365 | O-366 | O-367 | O-368 | O-369 | O-370 | O-371 | O-372 | O-373 | O-374 | O-375 | O-376 | O-377 | O-378 | O-379 | O-380 | O-381 | O-382 | O-383 | O-384 | O-385 | O-386 | O-387 | O-388 | O-389 | O-390 | O-391 | O-392 | O-393 | O-394 | O-395 | O-396 | O-397 | O-398 | O-399 | O-400 | O-401 | O-402 | O-403 | O-404 | O-405 | O-406 | O-407 | O-408 | O-409 | O-410 | O-411 | O-412 | O-413 | O-414 | O-415 | O-416 | O-417 | O-418 | O-419 | O-420 | O-421 | O-422 | O-423 | O-424 | O-425 | O-426 | O-427 | O-428 | O-429 | O-430 | O-431 | O-432 | O-433 | O-434 | O-435 | O-436 | O-437 | O-438 | O-439 | O-440 | O-441 | O-442 | O-443 | O-444 | O-445 | O-446 | O-447 | O-448 | O-449 | O-450 | O-451 | O-452 | O-453 | O-454 | O-455 | O-456 | O-457 | O-458 | O-459 | O-460 | O-461 | O-462 | O-463 | O-464 | O-465 | O-466 | O-467 | O-468 | O-469 | O-470 | O-471 | O-472 | O-473 | O-474 | O-475 | O-476 | O-477 | O-478 | O-479 | O-480 | O-481 | O-482 | O-483 | O-484 | O-485 | O-486 | O-487 | O-488 | O-489 | O-490 | O-491 | O-492 | O-493 | O-494 | O-495 | O-496 | O-497 | O-498 | O-499 | O-500 | O-501 | O-502 | O-503 | O-504 | O-505 | O-506 | O-507 | O-508 | O-509 | O-510 | O-511 | O-512 | O-513 | O-514 | O-515 | O-516 | 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O-892 | O-893 | O-894 | O-895 | O-896 | O-897 | O-898 | O-899 | O-900 | O-901 | O-902 | O-903 | O-904 | O-905 | O-906 | O-907 | O-908 | O-909 | O-910 | O-911 | O-912 | O-913 | O-914 | O-915 | O-916 | O-917 | O-918 | O-919 | O-920 | O-921 | O-922 | O-923 | O-924 | O-925 | O-926 | O-927 | O-928 | O-929 | O-930 | O-931 | O-932 | O-933 | O-934 | O-935 | O-936 | O-937 | O-938 | O-939 | O-940 | O-941 | O-942 | O-943 | O-944 | O-945 | O-946 | O-947 | O-948 | O-949 | O-950 | O-951 | O-952 | O-953 | O-954 | O-955 | O-956 | O-957 | O-958 | O-959 | O-960 | O-961 | O-962 | O-963 | O-964 | O-965 | O-966 | O-967 | O-968 | O-969 | O-970 | O-971 | O-972 | O-973 | O-974 | O-975 | O-976 | O-977 | O-978 | O-979 | O-980 | O-981 | O-982 | O-983 | O-984 | O-985 | O-986 | O-987 | O-988 | O-989 | O-990 | O-991 | O-992 | O-993 | O-994 | O-995 | O-996 | O-997 | O-998 | O-999 | O-1000 | O-1001 | O-1002 | O-1003 | O-1004 | O-1005 | O-1006 | O-1007 | O-1008 | O-1009 | O-1010 | O-1011 | O-1012 | O-1013 | O-1014 | 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O-1126 | O-1127 | O-1128 | O-1129 | O-1130 | O-1131 | O-1132 | O-1133 | O-1134 | O-1135 | O-1136 | O-1137 | O-1138 | O-1139 | O-1140 | O-1141 | O-1142 | O-1143 | O-1144 | O-1145 | O-1146 | O-1147 | O-1148 | O-1149 | O-1150 | O-1151 | O-1152 | O-1153 | O-1154 | O-1155 | O-1156 | O-1157 | O-1158 | O-1159 | O-1160 | O-1161 | O-1162 | O-1163 | O-1164 | O-1165 | O-1166 | O-1167 | O-1168 | O-1169 | O-1170 | O-1171 | O-1172 | O-1173 | O-1174 | O-1175 | O-1176 | O-1177 | O-1178 | O-1179 | O-1180 | O-1181 | O-1182 | O-1183 | O-1184 | O-1185 | O-1186 | O-1187 | O-1188 | O-1189 | O-1190 | O-1191 | O-1192 | O-1193 | O-1194 | O-1195 | O-1196 | O-1197 | O-1198 | O-1199 | O-1200 | O-1201 | O-1202 | O-1203 | O-1204 | O-1205 | O-1206 | O-1207 | O-1208 | O-1209 | O-1210 | O-1211 | O-1212 | O-1213 | O-1214 | O-1215 | O-1216 | O-1217 | O-1218 | O-1219 | O-1220 | O-1221 | O-1222 | O-1223 | O-1224 | O-1225 | O-1226 | O-1227 | O-1228 | O-1229 | O-1230 | O-1231 | O-1232 | O-1233 | O-1234 | O-1235 | O-1236 | O-1237 | O-1238 | O-1239 | O-1240 | O-1241 | O-1242 | O-1243 | O-1244 | O-1245 | O-1246 | O-1247 | O-1248 | O-1249 | O-1250 | O-1251 | O-1252 | O-1253 | O-1254 | O-1255 | O-1256 | O-1257 | O-1258 | O-1259 | O-1260 | O-1261 | O-1262 | O-1263 | O-1264 | O-1265 | O-1266 | O-1267 | O-1268 | O-1269 | O-1270 | O-1271 | O-1272 | O-1273 | O-1274 | O-1275 | O-1276 | O-1277 | O-1278 | O-1279 | O-1280 | O-1281 | O-1282 | O-1283 | O-1284 | O-1285 | O-1286 | O-1287 | O-1288 | O-1289 | O-1290 | O-1291 | O-1292 | O-1293 | O-1294 | O-1295 | O-1296 | O-1297 | O-1298 | O-1299 | O-1300 | O-1301 | O-1302 | O-1303 | O-1304 | O-1305 | O-1306 | O-1307 | O-1308 | O-1309 | O-1310 | O-1311 | O-1312 | O-1313 | O-1314 | O-1315 | O-1316 | O-1317 | O-1318 | O-1319 | O-1320 | O-1321 | O-1322 | O-1323 | O-1324 | O-1325 | O-1326 | O-1327 | O-1328 | O-1329 | O-1330 | O-1331 | O-1332 | O-1333 | O-1334 | O-1335 | O-1336 | O-1337 | O-1338 | O-1339 | O-1340 | O-1341 | O-1342 | O-1343 | O-1344 | O-1345 | O-1346 | O-1347 | O-1348 | O-1349 | O-1350 | O-1351 |
|--|-----|-----|-----|-----|-----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|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The 88th RSC Finance Division trains and supports Army Reserve Units throughout the year in order to help units correctly meet requirements and improve Soldier care.

The 88th RSC Financial Division coordinates, hosts and instructs up to 10 pay workshops within the region per year. Additionally, the 88th RSC teams with the other RSCs in up to six USARC Pay Workshops which are coordinated by USARC and held across the country.

The workshops provide in-depth in-

struction with hands-on exercises on the Unit Commanders Pay Management Report.

In addition, students are trained on computing a Pay Entry Basic Date, Taxes, Soldiers Group Life Insurance, Sure Pay, Waivers, Thrift Savings Plan, Per Diem, reimbursable expenses, entitlements such as Basic Allowance for Housing, Basic Allowance for Subsistence, Overseas Housing Allowance, OCONUS Cost-Of-Living Allowance, CONUS COLA, Family Separation Allowance, Incentive and Special Pay, and

### Clothing Allowances.

Participants are also given further instructions on Orders, and how to file a travel claim through DTS or by using a DD Form 1351-2.

In addition to workshops, members of the 88th RSC Finance Division are able to come and assist a unit directly at the request of the unit and chain of command.

For more information, please call the Finance Division's Inquiry Line at 608-388-0905 or e-mail [usarmy.usarc.88-rsc.mbx.finance-inquiries@mail.mil](mailto:usarmy.usarc.88-rsc.mbx.finance-inquiries@mail.mil).

## 88th RSC Resource Management Office

The 88th RSC Resource Management Office (RMO) serves as the command's principal staff office for overall management of RSC financial resources. The RMO is available to assist supported commands whenever applicable. Responsibilities of the RMO include:

- Directs 88th RSC programming, budgeting, financial execution, pay support, accounting support and management functions.
- Has administrative control, as delegated by the Commanding General, for of all mission and BASOPS appropriated funds.
- Acts as the Fund Allowance Document holder for all RSC activities and Functional Commands whose headquarter are within the boundaries of the RSC.
- Administer all automated financial systems.
- Is accountable to the USARC for accounting and management of fund control designated for HQ RSC and supported Functional Commands.
- Administers the USAR pay program for all units within the RSC boundaries during peacetime and mobilization.
- Oversees management staff activities to include management of improvement programs, activities and studies.

## Finance Inquiry Hotline

**TPU Soldiers  
within the 88th RSC  
AOR with finance  
inquiries can call**

**1-608-388-0905**  
**for assistance after**  
**having first tried their**  
**chain of command**

## Points of Contact:

**88th RSC Resource Management Office Director**  
**Debra L. Dalton**  
**608-388-0492**  
[debra.l.dalton.civ@mail.mil](mailto:debra.l.dalton.civ@mail.mil)

**RPA, DTS, and GTC: 608-388-0504**

**OMAR and GPC: 608-388-0354**

**Accounting, GFEBs, Audit Readiness and Joint Review: 608-388-0563**

**Finance Division Inquiry Line: 608-388-0905**

**Inquiry Mailbox: [usarmy.usarc.88-rsc.mbx.finance-inquiries@mail.mil](mailto:usarmy.usarc.88-rsc.mbx.finance-inquiries@mail.mil)**

**Learn more:** [https://army.deps.mil/Army/CMDS/USARC\\_88RSC/RMO/default.aspx](https://army.deps.mil/Army/CMDS/USARC_88RSC/RMO/default.aspx)



# 88th RSC RPACS

## Regional Personnel Action Centers



Since the 88th RSC RPACs' genesis on 1 Oct., 2011, they have supported and serviced thousands of Soldiers throughout our 19-state region.

The goal of the RPACs is to provide Soldiers with premier personnel, administrative and financial services while ensuring and enabling unit commanders the opportunity to focus on training and unit readiness.

The 88th RSC RPACs consist of 153 personnel functioning in 12 major HUBs and

24 Satellites across the 88th RSC area of operations. Since its inception into the 88th RSC, the RPAC HUBs and Satellites have proven to have a direct and significant impact on Army Reserve Soldier readiness.

Even though commanders have an overall responsibility for Soldier readiness, it is the RPAC's mission to ensure the continuity of Soldier readiness by providing centralized personnel, administrative and financial actions in a consolidated location.

The RPAC Supervisors are the leaders creating and incorporating initiatives and standards that allow the RPACs and the Satellites to successfully improve quality and efficiency at their facility locations.

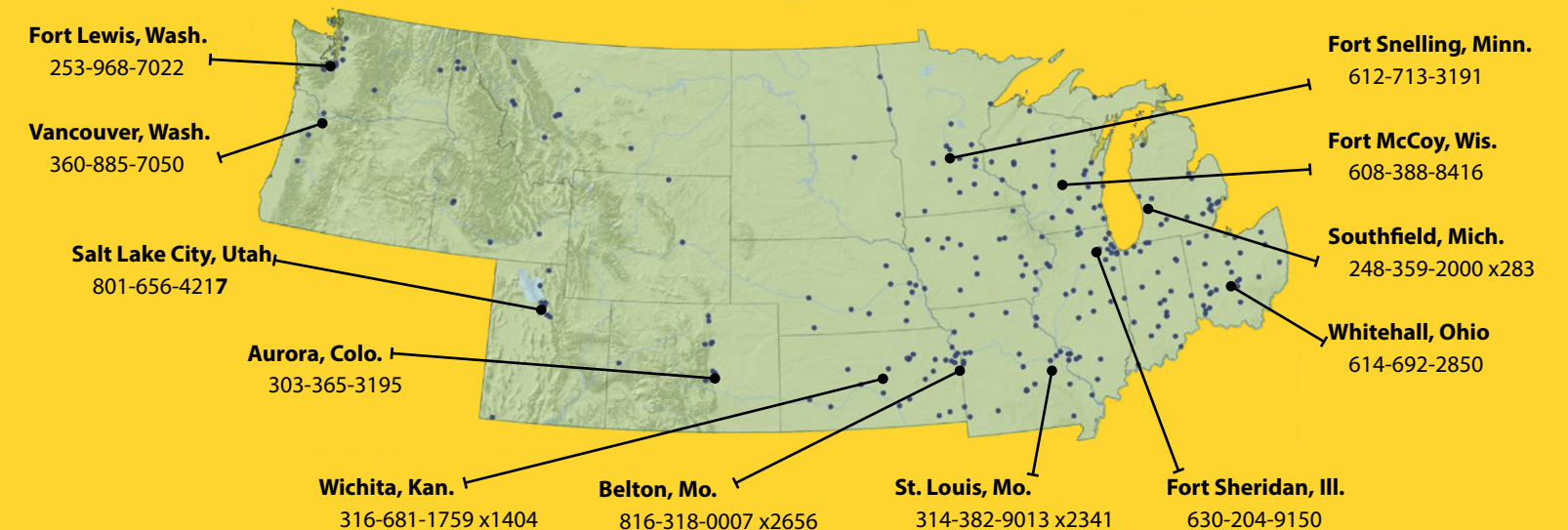
One of the goals of the RPACs is to encourage a collaborative working relationship with unit commanders. Without this working relationship, it is difficult for unit readiness to be possible. The common goal for both is to address the needs of the Soldier.

*"RPACS are dedicated to providing support and service to thousands of Soldiers throughout the northwest region."*

### Points of Contact:

RPAC Division Chief  
Tammy J. Madden  
608-388-0452  
[tammy.j.madden.civ@mail.mil](mailto:tammy.j.madden.civ@mail.mil)

### Army Reserve Personnel Action Centers



Learn more: [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DHR/SitePages/RPACMap.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DHR/SitePages/RPACMap.aspx)





# Community Outreach Support



# 88th RSC Army Bands

*"Army Bands provide music throughout the spectrum of military operations to instill in our Soldiers the will to fight and win, foster the support of our citizens, and promote our national interests at home and abroad."*

The 88th RSC coordinates Army Music support to the 19-State region with the command and control of six Army Bands located in seven different locations.

The Bands provide music throughout the full spectrum of military operations to instill in our Soldiers the will to fight and win, foster the support of our citizens, and promote our national interests at home and abroad.

Even before the U.S. Army was created in 1775, musicians were an integral part of the military. From the signal corps drummers in the Revolutionary War, to the full brass bands of WWII, music has been a critical part of the Army's success.

88th RSC Army Bands, like all Army Bands, may perform at both military and civilian events which meet regulatory requirements.



## Band Performance Requests:

To request performance by an Army Band or musician, begin by completing a DD Form 2536: Request for Armed Forces Participation in Public Events.

The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved.

Once completed submit the request to the link. Please contact one of the below POCs for any additional questions or assistance in fulfilling your request.

## Points of Contact:

88th RSC Band Coordinator  
SFC Kenneth Oglesby  
608-388-0597  
[kenneth.j.oglesby.mil@mail.mil](mailto:kenneth.j.oglesby.mil@mail.mil)

## 88th RSC Army Bands

**204th Army Band**  
Vancouver, Wash.  
360-885-7020

**451st Army Band**  
Fort Snelling, Minn.  
612-713-3689

**312th Army Band**  
Lawrence, Kans.  
785-843-1651 ext. 232

**484th Army Band**  
Milwaukee, Wis.  
414-535-5960

**85th Army Band**  
Arlington Heights, Ill.  
847-506-7659

**338th Army Band (A2)**  
Livonia, Mich.  
517-264-3879

**338th Army Band (A1)**  
Whitehall, Ohio  
614-693-9524

**Send Band Requests to:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/HHC/BANDS](https://army.deps.mil/Army/CMD5/USARC_88RSC/HHC/BANDS)

**Learn more:** <http://www.music.army.mil/>



# 88th's Ambassadors of the Army Reserve



*"Strength through  
Strategic Partnerships"*

U.S. Army Reserve Ambassadors provide strategic outreach, advocacy, and advisory support to Army Reserve units, Soldiers, and Families throughout the Country.

Ambassadors are considered special government employees who represent the Chief of the Army Reserve without salary, wages or related benefits. Their function is similar to civilian aides to the Secretary of the Army, and they carry a protocol status equivalent of a Major General.

Ambassadors build relationships and strive to improve the understanding and knowledge of the Army Reserve within the business and social sectors of communities across America.

They help to educate the public, com-

munity leaders, and congressional staff offices about the capabilities and values of the Army Reserve and the Soldiers who live and work in their communities.

Army Reserve Ambassadors can assist you in many ways:

First, by telling the Army Reserve Story to elected officials, military service clubs, community leaders, and social sectors to ensure the AR contributions, value, and resourcing needs are acknowledged and supported.

Second, they support and advance the CAR's Private-Public Partnership Initiative, which helps sustain our force.

Third, they use their experience and influential status in advocating for Soldiers and Families in a variety of capacities.

Fourth, they partner with USAREC and Cadet Command to ensure the AR gets quality junior leaders for the future.

Finally, Ambassadors provide strategic outreach by opening many doors and often gaining hard-to-get access to important information, services, and benefits to advance and sustain the members of the Army Reserve Family.

