

# MILITARY

★ REFERENCE GUIDE ★

*a resource for professionals*

**PARENTS LEAD**

FOR PROFESSIONALS





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# U.S. MILITARY BRANCHES

## A R M Y

The Army defends the land mass of the U.S., its territories, commonwealths, and possessions. It does so through providing forces and capabilities for sustained combat and stability operations on land. The Army also provides logistics and support to other branches. The Army is the largest and oldest branch of the military.

## N A V Y

The Navy maintains, trains, and equips combat-ready maritime forces capable of winning wars, deterring aggression, and maintaining freedom of the seas. The Navy is America's forward deployed force and is a major deterrent to aggression around the world.

## M A R I N E C O R P S

The Marine Corps maintains ready expeditionary forces, sea-based and integrated air-ground units for contingency and combat operations, and the means to stabilize or contain international disturbance. The Marine Corps is an immediate response force that can be used to overwhelm the enemy.

## A I R F O R C E

The Air Force provides a rapid, flexible, and when necessary, lethal air and space capability that can deliver forces anywhere in the world in less than forty-eight hours. It routinely participates in peacekeeping, humanitarian, and aeromedical evacuation missions. Air Force crews annually fly missions into all but five nations of the world.

## C O A S T G U A R D

The Coast Guard provides law and maritime safety enforcement, marine and environmental protection, and military naval support. Activities can include patrolling our shores, performing emergency rescue operations, containing and cleaning up oil spills, and keeping illegal drugs from entering American communities.

# MILITARY IN NORTH DAKOTA

Military forces in North Dakota include all three components; National Guard, Active Duty, and Reserve Forces.

The North Dakota Army National Guard and North Dakota Air National Guard have both state and federal missions. The Governor may activate the National Guard in order to preserve peace and public safety, as well as respond to natural or man-made emergencies such as flooding, tornadoes, or blizzards. These missions provide protection to both lives and property. The National Guard may also be ordered to federal active duty in support of their respective service branches, the U.S. Army and U.S. Air Force.

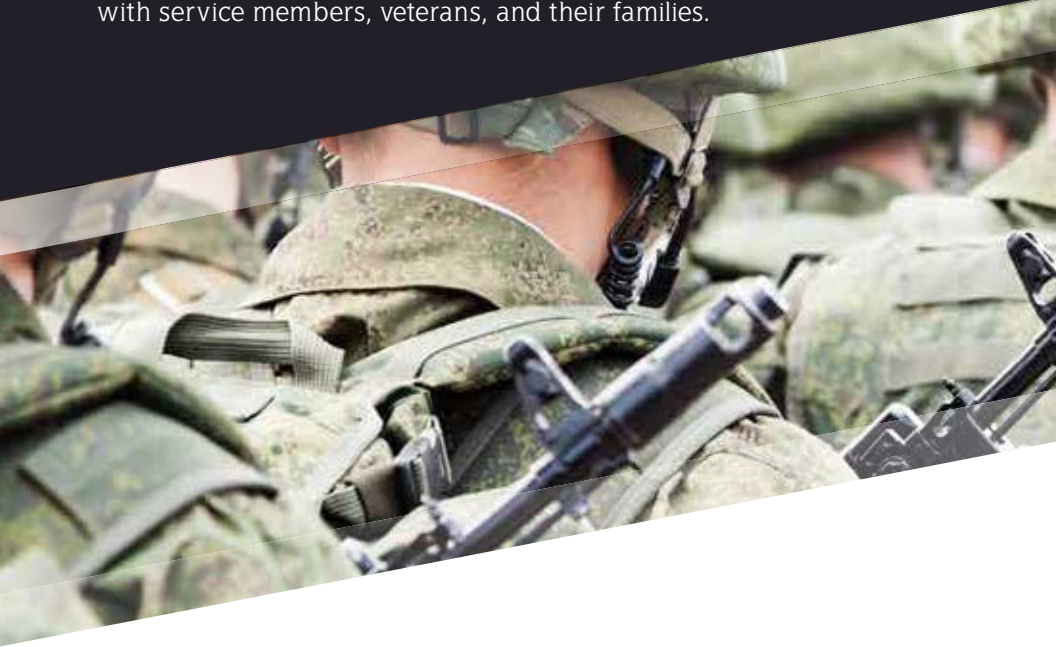
North Dakota also has two active duty air force bases; Minot Air Force Base and Grand Forks Air Force Base. Minot Air Force Base is home to the 5th Bomb Wing with its squadron of B-52H Stratofortress bombers and the 91st Space Wing with its fleet of Minuteman III Intercontinental Ballistic Missiles. Grand Forks Air Force Base is home to the 319th Air Base Wing, which guarantees global reach and engagement for the United States and its allies through robust air refueling and airlift capabilities.

