YELLOW RIBBON REINTEGRATION PROGRAM®

Are You Ready? Being Prepared for Deployment

Facilitator Guide

FOR THOSE WHO SERVE AND THOSE WHO SUPPORT

WWW.YELLOWRIBBON.MIL

Are You Ready? Being Prepared for Deployment

Facilitator Note:

The following two symbols are used as indicators:
💻 (computer) indicates it is time to advance the slide on the associated PowerPoint;
✋ (hand) indicates there is an exercise associated with the content.

*Essential class content is noted in **bold**.*

All class handouts are available for download on the YRRP website at www.yellowribbon.mil/cms/event-handout. Unless otherwise specified as online only in the Materials section below, all handouts should be printed for distribution to class participants.

Class Description:
This class primarily discusses planning and preparing for administrative aspects of deployment and focuses on legal, medical, financial, familial, emergency, and civilian workplace matters.

Stage:
Pre-deployment

DoDI:
1342.28 DoD Yellow Ribbon Reintegration Program (YRRP)

The content of this class has been developed for the Department of Defense Yellow Ribbon Reintegration Program and is managed by the Clearinghouse for Military Family Readiness at Penn State.

Audience:
YRRP attendees

Time:
45 minutes

Equipment:
- Projector
- Laptop
- Pens

Materials:

- Facilitator Guide
- Core Material Checklist
- PowerPoint Presentation
  1. Are You Ready? Being Prepared for Deployment
  2. Objectives
  3. Get Organized
  4. Legal and Administrative Considerations
  5. Medical and Dental Considerations
  6. Financial Considerations
  7. Job Considerations
  8. Prepare for Emergencies
  9. Prepare Children
  10. Review of Objectives
  11. Are You Ready? Being Prepared for Deployment
- Handouts
  1. Deployment To-Do List
  2. Online Resources (online only)

Exercises:

1. Support Systems

Objectives:

After completing this class, participants will be able to do the following:

1. Identify the legal, administrative, medical and dental, and financial matters that need to be completed prior to deployment.
2. Identify civilian job considerations pertinent to pre-deployment.
3. Identify emergency preparedness and notification processes.
4. Identify strategies for preparing children for a loved one's deployment.

Introduction

SHOW Slide 1: Are You Ready? Being Prepared for Deployment

Facilitator Note:

Introduce yourself as the facilitator. State your name, military experience or affiliation, and perhaps one additional brief bit of relevant personal information that establishes your credibility (i.e., your professional training or experience).

Please limit your personal introduction to no more than 2 minutes to maximize the time attendees are able to engage with course content, practice skills, and participate in self-reflection activities.

Between 2001 and 2015, about 2.8 million U.S. military personnel were deployed (Wenger et al., 2018). With so many deployments, the military has learned numerous lessons about helping Service members and their families prepare for deployment. You may have learned some of your own lessons from previous deployments or you may be preparing for your first deployment. Today, regardless of your experience with deployments, our goal is to share lessons and information to help each of you prepare for and be better equipped to handle deployment. We will discuss various considerations for preparation in the following areas: legal, administrative, medical and dental, financial, civilian employment, and emergencies and examine strategies for preparing children for a loved one's deployment.

Let me ask you some questions so I can get to know more about you. Please raise your hand if the following questions apply to you.

PAUSE for a show of hands after each question.

Who are the Service members deploying?

How many of you are facing your first deployment?

Your second?

Your third or more?

Who are spouses of deploying Service members?

Who are parents of deploying Service members?

Who are friends or other family members of deploying Service members?

How many of you have children living at home?

SHOW Slide 2: Objectives

Let's go over our objectives. At the end of this class, you should be able to do the following:

1. **Identify the legal, administrative, medical and dental, and financial matters that need to be completed prior to deployment.**
2. **Identify civilian job considerations pertinent to pre-deployment.**
3. **Identify emergency preparedness and notification processes.**
4. **Identify strategies for preparing children for a loved one's deployment.**

Getting Organized

SHOW Slide 3: Get Organized

Facilitator Note:

Handout 1 will be used. Participants will select Service-specific resources.

Since the class is only 45 minutes long, you will not have time to discuss every point. Based on the experience of your audience and other briefers who may come before or after you (e.g., Judge Advocate General [JAG], Defense Enrollment Eligibility Reporting System [DEERS]), highlight the most applicable points and refer class participants to the service providers on site for any additional information they may need based on their individual circumstances.

There are many different areas you need to consider before deployment. Turn to **Handout 1: Deployment To-Do List**. We are going to look at each of these categories. At the top of your handout, you will see a list of websites. These are Service-specific and can give you more information about preparing for deployment. Please note the websites on the top of the handout that are most appropriate for your situation. If you need help locating these websites, Handout 2: Online Resources includes the website URLs and is available on the YRRP website at www.yellowribbon.mil/cms/event-handout under Are You Ready? Being Prepared for Deployment.

