



**UNIT INFORMATION PAGE**

**FILL IN THIS PAGE AT THE PREDEPLOYMENT BRIEF**  
**(Give this information to your spouse & family members)**

My Spouse's unit is: \_\_\_\_\_

Branch of Service: \_\_\_\_\_

Rank: \_\_\_\_\_

Commanding Officer: \_\_\_\_\_

Executive Officer: \_\_\_\_\_

Sergeant Major: \_\_\_\_\_

Spouse's Soc Sec #: \_\_\_\_\_

Official Unit Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Family Readiness Officer (FRO): \_\_\_\_\_

Phone: \_\_\_\_\_

Chaplain: \_\_\_\_\_

Phone: \_\_\_\_\_

Unit's HOTLINE Number: \_\_\_\_\_

Unit's Website Address: \_\_\_\_\_

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## **INTRODUCTION**

As your Marine/Sailor prepares to deploy, there are many things to take care of BEFORE he/she leaves. We have compiled this booklet to help families better prepare for deployment. In this booklet you will find checklists to look over, with resource & referral information and additional helpful phone numbers and websites.

Details that go unnoticed before a deployment may later become serious problems. We hope this booklet will help you avoid these problems during deployment. A little time and effort making plans together can make the difference.

The Marine Corps realizes the importance of communication and support during deployments. The link to command and family members is the unit Family Readiness Officer and Family Readiness Volunteers (Advisors and Assistants).

FAMILY READINESS OFFICERS AND FAMILY READINESS VOLUNTEERS are appointed by the Commanding Officer to support unit families and help resolve problems that may negatively affect unit readiness. Family Readiness Officers and Family Readiness Volunteers are an important component of your Commands Family Readiness Program. They are a resource link for information and communication. Please keep your Family Readiness Officer up-to-date on your address and phone numbers so they can help the command keep you informed.

If you or your spouse has any questions after reading this booklet, please call your Family Readiness Officer with questions.

## DEPLOYMENT CHECKLISTS



### VALUABLE DOCUMENTS:

**Does your spouse know the location of valuable documents? Indicate the location of the following documents or N/A if not applicable.**

1. \_\_\_\_ Birth and Marriage Certificates  
(LOCATION: \_\_\_\_\_)
2. \_\_\_\_ Naturalization or Citizenship papers  
(LOCATION: \_\_\_\_\_)
3. \_\_\_\_ Insurance policies (Life, Household, Auto)  
(LOCATION: \_\_\_\_\_)  
Agent \_\_\_\_\_ Telephone \_\_\_\_\_
4. \_\_\_\_ Deeds, mortgage, lease agreements  
(LOCATION: \_\_\_\_\_)
5. \_\_\_\_ Social Security Numbers: His \_\_\_\_\_  
Hers \_\_\_\_\_  
Children \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_ Child School ID Cards  
(LOCATION: \_\_\_\_\_)
7. \_\_\_\_ Military Records (copies)  
(LOCATION: \_\_\_\_\_)
8. \_\_\_\_ Automobile Title or loan papers  
(LOCATION: \_\_\_\_\_)
9. \_\_\_\_ Tax Returns/Tax Company or Accountant# \_\_\_\_\_
10. \_\_\_\_ Divorce Decree  
(LOCATION: \_\_\_\_\_)
11. \_\_\_\_ Court Orders pertaining to support & custody of your legal dependents  
(LOCATION: \_\_\_\_\_)
12. \_\_\_\_ Death Certificates of deceased family members  
(LOCATION: \_\_\_\_\_)
13. \_\_\_\_ Wills (husband & wife should each have one)  
(LOCATION: \_\_\_\_\_)
14. \_\_\_\_ Power of attorney (General or specific)  
(LOCATION: \_\_\_\_\_)
15. \_\_\_\_ Executor Appointment  
(LOCATION: \_\_\_\_\_)
16. \_\_\_\_ Medical Power of Attorney for children  
(LOCATION: \_\_\_\_\_)
17. \_\_\_\_ Loco Parentis  
(LOCATION: \_\_\_\_\_)

- 18. \_\_\_\_ Up-to-date ID card for all family members who need one  
(LOCATION: \_\_\_\_\_)
- 19. \_\_\_\_ Current passports (Are they due for renewal?)  
(LOCATION: \_\_\_\_\_)
- 20. \_\_\_\_ Legal papers/Adoption papers  
(LOCATION: \_\_\_\_\_)
- 21. \_\_\_\_ Notarized permission for traveling out of country with dependent children  
(LOCATION: \_\_\_\_\_)

**\$FINANCES\$**

- 1. \_\_\_\_ Do you understand the checking accounts and how to balance your account periodically?
- 2. \_\_\_\_ Do you have an adequate family allotment for your spouse?
- 3. \_\_\_\_ Do you have a back-up plan if the allotment is late?
- 4. \_\_\_\_ Has the service members initiated necessary allotments to be sent whether directly to non-deploying spouse or to the bank monthly?
- 5. \_\_\_\_ Do you know the account numbers and the names and addresses of banks or credit unions in which the family has accounts?
- 6. \_\_\_\_ Does the non-deploying spouse know the type of accounts the family has?
- 7. \_\_\_\_ Does the family have a safe deposit box, and does the non-deploying spouse know where it is located and where the key is kept?
- 8. \_\_\_\_ Have you developed a budget listing of all monthly expenses and sources of income?
- 9. \_\_\_\_ List of expected monthly bills; are these bills paid by check, automatic withdrawal from checking account or Web Pay?  
Discuss bills that come annually, such as Personal Property Tax. –MyPayll Web Site requires Limited Access Login ID and password only for spouses etc. \_\_\_\_\_.
- 10. \_\_\_\_ Have you budgeted for extra expenses that often accompany deployments such as childcare, long distance phone calls, postage, etc.?
- 11. \_\_\_\_ Bank Accounts: (make sure spouse has full access to accounts)

**Checking:**

Bank:

Account: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Pin/Username: \_\_\_\_\_  
 Password: \_\_\_\_\_

**Savings:**

Bank:

Account: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Pin/Username: \_\_\_\_\_  
 Password: \_\_\_\_\_

12. \_\_\_\_\_ Savings Bonds and Securities: IRA's, Mutual Funds, Money Market & CD's (when do they mature?)  
Website(s): \_\_\_\_\_  
Username/Pin: \_\_\_\_\_  
Acct. \_\_\_\_\_ #(s): \_\_\_\_\_  
Password: \_\_\_\_\_  
Safety Deposit Box: \_\_\_\_\_  
\_\_\_\_\_  
Key Location: \_\_\_\_\_

13. \_\_\_\_\_ Credit Card List Names \_\_\_\_\_  
Acct. #: \_\_\_\_\_  
Web Address: \_\_\_\_\_  
Pin#: \_\_\_\_\_  
Password: \_\_\_\_\_

Credit Card List Names \_\_\_\_\_  
Acct. #: \_\_\_\_\_  
Web Address: \_\_\_\_\_  
Pin#: \_\_\_\_\_  
Password: \_\_\_\_\_

Credit Card List Names \_\_\_\_\_  
Acct. #: \_\_\_\_\_  
Web Address: \_\_\_\_\_  
Pin#: \_\_\_\_\_  
Password: \_\_\_\_\_

Credit Card List Names \_\_\_\_\_  
Acct. #: \_\_\_\_\_  
Web Address: \_\_\_\_\_  
Pin#: \_\_\_\_\_  
Password: \_\_\_\_\_

**\*\* (Under the Service members' Civil Relief Act (SCRA) you may be entitled to a rate reduction on debts incurred prior to being called to active duty. Contact your bank, creditors etc. to find out if you are eligible. This act does not apply to a change in duty station.)**

**LEGAL/ADMINISTRATIVE:**

1. \_\_\_\_\_ Are the family's military identification cards up-to-date and valid until after the service members return?
2. \_\_\_\_\_ Does the non-deploying spouse know where and how to obtain new replacement military identification cards?
3. \_\_\_\_\_ Has the service members executed a power of attorney so the non-deploying spouse can take necessary actions on important family matters during his/her absences?
4. \_\_\_\_\_ Have you made arrangements for the care of your children in the event that something should happen to you? (Loco Parentis)



**FAMILY READINESS VOLUNTEER INFORMATION:**

- 1.\_\_\_\_ Does the non-deploying spouse know the name of his/her FRO/FR Volunteer?  
\_\_\_\_\_
- 2.\_\_\_\_ Does the non-deploying spouse have the number of the FRO/FR Volunteer?  
\_\_\_\_\_
- 3.\_\_\_\_ Does the FRO/FR Volunteer know how to contact the non-deploying spouse?  
\_\_\_\_\_ It is important to notify their FRO/FR Volunteer, if the spouse should leave their current address for an extended visit to their parent’s home etc., or should they change their phone number.
- 4.\_\_\_\_ Does the non-deploying spouse know the phone number for the unit Hotline for regular deployment news & updates, if one is available?
- 5.\_\_\_\_ Does the non-deploying spouse know where to find the unit’s website?  
Web Address:\_\_\_\_\_

**PERSONAL MATTERS:**

- 1.\_\_\_\_ Do you have your spouse’s mailing address?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.\_\_\_\_ Do you know what to do in case of an emergency and you need to contact your deployed spouse? (American Red Cross).
- 3.\_\_\_\_ Do you know where to go for legal assistance?
- 4.\_\_\_\_ Do you know where to go in the event of a financial emergency?
- 5.\_\_\_\_ Do you have the emergency telephone number of the military activity nearest you? (See FRO)
- 6.\_\_\_\_ If you do not have a car, have you found someone that is willing to assist you?



**HOME:**

Address of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Property Manager/Landlord:\_\_\_\_\_

Phone:\_\_\_\_\_

Property Mortgaged: Yes \_\_\_\_ No \_\_\_\_

Mortgage Holder:\_\_\_\_\_

Monthly Payment:\_\_\_\_\_ Due Date:\_\_\_\_\_

1. \_\_\_ Is the house or apartment in good repair?
2. \_\_\_ Is the furnace cleaned and working properly? Clean filters?
3. \_\_\_ Is the hot water heater working properly? Is it operating at an energy saving temperature?
4. \_\_\_ Are all major appliances working properly?
5. \_\_\_ Do you know where the fuse box or circuit breaker is located and do you have extra fuses if necessary?
6. \_\_\_ Location of water and gas shut off points?
7. \_\_\_ Are the switches labeled?
8. \_\_\_ Do you have your landlord's telephone number?
9. \_\_\_ Do you have a phone number for emergency maintenance?
10. \_\_\_ Do you have telephone numbers for:
  - Power & Electric Company: \_\_\_\_\_
  - Appliance Repairman: \_\_\_\_\_
  - Police: \_\_\_\_\_
  - Fire Department: \_\_\_\_\_
  - Nearest Medical Facility: \_\_\_\_\_
  - Poison Control: \_\_\_\_\_



**MEDICAL:**

1. \_\_\_ Are all of the non-deploying spouse's and children's immunizations up to date? Location of immunization records? \_\_\_\_\_
2. \_\_\_ Does non-deploying spouse know where their health and dental records and those of their children are kept?
3. \_\_\_ Does non-deploying spouse know how to access military medical facilities and TRICARE?
4. \_\_\_ Are all family members enrolled in DEERS? DEERS 1-800-538-9552 call to check DEERS status.
5. \_\_\_ Do you have a reliable babysitter in case of an emergency?  
Name & #'s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_ Do you know how to use TRICARE while you are traveling?
7. \_\_\_ Do you know whom to call and where to go for medical emergencies?
8. \_\_\_ If you are pregnant, do you know who to contact and where to go in case of an emergency?
9. \_\_\_ If you are pregnant, have you made arrangements to have your other children cared for when you deliver?
10. \_\_\_ If family members have allergies, post a list for babysitters.
11. \_\_\_ Discuss emergency fire escape and proposed meeting place.
12. \_\_\_ CPR Certified? (especially if home alone with children)
13. \_\_\_ List medications and doses and have readily available.
14. \_\_\_ First Aid Kit and Fire Extinguisher locations?
15. \_\_\_ TRICARE Identification Card(s).