Reserve component forces residing in North Dakota include the U.S. Army Reserve, U.S. Navy Reserve, U.S. Marine Corps Reserve and U.S. Air Force Reserve. The reserve forces are subject to federal active duty by their respective active duty components.



# COMMON TERMS & LINGO

As with any large organization, the military has its own set of common terms and lingo. Here are some selected terms, acronyms, phrases, and slang terms that may be helpful to know when working with service members, veterans, and their families.



## Members of the Military are Referred to Differently Depending Upon Their Specific Service Component

Soldiers: Members of the Army

Sailors: Members of the Navy

Airmen: Members of the Air Force

Marines: Members of the Marine Corps

Coast Guardsmen: Members of the Coast Guard

Reservists: Members of the Reserve

Guardsmen: Members of the National Guard



## Official Acronyms

**AWOL** – Absent With Out Leave: not at one's place of duty and not authorized to be absent

**CDR** – Commander

**CO** – Commanding Officer

**CONUS** – Continental United States

**DoD** – Department of Defense

**IED** – Improvised Explosive Device

**GWOT** – Global War On Terror

**NCO** – Non-Commissioned Officer: an enlisted person with command responsibility over soldiers of lesser rank

**NCOIC**– Non-Commissioned Officer In Charge

**OEF** – Operation Enduring Freedom: official name used for the War in Afghanistan

**OIF** – Operation Iraqi Freedom: official name used for the War in Iraq

**OND** – Operation New Dawn: new name for the War in Iraq starting in September 2010 to reflect reduced role of US troops

**OCONUS** – Outside the Continental United States

**OIC** – Officer in Charge

**PCS** – Permanent Change of Station

**POC** – Point Of Contact: the person to liaise with on a given matter

**ROTC** – Reserve Officer Training Corps

**SOP** – Standard Operating Procedure: the routine manner of handling a set situation

**TDY** – Temporary Duty

## Phrases

**Battle assembly** – new term used for Army Reserve weekend drills, a unit training assemblies, or multiple unit training assemblies

**Boots on the ground** – to physically be in a location (some may use this to say that they want “boots on the ground” for a particular project, which means they want everyone physically in the office, rather than having people call in.)

**Drill** – preparation of military personnel for performance of their duties through the practice and rehearsal of prescribed movements; members of the National Guard and Reserve are required to attend one weekend drill a month (sometimes starting Friday night until Monday morning)

**Extended drill** – extended time for drill in preparation for a deployment

**Liberty** – authorized free time ashore or off station, not counted as leave, also known as a “pass/liberty”

**Ma'am** – proper method of addressing female officers

**Sir** – proper method of addressing male officers

**Tour of duty** – the length of the tour depends on the mission objectives, and can be a few months or a couple of years

## Slang

**Above my/your pay grade** – expression denying responsibility or authority (indicating that the issue should be brought to higher-ranking officials)

**Civvies** – civilian clothing

**Down Range** – physically in a combat zone

**In-Country** – in a foreign territory, especially a combat zone

**Say again (your last)** – request to repeat a statement, question, or order, especially over a radio

**Stay in Your Lane** – stay within your boundaries; do your job as commanded and trust that you will know what you need to know when you need to know it

**Wilco** –Will comply

































# MILITARY TIME





















Time	Military Time Equivalent
Midnight (12 a.m.)	0000 hrs
1 a.m.	0100 hrs
2 a.m.	0200 hrs
3 a.m.	0300 hrs
4 a.m.	0400 hrs
5 a.m.	0500 hrs
6 a.m.	0600 hrs
7 a.m.	0700 hrs
8 a.m.	0800 hrs
9 a.m.	0900 hrs
10 a.m.	1000 hrs
11 a.m.	1100 hrs
12 p.m.	1200 hrs
1 p.m.	1300 hrs
2 p.m.	1400 hrs
3 p.m.	1500 hrs
4 p.m.	1600 hrs
5 p.m.	1700 hrs
6 p.m.	1800 hrs
7 p.m.	1900 hrs
8 p.m.	2000 hrs
9 p.m.	2100 hrs
10 p.m.	2200 hrs
11 p.m.	2300 hrs



