

Readiness and Deployment Support Training

PRE-DEPLOYMENT
HANDBOOK



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Important Documents and Information

Marines who have deployed in the past and their families say that preparation is essential for a successful deployment. If this is your first deployment, this handbook will be your preparation guide. If you have experienced previous deployments, reviewing this handbook will serve as a reminder.

Record of Emergency Data (RED)

The Record of Emergency Data form is commonly referred to as the RED in the Marine's service record. It lists who should be contacted if an incident occurs, such as illness, injury, fatality, or the Marine goes missing. Any time your family moves or contact information changes, this form should be updated through Admin at your unit.

Ensure the RED reflects the correct designees for notification, pay arrears, death gratuity, and person authorized to direct disposition (PADD).

Servicemembers' Group Life Insurance cannot be updated through the RED, but it is equally important that the correct beneficiary and contact information is included.

Family Care Plan (FCP)

A Family Care Plan (FCP) is a document that outlines the financial, medical, legal, logistical, educational, monetary, and religious arrangements for the care of a 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 be specific to the needs of each family situation. It is recommended that all Marines stationed OCONUS or in remote locations maintain a current Family Care Plan.

Marine Corps Order 1740.13B requires the following individuals to have a Family Care Plan:

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

The Base Legal Services Office can assist with the required legal documents, including preparation of your FCP. Marine Corps Family Team Building

(MCFTB) offers a Family Care Plan workshop. Please check with MCFTB for the next available class. Once your FCP is complete, ensure that your command receives a sealed copy that the FRO will maintain. The original copy is housed within your unit, normally at the Admin office, and would only be opened when directed by the commanding officer of the unit, if deemed necessary or in case of an emergency. See the checklist for single-parent Marines in this handbook to help you make plans for minor children. Please also ensure that you and a trusted family member have a copy of your FCP.

A recent change in Defense Department policy highlights why Marines who are custodial parents may want to seek legal help in arranging their children's care during deployment.

DoD Instruction 1342.19, *Family Care Plans*, was revised in 2010 to require such plans from troops and expeditionary civilians who have legal custody or joint custody of a minor child. The new policy requires parents to attempt to obtain the consent of the noncustodial or adoptive parent to any family care plan that would leave the child in the custody of a third party. The new policy is focused on ensuring the noncustodial biological parent is contacted and that arrangements are discussed with that person. Family care plans do not allow you to transfer temporary custody to your child's stepparent or grandparent during a deployment if there is a non-custodial parent who can care for that dependent or child.

ID Cards

Military identification cards are like "tickets" that enable access to military services such as medical, recreation, housing, family support, and even access to the base. Ensure everyone's ID card is current and will not expire during the deployment. Do not forget to ensure that ID cards for your dependents, including those that do not live with you, are updated. Update ID cards at the installation Defense Enrollment Eligibility Reporting System (DEERS) office.

Wills

A will is a legal expression or declaration of an individual's wishes upon his or her death. For those with children, it is important to include who you would want to care for your children should something happen to both parents. To ensure your estate is distributed the way you want, make sure you have a current will and your loved ones know its location. Your local Base Legal Services Office will assist you in making a will at no cost. Reminder: The legal office does not maintain copies of wills.

Powers of Attorney

Powers of attorney can be very useful when conducting personal business. They can also be very dangerous documents, as they allow someone to act on your behalf. You may need different types of powers of attorney for different tasks. For

example, you may need a special power of attorney to file your taxes or to buy or sell a big ticket item such as a vehicle or a home.

There is a document called a *general power of attorney* that can be used in a variety of situations. It is important to know in advance what type of power of attorney will be accepted by an institution. Not all will accept a general power of attorney. Your Base Legal Services Office can discuss options and draw up a power of attorney at no charge.

Active-duty single parents or dual military couples may need a special power of attorney for their child/children's caregiver. The term "in loco parentis" refers to an individual who assumes parental status and responsibilities for another individual without formal adoption procedures. The execution of this role is through a special power of attorney. This special power of attorney allows a person you appoint to make decisions regarding your child/children on your behalf. It is recommended that all military members stationed OCONUS or in remote locations who have children maintain documentation for "in loco parentis" situations.

The Health Insurance Portability and Accountability Act (HIPAA) limits who may access medical records, so a *medical power of attorney* may be needed. This document allows an individual to appoint someone else to make decisions about a dependent's health care. This type of advance directive may also be called a health care proxy, durable power of attorney for health care, or appointment of a health care agent. The person appointed may be called a health care agent, surrogate, attorney-in-fact, or proxy.

Voting

Contact your unit voting assistance officer to complete a federal post card application to register to vote. Ensure you use your deployment address when you complete the application to ensure your absentee ballot gets to you in time.

Other Important Documents

If you do not already have one, it is a good idea to invest in a small, fireproof safe or to rent a safety deposit box to store important documents. Many of these documents are hard to replace. Even though you may not need them often, when you do need them they are critical. Do you know where the following documents are located?

- | | |
|--|---|
| <input type="checkbox"/> Birth certificates (yours and family members) | <input type="checkbox"/> Insurance policies (life, health, home, vehicle, flood, renters, etc.) |
| <input type="checkbox"/> Marriage certificates | <input type="checkbox"/> Real estate documents (lease, deed, first and second mortgages) |
| <input type="checkbox"/> Divorce decrees | <input type="checkbox"/> Car title, registration and inspection |
| <input type="checkbox"/> Death certificates | <input type="checkbox"/> Most recent Leave and Earnings Statement (LES) |
| <input type="checkbox"/> Medical records of each family member, including shot records | <input type="checkbox"/> Social Security number of each family member |
| <input type="checkbox"/> Dental records for each family member | <input type="checkbox"/> Current address and phone number of immediate family members of both spouses |
| <input type="checkbox"/> Veterinarian records for each pet | <input type="checkbox"/> Emergency cash (savings equal to three months' salary for emergencies) |
| <input type="checkbox"/> Adoption papers | |
| <input type="checkbox"/> Citizenship and naturalization papers | |
| <input type="checkbox"/> Passports and visas | |

Deployment Checklists

Please note that the following checklists are intended to assist you in preparing for and achieving personal and family readiness for deployment. Please use the checklists as a guide and reference point for personal and family readiness and add additional items as applicable for your personal situation. Although not all items will apply to each individual, the idea is to start thinking about the necessary preparations needed to contribute to a smoother deployment and avoiding as many possible obstacles as possible. Also, a personal preparation checklist is included to contribute to Marines maximizing their unit and mission readiness, and also offers ideas for personal items that are often desired after Marines arrive at their deployment location. Please refer to your S-3 office to obtain your packing list per your deployment location.

Deployment Readiness Checklist for the Single Marine

The key to a successful deployment is to be prepared. Use this list to assess your readiness. This checklist is intended to assist single Marines in preparing for and achieving readiness for deployment.

Documents

- Give your family the contact information for your FRO.
- Ensure ID Card is valid through entire deployment.
- Review Record of Emergency Data (RED) form and update if necessary.
- Contact Base Legal Services Office for any needed powers of attorney.
- Update will.
- Ensure Servicemembers' Group Life Insurance (SGLI) has correct beneficiary information.
- Provide complete official deployment mailing address to family and friends.
- Ensure enrollment in TRICARE.
- Register to vote and request an absentee ballot.
- Does someone have a copy of your Official Military Orders?
- Other _____.

Personal Preparation

- Pack uniforms, liberty clothes, and personal items.
- Store personal weapons.
- Enroll in education and courses while deployed.
- Purchase comfort items, such as favorite shampoo, soap, contact lenses, etc.
- Pictures of family and friends.
- Arrange subscriptions to magazines.
- Other _____.

Housing

- Participate in unit's TMO if living in barracks.
- Ensure renters' or homeowners' insurance is current.
- Take name off utilities and or lease if sharing living quarters with someone else (roommate)
- Hire a property management company if you own a home and have tenants, or for outside maintenance of home such as grass cutting.
- Cancel utilities.
- Other _____.

Vehicles

- Arrange to store or have someone take care of your vehicle.
- Update insurance, tags, registration and title, base and inspection sticker.
- Discuss routine maintenance with vehicle caretaker.
- Other _____.

Emergency Plans

- Discuss emergency communication with family.
- Give FRO contact information for family.
- Provide Red Cross contact information to family.
- Ensure family has your contact information.
- Give family the location of important papers and a key to access.
- Develop emergency evacuation plan.
- Other _____.

Communication

- Gather phone numbers, addresses, and e-mail addresses of family and friends. Discuss expectations for keeping in touch.
- Make arrangements for birthdays and special occasions.
- Buy stamps, phone cards, camera batteries, etc.
- Create a plan for making telephone calls.
- Explain OPSEC to family and friends.
- Ask family and friends to send regular mail and care packages.
- Provide unit toll-free number and website to family and friends.
- Other _____.

Pets

- Update pet information card.
- Make sure pet vaccinations are up to date.
- Provide vet information to whoever is caring for the pet in your absence.
- Establish an allotment to your caregiver for care of pets, or for pet emergency situations.

Elder Care (if applicable)

- Have you made arrangements for the care of your elderly loved one?
- Have you made financial arrangements for your elderly loved one?

Financial Preparation

- Create a spending plan for the deployment.
- Start allotments or set up online banking to pay bills.
- Determine if personal phones are allowed and ensure international access.
- Make arrangements to pay periodic expenses such as taxes, tuition, or insurance.
- Cancel cell phone contracts prior to departure.
- Other _____.

Outstanding Legal Matters

- Make arrangements to address any outstanding traffic violations, tickets or fines.
- Ensure custody disputes have been finalized or have an agent working on your behalf.
- Ensure all matters regarding a pending divorce have been resolved or arrangements are made to finalize upon Marine's return.
- Set up allotment for child support payments.

Deployment Readiness Checklist for the Single Marine with Dependents and Dual Active-Duty Marines with Dependents

In addition to the Deployment Readiness Checklist for the Single Marine, active-duty single parents should complete the following. This checklist is intended to assist single Marines with dependents and dual active-duty Marines with dependents in preparing for and achieving readiness for deployment.

Documents

- Schedule an appointment with your installation Base Legal Services Office to have powers of attorney (special and or medical) and will drawn up.
- Created or update your Family Care Plan.
- Ensure your will includes who will become guardian to your children in your absence.
- Review the amount and beneficiary information on your Servicemembers' Group Life Insurance.
- Ensure your dependent has a valid military ID card which will not expire while you are away.
- Confirm your dependents enrollment in DEERS.
- Provide complete official deployment mailing address to family and friends.
- Include child care provider contact info on RED.
- Develop a written contract with your child's caregiver that includes financial arrangements.
- Set up an allotment to provide financial support while you are away.
- Enroll your dependent in the TRICARE region to be used.
- Does someone have a copy of your Official Military Orders?
- Other _____.

Outstanding Legal Matters

- Make arrangements to address any outstanding traffic violations, tickets or fines.
- Ensure custody disputes have been finalized or have an agent working on your behalf.
- Ensure all matters regarding a pending divorce have been resolved or arrangements are made to finalize upon Marine's return.
- Set up allotment for child support payments.

Your Child

- Tell your child that you will be leaving, why, and approximately when you will return, if known.
- Provide your older child with tools needed to stay in touch with you such as stationary, pens, markers, stamped, self-addressed envelopes, etc.
- Include money in your budget for phone calls, gifts, and souvenirs for your children.
- If you have pets and your child's caregiver is not caring for them too, explain this to your child.
- Avoid putting added responsibilities on your child by not saying things like, "You're the man of the house," or, "Take care of your little brother."
- Request a mentor for your child through the national Big Brothers/Big Sisters program, church, extended family member, or another Marine who is a friend of the family and is not deploying.
- Tell your children that you love them.
- Other _____.

Relationships

- Inform child's school or day care teacher of your deployment and ask them to send copies of schoolwork and report cards. Provide self-addressed, stamped envelopes.
- Ask if your child's school sponsors a discussion group or other program for children of deployed military parents.
- Discuss what role, if any, your child's other parent will have during deployment.
- Tell extended family members about your upcoming deployment, provide your child's contact information, and ask them to keep in contact with your child.
- Other _____.

Legal Guardian

- Provide the FRO contact info to your child's caregiver.
- Give your contact information to your child's caregiver and child (if the child is old enough).
- Tell your child care provider to contact the American Red Cross in case of an emergency.
- Provide copies of your child's medical records to your child's caregiver.
- Tell your provider how to obtain medical care, dental care, and prescriptions.
- Establish with your child's caregiver where they will go or who they will contact in case of a disaster.
- Make a plan to celebrate birthdays and holidays.
- Establish a plan with caregiver to facilitate communication from your child to you.
- Provide info about your child's routines: meal and bed times, chores, special toys, etc.
- Other _____.

Elder Care (if applicable)

- Have you made arrangements for the care of your elderly loved one?
- Have you made financial arrangements for your elderly loved one?

Comfort Items

- Create a photo album for you and each of your children doing things together.
- Read and record your child's favorite book(s) on audio or video tape.
- Leave a personal item of yours for each of your children to keep until your return.
- Other _____.

Emergency Plans

- Discuss emergency communication with family.
- Give FRO contact information for family.
- Provide Red Cross contact information to family.
- Ensure family has your contact information.
- Give family the location of important papers and a key to access.
- Develop emergency evacuation plan.
- Other _____.

Pets

- Update pet information card.
- Make sure pet vaccinations are up to date.
- Provide vet information to whoever is caring for the pet in your absence.
- Establish an allotment to your caregiver for care of pets, or for pet emergency situations.

Deployment Readiness Checklist for the Married Marine & Spouse

While this list may seem daunting, it will be very helpful to have all of this information in one place. This checklist is intended to assist married Marines in preparing for and achieving readiness for deployment.

Documents

- Ensure ID Cards are valid through entire deployment.
- Designate an emergency caregiver in loco parentis while your Marine is deployed in the event that the spouse at home is unable to care for children.
- Memorize your Marine's Social Security number.
- Review Record of Emergency Data (RED) form and update as needed.
- Contact Base Legal Services Office for any needed powers of attorney.
- Update will.
- Ensure Servicemembers' Group Life Insurance (SGLI) has correct and most up to date beneficiary information.
- Register to vote and request absentee ballot.
- Provide complete official deployment mailing address to family and friends.
- Does someone have a copy of your Official Military Orders?

Store important documents:

- Marriage certificates
- Birth/adoption certificates
- Naturalization and citizenship papers
- Insurance policies (life, household, auto)
- Deeds/mortgages/lease agreements
- Social Security cards
- Military records (copies)
- Vehicle title/s or loan documents
- Tax returns
- Divorce decrees
- Court orders (support and or custody)
- Death certificates of deceased family members
- Passports
- Vaccination records

Financial Preparation

- Create a spending plan for the deployment.
- Start allotments or set up online banking to pay bills.
- Note periodic expenses such as taxes, tuition, or insurance.
- Arrange an extension for filing taxes if due during deployment (www.irs.gov).
- Review existing accounts.
- If your family has a safe deposit box, make sure at-home family member has access to it.
- Review MyPay account and provide access (<https://mypay.dfas.mil/mypay.aspx>).
- Determine who will use which credit cards.
- Review credit card balances.
- Gather information about other assets such as bonds, mutual funds, CDs etc., and maturation dates.

Medical/Dental

- Ensure enrollment in TRICARE at (800) 538-9552.
- Check with all family health providers for acceptance of TRICARE insurance.
- Contact TRICARE if family plans to travel/relocate during deployment to ensure coverage.
- If children are to be born during deployment, either a general or special power of attorney is required to enroll the child in DEERS.
- Ensure enrollment for dental care by calling United Concordia at (888) 622-2256 or online at www.ucci.com.