Leaders, please reach out to our Ambassadors and invite them to your major organizational and training events such as YTBs, Mobilization and De-Mobilization ceremonies, Yellow Ribbon Events, and Family Support Activities.

Together you can increase your community's awareness, understanding, and support of the Army Reserve.

## Points of Contact:

Army Reserve Ambassador Regional Coordinator  
Katherine Bissonette, PhD  
608-388-0331  
[katherine.m.bissonette.civ@mail.mil](mailto:katherine.m.bissonette.civ@mail.mil)

## USAR Ambassadors of the Northwest Region

### Colorado

Michael McKinney [michael.mckinney@state.co.us](mailto:michael.mckinney@state.co.us)  
Shawn Graves [sted78@comcast.net](mailto:sted78@comcast.net)

### Idaho

Dianne Nordhaus [dianne.nordhaus@gmail.com](mailto:dianne.nordhaus@gmail.com)  
Joseph Eyre [eyrejobon@northrim.net](mailto:eyrejobon@northrim.net)

### Illinois

William Hawes [wjhawes@sbcglobal.net](mailto:wjhawes@sbcglobal.net)  
John W. Newman [VJNewman21@yahoo.com](mailto:VJNewman21@yahoo.com)  
Bill Lake [csmlake@aol.com](mailto:csmlake@aol.com)

### Indiana

Doug Gibbens [dougigibbens@att.net](mailto:dougigibbens@att.net)  
Joseph Lampert [jflampe@pike.k12.in.us](mailto:jflampe@pike.k12.in.us)  
John Topper [jt1@psci.net](mailto:jt1@psci.net)

### Iowa

Gary Wattnem [gwattnem@gmail.com](mailto:gwattnem@gmail.com)

### Kansas

Mick Allen [Mallen@eaglecom.net](mailto:Mallen@eaglecom.net)

### Michigan

Mel Bauman [artelb@sbcglobal.net](mailto:artelb@sbcglobal.net)  
Paul DeSander [pauldesander@charter.net](mailto:pauldesander@charter.net)

### Minnesota

James Lundell [james.lundell@frontiernet.net](mailto:james.lundell@frontiernet.net)  
Thomas Haugo [thaugo@bachmans.com](mailto:thaugo@bachmans.com)  
Steven Carter [swcarter77@gmail.com](mailto:swcarter77@gmail.com)

### Missouri

Roger Layman [rlayman48@embarqmail.com](mailto:rlayman48@embarqmail.com)  
Danny Baldwin [dbaldwin@kcp.com](mailto:dbaldwin@kcp.com)  
Bill Hammerschmidt [colhammerschmidt@gmail.com](mailto:colhammerschmidt@gmail.com)

### Montana

James Mariska [jamarisk1@gmail.com](mailto:jamarisk1@gmail.com)

### Nebraska

Stephen Tellatin [sftellatin@gmail.com](mailto:sftellatin@gmail.com)

### North Dakota

Robert Black [eagle6680@gmail.com](mailto:eagle6680@gmail.com)

### Ohio

John Lendrum [jlendrum@nciprecast.com](mailto:jlendrum@nciprecast.com)

### Oregon

Dennis Klein [MGDeK1964@aol.com](mailto:MGDeK1964@aol.com)  
Curtis Loop [curt.loop@yahoo.com](mailto:curt.loop@yahoo.com)  
Daniel Hitchcock [DFHitchcock@canby.com](mailto:DFHitchcock@canby.com)

### South Dakota

Robert Perez [rgperez@live.com](mailto:rgperez@live.com)

### Utah

Rick Folkerson [rickf@kengarff.com](mailto:rickf@kengarff.com)  
Paul Swenson [pauls@colonialflage.com](mailto:pauls@colonialflage.com)

### Washington

Fred Aronow [fredjacciaronow@q.com](mailto:fredjacciaronow@q.com)  
Stan Flemming [stanflemming@hotmail.com](mailto:stanflemming@hotmail.com)  
Mary Miller [marymyak@aol.com](mailto:marymyak@aol.com)

### Wisconsin

Gerald Meyer [jmeyer3131@aol.com](mailto:jmeyer3131@aol.com)  
John Gessner [john.a.gessner.ctr@mail.mil](mailto:john.a.gessner.ctr@mail.mil)  
Bill Bissonette [csmbissonette@gmail.com](mailto:csmbissonette@gmail.com)

### Wyoming

Barry Gasdek [barrygasdek@yahoo.com](mailto:barrygasdek@yahoo.com)

Learn more: <http://www.usar.army.mil/community/ambassadors/Pages/default.aspx>



# Legislative Liaison

*Education and Outreach to our Community Leaders*



The role of the 88th RSC Legislative Liaison is to facilitate relationships between the Army Reserve and Members of Congress and their representatives, as well as provide education and outreach to community leaders within the north-west region.

These actions work toward increasing our elected officials' understanding of Reserve Soldier issues, the role of United States Army Reserve in our Nation's Defense, and its impact on local economies.

The Army Reserve's legislative affairs representatives are directly responsible to the Chief of Army Reserve for ensuring the integration of the CAR's strategic priorities. In doing so they serve as vital resources to maintain and leverage partnerships with Members of Congress.

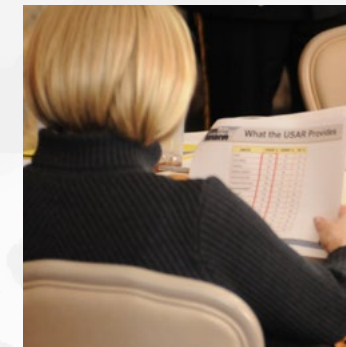
The Legislative Affairs Division is comprised of 12 legislative affairs representatives in its corporate office, and four full-time legislative liaisons located at each of the four RSCs. Legislative Affairs provides

divisional support at the local, state and federal government level.

Their role is to disseminate timely, critical, factual, fully coordinated information to members of congress, congressional committees and professional staffers.

They also serve as a conduit between Members of Congress, constituents, government and nongovernment entities, providing accurate, clear and concise formulated written and oral responses to professional and congressional inquiries.

*"It is important that law makers understand the Army Reserve and know its Soldiers in order to craft laws that serve us all well."*



**Learn more about the Army Reserve's significant impact on local communities throughout the U.S.**



"Army Reserve at a Glance" is a communication outreach tool produced by Army Reserve Communications (facts and figures as of June 2015). The Economic Impact analysis model used for the 2015 Army Reserve at a Glance was developed by George Mason University's Center for Regional Analysis using data provided by the U.S. Department of Commerce, Bureau of Economic Analysis. Content is courtesy of the public affairs specialists and historians of the Army Reserve.

[www.usar.army.mil/Featured/ArmyReserveAtAGlance.aspx](http://www.usar.army.mil/Featured/ArmyReserveAtAGlance.aspx)

**Points of Contact:**

**88th RSC Legislative Liaison**

**COL Michael Holland**

**608-388-6733**

[michael.a.holland16.mil@mail.mil](mailto:michael.a.holland16.mil@mail.mil)

**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/CMDGRP/SitePages/LegislativeAffairs.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/CMDGRP/SitePages/LegislativeAffairs.aspx)

## Let's

**Tell the Army Reserve Story**

*Is your unit doing something noteworthy that would be of interest to Community Leaders?*

*Contact the 88th RSC Legislative Liaison and together we will show members of Congress, their staff and other community leaders exactly what the Army Reserve is doing for the Nation as well as what it is doing in their back yard.*





# Environmental Responsibility



# Environmental Compliance

*“Meeting all regulatory requirements and guidelines while completing the Army Reserve Mission”*



The 88th RSC Environmental Compliance Program assists Units and its assets to comply with environmental regulations amidst the complex and technical rules. There are more than 50,000 pages of environmental regulations in the Code of Federal Regulations alone. In addition, state, county and local laws are either equal to or more stringent than that of the federal requirements.

Administering the program are experts employed and located across all 19 states. They are experts in air, water, land, storage tanks, asbestos, radon, pesticides, storm-water, pollution prevention, noise, drinking water, recycling, lead, EPCRA, NEPA, environmental clean up, PCBs, hazardous materials and hazardous waste. To ensure compliance is maintained, each facility is audited annually using the Environmental Performance Assessment

and Assistance System. When issues are discovered, corrective actions are recorded, tracked, and completed. Staff assistance visits provide further assistance and guidance as needed. Failure to comply with environmental regulations can result in civil and criminal prosecution. The 88th RSC proactively pursues compliance through planning and review, while working closely with facilities and units to provide guidance and improvement.

# Environmental Compliance

The 88th RSC is committed to environmental protection and enhancement, pollution prevention and continual improvement. This is accomplished by meeting or exceeding environmental standards and regulations, enabling Army Reserve operations to maximize readiness and protect Soldiers through the institutionalization of best management practices.

- Contact us for guidance and support in:
- Hazardous Waste Management
  - Environmental Training
  - Spill Response
  - Pollution Prevention
  - Environmental Audits
  - Asbestos and Lead-Based Paint
  - Air Resources
  - Water Resources



## Points of Contact:

88th RSC Environmental Division Chief  
David Moore  
608-388-0366  
[david.l.moore164.civ@mail.mil](mailto:david.l.moore164.civ@mail.mil)

Learn more: [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DPW/SitePages/ENV.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DPW/SitePages/ENV.aspx)



# Environmental Conservation Program



**T**he 88th RSC Conservation Program is tasked with the protection of our history, the people, and the land on which we live. The Conservation Program is broken down into three areas: Cultural Resources, Natural Resources and Pest Management. Please contact your local 88th RSC Area Environmental Protection Specialist if you have any questions or concerns.

**Cultural Resources** are the establishment of a historic preservation program, to include the identification, evaluation, and treatment of historic and cultural properties in consultation with the Advisory Council on Historic Preservation, State Historic Preservation Officer, local governments, Federally-recognized Indian Tribes, and the public, as appropriate, in accordance with federal, state, and local regulations as well as DoD and DA guidance.

**Natural Resources** provide for the conservation and rehabilitation of natural resources to protect wildlife, sensitive species and ecosystems on Army lands while supporting the training mission. To maintain the ecosystem, a variety of methods are used to include prescribed burns, mowing, agricultural leases, timber harvest, and chemical application to control weeds. By controlling the factors that degrade the ecosystem we support threatened and endangered species, wildlife and habitats.

**Pest Management** is the protection of the people and property from nuisance animal, insect and plant species which can physically injure, harbor disease and/or contain toxins. The 88th RSC uses Integrated Pest Management approach to address the issues associated with nuisances.

## More about Pest Management



The 88th RSC embraces an Integrated Pest Management approach to managing pests IAW AR 200-1 and DODI 4150.7. Pests are broadly defined as any plant, animal or insect whose activities interfere with human health, comfort, and/or property.

Pest management operations are conducted in a manner respectful to the health and safety of personnel and the environment. Pest management responsibility begins with those individuals who occupy or maintain buildings or open space on any 88th RSC facilities.

Non-chemical control efforts are used to the maximum extent possible before pesticides are used. This is done by using Integrated Pest Management principles which consists of combining mechanical and physical, cultural, biological, and chemical control techniques to achieve effective results with minimal environmental contamination.

If pest services are needed, submit a CSS ticket or contact your aFOS or aEPS.

[https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DPW/ENVDocs/Plan%2088th%20RSC%20IPMP%20Final%20Update%202024%20Jun2014.pdf](https://army.deps.mil/Army/CMD5/USARC_88RSC/DPW/ENVDocs/Plan%2088th%20RSC%20IPMP%20Final%20Update%202024%20Jun2014.pdf)

**Points of Contact:** 88th RSC Conservation Chief  
**Melani Tescher**  
 608-388-0308  
[melani.l.tescher.civ@mail.mil](mailto:melani.l.tescher.civ@mail.mil)

**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DPW/SitePages/ENV.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DPW/SitePages/ENV.aspx)

88th RSC managed property is home to

**14**  
 historic sites,

**238**  
 acres of protected wetlands, and

**17**  
 types of threatened and endangered species



# 88th RSC Environmental Protection

Protect - Conserve - Restore - Preserve



The 88th RSC Environmental Division provides “Installation Garrison-level” support to all Army Reserve tenants, property, facilities and units throughout the command’s 19 state region.

The Army Reserve Environmental Program provides Soldiers and stakeholders with environmentally compliant and sustainable resources through proactive program management in support of mission execution.

Together we strive to be the Army’s premier environmental leaders, supporting

and promoting the highest standards of mission readiness.

In doing so we reduce the risk to human health, environment and our military mission.

We provide the region technical expertise, surveys, plans and permits, environmental training, waste disposals, environmental assessments, staff assistant visits, and regulatory inspections.

The 88th RSC Environmental Division has both program subject matter experts and local environmental specialists who ensure

regulatory compliance and environmental stewardship is achieved and maintained.

The Environmental Division goal is to identify and correct regulatory or compliance non-conformities and deficiencies thereby reducing Commanders’ risk of fines and notice of violations.

By working together, we can better manage limited resources, sustain training lands and improve mission capability; resulting in the 88th RSC continuing to be a leader in environmental compliance throughout the Army Reserve.

*“By working together, we can better manage limited resources, sustain training lands and improve mission capability; resulting in the 88th RSC continuing to be a leader in environmental compliance throughout the Army Reserve.”*

## Points of Contact:

88th RSC Environmental Division Chief  
David Moore  
608-388-0366  
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## Area Environmental Protection Specialists

|  |  |
|--|--|
| <b>Scott Salmon</b><br>425-301-5589<br><a href="mailto:scott.o.salmon.ctr@mail.mil">scott.o.salmon.ctr@mail.mil</a>              | <b>Martin Pansch</b><br>612-599-4762<br><a href="mailto:martin.r.pansch.ctr@mail.mil">martin.r.pansch.ctr@mail.mil</a>       |
| <b>Steve Bragg</b><br>612-390-5535<br><a href="mailto:steven.m.bragg4.ctr@mail.mil">steven.m.bragg4.ctr@mail.mil</a>             | <b>Kevin Devenport</b><br>262-685-7727<br><a href="mailto:kevin.s.devenport.ctr@mail.mil">kevin.s.devenport.ctr@mail.mil</a> |
| <b>Rick McKissock</b><br>303- 999-6771<br><a href="mailto:richard.p.mckissock.ctr@mail.mil">richard.p.mckissock.ctr@mail.mil</a> | <b>Michele Holtom</b><br>614-325-8884<br><a href="mailto:michele.b.holtom.ctr@mail.mil">michele.b.holtom.ctr@mail.mil</a>    |
| <b>HQ Environmental Div. Chief</b><br>608-388-0397<br><a href="mailto:tim.gelhaus@us.army.mil">tim.gelhaus@us.army.mil</a>       | <b>Andrea Pawlik</b><br>317-531-6102<br><a href="mailto:andrea.e.pawlik.ctr@mail.mil">andrea.e.pawlik.ctr@mail.mil</a>       |
| <b>Jeff DuTeau</b><br>703 864-5586<br><a href="mailto:jeffrey.j.duteau.ctr@mail.mil">jeffrey.j.duteau.ctr@mail.mil</a>           | <b>Tony Bridges</b><br>618-972-7664<br><a href="mailto:tony.l.bridges2.ctr@mail.mil">tony.l.bridges2.ctr@mail.mil</a>        |

Learn more: [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DPW/SitePages/ENV.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DPW/SitePages/ENV.aspx)



# Environmental Training

*“Protecting the environment and the Army Reserve”*



The 88th RSC Environmental Training program enables the tenant units to meet legally mandated environmental training requirements and actively reduces the environmental risk at all levels from RSC Commander (landlord) to the unit Commanders (tenants).

Environmental Training is not only a requirement for those who work with hazardous chemicals, waste and environmental issues.

The 88th RSC Environmental Training Team provides courses to meet the requirements of Federal and state environmental regulations as well as AR 200-1.

Having properly trained people leads to sustainability and promotes healthier, safer, and more knowledgeable personnel. Additionally, it promotes improved Soldier readiness, improved efficiency of operations, reduction in waste and the cost of clean-ups.

Environmental considerations must be integrated into all our activities. Therefore, we request Commanders and Supervisors at all levels in 88th RSC facilities to comply with all applicable environmental protection regulations and policy.

Always ensure personnel receive all required training, as well as ensure all major training events have an environmental risk assessment completed by a trained Environmental Compliance Officer.

## 88th RSC Environmental Training Courses

### Hazardous Materials/ Hazardous Waste Generators Initial Course:

**What:** This is a 5-day (32-hour) course, which meets the hazardous waste generator requirements under Federal Law and Army Regulations. Hazardous material and waste training is a major component of the Environmental Compliance Program.

**Who:** All full time support personnel working with hazardous materials and hazardous waste must be trained and hold a current certificate. This includes, but is not limited to AGR Motor Sergeants, AGR Supply Sergeants, and all (AMSA/ECS) mechanics.

### Hazardous Materials/Hazardous Waste Generators Annual Refresher Course:

**What:** The 8-hour annual requirement after completing the Initial course to reinforce the issues discussed.

**Who:** Personnel who have completed the Initial Hazardous Materials/Hazardous Waste Generators course.

### Environmental Risk: Advanced Environmental Compliance Officer Training Course:

**What:** This is a one-day (8-hour) course designed to inform the student of the roles and responsibilities of the ECO and to support the Command as required in AR 200-1. The course is centered on an exercise for the preparation, execution, and return from a training exercise. It covers many environmental aspects of the operation to include coordinating with the host environmental office.

**Who:** IAW AR 200-1, each Commander must appoint a Unit Environmental Compliance Officer (ECO) to monitor the unit's environmental compliance and advise on environmental requirements whether it is laws at Home Station, U.S. installation or Host Nation.