GIVE participants a minute to note the websites appropriate to their Service and situation. You may also give them suggestions on which ones to circle (e.g., for an Army National Guard Unit, have them circle militaryonesource.mil, nationalguard.mil,

jointservicessupport.org, and va.gov).

Notice, under each of the categories on the handout, there is a list of the items we will discuss. Handout 2 is available online and includes the corresponding websites for your future reference.

Now, let's start with legal and administrative considerations.

SHOW Slide 4: Legal and Administrative Considerations

Wills

How many of you have a will?

PAUSE for responses.

Why do you need a will?

PAUSE for responses. (Possible answer: to have a say about what will happen to your estate if something happens to you)

To prevent financial hardship on your family, you should prepare a will that states your wishes pertaining to your assets if something were to happen to you. **Without a will, the state in which you live will make one for you.** You will not have any say as to what happens to your assets. Regardless of the size, nature, or extent of your estate, everyone should consider having a skillfully prepared will or estate plan that carries out your wishes and desires.

A will, when properly drawn, allows you to distribute your money, property, and assets in almost any manner you choose to the individuals whom you want to receive your possessions. It can also appoint a person or an organization to make sure your wishes, which are outlined in the will, are properly carried out. A living will documents your wishes in terms of medical care and life support should you become incapacitated (Smith, 2019). You can get more information on creating wills by visiting your legal office or contacting Military OneSource at www.militaryonesource.mil. The bottom line is - if you do not have a will, get one!

Power of Attorney

What is a power of attorney?

PAUSE for responses. (Possible answer: permission for someone to act on another's behalf)

A power of attorney is a legal way to allow one person to act on behalf of another.

How many of you have ever issued a power of attorney to another person?

GET a show of hands.

There are two types of powers of attorney. What are they?

PAUSE for responses. (Possible answers: ***general; specific or special****)*

You may have a **general power of attorney drafted, which authorizes a person to act on your behalf in most of your affairs**. This may satisfy your personal needs.

Or, you may choose a **special power of attorney that authorizes a person to act on your behalf only during specific situations** such as obtaining emergency medical care for your children or performing a specific function, like registering your car or temporary guardianship for your children.

Businesses are not legally bound to honor a power of attorney. Be sure to check the requirements for using a power of attorney at a specific place before you need it.

Most attorneys and legal assistance officers are in a position to furnish you with a general power of attorney that covers most contingencies. Ask these professionals what factors you should consider when choosing a type of power of attorney. They can help you make the right decision based on your personal situation.

Servicemembers' Group Life Insurance (SGLI)

One benefit provided to Service members is **SGLI, which is a low-cost group life insurance**. **It is available up to a maximum of $400,000 in $50,000 increments.**

Probably, the least known benefit under SGLI is Traumatic Injury Protection (TSGLI). **Every Service member who has SGLI has TSGLI. This protection provides short-term financial assistance to severely injured Service members and Veterans to assist them in their recovery from traumatic injuries incurred on or off duty. TSGLI coverage will pay a benefit of between $25,000 and $100,000 depending on the type of loss that resulted directly from the traumatic injury.**

Did you know, **as of the effective date of the deployment orders, your SGLI coverage automatically increases to the maximum amount allowed by law**? Your premium will be adjusted accordingly. However, **while you are deployed, the Department of Defense reimburses the premium for up to the maximum $400,000 of your SGLI coverage and your TSGLI premium.**

The primary purpose of life insurance is to prevent financial hardship for a family due to an unfortunate occurrence to a Service member's life or health. Therefore, **Service members must be sure the beneficiary listed on their SGLI is current.**

Defense Enrollment Eligibility Reporting System (DEERS) and Identification (ID) Cards

It is important to **verify DEERS enrollment, so your family can take advantage of the TRICARE® benefits** you are working hard to provide while you are deployed. **It is also important to check the expiration dates on all ID cards.** Your dependents have pink ID cards while you are not on active duty. Your dependents should have an orange/brownish ID card before you deploy indicating that you are on active duty for more than 30 days. This will identify the benefits for which they are eligible while you are on active duty.

Who can help you put all of your legal affairs in order?

PAUSE for responses. (Possible answer: Judge Advocate General [JAG] Office)

What questions do you have about the legal considerations you must take care of before deployment?

PAUSE for responses.

Now, please turn to your Deployment To-Do List. Under "Legal and Administrative Considerations," note any items that still need to be taken care of before deployment.

PAUSE for participants to complete.

SHOW Slide 5: Medical and Dental Considerations

What are all **Service members required to complete within 120 days of the expected deployment date**?