Elder Care (if applicable)

- Have you made arrangements for the care of your elderly loved one?
- Have you made financial arrangements for your elderly loved one?

Vehicles

- Review and update information.
- Update insurance and registration. Ensure base stickers on your car are current.

Children

- Ensure vaccinations are current.
- Identify a child care provider for emergency/respice care.
- Tell your child about the deployment.
- Provide your older child with tools needed to stay in touch with you such as stationary, pens, markers, stamped, self-addressed envelopes, etc.
- Inform your child's school or day care teacher of your deployment and ask them to send copies of schoolwork and report cards. Provide self-addressed, stamped envelopes.
- Ask if your child's school sponsors a discussion group or other program for children of deployed military parents.
- Create a photo album for you and each of your children doing things together.
- Read and record your child's favorite book(s) on audio or video tape.
- Leave a personal item of yours for each of your children to keep until your return.
- Include money in your budget for phone calls, gifts, and souvenirs for your children.
- Avoid putting added responsibilities on your child by not saying things like, "You're the man of the house," or, "Take care of your little brother."
- Request a mentor for your child through the national Big Brothers/Big Sisters program, church, extended family member, or a Marine who is a friend of the family who is not deploying.
- Tell your children that you love them.
- Other _____.

Communication

- Provide FRO, unit toll-free number and unit website to family and friends.
- Provide complete official mailing address to family and friends.
- Gather phone numbers, addresses, and e-mail addresses of family and friends.
- Make arrangements for birthdays and special occasions.
- Discuss expectations for keeping in touch with friends and family.
- Buy stamps, phone cards, camera batteries, etc.
- Other _____.

Outstanding Legal Matters

- Make arrangements to address any outstanding traffic violations, tickets or fines.
- Ensure custody disputes have been finalized or have an agent working on your behalf.
- Ensure all matters regarding a pending divorce have been resolved or arrangements are made to finalize upon Marine's return.
- Set up allotment for child support payments.

Pets

- Update pet information card.
- Make sure pet vaccinations are up to date.
- Provide vet information to whoever is caring for the pet in your absence.
- Establish an allotment to your caregiver for care of pets, or for pet emergency situations.

Emergency Plans

- Discuss emergency communication with family.
- Give FRO contact information for family.
- Provide Red Cross contact information to family.
- Ensure family has your contact information.
- Give family the location of important papers and a key to access.
- Develop emergency evacuation plan.
- Other _____.

Personal Preparation and Packing List

While you will receive an “official” packing list from your S-3 office, the following is a list provided by Marines, for Marines of items that are nice to have on deployment. This checklist is by no means all-inclusive, and some items may not pertain to your deployment.

Personal Preparation

- Store personal weapons.
- Enroll in education and courses.
- Take family photos.
- Other _____.

Toiletries

- Anti-bacterial hand wipes
- Hand gel
- Foot powder
- Lip balm
- Deodorant or anti-perspirant
- Lubricant eye drops
- Sunscreen
- Nail files, scissors, clippers, tweezers
- Mosquito/fly/sand flea repellent
- Band-aids
- Anti-fog treatment for sunglasses
- Hair clippers
- 90-day supply of medications
- Hand cream
- Baby wipes (unscented)
- Baby powder (helps with heat rash)
- Small camping mirror
- Purchase comfort items, such as favorite shampoo, soap, contact lenses, etc.

Clothing Items

- Pack uniforms, liberty clothes, and personal items.
- Closed-toed or high-soled shower shoes
- Sock liners
- Running shoes
- PT clothes
- Extra socks, underwear, and undershirts
- Set of civilian clothes

Electronics and Communications

- Digital or disposable camera
- Flash drive or USB memory stick
- International converter
- Phone cards
- Batteries
- DVD/CD/MP3 player
- Computer and/or handheld games (i.e. Gameboy)
- Laptop computer
- Head light with white and red light
- Small flashlight
- Alarm clock
- Writing materials

Kitchen/Food Items

- Hot pot
- Mug with sealable top
- Powdered drink packets
- Nutritional supplements
- Other _____

Reminders of Home:

- Child’s art projects or schoolwork
- Small scrapbook with mementos of home
- CD with family’s favorite songs

Miscellaneous

- Sewing kit (zip-up kind)
- Mesh shower bag
- Travel pillow
- Travel-size fleece blanket
- Self-inflating air mattress (should not exceed the width of a cot by very much)
- Reading materials
- Word games and/or puzzles
- Games (Frisbee, playing cards, dominos)

Emergency Preparedness

The Marine Corps encourages all personnel to maintain a basic level of preparedness for all potential hazards. Preventing loss of life and minimizing property damage are responsibilities shared by all. It is important that Marine families prepare themselves for all types of emergencies to increase their personal sense of security and peace of mind. Know the terrorist threat level condition, get informed about your area's potential natural and manmade hazards, prepare a survival kit, create and have a family emergency plan, make an emergency supplies kit, prepare your children by discussing potential hazards, and protect your personal property. Additionally, ensure that your Family Readiness Officer knows how and where to contact you or your family in case of an emergency.

Consider attending MCFTB's LifeSkills Emergency Preparedness workshop for complete information regarding actions that Marines and families should take to be informed and prepared in the event of natural and manmade hazards.

Overseas Travel

Passports will be necessary if planning to take leave or to travel overseas not on deployment orders. It usually takes several weeks to process a passport. For information, go to <http://travel.state.gov/passport>.

Visas are also needed to enter many countries. Go to <http://www.state.gov/travel> to learn specific requirements for the country or countries you plan to visit.

Family members planning to travel while their Marine is deployed should ensure all documents are current to make border crossings easier. If you do not have passports for the children, it is recommended that you obtain them prior to your Marine's deployment. It is also recommended that the spouse of the married Marine or parents of the single Marine have a passport in case of an emergency with the Marine.

Vaccinations

The International Health Regulations adopted by the World Health Organization stipulate that vaccinations against smallpox, cholera, and yellow fever may be required as a condition of entry into a country. Required vaccination requirements are listed at: wwwnc.cdc.gov/travel/destinations/list.aspx.

Space “A” Travel

Free Space “A” Flights for Families of Deployed

Spouses and children of personnel deployed 120 days or longer can use military transport in CONUS; to and from CONUS; and within and between theater; provided they have a verification letter from the service member’s Commander. Family members, regardless of where they are based, may travel unaccompanied for unlimited times during the deployment when seats are available. Children under the age of 18 need an eligible parent or legal guardian to travel with them.

The travel option is also available to Guard and Reserve families, as well as Marine families whose military sponsor is assigned to a deployed ship with PCS orders. While many may use the privilege to visit parents and grandparents, the guidelines do not restrict travel to home of record or family-based visits.

In addition, some families may find help and encouragement in a visit to friends at a previous installation, or through a low-cost vacation getaway. Space “A,” which is based on availability, often involves waiting to gain space on a flight (and the government will not cover associated meals, lodging, or other costs).

There is no guarantee with Space “A” flights, but for those who can take the time, the opportunity for free flights can be not only a morale-booster but also a money-saver. Please note: You have to be flexible with your schedule when using Space “A.” You should always have a back-up plan when using Space “A” flights, as some flights may be canceled or space may not be available for a significant amount of time.

Benefits & Entitlements

Medical

TRICARE is the health care program for Marines and their families. Reservists and National Guard members are also eligible for TRICARE coverage when they are on active duty, pre- and post-mobilization.

The four most common TRICARE programs are:

- **TRICARE Prime:** A managed-care option similar to a civilian HMO (health maintenance organization).
- **TRICARE Extra:** Goes into effect whenever a standard beneficiary chooses to make an appointment with a TRICARE network provider. TRICARE Extra does not require enrollment.
- **TRICARE Standard:** The basic TRICARE health care program, offering comprehensive coverage for beneficiaries (not to include active-duty members) not enrolled in TRICARE Prime. TRICARE Standard does not require enrollment.
- **TRICARE Reserve Select:** A premium-based, worldwide health plan that qualified National Guard and Reserve members may purchase.

TRICARE provides a dental benefit through United Concordia and a pharmacy program which includes a pharmacy mail-order program. There is also a Program for Persons with Disabilities (PFPWD) that can help with some of the costs associated with specialized medical equipment and services. In addition, mental health services are available.

Each TRICARE program has its own eligibility and enrollment requirements. Individuals must be registered in the Defense Enrollment Eligibility Reporting System (DEERS) to be eligible for any TRICARE benefits. Enrollment for TRICARE coverage is subject to location, eligibility category, and the specific program requirements. Costs and enrollment fees also differ by program.

Health benefits advisors are available at local TRICARE Service Centers (TSC) or military treatment facilities (MTF); to help with questions regarding health care services, go to www.tricare.osd.mil.

Marines are required to enroll in TRICARE Prime. Enrollment is not automatic. Verify that you are enrolled prior to your departure. You should already have a DNA sample on file from your final trip to Military Entrance Processing Station (MEPS) upon completion of basic training.

TRICARE Prime automatically covers newborn children for 60 days. During this initial coverage period, the child must be enrolled through the installation military ID Card Center or the child will no longer be covered under TRICARE Prime.

In addition, if children are due to be born during deployment, either a general or special power of attorney is required to enroll the child in DEERS. Please ensure that you have this special power of attorney ready prior to your deployment!

Dental

Complete any needed dental work as soon as possible. Marines are required to be a Class 1 or 2 before deployment. The best way to keep in good dental health is to make sure you receive regular dental care and cleanings, your records are updated, and all appointments are kept. Dental classes are:

- **Class 1:** Free of cavities. No dental work or cleaning needed.
- **Class 2:** Need treatment that is not urgent, i.e. routine cleaning.
- **Class 3:** Need treatment ASAP. Non-deployable.
- **Class 4:** Need annual exam.

Dental treatment is free to all active-duty Marines with the exception of cosmetic work that is not deemed necessary.

TRICARE dental program through United Concordia is a voluntary dental plan available to family members of all active duty and active Guard/Reserve personnel. This program offers comprehensive benefits with premiums that are separate from TRICARE and 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.

Information and enrollment forms can be obtained:

- By calling United Concordia at (888) 622-2256
- Online at <https://secure.ucci.com/ducdws/home.xhtml>
- At your TRICARE Service Center
- At the military dental treatment facility

Pay Entitlements and Finances

Preparing for deployment provides an opportunity to create or update a spending plan or budget. Marines and their family should know how to access their MyPay account at <https://mypay.dfas.mil/mypay.aspx>. Contact your local Navy-Marine Corps Relief Society, Credit Union, or Military OneSource for help developing a spending plan.

Pay changes during a deployment may include:

- Sea pay starting or stopping
- Family separation allowance starting and stopping
- Combat duty, Hostile Fire, or Imminent Danger pay
- Pay increases with promotions
- Re-enlistment bonuses
- Being deployed to a tax-exempt location
- Basic Allowance for Subsistence (BAS)

Deployment-related expenses for a Marine may include:

- Port visits
- Phone calls
- Souvenirs
- Postage
- Snack food and drinks
- Electronics (laptop, iPod, MP3 players, video games, etc.)
- Comfort items

Additional expenses for family members may include:

- Child care
- Home and lawn maintenance
- Car repairs
- Care packages and postage
- Recreation
- Travel to visit family

It is common to want to do some recreational shopping when lonely or depressed; however, make sure that you have allotted money in your budget for such shopping excursions. Buying gifts for family, friends, and sweethearts can get expensive. Your loved one may appreciate letters, CDs, photos, etc. more, and the cost is minimal.

Many report that one of the advantages of an extended deployment is that it provides an opportunity to save money. Allowances should be made for some recreation to allow everyone a break, both for the Marine on deployment and the family members back home.

Do not forget to plan for periodic expenses that do not occur monthly, such as:

- Insurance premiums
- Car maintenance
- Home maintenance
- Holiday gifts
- Tax payments
- Tuition
- Unexpected medical expenses
- Car registration

Everyone needs funding for emergencies. If married, consider signing a pre-authorization form with Navy-Marine Corps Relief Society (NMCRS) if savings are minimal. This preapproved authorization allows a family member to apply for a loan in the event of a financial emergency with the agreement that the Marine will pay it back. Emergencies include, but are not limited to, car repairs, assistance with utilities, rent or mortgage, co-pays for health care or dental bills, and funerals.

Deployment Spending Plan

Monthly Income

- _____ Base Pay
- _____ Basic Allowance for Housing
- _____ Overseas Housing Allowance (OHA)
- _____ Basic Allowance for Subsistence (BAS)
- _____ Family Separation Allowance (FSA)
- _____ Hazardous Duty Pay
- _____ Taxable COLA
- _____ Other (tax exempt/allowance e.g. COLA/FSSA)
- _____ Marine's other earnings (less taxes)
- _____ Spouse's earnings (less taxes)
- _____ **Total monthly income**

Note: Pay Entitlements are taxable. Allowance Entitlements are non-taxable.

Deductions

- _____ ALLOTMENT (For/ends? _____)
- _____ ALLOTMENT (For/ends? _____)
- _____ ALLOTMENT (For/ends? _____)
- _____ Meal collection deduction
- _____ Family SGLI (for spouses)
- _____ Servicemembers' Group Life Insurance (SGLI)
- _____ Uniform Services Thrift Savings Plan
- _____ Montgomery GI Bill
- _____ FITW Filing
- _____ FICA (Social Security)
- _____ FICA (Medicare)
- _____ State income tax
- _____ AFRH (Armed Forces Retirement Home)
- _____ TRICARE Dental Plan (TDP)
- _____ **Total monthly deductions**

Monthly Expenses (Not including items deducted from pay)

Household

- _____ Mortgage/rent
- _____ Taxes/fees
- _____ Maintenance/repairs
- _____ Homeowner association

Food

- _____ Groceries
- _____ Lunches (school and work)
- _____ Vending machines
- _____ Dining out

Vehicles

- _____ Loan(s)
- _____ Gasoline
- _____ Maintenance/repairs
- _____ Vehicle taxes
- _____ Registration

Insurance

- _____ Life
- _____ Homeowners
- _____ Vehicle
- _____ Renters

Utilities

- _____ Telephone (landline)
- _____ Cell phone/phone cards/pagers
- _____ Electricity
- _____ Internet services
- _____ Natural gas/propane
- _____ Water/garbage/sewer
- _____ Cable/satellite TV

Child Care

- _____ Day care
- _____ Sitters

Education

- _____ Tuition
- _____ Fees
- _____ Child's school fees
- _____ Books

Personal Expenses

- _____ Clothing
- _____ Hair care
- _____ Nail care
- _____ Eye care
- _____ Laundry
- _____ Dry cleaning
- _____ Seasonal clothes

Leisure

- _____ Gym memberships
- _____ Books/magazines
- _____ Computer products (soft/hardware)
- _____ Lessons
- _____ Toys and games
- _____ Travel/lodging
- _____ Athletic events/sporting goods
- _____ Concerts
- _____ Alcohol
- _____ Tobacco
- _____ Movies
- _____ Movie rentals

Contributions

- _____ Religious
- _____ Club dues
- _____ DVD/VHS/video games/CDs

Gifts

- _____ Birthdays
- _____ Anniversary
- _____ Holiday

Pet Care

- _____ Veterinary
- _____ Flea/tick/heartworm
- _____ Boarding
- _____ Training
- _____ Food
- _____ Toys

Savings

- _____ IRAs
- _____ TSP
- _____ Investments
- _____ Emergency fund
- _____ Pension plan
- _____ College savings plan for dependents
- _____ 401(k)

Other

- _____ Toiletries

_____ **Total monthly expenses**

+	_____	Monthly income
-	_____	Monthly deductions
-	_____	Monthly expenses
=	_____	Monthly balance

Bill Paying

A plan for bill paying should be established or updated. Options include:

Allotments

With the advent of online and telephone banking, managing your money has gotten easier, but there are still times when the military mission precludes easy access to a computer or telephone. Allotments can be great tools for handling your cash flow. Use allotments to send money to family members, to pay bills, and to save. An allotment to a spouse or other family member's checking account allows a service member to send the majority of the paycheck home with the service member receiving the remainder in his or her account. This is particularly useful if a couple has different accounts at different financial institutions.

