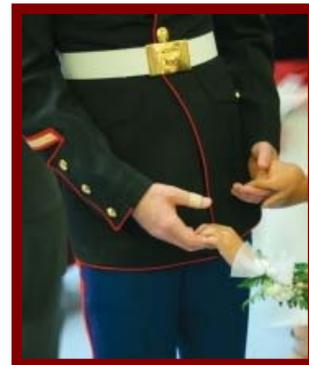




MCAS New River



Pre-Deployment Guide For Families



**Marine Corps Family
Team Building
MCAS New River
910-449-5343**

FOREWORD

Marine Corps Family Team Building, and your individual unit Family Readiness Officer at MCAS New River are here to help your life go a little more smoothly: before, during, and after your upcoming deployment! From our paid professional staff members to the many volunteers, our reason for existence is to support family readiness and wellness. The Commandant has defined family as someone who is born into, sworn into or married into the Marine Corps.

In your package of Pre-Deployment Brief materials, you will find details about all of our programs. Marine Corps Family Team Building is but one of many Marine Corps Community Services here at MCAS New River:

- Unit Personal and Family Readiness Programs –
Family Readiness Officer (FRO)
- Exceptional Family Member Program
- Transition, Relocation and Separation Assistance
- Family Service Counselors and Financial Planning
- Semper Fit – Gyms, Health and Wellness and organized sports
- CREDO (Chaplain's Religious Education Development Operation)
- FOCUS – Support Groups that help families overcome crisis under stress
- New Parent Support Program

There is no charge to attend our workshops or events, and many provide free childcare. We invite you to stop in for a visit. Our office hours are 0800 to 1600, Monday through Friday.

MARINE CORPS FAMILY TEAM BUILDING - Phone – 910-449-5343

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SECTION 1: KEY FAMILY ORGANIZATIONS

UNIT PERSONAL AND FAMILY READINESS PROGRAM

Your UPFRP will:

- Communicate official command information.
- Facilitate two-way communications between the command, Marines, and families.
- Provide information through resource referrals.
- Provide readiness and deployment support to all members of a Marine's family- those that they were born into, sworn into and married into.

Unit Personal and Family Readiness Program Components and Functions consist of:

Family Readiness Command Team (FRCT)

Led by the Commanding Officer (CO), the FRCT is responsible for providing guidance and support to Marines and their families. Members of the FRCT include: the CO, the Executive Officer (XO), the Sergeant Major (SgtMaj), the Family Readiness Officer (FRO), the Chaplain, senior spouses, and a Family Readiness Advisor (FRA).

Family Readiness Officers (FRO)

The Family Readiness FRO is a member of the unit who provides oversight and coordination of all aspects of family readiness for the FRCT, to include official communication to all members of a Marines family.

Family Readiness Advisor

The Family Readiness Advisor is an experienced spouse of an enlisted or officer member of the unit who provides insight to the FRCT regarding the overall UPFRP.

Family Readiness Assistant

A Family Readiness Assistant is the spouse of a member of the unit who assists the FRO in the execution of the UPFRP, and provides feedback from unit families and information and referral services.

Morale Support Volunteers

Morale Support Volunteers are volunteers from within the unit who work under the direction of the FRO for event-driven needs of the unit. These volunteers are short-term in nature and focus on morale support events such as holiday parties, Marine Corps Balls, homecomings and family days.

Communication Tools

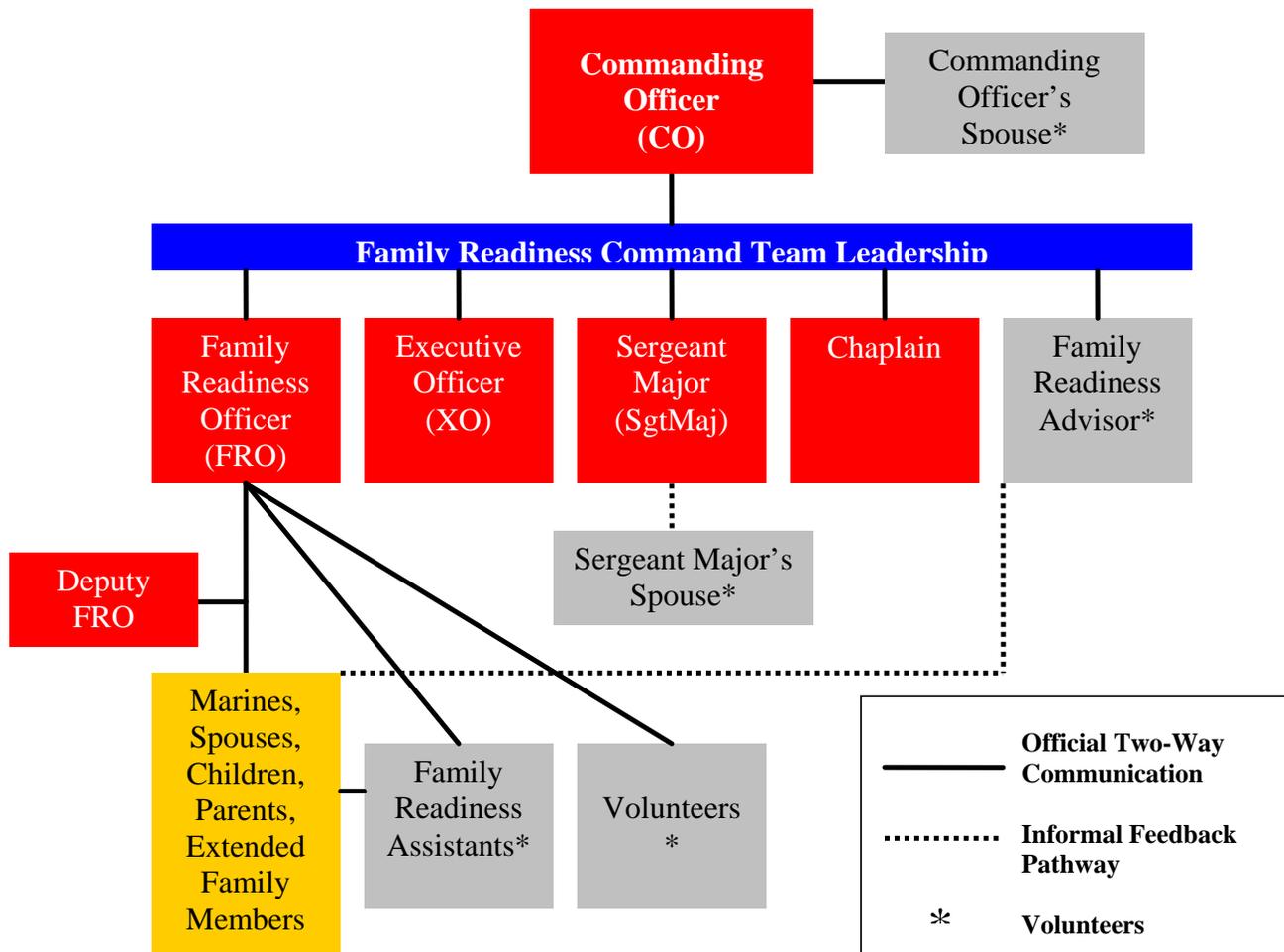
- Mass Communication Tool (MCT) - The MCT enables Units to communicate electronically and simultaneously to the unit Marines and their designated contacts. The unit can provide accurate, reliable, and official information that can be received by email, cell phone, text message, or land line phone. Using the MCT Data Sheet, the Marine designates the people they want to be contacted as well as their contact information. This information should be updated and verified before a deployment.
- Electronic Newsletters- Check to be sure the FRO has your correct e-mail address. You can do this by simply sending a quick e-mail to your FRO.

- Newsletters
- Unit Website- Check with your FRO for your unit's website address.
- Unit Hotline
- Personal Calls

Training and Assessing Personal and Family Readiness by:

- Completing the online Family Readiness Assessment Tool (FRAT)
- Increasing awareness of the resources available at your installation
- Facilitating Readiness and Deployment Support events such as Pre-deployment Briefs, Return and Reunion Briefs, and Unit Family Days
- Promoting attendance at Lifestyle Insights, Networking, Knowledge, and Skills (L.I.N.K.S.) sessions and LifeSkills workshops offered at your installation

FAMILY READINESS COMMAND TEAM



CHAPLAIN

The chaplain provides a friendly face, a listening ear and can be a source of support and reassurance while your spouse is deployed. The following services are provided through the Chaplain Corps:

Spiritual Ministry

- Eucharistic Holy Communion - Usually held at the main installation chapel, but also administered in chaplain's office or in extreme cases, anywhere.
- Baptism - Included in Divine worship or may be held privately in hospital, home or Chapel. Infant anointing and adult immersions are both available forms of this sacrament.
- Confessions - Protestant or Roman Catholic confession available.
- Divine Worship Services – will be offered based on your installation schedule.
- Bible Studies - Conducted on private on-demand basis. However, this resource is open to any group desiring it. The chaplain is a leader/facilitator of in-depth scripture study.
- Pastoral Counseling – Privately and in groups as the need arises.
- Confirmation of wedding vows – As indicated and requested by individuals.
- Funeral/Last Rites - As indicated and requested by individuals.

Secular Ministry

- Counseling - Appointments can be made by calling the chaplain's office.
- Special Ministry – In every life joy and sorrow simply happen. Your chaplain would like to share with you in the former events and support you personally in the latter.

NAVY-MARINE CORPS RELIEF SOCIETY

The Navy-Marine Corps Relief Society (NMCRS) is a nonprofit charitable organization. The local office provides financial, educational and other services for active duty, retired military personnel and their family members. "Taking care of its own" is the society's motto. The Society relies heavily on volunteer assistance rendered by family members of military personnel. Financial assistance may take the form of a loan without interest, an outright grant, or a combination of the two, depending upon the circumstances and the repayment ability.

Services provided:

- Help make a practical budget to avoid financial problems. Provide financial aid for emergency or unexpected medical or dental work. Supply payment of the patient's share of medical expenses covered by TRICARE, United Concordia and Medicare programs.
- Provide financial aid if an allotment check fails to arrive on time.
- Provide financial aid in the event emergency travel is necessary.
- Help with funeral expenses (according to need) in the event of a death in the immediate family.

- Provide layettes and assistance with baby needs as well as budgeting assistance to handle new arrivals. A Navy-Marine Corps Relief visiting nurse is available to assist mothers with new babies or other medical problems.
- Provides education assistance through a Student Loan Program.
- Assist with the cost of essential vehicle repair.
- Assist with financial needs in the case of a disaster.
- Operate the Thrift Shop on some installations. Thrift Shops have useable uniforms, household items, and clothing for sale at reasonable prices. The profits go directly back to help Marines in need.

In order to insure uniformity of treatment and fairness to all personnel, the society is not able to provide funds in situations such as the following:

- Assisting service members to live beyond their means (normal income).
- Financing business ventures or purchasing a home/car, or similar permanent investments.
- Financing vacations, annual leave, or liberty.
- Paying debts contracted prior to entry into the service.
- Paying income or other taxes or interest on loans.
- Purchase of nonessentials.
- Payment of fines or legal expenses.
- Providing funds for marriage, divorce or adoption.

Navy-Marine Corps Relief Society can offer assistance to any eligible family member. The family member needs to contact the local NMCRS office and make an appointment to learn about the services available and how to access them. If the spouse has a General Power Of Attorney or a Pre-Authorization Form, available at the NMCRS office, funds can be advanced for the family's need or emergency and the Marine notified after the assistance is given. By signing a Pre-Authorization prior to departure a Marine is taking an important step in protecting his/her family members from financial crises that may arise during the deployment. Assistance will be given based on the need of the family and according to NMCRS policy and procedures.

Upon request, Marine Corps commands may furnish the NMCRS Headquarters and other NMCRS activities with the following information (information not available locally may be requested from the Commandant of the Marine Corps (code MSPA-5):

- Current military address of Marines.
- Casualty status of Marines. Report of status of claim for death gratuity or arrears of pay, and information of a similar nature, which has been requested in the interest of Marines or their family members.
- If the Marine's personal request for NMCRS assistance is the basis for an inquiry, the NMCRS is authorized full access to his/her pay or personnel records, including any follow-up information relating to the orderly settlement of his/her accounts.

When the service member can afford to repay, financial assistance is provided as an interest-free loan, which is normally repaid by allotment. If repayment would cause a hardship, assistance may be provided as a grant or a combination of grant and

interest-free loan. NMCRS does not, however, assist with the purchase of non-essentials, nor does it supplement the income of persons who live beyond their means.

AMERICAN RED CROSS

The American Red Cross is a 24-hour a day agency. 1-877-272-7337 in the U.S.

The American Red Cross offers communication assistance when the Marine and his family are unable to communicate directly or when a family cannot obtain information. Military families often turn to Red Cross when there is a sudden illness, death or birth in the family. If you are away from your hometown, the Red Cross can help you find out about these and other emergencies in your family. If you are the patient, Red Cross workers in military hospitals will write letters for you or help you arrange care for children. If an emergency arises and you must contact your spouse overseas, the Red Cross cooperates with service officials to get the message delivered.

American Red Cross provides emergency financial assistance in the event of disaster. Appropriate referrals between Navy Marine Corps Relief and Red Cross are made when necessary to give complete consideration of needs. The Red Cross can provide NMCRS financial assistance when there is not an available NMCRS office (after hours or not near an installation). Local chapter contact information can be obtained from the ARC web site (<http://www.redcross.org>).

Emergency Leave: If a Marine must take emergency leave, the Officer in Charge (OIC) may ask the Red Cross for an emergency leave report to verify the situation. The information furnished by the doctor, lawyer, or other professionals involved is then furnished to the Officer in Charge to assist him in making the leave decision. This information is usually known as a Red Cross Message. However, the Red Cross cannot approve, disapprove, or recommend emergency leave. A Marine may also request this report before deciding whether the situation is serious enough to take leave.

MARINE CORPS COMMUNITY SERVICES (MCCS)

Marine Corps Family Team Building (MCFTB)

MCFTB is a component of MCCS at Marine Corps installations. The goal of MCFTB is building competent, confident military families one at a time. The programs that are a part of MCFTB are listed below and more information about them can be obtained by contacting your local MCFTB office.

Lifestyle Insights, Networking, Knowledge and Skills

L.I.N.K.S. is a 9.5-hour spouse-to-spouse orientation class primarily intended for spouses new to the Marine Corps lifestyle. It is designed to offer Marine Corps lifestyle insights by providing an opportunity for networking with other spouses who have traveled the “red and gold” road. The knowledge gained is a great way to equip yourself with skills that can make a positive difference in your journey. All spouses are invited to attend no matter their experience level. L.I.N.K.S. is available to spouses of USMC civilian employees as well as other service member spouses serving with Marines.

Unit Personal and Family Readiness Program

A Commander's program providing a communication link between the unit and its families, and is a reliable source of information and referral.

Spouses' Learning Series (SLS)

SLS provides spouses with the opportunity to further their personal and professional growth through a series of workshops and on-line courseware.

Prevention & Relationship Enhancement Program

PREP is designed to enhance marriages and engagements by reducing the potential for personal problems. It is a research-based approach to teaching couples constructive problem-solving skills and strategies for building commitment and teamwork within their relationship.