**AUTOMOBILE:**

√ Car # 1  
 Make \_\_\_\_\_ & \_\_\_\_\_ Model: \_  
 VIN: \_\_\_\_\_  
 State \_\_\_\_\_ of \_\_\_\_\_ Registration: \_  
 Name \_\_\_\_\_ of \_\_\_\_\_ Finance Company: \_  
 Phone: \_\_\_\_\_  
 Monthly Payment: \_\_\_\_\_ Due Date: \_\_\_\_\_

√ Car # 2  
 Make \_\_\_\_\_ & \_\_\_\_\_ Model: \_  
 VIN: \_\_\_\_\_  
 State \_\_\_\_\_ of \_\_\_\_\_ Registration: \_  
 Name \_\_\_\_\_ of \_\_\_\_\_ Finance Company: \_  
 Phone: \_\_\_\_\_  
 Monthly Payment: \_\_\_\_\_ Due Date: \_\_\_\_\_

√ Car Insurance  
 Policy Provided by: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Name of Agent: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Deductible: \_\_\_\_\_ Amount/Due Date: \_\_\_\_\_

1. \_\_\_\_\_ Does it have a current base sticker?
2. \_\_\_\_\_ Does it have a current license plate & inspection sticker?
3. \_\_\_\_\_ Do you have a title? Who holds the lien?
4. \_\_\_\_\_ Is the insurance paid up? When is the payment due?
5. \_\_\_\_\_ Has the car been serviced lately?
6. \_\_\_\_\_ Do you have an extra key?
7. \_\_\_\_\_ Do you know what type of oil to use? When should it be changed?
8. \_\_\_\_\_ Do you know what type of gasoline to use?
9. \_\_\_\_\_ Do you have the warranties?
10. \_\_\_\_\_ Do you know where to go for warranty repairs?
11. \_\_\_\_\_ Do you know whom to call in an automobile emergency?
12. \_\_\_\_\_ Do you have your automobile insurance agent's telephone number?
13. \_\_\_\_\_ Do you both have a current driver's license?
14. \_\_\_\_\_ Do you know what to do in case of an accident?
15. \_\_\_\_\_ If you do not have a car, who will help with transportation in an emergency? \_\_\_\_\_

**CONDITION OF:**

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



**FLUID LEVELS OF:**

- 13. \_\_\_\_\_ Master brake cylinder
- 14. \_\_\_\_\_ Windshield washer
- 15. \_\_\_\_\_ Transmission
- 16. \_\_\_\_\_ Power steering pump reservoir
- 17. \_\_\_\_\_ Air Pressure in all tires (including spare)
- 18. \_\_\_\_\_ Radiator
- 19. \_\_\_\_\_ Battery
- 20. \_\_\_\_\_ Engine oil
- 21. \_\_\_\_\_ Rear end lubricant

**MAKE SURE SPOUSE KNOWS (AUTOMOBILE):**

- 22. \_\_\_\_\_ Location of bulbs/fuses: \_\_\_\_\_
- 23. \_\_\_\_\_ How to check oil and other fluid levels in the car \_\_\_\_\_
- 24. \_\_\_\_\_ How to check tire pressure \_\_\_\_\_
- 25. \_\_\_\_\_ How to change a tire \_\_\_\_\_
- 26. \_\_\_\_\_ Location of spare keys \_\_\_\_\_
- 27. \_\_\_\_\_ Location of papers (registration, title, insurance) \_\_\_\_\_
- 28. \_\_\_\_\_ Name and phone number of reliable auto repair facility or towing service (e.g. AAA) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 29. \_\_\_\_\_ How to change bulbs/fuses
- 30. \_\_\_\_\_ When and where to have car serviced
- 31. \_\_\_\_\_ If tires must be replaced, what type, size, and what is a reasonable price

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**NEWLYWEDS:**

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

- 1. \_\_\_\_\_ Go to the personnel office with all official documents and change your official records to show that you are married and fill out a DD Form-10922 Dependency Application with a copy of your marriage certificate, and listing your new spouse as your –Next of Kinll on your -Record Of Emergency Data (RED)ll.
- 2. \_\_\_\_\_ Check the personnel office to have your spouse listed as beneficiary for Government and Civilian Insurance policies.
- 3. \_\_\_\_\_ Apply for a Dependent’s Identification and Privilege Card. (Form DD1172) and enroll spouse in DEERS.
- 4. \_\_\_\_\_ Know the process to enroll your spouse/dependents in TRICARE (medical / dental), so you may do so prior to mobilization (90 days out).
- 5. \_\_\_\_\_ Make sure all bank accounts are joint. (Some banks may not accept a General Power of Attorney.)

# \$\$ BUDGET FORM \$\$

## MONTHLY EXPENSES

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

<u>PAYMENT FOR</u>	<u>PAY TO</u>	<u>AMOUNT 1<sup>ST</sup> PAYDAY</u>	<u>AMOUNT 15<sup>TH</sup> PAYDAY</u>
HOUSING	_____	\$ _____	\$ _____
FOOD	_____	\$ _____	\$ _____
ELECTRIC	_____	\$ _____	\$ _____
WATER	_____	\$ _____	\$ _____
CLOTHING	_____	\$ _____	\$ _____
GASOLINE	_____	\$ _____	\$ _____
TELEPHONE	_____	\$ _____	\$ _____
CELL PHONE	_____	\$ _____	\$ _____
HOUSEHOLD	_____	\$ _____	\$ _____
SUPPLIES	_____	\$ _____	\$ _____
SCHOOL SUPPLIES (LUNCHESES, ETC.)	_____	\$ _____	\$ _____
CAR LOAN	(1) _____	\$ _____	\$ _____
CAR LOAN	(2) _____	\$ _____	\$ _____
OTHER LOANS	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
ENTERTAINMENT	_____	\$ _____	\$ _____
CREDIT CARDS	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
POSTAGE/MAILING	_____	\$ _____	\$ _____
INSURANCE:			
LIFE	_____	\$ _____	\$ _____
HOMEOWNERS	_____	\$ _____	\$ _____
VEHICLE	_____	\$ _____	\$ _____
MEDICAL	_____	\$ _____	\$ _____
DENTAL	_____	\$ _____	\$ _____
OTHER EXPENSES (SPECIFY)	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
TOTAL EXPENSES NOT PAID BY ALLOTMENT		\$ _____	\$ _____

## \$\$BUDGET (CONT.)\$\$

<u>PAYMENT FOR</u>	<u>PAY TO</u>	<u>AMOUNT 1<sup>ST</sup> PAYDAY</u>	<u>AMOUNT 15<sup>TH</sup> PAYDAY</u>
ALLOTMENT FOR	_____	\$ _____	\$ _____
ALLOTMENT FOR	_____	\$ _____	\$ _____
ALLOTMENT FOR	_____	\$ _____	\$ _____
ALLOTMENT FOR	_____	\$ _____	\$ _____
ALLOTMENT FOR	_____	\$ _____	\$ _____
TOTAL EXPENSES PAID BY ALLOTMENT		\$ _____	(+) \$ _____
TOTAL EXPENSES NOT PAID BY ALLOTMENT (See previous page for amounts)		\$ _____	(-) \$ _____
TOTAL MONTHLY EXPENSES (Add total expenses not paid by allotment with total expenses paid by allotment to arrive at total monthly expenses).			(=) \$ _____

### MONTHLY INCOME

SERVICE MEMBER'S BASE MONTHLY PAY	\$ _____
BASIC ALLOWANCE FOR SUBSISTENCE (BAS)	(+) \$ _____
BASIC ALLOWANCE FOR HOUSING (BAH)	(+) \$ _____
CLOTHING ALLOWANCE (If applicable)	(+) \$ _____
FAMILY SEPARATION ALLOWANCE (FSA)	(+) \$ _____
OTHER ALLOWANCE(S)	(+) \$ _____
TOTAL MONTHLY PAY/ALLOWANCES	(+) \$ _____
TOTAL MONTHLY DEDUCTIONS (ALLOTMENTS, ETC.)	(-) \$ _____
NET MONTHLY PAY	(=) \$ _____
SPOUSE'S MONTHLY PAY	(+) \$ _____
OTHER INCOME	(+) \$ _____
TOTAL MONTHLY FAMILY INCOME	(=) \$ _____
TOTAL MONTHLY EXPENSES (NON-ALLOTMENT)	(-) \$ _____
REMAINING (net) MONTHLY FAMILY INCOME	(=) \$ _____

# **FAMILY READINESS VOLUNTEERS**

–Command Sanctioned Communication and Support for Marine Corps Familiesll



**FAMILY READINESS VOLUNTEERS** are an important component of our Family Readiness Program and are typically spouses, parents and/or extended family members of a unit member. They serve as communications links between the unit families and the Commanding Officer and provide information and referral services to Marines and family members.

Volunteers are key to a successful Unit, Personal and Family Readiness Program (UPFRP). Volunteers are individuals with a direct connection to a Marine serving in the unit. Volunteers may be spouses, parents, and/or extended family members and may opt to serve in an appointed or non-appointed manner. Individuals desiring to volunteer within the unit may do so in either an appointed or non-appointed capacity.

## **APPOINTED VOLUNTEERS:**

Appointed Volunteers are volunteers serving as the Command Team Advisor (s) or a Family Readiness Assistant (s). Volunteers who serve as Command Team Advisors or Family Readiness Assistants are guided by standard position descriptions and are to provide necessary insight into military lifestyle challenges, knowledgeable navigation experience, communication and networking links to non-military members of the community, valuable advice and perspective on the well-being of families within the unit. They are entrusted to help with the responsibilities for the care and support of the unit personnel and their families. As such these billet specific volunteers must be screened, interviewed, selected, trained/certified, complete a volunteer agreement form and appointed in writing by the Commander. Spouses and/or appointed volunteers are mandatory reporters. As such they are required to report alleged, actual or suspected sexual assault, spousal or child abuse to the Commander of the unit for which they volunteer, the local Provost Marshall and other appropriate civil authorities.

## **COMMAND TEAM ADVISOR:**

The rolls and responsibilities of the Command Team Advisor(s) (the advisor(s)), focus on support, advocacy and mentorship. As such, the advisor shall be an experienced spouse and/or designated parent/extended family member of an enlisted or officer member of the unit and should ideally be geographically proximate to the unit. The Commander shall appoint, in writing, at least one advisor, although it may be beneficial to appoint an advisor from the spouse population and an advisor from the designated parent./extended family population to ensure that all constituencies are provided a voice to the Commander. Appointments of advisor(s) should be made based on a recommendation from the FRO after considering the applicant's qualifications and the unit's mission, size, geographical location, operational tempo and the unique needs of the command; however, the Commander has the final decision on advisor(s) appointments. Advisor(s) must undergo the screening/interview, selection and appointment process by the Commander,

## **FAMILY READINESS ASSISTANT:**

Family Readiness Assistant (s) complement and support the FRO, or Deputy FRO, in the execution of the Commander's vision and intent. Assistant(s) may be a spouse and/or designated parent/extended family member of a member of the unit and should ideally be geographically proximate to the unit.

## **FAMILY READINESS VOLUNTEERS (CONT.)**

### **NON-APPOINTED VOLUNTEERS:**

Non-Appointed Volunteers shall be designated by the FRO and, as such, indicate that their service is for the planning, coordination, and execution of a specific unit morale event. These events include, but are not limited to holiday parties, unit family days, pre-, mid- and post-deployment events or family-readiness- themed unit training events.

### **VOLUNTEER SELECTION:**

Volunteers are recruited and/or solicited at unit functions such as Family Days, through recommendations within the command, unit web page and unit newsletter.

They will also serve as an additional feedback mechanism from the families to the Command Team. Advisors will also contribute content to family readiness communications and assist in the development of unit communication strategies.

Family Readiness Assistants will assist the Family Readiness Officer in welcoming new unit families, assist in providing information and referral services.

### **APPOINTMENT:**

The signing of the agreement protects volunteers from litigation and provides workmen's compensation benefits if they are needed while they are performing the duties as requested by the command. Each volunteer is also required to attend formal training in order to fulfill their roles as volunteers.

### **GENERAL VOLUNTEERS:**

General Volunteers are not a standing pool of volunteers from which the unit will draw from.

### **PRIVACY AND CONFIDENTIALITY ISSUES:**

As command representatives, Volunteers are subject to the Privacy Act of 1974, limiting access to personal information contained in rosters and records kept by the command. Only those with a —need to know can access files. All volunteers must comply with OPSEC requirements and protecting Personal Identifiable Information and are afforded the same tort liability protection as government employees under the Federal Tort Claims Act. In addition, Volunteers are subject to laws and regulations (PII) as if they were government employees.

### **HOWTOACCESSYOURCOMMAND'SFR VOLUNTEER PROGRAM:**

Contact your unit Family Readiness Officer.

# **EMOTIONAL CYCLES OF DEPLOYMENT**

This model attempts to describe changes in spouses' behavior and emotions during deployments of 3 months or more. It can be used for working with children also. This model may fit most spouses, but each person is unique. Feelings exist, they are not good or bad, therefore, ways of coping can and will vary with each person.

Getting ready for a deployment starts long before the spouse actually leaves. Many family members (husbands & wives) tend to:

- (a) Ignore/deny that the deployment will actually happen.
- (b) Fantasize that the ship will sink before the Marines/Sailors get on it, or that something will happen so their spouse does not have to leave.
- (c) Try to avoid the recognition of the reality of departure – that a small event, a date or a commonplace happening will trigger an emotional and/or cognition of the fact that the departure is eminent and real.

If you feel the need to seek out assistance during these trying times you may contact your primary care physician, TRICARE or Military OneSource for local referrals.

**STAGE ONE –ANTICIPATION OF DEPARTURE** – from 1-6 weeks prior to leaving, people may experience:

- 1) Difficult accepting the reality of leaving or separating.
- 2) Crying unexpectedly at -sillyl things – allow this to happen as it is essential to release the varying emotions.
- 3) Feel an increase of tension. Arguments may occur.
- 4) A cramming in of activities/projects – fixing up the house, lawn mower, washing machine etc.
- 5) Experiencing feelings of anger, frustration and emotional distance between couples.
- 6) Some couples deny the separations likely occurrence by putting off the chores, discussions etc., not facing the inevitable, procrastinating on projects.
- 7) Difficulty in intimacy and sexual relations. It is hard to feel warm and loving – when feeling angry at each other. Some say -It's easier just to let him go. Or an increase in activities such as, hanging on, or fearing the loss of lover/support person may occur.
- 8) Symptoms of restlessness, irritability, anxiety, feeling an inability to cope and concern about the changes in the home environment that will occur.
- 9) A sense of panic even though good plans have been made and most of the chores done.

**STAGE TWO –DETACHMENT AND WITHDRAWAL** – Last week before departure, a difficult stage – some may experience:

- 1) A sense of despair.
- 2) Feeling the marriage is out of control, feeling a desire to separate, to run away to lessen the pain.
- 3) A lack of energy, feelings of fatigue, depression.
- 4) Difficulty in making decisions or keeping self together.
- 5) Ambiguous towards one's partner of sex. It is difficult to be physically intimate when trying to separate emotionally. This should be viewed as a reaction to deployment rather than rejection of each other.
- 6) A stopping of sharing of thoughts and feelings.

*Remember these feelings and events are normal – your marriage is not generally breaking up or going down the tubes. Though you are both together in the same house, you are mentally and emotionally preparing for the separation. This is a necessary adjustment to reality.*

Sometimes wives' think – -If you have to go, go and the husband thinks – -Let's get on with it so we can get it over with. Or vice versa depending on which spouse is leaving. Everyone will survive this stage!