# ENLISTED INSIGNIA



















	ARMY	NAVY COAST GUARD	MARINES	AIR FORCE
E1	Private 	Seaman Recruit (SR) 	Private 	Airman Basic 
E2	Private E-2 (PV2) 	Seaman Apprentice (SA) 	Private First Class (PFC) 	Airman (Amn) 
E3	Private First Class (PFC) 	Seaman (SN) 	Lance Corporal (LCpl) 	Airman First Class (A1C) 
E4	Corporal (CPL)  Specialist (SPC) 	Petty Officer Third Class (PO3) ** 	Corporal (Cpl) 	Senior Airman (SrA) 
E5	Sergeant (SGT) 	Petty Officer Second Class (PO2) ** 	Sergeant (Sgt) 	Staff Sergeant (SSgt) 
E6	Staff Sergeant (SSG) 	Petty Officer First Class (PO1) ** 	Staff Sergeant (SSgt) 	Technical Sergeant (TSgt) 
E7	Sergeant First Class (SFC) 	Chief Petty Officer (CPO) ** 	Gunnery Sergeant (GySgt) 	Master Sergeant (MSgt)  First Sergeant (MSgt) 

# ENLISTED INSIGNIA

	ARMY	NAVY COAST GUARD	MARINES	AIR FORCE
E8	Master Sergeant (MSG)  First Sergeant (1SG) 	Senior Chief Petty Officer (CPO) ** 	Master Sergeant (MSgt)  First Sergeant 	Senior Master Sergeant (SMSgt)  First Sergeant 
	Sergeant Major (SGM)  Command Sergeant Major (CSM) 	Master Chief Petty Officer (MCPO)*****  Fleet/Command Master Chief Petty Officer***** 	Master Gunnery Sergeant (MGySgt)  Sergeant Major (SgtMaj) 	Chief Master Sergeant (CMSgt)  First Sergeant  Command Chief Master Sergeant 
E9	Sergeant Major of the Army (SMA) 	Master Chief Petty Officer of the Navy (MCPON) and Coast Guard (MCPOCG) 	Sergeant Major of the Marine Corps (SgtMajMC) 	Chief Master Sergeant (CMSgt) 

Military rank is more than just who salutes whom; it is a badge of leadership. As each rank increases, so does responsibility for personnel, equipment, and mission. The "E" stands for "enlisted," the "W" stands for "warrant officer," and the "O" stands for "commissioned officer." The corresponding number next to each letter indicates the pay grade for that position.

# OFFICER INSIGNIA

	ARMY	NAVY COAST GUARD	MARINES	AIR FORCE
W1	<p>Warrant Officer 1 (WO1)</p> 	<p>USN Warrant Officer 1 (WO1)</p> 	<p>Warrant Officer 1 (WO)</p> 	No Warrant
W2	<p>Chief Warrant Officer 2 (CW2)</p> 	<p>USN Chief Warrant Officer 2 (CW02)</p>  <p>USCG</p> 	<p>Chief Warrant Officer 2 (CW02)</p> 	No Warrant
W3	<p>Chief Warrant Officer 3 (CW3)</p> 	<p>USN Chief Warrant Officer 3 (CW03)</p>  <p>USCG</p> 	<p>Chief Warrant Officer 3 (CW03)</p> 	No Warrant
W4	<p>Chief Warrant Officer 4 (CW4)</p> 	<p>USN Chief Warrant Officer 4 (CW04)</p>  <p>USCG</p> 	<p>Chief Warrant Officer 4 (CW04)</p> 	No Warrant
W5	<p>Chief Warrant Officer 5 (CW5)</p> 	<p>USN Chief Warrant Officer 5 (CW05)</p> 	<p>Chief Warrant Officer 5 (CW05)</p> 	No Warrant



