Chaplains Religious Enrichment Development Operation

CREDO is a program of secular and non-secular growth retreats presented by the Chaplains to awaken Marines and their family members to the inherent personal and social strength available by living healthy lives. A variety of retreats are available in CREDO to include personal growth, marriage enrichment, family, being a man, women's growth, parent/teen, teen, and spiritual growth. Singles retreats and team building retreats are available upon request.

School Liaison

The mission of the School Liaison program is to eliminate barriers and build bridges for the academic success of military dependent children through networks and partnerships with local and global communities. The program assists military families by inform families about the local schools, helping with school transitions, and finding support resources, and serving as an educational advocate.

Readiness and Deployment Support

The Readiness and Deployment Support program at Marine Corps Family Team Building offers a comprehensive program that deals with pre-, during, and post-deployment through workshops and briefs to include Pre-Deployment Briefs, Kids n' Deployment, In the Midst, Beyond the Brief, Kids n' Reunion, and Return n' Reunion Workshop for Spouses.

Marine and Family Services

The Marine and Family Services Division of MCCS is designed to assist the individual Marine and the military family through centralized information, referral, and assistance services. The Division's purpose is to assist in having information and human services readily accessible and responsive to individual and family needs. The Division also serves as the focal point for information exchange and coordination of military and civilian family programs. Persons in possession of a valid uniform service identification card are eligible for all center services.

Marine & Family Services offers a wide variety of programs available including:

- Information & Referral (I&R)
- New Parent Support Program (NPSP)
- Personal Financial Management Program (PFMP)
- Relocation Assistance Program (RAP)

- Transition Assistance Management Program (TAMP)
- Family Member Employment Assistance Program (FMEAP)
- Lifelong Learning Programs and Off Duty Education
- Counseling Services
- Prevention & Education Services
- Individual and Family Counseling
- Family Advocacy
- Victim Advocacy Services
- Substance Abuse Counseling
- Children, Youth and Teen Programs
- Child Development Centers
- Family Child Care
- Youth and Teen Activity Centers
- Exceptional Family Member Program (EFMP)

Exceptional Family Member Program (EFMP)

The Exceptional Family Member Program (EFMP) has been developed for families with special physical or education needs. Through the Assignment Coordination Process, Marines are assigned to locations where services exist to support the needs of the Exceptional Family member. This Assignment Process ensures that the sponsor's performance of duty is not inordinately affected by the demands of caring for their Exceptional Family Member. This allows the Marine to focus on duties and contributes to the operational readiness of the unit. Successful execution of the EFMP improves the quality of life for the Marine Corps family with special needs.

The Family Support component of the website in reality is designed as a handbook for families, EFMP Coordinators and other interested parties and also serves as a forum for Coordinators to communicate with each other to share best practices and resources that will help all military families. For more information on the Exceptional Family Member Program, contact the local EFMP coordinator or refer to www.mccs-usmc.org/efmp.

SemperFit

SemperFit is the Marine Corps' health promotion and recreation program. It includes fitness and wellness programs as well as the following:

- Recreation opportunities
- Information, Tickets and Tours
- Single Marine Program
- Special Events
- Aquatics Program
- Intramural Program
- Physical Fitness Centers
- Youth Sports

Military OneSource

This resource can be used by calling toll free, 1-(800) 342-9647, or by visiting the web site: www.militaryonesource.com. This web site and phone number can be used 24 hours a day, 7 days per week to address any issues that you might want answers to.

You will need to create your own user ID and password to order free audio CDs, tapes and booklets to be sent to your home or office on a variety of topics, such as:

- Relocation
- Elder Care
- Legal Issues
- Financial Matters
- Education and Schooling
- Relationships
- Parenting and Child Care
- Health and Wellness
- Counseling Services
- Everyday Issues
- Deployment or Re-deployment Issues
- Local Children's Camps

Military OneSource provides free telephone counseling services by consultants who have master's degrees or counseling credentials in a wide variety of fields including Social Work, Child Care, and Education.

SECTION 2: FINANCIAL PLANNING

As a couple, review your financial obligations. There should be a good understanding of the roles and responsibilities of each spouse concerning allocation of pay, payment of bills and a household budget. The Marine should ensure that the family has enough money each pay period for basic living expenses, such as rent, food, and utilities. Be sure that you have the correct Powers of Attorney to handle all of for your financial affairs. Powers of Attorney are addressed in greater detail in the Legal Planning Section.

- Use Appendix A as a checklist to plan your budget.
- Remember to pay unpaid parking or speeding tickets before deploying.
- Some credit card companies will “freeze” your account and may suspend interest. It’s worth your time to learn such information.
- Carefully read any financial contracts entered into (cell phone, etc.) to understand your responsibilities.
- If you signed a contract for a “good deal” it generally means a long-term contract with a significant penalty for cancellation. Continuing to pay \$100.00 a month for six months may be better than a \$450.00 cancellation fee (especially if you do not have an extra \$450.00) and an additional reconnection fee when you return. You should check contracts before taking any action. Base legal can provide advice on some matters that require contracts.

Base Legal, or the MCCS Personal Financial Specialist can assist you with the process.

PAY DISTRIBUTION

Direct deposit distribution. Direct Deposit to a joint account can lead to confusion and problems if both spouses are writing checks and making withdrawals on the same account. Bounced checks and letters of indebtedness can result. Most banks will set up separate accounts and distribute the direct deposit funds between the accounts as requested. Transfer of funds between accounts can easily be made if one person falls short of cash. Contact your bank or credit union for more information.

Allotments

- "D" Allotment- The Marine can initiate an allotment to family members to cover basic living expenses. All or part of a Marine’s basic pay or BAH can be allotted.
- "S" Allotment- Savings allotment to a joint account can allow the spouse to draw out the needed amount of money.

Only the Marine, not the spouse, can start, stop, or change an allotment. Should an allotment need to be changed, the Marine can change it through our S-1 (Admin Office) or via the myPay website: <https://mypay.dfas.mil/mypay.aspx>. The LES (Leave and Earnings Statement) can also be viewed on the myPay website with a user pin. (personal identification number). It can take up to 45 days (three pay periods) for implementation of an allotment. Once the Marine is deployed there can be a 60-day lag.

A Marine may allot part or all of his pay, with the exception of COMRATS (commuted rations) and Clothing Allowance. When individuals start an allotment, it is wise to have money set aside, particularly if allotting a large amount of total pay. The money for an allotment is taken out of both checks, the 1st and 15th of the month. The first allotment check is issued on the first of the following month. If there is a pressing need for the funds when an allotment is started or delayed, Navy Marine Corps Relief Society (NMCRS) can often assist with an interest-free loan until the money arrives. A Marine or sailor can sign a pre-authorization form at NMCRS to enable his/her family members to receive assistance. If the family member is not pre-authorized, permission from the service member to assist is required. Obtaining this permission via Red Cross message can be a long process. A general Power of Attorney can also be used as authorization for assistance from NMCRS.

- Split Pay. This option allows Marines enrolled in the Direct Deposit Program to receive a portion of their pay at their duty locality each payday. This requested split pay amount must be a whole dollar amount less than or equal to the Marine's normal pay. The remainder of pay will be transmitted to the Marine's financial institution.

ADDITIONS TO AND SUBTRACTIONS FROM PAY

All deployed Marines with family members are eligible for Family Separation Allowance (\$250.00 per month). This allowance will be reported on day 31 of the deployment. It can take several paychecks before the money is received, but it will be dated back to include payment from the first day of deployment to the end of deployment. There are reasons that can cause termination of the allowance such as extended social or permanent visits of family members.

Basic Allowance for Subsistence (BAS) (sometimes referred to as COMRATS or Pro/Sep Rations) is a continuous entitlement for all Marines. Enlisted Marines will have a deduction for meals taken from their pay account when they are issued a meal card or being provided with meals, such as MREs when in the field. The amount deducted is slightly less than the full BAS for each day. As with Family Separation Allowance, it can take several pay periods for the initial deduction to occur, but the full amount will be deducted at some point.

All personnel will receive Temporary Additional Duty pay while deployed for over 30 days or more than 50 miles away. The amount varies with rank and deployment site.

Basic Allowance for Housing (BAH) payment or stay in base housing will continue through the deployment.

Other possible additions to pay are Hostile Fire/Imminent Danger Pay (\$225.00 per month), COLA (Cost of Living Allowance), Hardship Duty Pay (\$100.00 per month), Flight Deck Duty Pay and Sea Pay. Specific pay issues will be dependent upon the type, length and location of the deployment.

SECTION 3: DEPLOYMENT ENTITLEMENTS

All Current Pay Rates can be found at:

<http://www.dod.mil/dfas/money/milpay/>

BAS – (Basic Allowance for Substance)

- Ship: all enlisted Marines will have the Discount Meal Rate (DMR) deducted from their BAS (Marines don't rate per diem). Officers will pay the Mess while deployed aboard ship, regardless if they eat in the mess or not.
- Enlisted Marines that receive BAS at the Pro/Sep Rations rate will continue to receive this rate; no MCTFS checkage will be reported. Officer's BAS will also remain the same.
- Marines that had meal cards will also receive full monthly BAS while deployed.

BAH – (Basic Allowance for Housing)

- Married Marines: Married Marines not residing in government quarters will continue to draw BAH at the dependents rate for their Duty Station location. If a Marine's dependents leave quarters, BAH will be started at the Duty Station location.
- Marines that draw BAH – Own Right will continue to receive this entitlement as long as (1) they have housing cost, and (2) they have not put housing items in government storage specifically for OIF/OEF.

FSA – (Family Separation Allowance)

- FSA entitlement will start once a Marine is TAD for more than 30 consecutive days. Also this amount will be prorated on a 30-day month. This means that once the Marine returns from the deployment on the 20th of the month he/she will only be entitled to 20 days of FSA for that month. In this case you will take the current FSA rate divide it by 30 and multiply it by 20.
- The first 30 days of FSA will be credited to after his/her 31st day.
- FSA is \$250.00 a month and can be had with other special pays and allowances.
- When member is married to member and there are no other dependents, the Marine that deployed first will draw the allowance. If both members deploy at the same time, whoever deploys first will draw the allowance.
- The member must have a joint household with their spouse prior to deployment. **GEO-BACHELORS DO NOT RATE FSA!**

HFP/IDP – (Hostile Fire or Imminent Danger)

- A Marine will be entitled to HFP or IDP when he/she has been in a Hostile Fire or Imminent Danger Pay area at anytime during the month. This amount is a monthly entitlement and will not be prorated. HFP/IDP can be found in the DOD FMR (Financial Management Regulations) Volume 7A chapter 10 figure 10-1.
- HFP/IDP is a \$225.00 a month and can be had with other special pays and allowances.

HDP – (Hardship Duty Pay) (HDP-L is for Location and HDP-M is for Mission)

- HDP is paid for either Mission Assignment or Mission Location duties.
- HDP is paid at a monthly rate not to exceed \$300.00.
- Max for each HDP (L or M) is \$150.00 a month.
- HDP-L to rate MBR must be in area will be prorated while HDP-M will not be prorated.
- HDP is not payable to members receiving CSP (Career Sea Pay).
- HDP for Kuwait and Iraq is \$100.00 a month.

CZTE – (Combat Zone Tax Exclusion)

- Combat Tax Exclusion is rated if a Marine is within a combat tax exclusion area at anytime during the month. This will be a monthly entitlement and not prorated to a daily amount.
- One-time installment bonuses made while in Combat Tax Exclusion area will be tax-free for Enlisted and Warrant Officers.
- If a Marine already has installments from a bonus made prior to the Combat Tax Exclusion area, that installment will be taxed.
- TSP – (Thrift Savings Plan) in Combat Tax Exclusion will also be tax exempt vice tax deferred. A NAVMC 11116 will need to be submitted to the Finance/Disbursing Officer for this adjustment per PAAN.
- 59-02 is for retroactive adjustments only.
- All enlisted pay is exempted.
- All WO/CWO officers pay is exempted.
- Officers O1 and above is capped at highest enlisted pay and IDP.

Combat Leave

- While in a CZTE (Combat Zone Tax Exclusion) area the 2.5 days of leave the Marine rates will be considered Combat Leave.
- Marine will be entitled to the whole 2.5 days of combat leave for that month no matter how long he/she is in CZTE area.
- The 2.5 days of Combat Leave is not an extra 2.5 days for the month. For example: If a Marine has leave balance of 20 days on his/her LES (Leave and Earning Statement), 10 days of combat leave, Then 10 of those 20 days of leave are tax-free.
- Combat Leave will be used on the immediate leave used after it was rated.
- MCTFSPRIM 7-10

CSP – (Career Sea Pay) (Will not apply if deployed to Iraq!!)

- Rates differ depending on rank and time each Marine has accumulated for sea time.
- Enlisted cannot receive both CSP and Hardship Duty Pay for the same period.
- Marines using their time on ship for transportation purposes only will not be entitled to CSP regardless of how long he/she is on the ship.

CPD – (Contingency Per Diem)

- Rated by all Marines in contingency AOR not on ship.

- CPD is \$3.50 per day, effective the day after a Marine arrives in country and stops the day prior to Marine leaving.
- Travel claims still need to be submitted in order to pay Marines per diem for travel days.

SDP – (Savings Deposit Program)

- SDP allows members to earn ten percent interest per year, compound quarterly (2.5% per quarter). The maximum amount that may be deposited is \$10,000.00.
- Each member must have served for at least 30 consecutive days or at least one day in each of the three consecutive months in the area of operations consisting of the total land area of Afghanistan, Pakistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan, the waters consisting of the Red Sea, Gulf of Aden, Gulf of Oman, and Arabian Sea or in the air space there of.
- On the 30th consecutive day member may contribute the amount of money member is entitled to receive on the payday less allotments and deductions.
- SDP account may continue to accrue interest up to 90 days after departure from area of entitlement.
- Marines can contribute via a “J” allotment (which is a continuation allotment) or make a cash contribution. The “J” allotment cannot be started on the members MYPAY account online. Also if the Marine has an agent with a Special Power of Attorney, which states the authority to establish, change, or stop allotments they can make a deposit either by allotment or by cash.

TSP - (Thrift Savings Plan)

- TSP is a retirement saving plan similar to an IRA or 401K for Military Members.
- Members can contribute a percentage of their basic pay to this saving plan.
- Members of the TSP will also be able to contribute 100% of their special pay, incentive pay, and bonus’ not to exceed 40,000.00. All contributions must be made through payroll deductions, there are no cash deposits.
- To start up a TSP account a member must complete the election form U-1 and determine the percentage of basic pay, special pay, incentive pay, and bonus’ he/she wants to contribute during one of the open seasons to enroll.
- The initial enrollment will be in a “G” fund (government securities). If the member desires to change this fund, they will need to contact the National Finance Center (NFC) at www.tsp.gov, Thriftline (504) 255-8777 or via form TSP-U-50 (investment allocation).
- Members can stop contributions and dis-enroll from TSP at any time. It will become effective at the end of the pay period in which the member elected to do so.
- All contributions made while the member is in a CZTE will be tax free vice tax deferred when withdrawn.
- <http://www.tsp.gov/> or APSM chapter 7

SECTION 4: LEGAL PLANNING

Services available at the Base Legal Assistance Office (at BLDG AS-216) are free. They include, but are not limited to, general estate planning, wills, insurance review and general property matters. Advice is available on such matters as credit purchasing, state and federal taxation, state motor vehicle laws, landlord-tenant relationships, laws involving domestic issues (divorce, adoption, etc.), state residency matters, immigration laws and commercial contract laws. Check with your installation Legal Assistance Office for information specific to your area.