### Reserve Soldier Hazardous Materials/Waste/Spill Clean-Up Course:

**What:** This is a half-day (4-hour) awareness course that combines an overview of hazardous materials and hazardous waste issues and/or a condensed spill clean-up course.

**Who:** Intended for units whose personnel meet the requirement for hazardous material/hazardous waste training, but cannot attend the Initial course. This course is offered at the request of the unit Commander and can be held on drill weekends at the unit's location.

## Points of Contact:

**88th RSC Environmental Training**  
**Paul Bacon**  
**850-525-4169**  
[paul.c.bacon4.ctr@mail.mil](mailto:paul.c.bacon4.ctr@mail.mil)

**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DPW/SitePages/ENVTraining.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DPW/SitePages/ENVTraining.aspx)





# Equipment Support and Services



# Equipment Maintenance and Storage

Provided by 88th RSC AMSAs, ECSs and MECS



The 88th RSC Directorate of Logistics supports the northwest region by providing high-quality efficient equipment maintenance and storage support to customer units within the 88th RSC area of operations

The 88th RSC accomplishes that mission through Area Maintenance Support Activities (AMSAs), Equipment Concentration Sites (ECSs), and the Medical Equipment Concentration Site (MECS).

Overseeing these activities are seven Supervisory Equipment Specialists dispersed across the region.

Customer units who store equipment at ECSs are required to conduct an annual physical inventory of stored equipment.

Equipment turned in for maintenance with damage other than fair wear and tear will be refused until a Commanders Letter of Release or a release from the FLIPL IO accompanies the work order.

Customer units requiring equipment maintenance are required to submit an 18R to their supporting AMSA or ECS for support in accordance with USARC 750-1. This serves as a written agreement between Unit and Maintenance Activity.

Properly scheduled maintenance allows for shorter return times and higher mission readiness. Additionally, it allows the supporting maintenance activity to schedule workload equally throughout the year.

## Points of Contact:

Chief, Maintenance Division  
 Jason Sikorski  
 608-388-0416  
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## Supervisory Equipment Specialists

**Brad Rohloff**  
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 253-968-7801  
[bradley.a.rohloff.civ@mail.mil](mailto:bradley.a.rohloff.civ@mail.mil)  
 AMSA 61, 75\*, 80, 137  
 ECS 10\*, 37\*

**Jared Smith**  
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 ECS 67  
 MECS 88

**Eric Bethurem**  
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 AMSA 38\*, 39, 100  
 ECS 33\*, 42

**Randall Goin**  
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 AMSA 35, 57, 115  
 ECS 66\*

**Paul Nielsen**  
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 AMSA 22\*, 28\*, 49, 101\*, 108\*, 139, 140, 155

**Bruce Russell**  
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 614-692-2325  
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 AMSA 3\*, 56, 58\*, 59\*, 129, 131, 134\*, 165\*

**Mark Stucko**  
 Darien, IL  
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 AMSA 45, 48, 132, 133\*, 136\*, 138, 159\*

**AMSA:** Area Maintenance Support Activity  
**ECS:** Equipment Concentration Site  
**MECS:** Medical Equipment Concentration Site

*\* Denotes Branch Maintenance Activity associated with an AMSA or ECS*

Learn more: [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DOL/default.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DOL/default.aspx)



# Non-Tactical Vehicles

## GSA Lease Vehicles Assigned to 88th RSC Facilities



The 88th RSC Directorate of Logistics provides base operations support by assigning non-tactical vehicles (NTV) to facilities within the northwest region.

Authorized use is defined as official government business like administrative facility support such as mail and DFAC transport services, transportation during battle assemblies for lodging-in-kind, casualty notification and assistance visits, official ceremonies, and military funerals. Each NTV has a monthly permissible operating

distance of 1,200 miles and a one-way operating limit of 200 miles from the facility. Unauthorized uses include personal use, transporting family or friends, going to a private residence, unit mission support such as annual, field, or range training events, and for unit equipment shortfalls. NTVs are also not allowed for off-road driving (only concrete, asphalt, or other improved surfaces are allowed).

Fuel cards will only be used for the assigned vehicle and will not be used for incorrect fuel type, fuel quantity more

than tank volume, or purchase of personal items such as snacks, cigarettes, etc. Violations may result in the operator being held financially liable and criminal prosecution under Title 18, USC.

Damage and repairs will be assessed for liability based upon details obtained in a completed SF91 Vehicle Accident/Incident Report. Vehicle fines and tolls are the sole responsibility of operator.

The 88th RSC can withdraw, suspend, or terminate NTV assignment based on unauthorized use of vehicle or fuel card.



**Vehicle Allocation:** Vehicles funded by 88th RSC are facility assets, not unit or individual assets. The number of vehicles assigned is determined by facility population:

- 50 FTS or 125 TPU = 1 NTV (Leased or owned)
- Facility receives higher number comparing FTS or TPU
- Maximum of 2 based on TPU population
- GO headquarters at facility = 1 additional NTV

- Safe Driving**
- Obey all speed limits and traffic signs
  - Fasten all occupant safety belts
  - Never drive while under the influence of alcohol or drugs
  - Limit distractions
  - No texting when driving
- Authorized Use of Vehicles**
- Official government business in support of the facility
  - Military funerals, casualty notification and assistance duties
  - Military and civilian personnel at ceremonies in official status
  - 1200 miles, 200 miles one-way
- Unauthorized Use of Vehicles**
- Will not be used to support unit training events
  - Will not be used for commuting between home and work
  - Will not be used for personnel in TDY status

### Points of Contact:

Transportation and Services Chief  
**Brian J. Mitchell**  
 608-388-0411  
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NTV/GSA Program Manager  
**Dustan Owens**  
 608-388-0311  
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**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DOL/default.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DOL/default.aspx)



# New Equipment Fielding and Training



**T**he 88th RSC Directorate of Logistics manages two New Equipment Fielding Facilities (NEFF) which Conduct New Equipment Fielding IAW USARC G-4 Force Modernization guidance.

NEFFs coordinate new material training requirements, execute new material fielding plans, monitor new material fielding actions and track completion of de-processing and accountability transactions.

They coordinate, monitor and execute

the second destination transportation request provided by the unit. Prior to de-processing, NEFFs receive, inventory, tag, and provide temporary storage of new equipment that is shipped from Program Managers.

The New Equipment Training (NET) process begins with the New Material Information Briefing which discusses training requirements. NEFFs then identify additional support, facility requirements and

coordinate as needed.

NEFFs also provide all facility resources necessary to conduct both operator and maintenance NET. This includes storage space, warehouse space, hard top parking areas, maintenance bays, administrative space and classrooms.

Training is provided by the program manager, with the support of the NEFF. Any live fire or range requirements are the gaining units responsibility.

## Advantages of NEFFs

New Equipment Fielding Facilities have proven advantageous for supported units.

These include reduced coordination requirements between unit command teams and USARC equipment specialists.

Increased accountability is achieved due to having full time staff trained to receive, secure and account for new equipment prior to hand-off.

Reduced cost to store equipment prior to

de-processing due to unit's challenges with adequate storage space at home station.

Most importantly, they eliminate distraction from unit primary mission requirements.

## Points of Contact:

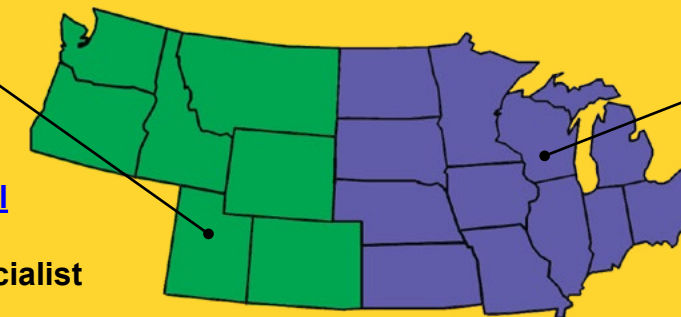
**Chief, Supply & Maintenance Division CIV**  
**Stephen Shumway**  
 608-388-0408  
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## New Equipment Fielding Facilities

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 850 Bill Bailey BLVD  
 Ogden, UT 84404

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**Supply Management Specialist**  
**Seth Tenbrink**  
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[seth.t.tenbrink.civ@mail.mil](mailto:seth.t.tenbrink.civ@mail.mil)



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 Fort McCoy, WI 54656

**Manager:**  
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 608-388-6833  
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**Supply Management Specialist**  
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**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DOL/default.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DOL/default.aspx)





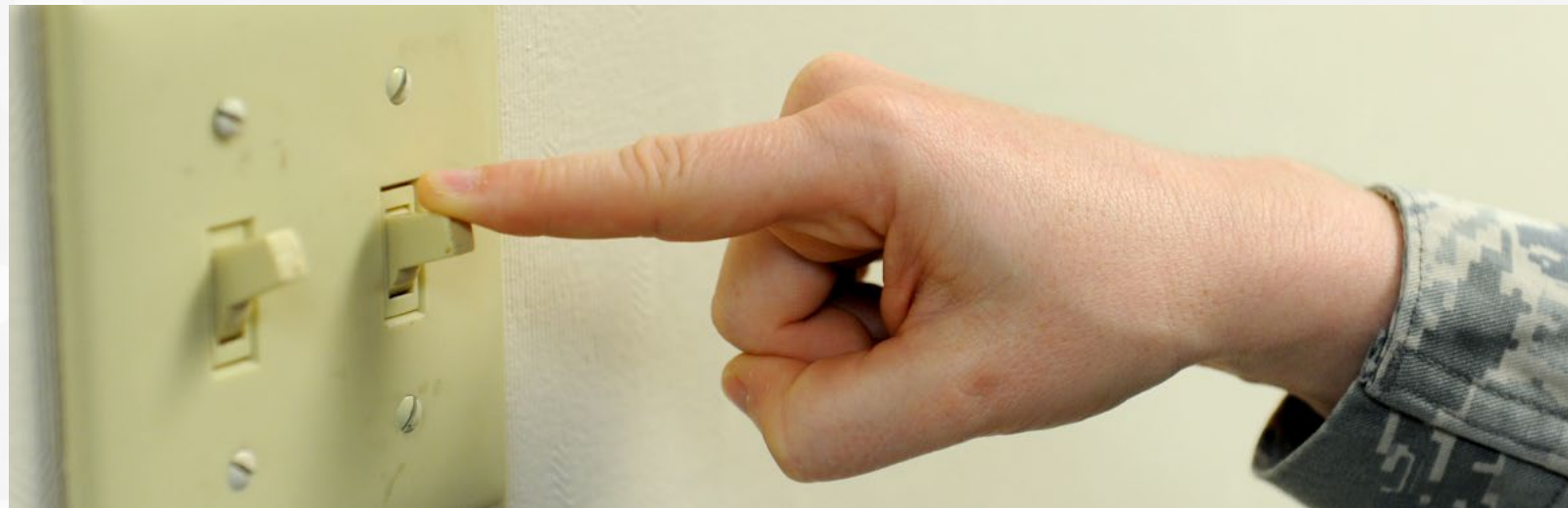
# Reserve Facility Management

88th Regional  
Support Command  
US Army Reserve  
Headquarters 60



# Energy Conservation

*Money saved in energy conservation today  
is money available for Soldier training tomorrow!*



**E**nergy and utility usage and costs have a major impact on the Army's operational budget.

The Army Reserve's Energy Program provides Soldiers and stakeholders with conservation ideas and education to achieve the Army's Energy Goals.

Our vision is to be the Army Reserve's leader in energy conservation support-

ing local initiatives and promoting energy awareness and education.

Various Federal laws and regulations have set requirements for the Department of Defense regarding Green Procurement, recycling, energy efficiency, renewable energy, water conservation, and alternative fuel use. The facility is responsible for conserving valuable resources and preventing

pollution through best management practices.

All of us can lend a hand through energy conservation and awareness. This will reduce the energy impact on our budget. This will result in more money available for Soldier training and readiness which is our real mission.

## Energy Saving Tips

### Lighting

- Turn off lights when not in use. Interior fire lights will remain on at all times.
- Use only minimal lighting necessary in hallways during duty hours.
- Exterior lights are only turned on during hours of darkness.

### Water conservation

- Turn off water faucets when not immediately needed.
- Ensure irrigation of grounds is done at night or early morning.
- Report all water leaks or improperly functioning fixtures immediately to the aFOS.

### Door discipline

- Requires constant monitoring and on-the-spot corrections by leadership.
- Keep exterior doors, interior doors for foyers or leading to unheated and un-cooled rooms, and stairwell and fire doors, closed.

### Electronic devices

- Turn off when not in use and at the end of every business day.

### Windows

- Keep windows closed during winter heating season and keep shades open.
- Windows may be opened in spring and fall when heating and cooling are not needed.
- Keep windows and blinds closed during summer season to restrict daytime heat.

### Freezers and refrigerators

- Turn off or down settings when not used.
- Consolidate items into one unit.
- Do not operate personal refrigerators.

### Indoor temperatures

- Max 72°F when heating
- Min 76°F when cooling.
- Turn off heat, unless genuine need exists, when outdoor temperature is above 65°F.
- Turn off AC when outdoor temperature drops below 78°F.
- Do not heat above 50°F or air condition unoccupied rooms and buildings.
- Space heaters and window AC units are prohibited unless authorized by Facility Commander and approved by 88th RSC.

**9.5**  
million dollars were  
spent by the 88th RSC  
on Utilities in FY15

**25%**  
of all facilities are au-  
dited annually for en-  
ergy conservation

**\$\$\$**  
energy dollars saved  
today are training  
dollars for tomorrow

## Points of Contact:

**Energy Manager**  
**Chris Jackson**  
330-486-6951

**Resources Efficiency Manager**  
**Gregg Herman**  
608-388-9332

**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DPW/SitePages.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DPW/SitePages.aspx)



# Maintenance, Repair and Services

## 88th RSC Facility Operations Specialists



**F**acility Operations Specialists (FOS) are our customer's direct representative for all facility maintenance, repair and services across the 88th Region.

There are ten FOS regions geographically dispersed throughout our area of operations. Each FOS has access to multiple contracting tools that support smaller maintenance and repair issues. These include a Government Purchase Card and a Job Order Contract.

FOS' are also the Contracting Officer's Representative for service contracts in their region. Additionally, the FOS provides guidance to the Real Property Management Boards and Real Property Planning Boards as needed.

Within each FOS region, three area Facility Operations Specialist (aFOS) help inspect each facility and work closely with Facility Coordinators and Site Commanders to identify facility problems, needed

upgrades or service contract issues.

These 27 contracted personnel work closely with the FOS to ensure facilities are mission ready. The aFOS' represent our tip-of-the-spear and are usually the first to enter repair and service tickets into the Customer Support System. These tickets are approved by the FOS and routed to our Work Control Center for planning and execution as required.

## Points of Contact:

Facility Operations Division Chief  
John Dalinis  
608-388-0360  
[John.m.dalinis.civ@mail.mil](mailto:John.m.dalinis.civ@mail.mil)

## Facility Operations Specialists

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[James.e.ganzley.civ@mail.mil](mailto:James.e.ganzley.civ@mail.mil)

FORT McCoy WI.  
Mike Guenther  
608-388-0374  
[Michael.c.guenther.civ@mail.mil](mailto:Michael.c.guenther.civ@mail.mil)

CHICAGO, IL  
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[lyndon.m.erickson.civ@mail.mil](mailto:lyndon.m.erickson.civ@mail.mil)

KANSAS CITY, KS  
Tex Titterington  
913-334-4230 x 5324  
[William.s.titterington2.civ@mail.mil](mailto:William.s.titterington2.civ@mail.mil)

SALT LAKE CITY, UT  
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[Robert.f.munier.civ@mail.mil](mailto:Robert.f.munier.civ@mail.mil)

Missoula, MT  
Thomas Roethler  
406-523-5444  
[Thomas.j.roethler.civ@mail.mil](mailto:Thomas.j.roethler.civ@mail.mil)

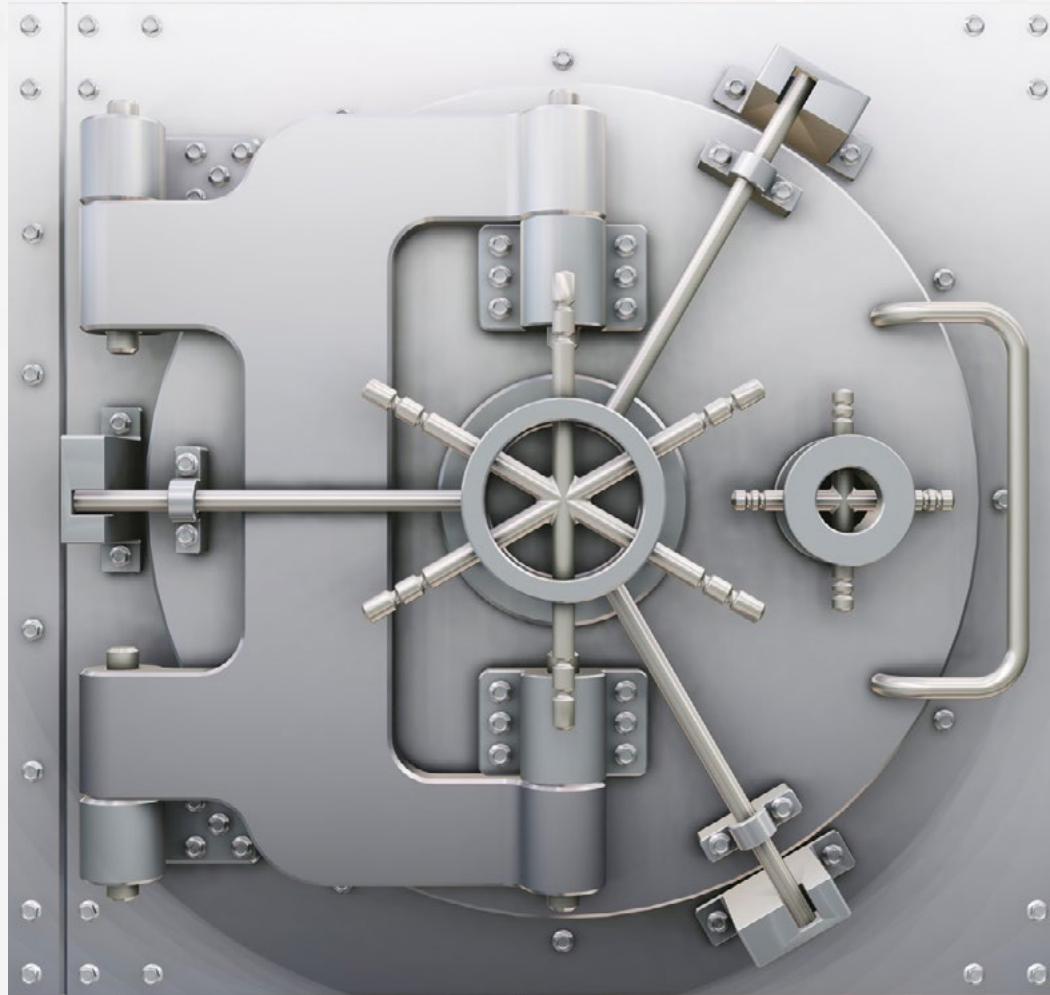
**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DES/default.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DES/default.aspx)



# Facility Protection

*Always ready - always alert, because someone is counting on you!*

The 88th RSC full fills critical roles in the protection of Army Reserve Facilities within the command's 19-state region. There are six Physical Security Inspectors in the region performing regulatory inspections of all USAR assets on an 18 month rotational basis, with re-inspections occurring as required. Inspections identify structural and procedural deficiencies. Correcting procedural deficiencies is a unit command responsibility. Facility coordinators address structural deficiencies using the 88th RSC's Customer Support System (CSS). Inspected commands can access their inspection reports via the USARC Physical Security Integrated Compliance Tool at <https://opminspections.ar.ds.army.mil>. To be able to see a report, commanders and command representatives must first access the site, so that their digital imprint is made.