**STAGE THREE –EMOTIONAL DISORGANIZATION** – Begins at the start of separation and can last up to six weeks into deployment. Partners often experience:

- 1) Shock when the deployment finally arrives; a feeling that preparation has not been adequate.
- 2) An initial sense of relief that the pain of saying good-bye is finally over, may be followed by feelings of guilty and emotional turmoil – -If I love him, why am I relieved he's gone?!!
- 3) Feeling numb, aimless and without purpose as old routines have been disrupted and new ones have not been established.
- 4) Depression and the desire to withdraw from the world, family and friends, especially if friends' husbands are home.
- 5) Feeling of being overwhelmed by responsibility and trying to be everything and do it all.
- 6) Sleep disruption – due to loss of security and the support person; tendency to sleep too much (to escape) or too little. Eating disorders may also come to light, or become worse.
- 7) Feeling anger at the husband for not doing everything that needed to be done around the home for safety/security reasons.
- 8) Feeling anger at the Marine Corps/Navy for taking spouse away when you needed him/her the most.
- 9) Feeling restless, confused disorganized, indecisive and irritable at everyone, especially the children.
- 10) Feeling guilty for things that did not (or did) happen before separation.

*Getting “stuck” at this stage can create an unwillingness to move on emotionally and can be detrimental to healthy adjustment.*

**STAGE FOUR –RECOVERY AND STABILIZATION** – Variable between weeks 3-5 – For most people, begins after several weeks and lasts until about a month before return. Most people begin to:

- 1) Realize at some point, usually by midway in the deployment, that –Hey, I'm doing OK.!!
- 2) Establish a new family pattern that works for them.
- 3) Feel more comfortable with their situation, self, and the reorganization of roles and responsibilities.
- 4) Complete successful experience, which adds to self confidence and feeling of being able to cope.
- 5) Reach out for support through friends, church, work, wives group, etc.
- 6) Eat -cruise food!! to save time/energy and to choose priorities – let some things go to have more time.
- 7) Have higher long distance telephone bills – but most learn to keep within their budget.
- 8) Go through the -myll syndrome my house, car, kids, etc.
- 9) Appear more mature and independent as -single!! wives – you have developed new activities, accepted more responsibilities to fill the void – while secure in being married.
- 10) Experience more sickness, initially, as increased responsibilities are more stressful until healthy coping skills are practiced.
- 11) Feel vulnerable due to isolation from the husband and even her family. Wives may feel uncertain of their abilities and may experience self-doubt.
- 12) Feel asexual – no longer in need of sex of affection – or feel strangled due to suppressed needs and desires. Some women see themselves as unattractive and stop caring for themselves.
- 13) Minor crisis can put person back into the disorganization stage.

**STAGE FIVE –ANTICIPATION OF RETURNING** – About 4 to 6 weeks, prior to spouse coming home – people begin to feel a sense of anticipation –He's coming home and I'm not ready!!

- 1) Compile a long list of things still left to do and begin to pick up the pace to get things done.
- 2) Experience feelings of joy, excitement in anticipation of the spouse's return and being together again.
- 3) Experience feelings of fear and apprehension. –Does he still love me?!! -Will he have changed?!! -Will he like what I have done?!!
- 4) Clean house of activities acquired to fill the void – now – to make room for the man again. Some resentment may be felt at having to give up some of the things and having to change again.
- 5) Experience process of evaluating – -I want him back but what am I going to give up?!!
- 6) Feel tense, nervous and apprehensive – burying fears/concerns in busy work and activities.
- 7) Experience a sense of restlessness again but it is generally productive. Some spouses may feel confused due to the conflicting emotions they are having.
- 8) Put off important decisions until the husband's home again.
- 9) Experience changes in eating and sleeping patterns developed while the spouse was gone.
- 10) Children also go through a range of emotions and react to the temperament of the parent.

**STAGE SIX –RETURN ADJUSTMENT AND RENEGOTIATION** – First 6 weeks home – The return to home and family stage. The husband and wife are back together physically but are not emotionally adjusted to being together. They still may feel distance and have trouble sharing decisions or talking to each other. Be patient, this stage will take time to complete.

The husband and wife:

- 1) Need to focus on the marriage – Share experiences, feelings and needs and avoid forcing issues on each other.
- 2) Must stop being -singlell married spouse and start being married again.
- 3) May feel a loss of freedom and independence – feel disorganized and out of control as -deploymentll routines are disrupted.
- 4) Need to renegotiate roles and responsibilities. Husbands often feel isolated, unwanted, unneeded, which can cause arguments and hurt feelings for both partners.
- 5) Need to be aware that too much togetherness can cause friction due to having been apart so many weeks/months.
- 6) Need to begin to share the decision-making that should be -theirl decision.
- 7) Need to increase their time to talk together and with the children. They may want to plan special activities of short duration as a couple and as a family.
- 8) Will need to progress slowly with desired sexual relations, which may fall short of expectations. This can be frightening and produce intense emotions. Wives may feel like husband is a stranger and be hesitant at first about intimate relations.
- 9) Need to allow sufficient time to court each other before true intimacy can occur.
- 10) May find questioning threatening and see their partner as being judgmental not just curious.
- 11) May miss the friends that helped them through the separation or who served with them during the deployment.

**STAGE SEVEN –REINTEGRATION AND STABILIZATION** – Sometimes within 6-12 weeks after homecoming, wives have stopped referring to -myll car, house, kids, and returns to using -well or -ourll and husbands feel more at home, needed, accepted, and valued.

- 1) New routines have been established and adjusted to by the family.
- 2) Both partners are feeling more secure, relaxed and comfortable with each other.
- 3) The couple and family are back on the tract emotionally and can enjoy warmth and closeness with each other and their children.

There can be numerous variations to the cycle. Short deployments can be very disruptive and there is not enough time to get used to the spouse being gone or home. Trying to say -Hello! and -Good-bye! at the same time is especially difficult. Unexpected changes can also be very difficult to deal with for all concerned.



## **CHILDREN AND DEPLOYMENT**

### **Children need help dealing with deployment.**

A deployment can be emotionally challenging for children. Although their reactions will vary their personalities, ages and coping skills, changes of the magnitude of a deployment will almost always be puzzling to children. Parents wonder how the separation will affect their children specifically and what roles they will play as parents to assist their children through this time. (Will we lose touch with one another? Will the children remember the deployed parent? How will I, the stay home parent, handle the added responsibility? How can I still be a good parent while I'm gone?) On the positive side, independence and self-confidence grow for all; the parent/child relationship at home is strengthened; and, the deployed parent can share their adventure with the family via card, letters and other avenues of communication.

### **Before Deployment:**

- a. Make sure children know they are loved unconditionally. Often young children see themselves as the cause of separation. They may feel their parent is going away because they have been bad, or because their parent doesn't love them anymore. Make sure children know this isn't the case. Spend time with each child individually before leaving.
- b. Be truthful – children can sense when they are being lied to. Often, what they imagine is much worse than reality. It helps to talk openly and honestly about the deployment and separation. Knowing about the deployment in advance helps in adjusting to the idea.
- c. Let children know it's OK to talk about feelings, even negative ones. Very young children may become confused and fearful that the non-deploying parent will desert them as well. Encourage conversation by making open-ended statements (-You must be feeling really scared and sad right now...ll). This will help them open up to you.
- d. Tell children when you are leaving and how long you will be gone. Show them a date when you will be returning on the calendar they will be using while you are gone. Encourage them to ask questions.
- e. Ensure that each child is left with a picture of the deploying parent and him/herself. Let the child or children know that the deploying parent is taking a picture or pictures of the family with them on the deployment.
- f. Post your address on the refrigerator and ask the children to write to you. Encourage each child to send his/her own letters, pictures, schoolwork, etc. The deployed parent should communicate with the children individually with stationary, stickers, and colorful postcards that are age appropriate. Cassette tapes can be used to send children messages or read them a story. As the deployed parent, don't forget to acknowledge birthdays and other special occasions with cards, letters or small gifts.

### **During Deployment:**

- a. Maintain routines; regular mealtimes and bedtimes can help children feel more secure. Try to keep the same family rules and routines that were used before separation. Don't forget to schedule some of the same activities the family enjoyed when Dad/Mom was home. Children may be uncomfortable feeling that everything is -on holdll until the deployed parent returns.
- b. The parent remaining should discipline consistently. Don't let separation mean a free rein. Do not threaten your child with -wait until your father/mother gets home!ll It's hard to look forward to the return of someone expected to punish you.
- c. Let children know they are making a valuable contribution by asking which chores they would like to do. Assign specific chores to be completed at a specific time of day.

- d. Many families find it helpful to mark the days off a calendar in a daily routine. Try to find some visual way to let children count the days until their parent comes home. Talk about the deployed parent in daily conversation and think of ways to keep the connection with him/her. Let children know its okay to be sad, teach them how to recover and move on.
- e. Post a large world map and help the children track where Dad/Mom's travels take them. The children can also do special jobs such as tracking a favorite sports team or television show and reporting in their letters.

### **Return and Reunion:**

- a. Parents returning to children need to remember it's hard for children to get used to having you back home. Your children's reactions at homecoming may not be what you expected or hoped for. Very young children may not remember you and even older children need time to get acquainted with you.
- b. Be patient – let your children know how much you love them. Spend time with them doing activities they like. **It's a good idea to spend time individually with each child.**
- c. The parent who has been with the child during the deployment needs to be prepared to reinforce the adjustment period. It's important for the returning parent to have time alone with the children to facilitate the adjustment.
- d. The returning parent should remember not to disturb a family set-up that has been working well without him/her. Give the whole family time to readjust to having you home.
- e. If there is a new baby at home that has arrived since the beginning of the deployment, the returning parent should introduce himself slowly into the -new babyll routine.

## **CHILDREN AND SEPARATION**

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

### **Infants (Birth – 12 months)**

Changes in eating and sleeping patterns  
 May want to be held more  
 May seem fussier than usual

### **Toddlers (Ages 1-3 years)**

Show regression in walking or potty training  
 Cry for no apparent reason  
 Whine and cling to you

### **Pre-School/Kindergarten Age**

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

## School Age:

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

## Adolescents:

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

Children who have a good relationship with parents usually cope well with separation. They have an understanding of the parent's job and why deployment is an important part of it. There needs to be an available adult who is willing to listen to them and talk honestly about their concerns. These children have a strong sense of self-confidence and self-worth.

Frequent and dependable communication between the deployed parent and the family plays a role in a child's security and ability to cope with separation. All children are different and adjust differently to deployment. It is important that parents normalize these reactions to separation and stress. **If the stress related behavior endures longer than a month, further investigation may be necessary.** Suggested avenues are talking to other parents, talking to teachers or the school counselor, attending a parenting class or seeking professional counseling. Your unit family readiness team can provide further information and referrals if needed.

## TIME CONVERSION CHART

PST	MST	CST	EST	CMT	Iraq	Japan	Korea	Germany	Hawaii	Thail	Viet
0800	0900	1000	1100	1200	1900	0100	0100	1700	0600	2300	2400
0900	1000	1100	1200	1300	2000	0200	0200	1800	0700	2400	0100
1000	1100	1200	1300	1400	2100	0300	0300	1900	0800	0100	0200
1100	1200	1300	1400	1500	2200	0400	0400	2000	0900	0200	0300
1200	1300	1400	1500	1600	2300	0500	0500	2100	1000	0300	0400
1300	1400	1500	1600	1700	2400	0600	0600	2200	1100	0400	0500
1400	1500	1600	1700	1800	0100	0700	0700	2300	1200	0500	0600
1500	1600	1700	1800	1900	0200	0800	0800	2400	1300	0600	0700
1600	1700	1800	1900	2000	0300	0900	0900	0100	1400	0700	0800
1700	1800	1900	2000	2100	0400	1000	1000	0200	1500	0800	0900
1800	1900	2000	2100	2200	0500	1100	1100	0300	1600	0900	1000
1900	2000	2100	2200	2300	0600	1200	1200	0400	1700	1000	1100
2000	2100	2200	2300	2400	0700	1300	1300	0500	1800	1100	1200
2100	2200	2300	2400	0100	0800	1400	1400	0600	1900	1200	1300
2200	2300	2400	0100	0200	0900	1500	1500	0700	2000	1300	1400
2300	2400	0100	0200	0300	1000	1600	1600	0800	2100	1400	1500
2400	0100	0200	0300	0400	1100	1700	1700	0900	2200	1500	1600
0100	0200	0300	0400	0500	1200	1800	1800	1000	2300	1600	1700
0200	0300	0400	0500	0600	1300	1900	1900	1100	2400	1700	1800
0300	0400	0500	0600	0700	1400	2000	2000	1200	0100	1800	1900
0400	0500	0600	0700	0800	1500	2100	2100	1300	0200	1900	2000
0500	0600	0700	0800	0900	1600	2200	2200	1400	0300	2000	2100
0600	0700	0800	0900	1000	1700	2300	2300	1500	0400	2100	2200
0700	0800	0900	1000	1100	1800	2400	2400	1600	0500	2200	2300

PST – Pacific Standard Time  
 CST – Central Standard Time  
 CMT – Central Mountain Time

MST – Mountain Standard Time  
 EST – Eastern Standard Time

For example, if it is 0800 PST, it is 1900 in Iraq or 0100 in Japan.