The Marine lawyers cannot represent clients in civilian court, but they can advise and assist active duty and retired service members that have personal legal problems. The Legal Assistance Officer is required to treat all such problems confidentially and may not lawfully be ordered to disclose such information by any superior authority. When a legal problem is not within the scope of the Legal Assistance Program, referral can be made to local civilian counsel.

Act immediately when a legal issue is discovered. Immediate action will often resolve small problems before they become more serious. For example, the best time to ask questions is before signing a contract rather than when the terms of the contract come into dispute. Never sign a blank contract!! Utilization of Legal Assistance services is both advised and encouraged when a legal problem is first identified.

POWERS OF ATTORNEY

One of the most important matters to consider during pre-deployment planning is a Power of Attorney. A Legal Assistance officer should be contacted to help you prepare one. They come in two forms:

- General Power of Attorney allows the holder of that legal document the right to sell personal property, and to use the grantor's credit. A General Power of Attorney grants virtually unlimited ability to act for another person. General Powers of Attorney often create more difficulties than they cure and are generally not advised. It is an extremely powerful legal instrument and can be a dangerous instrument in the hands of someone inexperienced in business matters, a person of unstable temperament, or a spouse when the marriage relationship is in state of discord. A General Power of Attorney should not be executed unless the individual making it is fully aware of the risks associated with such a document. Always consider whether a Special Power of Attorney would serve the immediate purpose.
- Special Power of Attorney allows the holder of that legal document to act for the grantor only when conducting business that is delineated in the document. This power of attorney will list in writing the actions you want conducted on your behalf. A Special Power of Attorney can be very useful for such matters as moving of household goods, settling of insurance claims, and managing financial accounts or funds not jointly held. For the sale of property agencies will often require a special power of attorney stating the specific property to be sold. Care should be taken in determining who will hold the power of attorney and what actions will be authorized in the document. Remember, without the

Power of Attorney, the spouse at home could be significantly hampered in dealing with matters that may arise during deployment.

WILLS

This document is very important for every Marine, particularly those with family members. The primary purpose of a will is to ensure that minor children are cared for and property distributed as the writer desires. Without a will, state laws decide how personal property is distributed and, if there are children involved, they can become wards of the state. The state's wishes may not follow those of the deceased. It is important that an individual's will reflect his/her current state of affairs so keeping it up to date is critical. Overlooking the execution of this important document could directly affect the security of your family. Your banking institution or a responsible adult should be named executor of your will. A will does not cover life insurance distribution. Insurance is a separate contract between the insured and the insurance company. Verify that your beneficiary designations on insurance policies are accurate and current.

IN LOCO PARENTIS

This phrase means standing in place of parents. If children are in the care of someone other than a parent or legal guardian, that person is considered in "*loco parentis*." Some states will appoint children as wards of the state when the parents are injured and/or unconscious unless there is an original notarized document authorizing a specific person to act as guardian. It is possible that children in the care of someone other than the legal guardians or parents will not be seen for medical emergencies without this original notarized form. A separate form must be filled out and notarized for every person caring for the child or children and there should be a form in your vehicle that can be easily accessed. For more information, see the Joint Law Center.

NOTARIZATION

Notary public service is available at the Legal Assistance Office, most banks and credit unions, and usually through Marine Corps Community Services. There may be a small fee for the service depending upon where it is obtained.

TAXES

Federal and state tax returns (where required) must be filed between January 1 and April 15 of the year following the taxable year even though the Marine is deployed. Check with your state of residence to find out the filing deadline as it varies from state to state. Also, check your state's tax department website to see if you are able to file electronically for free as well as for other tax information for military families. Marine Corps installations may assist with tax filing through a Volunteer Income Tax Assistance (VITA) office at no cost to the military members and their eligible family members to assist with preparing a return. The VITA office, as well as the Internal Revenue Service (IRS) website, www.irs.gov, is a resource for the forms needed to file taxes, if not filing electronically. The IRS refund check will generally require the signatures of both parties in a jointly filed form. When filing electronically, account information is required to process your tax return deposit. Problems in preparing and

submitting tax forms or improper tax assessment may be directed to the Legal Assistance Office.

If you are deployed to a combat zone or hazardous duty area, you are eligible for an extension of 180 days from the date of your return to the US to file your tax return. Before departing, the active duty member may fill out Form 2848 and specifically designate a spouse to file taxes and sign the return on behalf of the deployed service member. If you are active-duty military, you may be eligible to file your federal taxes electronically for free. To learn more information, please visit the IRS website at www.irs.gov or Military OneSource, www.militaryonesource.com, for more information.

IMPORTANT LEGAL PROTECTION

Legal protection is provided for members of the Marine Corps through:

The Uniformed Service Employment and Reemployment Rights Act (USERRA). USERRA protects your job while you are on military training or duty. Discuss mobilization and deployment with your civilian employer as far in advance as possible. Ask for a written agreement of restoration. This document makes sure that your employer rehires you after deployment. To learn more please visit www.osc.gov/userra.htm.

The Soldiers' and Sailors' Civil Relief Act (SSCRA). The SSCRA was passed so that military members defending their country would not be worried by civil obligations. This Act does not relieve military members from their obligations, but protects them from legal action during active duty. You should be familiar with the SSCRA. To learn more please visit: <http://www.military.com/benefits/legal-matters/scra/overview>.

SECTION 5: FAMILY CARE PLAN

A Family Care Plan is a document that outlines the financial, medical, legal, logistical, educational, monetary, and religious arrangements for the care of the Marine's family members. The plan must include all reasonably foreseeable situations and be detailed enough to provide for a smooth, rapid transfer of responsibility to the named caregiver upon the absence of the Marine(s). The plan should also be tailored to the specific needs each family situation. A Family Care Plan can be put into place with the support of the local Staff Judge Advocate to facilitate the necessary legal paperwork and the FRO to facilitate the necessary record keeping. MCFTB will assist families in annual review of the validity, currency and accuracy of the Family Care Plans.

Marine Corps Order 1740.13A requires the following situations to have an executable Family Care Plan:

- A Marine who is or becomes a single parent of children,
- Dual military couples with dependents (both members need to have a Family Care Plan),
- Marines who otherwise bear sole responsibility for the complete care for children under the age of 19,
- Marines with family members who are unable to care for themselves in the Marine's absence.

The following items should be considered and discussed with short and long term care providers as you prepare a Family Care Plan:

- Financial: What is the current household budget? Have a realistic view of income vs. expenses, both monthly (car payments, rent, utilities, cable, etc. and daily (food, diapers, other incidentals, etc. Don't forget the little things that you may not pay attention to (i.e.: soda machines, kids' lunches, fast food etc.)
- Medical: What TRICARE Region will the family members be living in while service member is deployed? Is this a different region? Are there any daily medical needs?
- Logistical: Will children be relocating? If so, where? Is this a long term or short term plan? How will child be transferred from short term to long term guardian? Contact information for schools and child development centers/youth centers etc. Have an idea of what the plan is for homework, TV time, Internet usage, reading time, chores, showers, bedtime, food items, etc.

Bring the following documents to prepare a Family Care Plan:

- Will
- Additional Power of Attorneys (Special or General)
- Orders
- ID Cards
- Birth Certificates
- Social Security Cards
- Medical/Dental Records
- Passports

Family Care Plans should be readily available somewhere at home, keep with POA's and wills. Ensure both short-term and long-term guardians have necessary

documents. The command should retain a copy of the FCP checklist and contact information for designated caregivers identified in the FCP.

It is highly encouraged that all parents have a Family Care Plan in place.

The family care checklist begins in APPENDIX D.

SECTION 6: NOTIFICATIONS

Notifications are official communications to relay important information regarding the health or welfare of the Marine or the Marine's Family. There are two separate ways to make notification depending on whether it regards the Marine or the family of the Marine.

EMERGENCIES FROM HOME

In the event of a family emergency that necessitates contact with you, be sure that family members have all the information needed (social security number (SSN), complete name, and unit address). Communication needs to be initiated in one of the following ways:

- Through the local American Red Cross chapter or station during normal working hours or using the local chapter's emergency number.
- American Red Cross Armed Forces Emergency Services toll free in the U.S. at 1-877-272-7337. See page 35 of this guide for more information on the American Red Cross.
- Family Readiness Officer or the duty officer for your unit.
- Emergency Leave.

If you must take emergency leave, the Officer in Charge (OIC) may ask the American Red Cross for an emergency leave report to verify the situation. The information furnished by the doctor, lawyer, or other professionals involved is then furnished to the Officer in Charge to assist him in making the leave decision. This information is usually known as an "AMCROSS Message". However, the American Red Cross cannot approve, disapprove, or recommend emergency leave. You may also request this report before deciding whether the situation is serious enough to take leave.

CASUALTY ASSISTANCE CALLS

In the instance that you are injured, missing, or deceased, communication will be made with your Primary Next of Kin (PNOK) as identified in your Record of Emergency Data (RED) sheet in your service record.

- Your RED should be updated annually or whenever your status changes with the name of the person, or PNOK, you would like notified as well as their current contact information. Ensure the RED reflects the correct designee for notification, Pay Arrears, death gratuity, and person authorized to direct disposition (PADD). The SGLI cannot be updated through the RED but the Marine must also ensure the SGLI identifies the correct beneficiary.
- In the case of injuries to the Marine, telephonic communication is made to the PNOK of the Marine, previously identified in the RED.

- In the instance that you are very seriously injured, declared missing, or killed, a Casualty Assistance Calls Officer (CACO) will make initial notification to the PNOK in person. In most cases a Chaplain will accompany the CACO.
- A more extensive presentation with detailed and information on the CACO and the process is available through your Marine Corps Family Team Building “Beyond the Brief” workshop series.

ROUTINE

The Family Readiness Officer provides official communication within the unit. Any official message will be passed via the Family Readiness Officer, verbatim from the Commander, or his designee, to each family. Official messages may include schedules for return dates and port calls, changes in those schedules, mishap reports, etc. The Family Readiness Officer will also maintain regular contact with spouses as the deployment progresses and in garrison.

SECTION 7: EMERGENCY LEAVE POLICY

It is recognized that problems may arise that can be relieved or alleviated only by the presence of the Marine. Emergency leave may be authorized whenever any of the following circumstances are determined or believed to exist by granting authorities, and normally only after American Red Cross verification is received by the Detachment Commanding officer in Charge. Emergency leave may be authorized:

- Leave granting authorities may grant emergency leave for any period. When it will include excess leave or when the leave will result in a negative advance leave balance greater than 45 days, leave granting authorities may not authorize emergency leave for a period greater than 60 days without prior approval of the Commandant of the Marine Corps.
- Upon death of a member of the Marine's or spouse's immediately family; i.e., father, mother, person(s) standing *in loco parentis*, son, daughter, brother, sister, or any only living relative.
- When the return of the Marine will contribute to the welfare of a dying member of the Marine or spouse's immediate family.
- When due to any serious illness or injury of a member of the Marine's or spouse's immediate family.
- When failure to return home would create a severe or unusual hardship on the Marine or the Marine's family.
- LOCO PARENTIS: In cases involving a status of *loco parentis* (meaning the Marine was raised by someone other than a mother or father, i.e. grandmother, aunt, etc., that is acting as parental unit). Such status normally should have existed for a continuous period of at least one year prior to the Marine attaining 21 years of age or one year prior to a Marine's initial entry into the Marine Corps. However, final determination of whether such a status did or does exist is with the leave granting authority.

EMERGENCY LEAVE INVOLVING FUNDED FOREIGN LEAVE TRAVEL

Marines shall be authorized funded emergency leave travel in government-owned or controlled aircraft from overseas to CONUS (Continental U.S.), from CONUS to overseas, and between overseas areas. Government expense shall be authorized for a space-required basis. Outbound reservations should be confirmed by telephone prior to member's departure from duty station, if feasible. If immediate reservation cannot be obtained for a travel-ready passenger, the passenger control point (PCP) will direct the member to report to the appropriate Military Airlift Command (MAC) aerial port for assistance in obtaining transportation. The Marine shall be directed to report to the Marine Corps Liaison Section, Passenger Liaison Officer (PLO) or MAC Terminal Liaison Section at the destination terminal immediately upon arrival for endorsement of orders. The Marine Corps activities that assign emergency leave dates shall provide parent commands with inclusive leave dates to enable them to report accurate information into the Manpower Management System (MMS).

SECTION 8: MEDICAL AND DENTAL

MEDICAL BENEFITS

TRICARE services and procedures differ based on the region in which you are stationed. Correct enrollment in DEERS (Defense Enrollment Eligibility Reporting System) is essential for all family members. Failure to enroll in the DEERS system will result in a family member being denied use of support services, including medical facilities. Enrollment is automatic when a family member applies for a new or replacement ID card. When children reach 10 years of age, they require their own ID card. Tricare Prime automatically covers newborn children for 120 days. During this initial coverage period, the child must be enrolled through the installation ID Card Center or the child will no longer be covered. In addition, if children are to be born while your Marine is deployed, you must have either a general or special power of attorney to enroll the child in DEERS.

Customer Relations
TRICARE Service Center
Appointment Line
Care Authorization
National Mail Order Pharmacy
Pharmacy Refill
United Concordia (Active Duty)
DEERS

910-450-4154/4155
1-877-TRICARE
910-450-3230
1-877-TRICARE
1-800-903-4680
910-450-4183
1-800-866-8499
1-800-538-9552

Health Net Federal Services INC.
C/o PGBA, LLC/TRICARE
PO Box 870140
Surfside Beach, SC 29587-9740

Phone number 1-877-TRICARE
Claims Internet Claims Assistance:
www.myTRICARE.com

DENTAL BENEFITS

The TRICARE Dental Program (TDP) is a voluntary dental plan available to family members of all active duty and Active Guard/Reserve personal. This program offers comprehensive benefits with low premiums. It is available worldwide. There are two levels of Enrollment. Single coverage is for sponsors with only one eligible family member and Family coverage is for sponsors with more than one eligible family member.

Enrollment Forms can be obtained by:

- Calling United Concordia at 1-888-622-2256.
- Visiting the United Concordia website at www.ucci.com.
- Visiting your Tricare Service Center.
- Visiting the local dental treatment facility.

SECTION 9: GOVERNMENT HOUSING

CONTINUED RESIDENCY

For the Marine: If your family will continue residing in base housing during deployment, be sure you and your family are aware of all housing regulations. It is recommended that prior to your departure, your spouse obtain a Power of Attorney to act on your behalf in certain legal matters that may arise.

For the Family: Remember to abide by all housing regulations. A family can be evicted from government housing for proper cause even if the sponsor is deployed.

Household problems, which may arise and need attention, may be referred to the local housing maintenance department whether they are routine servicing or emergencies.