## Antiterrorism Program

The 88th RSC Antiterrorism program provides multiple services to units and Soldiers across the region. Support includes threat, criticality and vulnerability assessments, as well as guidance for facility antiterrorism planning. Additionally, the 88th RSC conducts comprehensive program reviews. All commands are required to conduct triennial AT Program Assessments and forward a completed copy to 88th RSC ATO.

## Personnel Security

The 88th RSC Personnel Security Office provides an array of support to Soldiers, Civilians and Contractors. These include assistance obtaining and renewing security clearances, fingerprinting, and foreign travel threat briefings. They also assist in obtaining permission for weapon vault unaccompanied access, Local Area Network access, and contractor Common Access Cards.

**840**  
**Security Compliance Inspections are conducted throughout the region by the 88th RSC Physical Security Inspection Team**

**Points of Contact:** Director of Emergency Services  
608-388-0578

**Force Protection Officer**  
Jim Kearns 608-388-0571

**Personnel Security**  
Robert Stromvall – 608-388-0579  
Ryan Carter – 608-388-0584

**88th RSC Physical Security**  
Colby Jewell – 608-388-0575  
Robert Claggett – 608-388-0576

**Antiterrorism**  
608-388-0580

**Inspectors:**  
Larry Frady (ND, SD, MN, WI, N. IA) 608-630-4044  
Mitch Darknell (S. IL, E. NE, E. KS, MO) 608-377-3985  
Mark Geikowski (MI, OH, N. IN) 608-630-2272  
James Johnson (WA, OR, ID, MT, WY) 608-630-4044  
Steve Peloquin (IA, IL, IN) 608-630-5434  
James Powell (UT, CO, WY, W. NE, W. KS) 608-630-4036

**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DES/default.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DES/default.aspx)





# Functional Training Support



# Hands-On-Training Program



## Real-world maintenance, supply, transportation and allied trades hands-on-training available throughout the region!

The 88th RSC's Hands-On-Training (HOT) Program is an innovative approach to training which provides hands-on sustainment training for AR Soldiers and Military Technicians with logistical occupational specialties and duties.

The program provides real-world maintenance, supply, allied trades and trans-

portation hands-on-training throughout the 88th RSC's area of responsibility.

The HOT Program utilizes Area Maintenance Support Activities and Equipment Concentration Sites for specialty courses as well as the Center of Excellence located at Fort McCoy, Wis.

Utilizing these resources, a multitude of

HOT sustainment training opportunities are available in a variety of locations.

A variety of pop-up and specialty courses can be created based on demand. Quota Source Managers can also utilize the next ATRRS Training Requirements Arbitration Panel to request seats specifically for their Unit or Command.

***"Please contact us to schedule sustainment training for your Unit at an AMSA or ECS, to reserve seats in a CoE course, or to request a pop-up class."***

### 88th RSC 'HOT' CoE Courses available on Fort McCoy:

\*ATRRS School Code 930C  
[www.atrrs.army.mil/atrrscc/search.aspx](http://www.atrrs.army.mil/atrrscc/search.aspx)

#### Welding & Fabrication Sustainment Training

Students will become familiar with the following Welding Process to include, Principles, Theories and Best Practices as well as all Safety aspects of each process; Shielded Metal Arc Welding, Gas metal Arc Welding, Gas Tungsten Arc Welding, Oxy-Acetylene Flame Cutting, Plasma Cutting.

#### RT-608: Refrigeration and EPA-608

Students will be trained on fundamentals of how refrigeration works and instruction on system maintenance, diagnostics and repair. An EPA-608 test will be given for certification. Students will demonstrate hands-on proficiency in diagnostics and repair.

#### ART-609: Automotive Refrigeration Training & EPA 609

Students will be trained on fundamentals of how refrigeration works and instruction on system maintenance, diagnostics and repair. An EPA-609 test will be given for certification. Students will demonstrate hands-on proficiency in diagnostics and repair.

#### ASV-FLM: Armored Security Vehicle-Field level Maintenance

Students will be given an overview of the M1117 Armored Security Vehicle and provided in depth instruction on vehicle systems. Students will become familiar with the components of all the systems of the ASV and will identify component locations, functions of components and systems, possible malfunctions and troubleshooting procedures. Students will remove turret and the engine and drive assembly.

#### KALMAR RTCH FLM: KALMAR-Rough Terrain Container Handler FLM

Students will learn in a mixture of classroom and maintenance shop bay environment. Students will be given instruction on operation of the Rough Terrain Container Handler and in depth instruction of maintenance procedures, to include troubleshooting the hydraulic & electrical systems. This course is primarily on maintenance procedures, and will not result in driver certification or licensing.

#### FMTV-FLM: Family of Medium Tactical Vehicles-Field Level Maintenance

Students will be given an overview of the Family of Medium Tactical Vehicles and provided in depth instruction on vehicle systems. Students will become familiar with the components of all systems of the FMTV and identify component locations, functions of components and systems, possible malfunctions and troubleshooting procedures.

#### HEMTT-FLM: Heavy Expandable Mobility Tactical Truck

Students will be given an overview of the Heavy Expanded Mobility Tactical Trucks and provided instruction on vehicle systems. Students will become familiar with the components of all systems of the HEMTT and identify component locations, functions of components and systems, possible malfunctions and troubleshooting procedures.

#### BHL-FLM: Backhoe Loader Field Level Maintenance

Students will be given an overview of the Back Hoe Loader and provided in depth instruction on vehicle systems. Students will become familiar with the components of all the systems of the BHL and will identify component locations, functions of components and systems, possible malfunctions and troubleshooting procedures.

#### M9 ACE - FLM: M9 Armored Combat Excavator (Ace)-Field Level Maintenance

Students will be given an overview of the M9 Armored Combat Excavator and provided instruction on vehicle systems. Students will become familiar with the components of all the systems of the ACE and will identify component locations, functions of components and systems, possible malfunctions and troubleshooting procedures.

#### M966H-FLM: M966H 5 Yard Loader – Field Level Maintenance

Students will be given an overview of the M966H 5 Yard Loader and provided in depth instruction on vehicle systems. Students will become familiar with the components of all the systems of the M966H and will identify component locations, functions of components and systems, possible malfunctions and troubleshooting procedures.

**Points of  
Contact:**

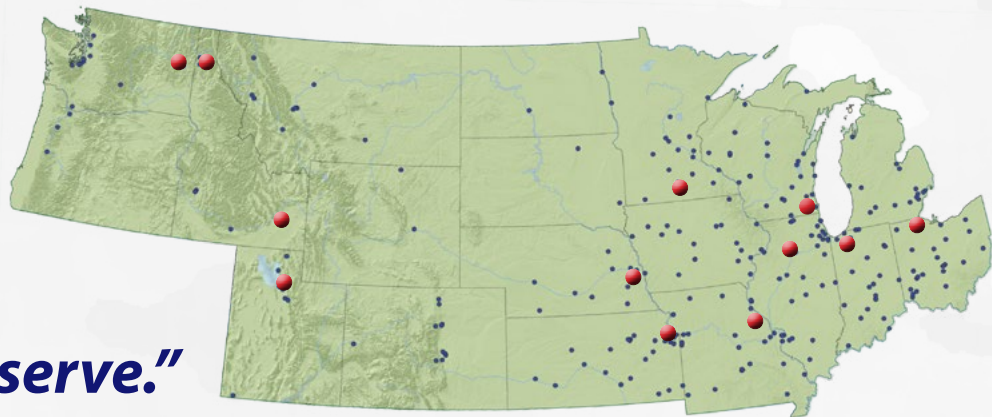
**Ft. McCoy Center of Excellence**  
**Bryan Witherow**  
**608-388-6833**  
**[bryan.a.witherow2.civ@mail.mil](mailto:bryan.a.witherow2.civ@mail.mil)**

**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DOL/default.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DOL/default.aspx)



# LOCAL TRAINING AREAS

*“88th RSC LTAs provide Units the venues to conduct the field training Soldiers want and deserve.”*



88th RSC Local Training Areas provide Soldiers opportunities to perform in their jobs, train close to home, and make the most out of Battle Assemblies. The LTAs offer nits the use of facilities, grounds and training venues to include convoy operations, organizational maintenance, engineer equipment dig sites, as well as Field Training Exercises. Unit’s can access request forms on the intranet at [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DPT/default.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DPT/default.aspx).

Here is your chance to have BA away from the ARC!

| 88th RSC Local Training Areas   |                    |            |    |    |     |     |    |     |     |    |    |
|---|--------------------|------------|----|----|-----|-----|----|-----|-----|----|----|
| Name  | Location           | Size       | CT | DS | FTX | MKP | MP | OMS | R25 | SL | TP |
| Hayden Lake LTA,  | Hayden Lake, ID    | 65 Acres   |    |    |     |     | X  |     |     |    |    |
| Pocatello LTA   | Pocatello, ID      | 9 Acres    |    |    | X   |     |    |     |     |    |    |
| Joliet LTA  | Joliet, IL         | 3585 Acres | X  |    | X   | X   | X  | X   | X   | X  | X  |
| Kingsbury LTA   | Kingsbury, IN      | 926 Acres  | X  |    | X   | X   | X  | X   |     | X  |    |
| Sunflower WET Site  | Desoto, KS         | 80 Acres   |    |    | X   |     |    |     |     |    |    |
| Blue Earth LTA  | Mankato, MN        | 60 Acres   |    | X  | X   |     |    |     |     |    |    |
| Belton LTA  | Belton, MO         | 184 Acres  | X  |    | X   |     |    |     |     |    |    |
| Weldon Springs  | Weldon Springs, MO | 1655 Acres | X  |    | X   | X   | X  | X   | X   | X  | X  |
| Lake City LTA,  | Independence, MO   | 7 Acres    |    |    | X   | X   | X  |     |     |    | X  |
| Helena LTA  | Helena, MT         | 7 Acres    |    |    | X   |     |    |     |     |    |    |
| Mead LTA  | Fremont, NE        | 960 Acres  | X  |    | X   |     |    |     |     |    |    |
| Monclova LTA  | Toledo, OH         | 27 Acres   | X  |    | X   | X   | X  | X   |     | X  |    |
| Ogden LTA   | Ogden, UT          | 108 Acres  | X  |    | X   | X   | X  | X   |     | X  |    |
| Fairchild AFB   | Fairchild, WA      | 11 Acres   | X  |    | X   | X   | X  | X   |     |    |    |
| Silver Springs LTA  | Silver Springs, WI | 112 Acres  |    |    | X   | X   | X  | X   |     | X  |    |
| Legend of Training Opportunities at LTAs: CT = Convoy Training, DS = Dig Site, FTX = Field Training Site, MKP = Mobile Kitchen Pad, MP = Motor Park, OMS = Organization Maintenance Site, R25 = 55M Range, SL = Shower Latrine, TP = Tent Pad |                    |            |    |    |     |     |    |     |     |    |    |

Points of Contact: 88th RSC Directorate of Plans and Training Director  
Michael D. Bryant  
608-388-0589  
[michael.d.bryant20.civ@mail.mil](mailto:michael.d.bryant20.civ@mail.mil)

Learn more: [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DPT/default.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DPT/default.aspx)





# Honoring our Fallen Heroes



# Army Reserve Cemeteries

*Honoring our Sacred Obligation to maintain the burial sites of our Nation's Heroes*



The Army Reserve continues to honor veterans and their families who have served the Nation by ensuring their burial sites are maintained to standards befitting their status as national shrines.

The 88th RSC oversees the fulfillment of that commitment with the physical

inspection of seven burial sites located throughout the northwest region.

Col. Kurt Wagner, 88th RSC Director of Public Works, leads the command's cemetery inspection program and said we have a sacred obligation to maintain these sites.

"This country has always treated our

graveyards as sacred ground," said Wagner. "This is a part of our history – and after more than 200 years in some cases, we are still maintaining those Soldiers' grave sites."

Out of all the burial sites overseen by Department of the Army, some are located in private cemeteries which were used to

*"This is a part of our history – and after more than 200 years in some cases, we are still maintaining those Soldiers' grave sites."*

re-inter those originally laid to rest in Army cemeteries.

To ensure the cemeteries kept in agreement, local Army Post commanders would visit and inspect the sites annually. Many of the posts no longer exist.

"As a regional support command, the 88th RSC is considered an installation command and our installation is all 19 states in our region," said Wagner.

"So we are responsible for seven cemeteries to include three civilian re-interment sites which are located in Columbus, Denver and Detroit."

The Army has a responsibility for all of these Soldiers and to their families, said Wagner.

"We conduct a physical inspection of these sites and make sure our Soldiers' and

their families' graves are deservedly maintained," said Wagner.

"Is the grass mowed, are the tombstones clean and unbroken, are they in alignment, is the site well maintained? If we find issues we bring them to the cemetery management and work with them until they are resolved."

The bottom line is we have a commitment to all those who have served our Nation, said Wagner.

"We conduct these inspections and will continue to partner with our civilian cemeteries to ensure our burial sites are maintained and befitting of those resting in them," said Wagner.

"Nothing less is acceptable by the American people – and nothing less is acceptable to us."

7

**Cemeteries  
are under the  
supervision of the  
88th RSC**

5,652

**Service Members  
are laid to rest in  
88th RSC cemeteries,  
dating back to the  
Revolutionary War**

**Points of  
Contact:**

**88th RSC Directorate of Public Works Director**  
**COL Kurt Wagner**  
**608-388-0367**  
[kurt.f.wagner.mil@mail.mil](mailto:kurt.f.wagner.mil@mail.mil)

**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DPW/SitePages.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DPW/SitePages.aspx)



# Casualty Operations

## Casualty Notification & Assistance and Military Funeral Honors

Casualty Operations is a function of the 88th RSC's Directorate of Human Resources.

The 88th RSC is responsible for Casualty Notification and Casualty Assistance as well as Military Funeral Honors.

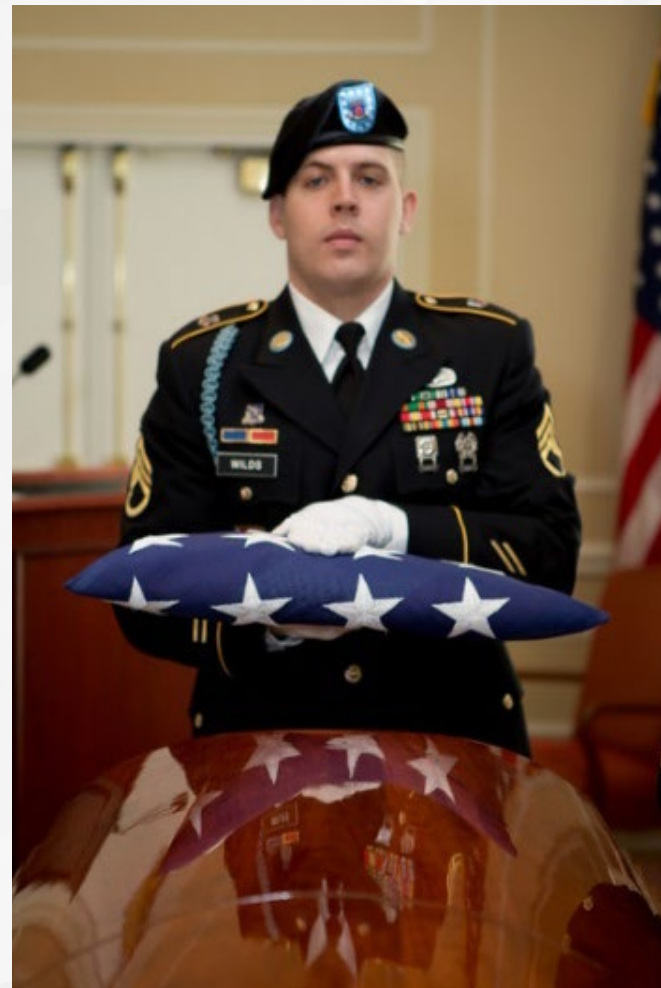
When a Soldier in an active duty status, Retiree, or special category DA Civilian dies, the Casualty Notification and Assistance Program is engaged starting by dispatching a Soldier and a Chaplain to notify the Family.