One advantage of using an allotment is that the person at home, who will normally be paying most of the bills, is guaranteed to receive the same amount every month. You can also set up allotments to pay a biller directly — for example, child support payments, mortgage payments, etc. — since these allotments typically do not fluctuate. This is useful for budgeting purposes as any fluctuations in pay occur in the deploying member's account. Allotments must be established at least 60 days prior to deployment.

Split pay

Split pay allows a Marine to receive a portion of pay through disbursing while the remainder of pay is transmitted to a financial institution. To arrange a split pay disbursement, talk with your unit's disbursing office.

Online Banking

If regular access to a non-secure line is available, online banking is an option for managing finances while deployed. Service members can transfer funds or establish automatic transfers for loan and credit card payments. Many institutions offer online bill paying at no cost. Sign up before deploying, because even though sign up is available online, most institutions send an authorization form by regular mail. This is the easiest way to transfer money and balance checkbooks. Please be aware, however, that you should be cautious about identity theft when using online banking. Make sure you have appropriate virus protection(s) needed on your computer. If using a public computer, make sure to log off and clear the cache when you complete your online banking transaction.

Credit

Government Credit Card

The use of credit has become so prevalent that the Marine Corps sometimes issues government travel or credit cards for deployment and travel purposes. Use of a government credit card is for work-related travel expenses only. Government cards cannot be used for personal expenses.

Credit Report

A credit report is a written document compiled by one, two, or all of the three major credit reporting agencies. The three major credit reporting agencies are TransUnion, Experian, and Equifax. Companies report on payment timeliness, balances, types of credit, etc. Other lenders, employers, and real estate personnel pay the credit reporting agency a fee to access data compiled on an individual before granting credit. Important decisions are made based on the content of a credit report. One free credit report (from each credit reporting agency) each year can be obtained at www.annualcreditreport.com.

A good credit standing is essential for Marines, as many jobs within the Marine Corps require a secret or top secret clearance. You should monitor your credit report yearly to ensure that there are no discrepancies that could hinder you from purchasing a home or vehicle, or obtaining a job that requires a clearance.

Credit Use

Credit cards are the most widely accepted forms of payment in most foreign ports. It is wise to have access to several forms of payment, such as travelers' checks, some cash in local currency if deployed overseas, and a credit card. Using a credit card for an overseas purchase will probably provide a better exchange rate than local currency exchange locations. Be aware, rates may be slightly different when you receive the credit card bill than when a purchase was made. Further, if an item purchased is defective or damaged, using a credit card may allow funds to be recouped through the issuing institution.

While deployment locations may have the option for credit and debit card use, it is at your discretion, because there are potential associated risks, such as identity theft, that could directly affect your credit and/or checking account. As previously indicated, split pay is an optional allotment that Marines can set up prior to or during a deployment to receive a portion of pay through disbursing at their deployment location's disbursing office.

Taxes

Will you be deployed during tax season? If you file jointly, you will need to get a special power of attorney for filing taxes or depositing a refund.

Deployed Marines have an automatic 60-day extension (until June 15) to file a tax return and pay any federal income tax due. Write *US Marine Corps – Deployed outside CONUS* on top of the tax form when filing. If more time is needed, a four-month extension using IRS Form 4868 can be filed.

If in a combat zone, relief from compliance actions, such as audits or enforced collections, can be delayed until 180 days after leaving the combat zone.

Taxpayers qualifying for such relief notify the IRS directly of their status via e-mail at combatzone@irs.gov.

Options to complete income taxes during deployment include:

- Tax assistance may be available at the command.
- If filing on behalf of a deployed single Marine, a power of attorney must be in place prior to deployment.
- If a spouse plans to file the joint return, complete and both sign IRS form 2848 (Power of Attorney and Declaration of Representative) and leave it with the spouse preparing the return.
- Online tax preparation programs are often offered for free and allow any refunds to be directly deposited to a designated account.

Contact the Internal Revenue Service for information at www.irs.gov.

Savings Deposit Program

The Savings Deposit Program (SDP) is available to those serving in designated combat zones. Military members deployed in combat zones, qualified hazardous duty areas, or certain contingency operations may be eligible to deposit all or part of their non-allotted pay into a DoD savings account up to \$10,000 during a single deployment. Interest accrues at an annual rate of 10 percent and compounds quarterly. Interest accrued on earnings deposited into the SDP is taxable. To learn more about SDP, visit the Defense Finance and Accounting Service (DFAS) at www.dfas.mil.

Servicemembers' Group Life Insurance (SGLI)

Active-duty service members are eligible to be insured under SGLI up to a maximum of \$400,000 in increments of \$50,000. Before deployment, verify who is designated as beneficiary and make changes as necessary. A will does not affect the beneficiary of life insurance. To make changes, an election form (VA Form SGLV-8286) must be completed. For information on Servicemembers' Group Life Insurance, visit the Department of Veterans Affairs Group Life Insurance information page at <http://www.insurance.va.gov>. It is recommended that both married and single Marines periodically update their SGLI in the event of a change in status such as marriage, divorce, birth of a child, or death of a dependent to ensure accuracy. SGLI can be updated by contacting the local Installation Personnel Administration Center (IPAC).

Servicemembers' Group Life Insurance Traumatic Injury Protection Program (TSGLI)

Every member who has SGLI also has TSGLI effective December 1, 2005. This coverage applies to active duty members, reservists, National Guard members, funeral honors duty and one-day muster duty.

This benefit is also provided retroactively for members who incurred severe losses as a result of traumatic injuries incurred between October 7, 2001 and November 30, 2005, if the injury was incurred in Operation Enduring Freedom (OEF) or Operation Iraqi Freedom (OIF), regardless of whether they had SGLI coverage at the time of their injury.

Effective October 1, 2011, TSGLI will be payable for all qualifying injuries incurred during the period October 7, 2001 to November 30, 2005, regardless of where they occurred, and regardless of whether the member had SGLI coverage at the time of the injury. The Veterans' Benefit Improvement Act of 2010 removes the requirement that injuries during this period be incurred in Operations Enduring or Iraqi Freedom.

For information on Servicemembers' Group Life Insurance, visit the Department of Veterans Affairs Group Life Insurance information page at <http://www.insurance.va.gov/sglisite/tsgli>.

Property Management

General Property Management

The single largest expense in most budgets is the cost of renting or owning a home. The second largest expense is a personal vehicle. To maintain and protect property consider the following:

Lease: The Servicemembers Civil Relief Act allows a lease to be canceled with orders for a deployment of more than 90 days. If a lease expires, even during deployment, and the landlord is not notified, usually the lease will automatically be renewed. If sharing an apartment, it is wise to have roommates sign the lease as co-tenants. Questions about a lease should be directed to Base Legal Services Office.

Insurance: Insuring the contents of your property at replacement cost ensures you will be able to purchase comparable items should yours be destroyed or stolen. Mortgage lenders require insurance on a dwelling owned by them. They do not, however, require insurance for the contents of a house. Whether you own or rent, it is important to have insurance for your home's contents even if living in military housing. Contents coverage can be added to mortgage insurance. Renter's insurance for the contents of an apartment, whether you are deployed or not, costs as little as \$15 per month. Contents coverage also covers personal property in your vehicle. Items should be ensured for "replacement cost" value.

Maintenance: If people will be living in your home, ensure they know the maintenance schedules for items such as filter changes for the furnace, air conditioner, water softener, etc. If necessary, schedule in advance with repair services for regular maintenance or lawn care needs. Provide maintenance contact information to the person(s) living in your home (i.e. contact information for the company that maintains the furnace, cuts the grass, cleans the gutters, etc.).

Barracks

If you are a single Marine living in the barracks, work with your unit to be included in a mass Transportation Management Office (TMO) pack-up.

Non-Barracks Living Arrangements

If you are a single Marine not residing in the barracks, you may choose to store your personal belongings in a storage facility. Complete an inventory of your items and leave a list with family and or friends. The inventory should include photos of valuable items. The government is not liable for the cost or replacement of items not stored or shipped by TMO. Personal weapons should be stored in the

armory on the installation if available, or contact your installation Provost Marshall Office (PMO) to find a weapons storage facility. If you do not live near a military installation, contact your local police department for recommendations on where you can store your licensed personal weapons. It is recommended that the Marine notify the command of where his/her personal belongings are located in case of an emergency.

Base Housing

If you live in military housing and your family decides to temporarily leave during deployment, contact the housing manager to inform them of your location and approximate date of return. Should your family vacate housing, contact your installation housing office to find out what the requirements will be for you to move back onto base housing when you return or after the deployment.

If on the waiting list for base housing, ensure you have a specific power of attorney to accept base quarters and to arrange a move during deployment. Contact your installation housing office to find out what happens if you choose to accept housing once the deployment is over. Where will your application be placed on the list?

Vehicles

If single, or a family with multiple vehicles where one or more may go unused during a deployment, decide where to keep the vehicle and who will be responsible for its care. If leaving the vehicle with a family member, provide guidance regarding routine and emergency maintenance. Insurance payments, tags, and inspection stickers should be kept current even during deployment.

If available, vehicle storage on base is an option. If leaving a vehicle with friends or family, be sure to notify the insurance company of alternate drivers.

Most vehicle storage lots are insured and have security; therefore, proof of storage can be provided to your insurance company for possible premium reduction. Keep in mind, however, that not all lots are secured or insured. Marines should do their homework before determining the safest place for their vehicle during deployment. Some vehicle storage facilities may also provide other services such as state inspection, tune ups, and car repairs.

Personal Items

Cell phone: Depending upon the circumstances and location of your deployment, there may be prohibitions on the use of personal cell phones, or you may not have cell phone coverage in certain places, such as on overseas deployments. Most cell phone companies charge a penalty for early termination of your service contract but will allow a suspension of services during the deployment. The Servicemembers' Civil Relief Act now allows you to terminate your cell phone

Readiness and Deployment Support Training

contract if you are assigned to an area for 90 days or more that is not serviced by your provider. Review your contract before determining the best action to take, or contact your cell phone provider for more information. If services cannot be suspended, you will be held responsible for payment of that bill while deployed. Some cell phone companies charge a nominal fee to maintain the account and phone number for you until you return from deployment.

Preparing Yourself & Loved Ones

Marines Staying Positive

It is easy to see the negative side of deployment, but there are many positive rewards. Think of separation as a chance to grow as a Marine.

- Try new activities.
- Explore the culture of the host country.
- Work on Marine Corps Institute courses (MCIs) or learn a new language.
- Pursue physical fitness goals.
- Take advantage of downtime when you have it. Read books, watch movies, social media, maintain connections to the outside world.
- If you have access to the MCCS center, take advantage of available activities that may include playing pool, games, and organized sports etc.
- Stay busy, and keep your mind on your mission.

Stay or Go?

This may be a topic of discussion prior to the deployment. Making the decision to stay at your duty station or go “back home” during your Marine’s deployment may be something that you and your family are contemplating. You may want to consider the table of provided below to help make the best decision for you and your family. For couples with children there are additional considerations listed.

Pros: Staying at Your Duty Station	Pros: Going “Back Home”
<ul style="list-style-type: none"> • Support from military friends that can directly relate to lifestyle. • Close to military resources. • Makes visits “back home” more exciting as they are anticipated if planned. • Opportunity for friends and family to visit you. • Commissary, Marine Corps Exchange, theater savings, gym membership savings. • Opportunity to really delve into military lifestyle and become a part of the military community. • MCCS deployment-related education and support groups. • Close contact with Family Readiness Officer. 	<ul style="list-style-type: none"> • Opportunity to “catch up” and spend time with family and friends. • Family and longtime friend support system. • Still receive BAH and will have no or low bills. • If pursuing education on-line, it can be continued regardless of location. <p><u>Additional Pros for Kids:</u></p> <ul style="list-style-type: none"> • Kids can spend time with familiar family and surroundings. • Kids can better get to know your extended family. • Child care assistance from family.

Readiness and Deployment Support Training

<ul style="list-style-type: none"> • Gained sense of independence. • Educational and employment opportunities. <p><u>Additional Pros for Kids:</u></p> <ul style="list-style-type: none"> • Family member (e.g. Grandma) might have availability to move in with you to help out. This requires command sponsorship for base housing. • Programs through Children, Youth, and Teen Programs. • Stability and familiar care givers, schools, teachers, coaches and friends. This stability helps children to feel safe and secure. 	
<p>Things to Consider: Staying at Your Duty Station</p>	<p>Things to Consider: Going Back Home</p>
<ul style="list-style-type: none"> • Loneliness • Isolation 	<ul style="list-style-type: none"> • Stress of moving. • Move at own expense to include storage, flights home, first and last month rent and set-up fees if getting a place “back home.” • Plans on hold, such as maintaining or creating a home at your installation, employment, education, and relationship building within the military community. • Finding and setting up a new house upon return. • Loss of base housing with possible additional wait time upon your Marine’s return to obtain housing again. • Visiting may get old and the comforts of your own home may be missed. • May be burdened with friends and family issues. • Insensitive comments or lack of true understanding of the military lifestyle and what you as a spouse are experiencing.

	<ul style="list-style-type: none">• Although you may be staying with family, you may be financially contributing just as much as living in your own home.• More expenses for leisure activities as visiting will be similar to vacationing. <p><u>Additional Things to Consider For Kids:</u></p> <ul style="list-style-type: none">• Switching schools.• Confusion.• Away from familiar surroundings and personal comfort items.
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Newlyweds and Activated Reservists Family Members

Welcome to the military lifestyle! Your Marine more than likely loves being a Marine, and since you love your Marine, you want to do everything you can to support him or her. Where do you begin? For starters, you are reading this Deployment Handbook so you know how important it is to learn as much as you can about the Marine Corps' culture, benefits, and support systems. Many spouses find that the more involved they become with unit and installation functions, the more they learn and are better able to support their Marine and other Marine Corps family members. While it is important that you and your family are ready for the mission, it is also essential that all Marines and families are in a constant state of readiness.

Encourage your Marine to do all the basics:

- Go to the Installation Personnel Administration Center (IPAC) with a copy of your marriage license and your current address to be listed as Primary Next of Kin on his or her Record of Emergency Data (RED) form. While there, your Marine should update you as the beneficiary on the Servicemembers' Group Life Insurance policy.
- You will be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS). Once you have enrolled in DEERS, you are eligible for health and dental insurance. TRICARE is the provider for health benefits and United Concordia is the provider for dental benefits. You will also get a Dependent's Identification and Privilege Card which is like an entrance ticket to military services (Form DD 1172), such as shopping at the exchange, shopping at the commissary, and being able to use all of the great services your installation has to offer.
- While at IPAC, you will also apply for Basic Allowance for Quarters, COMRATS (food money), and your Marine will be asked if he or she wants to start an allotment of money to be sent to you each month. You

will need either an allotment or access to your bank account because your Marine will not always be home on payday!