TEMPORARY ABSENCE

If the family will be vacating base housing for a period longer than 15 days or more, but less than thirty days, it is required that a letter be submitted to the Housing Manager. The letter will identify a Point of Contact (POC), name, SSN and phone number for a person responsible for your quarters. This POC is not a housing office employee, but a trusted friend or neighbor. The POC will maintain the yard: and any pets left behind. They should inform the Housing Office of any potential hazards or any maintenance problems.

If the family members need to vacate housing for longer than thirty days, there is an additional requirement to submit an AA Form requesting approval (specify length of time and reason for absence). If approved there must be a Power of Attorney on file with the Housing Office. Once again, a POC must be identified in writing as above. If approval is denied and the family still plans to leave for over 30 days, it may be considered abandonment of quarters. Household goods will be placed in storage at the service member's expense. If you decide to voluntarily vacate you will no longer be entitled to base housing upon your return from deployment. In extenuating circumstances after voluntarily vacating, an AA Form to request permission to reapply and accept base housing on the same tour of duty will be required. Local housing authorities are your best resource for information.

WAITING LIST

If you are on the waiting list at the time of your announced deployment, prior to your departure you should contact the Housing Office. You will continue to rise to the top of the waiting list. There is normally a "frozen" zone at the top of the waiting list where your name will remain during your absence if you are within that zone. Once again remember that local housing authorities are your best resource for information.

If the family will accept and move into base housing during the deployment, the spouse must be provided a Power of Attorney, with a copy of such to the Housing Office, prior to departure. Without a Power of Attorney a spouse will be unable to accept quarters. Current phone numbers where the family may be reached must be provided.

If the family will not accept or move into quarters during the deployment and you desire to move into housing only upon your return, be sure to notify the Assignment Clerk. Your name will be officially deferred on the list. Your name will continue moving up on the list as usual until you reach the top 10% of the waiting list. If you are deferred on the list you will be frozen just below the top 10%, but still in the order of your original control date. Local housing authorities are your best resource for information.

Make sure you consult your local installation housing office for any rules or regulations that may be specific to your installation before you deploy. Share the information with your spouse or the person responsible for your affairs during your absence.

SECTION 10: COMMUNICATION TIPS

Communication during deployment takes many different forms. The greatest morale builder during a deployment is communication from home. Send letters and cassette tapes, make cards, send "care" packages, and send email messages.

As you communicate from home, it is crucial that you remember the importance of operational security. Operational security consists of measures taken to ensure that sensitive information is not compromised. Ensuring the security of the unit and unit families depends on many factors such as deployment areas and times, port call dates and special shore deployments. Location of spouses and families during the deployment, any special pre-deployment training and the planned return date are also information items that are sensitive. Avoid discussing operational information in public places, over the telephone or with members of the media. Be particularly cautious of posting deployment information on social networking sites, especially dates, locations and names. Posting such information could put your military member in harm's way.

Email and Phones may be cut off at any time for the Marines due to operational security!!! The cutoff could be extended for several days. Marines will be able to receive emails but not send and there will be no phones available!!

LETTERS

A great method of communication during deployment is letters. Long distance telephone calls can get very expensive, very quickly and letters can be reread during lonely moments or times when phone and email are not available. Remember that mail will take a week or more to reach your spouse and military operational schedules may delay mail even further. If you have been receiving mail regularly and the mail suddenly ceases for a week or longer, there is usually no cause for alarm. The delay is probably due to some circumstance such as such as extended operations or bad weather. Here are some communication tips:

- Be informative and cheerful.
- Use sarcasm and humor with great care. Remember that in writing no one can hear the tone of your voice or see the expression on your face.
- Rumors should be avoided, especially if they deal with classified subjects such as unit movements or deployments. Remember the importance of operational security.
- Do not brag to other spouses about the number of letters you write or the number you receive. Score keeping usually results in hurt feelings.
- Gossip about other members of the unit, or their families, can cause unnecessary trouble and may not be true. Avoid gossip!
- You should also remember to be very clear. Do not assume that one spouse knows what the other is talking about. An earlier letter explaining details may not have been received.

- Try numbering your letters on the envelope so that if more than one letter is received, your Marine will know which one was written first.
- Write often and write about anything, even the weather. Sometimes the best letters are simply about the events in your day. Sending an audio or videotape of the family sitting around a dinner table, disagreements included, can make the Marine feel at home. Send an occasional "care package". Make sure any food items are not perishable. Some things that can be sent are photos of each other and children, movie or voice tape recordings or small keepsakes.
- For couples with young children: Let the kids record cassettes for their deployed parent. Have the deployed parent record a cassette telling the kids their favorite stories or just "visiting" with the kids and send postcards or letters to the child/children with brief easy to read sentences.
- For couples with older children: Let them make their own cassettes and send their own letters. Have the deployed parent answer each letter individually addressed to each child and keep that parent informed of family events such as ball game schedules, class plays, etc.
- There is often a time lag between letters of at least a week, sometimes longer. Situations often change before a letter is received. It is strongly suggested that you should not make a major decision or argue by mail.
- If you have to give bad news in a letter, be clear and to the point, and explain all the details including dates.
- Avoid troubling your spouse with problems that he/she cannot solve. Seek assistance with some of the many agencies and people in the local area. Unit Personal and Family Readiness Program (UPFRP), Marine Corps Community Services Center (MCCS), Chaplain, Navy Marine Corps Relief Society (NMCRS) and friends.
- If you are angry with your spouse or things are going all wrong, try recording everything you're feeling on paper or in a journal. Sometimes after you have vented the frustration, you will feel better and can better handle the situation. Do not send these to your spouse. Remember, there are no "kiss and make-ups" when they are away and written words are far more permanent than spoken ones. Sometimes it helps just to talk to a friend or a Chaplain.
- Your mail will not be censored; however, when composing your letters, remember that indiscrete conversation and personal letters have the potential to constitute a great menace to national security. This applies especially to persons discussing official matters or unit movements and plans with their friends and relatives.
- For both spouses, deployed and at home, when communicating with parents, friends and extended family, it is important to think of the effect of disturbing news on your loved ones. Many families are not accustomed to dealing with the

military lifestyle and something that seems trivial to you may be extremely disconcerting to your spouse's parents.

OTHER MAIL

- Use of the correct mailing address is important. Remember, if your letters are not addressed correctly, they will probably be delayed in reaching your Marine, if they arrive at all. You will need to get the correct mailing address from your receiving unit family readiness personnel.
- Put the address on a piece of paper inside the top of the box or envelope in addition to addressing the outside. This allows the post office a way to deliver your mail if outside information is unreadable.
- If you are sending music or movie tapes put the message, "magnetic recording enclosed."
- Remember that an airmail letter can take up to 10 days to reach its destination and parcel post can take as long as six weeks. Do not send perishables through the mail. When mailing money, do not send cash. Use check or money order only.
- Packages can be sent via airmail (Priority) or parcel post. Airmail is generally more expensive than parcel post. To be shipped through the postal service, the parcel must not weigh more than 70 pounds and not be greater than 72 inches in size. Articles that bear marks or names of copyrighted trademarks cannot be mailed unless those marks or names have been removed or covered. Be sure to check with your local post office or the Postal Service website for current information. Generally, for overseas shipment, including APO and FPO addresses, a customs form must be completed and attached to the package. For current information, consult the U. S. Postal Service website at <http://www.usps.com>.
- Service members like to get goodies from home. Some suggestions for things to include in Care Packages: cookies, cereal, magazines and books, audio and video tapes, candy bars, stamps, hometown newspapers, puzzles, playing cards and grooming items. Remember that it can take up to a month for packages to reach a given destination. Wrap food securely so it will be edible on arrival. Chocolate may melt before it gets there; protect the other items in the box if you choose to include it and realize it probably will not arrive in its original form. If you are not mailing consumables and food items, try to keep selected items small. Storage space is almost always extremely limited. For soft items that can be vacuum packed, try enclosing them in a bag and using the hose attachment of your vacuum to suction the air out before putting it in the box. This will save on space and leave room for other items.
- Parcels and articles mailed from outside the continental U.S. (CONUS) are subject to examination by U.S. Customs' officials, with the recipient liable for duties assessed. Please be aware of Customs' regulations to and from the area of deployment. A maximum of \$100 a day per address may be mailed "duty free". Parcels mailed with copies of "official orders" attached or enclosed

reflecting assignments overseas in excess of 120 days are exempt from Customs' fees when the military member is returning to the states. If orders are enclosed, the parcel must be endorsed by the accepting post office with "Free Entry Movement Orders attached/enclosed" as claimed under Public Law 89-436. Be aware of any trademark violations, as Customs' officials will confiscate counterfeit name brand items and illegally copied software, music and video. The U. S. Customs website provides more information at <http://www.customs.gov>.

- First Class mail can be forwarded by crossing out your home address, writing the forwarding address on the face of the letter and dropping it in the mailbox.
- With so many military families scrambling to ship care packages to their loved ones deployed around the world, the U.S. Postal Service is making things a little easier. It's offering a package of free packing materials, including 10 boxes, 10 customs forms with envelopes, 10 "Mili-Pac" shipping envelopes, which are specially printed to reflect the complexities of military mailing addresses, and a roll of Priority Mail tape. Call 1-800-610-8734.

E-MAIL

- Using e-mail can be an efficient way to communicate with your Marine overseas. Again, number the e-mail because dates aren't always effective due to time differences and how often your Marine is able check his/her email. If you don't have a computer with internet or email at home, you can access one at the installation or community library, cyber cafés, and shopping malls. If you have a USO (United Services Organization) close to where you live, they normally provide free internet services to military families in addition to many other activities. Free email accounts are readily available to users via certain web sites such as Hotmail, Yahoo and Netscape.
- Remember operational security and never discuss operational details such as ship's position, command mission, or scheduling such as specific port call dates.
- Read the contents before you send it. As you are reading ask yourself some questions:
 - Is this negative and depressing?
 - Does it contain personal matters that should not be read by others?
 - Will my spouse or I be embarrassed if others read this?

If your answers are "yes" you may want to reconsider sending it. Rarely will your spouse have an exclusive computer terminal for personal use. Computers are often shared by several unit members or by an entire shop. It is best to send small, mostly text e-mail messages. Messages with a lot of graphics or attachments may be undeliverable because of download times and military network restrictions. The email networks in remote areas and on ships are not always operational so have patience when waiting for a reply.

MOTOMAIL

Family and friends of deployed Marines and Sailors, to include Marines and Sailors in Afghanistan & Iraq, can send a letter to be downloaded, printed, and ready for delivery, usually within 24 hours. The service is free, private, and secure. www.motomail.com

CALLING CARDS

Marines will typically have two types of phone connectivity home. The first are multiple AT&T phone banks located at all the bases. The Marines can purchase a pre-paid AT&T calling card at the phone bank or prior to deploying. AT&T tends to be the most expensive. The second is through multiple Segovia phone banks around the base. Segovia typically charges less than 10 cents per minute and is easily accessible.

LAND LINE LONG DISTANCE RATES

Basic rates and hours for your local phone company will vary greatly. It is a good idea to research the different plans before deciding on one. Remember, when comparing, take into consideration any monthly plan fees as well as per minute rates. Compare rates for the original place of call as well as the destination. Long distance calls overseas can be very expensive. When you use the phone, use it cautiously and budget for the anticipated charges in advance. Prepaid phone cards can help.

COMMAND COMMUNICATION:

The Unit Personal and Family Readiness Program is there to provide official communication between you, your designated family members, and your unit. Any official message will be passed via the Unit Personal and Family Readiness Program, verbatim from the Commander to each family. Official messages may include schedules for return dates and port calls, or changes in those schedules, once the Commander releases the info. Unit family readiness personnel will provide details and information about these services at the unit pre-deployment briefs. This information will be conveyed to Marines and families through the FRO using the Mass Communication Tool as the commander initiates the official information. The Marine will need to designate family members to receive communication from the command through this tool.

Designate points of contact (POC's) in your family who can receive information. You must fill out the appropriate forms and submit to your unit allowing them to communicate with your designated points of contact. This designation will enable the FRO to forward you information through the Mass Communication Tool, the Unit Family Readiness Newsletter, and periodic phone calls.

If your unit has a toll-free telephone number, ensure you and your designated family members know how to access for automated updates with the unit.

Know your unit's official web site, accessible through <http://www.marines.mil>.

SECTION 11: OPERATIONAL AND PERSONAL SECURITY

Military Police District New River 910-449-6111
PMO Camp Lejeune 910-455-2555
Jacksonville Police Department 910-346-9841
Onslow County Sheriff's Department 910-455-3113

Operational security is important. Operational security measures are those taken to ensure that sensitive information is not compromised. Ensuring the security of the unit and unit families involves considering deployment areas and liberty times, location of spouses and families during the deployment, the planned return date and any special pre-deployment training. Avoid discussing operational information in public places, over the telephone or with members of the media. Family members often don't realize how a simple statement made in passing can jeopardize the conduct of operations and the safety of the people involved.

Personal security is also important. Here are some facts to remember. First, there is no such thing as a "criminal-type" face. This may be the impression from the FBI's Most Wanted Posters, but criminals can be attractive, charming, and gracious. Second, each year a number of criminal acts are committed which are not premeditated. This means that the person who commits the act does it on the spur of the moment. Be alert! Just as you cannot tell a book by its cover you cannot tell a criminal by his/her appearance. Keep these facts in mind and you'll be well on your way to self-protection.

PREVENTION MEASURES

Assault/robbery is a violent crime and a life threatening experience. It can touch anyone no matter what his or her age, sex, race, or economic status. Every person is a potential victim of an assault. There is no absolute protection from assault, but there are a few precautions one can take to lessen the likelihood of being attacked. If we increase our awareness of crime prevention tactics, we decrease the possibility of our being a victim.

- Learn about crime prevention tactics.
- Be aware of locations and situations where crimes are more likely to occur.

WHEN AT HOME ALONE

1. Use bolt type locks on the outside doors and attach one to both the bottom and the top of each door, not in the middle. If you have a storm or screen door, keep it locked as well. It is an excellent idea to keep outside doors locked during the daytime as well as the night. Chain locks and ordinary door locks have proven ineffective in preventing the criminal element from entering the house. When moving into a home that was previously occupied, change the locks. You will have a greater sense of security knowing that no stranger has a key to your house.

2. If someone comes to your house, do not open the door unless you are positive of the person's identity. Use a window or "peep hole" to help with identification. Don't be afraid to ask for photo identification if you have a delivery. A postal or shipping company employee will be glad to verify his/her identity. You can have him/her leave the parcel on the doorstep if you are uncomfortable and not open the door until after he/she has left the property. Should the caller be a motorist with a disabled vehicle or someone else in need of assistance, obtain the number the person wants to call, and you call it. Talk through the locked door. Criminals can be female as well as male;

therefore, take the same precautions with a woman on your doorstep as you would take with a man.

3. Do not, under any circumstances, volunteer information to an unknown telephone caller. Often criminals use this as a means of finding out whether someone is alone and, if so, for how long. Always leave a caller with the impression that someone is with you. Chances are good that you will not be bothered further. If you receive obscene phone calls, hang up at once. If the caller persists, contact the police and the phone company. It may be necessary to have your number changed if these calls continue. Having an answering machine or Caller ID allows you to monitor calls before you answer them. It can be a deterrent if the answering message is recorded in a man's voice.