## **Military OneSource**

There is a new service call **Military OneSource** formerly known as **MCCS OneSource** that you can use by calling toll free 1-800-342-9647 or visiting their website at: [www.militaryonesource.com](http://www.militaryonesource.com), User ID: **military** and the Password: **onesource**. Then you can create your own user ID and password to order free audio CD's, tapes and booklets to be sent to your home or office. This website and phone number can be used 24 hours a day, 7 days per week to address any issues that you might want answers to, such as:

- Relocation
- Elder Care
- Legal Issues
- Financial Matters
- Education and Schooling
- Relationships
- Parenting and Child Care
- Health and Wellness
- Counseling Services
- Everyday issues
- Deployment or Re-Deployment Issues

Military OneSource provides free telephone counseling services by consultants who have master's degrees or counseling credentials in a wide variety of fields including Social Work, Child Care, and Education, and will provide unlimited telephone counseling for emotional well-being issues. Military OneSource has multilingual and multicultural staff. The toll free lines and collect call lines are also TTY-TDD equipped for the hearing impaired.

Military OneSource is brought to you by the U.S. Marine Corps. At no cost to you. And best of all, its here for you – any time of day, wherever you are. So get in touch with us today. **Military OneSource also has consultants who speak Spanish and offer simultaneous translation into more than 140 other languages.**

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

CONUS: 1-800-342-9647

OCONUS: 1-8003429-6477

Access Codes for overseas:

Europe – 00 Japan (ITJ/IDC/NTT) – 122-001-010 Japan (KDD) – 010

Korea (S-Darcom) – 002 Korea (S-KT) – 001

Or Call Collect: 484-530-5908



## **Military Spouse Career Advancement Accounts (MyCAA) Update**

OSD has announced the new MyCAA Program Guidance and a re-opening date of October 25, 2010. Significant changes have been made to eligibility, benefit and fiscal year cap, time-limit, and programs of study. These new guidelines reflect a return to the original purpose of the program - to assist spouses of service members achieve portable careers. These changes also align the program with responsible fiscal planning by the Defense Department to help sustain the program. In response to input from spouses and schools, effective Monday, September 13, 2010, spouses with an active MyCAA account may request financial assistance for classes that have a start date up to January 31, 2011 instead of January 15, 2011. As a reminder, all requests for financial assistance must be submitted by October 21, 2010.

\*Can be found under Spouse Education & Career Opportunities\*

### **Military Spouses With an Active MyCAA Account: (The following is a timeline of events for current program participants)**

- **September 1, 2010 through October 21, 2010:** Spouses with an active MyCAA account may request financial assistance up to \$6,000 for classes starting on or before January 31, 2011.
- **October 21, 2010:** Deadline/last day for spouses with an active MyCAA account to submit financial assistance documents for classes starting on or before January 31, 2011. Note: The MyCAA portal will be closed October 22-25, 2010.
- **January 31, 2011:** Deadline/last day for spouses with a current MyCAA account to begin classes under terms of the current MyCAA program.

### **Implementation of the New MyCAA Program: (The following is a timeline for all Military Spouses)**

- **October 22-25, 2010:** The MyCAA program will close at 12:01am EST October 22 to ensure the IT infrastructure is in place to implement the new MyCAA program beginning October 25, 2010.
- **October 25, 2010:** The MyCAA program will reopen to all eligible spouses under the new program guidelines. All spouses, including those currently participating, will be subject to the new eligibility criteria and revised funding limits below:

Spouse of an active duty Army, Navy, Air Force, or Marine service member, or activated Reserve member in pay grades E1-E5, W1-W2, or O1-O2.  
If the spouse of National Guard and/or AGR member, the sponsor must be on federal Title 10 active duty orders as reported in DEERS.  
Spouses of Guard/Reserve members in an Alert, Transition Assistance, or Post Deployment status are not eligible.  
MyCAA accounts will be limited to the new \$4,000 maximum benefit with a \$2000 fiscal year cap. Waivers to the fiscal year cap will be available for spouses pursuing licensure or certification with a cost that exceeds the \$2,000 fiscal year cap up to the total maximum assistance of \$4,000.  
Spouses must finish their program of study within three years from the start date of the first course.  
Funding is limited to only Associate's degrees, certifications and licensure programs.





## **Operation HomeFront**

Operation HomeFront provides emergency assistance and morale support to troops, the families they leave behind, and to returning wounded warriors. Operation HomeFront works with military families during deployments on a case by case basis, to resolve issues ranging from home and auto repair to urgent financial assistance. They provide assistance to active duty and activated Guard and Reserve Families. A short financial application, proof of military service and additional documentation as needed are required to obtain assistance. [www.operationhomefront.net](http://www.operationhomefront.net)  
Phone: 1-800-722-6098 or [info@operationhomefront.net](mailto:info@operationhomefront.net)

Examples of assistance include:

- Crucial car repair assistance (deployed only)
- General handyman services (deployed only)
- Computers for e-mail (deployed only)
- Moving assistance (deployed only)
- Vision care programs
- Furniture
- Baby Items
- Food assistance



## **ATTENTION MARINE PARENTS/MENTORS:**

**Welcome to LifeAsAMarine.com!** <http://www.lifeasamarine.com/>

This is the United States Marine Corps' official community website. It is dedicated to providing answers and sharing the actual stories from parents, teachers, coaches, and mentors who have experienced the honor and commitment identified with the most elite branch of military service in the United States of America.

### **BENEFITS OF REGISTERING**

By registering to be a member of the LifeAsAMarine community, you will be able to track the activity of contributors that you admire, comment on the stories that you find compelling, and even share your own experiences, photos and videos. To register, simply [click here](#) and follow the instructions provided. Once you have completed your registration, you may explore the following options:

**Share Your Story** — By clicking on the "Share Your Story" button, you will be able to post your personal Marine Corps experiences, including photos and videos. To upload a story:

- Sign in
- Go to the "My Activity" tab or [click here](#)
- Enter all information that is required, along with photos or video
- Submit your story to be approved for publication

# TRAINING OPPORTUNITIES



## L.I.N.K.S.

(Lifestyles, Insights, Networking, Knowledge, Skills)



**L.I.N.K.S.** is an official Marine Corps program which helps families connect to the Marine Corps. The Marine Corps has expanded its definition of family, to include the family Marines were born into, sworn into, and married into. The **L.I.N.K.S.** program now offers multiple curricula to accommodate all aspects of a Marine's family: **L.I.N.K.S.** for Spouses, **L.I.N.K.S.** for Teens, **L.I.N.K.S.** for School-Age Kids, **L.I.N.K.S.** for Marines, and **L.I.N.K.S.** for Marine Parents and Extended Family.

### The Meaning of L.I.N.K.S.:

- L** - Lifestyle is a way of living; in this case, it means understanding the military community and the unique lifestyle it offers.
- I** - Insights come from experienced Marine Corps spouses, who relate their experiences of living the Marine Corps lifestyle. These spouses understand first-hand what you are going through and who want to help you adapt to the new culture you married into.
- N** - Networking represents the relationships you form during **L.I.N.K.S.** and throughout your journey in the Marine Corps.
- K** - Knowledge is what you will leave with and what will help you understand and navigate the Marine Corps culture.
- S** - Skills learned to help you enjoy and thrive in our Marine Corps community.

The United States Marine Corps derives its vitality and viability from its core values: **HONOR, COURAGE, and COMMITMENT**. These values are demonstrated daily, wherever Marines are engaged, and they are manifested in the pledge to take care of their own. These same principles underlie the dedicated service of Marine families who seek to help themselves and each other to ensure family well-being, support their communities, and positively impact mission readiness.

Part of ensuring this mission readiness is the program **L.I.N.K.S.**, which provides you with the information and tools that will help improve your lifestyle as a Marine spouse, family member or significant other. Even if you think that you know everything about the Marine Corps, there are always new ideas and information to be shared. If you are a member of the Marine Corps family, **L.I.N.K.S.** will help you to understand and be better equipped for this unique way of life.

All Marines, spouses, children, teens, parents and significant others of Marines are eligible to participate in **L.I.N.K.S.** Additionally, other Service members and spouses serving with Marines, and Marine Corps civilian employees and spouses are eligible. Topics covered in the various trainings include:

- Marine Corps history, tradition and language
- Benefits and services
- Financial awareness
- Dealing with separation and deployments
- Tips on moving
- Effective communication

**\*\* In order to hold a session we will need at least 20 participants, however, MCFTB remains flexible. If you are interested in participating please contact your unit Family Readiness Officer.\*\***



## L.I.N.K.S. for Marines



**Who**- L.I.N.K.S. for Marines is designed for all Marines. Young Marines benefit from learning things for the first time, seasoned Marines are reminded of information and resources they may have forgotten and naturally mentor to the younger Marines by sharing life experiences. Participation from all ranks conveys the importance of the seminar and contributes to the success of the event.

**What** - 4 hour seminar for Marines both active duty and reserve.

**When** - A date can be coordinated with your FRO and the LINKS Team Trainer. It can be combined with any other venue you may have planned, be it a safety stand-down or training drill, pre-deployment brief, return/reunion brief, the team will work with your schedule.

**Where** - The MFR L.I.N.K.S. mentor team can come to a location of your choosing to conduct the seminar.

**Why** – L.I.N.K.S. is a great avenue for raising awareness within your ranks of the benefits, resources and life skills they have available to them as Marines. While some basic materials are covered (LES and pay scales-you would be surprised how many Marines don't know what is on an LES, that it exists, or how much they get paid for drills) we also go into life skills such as budgeting and financial awareness, resources available to them, the GI Bill, and deployment situations. It is presented in a relaxed environment and we can focus on specific areas the unit wishes to have addressed. By having better informed Marines, they are more likely to take care of matters before they escalate to a crisis situation, and essentially more capable of focusing on their task at hand and being mission ready for whatever training may be required of them. We give them knowledge, which can lessen the friction between families and provide you a more well-rounded, healthy Marine ready to focus on being a Marine.



### Family Readiness Volunteer Training

Unit Family Readiness Volunteers are an official Marine Corps Family Readiness program. As a Commander's communication tool, volunteers support welcoming new unit families, providing feedback from unit families, assisting with information and referral services etc. Commanders utilize Volunteers to support families through information and resource referrals. One of the goals of our volunteers is to help families achieve and maintain family readiness. When Marines feel their families are supported, yet self-sufficient, they are better able to perform efficiently, effectively and safely.

#### **Family Readiness Volunteers supports unit families by:**

- \* Welcoming new unit families
- \* Providing feedback from unit families
- \* Assisting with information and referral services
- \* Increasing family readiness and improve quality of life within the unit

Your command offers standardized Family Readiness Volunteer Training at the local installation level. Please contact your unit Family Readiness Officer for further details.

# LIFESKILLS

## 4 Lenses Personality Workshops

BUILDING TIES!



SEEKING SELF IMPROVEMENT!



IMPROVE COMMUNICATION SKILLS!

*“Could you know yourself better?”*

*“Ever wonder why your spouse seems to speak another language?”*

Knowing yourself is key to leading, communicating, and interacting with those around you. Join us for an engaging, fun, and sometimes raucous seminar to learn your personality color! How are your natural tendencies impacting your communication with family and loved ones? How do they affect your leadership style? Learn more about yourself and those around you and achieve greater success in every area of your life!

## Chaplain’s Religious Enrichment Development Operation



The Chaplain’s Religious Enrichment Development Operation (CREDO) is a premier, preventative, transformational program sponsored by the Commandant of the Marine Corps (CMC) through the Navy Chief of Chaplain’s. CREDO builds supportive relationships. In a caring community, participants learn how to relate to themselves, others and God. They discover meaning and satisfaction. CREDO develops a greater appreciation of others. By exploring one another’s feelings of loneliness and alienation, participants come to an awakening of the spiritual dimension in life. They discover the value of self and others.

### What is available?

Marriage Enrichment Retreats (Married Couples only)  
Personal Growth Retreats (Single Marines/Sailors only)

### Who is eligible?

Service Members (with NO COST TAD Orders from their Command).  
Family members of Service members.  
Reservists/Retired Military.  
Civil Service employee’s onboard military installations.

### What is the cost?

CREDO retreats are provided at **NO COST** to participants, to include meals and lodging.

**\*\* PLEASE CONTACT YOUR UNIT FAMILY READINESS OFFICER FOR THE NEXT CREDO RETREAT SCHEDULED FOR YOUR AREA.\*\***



## **TRICARE On-Line Course**

### **TRICARE University**

TRICARE Beneficiaries who want a thorough understanding of TRICARE Benefits can participate in TRICARE University's free on-line course. No registration is required for the TRICARE Public course.

According to TRICARE Management Activity (TMA), this on-line course provides information about topics, such as medical, pharmacy and dental coverage, eligibility, as well as many others. TMA encourages members of the Reserve Component to take advantage of the course module on the TRICARE Reserve Select (TRS) program.

The on-line course is designed in modules that allow users to learn in any order of interest and at their own pace. To take the course, log on to [www.tricare.mil/tricareu](http://www.tricare.mil/tricareu) click -online training, ll select the TRICARE Public course.

### **WELLNESS SERIES**

#### ***Aging Parents & Elder Care***

This workshop will help Marines and their families in dealing with the complexities of assisting elderly adults. It helps Marines and their families make informed decisions concerning elder care, as well as strategies for coping with day-to-day challenges involved with caring for your elderly loved one.

#### ***Basic Anger Management***

The Basic Anger Management workshop is a basic overview of anger management. It provides education on the dynamics of anger and offers a variety of acceptable coping strategies to handle angry feelings and behaviors.

#### ***Growing the Green***

The Basic Stress Management workshop is designed to help Marines and their families minimize stress by providing them with basic education on the concepts and management skills needed to successfully navigate both the everyday and extraordinary stress of a Marine Corps lifestyle.

#### ***Emergency Preparedness***

The Emergency Preparedness workshop contains information regarding actions that Marines and families should take to be informed and prepared in the event of natural and manmade hazards. This workshop outlines the importance of our Marines and families to always be prepared for all types of emergencies.