- Your Marine will have the option to give your information to the Family Readiness Officer (FRO) so that you will get information about what is going on at your Marine's workplace or unit. If you do not wish to receive communication from your FRO, you will need to complete an opt-out form, and your Marine will have to sign it as well and meet with the commanding officer. We want you to be as knowledgeable about your spouse's unit as possible, so we strongly encourage you to receive notifications from your FRO and be involved with your spouse's unit!

After your trip to IPAC, a stop at the installation's Marine Corps Family Team Building Office would be wise. There you will find many great training opportunities for both yourself and your spouse.

Parents of Single Marines

If you are handling your Marine's affairs during deployment, ensure your Marine contacts the Base Legal Services Office for any needed powers of attorney. Also, ask your Marine to list you as a Primary Next of Kin on the Record of Emergency Data form.

If you are taking care of your Marine's vehicle, make sure to:

- Update the insurance and registration if it will expire while your Marine is deployed.
- Make sure you have current registration and title.
- Get new license plates if they expire during deployment.
- Get new base and/or state inspection stickers if they expire during deployment.
- Discuss routine maintenance expectations and how it will be funded.

Get the contact information for your Marine's FRO. Get your Marine's complete official mailing and e-mail address. Highlight the number to your local American Red Cross in your phone book. Also, ask your Marine to provide your contact information to the FRO to receive official unit information and notifications. Please note, it is at your Marine's discretion who is designated to receive official notifications. If your Marine's unit has a toll-free number and website, make sure you have that information. Make sure you have pictures of your Marine, and frequently share how much love and pride you have for your Marine.

If you are managing your Marine's finances during deployment, ask that allotments are started, online banking is set up to pay bills, or to be added to the account if you are not already added. You should also have access to your Marine's MyPay account. Be aware of any periodic expenses such as taxes, tuition, or insurance that will need to be paid. If your Marine is deployed when taxes are due, an extension may be filed on behalf of your Marine, provided you have a power of attorney. For information go to www.irs.gov.

You should know the location of your Marine's will and important papers, and be able to access these documents if needed. Ask your Marine to explain operational security (OPSEC) to you, or read the section on OPSEC in this handbook.

Common Deployment Issues

Common deployment issues may include:

- No power of attorney
- Deployment rumor mill
- Limited communication with Marine
- OPSEC violations that risk missions and safety
- No local friends or support network (spouses)
- ID card and/or vehicle tags expire
- Contact information not updated with the FRO
- No Family Care Plan
- Financial emergencies
 - (i.e. pay problems, filing taxes, bills)
- Family emergency
 - (i.e. illness, injury, death in the family)
- Children
 - (i.e. child care, problems at school)

Success Strategies

These issues can be avoided and/or minimized by focusing on the Marine Corps' mission, your relationships, and yourself. Successful Marines and their families:

Communicate

- Regular, honest, open communication with a variety of people is the norm for successful deployed Marines and their families.

Ask for help

- Successful deployed Marines and their families are aware of the variety of resources available to military families and do not hesitate to ask for help when they need it.

Manage stress

- Stress is unavoidable. Successful Marines and their families manage stress. They generally eat a balanced diet, exercise, avoid excessive alcohol and drugs, and have some type of spirituality or belief system.

Prepare

- Successful Marines and their families prepare for major life events such as deployments. They ensure ID cards do not expire, update their Record of Emergency Data (RED), Servicemembers' Group Life Insurance (SGLI), wills, and powers of attorney (POA).

Keep a positive attitude

- While you may not have control of many things in your life, you do have control of your attitude. Successful Marines and their families are optimistic that they can succeed during a deployment. While they allow themselves to worry or occasionally experience self-doubt, they usually give themselves positive internal self-talk and maintain a "can do" attitude.

Set goals

- The future is bright for successful Marines and their families. They have long-term goals and they also set goals to accomplish during deployment—such as increasing proficiency in their job, reading more, and getting in shape.

Have fun

- Successful military families do not put life on hold during a deployment. They make time for fun and do things they enjoy. They also celebrate personal successes as well as successes of friends and family.

Get involved

- Successful Marines and their families participate in church groups, sports, volunteer events, attend classes, and stay busy. They often focus on helping and mentoring others as a way to deal with deployment loneliness.

Make friends

- Successful Marines and families initiate friendships and do not wait for someone to approach them. They reach out to others in need and, therefore; others reach out to them when needed.

Trust

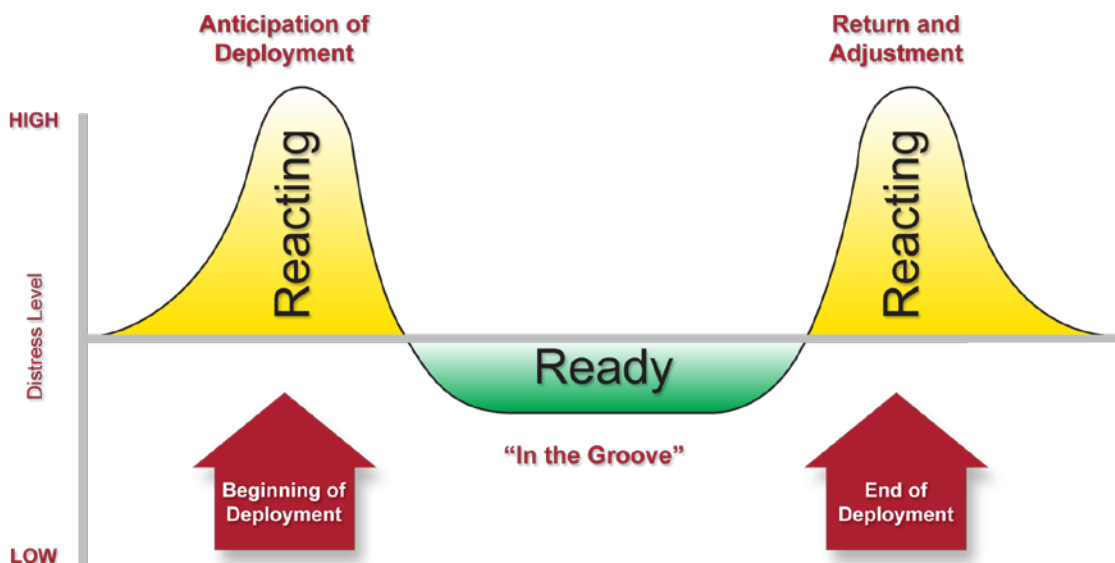
- Successful Marines and their families rely on others to do the right thing. They are not naïve, but believe in others.

Expectations and Personal goals

Deployments provide an opportunity for growth. They provide a defined time period for making and achieving goals. You may make personal, professional, or relationship goals. A personal goal might be, “I am going to work out five times per week,” or, “I am going to save 10 percent of my income.”

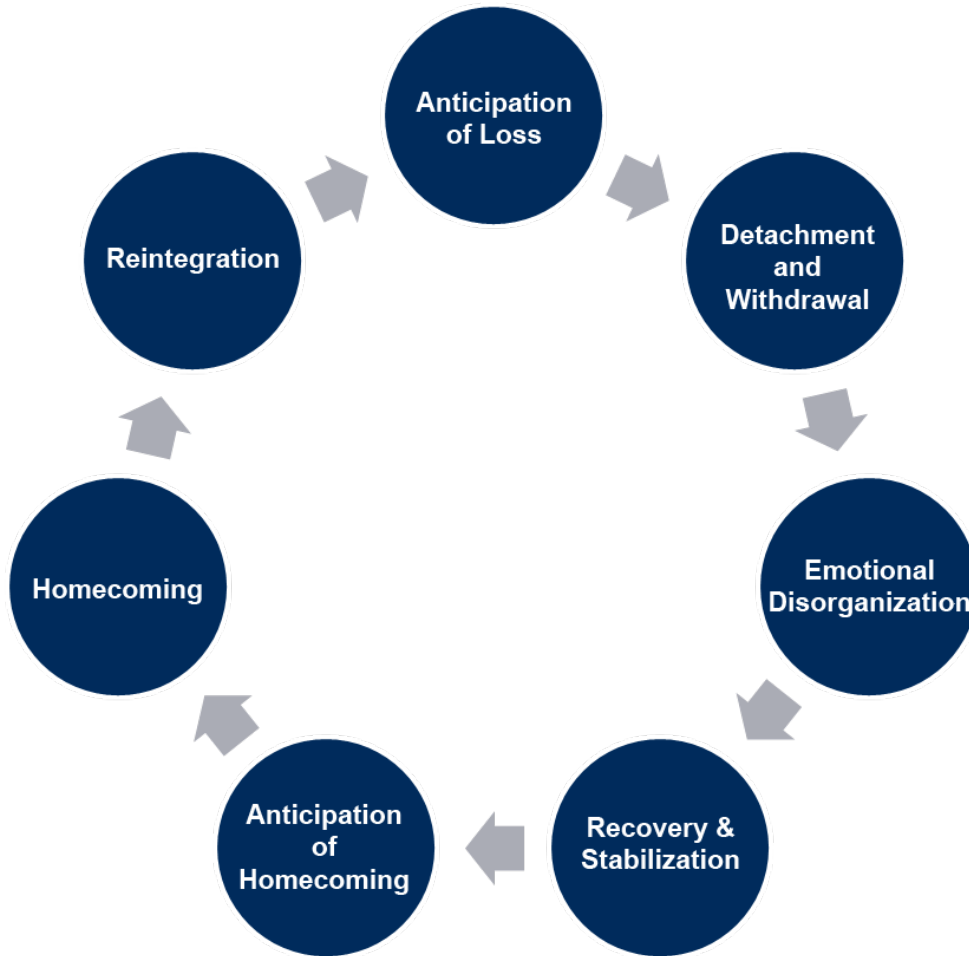
A professional goal might be, “I am going to develop my leadership skills,” or, “I am going to take courses toward my college degree.” A career goal might be, “I am going to make rank,” and relationship goals might be to make new friends or spend more time with your extended family.

Please remember that it will take some time to get “in the groove” of the Emotional Cycle of Deployment. The stress of the anticipation of the deployment should subside after deployment day and there will be a period of adjustment while getting settled into new personal, family, and/or professional routines. Therefore, give yourself time and be patient with yourself when it comes to your expectations for making and achieving goals immediately upon the day of the unit’s deployment. Marines and/or family members are likely to be more successful in making and achieving goals if they are aware of the Emotional Cycle of Deployment and give themselves time for adjustment.



Planning and preparation for deployment and focusing on the suggested success strategies can greatly reduce stress levels and opportunities for growth can be successfully explored.

Cycle of Emotions during Deployment



Most people experience deployment in a predictable cycle.

Stage 1: Anticipation of Loss

Anticipating loss may occur for Marines as soon as you are notified of an impending deployment. Some experienced Marines and their families say they tend to delay thinking about an extended deployment until it is imminent and efforts must be made to prepare. Most are anticipating this loss four to six weeks before a planned deployment. It can often be a time of tension and confusing emotions.

<p>Couples</p>	<p>Partners may be angry and resentful of the increased hours the Marine spends preparing for the deployment. Marines may feel guilty that they are leaving their families. Arguments and bickering are common. This bickering can be a useful way for a couple to distance themselves emotionally in preparation for the separation. Open and honest communication is important to help minimize potential hurt feelings.</p>
<p>Children</p>	<p>Parents must be sure to tell their child(ren) about the upcoming deployment and reassure them they will be cared for in the deploying Marine’s absence.</p>
<p>Single Marines</p>	<p>Marines may eagerly anticipate the opportunity to put their training into action, see foreign countries, learn new languages, and experience new cultures. They may also be concerned about the unknown aspects of the deployment and their families back home.</p>
<p>Parents of Marines</p>	<p>Parents may feel worried about their Marine’s deployment, especially if it is to a combat zone or hazardous duty location. Parents should keep in touch with the FRO, encourage their Marine to maintain communication during deployment, and learn about their Marine’s deployment location. It is important that the Marine discuss communication expectations while deployed with family members. For example, a Marine may want to tell family members that it may take a while to notify them that the mission destination has been reached safely. This allows the parents to know what to expect well in advance and not be consumed by worry if their Marine does not call them the very next day. Please note that the FRO can provide official communication to a parent only if the Marine has designated them as someone who should receive official notification about the Marine and his/her unit.</p>

Stage 2: Detachment and Withdrawal

Occurring in the final days before deployment, in many ways this can be most difficult, but the sooner you leave on this deployment, the sooner you will be home.

<p>Couples</p>	<p>Couples are often working extremely hard to get their affairs in order before deploying, however both partners may stop sharing their thoughts and feelings with each other. This is a natural response as separation is imminent. Although physically together, they have separated emotionally. This can be especially difficult if it is seen as rejection rather than as a reaction to trying circumstances. Often the non-deploying spouse thinks, “If you have to go, go.” And Marines think, “Let’s get on with it!” Be aware that this is normal and not a reflection of your relationship.</p>
<p>Children</p>	<p>Children may be confused and upset with the deploying parent. Younger children may feel their behavior caused their parent to leave. Older children may confuse a deployment with divorce. Reassure children that everyone is feeling uneasy because they will miss their Marine.</p>
<p>Single Marines</p>	<p>Marines are often working extremely hard and trying to get their affairs in order before deploying.</p> <p>Single Marines, especially Marines who are also single parents, often must relocate their children to live with an extended family member while they are deployed.</p>
<p>Parents of Marines</p>	<p>Parents often travel to say “farewell” to their son or daughter prior to deployment. Parents often seek a way to stay connected to their Marine and his or her unit during deployment.</p>

Stage 3: Emotional Disorganization

The time immediately following deployment, and for up to four to six weeks, Marines and their loved ones may experience emotional disorganization.

<p>Couples</p>	<p>The non-deploying partner may feel an initial sense of relief followed by guilt. Many feel disorganized, depressed, or restless. Old routines have been disrupted and new ones not yet established. They often feel overwhelmed as they face total responsibility for family affairs. A few are stuck in this stage, which can cause problems throughout the remainder of the deployment and beyond. Marines often report feeling as if they are in a “daze.” They try to focus on the mission instead of their family. The Marine will be kept busy, and it is best for family members to do the same: time will pass more quickly, and you will be surprised at what you can accomplish even when you are not feeling “100 percent.”</p>
<p>Children</p>	<p>Children may show signs of emotional upset. Schoolwork may suffer. Behavior may regress. They tend to take their cues from their caregiver who may be struggling emotionally during the beginning of an extended deployment. Maintain rules and routines, and provide extra emotional support.</p>
<p>Single Marines</p>	<p>Marines are usually excited at first, then may become lonely or angry at the unit for having to be separated from their families and home. Mostly, Marines will be tired as there is plenty of work for them to accomplish.</p>
<p>Parents of Marines</p>	<p>May feel proud and receive recognition from their peers regarding their Marine’s deployment. They may worry about safety and what their Marine is exposed to if deploying to a combat zone. Limiting news intake, maintaining routines, and staying busy will help.</p>

Stage 4: Routines Established

At some point early in the deployment, new routines are established.

Couples	Those at home have begun to feel more comfortable with the reorganization of roles and responsibilities. Communication expectations are established. New sources of support and a new sense of independence and freedom are developed.
Children	Children too, with time, settle into more comfortable and adaptive behavior.
Single Marines	All Marines may be at a point where the newness and adventure of the deployment has worn off and monotony sets in. Communication patterns are in place.
Parents of Marines	Communication patterns are established. Parents of service members have access to official notifications from the unit FRO if designated by their Marine.

Stage 5: Anticipation of Homecoming

Homecoming preparation begins at different times for those at home and those on deployment.