4. If you see someone leering through the window, make every attempt to act as natural as possible. Walk to the nearest room with a phone and contact the police. Turn on the lights and remain inside the house until help arrives. Shrubbery should be kept trimmed to prevent use as a hiding place.

5. Do not advertise that you are alone. Mementos of support such as yellow ribbons tied to posts, or candles in the window are blatant advertisements that your spouse is not home. Do not put your first name on the mailbox or in the phone book.

6. Never tell anyone what valuables you have in the house. It is a good policy not to keep large sums of money in the house.

8. Having a dog in the house can help to deter a possible intruder.

9. Most law enforcement officials do not recommend keeping a gun in the home for protection.

WHEN AWAY FROM HOME ALONE

1. Be especially alert when leaving and returning to your house. Before leaving, lock all doors and windows. Do not place a house key in a mailbox or under the doormat. Those are probably the first two places a potential burglar will look. Leave a key with a trusted friend or neighbor.

2. The use of timers for your indoor and outdoor lights can give the appearance of someone at home. Motion detector lights are also a good idea for outdoors. Be consistent whether you are at home or away.

IN THE CAR

1. Always lock the car as soon as you enter or leave it. Keep the doors locked when you are driving.

2. Have the key in your hand so you don't have to linger before entering the car.

3. Look inside before getting in to see if anyone is hiding there, even if the door is locked. It's a good idea to always park in a well-lighted area.

4. Lock your car when you are at the gas station. This alleviates the potential of someone sneaking in the other side while your attention is diverted to the gas pump.

5. Never pick up hitchhikers.

6. If you have car trouble, raise the hood, tie a white cloth around the door handle, lock yourself in and wait for the police. If people stop and offer help, do not get out of the car; ask them to call the police for you.

7. If a person should try to enter your car while you are in it, sound the horn to attract attention until the person leaves. Keep your car in good running order with at least $\frac{1}{4}$ tank of gas at all times.

8. If you are being followed, do not go home. Go to a well-lighted public place where you can get help.

ON THE SIDEWALK OR IN THE STREET

1. Stay alert to where you are and who is around you.
2. Whenever possible, take someone along with you.
3. Dress safely wearing shoes you can run in and clothes that do not restrict your movements.
4. Keep purse/handbag/pocketbook close to your body and one arm free for emergencies.
5. Be aware that potential attackers may ask directions or strike up a conversation.
6. If followed by a car, turn and walk in the opposite direction.
7. If followed, go to a lighted residence or business.
8. Do not go to your car if you see people standing near it.
9. Remain clear of shrubbery and doorways when you walk. Carry a flashlight at night.
10. When shopping and paying for merchandise, never expose large sums of money.
11. Be sure to utilize ATM machines that are placed in well-lit areas. Avoid secluded, outdoor sites especially at night. Immediately place the money and card in your wallet, BEFORE walking away from the machine.

IF CONFRONTED

Despite all precautions, should you be faced with an attacker, keep yourself together. You still have many options such as:

- Dissuading him by saying you are underage, pregnant, you have VD or cancer.
- Use some kind of commercial self-protection such as mace. You can carry a whistle to alert others and dissuade your assailant.
- The choice of whether or not to physically resist can only be made by you. If the attacker is armed, your options are limited.

REMEMBER: The highest priority in an assault is to survive with the least amount of psychological and physical injury.

CONCLUSION

It is hoped that the information presented in this section has not unduly alarmed you, but that it will motivate you to take protective action if you have not already done so. Your environment will have a lot to do with how much protection you require. However, no person is immune to those seeking to rob or prey on the innocent. Good common sense, remaining calm and staying alert can do much to protect you and your family. Your safety and that of your children is paramount in importance to your spouse and to the Marine Corps.

When your spouse deploys with the knowledge that you are fully capable of protecting yourself, his/her mind will be at ease and he/she is, therefore, less likely to become involved in a mishap. Everyone gains from this preparedness: you, your spouse, your family and the Corps. Family Readiness is essential to Mission Readiness.

SECTION 12: EMOTIONAL PLANNING

EXPECT TO GO THROUGH A SERIES OF FEELINGS

Couples preparing for deployment and separation go through many emotions. At first, they may feel excited. Later, they may start to withdraw from each other in an attempt to deal with powerful feelings. After separation and reunion, they may be disappointed that things did not go as they had hoped. Intense feelings are normal. Recognize your feelings and expectations and talk to your partner about them. Have special photos taken of you and your family together and of your spouse or loved one alone. Give your special someone a keepsake for the deployment that will act as an emotional tie to keep you connected when you feel lonely. Be romantic before the deployment and create special moments to cherish. Recognize that many couples argue right before a deployment. Talking about your feelings ahead of time can help to minimize this. Information in this section regarding the emotional cycle of deployment should help you sort through some of your emotions. Don't worry if you are angry or depressed the first few days after separation. Do what you have to do, but go easy on yourself. Soon, you'll begin to see that you can handle separation.

MYTHS OF DEPLOYMENT

Myth #1: Many people assume that one "gets used to" separation, and therefore, each deployment and separation is less difficult and hurtful. Research proves this false, as does personal experience. The first deployment requires the greatest adaptation because everything is new. The next several deployments are somewhat easier because of lessons learned. However, if the deployment cycle is frequent and continuous, families find that the effect is cumulative and the strain is great. Knowing that there are others with the same feelings and experiences during this time may make you feel less alone. Reach out to others and make sure you have good social support.

Myth #2: After the service member returns home, you can pick up right where you left off before the deployment. This just isn't so, particularly after the first separation. Each partner has been changed by the experience and the physical, mental, financial and emotional challenges they have faced. A wife and husband are different after separation and must learn to be flexible as they adapt to each other's and the children's growth.

Myth #3: All of the illnesses suffered during deployment are a figment of your imagination or due to your spouse's absence. Many spouses feel there is a tendency by doctors to attribute very real pain or illness to the absence of the deployed partner. Their suffering may be inaccurately diagnosed as childish attention-getting behavior. Stress can bring on medical problems and it is important to have those addressed.

PLANNING AHEAD

When facing any challenge including a separation, the better prepared you are, the more confident you will feel. There are several things that you can do as a family to get started. To ensure that all members of the family have as much support as needed to get through the separation, start at home. Calendars for each person with the same information, birthdays, school events, and other special days, are a great way to keep

you all connected. Sharing special keepsakes or mementos will enhance that bond between you even though you will be separated by miles.

Reviewing the Communication Section will give you some basic tips when it comes to sharing information with your family.

CONVERSATION STARTERS

In preparation for a separation or deployment, it is advisable to have conversations with your family members so expectations during the separation or deployment will be reasonable. This is list of possible conversation starters to facilitate these discussions:

- Communication – How often communication will take place and by what methods may the remain behind family member expect communication with the deployed service member.
- Information – What does the deployed member want to know about kids, family events, and problems that might arise during the separation?
- Finances – What are the common budget goals for the family and how much discretionary spending may the remain behind family member do without direct contact with the deployed member.
- How will the deployed service member support the remain behind family through the expectations established before departure.

DEPLOYMENT STRESS

Wartime deployment is a challenging time. No one is immune from stress. There is a range of common reactions that are important to be familiar with to help you and your family stay strong during the deployment cycle. Some people feel overwhelmed, some pumped up, and others indifferent or numb. There is no right way to feel.

The Marine Corps looks at deployment stress reactions along a continuum, ranging from ready to reacting and beyond. During the pre-deployment phase, it is common for children and family members to have mild symptoms of stress that typically resolve as the deployment progresses. This is part of the Emotional Cycle of Separation and Deployment.

Preparation and Initial Separation: Reacting.

Stage One – Anticipation of Departure (typically one to six weeks before departure). Before the deployment it is not uncommon for spouses to protest, to feel tense, to be frustrated and to avoid the reality of the Marine's departure. Spouses may unexpectedly find themselves crying at what may seem to be little things. There is also tension as couples cram a multitude of activities into a reduced time frame. There are things to fix, things to do, and people to see. It can be a hectic and frustrating time.

Stage Two - Detachment and Withdrawal (typically the last week before departure). Detachment may begin before the actual departure. There may be anger and emotional break-offs as people prepare for separation. Detachment will also be a part of the whole separation time. It can be a time of mixed feelings, as one attempts to protect oneself from hurt by distancing, yet wants to make the most of the available time. At the beginning of this stage the spouse may experience the grief of loss.

Stage Three - Emotional Disorganization (typically one to six weeks into deployment). Emotional disorganization can occur initially when the spouse attempts to make new routines and carry out their duties. Many spouses are depressed and withdraw from friends and neighbors, especially if the neighbors' spouses are home. They often feel overwhelmed as they face total responsibility for family affairs. The disorganization soon passes, however, as the spouse adapts.

During Deployment: Ready.

Stage Four – Recovery and stabilization (variable, between weeks three and five). Recovery and stabilization occurs as the spouse gets set into a routine and realizes they are doing fine. It is a time of increased confidence. A subconscious move from “we” to “me” has taken place to some degree. The spouse often refers to “my house,” “my car,” and “my kids.” Most spouses have a new sense of independence and freedom and take pride in their ability to cope.

Return and Readjustment: Reacting.

Stage Five – Anticipation of return (starts typically about six weeks before return). This is the “Oh boy! They’re almost home,” stage. With it comes excitement and anxiety. Some spouses become frenzied, as they rush around trying to make everything perfect for their Marine’s return. Many spouses start diets and pick up the pace of doing what ever it is they feel must be done before the Marine returns.

An important note to remember for stage five is to not expect things to be perfect after the reunion. Consider setting aside quiet time during the first few days. Avoid planning a busy schedule of events. Even though reunion is exciting, it can be stressful, too. Changes may have occurred and you both will need time to adjust. He gained weight, she changed her hair, and the kids have grown. Another area to think about is the budget. There will be increased food costs and greater transportation costs.

Stage Six – Return adjustment and renegotiation (typically about six weeks after return). Upon returning to home the phase of adjustment and renegotiation of the relationship begins. The set of assumptions and expectations need to be reset, and reevaluated (fine tuned), to account for the changes that have occurred during the separation. It may be a time of tension and fighting. This is, however, normal and to be expected. Communication is the key, especially during stage six. Remember, open, honest communication can solve many problems or conflicts.

Stage Seven – Reintegration and stabilization (6-12 weeks after return). The last stage is when reintegration has occurred and you have reached stability in your relationships with family and/or significant other. “Normal” life resumes for all.

COPING WITH DEPLOYMENT STRESS

The following tips can be helpful in doing just that:

Stay Healthy and Happy.

- Be sure to take good care of yourself.
- Exercise regularly (consult your healthcare provider before beginning an exercise program)
- Eat balanced meals

- Get plenty of sleep
- Learn how to recognize and manage stress
- Set aside time for yourself every day
- Hire a babysitter and go out for the evening with friends
- Spend time reading a book instead of doing the laundry

Stay Busy.

Time passes much more quickly when you're busy. Try to see separation as a time to learn something new.

- Take those college courses you've always promised yourself you'd finish
- Learn new job skills
- Volunteer for an organization you support
- Take up a hobby
- Go to a library
- See a movie

Try to Stay Positive.

It's easy to see the negative side of deployment, but seeing the positive side has many more rewards. Think of separation as a chance to grow.

- Spend time with an upbeat friend
- Don't forget to give yourself credit for dealing with things as well as you have!
- You can learn to deal with stressful situations
- You can become more confident, independent and assertive
- You can have input in decision making
- You can become more resourceful
- You have an opportunity to do things for others
- You can develop new friends and become closer to old ones

Opportunities abound to help all in the family to survive and thrive during a deployment or separation. MCCS offers various workshops, briefs and classes:

- Kids and Deployment workshops
- "Beyond the Brief" workshops that cover a multitude of areas:
 - Coping with Deployment Stress
 - Safe and Sound at Home
 - Financial Planning
 - Casualty Assistance
 - Combat Stress vs. PTSD
- "In the Midst" workshops, for family members and for children
- Kids and Reunion workshops
- Return and Reunion workshops
- Stress Management Classes
- Support Groups
- Family Counseling

Please take some time to look at the Resources section of this guide for a list of other available resources and assistance to help you cope.

SECTION 13: CHILDREN AND DEPLOYMENT

CHILDREN NEED HELP DEALING WITH DEPLOYMENT

A deployment can be emotionally challenging for those left behind, especially children. Although children's reactions will vary with their personalities, ages and coping skills, changes of the magnitude of a deployment will almost always be puzzling to children. Parents wonder how the separation will affect their children specifically and what roles they will play as parents to assist their children through this time. (Will we lose touch with one another? Will the children remember the deployed parent? How can I still be a good parent while I'm gone? How will I, the stay home parent, handle the added responsibility?)

As you are planning for this separation, remember that saying goodbye is very important to children. It is as important as the physical reunion will be to the children. As a family, plan how you will say goodbye, what time of day you will be leaving, and will the children be able to physically say goodbye to the parent departing? Yes, it is traumatic to say goodbye and the children will be sad, but it will be easier for them to recover if the departing parent says goodbye to them and lets them say goodbye to the departing parent. As a family, decide how the remain behind parent will handle the reactions of the children when the goodbye is said and the departing parent actually leaves. On the positive side, independence and self-confidence grow for all; the parent/child relationship at home is strengthened; and, the deployed parent can share their adventure with the family via cards, letters and other avenues of communication.

PRE-DEPLOYMENT

Prepare for deployment and separation by attending a MCFTB Pre-Deployment Brief before the service member departs and a Kids-n-Deployment workshop shortly after the service member departs.

Make sure children know they are loved unconditionally. Often young children see themselves as the cause of separation. Make sure children know this isn't the case. Spend time with each child individually before leaving.

Keep the discussion honest, straightforward, and factual. Discuss the reasons for the assignment in terms that everyone understands. Once the separation is initiated, the children's adjustment is influenced positively if both parents are confident, available to the children, and the situation is as conflict free as possible.

Let children know it's OK to talk about feelings, even negative ones, by sharing your own. Encourage conversation by making open-ended statements ("You must be feeling really scared and sad right now..."). This will help them open up to you.

Assure the children that you have to say goodbye, but you will be home again. Assure them the separation is temporary and you will be thinking of them while you are gone.

Ensure that your children are left with a picture of the deploying parent and him/herself. Give your children your address and writing materials. Let them know that you would like them to write with updates on their lives.

If possible, give the children a tour of the ship (or other vehicle you will deploy with) and show them where you will eat, sleep and work. Leave a comfort item with each child such as a t-shirt, ball cap or pillowcase.

Visit your child's school before deployment and talk to the teacher(s). Stay involved by leaving stamped, addressed envelopes and a request for periodic communication regarding your child's progress as well as PTA/PEA and school newsletters.

Remember, every child is different, every deployment is different for that child, but all reactions are normal.

DURING DEPLOYMENT

MCFTB provides workshops to assist families in adjusting and coping with a separation through "In the Midst" workshops for spouses and kids delivered during the deployment.

Maintain routines; regular mealtimes and bedtimes can help children feel more secure. Try to keep the same family rules and routines that were used before separation. Children may be uncomfortable feeling that everything is "on hold" until the deployed parent returns.