#### ***Family Care Plan***

This workshop will educate Marines and their families on the basics of a Family Care Plan. It will outline the significance of a Family care Plan, and the importance of always having it updated.

## **IMPACT SERIES**

### ***Casualty Notification Process – Scared of “The Call”? The Casualty Process De-Mystified***

This workshop will help minimize stress and confusion by providing a brief overview on the casualty definition and process, the role of the Casualty Assistance Calls Officer (CACO), and information on benefits, support services and organizations.

### ***”Character Counts”***

Character Counts!™ is a fun and educational workshop focused on the Six Pillars of Character – Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship to teach youth that their success depends on the content of their character.

### ***Safe & Sound at Home***

This workshop provides important safety precautions for Marine Corps families, and instills spouses/family members with the ability and confidence to be responsible for their personal safety and the safety of their families while their Marines are deployed. This workshop will help you identify some precautions you can take for your personal safety, and tips to teach your children and teens, as well as guidelines for storing personal weapons and steps you can take to prevent a fire!

## **RELATIONSHIP SERIES**

### ***Building Lasting Relationships***

The challenges of a military lifestyle can place many demands on Marines and their families. This workshop provides practical information and tools to enhance healthy relationships.

### ***Developing Healthy Blended Families***

This workshop is designed to help Marine and family members gain a better understanding of the common and practical issues facing blended families. This training will provide them information on what parents can do to help promote family unity. Topics discussed include the stages of blended family development, and tips for nurturing and enriching the family relationship.

### ***5 Love Languages***

What if you could say or do “just the right thing” guaranteed to make your special someone feel loved? The secret is learning the right love language! Attend the interactive workshop to find out the secret to love that lasts, based on the #1 New York Times Best Seller, by Dr. Gary Chapman “The Five Love Languages”.

## **COMMUNICATION SERIES**

### ***Conflict Management***

The Conflict Management workshop addresses interpersonal conflict and is designed to help Marines and their families become more aware of conflict; empowering them to make healthy choices by managing their responses to conflict, both at home and in the work place.

### ***Interpersonal Communications***

This workshop is preventative in nature, to increase competence in using more effective communication skills, and to promote healthy relationships through communication. It helps Marines and families learn how to communicate with one another in an effective manner, thereby supporting self-sufficiency and operational readiness in the field.

### ***Social Networking Safety***

This workshop addresses the dangers and risks, as well as positive outcomes, associated with social networking. It provides Marines and their families with information on how to protect themselves and family members, and ways to stay safe while on the internet, and on social networking sites.

### ***Four Lenses***

Each individual has unique strengths and motivations. The 4 Lenses™ assessment is a proven personality assessment which helps build a solid understanding of not only ourselves, but of those we interact with on a daily basis. It is a high energy and enlightening experience.

## Miscellaneous Information & Referral Services

### ChildCare Aware (Formerly NACCRRA)



*(Supporting Our Nation's Military Families & Strengthening ChildCare )*

Childcare Aware is working with the U.S. Military Services to help those who serve in the military find and afford child care that suits their unique needs. Through several innovative civilian/military efforts between the Services, Childcare Aware and Child Care Resource and Referral agencies (CCR&Rs) are building the quality and capacity of child care throughout the country.

- Are you an activated or deployed Marine? Is child care a concern for you? Would you like to receive assistance paying for child care? Check out this program available through ChildCare Aware for you: **Operation: Military Child Care**

- Are you an active duty Marine stationed away from a military installation or on a waiting list for on-base child care? Do you need help locating child care? Would you like to receive assistance paying for child care? Check out these two programs available through ChildCare Aware for you: **Military Child Care in Your Neighborhood & Enhanced Child Care Referral Service**

- As of July 2010 the U. S. Marine Corps has implemented a maximum subsidy allowance of \$3,000 (up to 2 children) annually. Total Family Income will be calculated with different income categories and the families' share of the cost of child care may increase. To allow for funding and implementation of this change a waiting list for new enrolling and re-certifying of families has been put into place.

<http://childcareaware.org/>

(Once you enter military programs section, click on your service to locate the military subsidy application in the right margin of the page.)

### Navy and Marine Corps Relief Society



Navy-Marine Corps Relief Society's primary mission is to provide financial, educational and other assistance to Marines, Sailors, and their eligible family members up to \$3,000. Financial assistance is given for emergency needs such as food, rent, car repairs, emergency travel, medical, dental, and funeral expenses.

If the Marine/Sailor is deployed, then the spouse can make the request, however the service member's permission must be obtained prior to assisting an eligible family member. To avoid delays in providing necessary assistance, the service member should fill out a Pre-authorization Form and return it to Navy-Marine Corps Relief Society before deploying. **A Pre-authorization Form will only be accepted from the service member of the command. Forms turned in by the spouse or friend will not be accepted.**

## Exceptional Family Member Program



The mission of the Marine Corps **Exceptional Family Member Program (EFMP)** is to assure continuum of care for all enrolled families. EFMP will improve the quality of life of families that support a member with a disability.

The Exceptional Family Member Program is a mandatory enrollment program for active duty sponsors (optional for SMCR) with qualifying family members. The primary purpose of the Marine Corps EFMP is to ensure the continuum of care for eligible Marine Corps family members by identifying families with special needs, and maximizing the provision of services.

Assigning active duty Marine sponsors to locations that can support the needs of their family member ensures that the sponsor's performance of duty is not inordinately affected by the demands of caring for their Exceptional Family Member. This allows the sponsor to concentrate on performing his/her duties and contributes to the operational readiness of Marine units.

You may access enrollment forms and additional information on the EFMP by accessing our website (see link below).

[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MF/F\\_Family%20Care/Exceptional%20Family%20Member%20Program](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/F_Family%20Care/Exceptional%20Family%20Member%20Program)

# **Red Cross**



The American Red Cross provides communications and emergency reporting for the service member and their families in emergency situations. Verification of an existing emergency through American Red Cross channels is one way a commander can justify sending a Marine/Sailor home.

## **Red Cross Services for Guard & Reserves include:**

- Emergency Communication
- Access to emergency financial assistance
- Counseling
- Veterans Services
- Information and referral provided by Armed Forces Emergency Services

## **Message Service:**

The American Red Cross has a network of 2,900 Chapters including 270 offices on military installations throughout the world. No message regarding a medical emergency may leave the Continental United States (CONUS) via the American Red Cross Emergency Communications Center in Washington, DC without a Doctor's Interpretative Statement (DIS).

## **Information Needed for Messages:**

The complete military mailing address, (Ship, UIC, Company, Battalion, Division, MLG, DIV, MAW) Rank, and SSN are used for **ALL** American Red Cross messages. Please make sure that all the significant people in your life have your correct address and SSN. This helps the American Red Cross deliver a message to the deployed service member as quickly as possible.

**Nature of emergency:** Birth, Death, Serious Illness.

**Information Needed:** The name & number of both hospital & attending physician.

**Contact American Red Cross:** 1-877-272-7337

## **Emergency Financial Assistance:**

The Red Cross collaborates with the military aid societies (Army Emergency Relief, Navy-Marine Corps Relief Society) in facilitating access to financial assistance when an urgent personal or family crisis arises. (service member may need financial assistance for emergency travel, for burial of a loved one, food, or shelter.)

For more information, please visit the Red Cross website at <http://www.redcross.org> under Military Members and Families.

## **DEERS/RAPIDS SITES(cont.)**



### **DEERS/RAPIDS SITES**

([www.dmdc.osd.mil/rsl](http://www.dmdc.osd.mil/rsl))

\*Use the website for the DEERS site locator\*

You can obtain a military ID Card at any location that has a RAPIDS Terminal – A computer that updates Family Members' (Dependents) enrollment in DEERS and generates ID Cards for anyone who is eligible, regardless of service branch (Active Duty, National Guard, Retired, Disabled Veterans, and their Family Members). Military members from other branches of service must present a valid application (DD Form 1172) for an ID Card. Family Members accompanied by their sponsor may obtain an ID card without a DD Form 1172. Family Members must have a DD Form 1172 signed by their sponsor if he/she is not present. Please ensure you call individual locations to verify hours of operation and to ensure they have not moved or closed down.

## MYPAY/DFAS



DEFENSE FINANCE AND ACCOUNTING SERVICE

**MyPay** allows you to manage your pay information, leave and earnings statements, travel claims, W-2's and more. MyPay puts more information at your finger tips.

<https://mypay.dfas.mil>

To enhance user security, MyPay requires anyone who uses a social security number as their login ID to create a new login ID. *All users* will be prompted to create a new password if they have not done so since the new changes were implemented. Follow the instructions given in order to create your new password and if experience difficulties please contact our Centralized Customer Support unit toll free 1-888-DFAS411 or DSN 580-5096, and press #5 for MYPAY. The hours of operation are 7 a.m. – 6:30 p.m. Eastern time, Monday through Friday.

If you forget your password, there is a -Reset current or request new password link on the homepage. You may have your new temporary password emailed to a valid email address as listed in MyPay or mailed to your current mailing address in your pay system.

The Restricted Access PIN/Spouse PIN no longer exists it is now a Limited Access Password.

If you currently have a Restricted Access PIN, you will be prompted to update to a Limited Access Login ID/Password the first time you access MyPay.

Your social security number may no longer be used as the Login ID.

The Limited Access Login ID may not match your Login ID.

The Limited Access Password may be given to one or multiple individuals along with a Login ID to view your pay and tax statements without allowing them to create any pay changes. You may establish a Limited Access Password and Login ID by clicking on the Personal Settings Page option on the main menu, then selecting the Limited Access option. You may delete users' Limited Access at any time. If the user suspends their Limited Access Password you must establish a new Limited Access Password and provide that new Password to the user.

Your social security number may no longer be used as a Login ID. The Limited Access Login ID must not match your Login ID. The other requirements for a Limited Access Login ID are the same as for your Password except that the Limited Access Password cannot match either your Login ID or the Limited Access Login ID.

**Defense Finance and Accounting Service (DFAS)**. On this site you may access pay charts, allowances such as Basic Allowance for Housing, Basic Allowance for Subsistence etc.

<http://dfas.mil>

## TRICARE (MEDICAL/DENTAL)



Service members are covered for any documented service related injury, illness, or disease you incur or aggravate in the line of duty. (This includes inactive duty training (drill) and funeral honors duty. ) You are also covered during travel directly to and from the place of duty and during the time you spend overnight in the vicinity between successive periods of inactive duty.

You must ensure that you update your information and your dependents information in DEERS when you are activated, deactivated or have changes in your family composition (e.g. marriage, divorce, or birth). Service members and dependents may update information in DEERS, but only the service member may add or delete a family member.

### Pre Activation Benefit

If you are issued -delayed-effective-date active duty orders for more than 30 days in support of a contingency operation, you and your family may become eligible for the TRICARE pre-activation benefit. **Beginning on the date your orders were issued or 90 days before you report to active duty, whichever is later.** If your orders are cancelled before you report for active duty, TRICARE coverage ends for you and your family on the date the orders are cancelled.

### TRICARE Reserve Select(Reserve)

Qualified members of the Select Reserve may purchase TRICARE Reserve Select (TRS) coverage when they are not on active duty. TRS offers comprehensive health care coverage similar to TRICARE Standard and TRICARE Extra (deductibles and cost-shares apply).

Purchasing TRS is a two step process:

#### Step 1: QUALIFY

1. Log on to the Guard & Reserve web portal: <https://www.dmdc.osd.mil/appj/trs>
2. Follow the instructions
3. Print & sign TRS Request Form (DD Form 2896-1)

#### Step 2: PURCHASE

1. You may purchase the plan at any time throughout the year, there are no tiers or open seasons. Mail or fax your completed TRS Request Form along with the first month's premium payment to your Regional Coordinator with the specified deadline.

For more information about qualifying for and purchasing TRS visit [www.tricare.mil/plans/enroll/trs.aspx](http://www.tricare.mil/plans/enroll/trs.aspx)

## TRICARE Dental Program(Reserve)



You may purchase TRICARE Dental Program (TDP) coverage when you are not covered by active duty dental benefits. When you are activated, family members already enrolled in the TDP pay reduced premiums. Those not enrolled may enroll at that time. For more information about enrolling in the TDP, call United Concordia Companies Inc. at 1-800-866-8499 or visit [www.TRICAREdentalprogram.com](http://www.TRICAREdentalprogram.com).

## Employer Support of the Guard and Reserve (ESGR)



ESGR was established in 1972 to promote cooperation and understanding between Reserve component members and their civilian employer's and to assist in the resolution of conflicts arising from an employee's military commitment.

Our mission is to gain and maintain employer support for Guard and Reserve service by recognizing outstanding support, increasing awareness of the law, and resolving conflicts through mediation.

Please visit our website for more information at <http://www.esgr.org>.

### **USERRA (Uniformed Services Employment & Reemployment Rights Act of 1994, as amended)**

The Uniformed Services Employment & Reemployment Rights Act (USERRA) was enacted by Congress and signed into law by President Clinton on October 13, 1994. USERRA is a federal statute that protects service members and veterans civilian employment rights. Among other things, (under certain conditions) USERRA requires employers to put individuals back to work in their civilian jobs after military service. USERRA also protects service members from discrimination in the workplace based on their military service or affiliation. USERRA is codified in Title 38, United States Code, Sections 4301-4333 (38 U.S.C. 4301-4333).

You may access USERRA by visiting the ESGR website noted above.

## **MILITARY HOMEFRONT**



Military HOMEFRONT is the official Department of Defense website for reliable Quality of Life information designed to help troops and their families, leaders and service providers. Whether you live the military lifestyle or support those who do, you'll find what you need. Please visit our website at [www.militaryhomefront.dod.mil](http://www.militaryhomefront.dod.mil).