After notification, an Assistance Officer is assigned to each Family. This Soldier provides compassionate assistance for families in a broad range of areas.

Assistance provided to Family Members includes, but is not limited to: transportation; explaining and assisting in applying for and receiving benefits and entitlements; obtaining

copies of official records, reports and investigations; legal matters (including tax issues); receipt of personal effects; burial expenses; injury, mortality and funeral honors assistance; relocation assistance (including shipment of household goods); liaison assistance with other federal agencies; information and referral, including coordinating with outside agencies such as benevolent and philanthropic agencies; as well as emotional and spiritual support.

Military Funeral Honors is a ceremonial paying of respect to the veteran's Family. An honor guard detail of at least two members of the military will, at a minimum, perform a ceremony which includes the playing of Taps and the folding and presentation of the American Flag to the next of kin.



## Casualty Notification & Assistance and Military Funerals are "NO FAIL" Missions!



### Points of Contact:

88th RSC Chief of Casualty Operations  
Jenny L. Bryan  
608-388-0435

[usarmy.usarc.88-rsc.list.dhr-mpd-casualty-ops@mail.mil](mailto:usarmy.usarc.88-rsc.list.dhr-mpd-casualty-ops@mail.mil)

Learn more: [www.hrc.army.mil/TAGD/CMAOC](http://www.hrc.army.mil/TAGD/CMAOC)

# ALL

AGR Soldiers above the ranks of SFC, WO-2 and CPT are required to certify annually in Casualty Notification & Assistance

Major commands and their subordinate units are tasked with these missions. AGR Soldiers may be assigned to Casualty Notification or Assistance mission.

TPU Soldiers may perform military funerals and be paid on a DA 1380 (this does not affect unit budgets, RMA, etc.), signed by the Soldier's commander or representative with signature authority.



# Memorializations

## Lasting tributes to our most distinguished deceased Heroes

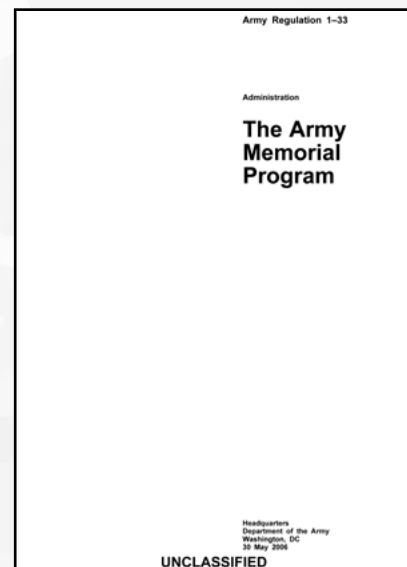
The intent of the Army Memorial Program is to provide lasting honor and to pay tribute to deceased Army military and civilian personnel with records of outstanding and honorable service.

Memorializing an Army Reserve Facility is an inspiring endeavor. It can also be

challenging. The 88th RSC Public Affairs Office is your starting point for the memorialization process.

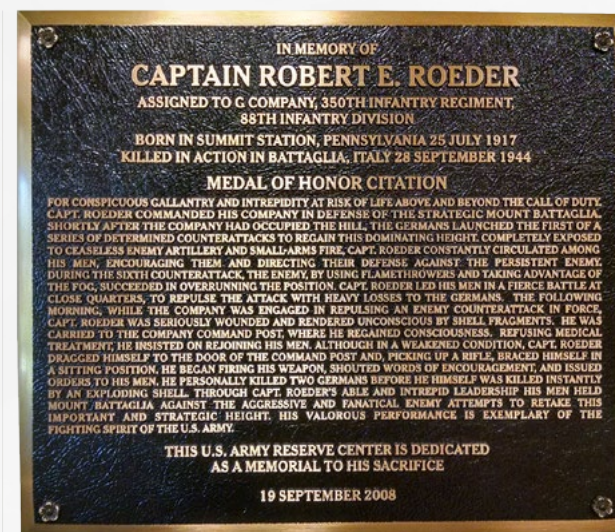
We can provide information and a memorialization process packet that lays out the steps to preparing and submitting an official memorialization request.

The adjoining graph outlines the basic steps for the most common memorializations. Please be aware that other contributing factors can increase the number of reviews and push final approval authority to the Secretary of Defense.



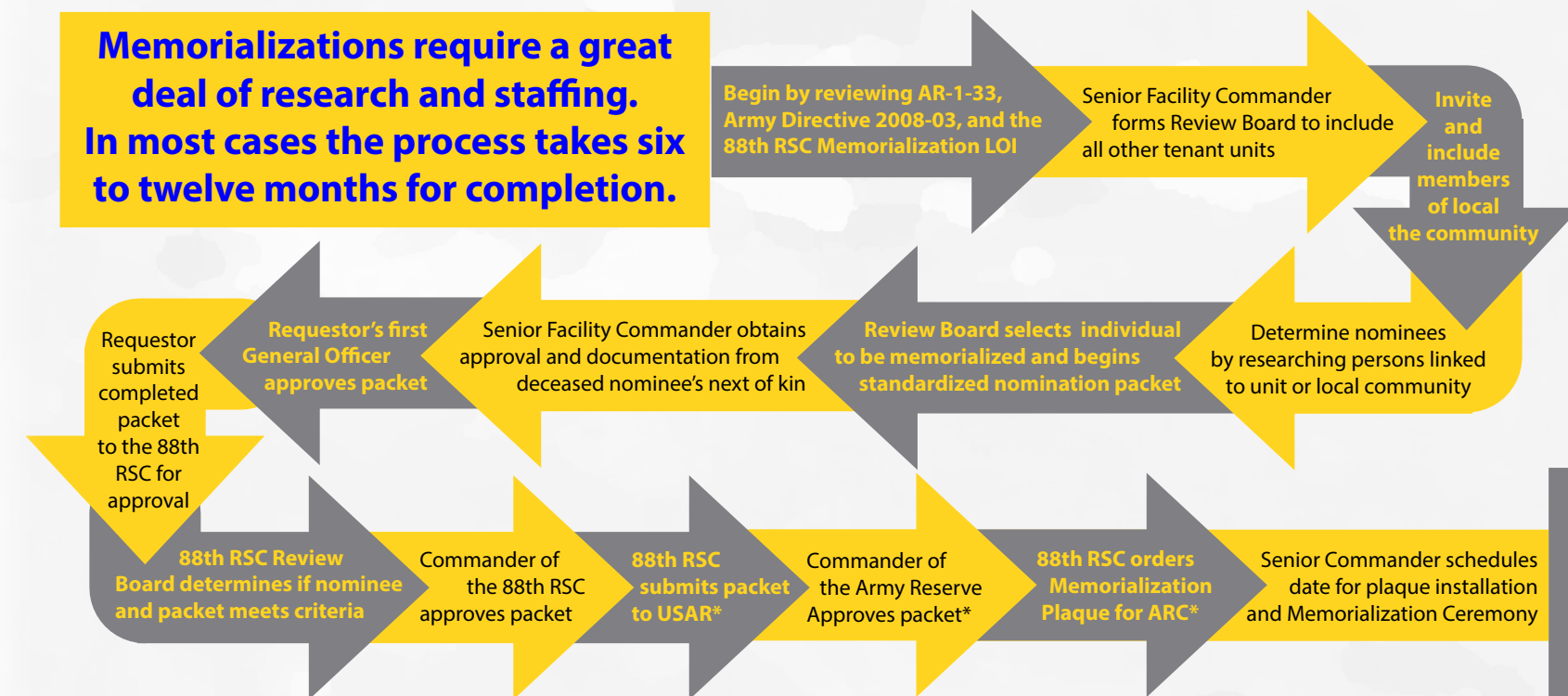
Memorialization: A ceremony in which the center is given its permanent name. Only deceased persons will be memorialized, except under the narrow conditions with the sole discretion of the secretary of the Army published in Army Directive 2008-03. If deceased, it must be the name of a person whose military contributions are being honored or in honor of the military fallen of a given area (for example, THE CAPTAIN ROBERT E. ROEDER U.S. ARMY RESERVE CENTER). AR 1-33, para. 2-2, provides memorialization criteria.

[www.apd.army.mil/pdffiles/r1\\_33.pdf](http://www.apd.army.mil/pdffiles/r1_33.pdf)



## The Memorialization Process

Memorializations require a great deal of research and staffing. In most cases the process takes six to twelve months for completion.



\*If required based on facility location

## Points of Contact:

88th RSC PAO Chief  
Catherine Threat  
608-388-0336  
[catherine.e.threat.civ@mail.mil](mailto:catherine.e.threat.civ@mail.mil)

Learn more: [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/PAO/default.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/PAO/default.aspx)



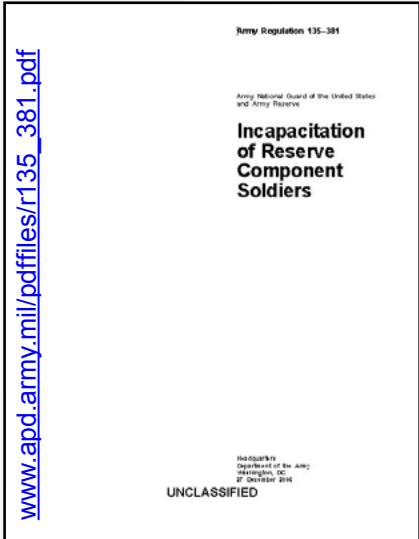
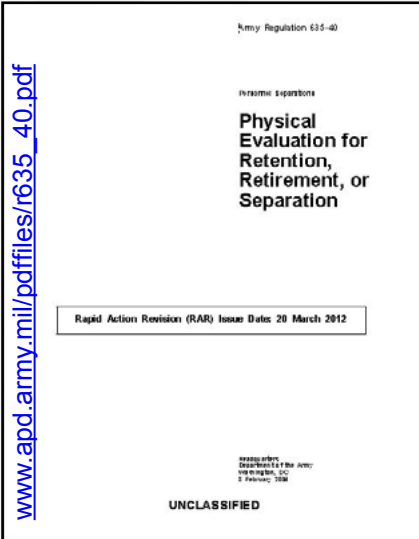


# Medical Programs and Health Services



# 88th RSC Health Services Branch LODs, MAR2s and INCAPs

The 88th RSC Health Services Branch provides relevant and responsive services for oversight and management of Line of Duty (LOD), Incapacitation Pay (INCAP), and MOS Administrative Retention Review (MAR2) actions in support of all Army Reserve Soldiers within the northwest region.



## LOD: Line of Duty

A Line of Duty is the process that documents Soldier injury, illness, disease or death occurring during a duty status. A LOD is essential for medical care for injuries and disease which are of lasting significance. LODs are required for incapacitation claims, Medical Evaluation Boards and follow-up medical care. LODs

also protect Soldiers and the government. The 88th RSC Health Services Branch is the final approving authority for formal LOD investigations and provides assistance in actioning pre-approved and informal LODs within the northwest region. All LODs are required to be uploaded into the eMMPs system. All LODs would

be initiated at the unit administrative level. Formal LODs require an investigation by an appointed Investigating Officer who is appointed by the Soldiers's MSC. Required documents to initiate an LOD include a completed DA Form 2173; supporting medical documentation; and proof of duty status at time.

# "Soldier Care Doesn't Stop with Medical Care"

## MAR2: MOS Administrative Retention Review

MOS Administrative Retention Review (previously MMRB) is designed to provide Commanders a tool to utilize with Soldiers in their commands who have permanent medical limitations that meet retention standards and require an administrative

review to determine if the Soldier can perform his/her Primary Military Occupational Specialty or Area of Concentration (AOC) in a worldwide field environment. The 88th RSC Health Services Branch is the Adjudication Authority for all MAR2 cas-

es within the northwest region. MAR2 packet documents include: DA FORM 4856; MAR2 process counseling; Soldier's memorandum; Commander's recommendation; and current SPRINT within 12 months (hearing only).

## INCAP: Incapacitation pay

Incapacitation pay is a type of pay you can receive for compensation of lost wages due to injury, illness, or disease while on a duty status. (I.E. BA, AT, ADT). INCAP Pay is the compensation Soldiers receive for their injuries considered in LOD that require further medical care. The 88th RSC has authority to approve up to six months of INCAP. USARC G-1 has

authority to approve seven months to two years of INCAP. DoA is the approving authority for claim longer than 2 years. INCAP is a tier based system. Tier I includes Soldiers who are unfit to perform military duties and eligible for full military pay and allowances. Soldiers in this category can not receive retirement points. Tier II includes Soldiers who can perform

military duty, but cannot perform their civilian job and can demonstrate a loss of civilian earned income. Soldiers in this category can receive retirement points. Requirements to initiate an INCAP claim include: initial LOD; DA 7574 Monthly Claim Form; DA7574-1 Military Physician's Statement of Incapacitation; and DA7574-2 Incapacitation Pay Counseling.

### Points of Contact:

**88th RSC Health Services Branch Chief**  
**Carissa Lelonek**  
**608-388-0558**  
[usarmy.usarc.88-rsc.mbx.incap-lod@mail.mil](mailto:usarmy.usarc.88-rsc.mbx.incap-lod@mail.mil)

Learn more: [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DHR/SitePages/HSB.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DHR/SitePages/HSB.aspx)



# Human Immunodeficiency Virus Assistance

**H**IV Assistance Program is a function of the Directorate of Human Resources at the 88th RSC. The 88th RSC will provide Commander and Soldier assistance to units in support of its BASOPS mission.

- **Role of the HIV Program Manager:** Upon positive test results, the 88th RSC Program Manager will receive notification from HRC/USARC that a Soldier may be infected in its BASOPS AO; program manager will notify the unit CDR and walk through the process for Soldier counseling, a second confirmatory test, and Soldier retention options.
- **Can a HIV Soldier remain in the Selected Reserve?** Generally yes. Soldiers found fit will be permitted to serve in the Selected Reserve in a nondeployed billet, if available. Grade, MOS, and commuting constraints are applicable per existing regulations. Soldiers meeting fitness standards and placed in nondeployable billets must be re-evaluated at least annually. Initial and subsequent evaluations will be at the Soldier's expense, see AR 600-110, para 7-12a.
- **Separation Procedures:** HIV infected USAR Soldiers who demonstrate progressive clinical illness or immunological deficiency, as determined by medical authorities, and who do not meet medical retention standards under AR 40-501 will be processed per AR 135-178 (enlisted) or AR 135-175 (officer), see AR 600-110, para 7-13b.
- **Soldier Confidentiality:** Soldier HIV status will be treated with the utmost confidentiality, IAW HIPPA standards. Only those individuals in the Soldier's chain of command who your commander has decided have a "need to know."



## About HIV

Human Immunodeficiency Virus, commonly known as HIV, is the virus which can lead to Acquired Immuno-Deficiency Syndrome, or AIDS. Unlike some other viruses, the human body cannot get rid of HIV. That means that once you have HIV, you have it for life.

HIV affects specific cells of the immune system, called CD4 cells, or T cells. Over time, HIV can destroy so many of these cells that the body can't fight off infections and disease. When this happens, HIV infection leads to AIDS.

Although there is no cure for HIV, the use of Antiretroviral Therapy (ART), can dramatically prolong the lives of many people infected with HIV and lower their chance of infecting others.

It is important that people get tested for HIV and know that they are infected early so that medical care and treatment have the greatest effect.

In addition to the 88th RSC HIV Program Manager, the following offices can provide referrals to counseling and/or assistance programs which may help employees with HIV concerns and/or diagnosis to find local treatment resources, including peer support/recovery groups.

- 88th RSC Surgeons Office: 608-388-0545
- 88th RSC Director of Psychological Health: 608-388-0338
- 88th RSC Health Services Branch: 608-388-0436
- Military One Source: 1-800-342-9647

## Points of Contact:

**88th RSC HIV Program Manager**  
**Gary Talbot**  
**608-388-0457**  
[gary.e.talbot.civ@mail.mil](mailto:gary.e.talbot.civ@mail.mil)

**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DHR/SitePages/HIV.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DHR/SitePages/HIV.aspx)

Army Regulation 600-110

Personnel-General

**Identification,  
Surveillance, and  
Administration of  
Personnel Infected  
with Human  
Immunodeficiency  
Virus**

Headquarters  
Department of the Army  
Washington, DC  
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[http://apd.army.mil/epubs/pdf/r600\\_110.pdf](http://apd.army.mil/epubs/pdf/r600_110.pdf)



# Psychological Health

*Services and support to manage change, transitions, and readjustment for our Soldiers and their Families.*

The U.S. Army Reserve Psychological Health Program serves to enhance resilience and assist with recovery of Army Reserve service members and their families through outreach, education and training, non-stigmatizing behavioral health screenings and referral resources.

The Program provides support for psychological health concerns to ensure service members and their families are psychologically ready and resilient to carry out their mission.

We connect geographically dispersed service members and their families with relevant resources within their community.