Couples	<p>Approximately four to six weeks before the Marine is due back, spouses and partners who remained at home may realize that they have not finished everything they had planned to accomplish during the separation. There is a feeling of joy and excitement in anticipation of being together again. Feelings of apprehension surface as well as the prospect of dealing with changes and decisions made during deployment begin to surface.</p> <p>Marines in relationships are excited and anxious, too, wondering if they will be accepted or needed by their families and if their children will remember them.</p>
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Readiness and Deployment Support Training

Children	Younger children take their cues from their caretaker. Older children may have similar feelings as their caregiver. They will be excited, joyous, and may feel anxious. They may believe that they did not live up to their deployed parent's expectations.
Single Marines	Many Marines indicate that they do not begin to anticipate homecoming until they are sure they are actually returning. Toward the end of a deployment they are eager for some time away from the unit and concerned that close friendships developed with their colleagues may change upon homecoming.
Parents of Marines	Parents may make plans to greet their son or daughter upon return, and are relieved that the deployment is almost over!

Stage 6: Homecoming

Homecoming is an exciting event. Logistics, travel arrangements, and last-minute planning can be the main focus right before the Marine returns from deployment.

Couples	Couples may feel awkward, excited, and nervous. In-person communication skills are rusty. Many feel a loss of freedom and independence, since now they must make decisions as a couple again. The first few days after a deployment are like a honeymoon, allowing the opportunity for a fresh start in all aspects of their relationship. Some Marines, however, report that they often feel like strangers in their own homes. They may also plan on taking leave to visit family, or take a much needed vacation as a family!
Children	Homecoming is exciting, confusing, and can be tiring for children. Young children often reflect their parents' emotions. Just as parents need time to re-establish relationships, so do children. Initially, it is best for the returning parent not to make drastic changes to the children's routine, rules, and responsibilities. For the first few days after your Marine has returned from a deployment, children will likely go to the parent who has remained at home for permission, questions, and assistance. Do not take this personally, they just need time to adjust to you being home again!

Readiness and Deployment Support Training

Single Marines	Marines may be excited if they are expecting to be greeted by family or friends or they may feel left out if they have not made plans for homecoming. Single Marines may need to renegotiate relationships with roommates, friends, and family. They may also take leave and travel to see friends or family, or take a vacation and do something they had been planning during deployment.
Parents of Marines	Parents of Marines may travel to greet their returning Marine, or may prepare for a visit from their Marine. They are usually proud and impressed with their Marine's accomplishments.

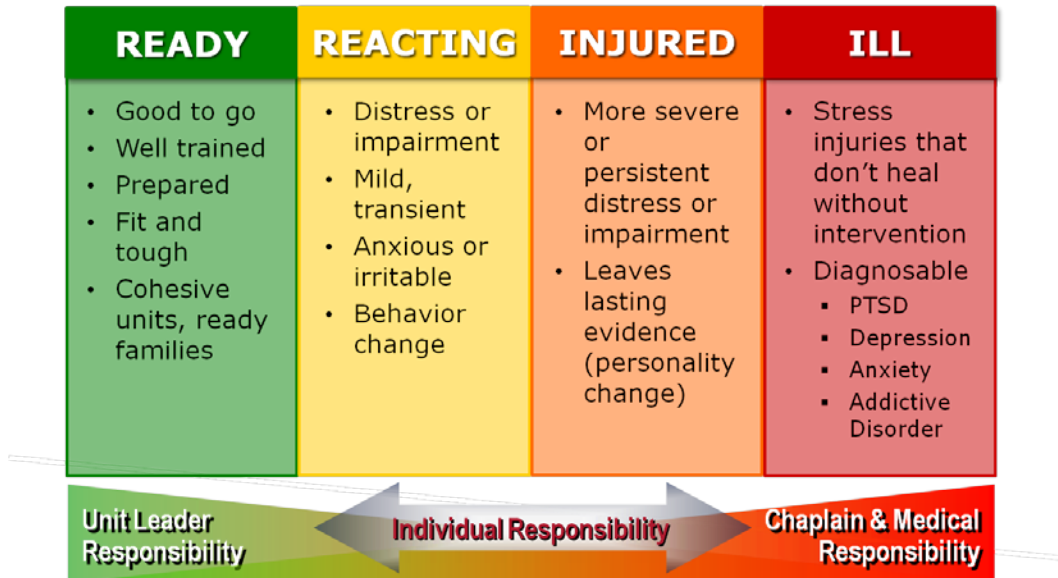
Stage 7: Reintegration

While many people think a deployment ends at the homecoming celebration, reintegration, or getting back to a normal routine, takes time. The length of time it takes for reintegration is a point of discussion. With predictable deployment cycles, most Marines and their families indicated they felt back to their pre-deployment state of normal within four to six weeks after homecoming.

Couples	Spouses feel more relaxed and comfortable with each other. There is a renewed sense of being a couple and a family. They are back on the same track emotionally and can enjoy the warmth and closeness of being a couple again.
Children	Young children may worry that their parent will leave again. Older children are usually delighted that their family is reunited even though they may, at times, resent the discipline enforced by having two parents at home.
Single Marines	Marines are pursuing interests away from work such as athletics, college, hobbies, and developing relationships.
Parents of Marines	Parents may wonder about their Marine's future duty assignments as well as career and personal plans.

Combat Operational Stress

Combat Operational Stress Continuum



The Department of Defense is well aware of the stress that is put on Marines and their families, especially when the deployment is to a combat zone. Deployment related stress is often called *Combat Operational Stress*.

Mental health professionals have created a stress continuum that ranges from “Ready” (Green) to “Reacting” (Yellow) to “Injured” (Orange) to “Ill” (Red). It is common to go from “Ready” to “Reacting” almost on a daily basis, but when we start getting into the Orange and Red areas of the continuum, we need help.

Each of us experiences and copes with deployment in our own way.

All of us need help at times. Do not hesitate to ask for assistance from your FRO, a chaplain, family, friends, neighbors, church members, co-workers, or agencies whose purpose is to help Marines and their families. Please refer to the resource section for counseling support resources.

Communication

Communication throughout the Deployment

Clear, supportive communication can make a deployment a positive growth experience. It is important to remember that due to the unique mission of the Marine Corps, there may be delays in communication, which could potentially lead to frustration. Remember the following:

Personal Communication

It is important to stay connected during deployment, and fortunately with the advent of new and emerging technologies, there are more ways than ever to communicate with your Marine and vice versa.

Email

Quick and easy, e-mail is great for staying in touch. Discuss e-mail expectations prior to deploying:

- Will e-mail be readily available?
- If so, how often will you send e-mails?
- What address will you use?
- What is the availability for instant messaging?
- What impact will the time differences have on e-mail response?

E-mail is not an ideal form of communication when you are angry or upset. If you really have a need to get your feelings off your chest, go ahead and write the e-mail, but save it for 24 hours and reread before you send. It is usually best to communicate strong feelings over the phone when you cannot do it in person. Also, remember that e-mails are not confidential. They may be seen by others. Be careful what you write, and be careful what you attach to your e-mails, such as inappropriate pictures, jokes, etc.

MotoMail

MotoMail is a system unique to the Marine Corps that prints electronically sent letters in about 24 hours to units in Afghanistan, Iraq, and some Marine Expeditionary Units (MEU). This service is free to all users and provides bank-level security without any misdirected mail for up to five messages per day per account. Letters are stored on a server and distributed to the correct nine-digit ZIP code, printed, sealed and made available for delivery through unit mail call. MotoMail adds more of a personal touch to your e-mailed communication. MotoMail can be accessed via the Web at www.motomail.us.

Letters

Remember how fun and exciting it once was to receive a letter from a loved one in the mail? Letters, while taking longer to receive, are a more personal way to communicate. Many couples save their “love letters” from a deployment.

Exchange your mailing address with people you would like to communicate with during deployment. Create a “mail kit” with cards, wonderful stationery, pens, stickers, stamps, etc. to make letter writing easy and enjoyable.

Letters do not have to be long. Do not worry about grammar or spelling. Write letters about your daily existence, your plans for the future, and your thoughts and feelings to help maintain your emotional connection. Letters often make it easier to reunite at homecoming.

It is a good idea to number letters, because they do not always arrive in the order they are written.

Care Packages

Who does not like to receive a present in the mail? While most items Marines need are provided to them, items that make their life more comfortable are not. Moms, grandmothers, church groups, and friends often enjoy sending care packages to Marines, because they welcome the opportunity to show support. Care packages are presents from home, but that does not mean a deployed Marine cannot send a package to loved ones back home!

The United States Postal Service (USPS) offers **free packing materials** to families of military members deployed overseas:

1. Call (800) 610-8734
2. Press “1” (For English)
3. Press “1” Again (For Operator)
4. Ask for the “CAREKIT04”

They do not provide free postage. A flat-rate box with a military discount for those mailing to APO and FPO addresses is also available. According to the USPS, regardless of how much each box weighs, the boxes cost \$14.95 to mail for the general public, and \$12.95 if mailed to an APO or FPO address.

The boxes themselves are free. Information is available at www.usps.com/supportingouttroops.

Telephone Calls

It is wonderful to hear your loved one's voice, and talk in the here and now. Make the most of your telephone conversations by doing some of the following:

- Keep a written list of things you want to talk about.
- Try to stay positive and upbeat. Try to end each call on a positive note.
- Talk about your daily activities, to make it easier to reconnect at homecoming.
- Suggest to older children that they keep a list of things to tell their parent when they call.
- Talk about plans for homecoming and future activities.
- Discuss problems and solutions, but do not spend the entire call talking about them.
- Keep in mind that it may be difficult to have a completely private phone call.
- Tell your loved ones you love them and appreciate their sacrifices.

Pictures, Video Recordings and Video Teleconferencing

While letters and e-mails are nice, there is nothing better than seeing your loved ones. If your loved one has access to a DVD player, make recordings of daily life and ask him or her to do the same for you. Realize that privacy is at a premium, so be discreet when sending videos and pictures to your Marine. However, at ALL TIMES you should be cautious of any information that may be considered in violation of Operational Security (OPSEC).

Send pictures of yourself, family members, children, your work environment, any new items you purchase, or the new furniture arrangement. If you have children, or are an expectant parent, pictures are even more important as children grow and change quickly.

If you have the opportunity to teleconference, interact through social networking sites, or if you have a webcam, it might be helpful to jot down a few items you would like to talk about, have the children sing a song or do a funny skit. It is not so much what you say, but the fact that you cared enough to put effort into brightening your loved one's day that will be remembered.

Official Command Communication

Family Readiness Officers (FROs) are your link from command to the family and vice versa. The FRO provides official communication between you, your designated family members, and your unit. Any official message will be passed via the FRO, word-for-word, from the Commander to whomever the Marine has designated to receive such messages. Official messages may include schedules for return dates, unit information, or changes in schedules, once the Commander

releases the information. This information is conveyed to Marines and families through the FRO using the identified form of mass communication, as the Commander initiates the official information. Marines must designate family members to receive communication as well as unit newsletters, and periodic phone calls from the FRO on behalf of the Commanding Officer.

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 website, accessible through <http://www.usmc.mil>.

Operational Security & Social Networking Sites

While you may not realize that there are adversaries watching you when sharing updates about your Marine, enemies want this information and they see Marines and their families as potential information sources.

Operational Security (OPSEC) is keeping potential adversaries from discovering sensitive Department of Defense information. As the name suggests, it protects U.S. operations — planned, in progress, and those completed.

Maintaining proper OPSEC on social networking sites is crucially important, including information contained in your personal profile, posting information such as photos, videos, and personal messages, and connecting with other users through various communication means such as forums, chat rooms, blogs, e-mail, and instant messaging. Marines and families must avoid discussing operational information through social networking media. For more detailed information, it is recommended to attend the MCFTB LifeSkills: Social Networking Safety workshop.

Success depends on secrecy and surprise, so the military can accomplish the mission more quickly and with less risk.

Types of sensitive information include:

- Unit mission or the number of personnel assigned
- Locations and times of deployments
- Unit morale or personnel problems
- Security procedures
- Troop movement
- Military intentions, capabilities, or operations
- Marine's specific name
- Unit return home dates

Things to Consider

- You should **not** talk about sensitive information in public settings even on installation.
- You should **not** talk about sensitive information over the telephone or on Social Networking sites.
- You should **not** post pictures or information on websites or social networking sites such as Facebook or Twitter.
- You should **not** include sensitive information in e-mails or attachments.
- You should **not** write about sensitive information in newsletters or blogs.
- You should **not** neglect to shred excess paper involving information on operations.
- You should **not** try to talk around classified information — it is extremely difficult to outsmart experienced intelligence analysts.

Emergency Notifications

What is a “casualty” in the Marine Corps?

Any Marine who is lost to the organization, having been identified as injured, ill, Duty Status Whereabouts Unknown (DUSTWUN), missing, or declared deceased. A casualty can occur at any time.

If a Marine is severely injured, missing in action, or deceased, the Primary Next of Kin (PNOK) is notified by a uniformed service member called a *Casualty Assistance Calls Officer* (CACO) and typically, a chaplain. Notifications are made in person. When a non-life threatening injury is suffered, a telephone call is made to the PNOK between 0500 and 2400.

PNOK are those individuals identified by the service member on the RED. You can see why keeping this form current is so important.

Ensure the RED reflects the correct designee(s) for notification, pay arrears, death gratuity, and person authorized to direct disposition (PADD). The MCFTB LifeSkills course titled *Afraid of “The Call”?* The Casualty Process De-Mystified is an informative workshop where more detailed information can be obtained. Marines and family members are encouraged to contact their local MCFTB office to sign up for this workshop.

Notification Process

Injured/Ill

If a Marine is injured or ill, notification to the NOK will be conducted telephonically by Headquarters Marine Corps (HQMC). This responsibility will in time be turned over to the Wounded Warrior Regiment (WWR). Updates to the NOK regarding the Marine’s condition and location, as well as, coordination with the Casualty Section at HQMC for the execution of travel to the bedside will

be provided. For cases involving very seriously injured/ill Marines, a CACO may be assigned to the NOK upon request of the parent command (or if directed by HQMC.) When the NOK resides in close proximity to the unit, the CACO is normally drawn from qualified personnel within the parent command.

Deceased or Seriously Injured

In the case of a death or serious injury, the Primary Next of Kin (NOK) will be notified, in person by a uniformed service member, within 24 hours of the accident. Notification will only be made between the hours of 0500 and 2400. In the case of a deceased notification, the uniform of the CACO will be Service "A" (Alpha).

If the Marine is married, the Primary NOK defaults to the spouse. Secondary NOK are any relatives, family members, friends, etc. listed on the Marine's Record of Emergency Data (RED). The Primary and all Secondary NOK will receive simultaneous notification within 24 hours of the casualty.

CACOs will never call or leave messages prior to notification. If a family member is not home at time of notification, they will utilize other resources. For example, the spouse may be visiting family, or be at work. In these cases, notification may be made in an alternate location. If the CACO is unable to locate the spouse in sufficient time (within 24 hrs), notification will still be made to the Secondary NOK (parents of Marine, or others listed on the RED).

Invitational Travel Orders (ITO)

When applicable, the Invitational Travel Orders process will be initiated upon completion of notification to Next of Kin. Invitational Travel orders are granted for up to three individuals designated by the Marine, following a doctor's request for family presence. Transportation to your Marine's location and per diem are included.