## Legal Planning (General)



Military Legal Assistance is made available during times of deployment to assist Marines with questions, Powers of Attorney, will etc. Many families may see fit to use their civilian legal representation in these matters. However, please ensure your attorney is familiar with the laws governing military service/service members during times of deployment.

### Powers Of Attorney

One of the most important matters to consider during Pre-Deployment planning is a Power of Attorney. They come in two forms:

#### General Power of Attorney:

Allows the holder of that legal document, the right to sell personal property, and to use the grantor's credit. A General Power of Attorney grants virtually unlimited ability to act for another person. **General Powers of Attorney often create more difficulties than they cure and are generally not advised.** It is an extremely powerful legal instrument and can be a dangerous instrument in the hands of someone inexperienced in business matters, or a spouse when the marriage relationship is in a state of discord. A General Power of Attorney should not be executed unless the individual making it is fully aware of the risks associated with such a document.

#### Special Power of Attorney:

Allows the holder of that legal document to act for the grantor, only when conducting business that is delineated in the document. This Power of Attorney will list in writing the actions you want conducted on your behalf. A special Power of Attorney can be very useful for such matters as moving of household goods, settling of insurance claims, and managing financial accounts or funds not jointly held. Care should be taken in determining who will hold the power of attorney and what actions will be authorized in the document. Remember without the Power of Attorney, the spouse at home could be significantly hampered in dealing with matters that may arise during deployment.

#### Wills:

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



#### Taxes:

Federal and State Tax returns (when required) must be filed even though the service member is deployed, unless an extension is granted.

The Internal Revenue Service (IRS) refund check will generally require the signatures of both parties in a jointly filed form. Electronic filing will require payment via direct deposit to joint account. **A special power of attorney is recommended to facilitate filing and access to refunds.** The required filing time period for Federal Income Tax is between January 1 and April 15 of the year following the taxable year. If you are outside the continental United States (CONUS) on April 15<sup>th</sup> you have until June 15<sup>th</sup> to file provided you are on official orders, not on leave. You can extend the June 15<sup>th</sup> filing date up to two more months after your return to CONUS if you file an IRS Form 4868 prior to June 15<sup>th</sup>.

Detailed information may be obtained from the IRS toll free from the hours of 0815-1615 at 1-800-829-1040.

**You may obtain a copy of the Marine's W2 and LES through MYPAY, you will need a PIN#.**



**Notarization:**

Notary public service is available at most banks, credit unions or Town Halls in your local community. There may be a small fee for the service depending upon where it is obtained.

**Power of Attorney for Care of Children:**

Allows someone to stand in for a child's parent(s) and authorize medical care for your child/children, deal with school issues, etc. When a spouse is deployed, it is a good idea for the spouse who is home with the children to have a Power of Attorney for Care of Children naming someone while they travel or if they are somehow unable to make decisions and act as a parent for the child, the person named would be able to step in and care for the child. Parents may want to have a Power of Attorney for someone local and also for a relative or someone who may not be close by, but who would come to care for the children in an emergency.

The Marine Corps requires that single parents with custody of children and dual active duty parents have a Power of Attorney for Care of Children as part of a family care plan. **A Power of Attorney for Care of Children does not transfer legal custody of the children to another party.**

# **\$Financial Planning\$**

The Marine and spouse should review family financial procedures and ensure all financial matters are resolved prior to departure. There should be a good understanding of the roles and responsibilities of each spouse concerning allocation of pay, payment of bills and a household budget. The Marine should ensure the family has enough money each pay period for basic living expenses such as rent, food and utilities. The Family Budget Form that is located at the beginning of this Deployment Information Package will assist with planning a family budget.

## **PAY DISTRIBUTION:**

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

## **Allotments:**

**“D” Allotment.** The Marine can initiate an allotment to family members to cover basic living expenses. All or part of a Marine’s basic pay or BAH can be allotted.

**“S” Allotment.** Savings allotments to a joint account can allow the spouse to draw out the needed amount of money.

**“J” Allotment (Savings Deposit Program).** The Savings Deposit Program is available only to those serving in designated combat zones. Don’t confuse the Savings Deposit Program with the Thrift Savings Plan (TSP). TSP is available to everyone in the military. Military members deployed in combat zones, qualified hazardous duty areas, or certain contingency operations may deposit all or part of their unallotted pay into a DOD savings account up to \$10,000 during a single deployment. Interest accrues on the account at an annual rate of 10% and compounds quarterly (2.5% quarterly).

Only the Marine, not the spouse, can start, stop, or change an allotment. Should an allotment need to be changed, the Marine can change it through the unit S-1 (Admin Office) or via MYPAY website (<http://www.dfas.mil/mypay>), phone 1-877-363-3677 in CONUS. The LES (Leave and Earnings Statement) can also be viewed on this website with a user PIN (personal identification number). It can take up to 45 days (three pay periods) for implementation of an allotment.

A Marine may allot part or all of his/her pay. The money for an allotment is taken out of both checks, the first and 15<sup>th</sup> of the month.

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

## + ADDITIONS TO & SUBTRACTIONS FROM PAY -

### Family Separation Allowance (FSA).

All deployed Marines with family members are eligible for FSA. The start date of this allowance will be determined by the unit.

### Basic Allowance for Subsistence (BAS). (Previously referred to as COMRATS or Pro/Sep Rations.)

BAS will begin simultaneously with basic pay and BAH.

Other possible additions to pay are **Imminent Danger Pay, COLA (Cost of Living Allowance), Deployed Per Diem, Hardship Duty Pay, BAS, Hazardous Duty Pay and Sea Pay.** Specific pay issues will be dependent upon the type, length and location of the deployment.

**(\*\*Further details on your pay and entitlements will be briefed during your units pre-deployment Admin/Pay Briefing.\*\*)**

**BACKGROUND:** Prior to the service member deploying, he/she should take appropriate steps to ensure his/her pay is -squared awayll. The following charts should assist you in understanding the various options available to you. Direct Deposit and or a -DII Allotment are highly encouraged to keep pay problems to a minimum while deployed. It should be noticed that ALL service members are expected to provide adequate and continuous support for their legal dependents and comply with the terms of marital separation/property settlement agreements and court orders.

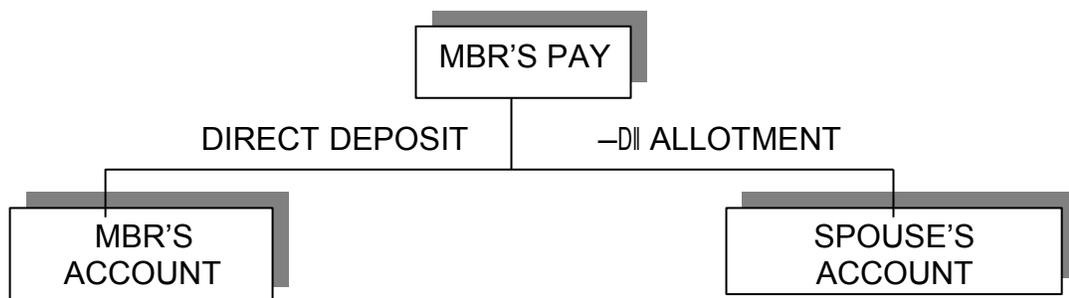
### **MONTHLY RENT + MONTHLY FOOD + MONTHLY BILLS/EXPENSES = "D" ALLOTMENT AMOUNT**

The service member and his/her spouse must sit down and analyze all of the below listed recommended options and discuss what is best for their situation.

## MARRIED PERSONNEL

### OPTION 1:

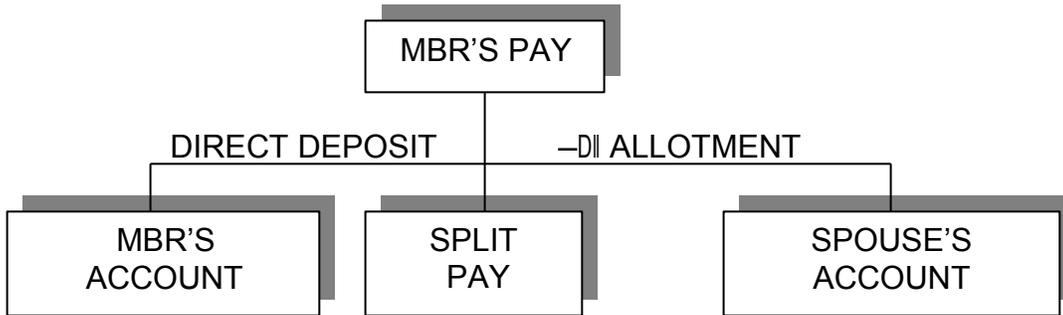
#### TWO SEPARATE CHECKING ACCOUNTS



<b><u>ADVANTAGES:</u></b>	<b><u>DISADVANTAGES:</u></b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Spouse is guaranteed specified amount of money monthly.</li> <li><input type="checkbox"/> Service member is on Direct Deposit.</li> <li><input type="checkbox"/> Do not share one checkbook, thus reducing confusion and chance for bouncing checks.</li> <li><input type="checkbox"/> Can cash personal checks with disbursing when funds are needed.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Allotment is only paid in lump sum once a month; after the money has been deducted from service member's pay (half the total amount of allotment is held back each payday and total amount of allotment is sent back to spouse on the first day of the month).</li> <li><input type="checkbox"/> Some spouse's may have trouble controlling cash flow for a whole month before the next allotment is due.</li> </ul>

**OPTION 2:**

**TWO SEPARATE ACCOUNTS (CHECKING) PLUS SPLIT PAY**



<b><u>Advantages</u></b>	<b><u>Disadvantages</u></b>
<ul style="list-style-type: none"> <li>❑ Spouse is guaranteed specified amount of money monthly.</li> <li>❑ You are not sharing checkbook.</li> <li>❑ Split pay guarantees a set amount of money to the service member each payday.</li> <li>❑ Service member is on Direct Deposit – checks cannot be lost.</li> <li>❑ Can cash personal check if split is inadequate.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Distribution of split pay check (i.e. get lost, etc).</li> <li>❑ Split pay requires admin unit diary entries to start, stop, and change amounts. The delay or failure of any of these transactions may cause temporary overpayments.</li> <li>❑ No special payments are permitted as split pay payment (i.e. reenlistment bonuses, etc). These items will be credited to your direct deposit.</li> </ul>

There is no reliable and regular communication between spouses while separated, and sharing a checkbook leads to confusion when money is deducted or added in, thus an inability to accurately audit your checking account and an increase in dishonored checks.

The above two options are the best ways to maintain control of your finances, provide adequate support for your dependents and keep dishonored checks to a minimum.

## COMMUNICATION TIPS

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

As you communicate from home, it is crucial that you remember the importance of operational security. Operational security consists of measures taken to ensure that sensitive information is not compromised. Ensuring the security of the unit and unit families depends on many factors such as deployment areas and times, port call dates and special shore deployments. Location of spouses and families during the deployment, any special pre-deployment training and the planned return date are also information items that are sensitive. Avoid discussing operational information in public places, over the telephone or with members of the media.



### LETTERS/CARDS

Letters and cards are the cheapest and easiest form of communication during a separation. Make sure the address is accurate; contact your spouses command or the military post office for the correct mailing address. All letter mail coming from the deployed individual is FREE.

Long distance telephone calls can get very expensive, very quickly and letters can be reread during lonely moments or times when phone and email are not available.

Remember that mail will take a week or more to reach your spouse and military operational schedules may delay mail even further. If you have been receiving mail regularly and the mail suddenly ceases for a week or longer, there is usually no cause for alarm. The delay is probably due to some circumstance such as such as extended operations or bad weather.



### Here are some communications "Rules of Thumb":

- \* Be informative and cheerful. Use sarcasm and humor with great care. Remember that in writing no one can hear the tone of your voice or see the expression on your face.
- \* Rumors should be avoided, especially if they deal with classified subjects such as unit movements or deployments. Remember the importance of operational security.
- \* Do not brag to other spouses about the number of letters you write or the number you receive. Score keeping usually results in hurt feelings.
- \* Gossip about other members of the unit, or their families, can cause unnecessary trouble and may not be true. **Avoid gossip!**
- \* Try **numbering your letters** on the envelope so that if more than one letter is received, your Marine will know which one was written first.
- \* Write often and write about anything, even the weather. Sometimes the best letters are simply about the events in your day. Sending an audio or videotape of the family sitting around a dinner table, disagreements included, can make the Marine feel at home.

- \* Send an occasional "care package". Make sure any food items are not perishable. Some things that can be sent are photos of each other and children, movie or voice tape recordings or small keepsakes.
- \* **For couples with young children:** Let the kids record cassettes for their deployed parent. Have the deployed parent record a cassette telling the kids their favorite stories or just –visitingll with the kids and send postcards or letters to the child/children with brief easy to read sentences.
- \* If you have to give bad news in a letter, be clear and to the point, and explain all the details including dates. Avoid troubling your spouse with problems that he/she cannot solve. Seek assistance with some of the many agencies and people in the local area (Unit Family Readiness Officer, Chaplain, friends etc.).
- \* If you are angry with your spouse or things are going wrong, try recording everything you're feeling on paper or in a journal. Sometimes after you have vented the frustration, you will feel better and can better handle the situation. Do not send these to your spouse.
- \* Remember, there are no –kiss and make-upsll when they are away and written words are far more permanent than spoken ones. Sometimes it helps just to talk to a friend or a Chaplain.
- \* Your mail will not be censored; however, when composing your letters, remember that indiscrete conversation and personal letters have the potential to constitute a great menace to national security. This applies especially to persons discussing official matters or unit movements and plans with their friends and relatives.
- \* For both spouses, deployed and at home, when communicating with parents, friends and extended family, it is important to think of the effect of disturbing news will have on your loved ones. Many families are not accustomed to dealing with the military lifestyle and something that seems trivial to you may be extremely disconcerting to your spouse's parents.