The parent remaining behind should maintain consistent discipline. Do not threaten your child with "wait until your father/mother gets home!" It's hard to look forward to the return of someone expected to punish you.

Let children know they are making a valuable contribution by asking which chores they would like to do. Assign specific chores to be completed at a specific time of day.

Encourage each child to send his/her own letters, pictures, schoolwork, etc. The children can also do special jobs such as tracking a favorite sports team or television show and reporting in their letters.

Talk positively about the deployed parent in daily conversation. Maintain the connection with him/her.

Let children know it is okay to be sad. Teach them how to recover and move on.

Post a large world map and help the children track where Dad/Mom's travels take them.

Look for deployment resources for children via the Unit Family Readiness Program or MCCS Children, Youth and Teen Programs (CYTP).

REACTIONS TO SEPARATION

Separation from a parent is stressful for a child and there will be reactions from them to that stress. Those reactions will differ among children. The following are some examples of what you might experience:

Infants. (BIRTH – 12 MONTHS)

- Changes in eating and sleeping patterns
- May want to be held more
- May seem fussier than usual
- May mourn for the deployed parent

Toddlers. (AGES 1-3 YEARS)

- May show a developmental regression, i.e. walking, potty training, thumb sucking
- Crying for no apparent reason
- Whining and clinging to you
- Stranger anxiety

Pre-Schoolers/Kindergarten Age.

- Clinging to people or favorite toy/blanket
- Unexplained crying or tearfulness
- Increased acts of anger or frustration
- Sleep difficulties, nightmares, frequent waking
- Worry about the safety of everyone
- Eating difficulties
- Fear of new people or situations

School Age.

- Change in school performance
- Increase in complaints of headaches, stomachaches or other illnesses when nothing seems physically wrong
- More irritable or crabby
- Fascinated with the military and news about it
- Worry about family and finances

Tweens and Teens.

Any of the above signs

- Acting out behaviors such as getting into trouble at school, at home or with the law
- Low self-esteem and self-criticism
- Misdirected anger
- Loss of interest in usual hobbies or activities

Children who have a good relationship with parents usually cope well with separation and are often more resilient. They have an understanding of the parent's job and why deployment is an important part of it. There is an available adult who is willing to listen to them and talk honestly about their concerns. Frequent and dependable communication between the deployed parent and the

family plays a role in a child's security and ability to cope with separation. These children have a strong sense of self-confidence and self-worth. All children react differently to deployment. It is important that parents normalize these reactions to separation and stress. If the stress related behavior endures longer than a month, further investigation may be necessary. Suggested avenues are talking to other parents, talking to teachers or the school counselor, attending a parenting class, or seeking professional counseling. Your local Marine and Family Services, CYTP and Chaplain can provide further information and referrals if needed.

REUNION AND REINTEGRATION:

Prepare for the reunion and reintegration of the returning service member into the family through the Return and Reunion workshops and Kids-n-reunion workshops offered by MCFTB.

Parents returning to children need to remember it's hard for children to get used to having you back home. Your children's reactions at homecoming may not be what you expected or hoped for. Very young children may not remember you and even older children need time to get reacquainted with you.

Be patient – let your children know how much you love them. Spend time with them doing activities they like. It's a good idea to spend time individually with each child.

Both parents need to present a united front in all matters with the children to reinforce the adjustment period.

The returning parent should remember not to disturb a family routine that has been working well during the separation. Give the whole family time to readjust to having you home.

If there is a new baby at home that has arrived since the beginning of the deployment, the returning parent should introduce himself slowly into the "new baby" routine.

SECTION 14: SUCCESSFUL HOMECOMING TIPS

Your Marine may have a picture in his/her mind about homecoming. The family runs to meet him, showering him with love and affection, everything is exactly as he left it when the ship pulled out – the spouse is the same, the kids are the same, the Marine's role in the household is the same. All of that is possible, but it is highly unlikely. Things have changed in the absence of a parent or partner. The spouse has taken on a new role and learned new skills. Your friends have made new friends. The kids have grown and home repairs may have been completed in a way the Marine wouldn't have done them. There may be new furniture, new clothes, new haircuts, new toys and new items on the menu. The best advice for everyone is to be flexible, be prepared for change and be patient with the readjustment process.

Expect face-to-face communication with your spouse or loved ones to feel awkward at first. One thing you can count on is that things will not be the same as when your Marine left, for either of you. Take the time to listen to each other and acknowledge the great job you both have done communicating during the deployment.

It is a good idea to take time and review the deployment. Discussing issues such as preparedness, lessons learned and any other areas of concern can help build your relationship and coping skills for the next deployment. Some of the questions to ask are:

- How well were we prepared for the deployment?
- Did the frequency of communication (mail, care packages, phone calls) meet the expectations of each?
- What were the successes and failures with the children?
- How can we improve the adjustment process on both ends of the deployment?
- How did the financial setup work for each spouse?
- What should we do differently next time?

Don't expect a "Change of Command" at the door. Transitions take time and patience. The family members at home may be seeing the Marine's return as the solution to all problems. For the Marine, don't expect to solve them all within the first day of your return. Remember to trust that your partner made the best possible decisions during the deployment. You may not have always agreed with those decisions, but that doesn't make them bad ones. Respect how your partner handled things while you were gone and remember that we all need reassurance of love and commitment. During the deployment, the Marine was probably either giving or receiving orders. The Marine needs to remember that his/her spouse and kids will not respond well to demands and orders. The spouse needs to remember that he/she needs time to readjust to the home environment. Avoid the "Who had it worse" game as the separation was difficult for both of you. The most important thing at the point of homecoming is for everyone to be shown love and appreciation for all their efforts during the deployment.

Reunion is a special time for everyone. Even though a parent's long absence may be a source of emotional strain for the children as well as the parent, it's possible to work together to rebuild that special relationship. In addition to the information presented earlier in the section about Children and Deployment, here are some helpful hints for children and deployed parents.

- Encourage children to express their feelings about the return. This may be a mix of excitement, worry and fear. For instance, the child may be concerned that the new lifestyle will change for the worse once the absent parent is home.
- Involve them in homecoming plans and activities such as planning special outings, making small gifts or helping cook the homecoming meal.
- Plan for each child to have special time with each parent. They will be less apt to feel rejected when Mom and Dad want special time alone together, too.
- Plan to spend time together as a family to help reestablish family bonds. Children will feel more secure once these bonds are more secure.
- Discipline should be a shared responsibility between parents; however, readjustment will be easier if the returning parent supports existing rules and takes a back seat for the first few weeks. Don't make the returning parent the "heavy."
- Children change quickly. For example, a preteen may have ignored the opposite sex before you left, but now considers them a top priority. Encourage children to talk about how things have changed.
- Infants are often afraid of the returning parent. Don't worry; it takes time and patience for the new face to become part of the family.
- The returning parent can bring gifts for each of the children. It is not necessary for the gifts to be elaborate. Even as small a gift as a special postcard shows that you thought of them while away.
- Be sure to tell each of your children how proud you are of his/her accomplishments. Express appreciation for the help they have provided during the deployment.
- Children are not mature adults. Don't be surprised if they do childish things. They need your love and attention more than ever. Be patient and treat them with respect. They may reject you at first, but time will ease the readjustment.

With a little preparation you can make your homecoming a memorable experience and an opportunity to improve your relationship with your loved ones.

It is highly encouraged that family members attend Return and Reunion Briefs when offered.

SECTION 15: TEN COMMANDMENTS FOR HOMECOMING MARRIED MARINES AND SAILORS

This is an adaptation of material written by CAPT Bryan J. Weaver, CHC, USN, Chaplain 24th MEU (SOC) and LCDR Richard Saul, Command Chaplain, USS KEARSARGE (LHD 3).

While the deployment soon will be a fading memory, the reality of our trip continues along with our anticipated homecoming. Our task is to get home safely and begin preparing for our reunion with families and friends. The following “10 Commandments of Homecoming” may prove helpful in reducing the return & reunion stress.

I. Thou shalt expect your homecoming to be stressful. Stress is any reaction to change. Even positive changes can produce stress in personal relationships. Spouses are already preparing for our return. Aside from official homecoming activities, your spouse is probably trying quickly to look her/his best, find an arrival outfit, experiment with new hairstyles, plan special menus, and prepare the children for Dad/Mom’s return to the home. On board, our excitement level goes up as our homecoming date draws closer and with each passing day, we have to fight the “laissez faire” attitude that creeps into our lives. Both of us are idealizing our return and reunion. Out of our hardships and separation come our dreams. On one hand, we dream about our houses, home-cooked meals, hobbies, driving our cars or trucks, spending time with our children, and intimacy. On the other hand, our spouses may be dreaming of help around the house, time away from the kids, support, encouragement and spending quality time together. Even though we both have experienced separation, the nature of our hardships may be different. Recognize that either marriage partner may not immediately meet expectations.

II. Thou shalt enjoy being an invited guest in your own home. As difficult as it may be sound, our spouses and children have managed without their Marine or Sailor. Our spouses may have become more independent running the household as a single parent. In some cases, Marines and Sailors feel threatened by their spouse’s newfound autonomy and they feel unwanted in their own home upon their return from sea duty. Please try to remember that personal growth has probably taken place and things are not the same. When you first return, allow the family to continue functioning as they have for the last 6 months. Experience their agenda for your reunion. Remember, they have been planning for your homecoming for a long time.

III. Thou shalt not criticize your spouse upon your return. Chances are that your spouse has done the very best job possible given the circumstances. Considering the fast-paced schedule of a Marine expeditionary unit, she/he’s going to have to continue using those coping skills. Provide encouragement, praise, and thanks. Don’t be a Scrooge in showing your appreciation for what your spouse has done in your absence. A judgmental, critical, “know it all” attitude will come across as though you do not appreciate what has been accomplished during your absence. Your spouse is the glue that has held the family together.

IV. Thou shalt change. Change in life is inevitable. It is a fact of life; deployments force us out of our “comfort zones”. The way things used to be often makes us comfortable because we always knew what to expect. Although, it takes energy to adjust to change, the result can be positive. Where a marriage has little personal and mutual growth, it has a tendency to wither on the vine. When you see changes, remember Commandments I through III.

V. Thou shalt spend quality time with your children. Children equate love with time spent with them. Period. Arguments about meeting your own needs and wanting to see your old friends do not carry weight with your children who have not seen you for six months. Spend time with your children as a group and with each one on an individual basis. Each child has a need to be loved and feel special. Children have a tendency to idolize their parents. You are a hero at home. During times of change, children’s behavior may become unruly. Allow your spouse to continue to be the primary disciplinarian in the home. Support your spouse’s efforts and gradually take over this important role as a parent. Tell your children that you love them and back it up with your affection and time.

VI. Thou shalt not treat your spouse like a one-night stand. Both you and your spouse have been looking forward to your reunion for a long time. Treat your spouse with honest, care, and respect. Sexual intimacy is a wonderful blessing in a marriage; treat your spouse with lots of tenderness, compassion, and helpfulness. Kindness and respect go a long way toward kindling the spark of romance.

VII. Thou shalt compromise your social activities for the first few weeks. Your spouse may have met new friends who provided support during the deployment and naturally wants you to meet them. You may want to do the same. Resist the urge to pack the first couple of weeks after a reunion with a full social calendar that leaves both of you exhausted. Spend time with each other and your children.

VIII. Thou shalt watch your finances. The best liberty port is where your family resides, making it tempting to go out and celebrate with spending sprees. Expensive restaurants, a new wardrobe, and new toys for the children subtract quickly from available funds. Plan ahead how much you can afford to spend. Avoid overspending. Watch your credit limits closely. Remember, “today’s buying is tomorrow’s crying.”

IX. Thou shalt confess to a chaplain and not to a spouse. While honesty is always the best policy, timing and discretion are essential. While you may feel the urge to dump on your spouse all that happened during the deployment, it rarely helps a marriage. An ounce of prevention is worth a pound of cure. If something is weighing heavy on your heart or mind, see a chaplain, civilian clergy, or a counselor.

X. Thou shalt give your time, talents, and treasures to your family. Often during deployments, many households have separate accounts to manage the finances during the long months of separation. You may have become accustomed to separate accounts and budgets and it may take some time for family finances to flow smoothly. Accordingly, make a conscientious effort to integrate available funds toward the needs of the household. Your greatest asset is yourself; so don’t forget to share your time with your loved ones. It will pay huge dividends for a long time.

APPENDICES: HELPFUL FORMS AND CHECKLISTS

Appendix A: Family Budget Form

This form can help to get you started on a family financial plan.

Appendix B: Spouse Emergency Data Sheet

Once completed, this form is to be held confidential by the Commanding Officer. It is provided directly to the CO and **kept sealed** until required for use in the event of a mishap or other emergency. It includes information about family and pets and directions to the family's home in case needed. Unlike the Marine's Record of Emergency Data, this is information provided by the spouse to assist unit personnel in resolving issues that may arise.

Appendix C: Personal Preparation Checklist

This list is provided in the appendix to facilitate the gathering of all personal information that will be helpful during the deployment. You should have this information filled out and kept in one location with your important papers. (Wills, powers of attorney, insurance policies, etc.)

Appendix D: Family Care Checklist

This list is provided to assist you in gathering all of the medical information that may be used during an emergency.

Appendix E: Checklist to Develop a Family Care Plan

This checklist can be used to help develop a Family Care Plan to ensure necessary items are included.

Appendix F: Family Checklists

Valuable Documents

Automobile

Home

Government Quarters

Personal Matters

Appendix G: Mass Communication Tool Contact Data Sheet.

If the form has not already been completed or if updates are needed, please complete and turn in to your Family Readiness Officer before deploying.

Appendix H: Important Phone Numbers

Appendix I: Websites for Family and Deployment Readiness

PRIVACY ACT STATEMENT

AUTHORITY: PRIVACY ACT OF 1974 (5 U.S.C. § 552a); 10 U.S.C. § 5042.

PRINCIPAL PURPOSE: TO OBTAIN INFORMATION TO ASSIST U.S. MARINE CORPS COMMANDERS, FAMILY READINESS OFFICERS AND OTHER UNIT FAMILY READINESS PERSONNEL, AND INDIVIDUAL MARINES AND THEIR FAMILY MEMBERS TO BETTER PREPARE FOR UPCOMING UNIT DEPLOYMENTS.

ROUTINE USE: INFORMATION PROVIDED IS CONFIDENTIAL. IT WILL BE USED BY COMMANDERS, FAMILY READINESS OFFICERS AND OTHER UNIT FAMILY READINESS PERSONNEL TO LOCATE AND ASSIST FAMILY MEMBERS IN THE EVENT OF A MISHAP OR OTHER EMERGENCY DURING DEPLOYMENT. THE FORMS WILL BE RETURNED TO INDIVIDUAL MARINES AND THEIR FAMILY MEMBERS AFTER POST-DEPLOYMENT OR TRANSFER FROM THE DEPLOYING UNIT OR THEY WILL BE DESTROYED.

DISCLOSURE: YOUR DISCLOSURE OF THE REQUESTED INFORMATION IS VOLUNTARY, HOWEVER, FAILURE TO PROVIDE THE REQUESTED INFORMATION MAY MAKE IT MORE DIFFICULT FOR YOU TO BE LOCATED AND ASSISTED IN THE EVENT OF A MISHAP.