Survivor's Benefits and Entitlements

- A Death Gratuity of \$100,000 will be paid by law, within 48 hours to the Primary NOK or as designated by the Marine. If the Marine is married, the death gratuity will automatically be paid to the spouse for immediate living expenses. The Marine however, may designate additional beneficiaries (up to 50% of payment).
- SGLI coverage up to \$400,000 is available to the beneficiary. The beneficiary is the person(s) designated by the Marine. **This is not automatically the spouse if married. If a spouse is not the sole beneficiary**, HQMC will send a letter directly to the spouse informing them. (Ex: Marine has designated 90% of SGLI to their spouse and 10% to a parent. The spouse will receive a letter stating they are not the sole beneficiary of the SGLI.)
- Beneficiary financial counseling services are offered (free of charge).
- All active duty, veterans, etc. will receive Military Funeral Honors.
- Family members may stay in government quarters for up to a year. If they live off installation, they will receive a lump sum BAH for their current location.
- Family members have ID card privileges for 3 years after their Marines death. After 3 years, they must enroll in the retirement TRICARE plan. Children are covered until the age of 23 if they are a full time student.
- Family members and children of those who die while on active duty are eligible for Military OneSource, available 24/7, for information/resource referral requirements.
- Long term assistance is available to the NOK on an indefinite basis. This service is in addition to the CACO, it does not replace it. At the 60 day mark a letter will be mailed to the NOK. After the 90 day mark, telephonic contact will be made to NOK to collect any remaining issues and provide guidance as necessary. At the one year mark, a second letter will be mailed to the NOK. The NOK will also be asked to participate in a survey.

Emergency Communication from Home

When a Marine is deployed, it is possible that news about an illness or a death of a family member will need to be relayed to the Marine. It is important to use official channels such as the American Red Cross.

Use official communication for emergencies because:

- The American Red Cross staff verifies information to allow an officer in charge to make informed decisions about emergency leave for the Marine.
- A senior-level Marine will provide the information to the Marine and will ensure support is available.

For a Red Cross message to be sent, the following information is needed:

- The service member's name
- Rank
- Social Security number
- Duty station
- Unit

In case of an emergency, you should also encourage your family to contact your unit Family Readiness Officer so that he/she is fully aware that emergency notification will be going out to the Marine and can also provide support and information and referral to the family of the Marine.

Family members should know who the Marine's FRO is, the correct unit mailing address, e-mail address if one is available, and unit toll-free numbers if applicable.

Theme Care Package Ideas

Call Home (or write) Pack

- Note paper and colorful pens
- Phone cards
- Address labels
- Address book
- Pre-addressed special occasion cards
- Love letters from your courting days
- Journals

Beach Party Pack

- Flip-flops
- Sunglasses
- Inflatable beach toys
- Sunscreen
- Bathing suit
- Beach towel

Medicine Cabinet

- Aspirin
- Band-Aids
- Antibiotic ointment
- Cold medicine
- Seltzer tablets
- Foot powder
- Antacid tablets
- Book about natural health
- Stress reduction CD
- Nutrition magazine
- Multivitamins

Hot Box

- Wasabi peas
- Tamales
- Hot sauces
- Red hot candies
- Fireball candy
- Hot spiced tea
- Hot and spicy peanuts
- Hot and spicy jerky
- Cajun cashews
- Salsa sunflower seeds
- Cans of chili
- Nacho cheese with jalapeños

Kid Again

- Yo-yo
- Old maid cards/Go Fish cards
- Silly Putty
- Silly String
- Marbles
- Balloons
- “Kid Meal” toys
- Playing cards

Morning Coffee Pack

- Favorite coffee(s)
- All the goodies to add... creamer, sugar, flavors, etc.
- Mug
- Tastykake coffee cakes
- Biscotti
- Pictures of family members in PJs

“Whine” & Cheese Pack

- Video of family/friends whining
- Assortment of cheeses
- Assortment of sausages
- Assortment of crackers

Good Morning Box

- Pop-Tarts
- Cereal bars
- Dehydrated fruit or fruit roll-ups
- Applesauce mini-packs
- Single-serving cereal boxes
- Oatmeal
- Cream of wheat
- Peanut butter/jelly
- Coffees, teas, and hot cocoa
- Sugar/sugar substitute packets
- Powdered coffee creamer

Movie Night

- DVDs
- Popcorn
- Candy
- Nachos
- Dips
- Poster

Good Sport

- Sports magazines
- Popcorn and peanuts
- Pennants
- Favorite team T-shirt or cap
- Video of a local game or your kid’s games
- Autograph from a favorite star
- Sports magazines and or books

Coming Home Pack

- Picture of your new outfit
- Your favorite perfume or cologne
- Map of how to get home from the airport
- Banner
- Picture of the welcome home decorations
- Dinner menu

Bathroom Box

- Soft toilet paper
- Razors
- Foot powder
- Bars of soap
- Washcloths
- Travel size shampoo/conditioner
- Toothbrush/paste
- Lotions
- ChapStick
- Mouthwash
- New towel
- Wipes

Go Fish (Put all in a tackle box)

- Fishing magazines
- Goldfish crackers
- Swedish fish
- Gummy worms
- Go Fish playing cards
- Fisherman’s hat
- Lip balm
- Sunscreen
- Plastic or model boat
- Can of chowder
- Bug spray

Children and Deployment

Deployments can be tough on children. After all, a person they rely on to care for them, have fun with them, care for injuries, and make things better is going away for a while. You cannot protect your child from deployments, but you can prepare them.

Tell your children about the upcoming deployment. Do not assume they are aware and understand that their mom or dad is deploying and what that means. Reassure them that they will be cared for while mom or dad is away. Both the parent at home and the parent who deploys should encourage them to ask any questions or express any feelings they might have. Do not dismiss their feelings. Children may be excited, sad, confused, angry, worried, and insecure.

It is important to maintain your child's daily routine and be consistent in discipline. Most military kids are resilient, so chances are they will bounce back pretty quickly. If your child is struggling, do not hesitate to contact your child's school counselor, the School Liaison Officer, the Marine Corps Community Services Center, a Chaplain, or Military OneSource for assistance.

If possible, take your child to the Parents and Children Pre-Deployment Brief, or ask for a copy of the *Parents and Children Deployment Handbook*, which has many helpful tips and activities to ensure your child has a smooth deployment.

Tips for Helping Children during Deployments

	What to Expect	Ways to Help
Infants and Toddlers	<ul style="list-style-type: none"> They may seem fussier, clingy, may eat less and have trouble sleeping 	<ul style="list-style-type: none"> Record video/audio-taped stories Post pictures of deployed parent on the refrigerator, table tops, etc. United Through Reading Provide extra hugs and cuddles Maintain routine At home caregiver must take care of themselves to be better able to care for children
Preschoolers	<ul style="list-style-type: none"> May feel their behavior caused their parent to leave May become more fearful/irritable May regress in potty training/thumb sucking/etc. 	<ul style="list-style-type: none"> Marine parent record video/audio-taped stories Create a waterproof photo album or picture book of deployed parent and child doing things together Provide extra hugs and cuddles Maintain routine

Readiness and Deployment Support Training

	<ul style="list-style-type: none"> • May have trouble sleeping 	<ul style="list-style-type: none"> • Move your child back to their bed a few weeks before their parent's expected return. Do not get too concerned if your child wants to sleep in mom and dad's bed during deployment. It often provides a sense of security.
School-age	<ul style="list-style-type: none"> • May see a decline in school performance • More irritable or moody • May worry about deployed parent's safety 	<ul style="list-style-type: none"> • Have a family discussion before deployment • Involve teachers, church, neighbors • Enroll in Big Brother or Big Sister Program • Communicate regularly • Reassure about safety training, drills, and equipment • Play games via e-mail and regular mail • Schedule fun activities • Help child compile care packages to send to deployed parent • Limit viewing of TV news about war
Teens	<ul style="list-style-type: none"> • May be ambivalent • May be moody or withdrawn • May test rules • May excel or do poorly in school 	<ul style="list-style-type: none"> • Communicate regularly • Do not expect teen to take on deployed parent's household responsibilities • Do not expect teen to take on a parental role • Maintain rules, curfews and discipline as much as possible • Have a family discussion before deployment • Involve teachers, church, neighbors • Enroll in a Big Brother or Big Sister program • Encourage teen to keep a journal • Continue with extracurricular activities

Child Care & Extracurricular Activities for Children

Children, Youth & Teen Programs (CYTP) focus on the needs of families in order to provide maximum access to useful, flexible, and affordable programs such as child development, social, recreational, and athletic programs. Children, youth, and teens ages 6 weeks to 18 years are served in integrated, balanced, quality programs that support the continuum of the Marine's family, on and off installation.

Child Care

Children, Youth & Teen Programs (CYTP) focus on the needs of families to provide maximum access to useful, flexible, and affordable programs such as child development, social, recreational, and athletic programs. Children, youth & teens, ages 6 weeks to 18 years, shall be served in integrated, balanced, quality programs that support the continuum of the Marines family, on and off installation.

Child Development Center (CDC) offers quality full-day, part-day, and hourly care for children six weeks to 12 years old. Family Child Care (FCC), Short Term Alternative Child Care (STACC), School-age Care (SAC), Child Care in a Unit Setting (CCUS), and Child Care Resource and Referral Offices are available through CYTP. These programs are staffed by trained professionals and meet national accreditation standards. All USMC CDCs comply with DoD standards for staff qualifications, program quality, safety, sanitation, and nutrition.

Child Care Resource and Referral offices are staffed by knowledgeable professionals who can help parents locate services that meet the family needs for infant, preschool, school-age, and special needs care. They work with families when they need hourly or emergency child care.

Family Child Care (FCC) is located in certified on installation provider's homes and offers full-day, part-day, extended-day and hourly care for children six weeks to 12 years of age. Prior to certification, all providers and their family members must pass a series of background checks and a comprehensive training program through the installation.

Hours of service, ages of children and types of services are established by individual providers. Options for care might include full-day, part-day, hourly, extended-day 24-hour care, and sometimes even weekends.

School-age care (SAC) is available for children enrolled in elementary school, generally kindergarten through grade 6. These planned and supervised programs are provided in Child Development Centers, Family Child Care homes, Youth Centers, or other appropriate facilities, both on and off installation. SAC is offered before and after school and during most school holidays and vacation periods.

MCCS and Other Opportunities

Family Readiness

Marine and Family Programs (MFP) offers self-directed or intervention services promoting responsible living, good citizenship, and prevention of problems before they occur for all Marines and their families. Deployment is a great opportunity to take advantage of MCCS opportunities.

Business Operations encompasses the Marine Corps exchanges, services, food and hospitality, lodging, and recreational business programs that offer Marines and families' goods and services at low prices. Return profits on these services enhance recreation and support facility construction and renovation.

General Support: Personnel, financial, information technology, and other services that provide support to all MCCS programs at each Marine Corps installation.

Marine Corps Family Team Building (MCFTB): Includes the following functions and trainings:

- Readiness and Deployment Support Training (RDST)
- L.I.N.K.S. Training
- LifeSkills Education and Training
- Family Readiness Program Training (FRPT)
- Prevention Relationship Enhancement Program (PREP)
- Chaplain's Religious Enrichment Development Operations (CREDO)

Readiness and Deployment Support (RDS) Training Includes:

Pre-Deployment

- Pre-Deployment Brief
- Pre-Deployment for Parents and Children

Mid-Deployment

- Self Care
- Deployment Success
- Kids and Deployment

Return and Reunion

- Significant Others and Spouses
- Parents and Extended Family
- Parents and Kids
- Reintegration – Strong Marine Couples

LifeSkills Education & Training Includes:

Communications Series

- Conflict Management
- Interpersonal Communications
- Social Networking Safety

Impact Series

- Family Care Plan
- Safe and Sound at Home
- Afraid of “The Call”? the Casualty Process De-Mystified

Relationship Series:

- Building Lasting Relationships
- Single Parenting for the Marine
- Parenting Kids in a Marine Corps Family
- Parenting Teens in a Marine Corps Family
- Developing Healthy Blended Families
- Cooperative Parenting and Divorce

Wellness Series:

- Basic Stress Management
- Basic Anger Management
- Aging Parents and Elder Care
- Emergency Preparedness

Lifestyle Insights, Networking, Knowledge, and Skills (L.I.N.K.S.) Training

L.I.N.K.S. sessions for all levels of the families within the unit — including Marines, spouses, kids, teens, parents, and extended family members of Marines — are available through MCFTB.

The focus of the L.I.N.K.S. program is education regarding the resources available and methods for meeting the challenges of the military lifestyle.

Participants receive information on Marine Corps culture, available resources to enable them to help themselves, real-life tips, and the opportunity to network with others.

Higher Education for Marines and Spouses

Depending on the mission, Marines may be able to further their education online or work on professional development while deployed. With today's technology, you can take college courses from practically anywhere!

Go to http://www.gibill.va.gov/gi_bill_info/ch33/transfer.htm for more information.

Marine Deployed Education Program

The purpose of the Marine Deployed Education program is to provide undergraduate-level courses to afloat Marines.

The affiliated academic institutions identify and employ qualified marine instructors to teach courses. Marines receive instruction according to the deployment schedule and pay tuition according to the standard tuition assistance policy.

- Initial Tuition Assistance forms and registration must be completed, approved, and given to the Education Officer before the deployment date.
- Payment for courses is due the first day of class.
- Class sessions are flexible according to Operations Tempo. In an emergency situation, classes can be stopped immediately.

Military Academic Skills Program (MASP) can be provided afloat under its current education services agreement.

In addition, the Lifelong Learning Library program has partnered with the Army Library Program to provide paperback books for all deployed units.

Servicemembers Opportunity Colleges degree program for Marines and family members (SOCMAR)

SOCMAR is the Servicemembers Opportunity Colleges (SOC) degree program for Marines and their family members.

- SOCMAR consists of colleges that offer associate and bachelor's degree programs on or accessible to Navy and Marine installations worldwide.
- SOCMAR colleges form networks in which each college accepts credits from all the others.

SOCMAR guarantees that you and your adult family members can continue working toward completion of your degrees even though the Marine Corps may transfer you several times. There are also degrees available by distance learning that require no classroom residency.

MCCS Lifelong Learning, which falls under the Personal and Professional Readiness Branch, provides Spouse Tuition Aid Program (STAP). Please check with your installation Lifelong Learning staff for complete program details.

The Navy-Marine Corps Relief Society (NMCRS) offers STAP to your spouse if you are an active-duty service member stationed in an overseas (OCONUS) location. Spouses may be a full- or part-time student studying toward a vocational certificate or an undergraduate or graduate degree.

Military Spouse Career Advancement Accounts Program

Military Spouse Career Advancement Accounts Program (known as MyCAA) provides educational funding for education and training needed to pursue high-demand, high-potential portable careers. Application and detailed information is accessible through Military OneSource.

Employment Opportunities for Spouses

Family Member Employment Assistance Program (FMEAP)

Family Member Employment Assistance Program (FMEAP) services assist family members by providing the following workshops

- Career counseling/assessments
- Know yourself and focus on the type of work best suited for your aptitude and temperament.
- Educational workshops
 - Résumé writing
 - Job interview techniques
 - Interview preparation
 - Federal application information
 - Staff-assisted computerized job search
 - Education and training resources opportunities

Spouses can learn more at their respective Marine Corps location.

Volunteer Opportunities for the Spouse & Parents of Marines

Numerous volunteer opportunities exist on and off base. Contact your installation volunteer coordinator for more information about volunteer opportunities on and off base. The following are possible volunteer opportunities:

- Marine's unit
- L.I.N.K.S. (Lifestyle Insights, Networking, Knowledge, Skills)
- Youth centers
- Library
- Youth sports
- Local schools
- Religious organizations
- Hospitals — on and off installation
- Single Marine Program
- Community services — on and off installation
- Education office
- Marketing office
- Armed Services YMCA (ASYMCA)
- Public Affairs office
- American Red Cross
- Navy-Marine Corps Relief Society
- Many, many more places!