The Psychological Health Program also serves to assist and empower Army Reserve leaders in advocating, referring, monitoring and caring for Reserve service members.

By empowering those who serve in the Army Reserve as well as their Families, we strengthen resiliency as well as readiness. If you, your battle buddy, or Family member needs support in managing change, transition or readjustment, contact your Director of Psychological Health Office.

*It is normal to experience a range of intense emotions before, during, and after periods of stressful events. Sometimes even the strongest Soldiers need additional support*

- Balancing Reserve and civilian expectations
- Recent struggle or break-up in a significant relationship
- Financial difficulties
- Job transition, tension and unemployment
- Health issues related to or affecting military services
- Increasing anger or frustration with other people
- Avoiding social situations
- Withdrawing from friends and Family
- Feeling stuck
- Feeling different from others
- Decreasing work performance
- Worrying that issues may affect your career

# Army Reserve Psychological Health Services

## Soldiers & Families Services

Don't know what to do about:

- Pain (physical, emotional, spiritual) that becomes too much
- Constant arguments
- Difficulty falling or staying asleep
- Domestic violence
- Road rage since returning home
- Adjusting at home, school or work
- Concerns about intimacy
- Depression
- Suicidal or homicidal thoughts

## Community Provider Services

Don't know who to call for:

- Military Behavioral Health Subject Matter Experts
- Building Networks and Partnerships
- Crisis-Intervention
- Services/Events that can benefit Reserve Soldiers and Families before, during and after deployments
- Concerns about an Army Reserve Soldier or Family
- Informational and referral services

## Commander & Leadership Services

Can your Unit benefit from:

- Behavioral Health Consultation regarding one of your Soldiers
- Yellow Ribbon Support
- Reintegration assistance
- Unit debriefings after a traumatic event
- Consultation regarding PDHRA related behavioral health concerns
- Unit needs assessments
- Consultation regarding Command Directed Behavioral Health Evaluations

**All services are confidential:**

*If you, your battle buddy, or Family member needs support in managing change, transition or readjustment, contact your Director of Psychological Health Office.*

**Points of Contact:**

88th RSC Director of Psychological Health  
Stacey Feig, LPC 88th Regional  
Office: 608-388-0338 Cell: 703-254-8246  
[stacey.a.feig.ctr@mail.mil](mailto:stacey.a.feig.ctr@mail.mil)

Learn more: [www.usarphp.org](http://www.usarphp.org)



# Recovery Care Coordinators

*Providing support and advice to Army Reserve Soldiers and their Families during the entire Continuum of Care, which includes Recovery, Rehabilitation and Reintegration phases.*

Recovery Care Coordinators are contractors located throughout the Army Reserve footprint to assist wounded, ill and injured Army Reserve Soldiers, IRR Soldiers, Army Reserve Veterans and Retirees, and their Families during the healing process.

The RCCs can assist with a wide variety of non-medical needs, ranging from assisting a Soldier with filling a Veterans Affairs claim to con-

necting a Family member with a state's Department of Labor for employment.

If an AR Soldier requires further medical treatment, RCCs also provide referrals to the Army Reserve Warrior and Family Assistance Center, which can guide the Soldier through the process of obtaining further medical treatment from either a civilian, military, or VA medical treatment.



A Recovery Care Coordinator is a component of the Recovery Coordination Program, under the oversight of the Office of Warrior Care Policy. The Recovery Care Coordinator supports Army Reserve Wounded, Ill and Injured Soldiers and their Family members or designated representatives by ensuring non-medical needs are met through all the phases of the Continuum of Care.

An RCC can assist with completion or coordination of:

- Line of Duty (LOD) Investigations
- Incapacitation Pay (INCAP) Packets
- Active Duty Medical Extension (ADME) Orders
- Medical Retention Processing Program (MRP2) Orders

An RCC can Monitor the progress of:

- Medical Evaluation Board (MEB)
- Physical Evaluation Board (PEB)
- MOS Administrative Retention Review (MAR2) Program

An RCC can help Warriors and Families Navigate Through:

- TRICARE
- Veterans Affairs

A wounded, ill or injured Army Reserve Soldier who may need any of these services may self-refer him/herself to an RCC. Additionally, Soldiers needing assistance can also be referred by Commanders, medical or other support personnel, and Family members.

*Providing support and guidance to wounded, ill and injured Soldiers and their Families regarding available benefits and entitlements as they transition through the medical care system*

## Points of Contact:

Darien, IL: Janey Wolf [janey.b.wolf.ctr@mail.mil](mailto:janey.b.wolf.ctr@mail.mil) 910-728-2379

Fort McCoy, WI: Randy Voll [randall.w.voll.ctr@mail.mil](mailto:randall.w.voll.ctr@mail.mil) 608-215-6638

Fort Snelling, MN: Kevin Price [kevin.l.price.ctr@mail.mil](mailto:kevin.l.price.ctr@mail.mil) 910-622-8116

Learn more: <http://www.usar.army.mil/resources/Media/RCC.pdf>



# Safety and Occupational Health





## 88th RSC

# Facility Safety Inspections

## Ensuring Work-Place and Soldier Safety

The 88th RSC Safety Office continuously travels the region visiting facilities to increase safety compliance.

In CY13 they conducted 93 Safety Inspections and coordinated 13 Federal Occupational Health Industrial Hygiene Surveys.

These inspections ensure the health and wellbeing of all Soldiers and Civilians working within the facilities.

When discrepancies are found, facility managers are given corrective actions to take and the required time to accomplish them.

The end goal is to fully mitigate all hazards and prevent personnel injury

In this ongoing effort, it is required for all personnel to be familiar with regulations, abide by guidelines, make on-the-spot corrections, and report the hazard when necessary.



## Common Safety Deficiencies Found Within ARCs:



- Fire extinguisher monthly inspections not recorded.
- Annual fire extinguisher servicing not completed.
- Annual facility fire inspection not completed.
- Emergency light is non-functional.
- Extension cords run through ceiling panels.
- Extension cords used for high draw equipment.
- Electrical receptacles with no cover, exposing live electrical parts.
- Heat generating appliances, i.e. refrigerators, coffee pots, microwaves not directly plugged into wall outlets.
- Use of portable heaters not approved, no automatic shut off feature, or not UL or NRTL listed.
- Rooms used for storage with no discernible aisles.
- Emergency exits and aisles blocked with equipment.
- Electrical panel boards exposing live electrical parts.
- Multiple extension cords and multi-receptacle outlet units connected to one another. This is a very dangerous practice AND THE MOST COMMON SERIOUS DEFICIENCY.

## Points of Contact:

88th RSC Safety and Occupational Health Manager

Michael J. Curtis

608-388-0335

[michael.j.curtis10.civ@mail.mil](mailto:michael.j.curtis10.civ@mail.mil)

Learn more: [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/SAFETY/SitePages/Programs.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/SAFETY/SitePages/Programs.aspx)



# The 88th RSC Motorcycle Safety Program

**Rider Safety Courses are  
MANDATORY for all Soldiers  
operating motorcycles  
while on duty status or on  
a military installation.**



**All Soldiers in the Northwest  
region can attend Rider  
Safety Courses for FREE  
through the 88th RSC  
Motorcycle Safety Program**

The 88th RSC Safety Office can fund Soldiers for Motorcycle Safety Foundation based Basic Rider Courses, Experienced Rider Courses, and Sport Bike Rider Courses.

Begin by informing your supervisor and then visit the MSF website, [www.msf-usa.org](http://www.msf-usa.org) to find a company that offers motorcycle training in your area.

When you are sure you can attend the course, call the company to pre-register, inform them that your reservation will be paid for by the 88th RSC.

Make sure you get the person's name and telephone number who handles registration fee payment.

Complete a SF 182, Authorization, Agreement and Certification of Training and 88th RSC motorcycle training request from with your commander, supervisor, or unit administrator's approval.

Provide enrollment information to your supervisor and safety officer; include this information in an e-mail to 88th RSC Safety Office at [USARMY.USARC.88-RSC.List.Safety-All-Users@mail.mil](mailto:USARMY.USARC.88-RSC.List.Safety-All-Users@mail.mil).

Course requests to the 88th RSC must be received at least 30 days prior to start date to allow arrangement for payment.

The Safety Office will contact the company once the request is received. The intent of the 88th RSC is to issue payment as early as possible after receiving the required information, but no earlier than 30 days prior.

Immediately after course completion, you must e-mail a copy of your certificate or MSF card to both your supervisor and the 88th RSC Safety Office.

**Military  
Personnel  
are required  
to wear  
proper  
personal  
protective  
equipment  
whenever  
operating a  
motorcycle**

- HELMET:** Helmets are required and must meet DOD and DOT standards. Helmets are the single most important item of PPE and should be comfortable and fit snug.
- EYE PROTECTION:** Eye protection is required; it can be a full-shield helmet or goggles. Impact or shatter resistant goggles, wrap-around glasses, or full face shield properly attached to the helmet must meet or exceed ANSI Safety Code Z87.1, for impact and shatter resistance. A windshield alone is not proper eye protection.
- JACKET:** A long sleeved shirt or jacket must be worn. When driving during the day, a brightly colored outer upper garment will be worn. Reflective upper garment must be worn at night.
- GLOVES:** Closed-finger Gloves are required and should be made specifically for motorcycle use. The intent is to protect riders' fingers from strikes from flying objects. Gloves that are not for motorcycle use, provide less and protection.
- PANTS:** Pants are required to cover the entire leg and should provide the same protection against abrasion as jackets.
- BOOTS:** Over-the-ankle footwear is required and should be made of sturdy leather and have a good oil resistant sole to reduce slipping hazards. Army boots meet the requirement.

**What is the Basic Rider Course?**

The Basic Rider Course is a complete entry-level, learn-to-ride class that consists of at least 15 hours of formal classroom activities and on-cycle riding exercises conducted over two or three days.

About five hours are devoted to learning activities in the classroom, and around 10 hours of hands-on practice is included. Training motorcycles are provided. Successful completion may lead to a waiver of the motorcycle license skill test and an insurance discount.

Prerequisites: Ability to ride a bicycle. Full protective attire is required. Must be of legal age to operate a motorcycle on the street. Depending on state; participants may need a driver's license and/or motorcycle permit.

**Points of  
Contact:** 88th RSC Safety Specialist  
Randy Eddy  
608-388-0557  
[randy.a.eddy.civ@mail.mil](mailto:randy.a.eddy.civ@mail.mil)

**Motorcycle Safety  
Foundation**  
[www.msf-usa.org](http://www.msf-usa.org)

**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/SAFETY/SitePages/Programs.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/SAFETY/SitePages/Programs.aspx)



# Sleeping in Facilities

## Requires Planning, Preparation and Approval

All units wishing to have Soldiers sleep in Army Reserve Facilities within the northwest region must first gain approval for from the 88th RSC Safety and Occupational Health Office.

Sleeping in an 88th RSC facility will be approved on a case-by-case basis. Determinations will be based on facility evaluations, risk assessments, effective implementation of risk reduction measures, and mission needs.

"Incidental" sleeping in any Reserve Center is considered non-daily/non-routine utilization of facilities by individual(s) under the command and control of the local or facility commander. Soldiers are lodged overnight in conjunction with Inactive Duty Training, Annual Training, or other duty status operations.

Restrictions imposed for utilization of facilities for sleeping do not apply during times of natural disaster, civic unrest, or mobilization for war. Full utilization of Army Reserve facilities is authorized during war and emergency/disaster relief operations, when authorized.



Requests to utilize Army Reserve Centers as Incidental Sleeping Quarters must be submitted in writing 30 days prior to the scheduled event. Commanders will submit an Incidental Sleep Plan in accordance with this memo to the 88th RSC for each event. The Incidental Sleep Plan packet should be sent to the 88th RSC Safety Office, via e-mail to: [RSC088\\_FACSLEE-PRQST@usar.army.mil](mailto:RSC088_FACSLEE-PRQST@usar.army.mil).

The 88th RSC Safety Office will process the Incidental Sleep Plan packet and provide feasibility recommendations based on the information provided. Safety will then coordinate with 88th RSC Public

Works for their recommendations. Once recommendations have been completed, the packet will be forwarded to the 88th RSC DCG for final approval.

Approved requests will be sent by returning an endorsed "Incidental Sleep Plan" back to the requesting unit commander.

In the event the request is denied, a response memo will be sent to the requesting unit indicating the reasons for denial.

## Incidental Sleeping Plans for Army Reserve Centers

### Facility Incidental Sleep Plan packets will include:

1. Request for Incidental Sleeping in Army Reserve Center memo will be the cover doc. of Incidental Sleep Plan Packets.
2. DA Form 7566, Composite Risk Assessment Worksheet titled; "Sleeping Area Within Facility."
3. The Coordination Memo stating that the facility commander coordinated with the facility coordinator regarding utilization for areas of the facility as incidental sleeping areas.
4. A facility diagram annotating sleeping areas for both male and female Soldiers. This diagram shall identify sprinkler heads, fire extinguishers, and exit routes. Non-sprinkler-system sleep areas are required to have an exit directly to the outside and a designated fire guard.
5. An updated copy of the unit's Pre-Accident Plan.
6. An updated copy of the Facility's Evacuation Plan.
7. The facility's "Sleeping in the Reserve Center SOP."
8. The most recent copy of the 88th RSC Safety Office or local fire agency facility inspection validating the facility has no outstanding hazards present. This inspection checklist can be completed by a trained ADSO in simple instances such as a drill hall with direct outside exits.
9. A completed USARC Facility Incidental Sleeping Checklist.

### Sleeping in the ARC SOP will include:

- Location for junior enlisted to sleep who travel outside 50 miles.
- Location of incidental sleeping area within the facility.
- POC for issues relating to incidental sleeping within the facility.
- Reiterating that cots and sleeping bags should be used by Soldiers.
- Number of sleeping Soldiers the facility can accommodate.
- Location and phone numbers for nearest fire dept., police dept., and 24 hour medical facility.
- Annotate facility will be inspected annually to ensure fire/electrical standards are met.
- Procedures for cleaning the sleeping area.
- Reiterating that food and drink is not allowed in the sleeping area.
- Reiterating that there is no smoking and no alcoholic beverages allowed in the facility.
- Actions in the event of a fire.
- Actions in the event of a medical emergency.
- Any additional potential hazard considerations

## Points of Contact:

**88th RSC Safety and Occupational Health Manager**  
**Michael J. Curtis**  
 608-388-0335  
[michael.j.curtis10.civ@mail.mil](mailto:michael.j.curtis10.civ@mail.mil)

**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/SAFETY/SitePages/Programs.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/SAFETY/SitePages/Programs.aspx)





# Special Programs and Services



# Alcohol & Drug Control

## Drug Demand Reduction and Substance Abuse Assistance

**D**rug Demand Reduction is a function of the 88th RSC's Directorate of Human Resources.

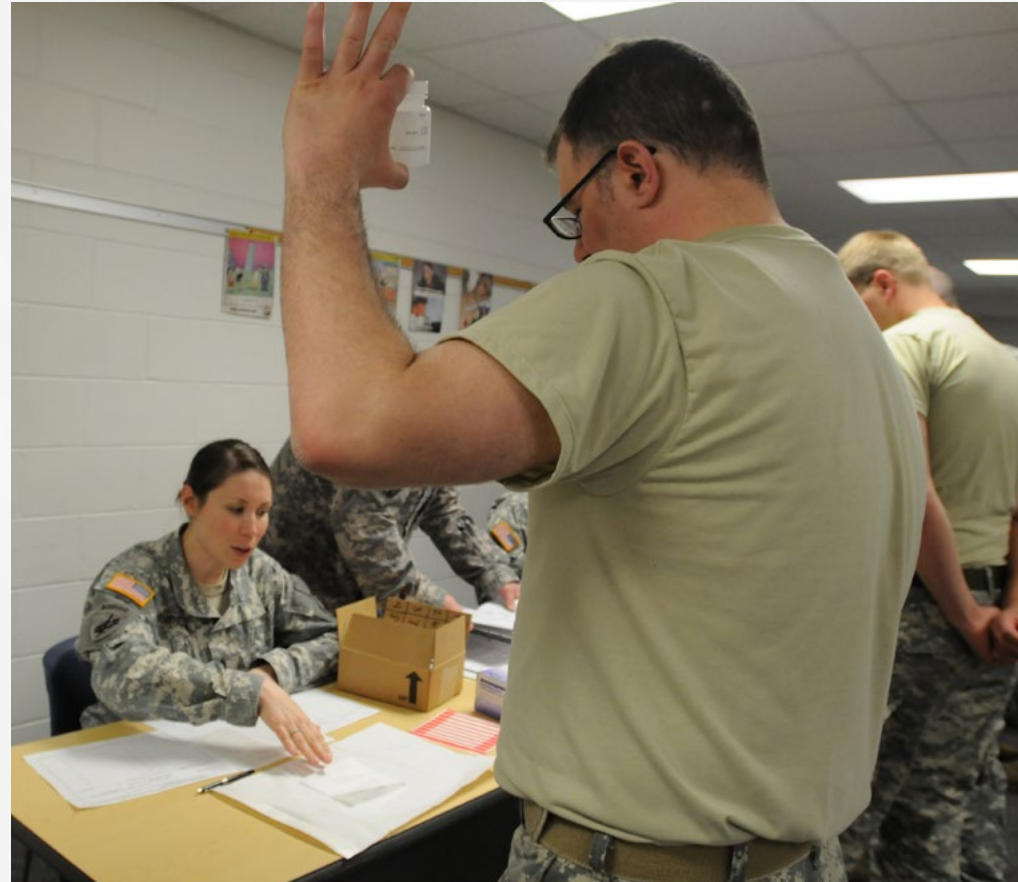
The 88th RSC is responsible for providing Substance Abuse Assistance to its units and in support of its BASOPS mission.