## **OTHER MAIL:**

Use of the correct mailing address is important. Remember, if your letters are not addressed correctly, they will probably be delayed in reaching your Marine, if they arrive at all. Your Marine's unit can provide the proper address to use for this deployment.

**NOTE: Adding additional address information can delay your correspondence.**

*\* If you are sending music or movies on CDs, write the message "magnetic recording enclosed."*

Remember that an airmail letter can take up to 14 days to reach its destination and parcels can take as long as six weeks. Do not send perishables through the mail. When mailing money, **do not send cash**. Use a check or money order only.

Packages can be sent via Priority or Standard Mail. Priority is generally a little more expensive than Standard Mail but it is the fastest way to send things. To be shipped through the postal service, the parcel must not weigh more than 70 pounds and not be greater than 72 inches in length & girth combined (article must fit inside a USPS mail bag). This 72-inch size limitation is determined by adding four times the width to the length of the package. The post office that you go to when mailing your package will inform you if the parcel is not within the size standards. Be sure to check with your local post office or the postal service website for current information. Generally, for overseas shipment, including APO and FPO addresses, a customs form must be completed and attached to the package. For current information, consult the U. S. Postal Service website at <http://www.usps.com>.

Service members like to get goodies from home. Some suggestions for things to include in Care Packages: cookies, cereal, magazines and books, audio and video tapes, candy bars, stamps, hometown newspapers, puzzles, playing cards and grooming items.

Remember that it can take up to a month for packages to reach a given destination. Wrap food securely so it will be edible on arrival. Chocolate may melt before it gets there; protect the other items in the box if you choose to include it and realize it probably will not arrive in its original form. If you are not mailing consumables and food items, try to keep selected items small. Storage space is almost always extremely limited.

Parcels and articles mailed from outside the continental U.S. (CONUS) are subject to examination by U.S. Customs' officials, with the recipient liable for duties assessed. Please be aware of Customs' regulations to and from the area of deployment.

A maximum of \$100 a day per address may be mailed "duty free". Parcels mailed with copies of official orders attached or enclosed reflecting assignments overseas in excess of 120 days are exempt from Customs' fees when the military member is returning to the states. If orders are enclosed, the parcel must be endorsed by the accepting post office with "Free Entry Movement Orders attached/enclosed" as claimed under Public Law 89-436.

Be aware of any trademark violations, as Customs' officials will confiscate counterfeit name brand items and illegally copied software, music and video. U. S. Customs website provides more information at <http://www.customs.gov>. First Class mail can be forwarded by crossing out your home address, writing the forwarding address on the face of the letter and dropping it in the mailbox.



## **E-MAIL:**

Using e-mail can be an efficient way to communicate with your Marine/Sailor overseas. Again, number the e-mail because dates aren't always effective due to time differences and how often your Marine/Sailor is able check his/her email. If you don't have a computer with Internet or email at home, contact your Family Readiness Officer (access may be available at your command). If you have a USO (United Services Organization) close to where you live, they normally provide free Internet services to military families in addition to many other activities. Free email accounts are readily available to users via certain web sites such as Hotmail, Yahoo and Netscape.

- \* Remember operational security and never discuss operational details such as unit's position, command mission, or scheduling such as specific rotation dates.
- \* Read the contents before you send it. As you are reading ask yourself some questions: Is this negative and depressing? Does it contain personal matters that should not be read by others? Will my spouse or I be embarrassed if others read this? If your answers are -yes! you may want to reconsider sending it. Rarely will your spouse have an exclusive computer terminal for personal use. Computers are often shared by several unit members or by an entire shop.
- \* It is best to send small, mostly text e-mail messages. Messages with a lot of graphics or attachments may be undeliverable because of download times and military network restrictions. The email networks in remote areas and on ships are not always operational so have patience when waiting for a reply.



## **CALLING CARDS:**

A variety of telephone cards are available through many different sources. Most phone companies issue cards and bill for charges monthly. Be sure to research hours, rates, and service charges that will accrue when this card is used. Also, check the calling area covered by the rates. The rates quoted may not be applicable from areas other than your home phone or local calling area. Prepaid phone cards are based on the number of minutes. It is a good idea to research the rules of the card before purchasing. There are many different brands and denominations of cards and the expense may vary greatly. Be sure to educate yourself about the rules of phone cards purchased at retail outlets before you buy.



## **LONG DISTANCE RATES:**

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

## **MILITARY POSTAL SYSTEM (FAQ's):**

The Military Postal System (MPS) is an extension of the United States Postal Service.

### **1. HOW IMPORTANT IS THE ADDRESS?**

The main cause of delay/non-delivery of mail is the incorrect and/or incomplete mailing address. The importance of using the address in the format provided can't be over-emphasized (EXCEPTION: If a service member is assigned TAD/FAP upon arrival overseas, the unit assigned will provide a new address). Omission of any part of the address may cause the article to be delayed or returned. DO NOT USE: ships names, addresses, geographical locations (Kuwait, Iraq, etc.) or listen to others who claim "This will get it there quicker". For the best service use the address MPS has provided (make sure to use the nine digit zip code).

### **2. HOW SHOULD I MAIL MY ARTICLES?**

Sending articles to an FPO/APO address.

*EXPEDITIONARY/EXPRESS MAIL* is not available for unit's deployed to Kuwait or Iraq. Do not send articles this way; you are only wasting your money (sometimes post offices will accept your article for mailing even though express mail is not available). The mail will only travel as express mail from point of mailing to the gateway (San Francisco then it will travel as first class/priority mail).

*PRIORITY MAIL and FIRST CLASS MAIL* is the fastest way to send your articles. These services provide air transportation to the point of delivery. The difference between priority and first class mail is determined by the weight of article. The size and weight limits for priority mail are as follows: 108 inches length and girth combined, and from 13 ounces to 70 pounds. The size and weight limits for first class mail are as follows: Letter-size mail must be at least 5 inches long, 3-1/2 inches high, and 0.007 inch thick, and not more than 13 ounces in weight.

Standard/Fourth Class Mail is the cheapest and slowest way to send articles to an FPO/APO. This mail will move by ground transportation from the point of mailing to the gateway (San Francisco) and then fly to destination on a space available basis. The size and weight limits are as follows: 72 inches length and girth combined 70 pounds maximum weight. **Not recommended for individuals deployed in support of OIF.**

### **3. TRANSIT TIMES**

Normal transit times to an FPO/APO in support of OIF are as follows:

PRIORITY MAIL	8-14 days
FIRST CLASS MAIL	7-10 days
STANDARD/FOURTH CLASS MAIL	45-90 days

**NOTE: Due to location of unit's the times may vary for personnel assigned to remote areas.**

#### **4. WHAT CANNOT BE MAILED?**

The Military Postal Service Agency (MPSA), United States Postal Service (USPS) and the country of destination prescribes restrictions on military mail going to a foreign country. Remember that each country establishes their own restrictions on what may be mailed into their particular country. Customs randomly open parcels to inspect the contents. Parcels containing prohibited materials are confiscated and the addresser and addressee are notified. Partial lists of prohibited materials to OIF locations are:

- \* Obscene material of any type; to include Horror Comics, Matter depicting nude or semi- nude persons, pornography and sexual items.
- \* Bulk quantity of religious materials contrary to the Islamic faith.
- \* Pork and Pork products.
- \* Alcoholic beverages or any consumable items containing alcohol.
- \* Firearms, weapons of any type, including air guns, and toy guns.
- \* Ammunition clip/magazine, live or spent ammo.
- \* Hazardous materials such as batteries, corrosive items or aerosols.
- \* Sand and/or soil being sent to the United States.
- \* Mail addressed to Any Service Member. NOTE: Schools and Churches should send messages to troops via the following WEB site: <http://anyservicemember.navy.mil>
- \* Do not send cash in the mail.
- \* The post office has a complete list of all non-mailable items for each FPO/APO zip code.



#### **5. PACKAGING POINTERS**

The preferred method of addressing a package is with ink, marker or labels attached directly to the package. It is not recommended to use paper wrapping on your packages; if the paper rips the address can be lost. If paper wrapping must be utilized, be sure to place the return and forwarding address in the parcel. Packages must be packed so that its contents could not harm employees, equipment, or other mail. Fragile items must be packed to withstand mail processing and transportation. Recommend the use of zip lock bags for any liquid items such as salsa, lotion and beverages. Bubble wrap and popcorn are the most reliable type of packing material to prevent damage. Always use durable boxes! Recommend using nylon filament fiber tape or packing tape NEVER use masking tape or scotch tape to seal up packages.



#### **6. CUSTOMS**

ALL mail weighing 16 ounces or over, that bears stamps, MUST be presented to a postal clerk at a post office for mailing. If mail weighing over 16 ounces bearing stamps is deposited in a mailbox it will be returned to sender.

ALL parcels being sent to, from, or between APO/FPO addresses must bear the proper customs form. Check with the post office for proper customs form to use.

#### **7. PROPER FORMAT OF ADDRESS: (Always ensure you have the proper mailing address)**

RANK, NAME,  
UNIT (SECTION)  
UIC \_\_\_\_\_  
FPO AP 96 \_\_\_ - \_\_\_\_ (the entire 9 digit zip code)



## WEB SITES OF INTEREST

<p><a href="http://www.usmc.mil">www.usmc.mil</a> -</p> <p><a href="http://www.marforres.marines.mil">www.marforres.marines.mil</a> -</p> <p><a href="http://www.navy.mil">www.navy.mil</a> -</p> <p><a href="https://mypay.dfas.mil/mypay.aspx">https://mypay.dfas.mil/mypay.aspx</a>-</p> <p><a href="http://www.dmdc.osd.mil">www.dmdc.osd.mil</a> -</p> <p><a href="http://www.marinenet.usmc.mil">www.marinenet.usmc.mil</a> -</p> <p><a href="http://www.mol.usmc.mil">www.mol.usmc.mil</a> -</p> <p><a href="http://www.tricare.mil">www.tricare.mil</a> -</p> <p><a href="http://www.tricare.mil/Dental/TDP.aspx">http://www.tricare.mil/Dental/TDP.aspx</a></p> <p><a href="http://www.militaryonesource.com">www.militaryonesource.com</a> -</p> <p><a href="http://www.cinchouse.com">www.cinchouse.com</a> -</p> <p><a href="http://www.redcross.org">www.redcross.org</a> -</p> <p><a href="http://www.nmcrs.org">www.nmcrs.org</a></p> <p><a href="http://www.esgr.mil">www.esgr.mil</a> -</p> <p><a href="http://childcareaware.org/">http://childcareaware.org/</a></p> <p><a href="http://www.bluestarfam.org">www.bluestarfam.org</a> -</p> <p><a href="http://www.realwarriors.net">www.realwarriors.net</a> -</p> <p><a href="http://www.fns.usda.gov/wic">www.fns.usda.gov/wic</a> -</p> <p><a href="http://www.bgca.org">www.bgca.org</a> -</p> <p><a href="http://www.ymca.net">www.ymca.net</a> -</p> <p><a href="http://www.ywca.org">www.ywca.org</a> -</p> <p><a href="http://www.militarywives.com">www.militarywives.com</a> -</p> <p><a href="http://www.marineparents.com">www.marineparents.com</a> -</p> <p><a href="http://www.mcleague.org">www.mcleague.org</a> -</p> <p><a href="http://www.mca-marines.org">www.mca-marines.org</a> -</p> <p><a href="http://www.marineea.org">www.marineea.org</a> -</p> <p><a href="http://www.va.gov">www.va.gov</a> -</p> <p><a href="http://www.vfw.org">www.vfw.org</a> -</p> <p><a href="http://www.msccn.org">www.msccn.org</a></p> <p><a href="http://www.militaryspouse.com">www.militaryspouse.com</a></p> <p><a href="http://www.emilitary.org/links.php">http://www.emilitary.org/links.php</a></p> <p><a href="http://www.lifeasamarine.com">http://www.lifeasamarine.com</a></p>	<p>Headquarters United States Marine Corps Marine Forces Reserve Navy Web Site MY PAY Click on public Sites to access DEERS/Rapids MarineNet Marine OnLine TRICARE (medical) TRICAE Dental Program (MetLife) MILITARY ONE SOURCE for Military Families (800) 342-9647 Operation Home Front (866) 424-5210 American Red Cross Navy Marine Corps Relief Society Employer Support of the Guard &amp; Reserve ChildCare Aware (Formerly NACCRRRA) Blue Star Families Real Warriors Campaign Women, Infants &amp; Children (WIC) Boys &amp; Girls Club of America YMCA YWCA Marine Spouses Web Site For parents of Marines Marine Corps League Marine Corps Association Marine Executive Association Veterans Affairs Veterans of Foreign Wars Military Spouse Corporate Career Network Military Spouse Military Family Network Marine Parents/Mentors website</p>
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### WEB Sites about craft ideas and talking to your children about war and stress:

<p><a href="http://www.militarychild.org">www.militarychild.org</a> -</p> <p><a href="http://www.mothers-home.com">http://www.mothers-home.com</a> -</p> <p><a href="http://www.orientaltrading.com">www.orientaltrading.com</a> -</p>	<p>Military Child Education Coalition Children's Activity Cupboard/Trash to Treasure Crafts Inexpensive craft/party items</p>
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## **Family Care Plan**

Per MCO 1740.13B all Marines with dependents will have an individual Family Care Plan (FCP) to facilitate the care and support of dependent family members. See your unit or you may access the current NAVMC 11800 (11-11) online.

### **What is a Power of Attorney for Care of Children?**

A Power of Attorney for Care of Children allows someone to stand in for a child's parent(s) and authorize medical care for your child/children), deal with school issues, etc. When a spouse is deployed, it is a good idea for the spouse who is home with the children to have a Power of Attorney for Care of Children naming someone in the local area to act in their place in case of an emergency. If the parent must leave the children with someone while they travel or if they are somehow unable to make decisions and act as a parent for the child, the person named would be able to step in and care for the child. Parents may want to have a Power of Attorney for someone local and also for a relative or someone who may not be close by, but who would come to care for the children in an emergency.