Reservist Information

Joint Family Support Assistance Program (JFSAP)

Joint Family Support Assistance Program (JFSAP) was established to support military families who do not live near a military installation. Most JFSAP teams are located at state National Guard headquarters. For JFSAP state information news and updates, policies and legislation, and management resources please refer to <http://www.militaryhomefront.dod.mil/sp/jfsap>.

JFSAP partners with military, state and local resources to:

- Assess needs.
- Identify resources and address gaps.
- Enhance/build community capacity by facilitating an integrated service delivery system and a community of support and outreach for military families.
- Provide outreach of families to inform them about available resources.

Servicemembers Civil Relief Act (SCRA)

The Servicemembers Civil Relief Act provides a number of protections, including:

- Staying court hearings if military service materially affects service members' ability to defend their interests.
- Reducing interest to 6 percent on pre-service loans and obligations.
- Requiring court action before a service member's family can be evicted from rental property for nonpayment of rent.
- Termination of pre-service residential lease.
- Termination of cell phone contracts if service is unavailable in the deployment location.
- Service members may maintain their state of residence for tax purposes.

Service members looking for additional information should contact their local Base Legal Services Office.

Termination of Residential Leases

SCRA allows individuals to terminate a lease when they go on active duty if the lease was entered into before going on active-duty status. Additionally, the act allows a Reservist to terminate a residential lease entered into while in the military, if the Reservist receives permanent change of station (PCS) orders, or receives orders to deploy for a period of not less than 90 days. Please note: Proper documentation will be needed in order to qualify.

Automobile Leases

If a Reserve Marine enters into an automobile lease before being called to Active Duty status, the Reservist may request termination of the lease per the Service Members Civil Relief Act (SCRA). However, for this to apply, the active-duty status must be for at least 180 continuous days. Reservists making a permanent change of station (PCS) move, or who deploy for 180 days or longer, may terminate such leases, with proper documentation. For more information, contact your Legal Services Office on installation.

Evictions from Leased Housing

Military Reservists may seek protection from eviction under SCRA. The rented or leased property must be occupied by the service member or dependents and the rent cannot exceed a certain amount that is adjusted each year. The Reservist or eligible dependent who has received notice of an eviction must submit a request to the court for protection under the SCRA. If the court finds that the Reservist's military duties have materially affected his or her ability to pay rent in a timely manner, the judge may order a stay or postponement of the eviction proceeding for up to three months or make any other "just" order. For more information, please contact the Legal Services Office on installation.

Installment Contracts

Certain protections against repossessions for installment contracts are available through SCRA. If the contract was entered into before going on active duty and at least one payment was made before that time, the creditor cannot repossess the property while the Reservist is on active duty, nor can the contract be terminated for breach of contract without a court order. For more information, please contact the Legal Services Office on installation.

Interest Rate

If a Reserve Marine's military obligation has affected his or her ability to make payments on financial obligations such as credit cards, loans, mortgages, etc. when called to active duty, the Reservist can have the interest rate capped at 6 percent for the duration of the military obligation. Qualifying debts are debts that were incurred by the Reservist, or jointly by the Reservist and spouse, before going on active duty. Debts incurred after going on active duty are not protected. Each creditor should be contacted as there may be different requirements which may include providing a copy of military orders and/or an Intent to Deploy letter. Required documents can be obtained from the individual Reservist's S-1 administrative section.

Court Proceedings

If a Reserve service member called to active duty is a defendant in a civil court proceeding, the court may grant a 90-day delay in the proceedings. The provision applies to civil lawsuits, suits for paternity, child-custody suits, bankruptcy debtor and creditor meetings, and administrative proceedings. Reservists should contact the Legal Services Office for guidance on being granted a delay in proceedings.

Enforcement of Obligations, Liabilities, Taxes

A Reserve Marine called to active duty, or their eligible dependent may, at any time during military service, or within six months thereafter, apply to a court for relief of any obligation or liability incurred by the Reservist or dependent prior to active duty, or in respect to any tax or assessment whether falling during or prior to the Reservist's active military service. The court may grant stays of enforcement, during which time no fine or penalty can accrue.

Additionally, the act prevents Reservists from a form of double taxation that can occur when they have a spouse who works and is taxed in a state other than the state in which they maintain their permanent legal residence. The law prevents states from using the income earned by a Reservist in determining the spouse's tax rate when a permanent legal residence in that state is not maintained.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

In addition to doing all of the preparation that active Marines and their families must complete, Reservists also need to review:

Uniformed Services Employment and Reemployment Rights Act (USERRA): In October 1994, Congress passed USERRA which provides protection for all members of the uniformed services (including non-career National Guard and Reserve members). www.esgr.org Major sections of this law include:

- Placing a five-year limit (with some exceptions) on the cumulative length of time a person may serve in the military and remain eligible for re-employment rights with the pre-service employer.
- Requiring individuals to give written or verbal notice to their employers prior to departure for military service.
- Providing for the continuation of employer-provided health insurance (at the service member's request) for an 18-month period, with payment of up to 102 percent of the full premium by the service member.
- Requiring that an employee's military service not be considered a break in employment for pension benefit purposes, and providing that the person's military service must be considered service with an employer for vesting and benefit accrual purposes.

- Entitling service members returning from military service to prompt reinstatement of employment with accrued seniority, status, and rate of pay as if continuously employed.

Yellow Ribbon Reintegration Program (YRRP) and the Reserve Component Command Team

The YRRP provides joint service deployment and reintegration support for National Guard and Reserve units and individual augmentees (IA) within the Reserve community.

The mission is to educate and empower members of the military community to develop skills and encourage behaviors that strengthen self reliance, promote retention, and enhance readiness, and to be able to reintegrate into their normal lives, when returning from deployment.

The YRRP will be implemented from the pre-deployment phase through the reconstitution phase of a Reserve unit or IA by the FRP; ensuring services are made available to all members of the Marine's family to include designated parent or extended family members.

- Submit requests through the operational chain of command to the Joint Family Resource Center (JFRC) for JFSAP support at least 30 days prior to the YRRP event. Requests should be submitted via <http://jfsap.mhf.dod.mil>

Childcare for Reserve Families

Reserve families are unique, in that they do not usually reside near a military installation. There are many childcare resources available to Reserve Families such as:

- National Association of Child Care Resource & Referral Agencies (NACCRRA)
- Operation Military Child Care
- SitterCity
- YMCA

For more specific information on each of the services these resources provide, please go to the resource page of this handbook.

Resources

Additional Resources (in alphabetical order)

American Red Cross (ARC)

www.redcross.org

The American Red Cross' (ARC) primary service is emergency communications and verifications to enable commanding officers to make informed decisions about granting emergency leave. Additionally, ARC provides emergency financial assistance for families who are not near a Navy-Marine Corps Relief Society office.

Defense Centers for Excellence

www.dcoe.health.mil

The Defense Centers of Excellence for Psychological Health and Traumatic Brain Injury (DCoE) assesses, validates, oversees and facilitates prevention, resilience, identification, treatment, outreach, rehabilitation and reintegration programs for psychological health and traumatic brain injury to ensure the Defense Department meets the needs of the nation's military communities, warriors and families.

Outreach and additional information and support can be obtained at: (866) 966-1020.

Defense Finance Accounting Service (DFAS)

www.dod.mil/dfas

Defense Finance Accounting Service (DFAS) ensures that Marines are paid. MyPay is a useful feature of the DFAS website, allowing service members (and their families if they have a PIN number) to get real-time information about their pay accounts, start and stop allotments, sign up for the Thrift Savings Plan (TSP), change their withholding and much more.

Department of Veterans Affairs

www.va.gov

The Department of Veterans Affairs (VA) provides resources for service members who have honorably served in the United States armed forces. For service members leaving active duty, the VA may be their primary source of physical and mental health treatment for injuries that occurred during military service.

A booklet is published every year outlining programs and benefits and is available from their website. Some of the programs include:

- Health care, including treatment for post-traumatic stress and brain injuries
- Job-placement assistance
- Education
- Home loans
- Life insurance

Exceptional Family Member Program (EFMP)

The Exceptional Family Member Program assists Marines and families who have a member with special needs improving quality of life and consists of two components:

1. Assignment coordination
2. Family support

Quality of life is improved through family support via Marine Corps Community Services programs provided aboard Marine Corps installations, and through contractual partnerships with public and private organizations.

Information about both components is available at <http://www.usmc-mccs.org/efmp/>.

Assignment coordination includes information such as regulations, the assignment coordination process, enrollment forms, enrollment process, and overseas suitability screening. The **family support** component links family members with special physical or educational needs to services and support to include respite care.

Respite Care The EFMP respite care program is intended to reduce stress on sponsor families by providing temporary rest periods for family members who care for those who have special needs. All EFM sponsors who request Marine Corps EFM family support may be eligible for a maximum of 40 hours of respite care per month, per family, at authorized reimbursement rates.

Family Readiness Officer (FRO)

The Family Readiness Officer (FRO) is the face of the Commander's vision and the hub of communication for the Unit, Personal and Family Readiness Program. The FRO provides direct coordination for the Unit, Personal and Family Readiness Program between the Commander, the Marines, the families, and all the available resources and organizations, both on and off DoD installations.

Families OverComing Under Stress (FOCUS)

<http://www.usmc-mccs.org/cosc/focus.cfm?sid=ml&smid=9>

Families OverComing Under Stress (FOCUS) is a resiliency-building program designed for military families and children facing the challenges of multiple deployment stress and combat operational stress injuries during wartime. It is an eight-week brief intervention that addresses difficulties that families may have when facing the challenges of multiple deployments and parental combat-related psychological and physical health problems. Please visit www.focusproject.org for area locations.

Installation Personnel Administration Center (IPAC)

IPAC provides personnel and administrative support and services to Marines, Sailors and family members by ensuring military personnel records and pay accounts are accurately and properly maintained.

Joint Family Support Assistance Program (JFSAP)

<http://www.militaryhomefront.dod.mil/sp/jfsap>

Joint Family Support Assistance Program (JFSAP) was established to support military families who do not live near a military installation. Most JFSAP teams are located at state National Guard headquarters.

Legal Services

Free attorney assistance is available at installation Base Legal Service Offices for service members and family members with military ID cards. Services available may include adoption advice, domestic relations, immigration and naturalization, Servicemembers Civil Relief Act, powers of attorney, wills, notary service and assistance with Family Care Plans. Please visit your installation website for information on your installation legal office.

Marine Corps Community Services (MCCS)

<http://www.usmc-mccs.org/>

Marine Corps Community Services (MCCS) offers services and activities for military, civilian, and family members in the following three areas: Marine and Family Services Division, Semper Fit, and the Single Marine Program.

Marine and Family Programs (MFP)

Marine and Family Programs is designed to assist the individual Marine through centralized information and referral services, relocation services, and the coordination of area human resource services. The division's purpose is to assist in having information and human services readily accessible and responsible 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 the military ID card, and each person enrolled in DEERS is eligible to use these services. Services include:

- Marine Corps Family Team Building
- Information and referral
- Personal financial management
- Relocation assistance
- Volunteer program
- Personal and Professional Development Family Member Employment Assistance Program
- Prevention and intervention services

Military OneSource

www.militaryonesource.com

Military OneSource is a 24 hour a day, seven day a week, real-time information and referral service funded by the Department of Defense. All services are provided at no cost and are available to active-duty, Guard and Reserve personnel and their immediate family members, regardless of activation status.

Military OneSource is a “virtual extension of existing installation service.” Besides helping with referrals, Military OneSource maintains a library of more than 3,000 free educational materials such as CDs, DVDs, and booklets on a wide range of topics. They also offer interpretation and translation services for legal documents in more than 140 languages. Through Military OneSource, you can access up to 12 in-person or telephone non-medical counseling sessions per issue with a licensed counselor. They also offer financial counseling at no charge.

National Association of Child Care Resource & Referral Agencies (NACCRRA)

The National Association of Child Care Resource & Referral Agencies, is our nation's leading voice for child care. They work with more than 700 state and local Child Care Resource and Referral agencies nationwide. These agencies help ensure that families in 99 percent of all populated ZIP codes in the United States have access to high-quality, affordable child care. To achieve our mission, we lead projects that increase the quality and availability of child care professionals, undertake research, and advocate child care policies that positively impact the lives of children and families.

Navy-Marine Corps Relief Society (NMCRS)

www.nmcrs.org

Navy-Marine Corps Relief Society (NMCRS) is a volunteer-based not-for-profit private 501(c)(3) organization sponsored by the Department of the Navy. No financial assistance is received from the Department of the Navy to conduct the society's programs. The society provides interest-free loans or grants to help with emergency needs such as:

- Food, rent, mortgage and utilities
- Disaster relief assistance
- Essential vehicle repairs
- Child care expenses
- Emergency transportation
- Pay problems or delays
- Funeral expenses
- Unforeseen family emergencies
- Patients share of medical and or dental bills

Financial assistance is provided on a need basis. All loans are interest free and normally repaid by allotment. In some instances, if repayment would cause a hardship, assistance may be provided as a grant.

Loans are made to the Marine. During deployments, in the absence of the Marine, an eligible family member may seek assistance with a valid power of attorney or a pre-authorization form can be placed on file at the NMCRS Office prior to deployment. If neither is available, the Marine will be contacted to provide authorization and to agree to repayment terms.

The Navy-Marine Corps Relief Society also provides layettes to all Navy, Marine Corps and Coast Guard personnel or family members who are expecting or have a new baby when they participate in the Budget for Baby class or an individual budgeting session. The layettes are called "Baby's First Seabag" and contain more

than \$100 worth of baby items. Each layette contains a handmade blanket or sweater set, crib sheets, onesies, hooded towel, bibs, socks, receiving blanket, and burp cloths. For those families living in remote locations, a layette can be provided upon your request from a NMCRS office.

Personal Financial Management Program (PFM)

The Personal Financial Management Program (PFM) provides personal financial education, training, counseling, information, and referrals. Contact your local Marine and Family Services office for more information on their workshops, or to see a financial counselor.

Semper Fit & Recreation

Semper Fit & Recreation is the Marine Corps' health promotion and recreation program. It includes fitness and wellness programs. Services include:

- Recreation opportunities
- Information, tickets and tours
- Special events
- Aquatics
- Intramural program
- Physical fitness
- Youth sports

Single Marine Program (SMP)

The Single Marine Program (SMP) provides opportunities for single Marines living in the barracks or off base to voice their concerns and provide suggestions regarding quality of life and other aspects of their lives. Primary focus areas are:

- Community involvement
- Life skills
- Health and wellness
- Recreation
- Career progression

The Single Marine Program also has many activities to get involved in as a single Marine. Marines are encouraged to contact their local SMP for more information and a current calendar of events.

SitterCity

SitterCity is the source for savvy sitters and knowledgeable nannies. Launched in 2001, SitterCity now has over two million caregiver profiles nationwide. SitterCity makes it quick and easy to connect with qualified sitters and nannies. Parents can get to know candidates before the first interview thanks to detailed profiles, references, background checks and reviews. The Department of Defense has contracted with SitterCity to fund free memberships for all military families.*Families are responsible for the cost of services provided.

United Service Organizations (USO)

www.uso.org

The United Service Organizations' (USO) mission is to support service members and their families. There are 130 centers worldwide whose programs and services include:

- Emergency assistance: USO centers offer housing and financial information, along with support for military members and their families, especially during emergencies.
- Support groups: With troops deployed all over the world, USO centers have established local support groups where family members of deployed service members can gather to provide support and encouragement for one another.
- New spouse orientation: Moving to a new area is often a difficult transition. Many USO centers offer orientation programs which help new residents acclimate to the culture and community.