The Army Substance Abuse Program (ASAP) is a command program that emphasizes readiness and personal responsibility.

The use of illicit drugs and the abuse of legal drugs or alcohol by either military or civilian personnel employed by the Army are inconsistent with Army values and the standards of performance, discipline, and readiness necessary to accomplish the Army's mission.

The command mission role is the prevention, biochemical testing, early identification of problems, rehabilitation and administration of judicial actions as needed.

All Commanders and staff will ensure that all officials and supervisors support the ASAP mission and roles., IAW AR 600-85, Army Substance Abuse Program. The USAR urinalysis testing rate will be one hundred percent random testing of assigned strength.



**Frequent and accurate drug testing of Soldiers is an effective deterrence against the usage of illegal substances and supports mission readiness.**

### Signs of Drug Abuse and Addiction:

- People with drug problems might act differently than they used to.
- They might: spend a lot of time alone
- Lose interest in their favorite things
- Get messy—for instance, not bathe, change clothes, or brush their teeth
- Be really tired and sad
- Be very energetic, talk fast, or say things that don't make sense
- Be nervous or cranky (in a bad mood)
- Quickly change between feeling bad and feeling good
- Sleep at strange hours
- Miss important appointments
- Have problems at work
- Eat a lot more or a lot less than usual

*"People with an addiction usually can't stop taking the drug on their own. They want and need more. They might try to stop taking the drug and then feel really sick. Then they take the drug again to stop feeling sick. They keep using the drug even though it's causing terrible Family, health, or legal problems. They need help to stop using drugs."*

**Source: National Institute of Drug Abuse (Revised March 2013)**

Where to Get Help: Following resources can provide referrals to counseling and/or assistance programs which may help employees with drug or alcohol problems to find local treatment resources, including peer support and recovery groups.

- 88th RSC Army Substance Abuse Program: 608-388-0457
- 88th RSC Surgeons Office: 608-388-0545
- 88th RSC Health Services Branch: 608-388-0436
- 88th RSC Director of Psychological Health: 608-388-0338
- VA Mental Health Clinics (Tomah, WI): 608-372-1761/3971
- Fort McCoy Employee Assistance Program: 608-388-2441
- Fort McCoy Military Family Life Consultants: 608-388-8068/3540
- Military One Source: 1-800-342-9647

### Points of Contact:

**88th RSC Alcohol and Drug Control Officer**

**Gary Talbot**

**608-388-0457**

[gary.e.talbot.Civ@mail.mil](mailto:gary.e.talbot.Civ@mail.mil)

**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DHR/SitePages/ASA.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DHR/SitePages/ASA.aspx)



# Education Services

Preparing today's Soldier for tomorrow



***"Education is the key to unlock the golden door of freedom."***

***George Washington Carver***

The 88th RSC employs five Education Service Specialists (ESS) who are available to provide educational support to Army Reserve Soldiers, Families and Army Civilians throughout the northwest region.

The 88th RSC ESSs serve as part of the greater Department of Defense military education program and are able to provide a wealth of educational resources to ensure your success.

The five 88th RSC ESS's provide core services consisting of:

- Educational Counselling
- Degree Planning
- Tuition Assistance
- Testing
- Financial Aid
- Student Loan Repayment
- and much more!

The 88th RSC ESSs are available to provide unit level education benefits briefs

and command level education fairs.

The education offices provide guidance at the start and critical decision points. This is where an ESS can provide the largest impact to assist Soldiers in their pursuit of continuing education.

An ESS can provide detailed learning options based on cost, location, or time. They are well versed in the nuances of traditional and non-traditional learning institutions.

## Tuition Assistance

The Tuition Assistance program provides financial assistance for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals. TA is available for courses that are offered in the classroom or by distance learning and is part of an approved academic degree or certificate program.

TA is an integral element of the Army Reserve's continuing education program. The 88th RSC ESS's devote a significant amount of effort helping Soldiers navigate the tuition assistance process to ensure payments are timely and accurate.

The 88th RSC Education Services looks forward to serving Soldiers and enhancing their military and civilian careers through education and skills.

## Guiding Principles

- Education is an integral part of the Army culture.
- Lifelong learning is for everyone.
- Education enhances quality of life and mission readiness.
- Education programs and services are customer driven.
- Diversity demands flexibility.
- Professional development of our workforce is non-negotiable.

## Points of Contact:

**88th RSC - West**  
April Brown  
253-477-4224  
[april.y.brown4.civ@mail.mil](mailto:april.y.brown4.civ@mail.mil)

**88th RSC - North**  
Penelope Cook  
801-656-4244  
[penelope.l.cook.civ@mail.mil](mailto:penelope.l.cook.civ@mail.mil)

**88th RSC - East**  
Marilyn Anderson  
612-713-3603  
[marilyn.e.anderson2.civ@mail.mil](mailto:marilyn.e.anderson2.civ@mail.mil)

**Fort McCoy**  
**ARMEDCOM, IMA, NAAD,**  
**Worldwide, UAU**  
Alan Amundson  
608-388-7274  
[alan.j.amundson.civ@mail.mil](mailto:alan.j.amundson.civ@mail.mil)

**88th RSC - South**  
Donald Nagle  
316-681-1759 x1391  
[donald.j.nagle.civ@mail.mil](mailto:donald.j.nagle.civ@mail.mil)

**Learn more:**

Tuition Assistance: [www.goarmyed.com](http://www.goarmyed.com)

GI Bill Program: [www.gibill.va.gov](http://www.gibill.va.gov)

Student Loan Repayment Program: <https://selfservice.rcms.usar.army.mil/SelfService>



88th RSC

# Family Programs and Services

**Life Cycle Ready - Life Cycle Focused**

***“EMPOWERING SOLDIERS AND FAMILIES TO BE STRONG, READY AND RESILIENT”***



The Mission of the 88th RSC Family Programs and Services Office is to support the OFTS Units and Help them connect their Soldiers, Families & Communities through Education, Training, Resources and Support Programs and Services.

Providing the right services, resources and support at the right time to meet unit, Soldier and Family needs throughout the lifecycle of the Soldiers' Career.

The 88th RSC meets this mission by providing regional training events for unit

leadership and Family Readiness Liaisons though Soldier Life Cycle Training; Family Readiness Groups (FRGs) in a New Era training to FRG Leadership and FRL's that provides training and regulatory guidance for unit FRG Groups and FRL's.

Unit Volunteer management support is a provided to the OFTS Family Programs Directors through the RSC Volunteer Coordinator.

Family Programs Support and Services is moving from a deployment/mobilization mode to an understanding that a Soldiers

career is a lifecycle and throughout that lifecycle both the Soldier and their Families are involved and affected.

The logo of Family Programs has changed to empathize this change. Our present logo in the top right hand corner has a circle with five colors, each color stands for a different part of the lifecycle: new to the Army Reserve, new to the unit, assuming leadership roles, mobilization, deployment reunion, and Soldier career transition.



Survivor Outreach Services are available to Families within the region dealing with the grief of a deceased veteran by providing support, information on benefit's available & financial information & guidance to grieving Family members.

SOS demonstrates the Army's commitment to Families of the Fallen by providing support and

standardized services to Active, Reserve, and Army National Guard Families.

Benefits Coordinators, Financial Counselors, and Support Coordinators are available.

SOS is a holistic and multi-agency approach to delivering services by providing access at garrisons and communities closest to where Families live.



Child, Youth & School Services (CYSS) has a range of quality programs to help Army Families meet their parental challenges and maintain their mission readiness.

Whenever you need it and wherever you are, CYSS is prepared to make life better for Army Reserve Families.

CYSS are provided on a regional level through Child/Youth Programs at 88th RSC Yellow Ribbon Events, regional Teen Councils and YLEAD opportunities, plus camps, and seasonal activities available at no cost to USAR Children & Youth.

More information is available to Soldiers and Families through monthly electronic CYS newsletters.



The Financial Readiness Program offers proactive personal life cycle financial management tools, information and resources that will help Soldiers and their Families to develop individual strategies to achieve financial goals and address financial challenges.

Financial information & education for Soldiers and

their Family members on budgeting, making ends meet, credit, & saving for future needs like college and retirement is available for individuals or groups upon request.

Training at unit BA's and unit Family days is available upon request from any part of Family Programs.

**Points of Contact:**

**88th RSC Family Programs Manager**

**Dr. Rochelle Wheeler**

**608-388-0447**

[rochelle.c.wheeler.civ@mail.mil](mailto:rochelle.c.wheeler.civ@mail.mil)

**Learn more:** [www.ARFP.org](http://www.ARFP.org)



# 88th RSC Historian

## Assisting Army Reserve Units with their Historical Programs

As the Historian of the 88th RSC, my mission is to support the Army Reserve units in the 88th RSC 19-state region with their historical programs.

I can do this by assisting units in obtaining their lineage certificates and statement of Service as well as unit history.

I also provide support for USAR history presentations to units or for community support, either by giving the presentation or assisting the unit with event preparation.

Historical presentations can include WWI, Civilian Conservation Corps, WWII, Korean War, Berlin Crisis, Vietnam, Desert Storm and Shield, Bosnia, Kosovo, and the War on Terror, as well as various exercises and humanitarian missions.

I also provide assistance with historical displays and the proper care of artifacts and historical property. Please give me a call if your unit is reorganizing, moving, or inactivating.

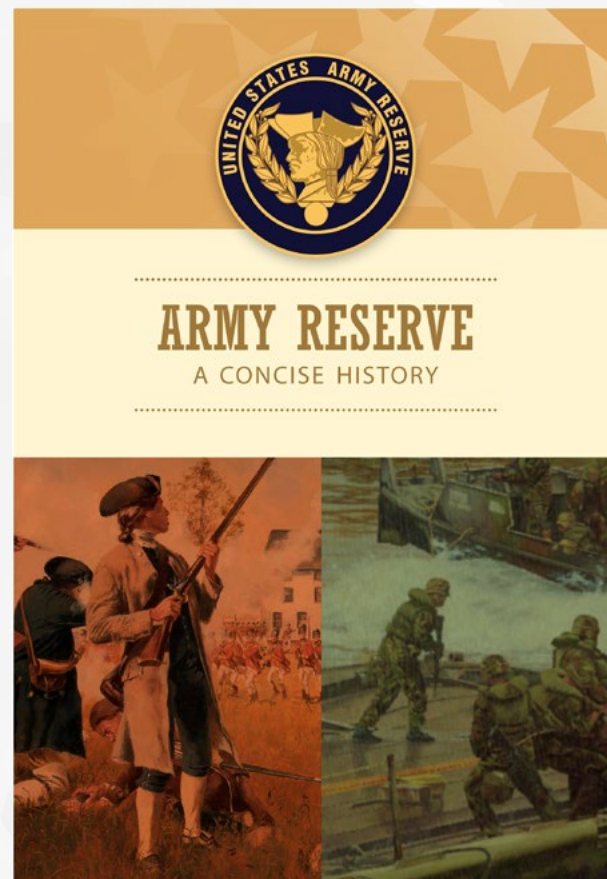
Some commands have Military History Detachments and additional duty historians. I can provide guidance and training for these individuals at BA or AT.

One area which is related to unit history is unit reunions. It has been over 10 years since mobilizations began for the War on Terror and 25 years since Operation Desert Storm. I can assist with your unit reunion.

Finally, I conduct and provide training for exit and historical interviews. The story of Soldiers who have been in a unit a long time or have held important positions should be captured to preserve the history of the unit and the USAR.

*"History is the last thing we care about during operations and the first thing we want afterwards. Then it is too late."*

- Colonel William Ganoe,  
Chief Historian-Europe, World War II



[www.usar.army.mil/ourstory/History.aspx](http://www.usar.army.mil/ourstory/History.aspx)

***"Contact the 88th RSC Historian for help to create an interesting and relevant historical program for your unit."***



Historians can assist with:

- Lineage and Honors Certificate
- Unit history and reunions
- Mobilization documentation
- USAR historical presentations
- Artifacts and historical property
- Historical Officer & MHD training
- Unit annual history
- Exit and Historical interviews
- Historical records
- Historical inquiries

### ***Did You Know?***

When a unit mobilizes, it is required to send back materials about its mobilization. I can assist units to perform this duty properly from the outset.

Send me what materials you still have for inclusion in the historical record.

I also provide guidance and support for those individuals who have the task of compiling their unit's annual history.

**Points of  
Contact:**

88th RSC Historian  
Ward E. Zischke  
608-388-0320  
[ward.e.zischke.civ@mail.mil](mailto:ward.e.zischke.civ@mail.mil)

**Learn more:** [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/CMDHIST/default.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/CMDHIST/default.aspx)



# 88th RSC office of the Inspector General

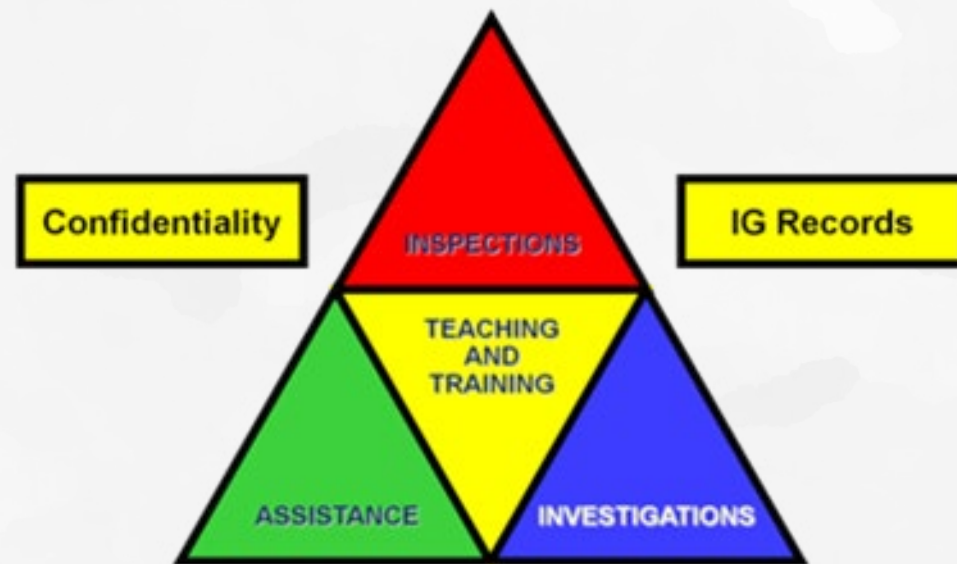
## Mission of the IG:

Advise the Commanding General on the overall welfare and state of discipline of the Command. Provide a continuous assessment of the Command's operational and administrative effectiveness.

Determine the discipline, efficiency, economy, morale, training, and readiness of the Regional Support Command, Headquarters and Headquarters Company, and its subordinate and supported units.

Provide recommendations to the Commander in order to eliminate shortcomings and violations of standards.

Receive, review, and process complaints, requests for assistance, advice, information, or grievances from individuals assigned to the Command, and ensure appropriate action is taken.



## Confidentiality

All IGs have a duty to protect, to the maximum extent possible, the personal identity of a complainant, witness or any other individual providing information to the IG, particularly when the individual specifically requests confidentiality. Confidentiality and discretion are core concepts for IGs, though IGs do not have a complete legal privilege of confidentiality. Rather, IG confidentiality results from the IG's special relationship with the commander, the deliberative process, protection in the FOIA and the PA, and as a necessary incident to the protections of 10 USC 1034.

~AR 20-1, para 1-12

## Do you need assistance from the IG?

*We review and process complaints, requests for assistance, advice, information and grievances to ensure appropriate action is taken.*

### Who May File IG Complaints?

Assistance is the IG function that provides Soldiers, Family members, DA Civilians, retirees, and contract employees the ability to seek help from the IG on matters affecting their health, welfare, and personal readiness. However, anyone may submit a complaint, allegation, or request for information or assistance to any Army IG concerning a matter of Army interest.

~AR 20-1, para 6-1

### IGs Do Not...

- Recommend punishment
- Interpret law
- Establish command policy
- Exercise directive authority
- Change established redress procedures

~AR 20-1, para 2-7

### Be Ready to be Asked...

1. What do you want the IG to do for you? This is the single most important question an IG will ask when receiving complaints. It helps to focus the complainant and ensures that the matters of concern are of Army interest and appropriate for the IG.
2. Do you have any supporting documents?
3. Have you requested assistance from any other source or agency?
4. Have you given your chain of command an opportunity to address the problem?
5. What is your status (active duty, reserve, DA civilian, retiree, etc)?

### Before you contact IG...

1. IGs encourage the Soldier or civilian employee to discuss first with the chain of command any issues, allegations or requests for assistance with the commander, chain of command, or supervisor.
2. Contact your IG office or nearest IG staff for assistance or information.
3. Keep in mind that IGs only make recommendations, not order a resolution.
4. Be patient and don't expect instant action on your request. Investigations take time and IGs tend to have heavy workloads.
5. Be mentally prepared for a final response that may not give you the answer wanted. The IG will however explain how and why the final answer was determined.

## Points of Contact:

**88th RSC Inspector General**  
**608-388-3733 or 1-877-560-3086 Ext 23733**  
**Fax: 608-388-3512**  
[usarmy.usarc.88-rsc.mbx.88thrscig@mail.mil](mailto:usarmy.usarc.88-rsc.mbx.88thrscig@mail.mil)

**Learn more:** [www.mccoy.army.mil/AboutUs/offices/IG.asp](http://www.mccoy.army.mil/AboutUs/offices/IG.asp)



# Legal Support & Assistance

*Army Reserve Soldiers are eligible for free legal services from Reserve Component legal assistance providers.*



**A** rmy Reserve Soldiers, not on Active duty, are eligible for free legal services from Reserve Component legal assistance providers. Soldiers can view available services, download request forms and find points of contact at the USAR Legal Command web page at [www.usar.army.mil/Commands/Support/Legal-Command.aspx](http://www.usar.army.mil/Commands/Support/Legal-Command.aspx).