The Marine Corps requires that single parents with custody of children and dual active duty parents have a Power of Attorney for Care of Children as part of a family care plan. A Power of Attorney for Care of Children does not transfer legal custody of the children to another party.

### **Family Care Plan:**

A Template is provided for your information.

### **Suggested Use of Forms included in this Package:**

#### **Emergency Contact Card:**

It is very important to have an emergency contact card in your wallet, in the glove compartment of your vehicle, in your gym bag, diaper bag or on the refrigerator. During an emergency situation the information that is provided on an emergency contact card will assist medical and emergency personnel in arranging care for you or your child/children.

#### **For your children:**

With your emergency contact information on a card for your child/children, you can hand it to a relative or babysitter temporarily caring for them.

#### **Power of Attorney for the Care of Children:**

Feel safe knowing that your child/children are in the care of someone you and your spouse know and trust. Providing designated persons entrusted with their care with a notarized POA will allow the caretaker to deal with educational and medical issues that may arise. It is recommended that your family designate two local care providers and one non-local care provider. Please ensure that one of your care providers can provide long-term care for your child/children if the need arises.

***Emergency Contact Card***

Emergency Contact Card

My Name: \_\_\_\_\_  
Spouse's Name: \_\_\_\_\_  
Spouse's Unit: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_  
Spouse's Wk #: \_\_\_\_\_  
Spouse's Cell #: \_\_\_\_\_  
Other Local Emergency Contact:  
Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

***Emergency Contact Card***

Emergency Contact Card

My Name: \_\_\_\_\_  
Spouse's Name: \_\_\_\_\_  
Spouse's Unit: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_  
Spouse's Wk #: \_\_\_\_\_  
Spouse's Cell #: \_\_\_\_\_  
Other Local Emergency Contact:  
Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

***Emergency Contact Card***

Emergency Contact Card

My Name: \_\_\_\_\_  
Spouse's Name: \_\_\_\_\_  
Spouse's Unit: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_  
Spouse's Wk #: \_\_\_\_\_  
Spouse's Cell #: \_\_\_\_\_  
Other Local Emergency Contact:  
Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Child (ren)'s Emergency Information

Child's Name	Age	Allergies	Special Needs	School/Day Care Name	Phone #
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Local Emergency Care Provider w/POA Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Local Emergency Care Provider w/POA Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Long Term Emergency Care Provider w/POA Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Child (ren)'s Emergency Information

Child's Name	Age	Allergies	Special Needs	School/Day Care Name	Phone #
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Local Emergency Care Provider w/POA Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Local Emergency Care Provider w/POA Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Long Term Emergency Care Provider w/POA Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Child (ren)'s Emergency Information

Child's Name	Age	Allergies	Special Needs	School/Day Care Name	Phone #
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Local Emergency Care Provider w/POA Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Local Emergency Care Provider w/POA Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Long Term Emergency Care Provider w/POA Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

# SAMPLE FORM

## POWER OF ATTORNEY FOR CARE OF CHILDREN

*PREAMBLE: This is a MILITARY POWER OF ATTORNEY prepared pursuant to Title 10, United States Code, Section 1044b and executed by a person authorized to receive legal assistance from the military services. Federal law exempts this power of attorney from any requirement of form, substance, formality, or recording that is prescribed for powers of attorney by the laws of a state, the District of Columbia, or a territory, commonwealth, or possession of the United States. Federal law specifies that this power of attorney shall be given the same legal effect as a power of attorney prepared and executed in accordance with the laws of the jurisdiction where it is presented.*

KNOW ALL PERSONS BY THESE PRESENTS:

I, \_\_\_\_\_, Social Security Number \_\_\_\_\_, currently residing at \_\_\_\_\_, the parent of the following minor child(ren), \_\_\_\_\_ do hereby state that it is necessary to leave said child(ren) in the care of \_\_\_\_\_ (Name Of Agent), from \_\_\_\_\_, 20\_\_ until \_\_\_\_\_, 20\_\_. The said agent shall have my full permission and consent:

- To give consent for emergency medical treatment as needed by said child(ren) in the event that I cannot be immediately reached at the time of the emergency. The determination of the need for such care may be made by my agent.

- To authorize all necessary medical treatment, including surgery or hospitalization for said child(ren) while within the care of said my agent. Further, my agent is authorized to take any and all other necessary actions to provide for the safety, education, and welfare of said child(ren), including the taking of all steps necessary for enrollment in a public school and the signing of all documents in connection with the care, maintenance, medical treatment, education, and activities of said child(ren).

- To perform any and all parental acts, as fully to all intents and purposes as I might or could if personally present, to include but not limited to discipline, maintenance, supervision, arbitration of disputes, enrollment in school, sports or other activities, and consent to any and all medical care and treatment necessary and appropriate for the general health and welfare of said child(ren).

- To act as guardian for the custody and control of said child(ren) to do all acts and authorize all things he deems necessary or proper for the care, maintenance, control, and custody of said child(ren).

- To act for me and in my name, place, and stead in all particulars for the purposes of providing care, for obtaining food, shelter, clothing, education, and medical care for said child(ren).

Said guardian shall not be required to post bond or any security for the faithful performance of duties.

Said guardian shall be the guardian or administrator of the estate of said child(ren), or of any assets which said child(ren) may acquire or inherit.

Said guardian is further authorized to consent to medical and dental care and treatment for said child(ren) in medical facilities of the United States Government or other facilities, or in a physician's office, including but not limited to inpatient and outpatient care, hospitalization, emergency treatment, ordinary treatment, surgery, anesthetics and any and all other medical or dental care or treatment that may be necessary or desirable for the well-being of said child(ren), as determined by said guardian.

GIVING AND GRANTING unto my Guardian and Attorney-in-Fact full power and authority to do and perform every act, deed, matter and thing necessary, desirable or expedient to accomplish the foregoing specified purposes, including the execution of all documents, as fully to all intents and purposes as I might or could do if personally present.

I hereby ratify all that my attorney-in-fact shall lawfully do or cause to be done by this document.

I hereby give and grant unto my attorney-in-fact full power and authority to do and perform each and every act and matter concerning the subject of this document as fully and effectually to all intents and purposes as I could do legally if I were present.

I hereby authorize my attorney-in-fact to indemnify and hold harmless any third party who accepts and acts under or in accordance with this power of attorney.

I intend for this to be a DURABLE Power of Attorney. This Power of Attorney will continue to be effective if I become disabled, incapacitated, or incompetent.

This Power of Attorney shall become effective when I sign and execute it below. Unless sooner revoked or terminated by me, this Power of Attorney shall become null and void on \_\_\_\_\_  
(*expiration date*).

IN WITNESS WHEREOF, I sign this Power of Attorney at Camp Pendleton, California on \_\_\_\_\_  
(*today's date*).

Signature of Grantor \_\_\_\_\_

**SAMPLE FORM**

**ACKNOWLEDGEMENT**

With the United States Armed Forces

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before the undersigned officer, personally appeared \_\_\_\_\_, satisfactorily proven to be (a) serving in or retired from the Armed Forces of the United States, or (b) a lawful dependent of a person serving in or retired from the Armed Forces of the United States, or (c) a person serving with, employed by, or accompanying the Armed Forces of the United States outside the United States and outside the Canal Zone, Puerto Rico, Guam, and the Virgin Islands, and to be the person whose name is subscribed to the within instrument and acknowledged that he or she executed the same. And the undersigned does further certify that he or she is at the date of this certificate an officer of the Armed Forces of the United States having the general powers of a notary public under the provisions of Section 936 or 1044a of Title 10 of the United States Code (Public Law 90-632 and 101-510).

AUTHORIZED TO ACT AS A NOTARY PUBLIC UNDER THE PROVISIONS OF SECTION 1044a OF TITLE 10 OF THE UNITED STATES CODE AND SECTION 1183.5 OF THE CALIFORNIA CIVIL CODE. NO SEAL REQUIRED BY LAW.

\_\_\_\_\_  
Signature of Notary

Name of Officer and Position:  
Grade and Branch of Service:  
Command or Organization:

**SAMPLE FORM**

## FAMILY CARE PLAN

**AUTHORITY:** MCO 1740.13B, FAMILY CARE PLANS

**PRINCIPAL PURPOSE:** To identify and ensure required Marines have made arrangements for the care of children under the age of 19, or family members who are unable to care for themselves, in the absence of the Marine. The Family Care Plan should be accompanied by a special power of attorney outlining temporary guardianship with regards to schooling and medical care, at minimum (see sample provided at enclosure 1 of MCO 1740.13B).

**PLEASE SEE YOUR UNIT FOR THE CURRENT NAVMC 11800 FAMILY CARE PLAN DOCUMENT OR ACCESS ONLINE. THE EXAMPLE BELOW IS ONLY AN EXAMPLE.**

NAME: \_\_\_\_\_

RANK: \_\_\_\_\_

LAST 4 OF SSN: \_\_\_\_\_ DATE EXECUTED: \_\_\_\_\_

SERVICEMEMBER SIGNATURE: \_\_\_\_\_

### **PART 1. SERVICEMEMBERS ACKNOWLEDGEMENT**

1. I understand that I am responsible for making plans and arrangements for the care of my dependents to permit me to be available for worldwide deployment, extended duty hours, field exercises, unaccompanied tours, temporary additional duty, permanent change of station, and other similar military obligations. Initials: \_\_\_\_\_

2. I understand that I must notify my command no later than 30 days after a change in family status as specified in MCO 1740.13A, and submit a revised Family Care Plan within 60 days of the notification. Initials: \_\_\_\_\_

3. I understand that I am responsible for making any/all necessary arrangements to ensure a smooth and rapid transfer of family member care responsibilities and the execution of my Family Care Plan. Initials: \_\_\_\_\_

4. I am confident that my Family Care Plan is workable, and to the best of my knowledge, the guardian(s) and escort(s) (as necessary) that I have designated are both

willing and able to carry out the responsibilities of caring for my family members. Initials:\_\_\_\_\_

5. I understand that my failure to comply with MCO 1740.13A may result in disciplinary or administrative action by my command. Initials:\_\_\_\_\_

**PART 2. CAREGIVER ACKNOWLEDGEMENT**

The decision of selecting caregivers for my family members is not one that was taken lightly. I have examined all of the requirements for adequate care of my family member(s) and have deemed the following person(s) responsible for the short/long term care of my family member(s) during my absence. Initials:\_\_\_\_\_

6. Short-term caregiver (member's absence is for duration of 30 days or less.)

6a. Printed name of caregiver:\_\_\_\_\_

6b. Address of caregiver:\_\_\_\_\_

6c. Phone number of caregiver:\_\_\_\_\_

6d. Alternate phone number:\_\_\_\_\_

6e. Email address of caregiver: \_\_\_\_\_

6f. Signature of caregiver:\_\_\_\_\_

6g. Printed name of witness:\_\_\_\_\_

6h. Signature of witness:\_\_\_\_\_

7. Long-term caregiver (member's absence is for duration of 31 days or more.)

7a. Printed name of caregiver:\_\_\_\_\_

7b. Address of caregiver:\_\_\_\_\_

7c. Phone number of caregiver:\_\_\_\_\_

7d. Alternate phone number:\_\_\_\_\_

7e. Email address of caregiver: \_\_\_\_\_

7f. Signature of caregiver:\_\_\_\_\_

7g. Printed name of witness:\_\_\_\_\_

7h. Signature of witness: \_\_\_\_\_

**PART 3. LEGAL ACKNOWLEDGEMENTS**

8. I have made one or more of the following legal arrangements for the care of my family members as outlined and dated below:

8a. Special Powers of Attorney (financial, medical, educational, etc.): \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

8b. Update of Wills: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

8c. Guardianship Agreement: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

8d. Other (please specify): \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

8e. Location of legal documentation: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**PART 4. FINANCIAL ACKNOWLEDGEMENTS**

9. I have made one or more of the following financial arrangements for the care of my family members as outlined and dated below:

9a. Allotments to caregiver: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

9b. Access to funds with accountability: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

9c. Modifications to support agreements/orders: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
9d. Other (please specify): \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
9e. Location of financial documentation: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**PART 5. MEDICAL/DENTAL ACKNOWLEDGEMENTS**

10. I have made one or more of the following medical/dental arrangements for the care of my family members as outlined and dated below:

10a. Explanation of medical insurance(s) and/or primary care manager(s): \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

10b. Location and contact of medical facilities/providers: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

10c. Location and contact of dental facilities/providers: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

10d. Location of medical/dental/immunization records: \_\_\_\_\_

10e. Explanation of medical/dental treatments/requirements: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

10f. Explanation of allergies and treatment in regards: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

10g. Contact information for Tricare Region: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

10h. Contact information for Exceptional Family Member  
Program Case Worker: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

10i. Other (please specify): \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**PART 6. LOGISTICAL ACKNOWLEDGEMENTS**

11. I have made one or more of the following logistical  
arrangements for the care of my family members as outlined  
and dated below:

11a. Explanation of movement of short/long term guardian(s)  
(timing, method of movement (air, ground, etc), maps,  
vehicle requirements, etc.): \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

11b. Contact information for childcare facilities: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

11c. Explanation of childcare facility requirements: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

11d. Contact information for educational facilities: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

11e. Explanation of educational requirements: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

11f. Explanation of routines (daily schedules, bedtime  
routines, homework, computer/t.v. permissions, etc.): \_\_\_\_\_

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Date: \_\_\_\_\_

11g. Explanation of special needs requirements: (i.e. special diet requirements, mental health/counseling requirements, phobias (dogs, lightning, water, etc.):

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Date: \_\_\_\_\_