# OFFICER INSIGNIA

ARMY




















NAVY  
COAST GUARD

MARINES

AIR FORCE

01	<p>Second Lieutenant (2LT)</p> 	<p>Ensign (ENS)</p> 	<p>Second Lieutenant (2LT)</p> 	<p>Second Lieutenant (2LT)</p> 
02	<p>First Lieutenant (1LT)</p> 	<p>Lieutenant Junior Grade (LTJG)</p> 	<p>First Lieutenant (1LT)</p> 	<p>First Lieutenant (1LT)</p> 
03	<p>Captain (CPT)</p> 	<p>Lieutenant (LT)</p> 	<p>Captain (CPT)</p> 	<p>Captain (CPT)</p> 
04	<p>Major (MAJ)</p> 	<p>Lieutenant Commander (LCDR)</p> 	<p>Major (MAJ)</p> 	<p>Major (MAJ)</p> 
05	<p>Lieutenant Colonel (LTC)</p> 	<p>Commander (CDR)</p> 	<p>Lieutenant Colonel (Lt Col)</p> 	<p>Lieutenant Colonel (Lt Col)</p> 
06	<p>Colonel (COL)</p> 	<p>Captain (CAPT)</p> 	<p>Colonel (COL)</p> 	<p>Colonel (COL)</p> 

# OFFICER INSIGNIA

	ARMY	NAVY COAST GUARD	MARINES	AIR FORCE
07	<p>Brigadier General (BG)</p> 	<p>Rear Admiral Lower Half (RDML)</p> 	<p>Brigadier General (BGen)</p> 	<p>Brigadier General (Brig Gen)</p> 
08	<p>Major General (MG)</p> 	<p>Rear Admiral Upper Half (RADM)</p> 	<p>Major General (Maj Gen)</p> 	<p>Major General (Maj Gen)</p> 
09	<p>Lieutenant General (LTG)</p> 	<p>Vice Admiral (VADM)</p> 	<p>Lieutenant General (Lt Gen)</p> 	<p>Lieutenant General (Lt Gen)</p> 
010	<p>General (GEN) Army Chief of Staff</p> 	<p>Admiral (ADM) Chief of Naval Operations and Commandant of the Coast Guard</p> 	<p>General (GEN) Commandant of the Marine Corps</p> 	<p>General (GEN) Air Force Chief of Staff</p> 
	<p>General of the Army (Reserved for wartime only)</p> 	<p>Fleet Admiral (Reserved for wartime only)</p> 	<p>None</p>	<p>General of the Air Force (Reserved for wartime only)</p> 

# MILITARY FAMILY ASSISTANCE LOCATIONS

Family Assistance Centers (FAC) are operated regionally throughout North Dakota and provide support and assistance to service members and their families by offering information about military, federal, state and local resources.

Call 800-242-4940 for assistance 24 hours a day

## **MINOT**

Armed Forces Reserve Center  
3420 2nd St NE  
Hours: Monday-Friday, 8:30AM to 4:30PM

Family Assistance Specialist  
701-420-5861

Airman & Family Readiness Center  
291 Peacekeeper Place  
Minot Air Force Base  
Hours: Monday-Friday, 7:30AM to 4:30PM  
701-723-3950

## **DEVILS LAKE**

Camp Grafton  
4417 Highway 20 Building 6400  
Hours: Monday-Friday, 8:30AM to 5PM

Family Assistance Specialist  
701-665-7896

## **GRAND FORKS**

Grand Forks Armory  
1501 48th St S  
Hours: Monday-Friday, 8AM to 4:30PM

Family Assistance Specialist  
701-792-4568

Airman & Family Readiness Center  
Grand Forks Air Force Base  
575 Holzapple Street, Bldg 207  
Hours: Monday-Friday, 7:30AM to 4:30PM  
701-747-3241

## **BISMARCK**

Military Service Center  
1850 E. Bismarck Expressway  
Hours: Monday-Friday, 8AM to 5PM

Family Assistance Specialist  
701-333-4808

Family Assistance Specialist  
701-333-4807

Family Assistance Coordinator  
701-333-4806

## **FARGO**

Military Service Center  
2219 12th St N, Suite B  
Hours: Monday-Friday, 8AM to 5PM