Young Men's Christian Association (YMCA)

With one parent away from the household, the remaining caregiver can become overwhelmed by the added responsibilities in and outside of the home. In partnership with the Armed Services YMCA and the Department of Defense, participating YMCAs are able to offer care for your children in while you take some much deserved time for yourself. You can leave to catch up on errands, stay and enjoy a tension-relieving class or simply relax. It's up to you!

Respite child care is available for infants (or youngest age permitted at the participating YMCA) up to 12 years of age (or oldest age permitted at the participating YMCA).

Who is eligible for respite child care? Title 10 personnel are eligible for a Y membership, including:

- Family members of deployed National Guard and Reservists
- Active Duty Independent Duty personnel

Readiness and Deployment Support Training

- Relocated spouse/dependent children of deployed Active Duty personnel
- Families of deployed Active Duty personnel residing 30 miles from a military installation

What do I need to do? Contact Military OneSource at www.militaryonesource.com or 800-342-9647 to confirm your eligibility and receive an eligibility form. Fill out and bring your eligibility form, Military ID and any other required documentation (usually, your Deployment Orders or Military Service Headquarters approval letter) to a participating YMCA for verification. Please do not leave copies of these documents at the YMCA.

The Armed Services YMCA offers programs for spouses of junior-enlisted. Programs vary by location but typically include:

- Spouses morning/night/day out
- Craft groups
- Holiday dinners and dances
- Parenting workshops

Useful Websites

- Deployment Health and Family Readiness Library <http://deploymenthealthlibrary.fhp.osd.mil>
- Internal Revenue Service (IRS) <http://www.irs.gov/>
- Marine Corps Community Services <http://www.usmc-mccs.org/>
- MotoMail <http://www.motomail.us>
- MyPay <https://mypay.dfas.mil/>
- TRICARE military health care <http://www.tricare.osd.mil/>
- Uniformed Service Employment and Reemployment Rights Act <http://www.osc.gov/userra.htm>
- U.S. Customs <http://www.customs.gov>
- U.S. Marine Corps <http://www.usmc.mil>
- U.S. Marine Manpower and Reserve Affairs <https://www.manpower.usmc.mil>
- U.S. Postal Services <http://www.usps.com>

Children's Helpful Websites and Resources

- **American Academy of Pediatrics Support for Military Children and Adolescents** (www.aap.org/sections/unifserv/deployment/index.htm)
Provides information and resources to assist students in coping with deployment, including the short films “Mr. Po and Friends” and “Youth Coping with Separation: When Family Members Deploy.”
- **Kids on the Block** (www.kotb.com/kob2.htg/copingwithcrisis.htm)
This is a puppet program performed in DoDEA schools. The “Wait Till the War is Over” script addresses the difficulties that military families face when confronted with the reality of deployment. Students are encouraged to participate in a question-and-answer session with the puppets that provides students with an open forum to express their anxieties and fears about deployment.
- **Military Child Education Coalition** (www.militarychild.org)
This program identifies the challenges that face the highly mobile military child, increases awareness of these challenges, and implements programs to meet them.
- **Military Child Initiative** (www.jhsph.edu/mci)
The Military Child Initiative assists public schools in improving the quality of education for highly mobile and vulnerable young people with a special focus on military children by providing national, state and local education agencies, as well as schools, parents and health, child welfare, juvenile justice and educational professionals with information, tools, and services that enhance school success. It includes a Web-based course on “Building Resilient Kids.”
- **MilitaryFamilyBooks.com** (www.militaryfamilybooks.com)
An excellent resource for books about the military and deployment for all family members, particularly children. The vision of MilitaryFamilyBooks.com is to offer carefully chosen, high-quality resources catered to military families’ needs and lifestyle. A portion of the profits from MilitaryFamilyBooks.com supports programs for military families.
- **Operation Military Child Care** (www.childcareaware.org)
Operation Military Child Care is a Department of Defense initiative to support child care needs of military parents. Active-duty families who are unable to access care on military installations are eligible during the deployment period and for 60 days after the return of the military parent.

This initiative helps eligible military families locate and subsidize affordable child care in local communities. Military families who are using licensed and legally operating community based child care programs and providers pay reduced fees.

This subsidy program can be used by spouses who are employed or looking for work, going to school, or have special medical needs. For more information contact the National Association of Child Care Resource and Referral Agencies at (800) 424-2246 or visit their Web site.

- **Operation: Military Kids** (www.operationmilitarykids.org)

Operation: Military Kids is a collaborative effort with America's communities to support children and youth of National Guard, Reserve and active-duty families. State 4-H military liaisons in 34 states in partnership with the National Guard, Reserve, the Military Child Education Coalition, Boys and Girls Clubs of America, the National Association of Child Care Resource and Referral Agencies, The American Legion, schools, and other community organizations support youth before, during, and after deployment. Some of the programs include:

 - Workshops for community professionals who work with youth to offer an insight into military culture and the deployment cycle. In addition, they suggest ways to understand the needs of and provide support to military kids and their families through community resources.
 - Hero Packs are backpacks filled by non-military youth with mementos and items designed to help connect kids with their deployed parent.
 - Speak Out for Military Kids is a youth-led, adult supported project that generates community awareness about issues faced by youth of military families. Through simulations, interviews, and research, participants begin to understand what military families go through during deployment. As the youth form speakers' bureaus, they develop presentations, public service announcements, videos, and other materials and actively seek opportunities to share their experiences with others in the community (e.g. school assemblies, youth club meetings, city council meetings, fairs, and teacher in-service programs).
 - Mobile technology labs are used to facilitate connections between deployed service members and the children left behind.
- **Operation Purple** (www.operationpurple.org)

Operation Purple was created in 2004 to help military children struggling with having a parent deployed. Any military child can apply. If all spaces are not filled with campers who meet the deployment criteria, the remaining camp slots are filled with any military child from any service branch, the National Guard, Reserve, PHS, and NOAA. "Deployment" is defined loosely as it is recognized that TDY and travel can often take service members away from family for significant periods of time.

Registration for the free summer camps begins in late spring for all Operation Purple camp locations. Details on how to register and the necessary forms to apply for camp are available at www.operationpurple.org.
- **Talk, Listen, Connect: Helping Families During Military Deployment** (www.sesameworkshop.org/tlc)

Bilingual kit that includes a Sesame Street DVD, a parent/caregiver magazine, and a children's activity poster designed to help military families and their young children through deployment.

- **United Through Reading** (<http://www.unitedthroughreading.org/military/>)
The United Through Reading® Military Program helps ease the stress of separation for military families by having deployed parents read children's books aloud via DVD for their child to watch at home.
- **Working with Military Children** (www.nmfa.org/site/DocServer?docID=642)
Booklet for school personnel working with military students.
- **Zero to Three** (www.zerotothree.org)
Resources for parents of infants and toddlers.

Counseling Support Resources

Chaplains

www.anchordesk.navy.mil/HTM/ChaplainRoster.htm

Chaplains play a vital role in helping their fellow sea-service personnel and family members during crucial moments in their lives. They are available 24/7 to provide spiritual guidance and help sort through issues or concerns. Through the Chaplain's Religious Enrichment Development Operations (CREDO), Spiritual Fitness Division (SFD), free weekend retreats and workshops for families, couples, and individuals are available.

DSTRESS Line

DSTRESS Line is an anonymous and confidential, 24/7, Marine-friendly counseling and referral service. DSTRESS Line currently supports all Marines (active, Reserve, or veteran), family members, and loved ones. Please check the DSTRESS website for location availability at www.dstressline.com.

Marines and/or family members in areas where DSTRESS line is not available may continue to rely upon other national call centers already in operation:

- Defense Centers of Excellence Outreach Center: (866) 966-1020.
- National Suicide Prevention Lifeline and Veterans Suicide Prevention Hotline: (800) 273-8255.

Family Advocacy Program (FAP)

<http://www.usmc-mccs.org/famadv/pocs.cfm>

Marine and Family Services, Family Advocacy Program counselors are available at your base installation to help you and your family cope with the challenges of marriage, parenting, deployment, reunion and reintegration. These challenges can have an effect on your emotional health, relationships, family life, and military

readiness — and we are here to help. Counseling services are available at no charge, they are easy to use, and they are just a phone call away.

You and eligible family members, including children, may each receive up to eight sessions with a family counselor per incident, per calendar year. If the situation mandates it, the sessions can be extended past eight.

Through a network of licensed counselors, you can receive guidance on a range of topics including:

- Relationships and marital issues
- Family conflicts
- Stress
- Parent and teen communication
- Divorce or Separation
- Grief and loss
- Life changes

When you schedule an appointment with a counselor, expect them to help you:

- Review the problem
- Identify key target issues
- Gain insight into solutions
- Set clear, understandable and realistic goals
- Develop a specific plan to obtain your goals which may include:
 - Developing interpersonal communication skills
 - Learning stress management techniques
 - Improving relationship skills
 - Working through the bereavement process

Military Family Life Consultants (MFLC)

Military Family Life Consultants (MFLC) are funded by the Department of Defense. The MFLC program provides licensed counseling specialists to individual units who are remotely located and unable to access local services, such as Reserve units and Instructor & Inspector (I&I) duty stations.

It has also expanded to augment on base counseling services through MCFTB to provide short-term, situational, problem-solving counseling services and psycho-education to service members and their families. MFLC do not keep records of counseling services.

Services are provided to individuals, couples, families, and groups on issues such as stress, anger, relationships, parenting, conflict resolution, deployment, separation, and more.

Additional Checklists and Information

The Plans, Checklists, Information, and Lists Section of this handbook is designed to provide workable resources and tools to maintain family readiness during deployments. Included materials are: financial, vehicle, and home information documents and checklists; helpful telephone numbers; pet; and emergency informational forms to complete for quick reference.

Financial Accounts Information

Please complete this form and keep it in a safe location.

Checking

Financial Institution _____
Account # _____ Telephone _____
Web site _____
PIN/Username _____ Password _____

Savings

Financial Institution _____
Account # _____ Telephone _____
Web site _____
PIN/Username _____ Password _____

Other Assets (bonds, mutual funds, CDs, etc.)

Web site(s) _____
Username/PIN _____ Password _____
Account #(s) _____
Maturation dates/etc. _____

Web site(s) _____
Username/PIN _____ Password _____
Account #(s) _____
Maturation dates/etc. _____

Credit Cards

Name/Financial Institution _____
Account # _____ Telephone _____
Website _____
PIN/Username _____ Password _____

Name/Financial Institution _____
Account # _____ Telephone _____
Website _____
PIN/Username _____ Password _____

Name/Financial Institution _____
Account # _____ Telephone _____
Website _____
PIN/Username _____ Password _____

Vehicle Information

Vehicle 1

Make and model _____ Year _____

VIN _____

Keys located _____

State of registration _____ License plates renewal due _____

Base inspection sticker due _____ Local inspection sticker due _____

Registration/title location _____

Finance company _____ Phone _____

Monthly payment _____ Due date _____

Insurer _____ Agent's name _____

Phone _____

Deductible: _____ Amount/Due Date _____

Oil type/change due _____

Mechanic name _____ Phone _____

Vehicle 2

Make and model _____ Year _____

VIN _____

Keys located _____

State of registration _____ License plates renewal due _____

Base inspection sticker due _____ Local inspection sticker due _____

Registration/title location _____

Finance company _____ Phone _____

Monthly payment _____ Due date _____

Insurer _____ Agent's name _____

Phone _____

Deductible: _____ Amount/Due Date _____

Oil type/change due _____

Mechanic name _____ Phone _____

Home Information and Checklist

Property manager _____ Phone _____
Rent amount _____ Due _____

Mortgage holder _____ Phone _____
Monthly Payment _____ Due _____

Be Prepared

- Locate water, electricity, and gas shut off.
- Post list of helpful telephone numbers.
- If living in base housing and family plans to be away for an extended period, notify housing manager.
- Register guests at Housing Office.
- Complete Spousal Acceptance Authorization if planning to move into housing during deployment. If on waiting list you may ask to be "on hold" and not lose your place on the wait list.
- Ensure renters' or homeowners' insurance is current.
- Other _____.

Before your loved one leaves, complete a safety check of your house or apartment:

- Place telephones with emergency numbers by your bed and near the place you sit most often.
- Always lock all doors and windows.
- Use a peephole to identify visitors before opening your door.
- Do not hide spare keys outside your home.
- Do not provide your house keys to service people.
- Do not invite strangers into your home.
- Avoid telling others about the valuables in your home. Crush boxes of high-value items such as televisions and computers, when you set the trash out.
- Make sure there is good lighting around where you park and around the perimeter of your home.
- Install motion detector lights around your house instead of just leaving lights on at night. The lights coming on and turning off attract the attention of neighbors. Install these lights at least 8 feet above the ground so they are more difficult to disable.
- If you have shrubs and bushes, select ones with thorns to deter potential intruders from hiding in them.
- Be cautious of who you tell that your Marine is on deployment.
- Do not post that you are alone or going to be away from home on social media sites.
- Do not let repairmen into your home without another adult present.
- Stay safe when driving. Have your cell phone charged and with you. In the event of an emergency, stay with your vehicle; roll the window down just enough to tell someone you need help, but stay in the vehicle until help arrives.

Do Routine Maintenance:

- | | |
|---|--|
| <input type="checkbox"/> Change the air conditioner/furnace/water filter. | <input type="checkbox"/> Hook up a new propane tank to the grill. |
| <input type="checkbox"/> Start the lawn mower, put gas and oil into it. | <input type="checkbox"/> Change smoke alarm and clock batteries. |
| <input type="checkbox"/> Reverse ceiling fans. | <input type="checkbox"/> Vacuum the dryer vent, and remove any lint. |
| <input type="checkbox"/> Vacuum refrigerator coils. | <input type="checkbox"/> Clean out the furnace. |
| <input type="checkbox"/> Fix a leaking toilet. | <input type="checkbox"/> Other _____. |
| <input type="checkbox"/> Reset circuit breakers. | |
| <input type="checkbox"/> Deal with computer quirks. | |

Helpful Telephone Numbers

Family Readiness Officer _____
Police _____
Fire department _____
Nearest emergency medical facility _____
Poison Control _____
American Red Cross _____
Navy-Marine Corps Relief Society _____
Veterinarian _____
Pediatrician _____
Primary care physician _____
Electric company _____
Appliance repair _____
Heating/air-conditioning repair _____

Pet Information Card

Name of veterinarian _____
Phone _____ Address _____

Pet Name _____ Breed _____
Due date for flea/tick/heartworm prevention _____ Due date for annual exam _____
Other (food, meds, etc.) _____

Pet Name _____ Breed _____
Due date for flea/tick/heartworm prevention _____ Due date for annual exam _____
Other (food, meds, etc.) _____

Pet Name _____ Breed _____
Due date for flea/tick/heartworm prevention _____ Due date for annual exam _____
Other (food, meds, etc.) _____

Pet Name _____ Breed _____
Due date for flea/tick/heartworm prevention _____ Due date for annual exam _____
Other (food, meds, etc.) _____

Emergency Contact Card

Place a copy of this card in your wallet (fold at line), glove box, at work, and at home in case of emergency.

Name:	Marine's Rank/Name:
Home Phone:	Marine's Unit:
Work Phone:	Marine's Work Phone:
Home Address:	Marine's Cell Phone:
Local Emergency Contact Information:	
Name:	
Phone:	
Cell:	
Allergies:	

Child information:

Name	Age	Allergies	Special Needs	School/Day Care

Local emergency care provider with power of attorney

Name: _____ Phone: _____ Cell: _____

Local emergency care provider with power of attorney

Name: _____ Phone: _____ Cell: _____

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