## Free legal services for Army Reserve Soldiers:

- Witnessing signatures to documents or providing notary services.
- Providing legal advice to Soldiers during a client interview or in a telephone conversation.
- A letter written on behalf of a Soldier and signed by an attorney or writing a letter for the Soldier's signature.
- Legal document preparation including drafting, completing and execution of documents such as wills, powers of attorney, and leases.
- Legal negotiation with parties whose interests are adverse to that of the Soldier.
- Preparation and filing of federal and state income tax returns and other legal papers.
- Assistance to Soldiers which enables the Soldier to file legal documents, papers, or pleadings in civil proceedings without the attorney.
- Referral to another attorney in another military legal office or to a civilian lawyer.
- In-court representation (in limited circumstances).

*Army Reserve Units and Soldiers can view available services, download request forms and find points of contact at the USAR Legal Command official web page.*

## Points of Contact:

**88th RSC Attorney Advisor**  
**William D. Kimball**  
**608-388-0329**  
[william.d.kimball8.civ@mail.mil](mailto:william.d.kimball8.civ@mail.mil)

**88th RSC Deputy Staff Judge Advocate**  
**LTC Lance VonAh**  
**608-388-0330**  
[lance.w.vonah.mil@mail.mil](mailto:lance.w.vonah.mil@mail.mil)

**Learn more:** [www.usar.army.mil/Commands/Support/LegalCommand.aspx](http://www.usar.army.mil/Commands/Support/LegalCommand.aspx)

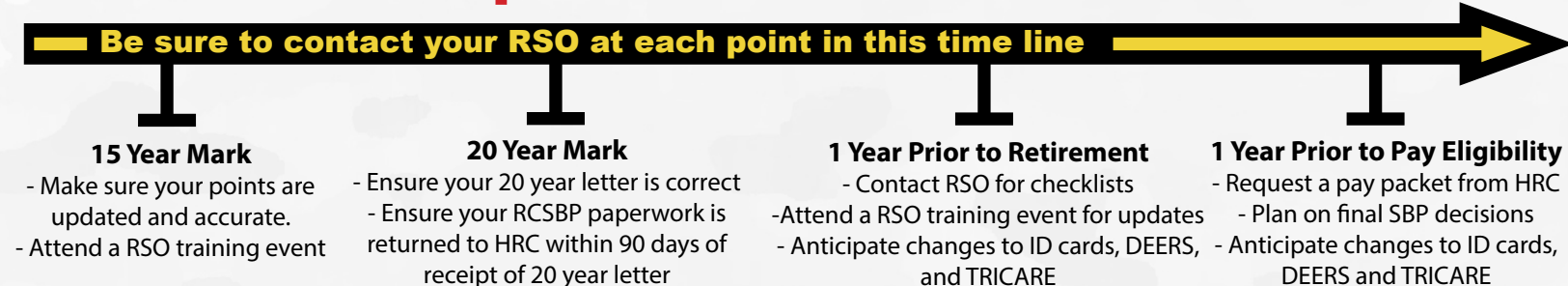


# Retirement Services Office

*"At the 88th RSC Retirement Services Office, we are dedicated to helping you and your Family successfully navigate the process of Retiring from the Army Reserve."*



## Retirement Preparation Time Line



*"Do not hesitate to contact us. You have served the USAR for many years. You are worth the effort."*

**88th RSC Retirement Seminars are held across the region every month.**

**Visit us online or call for more information on the ones closest to you.**



## Points of Contact:

88th RSC Retirement Services  
 MSG Chad Kleifgen  
 Office: 608-388-9321  
[Chad.H.Kleifgen.mil@mail.mil](mailto:Chad.H.Kleifgen.mil@mail.mil)

**Learn more:** Facebook: [www.facebook.com/88thRSO](https://www.facebook.com/88thRSO)

USAR: [www.usar.army.mil/Commands/Support/88thRSC/88thRSCResources/Retirement.aspx](http://www.usar.army.mil/Commands/Support/88thRSC/88thRSCResources/Retirement.aspx)

AKO: <https://www.us.army.mil/suite/page/679404>



# Sexual Harassment Assault Response

## SHARP *CHANGING THE CULTURE of Reporting Sexual Harassment & Sexual Assault*

*The SHARP Program's mission is to reduce with an aim toward eliminating sexual offenses within the Army through cultural change, prevention, intervention, investigation, accountability, advocacy/response, assessment, and training to sustain the All-Volunteer Force.*



On 2 June 2014, the Chief of Staff, Army, directed the implementation of a Sexual Harassment, Assault Response and Prevention Resource Center Pilot Program.

The prevention of and response to sexual assault and harassment continues to be one of the CSA's top priorities. As a result, our goal is to reduce and ultimately eliminate these crimes from our ranks. The pursuit of that goal requires our Army to be flexible and open to new ideas and approaches.

The SHARP Program is focused on identifying problems at the earliest level (sex-

ual innuendo and harassment) and dealing with that problem head-on before it evolves into sexual assault.

SHARP also focuses on the need for bystanders to Intervene, Act and Motivate (I. AM. STRONG).

Soldiers are expected to change the norm and take action early to combat the enemy within our ranks.

Rather than focus on victims reactively, we must focus on potential offenders early - in the harassment stage - proactively. NO MORE INNOCENT BYSTANDERS! We are a profession of Arms and we need to police each other up!

Under the Department of Defense's Confidentiality Policy, sexual assault victims are offered two reporting options: restricted reporting and unrestricted reporting. While DoD prefers unrestricted reporting of sexual assaults to activate law enforcement actions, it recognizes that some victims desire only medical, legal, advocate, and support services and no command or law enforcement involvement.

DoD's first priority is to protect the victims; treat them with dignity and respect; and to provide them with the medical treatment, legal assistance, victim assistance, care and counseling they deserve.

## Special Victim Counsel Program

Sexual Assault is absolutely unacceptable, but the ugly truth is that it happens. In order to help in the fight against Sexual Assault, the Army recently implemented the Special Victim Counsel Program (SVCP), which addresses the reality that victims of sexual assaults often have special interests that are unique to the prosecution of this type of crime.

The SVC services are available to Soldiers, their adult Family members, and other Service members in cases where the offender is a Soldier. These victims are eligible even if the offense took place off-post and was committed by a civilian, and services are available regardless of whether a victim chooses to file an unrestricted or restricted report. SVCs will diligently argue for the best interests of victims of sexual assault while also maintaining complete confidentiality and ensuring the attorney-client privilege.

If you are a victim of a sexual assault and would like to speak with the SVC servicing Fort McCoy, please call the 24/7 Sexual Assault Hotline at (608) 388-5000 or the SHARP office at (608) 388-0315 and an appointment will be set up for you.

## Points of Contact:

88th Command SARC  
Penny Gietzen  
608-388-0315  
[penny.a.gietzen.civ@mail.mil](mailto:penny.a.gietzen.civ@mail.mil)

Army Reserve EEO  
608-388-3106/3107  
1-888-838-4499  
[usarmy.usarc.usarc-hq.mbx.eeo@mail.mil](mailto:usarmy.usarc.usarc-hq.mbx.eeo@mail.mil)

Learn more: <http://www.sexualassault.army.mil/> or [www.sapr.mil](http://www.sapr.mil)



**When I recognize a threat to my fellow Soldiers, I will have the personal courage to INTERVENE and prevent sexual assault. I will condemn acts of sexual harassment. I will not abide obscene gestures, language, or behavior. I am a Warrior and a member of a team. I will INTERVENE.**

**You are my brother, my sister, my fellow Soldier. It is my duty to stand up for you, no matter the time or place. I will take ACTION. I will do what's right. I will prevent sexual harassment and sexual assault. I will not tolerate sexually offensive behavior. I will ACT.**

**We are American Soldiers, MOTIVATED to keep our fellow Soldiers safe. It is our mission to prevent sexual harassment and sexual assault. We will denounce sexual misconduct. As Soldiers, we are all MOTIVATED to take action. We are strongest...together.**



# Strong Bonds Program



*"Strengthening the Relationships  
that matter the most"*



The strength of the Army Reserve is only as strong as the relationships that support the Soldiers within it. The Army Reserve works to improve the resiliency of those relationships with a chaplain-led program called Strong Bonds.

The Strong Bonds Training Program offers skills-based-training that focuses on enhancing the most important relationships. These skills can make good relationships great and assist you to persevere through difficult times.

Strong Bonds is conducted in an off-site training format to maximize the training effect. This training provides an interactive, safe, and secure environment to address many challenges of the military.

## ELIGIBILITY:

All Army Reserve Soldiers residing within the 88th RSC's region are eligible to attend Strong Bonds events held by the 88th RSC.

Typically, Soldiers may only attend training events within 400 miles of their residence.

Soldiers who are geographically remote or geographic bachelors must contact the 88th RSC Strong Bonds Team for exceptions to the above requirements.

## FUNDING:

Orders for TPU Soldiers who live in the 88th RSC footprint are funded, created and emailed to the Soldier by the 88th RSC Strong Bonds Team.

Soldiers attend training in ADT status and receive pay and retirement points. These orders will be certified at the end of training; the orders will be turned into your unit for pay.

If you are AGR or on an ADOS-RC order, you will not receive ADT orders.



Strong Bonds Single Soldier and Married Couple participants are given tools and information to enhance communication and healthier relationships with a nationally recognized curriculum from Prevention Relationship Enhancement Program, or PREP.

Family event participants are instructed using a program called Family Wellness.

Using these curriculum, participants are led through video and workbook-supported discussions on various aspects of communication, personalities and problem solving.

This training provides an interactive, safe, and secure environment to address many challenges of the military life.

## The Strong Bonds Program offers three learning tracks

**Married Couple Training:** Train in effective communication, conflict management, developing friendship and fun with your partner.

**Family Training:** Build your team dynamic through training in managing change in all types of Families, raising healthy children, and maintaining healthy relationships.

**Single Soldier Training:** Develop better self awareness and skills to make wise choices for long-lasting, healthy relationships.

The 88th RSC conducts more than 15 Strong Bond events a year. Please visit our facebook page ([www.facebook.com/88thRSCStrongBonds](https://www.facebook.com/88thRSCStrongBonds)) or contact us directly for the most up to date listing. Registrations must be received no later than 30 days prior to training. Exceptions will be considered on a case by case basis. Upon successful registration you will receive an e-mail confirming your registration and you will receive an event specific MOI.

## Points of Contact:

88th RSC Strong Bonds Team  
608-388-0542

[usarmy.usarc.88-rsc.list.chaplain-strongbonds@mail.mil](mailto:usarmy.usarc.88-rsc.list.chaplain-strongbonds@mail.mil)

Learn more: [www.strongbonds.org](http://www.strongbonds.org) and [www.facebook.com/88thRSCStrongBonds](https://www.facebook.com/88thRSCStrongBonds)



## 88th RSC

# Suicide Prevention

## Program Office

**T**he 88th RSC's Suicide Prevention Program Manager provides Suicide Prevention, Intervention and Postvention Training support to all Unit's within the northwest region.

The Office also conducts outreach and informational support to the 88th RSC Yellow Ribbon Reintegration Program.

In addition, the Program Office provides support to the community and develops support systems of available Suicide Prevention and Intervention resources.


It is our mission to assist Units attending Annual Training at Fort McCoy for all services as they relate to suicide, to include, expertise on local resources for Soldiers in need, assisting commands on reporting processes and how to assess resource both in the Fort McCoy area and getting Soldier safely back to their Home of Record and follow on services (through our Director of Psychological Health).

The Program Manager is accessible 24 hours a day seven days a week for the above services.

Shoulder to Shoulder

# NO SOLDIER STANDS ALONE

Prevent suicide. Be willing to help.



It is your responsibility to stand by your fellow Soldier.

Talk to your Chaplain or Behavioral Health Professional or call Military OneSource 1-800-342-9647

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

## Suicide Prevention and Intervention Training

In Fiscal Year 2016, the 88th RSC will conduct regional Applied Suicide Intervention Skills Training (ASIST), Quarterly ASIST Train the Trainer (ASIST- T4T), and Ask-Care-Escort Suicide Intervention Train the Trainer (ACE-SI T4T) workshops. Please contact the 88th RSC Suicide Program Manager for more information.

**ASIST Training:** Applied Suicide Intervention Skills Training (ASIST) prepares personnel to provide suicide first aid interventions. It is an intensive, interactive and practice-dominated course designed to help participants recognize and review risk, and intervene to prevent the immediate risk of suicide. It is by far the most widely used, acclaimed and researched suicide intervention training workshop in the world.

**ACE:** All Army suicide awareness training has at its core the Ask, Care, Escort (ACE) model for identifying and supporting someone who may be struggling. ACE Cards can be ordered from the Public Health Command e-catalogue.



### Ask your buddy

- Have the courage to ask the question, but stay calm
- Ask the question directly: Are you thinking of killing yourself?

### Care for your buddy

- Calmly control the situation; do not use force; be safe
- Actively listen to show understanding and produce relief
- Remove any means that could be used for self-injury

### Escort your buddy

- Never leave your buddy alone
- Escort to chain of command, Chaplain, behavioral health professional, or primary care provider
- Call the National Suicide Prevention Lifeline

TA - 095 - 0510

USAPHC <http://phc.amedd.army.mil/>



National Suicide Prevention Lifeline:  
1-800-273-8255 (TALK) PRESS \*1\* for the Veteran's Crisis Line

# HELP

Is Always Available

Emergency – 911

National Suicide Prevention Lifeline  
1-800-273-TALK

Defense Center of Excellence  
1-866-966-1020

Wounded Soldier & Family Hotline  
1-800-984-8523

Military One Source  
1-800-342-9647

Fort Family  
1-866-345-8245

## Points of Contact:

Suicide Prevention Program Manager

Jeffrey Schulz

608-388-0507 or 608-408-8166 (Available 24/7)

[jeffrey.h.schulz.civ@mail.mil](mailto:jeffrey.h.schulz.civ@mail.mil)

Learn more: [https://army.deps.mil/Army/CMD5/USARC\\_88RSC/DHR/SitePages/SuicidePrevention.aspx](https://army.deps.mil/Army/CMD5/USARC_88RSC/DHR/SitePages/SuicidePrevention.aspx)



# Yellow Ribbon Reintegration Program



**T**he Yellow Ribbon Reintegration Program is a congressionally mandated DoD wide effort to promote the well-being of National Guard and Reserve members, their families and communities, by connecting them with resources throughout the deployment cycle.

Through YRRP events, Soldiers and their Families and designated representatives are connected with resources and support before, during and after deployments.

There are four events staged throughout the deployment cycle: One 2-day pre-deployment event for Soldiers and Families, one 2-day event for the Families while the Soldiers are deployed, and two 2-day events at 90 and 180-days post-deployment for Soldiers and Families, to include children. The Regional Support Commands are responsible for hosting the post-deployment events.

The Yellow Ribbon program is centrally

funded and does not count against the Command's operational funding.

The program provides access to Military Family Life Consultants who provide counseling and referral services for individual, relationship, parenting, and general reintegration support. Also available are Personal Financial Consultants who provide financial planning, budgeting, credit, home purchasing options along with other financial related issues.

*"...the Yellow Ribbon Reintegration Program is important to readiness, regardless of whether you are mobilizing for a war or mobilizing to go to Europe to backfill a unit there. You don't have to be leaving to go into a war zone to need the type of support this program provides..."*

– Mr. Ronald G. Young

Director, Family & Employer Programs & Policy,  
Reserve Affairs, Office of the Secretary of Defense



## Key Resources Provided

- Employment Benefits and Resources
- Education Benefits
- Recovery Care Coordinators
- Financial Counseling
- Life Skill Development Training
- Resiliency Training
- Child Programs
- Family Programs Education
- Legal Resources and Support
- Military Family Life Consultants
- Personal Financial Consultants
- VA Benefits
- Medical Benefits

## Points of Contact:

**Yellow Ribbon Program Manager**  
**John Venner**  
**608-388-0321**  
[john.d.venner.civ@mail.mil](mailto:john.d.venner.civ@mail.mil)

**Learn more:** [www.yellowribbon.mil](http://www.yellowribbon.mil) and [www.facebook.com/88thRSCYellowRibbonProgram](https://www.facebook.com/88thRSCYellowRibbonProgram)

The 88th RSC  
Conducted

**11**

**Yellow Ribbon Events**  
**in 2015, providing**  
**deployment cycle**  
**support and resources**

**to more than**

**7,652**

**USAR Soldiers and**  
**Family Members at**  
**Yellow Ribbon Events**  
**in 2015**





**US ARMY RESERVE**

# 88<sup>TH</sup> RSC

***PROVIDING THE VERY BEST IN CLASS SERVICES AND BASE OPERATIONS SUPPORT  
IN THE NORTHERN U.S. FROM THE OHIO RIVER TO THE PACIFIC COAST***

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**88<sup>TH</sup> REGIONAL SUPPORT COMMAND**

**60 SOUTH O STREET**

**FORT MCCOY, WI 54656**

**facebook** [www.facebook.com/88RSC](https://www.facebook.com/88RSC)

**THE 88<sup>TH</sup> RSC RESOURCE GUIDE**  
**AN OFFICIAL PUBLICATION OF THE 88<sup>TH</sup> REGIONAL SUPPORT COMMAND**