Family Assistance Specialist  
1-800-460-1407

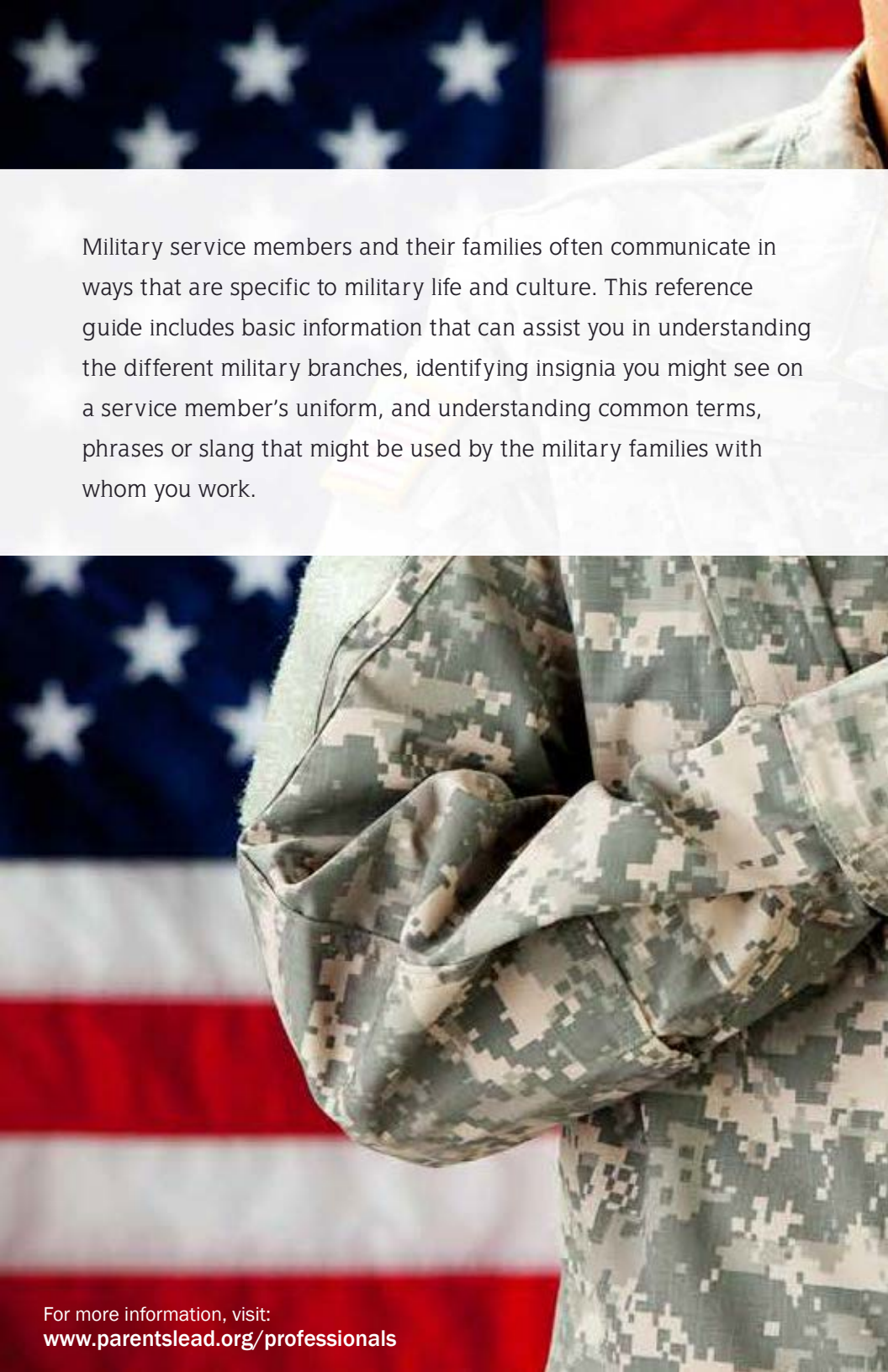
Airman & Family Readiness Program  
Hector International Airport  
1400 32nd Ave N  
Hours: Monday-Friday, 8AM to 5PM  
701-451-2112

## **Sources:**

VA Health Care: *Understanding Military Culture: Structure & Branches* -  
[http://www.mentalhealth.va.gov/communityproviders/docs/structure\\_branches.pdf](http://www.mentalhealth.va.gov/communityproviders/docs/structure_branches.pdf)

VA Health Care: *Understanding Military Culture: Common Terms & Lingo* -  
[http://www.mentalhealth.va.gov/communityproviders/docs/terms\\_lingo.pdf](http://www.mentalhealth.va.gov/communityproviders/docs/terms_lingo.pdf)

U.S. Department of Defense: *The United States Military Rank Insignia* -  
<http://www.defense.gov/about/insignias/>



Military service members and their families often communicate in ways that are specific to military life and culture. This reference guide includes basic information that can assist you in understanding the different military branches, identifying insignia you might see on a service member's uniform, and understanding common terms, phrases or slang that might be used by the military families with whom you work.