APPENDIX A: FAMILY BUDGET FORM

MONTHLY EXPENSES

***** (List monthly expenses which are not paid by allotment) *****

<u>PAYMENT FOR</u>	<u>PAY TO</u>	<u>AMOUNT 1ST PAYDAY</u>	<u>15TH PAYDAY</u>
HOUSING	_____	\$ _____	\$ _____
FOOD	_____	\$ _____	\$ _____
ELECTRIC	_____	\$ _____	\$ _____
WATER	_____	\$ _____	\$ _____
CLOTHING	_____	\$ _____	\$ _____
GASOLINE	_____	\$ _____	\$ _____
TELEPHONE	_____	\$ _____	\$ _____
HOUSEHOLD SUPPLIES	_____	\$ _____	\$ _____
SCHOOL SUPPLIES (LUNCHES, ETC.)	_____	\$ _____	\$ _____
CAR LOAN (1)	_____	\$ _____	\$ _____
CAR LOAN (2)	_____	\$ _____	\$ _____
OTHER LOANS	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
ENTERTAINMENT	_____	\$ _____	\$ _____
CREDIT CARDS	_____	\$ _____	\$ _____
CREDIT CARDS	_____	\$ _____	\$ _____
POSTAGE/MAILING		\$ _____	\$ _____

PAYMENT FOR PAY TO AMOUNT 1ST PAYDAY 15TH PAYDAY

INSURANCES:

LIFE _____ \$ _____ \$ _____

HOMEOWNER'S _____ \$ _____ \$ _____

AUTO _____ \$ _____ \$ _____

OTHER MISC EXPENSES:

NAME _____ \$ _____ \$ _____

TOTAL EXPENSES (Not paid by allotment) \$ _____ (+) \$ _____

*(See previous page for amounts)

(=) \$ _____

Total NOT paid by allotment

******* (List here monthly expenses paid by allotment) *******

PAYMENT FOR PAY TO AMOUNT 1ST. PAYDAY 15TH PAYDAY

ALLOTMENT FOR _____ \$ _____ \$ _____

TOTAL EXPENSES (Paid by allotment) \$ _____ (+) \$ _____

(=) \$ _____

Total paid by allotment 1st and 15th

TOTAL MONTHLY EXPENSES

*(Add total expenses paid by allotment with total expenses not paid by allotment to arrive at total monthly expenses).

Total NOT paid by allotment

Total paid by allotment 1st and 15th

TOTAL MONTHLY EXPENSES

\$ _____ (+) \$ _____ (=) \$ _____

MONTHLY INCOME

SERVICE MEMBER'S BASE MONTHLY PAY	\$ _____
BASIC ALLOWANCE FOR SUBSISTENCE (BAS)	(+)\$ _____
BASIC ALLOWANCE FOR HOUSING (BAH)	(+)\$ _____
CLOTHING ALLOWANCE	(+)\$ _____
FAMILY SEPARATION ALLOWANCE (FSA)	(+)\$ _____
OTHER ALLOWANCE (S)	(+)\$ _____
SPOUSE'S MONTHLY PAY	(+)\$ _____
OTHER INCOME	(+)\$ _____
TOTAL MONTHLY INCOME	(=)\$ _____
TOTAL MONTHLY DEDUCTIONS (FROM TOTAL MONTHLY EXPENSES WORKSHEET)	(-)\$ _____
REMAINING (Net) MONTHLY FAMILY INCOME	(=)\$ _____

APPENDIX B: SPOUSE EMERGENCY DATA SHEETS

We ask that all spouses complete this Emergency Data Sheet. These sheets will be confidential and will only be utilized if a mishap or other emergency occurs and we need to find you. They will be held confidentially by the Commanding Officer. A template is provided below the Emergency Data Form in this handbook. This form provides guidelines for primary next of kin in the unfortunate circumstance of their Marine being hurt or killed in action. All Marines are required to fill out this form and keep it on file with the Squadron. It is also a confidential form. If you have any questions, please call the unit Family Readiness Officer. When complete, put the form in a sealed envelope with your name on the outside and marked "Family Readiness Officer only." Send or hand deliver to the Family Readiness Officer.

EMERGENCY DATA FORM Today's Date:		
Your Name:		Home Phone:
Address:		
City, State, Zip:		
Your Employer and Address:		
Work phone: Hours:	Work Days:	Work
Volunteer organizations you work with, their phone numbers and the days/hours you volunteer:		
CHILDREN		
Name:	DOB:	School:
Who is authorized to pick up your children?		
Name:	Phone:	

In order of preference, who should care for your children? (If name, address and phone number was not listed earlier in this form, please include this information. Also, please indicate if these people have power of attorney for medical treatment.)

Are these people aware you have given their names to care for your children? yes:
no:

Do you have any pets that need to be cared for if something were to happen to you or your spouse?

yes:
no:

Pet's name:

Please indicate who you would like to care for your pet.

Name:

Phone:

Address:

Any special instructions for feeding, walking, etc.

Is the pet on any medications? No: Yes: If yes, give details:

I give my permission allowing the Key Volunteer Coordinator or the Key Volunteer Advisor to utilize this information should an emergency occur involving my spouse or involving myself when my spouse is away.

Signature:

Date:

YOUR PARENTS OR CLOSEST RELATIVE

Name #1:

Relationship:

Address:

Home phone:

City, State, Zip

Work phone:

Name #2:

Relationship:

Address:

Home phone:

City, State, Zip

Work phone:

SPOUSE'S PARENTS OR CLOSEST RELATIVE

Name #1:

Relationship:

Address:

Home phone:

City, State, Zip	Work phone
Name #2:	Relationship:
Address:	Home phone:
City, State, Zip	Work phone:
FRIEND IN AREA WHO KNOWS YOUR DAILY ROUTINE	
Name:	Phone:
Address:	
City, State, Zip	

ADDITIONAL INFORMATION

Special needs, health problems involving you, your spouse or your children, allergies, pregnant, etc.

WRITE DIRECTIONS OR DRAW DETAILED MAP

In the space provided below, give clear directions to your house so that we can find you in case of an emergency.

--

APPENDIX C: PERSONAL PREPARATION CHECKLIST

PERSONAL PREPARATION CHECKLIST

- Update Record of Emergency
- Update SGLI
- Establish/update allotments
- Obtain/renew passport
- Update ID card
- Establish/Update Last Will & Testament
- Establish/Update Power of Attorney
- Forwarding/Receiving mail
- Family member contacts (important phone numbers, addresses, and e-mail)
- Deployment Bill Payment Plan
- Terminating utilities & services
- Caring for Pets
- Storing vehicle
- Caring for/vacating quarters
- Storing personal property
- Access to important papers (birth, divorce, custody, will)
- Briefed on EMERGENCY LEAVE Policy
- Briefed on DEPLOYMENT LEAVE Policy

APPENDIX D: FAMILY CARE CHECKLIST

FAMILY CARE CHECKLIST

- Renew family member ID cards
- Establish/Update Last Will & Testament
- Establish/Update Power of Attorney
- Temporary Guardianship Authorization
- Tax Filing Authorization
- Family Care Package
- Emergency Childcare Plan
- Establish/Adjust Family Budget
- Deployment Allotment
- Emergency Funds Plan
- Phone Budget
- NMCRS Pre-authorization Form
- Duplicate keys (car, house, etc)
- Appliance/Auto Repair Resources (names & numbers)
 - Appliance: _____
 - Auto: _____
 - Gas Company: _____
 - Water Company: _____
- Emergency Phone listings
 - Parents: _____
 - In-laws: _____
 - Family Readiness Officer: _____

APPENDIX E: QUICK REFERENCE CHECKLIST FOR ITEMS TO CONSIDER IN DEVELOPING A FAMILY CARE PLAN

Family care plans shall include provisions for short and long term absences. Plans shall include designating a caregiver (to include person for temporary custody in the event of their death or incapacity). Arrangements for financial, logistical, and medical care must be part of the plan. In short, planning for all possible contingencies is recommended.

	YES	NO
CAREGIVER DESIGNATED:		
AGREEMENT SIGNED BY CAREGIVER	___	___
CAREGIVER COUNSELED BY FAMILY SERVICE CENTER	___	___
TEMPORARY CUSTODY AGREEMENT	___	___
DOCUMENTS FOR CAREGIVER TO USE BASE FACILITIES	___	___
CAREGIVER MEETS REQUIREMENTS / STANDARDS	___	___
LEGAL:		
WILLS	___	___
POWER OF ATTORNEY	___	___
FINANCIAL:		
ALLOTMENTS FOR CARE OF DEPENDENTS	___	___
BANK ACCOUNTS/ACCESS/ARRANGEMENTS	___	___
LOGISTICAL:		
MOVEMENT / TRANSPORTATION ARRANGEMENTS	___	___
ESCORTS IN TRAVEL TO LOCATION OF CAREGIVER	___	___
USE OF PERSONAL PROPERTY AGREEMENTS	___	___
CARE OF HOME/QUARTERS	___	___
MEDICAL CARE/SUPPORT (IF REQUIRED)	___	___
LANGUAGE TRANSLATOR (IF REQUIRED)	___	___
FAMILY CONTACTS	___	___
FAMILY SERVICE CENTER:		
ASSISTANCE PROVIDED	___	___
DISCUSSION WITH MARINE/CAREGIVER ON:		
CHILD CARE/BEHAVIORAL CHANGES	___	___
FAMILY ADVOCACY	___	___
REFERRAL/ASSISTANCE	___	___

APPENDIX F: FAMILY CHECKLISTS

VALUABLE DOCUMENTS

Indicate the location of the following documents or N/A if not applicable.

1. _____ Birth and Marriage Certificates.
2. _____ Naturalization or Citizenship papers.
3. _____ Insurance policies (Life, Household, Auto).
Agent _____
Telephone _____
4. _____ Deeds, mortgages, lease agreements.
5. _____ Social Security Cards (His, Hers, and Children's)
6. _____ Military Records (copies)
7. _____ Automobile Title (or loan papers)
8. _____ Tax Returns
9. _____ Divorce Decrees
10. _____ Court Orders pertaining to support and custody of your legal dependents
11. _____ Death Certificates of deceased family members
12. _____ Bank Accounts:
Bank Name _____
Checking Account Number _____
Savings Account Number _____
Telephone _____
13. _____ Savings Bonds and Securities
14. _____ Wills (husband and wife should each have one)
15. _____ Power of attorney (General and/or Specific)
16. _____ Up to date ID card for all family members who need one
17. _____ Current Passports
18. _____ Legal papers / Adoption Papers
19. _____ Executor Appointment
20. _____ Does spouse know location of valuable documents?
21. _____ Medical Power of Attorney for children

AUTOMOBILE

1. _____ Does it have a current base sticker?
2. _____ Does it have a current license plate?
3. _____ Do you have the title? Who holds the lien?
4. _____ Is the insurance paid up? When is the payment due?
5. _____ Has the car been serviced lately?
6. _____ Do you have an extra key?
7. _____ Do you know what type of oil to use? When should it be changed?
8. _____ Do you know what type of gasoline to use?
9. _____ Do you have the warranties?
10. _____ Do you now where to go for warranty repairs?
11. _____ Do you know whom to call in an automobile emergency?
12. _____ Do you have your automobile insurance agent's telephone number?
13. _____ Do you both have a current driver's license?
14. _____ Do you know what to do in case of an accident?

15. _____ If you do not have a car, who will help with transportation in an emergency? _____

CHECK THE CONDITION OF:

1. _____ Radiator and heater hoses
2. _____ Engine vacuum lines
3. _____ Fuel lines
4. _____ Brake linings, discs, pads
5. _____ Engine drive belts, fan, alternator
6. _____ Air filters
7. _____ Oil filters
8. _____ Battery cables
9. _____ Shock absorbers
10. _____ Tires (spare also)
11. _____ Seat belts
12. _____ Brake lines
13. _____ Radiator

FLUID LEVEL OF:

14. _____ Master brake cylinder
15. _____ Windshield washer
16. _____ Transmission
17. _____ Power steering pump reservoir
18. _____ Air pressure in all tires (including spares)
19. _____ Expansion tank
20. _____ Battery
21. _____ Engine oil
22. _____ Rear end lubricant

MAKE SURE SPOUSE KNOWS:

23. _____ Location of spare bulbs/fuses
24. _____ How to check oil and other fluid levels in the car
25. _____ How to check tire pressure
26. _____ How to change a tire
27. _____ Location of spare keys
28. _____ Location of papers: (registration, title, insurance)
29. _____ Name and phone number of a reliable auto repair facility or towing service
30. _____ How to change bulbs/fuses
31. _____ When and where to have the car serviced
32. _____ If tires must be replaced, what type, size, and what is a reasonable price

HOME

1. _____ Is the house or apartment in good repair?
2. _____ Is the furnace cleaned and working properly? Clean filters?
3. _____ Is the hot water heater working properly? Is it operating at an energy saving temperature?

4. _____ Are all major appliances working properly?
5. _____ Do you know where the fuse box or circuit breaker is located and do you have extra fuses if necessary?
6. _____ Location of water and gas shut off points?
7. _____ Are the switches labeled?
8. _____ Do you have your landlord's telephone number?
9. _____ Do you have a phone number for emergency maintenance?
10. _____ Do you have telephone numbers for: power and electric company, appliance repairman, police, fire department, rescue squad, nearest medical facility, etc. near your phone?

Government Quarters

Remember, if you are currently residing off base and wish to live in Government Housing - make short-term commitments. A lease is a legal document and cannot be broken if you have received government housing or if you want to go home while the service member is deployed.

1. _____ Have you completed the Housing Application? Ensure that the housing office has your current phone number and emergency number.
2. _____ Complete Spousal Acceptance Authorization so the spouse may accept quarters while sponsor is deployed.
3. _____ Provide the Housing Office with a copy of your lease to ensure quarters will not be offered until lease is about to end.
4. _____ If you are already in base housing, ensure family members are aware of all housing regulations.
5. _____ If a family plans to be away from quarters a request must be completed at the Housing Office. Approved absences are usually no longer than 30 days; extensions involving special circumstances are considered on a case-by-case basis.
6. _____ Register guests at Housing Office; they may be approved on a 30 day basis up to 90 days. Special circumstances are considered on a case-by-case basis.
7. _____ If you experience overpayment of BAH after acceptance of Government Quarters, do not spend it; it will be needed when disbursing records catch up with your pay and the over-payment is taken back (all at once).
8. _____ If presently on the waiting list for assignment of quarters, but want to wait until sponsor returns, ask housing to put you "on hold"; you will keep moving up on the list. Quarters will be held for you and you will be given quarters upon sponsor's return.

PERSONAL MATTERS

1. _____ Are all dependents enrolled in DEERS?
2. _____ Do you understand the checking accounts and how to balance your account periodically?
3. _____ Do you have an adequate dependent's allotment for your spouse?
4. _____ Do you have a back-up plan if the allotment is late?
5. _____ If you are pregnant, do you know who to contact and where to go in case of an emergency.
6. _____ If you are pregnant, have you made arrangements to have your other

- children cared for when you deliver?
7. _____ Have you made arrangements for the care of your children in the event that something should happen to you? Call Legal Assistance and ask about an "In Loco Parentis" (a form used as a Power of Attorney where your children are concerned).
 8. _____ Do you know whom to call and where to go for medical emergencies?
 9. _____ Do you have your spouse's mailing address and telegraphic address?
 10. _____ Do you know what to do in case of an emergency and spouse needs to come home? (call American Red Cross).
 11. _____ Do you know where to go for legal assistance?
 12. _____ Do you know where to go in the event of a financial emergency?
 13. _____ Has your sponsor signed a loan Preauthorization Form at the Navy/Marine Corps Relief Society?
 14. _____ Do you have the emergency telephone number of the military activity nearest you? (They are in your civilian telephone book).
 15. _____ Do you know how to use TRICARE while you are traveling?
 16. _____ If you don't have a car, have you asked people who will be willing to assist you?

NEWLYWEDS

The military member of the family should do the following things to correct his/her records immediately:

1. _____ Go to the Personnel Office with all official documents and change your official records to show that you are married, listing your spouse as "Next of Kin" on your record of Emergency Data (RED).
2. _____ Check the Personnel Office to have your wife listed as beneficiary for Government and Civilian Insurance Policies.
3. _____ Apply for a Dependent's Identification and privilege Card. (Form DD 1172) and enroll spouse in DEERS at your Personnel Office.
4. _____ Go the Personnel Office and apply for BAH, COMRATS and start an adequate dependent's Allotment for your spouse.
5. _____ Check at the dispensary to have your spouse listed as Next of Kin in the event of casualty. Be sure that your health record indicates your blood type, whether you are Catholic, Protestant, Jewish, etc.
6. _____ Have your spouse attend a Relocation Welcome Aboard Brief.
7. _____ Make sure all bank accounts are joint. Most banks will not accept a General Power of Attorney.
8. _____ Does your unit's Family Readiness Officer have your new Spouse's information (e-mail address, cell phone, home address, etc.)?

APPENDIX G: Mass Communication Tool Contact Data Sheet

The information requested below is being collected for use within the Marine Corps' Mass Communication Tool. The Tool is currently being fielded across the Marine Corps, and will be used as a mean of communicating with Marines and their families, especially those in a deployed status. The Tool will be used by the Family Readiness Officer and has the options for sending notifications via email, phone, or text messaging. No classified or casualty information will be distributed via this tool.

Every Marine has the ability to add up to four individual contacts. The data collected will be stored securely within the Mass Communication Tool and will not be shared with any outside sources; the data will only be used for notifications associated to your Command. Please be sure to write legibly, so we can transfer the data into the tool correctly.

MARINE CORPS FAMILY READINESS PROGRAM MASS COMUNICATION TOOL PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 5013; EO 9397.10 USC 5041

PRINCIPAL PURPOSE(S): to obtain information needed for the Family Readiness Program Mass Communication Tool that will enable Marine Corps Commanders and their designated staff members to communicate in an accurate, rapid, and efficient manner with Marine family members and others designated by the Marine en mass. The Tool has the options for sending notifications via email, phone, or text messaging. No classified or casualty information will be distributed via this tool.

ROUTINE USES(S): None.

DISCLOSURE: Voluntary; however, if an enrollee fails to furnish information requested on this form it may impair Commanders' and their staff members' ability to communicate important information to your family members or others designated by you to receive such information, particularly when you may be in a deployed status. Enrollees must provide the last four digits of the Social Security Number (SSN) in order to identify them and their selected contacts.

I authorize the following individuals to be contacted on my behalf.

 **Sign** _____ **Date** _____

MARINE INFORMATION:

UIC: _____

MCT GROUPS:

Work section: _____ MEAL TICKET # _____

First Name and MI: _____ DOB (mm/dd/yy): _____

Last Name: _____ Rank: _____

Last four (4) of SSN: _____

Address (street number/name): _____

Apt #: _____

City: _____ State: _____ ZIP: _____ Country: _____

Work E-mail Address: _____

PERSONAL E-Mail: _____

Personal Cell Phone: _____

Business Phone: _____ Ext. _____

Home Phone: _____

Text Device: _____

SMS Device: _____

Language (codes are below): _____

Language Codes:					
E = English	I = Italian	SW = Swedish	F = French	P = Portuguese	SLA = Spanish Latin America
D = Danish	G = German	N = Norwegian	SE = Spanish Europe		

NOTE: All contacts must be 18 years of age or older to be entered into the Mass Communication Tool unless the contact is a spouse.

CONTACT #1:

First Name and MI: _____ Last Name: _____
Contact Code (codes are below): _____ Active Duty Spouse (N/Y, Rank/Service): _____
If Spouse, DOB (MM/DD/YY) _____

S = Spouse
P = Parent
C = Child
F = Other Family/Contact (brother, sister, uncle, cousin, fiancé, friend, etc.)

Address:

Same as Marine
Street/Number: _____ Apt No. _____
City: _____ State: _____ ZIP: _____ Country: _____
Work E-mail Address: _____
Home E-Mail: _____
Work Cell Phone: _____
Personal Cell Phone: _____
Business Phone: _____ Ext. _____
Home Phone: _____
Text Device: _____
SMS Device: _____
Language (codes on page 1 of MCT form): _____

Children's names	DOB (MM/DD/YYYY)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

CONTACT #2:

First name and MI: _____ Last Name: _____
Contact Code (codes under Contact #1): _____
Address (Street/Number): _____ Apt No. _____
City: _____ State: _____ ZIP: _____ Country: _____
Work E-mail Address: _____
Home E-Mail: _____
Alternate E-Mail: _____
Work Cell Phone: _____
Personal Cell Phone: _____
Business Phone: _____ Ext. _____
Home Phone: _____
Text Device : _____
SMS Device: _____
Language (codes on page 1 of MCT form): _____

CONTACT #3:

First name and MI: _____ Last Name: _____
Contact Code (codes under Contact #1): _____
Address (Street/Number): _____ Apt No. _____
City: _____ State: _____ ZIP: _____ Country: _____
Work E-mail Address: _____
Home E-Mail: _____
Alternate E-Mail: _____
Work Cell Phone: _____
Personal Cell Phone: _____
Business Phone: _____ Ext. _____
Home Phone: _____
Text Device: _____
SMS Device: _____
Language (codes on page 1 of MCT form): _____

CONTACT #4:

First name and MI: _____ Last Name: _____
Contact Code (codes under Contact #1): _____
Address (Street/Number): _____ Apt No. _____
City: _____ State: _____ ZIP: _____ Country: _____
Work E-mail Address: _____
Home E-Mail: _____
Alternate E-Mail: _____
Work Cell Phone: _____
Personal Cell Phone: _____
Business Phone: _____ Ext. _____
Home Phone: _____
Text Device: _____
SMS Device: _____
Language (codes on page 1 of MCT form): _____

APPENDIX H: IMPORTANT PHONE NUMBERS

MCAS NEW RIVER STATION KEY PERSONNEL

Commanding Officer	910-449-6307
Executive Officer	910-449-6307
Sergeant Major	910-449-6307
Family Readiness Officer	910-449-7155
Chaplains' Office	910-449-6801
Squadron Duty Officer	910-449-5411
Legal	910-449-6169
Fax	910-449-6221

EMERGENCY NUMBERS:

Ambulance / Emergencies	911
Poison Control	800-222-1222
Poison Center	800-848-6946
PMO Dispatcher (Non-Emergency)	910-451-2555/2556

HOT LINES:

Child Abuse Hotline	910-938-5460/5533
Crisis Team (County Mental Health)	910-239-3611
Domestic Violence	910-937-4000 1-800-799-SAFE
National Domestic Violence Hotline	(7233) 1-800-656-HOPE
National Sexual Assault Hotline	(4673)
National Suicide Hotline	1-800-273-8255

PERSONAL IMPROVEMENT PROGRAMS:

Aerobics Center	910-449-6003
Career Resource Center	910-449-9702
Education Center	910-449-6623
Financial Management	910-449-5259
Fitness Center	910-449-0294
Library	910-449-6715

RECREATIONAL PROGRAMS:

Aerobics (Lejeune)	910-451-5481
Auto Mechanics Hobby Shop (Lejeune)	910-451-1550
Auto Skills Center	910-449-6709
Auto Skills Center (Lejeune)	910-451-2042
Bowling	910-449-6582
Ceramic Hobby Shop (Lejeune)	910-451-2077

Child & Youth Programs (Lejeune)	910-450-1500
Community Center - Midway Park (Lejeune)	910-451-1807
Community Center - Tarawa Terrace (Lejeune)	910-450-1686
Financial Education & Counseling (Lejeune)	910-451-0174
Fitness & Health (Lejeune)	910-451-2865
Fitness Center - Area 201 (Lejeune)	910-451-8209
Fitness Center - Camp Geiger (Lejeune)	910-449-6403
Fitness Center - Courthouse Bay (Lejeune)	910-451-7397
Fitness Center - French Creek (Lejeune)	910-451-5430
Fitness Center - Morgan Bay (Lejeune)	910-451-1676
Fitness Center - Tarawa Terrace (Lejeune)	910-450-1681
Golf Course (Lejeune)	910-451-5445
Information, Tickets and Tours	910-449-6530
Information, Tickets and Tours (Lejeune)	910-451-3535
Intramural Program	910-449-5609
Library	910-449-6715
MCAS Marina	910-449-6578
MCCS	910-449-6577
Onslow Beach	910-450-7502
Personal Training (Lejeune)	910-451-5481
Pool - Area 2 (Indoor) (Lejeune)	910-451-2024
Pool - Camp Johnson (Lejeune)	910-450-0768
Pools & Aquatics (Lejeune)	910-451-2513
Pools & Aquatics Program	910-449-4307
Prevention & Education (Lejeune)	910-451-2865
Recreation Division (Lejeune)	910-451-2106
Single Marine Program	910-449-5846
Sports & Youth Activities (Lejeune)	910-451-0377
Theater	910-449-2785
Wood & Hobby Shop (Lejeune)	910-451-5191
Youth Pavilion- Stone Street Youth Pavilion (Lejeune)	910-355-9000
Youth Pavilion- Tarawa Terrace (Lejeune)	910-355-9001
Youth Sports	910-449-6714

BENEFITS AND SERVICES:

Automotive Decals /Passes	910-449-5113
Base Operator	910-451-1113
Bus- Jacksonville Transit	910-938-RIDE (7433)
Chaplain- Station	910-449-6801
Chaplain- MAG 26	910-449-7180
Chaplain- MAG 29	910-449-6866

Child Care Resource and Referral	910-449-5633
Child Development Center	910-449-6712
Club- Enlisted	910-449-0589
Club- Officer' s	910-449-6409
Club- SNCO	910-449-6707
Commissary	910-449-6395
CREDO	910-451-2900
CZEE Cyberzone (Computer Usage)	910-449-7929
DEERS	910-449-5428
Dry Cleaners	910-449-7322
Exceptional Family Member Program	910-449-5251
Exchange/Gas Station	910-449-0539
FOCUS (Families Overcoming Under Stress) Deployment Support for Families	910-450-0178
Gear Issue (outdoor supplies)	910-449-6387
Housing- Atlantic MC Communities	910-219-6460
Housing- After Hours Emergency Maintenance	910-219-6499
Jacksonville Parks & Recreation	910-938-5307
Jacksonville Police Department	910-346-9841
Laundromat	910-449-0133
Legal Center- Lejeune	910-451-1903
Legal Center- MCAS New River	910-449-6169
Marina	910-449-6578
Marine & Family Service Center	910-449-6185
MCFTB- LifeSkills	910-449-4674
MCFTB- LINKS	910-449-4676
MCFTB- Marine Corps Family Team Building	910-449-5343
Medical Directory- Naval Hospital	910-450-4300
Medical- Henderson Clinic	910-455-1457
Medical- Naval Hospital Camp Lejeune	910-450-4698
Medical- New River Family Care	910-449-5527
Medical- OB/GYN	910-450-4561
Medical- Pharmacy Info and Refills	910-450-4171
Military One Source	800-342-9647
Movie Mart	910-449-0133
NACCRRRA Respite Care	1-800-424-2246
Navy-Marine Corps Relief Society- New River	910-449-6431
Navy-Marine Corps Relief Society- Lejeune	910-451-5346/5584
New Parent Support Program	910-449-4866
Noble Roman's Pizza	910-449-0513
Onslow County Partnership for Children- Jacksonville	910-938-0336
Onslow County Partnership for Children- Richlands	910-324-6590
Onslow County Partnership for Children- Swansboro	910-326-4752

Onslow County Sheriff's Department	910-455-3113
Pass & ID- New River	910-449-7695
Post Office	910-449-6501
Red Cross (all branches)	877-272-7337
Red Cross- New River	910-449-4757/56
Relocation	910-449-5258
School- DeLalio Elementary	910-449-0601
School- Brewster Middle	910-451-2561
School- Lejeune High	910-451-2451
School Liaison	910-449-4702
SemperFit	910-449-6410
Substance Abuse Counseling- New River	910-449-5249
Substance Abuse Counseling- Lejeune	910-451-5454
Subway	910-449-6987
Tax Center- Lejeune	910-451-3030
Tax Center- MCAS New River	910-449-7400
TRICARE Service Center	877-TRICARE
United Concordia Service Center (Dental)	888-622-2256
USO	910-455-3411
USPS Free Packing Materials	800-610-8734
Vehicle Registration	910-449-5513/5429
Veterinary Services (Lejeune)	910-450-1607
Video Rental	910-449-0133
Warehouse (Table and Chair Rental)	910-449-6248
WIC	910-353-0022
Youth Center	910-449-6711

WEBSITES FOR FAMILY AND DEPLOYMENT READINESS

Marine Corps Community Services MCAS New River:

<http://www.mccsnr.com/>

United States Marine Corps:

<http://www.marines.mil/>

Tricare Military Health Care:

<http://www.tricare.mil/>

My Pay (LES & W-2's):

<https://mypay.dfas.mil>

Military One Source:

www.militaryonesource.com

Military Child Education Coalition:

<http://www.militarychild.org/>

Student Online Academic Resource (SOAR):

<http://www.soarathome.org/>

Families OverComing Under Stress (FOCUS):

www.focusproject.org/

National Military Family Association:

www.nmfa.org/

Military HomeFRONT

www.militaryhomefront.dod.mil

USO of North Carolina

www.uso-nc.org

LifeLines Services Network

<http://www.lifelines.navy.mil/lifelines/index.htm>

Operation Enduring Freedom

http://mfrc.calib.com/Enduring_Freedom/index.htm

Marine Corps Community Services site on Deployments

<http://www.usmc-mccs.org/deploy/?sid=fl>

Deployment Health and Family Readiness Library

<http://deploymenthealthlibrary.fhp.osd.mil>

United States Postal Services

<http://www.usps.com>

U.S. Customs Website

<http://www.customs.gov>

American Red Cross

<http://www.redcross.org/>

MotoMail

<http://www.motomail.us/>

Uniformed Service Employment and Reemployment Rights Act

www.osc.gov/userra.htm

Servicemember's Civil Relief Act

<http://www.military.com/benefits/legal-matters/scra/overview>