*PAUSE for responses. (Possible answer: **Pre-Deployment Health Assessment [Pre-DHA]**)*

The Pre-DHA is an electronic form, which must be completed by the Service member and then reviewed and discussed in a face-to-face interview with a trained and credentialed healthcare provider. The goal is to optimize health readiness by employing countermeasures against potential health and environmental hazards. The Pre-DHA is incorporated into readiness and mobilization processes, policies, and regulations. Visit the Executive Services Directorate website at www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2795.pdf to view a sample Pre-DHA.

When Service members are called to active duty for more than 30 consecutive days, they become eligible for active duty benefits and are automatically enrolled in TRICARE® Prime. Their family is covered as active duty family members. If you

are a member of the National Guard and Reserve and are issued delayed-effective-date federal active duty orders for more than 30 days for a preplanned mission or in support of a contingency operation, you and your family are eligible for early TRICARE® medical and dental benefits. Your effective date for coverage begins on the later date of either of these dates: (a) the date your orders were issued or (b) 90 days before you report to active duty. Service members should be notified of their eligibility when their orders are issued. Eligibility can be verified in DEERS.

Choose Family Member Plan

Once the Service Members are ordered to active duty for more than 30 days, they and their eligible family members become eligible for active duty TRICARE® health benefits**.** However, in order to be enrolled in either TRICARE® Prime (if they live in a Prime Service Area) or TRICARE® Select, family members must also be enrolled in DEERS (TRICARE®, 2019)**.** Because a change in sponsor status, like activation, is a Qualifying Life Event (QLE), family members have 90 days from when their sponsor became eligible for active duty benefits to change to another eligible plan. It is important to select the plan that will be most beneficial for the family. Depending on where you live, family members may also be eligible for TRICARE® Prime Remote, or the US Family Health Plan. These plans require enrollment. Visit the TRICARE website at www.tricare.mil/plans to learn more about TRICARE® plans.

After 90 days, family members may only change plans following another QLE or during the annual open season. Visit the TRICARE website at www.tricare.mil/lifeevents for a list of QLEs.

Review Plan Benefits

Before the Service member leaves, family members should review the benefits of the plan chosen and ensure it can be accessed when necessary. **Remember, family members only have 90 days from the date the Service member became eligible for active duty TRICARE® benefits to make any enrollment changes.** If you need assistance with choosing a plan or understanding your benefits and how to use them, be sure to visit the TRICARE® representative in the service provider area or visit the TRICARE website at www.tricare.mil for more information. If you are covered by other health insurance, TRICARE® is always considered the last payer except for those on Medicaid.

If you choose to stop using your employer's healthcare plan coverage during deployment, remember that **Uniformed Services Employment and Reemployment Rights Act (USERRA) protections, which ensure an employer-sponsored health plan can be reinstated, do not go into effect until the member reports for active duty**. Therefore, Service members and their family members are strongly encouraged

to consider retaining their employer's health plan coverage until the Service member actually reports for active duty. At that time, the Service member and family members are fully covered by USERRA protections. For additional information on USERRA, visit the Employer Support of the Guard and Reserve (ESGR) website at www.esgr.mil/USERRA/What-is-USERRA.aspx. Later in the class, we will discuss additional information about USERRA and ESGR.

Prescriptions

Make sure family members know how to check whether a prescription drug is covered and where prescriptions can be filled under the plan you have chosen. **Add the pharmacy telephone number to your important phone numbers list.** Visit the TRICARE website at www.tricare.mil/pharmacy for more information.

Dental

National Guard and Reserve Service members and their family members are eligible for TRICARE® dental coverage regardless of the sponsor's status. **While on active duty, a Service member gets most of his or her dental care from military dental clinics. Family members may sign up for or continue voluntary dental coverage through the TRICARE® Dental Program (TDP).** While their sponsor is on active duty, their TDP dental premiums will follow the active duty rate**.** If family members choose to use TDP, be sure they are familiar with the requirements to access those benefits. Visit the TRICARE website at www.tricare.mil/tdp for more information.

Vision

For dependents who are covered under TRICARE® for medical and dental benefits, vision coverage is available through the Federal Employees Dental and Vision Insurance Program (FEDVIP). Go to the Benefeds website at www.benefeds.com/Portal/EducationSupport?EnsSubmit=dental-vision&ctoken=HIz6jE5d to check eligibility, or contact the TRICARE® representatives within your region.

Please turn to your Deployment To-Do List and, under "Medical and Dental Considerations," note any items that still need to be taken care of before deployment.

PAUSE for participants to complete.

Now, let's look at some financial considerations.

SHOW Slide 6: Financial Considerations

The Servicemembers Civil Relief Act (SCRA) can provide many forms of relief to military members. Some of the most common forms of relief include a 6% cap on interest rates, mortgage relief, termination of leases, protection from eviction, and stay of proceedings.

How many of you have a credit card or loan with an interest rate higher than 6%?

PAUSE for show of hands.

Creditors must reduce the interest rate on debts you incurred before active duty to 6% per year during your period of military service.

SCRA is not automatic. Prior to deployment, Service members must contact the legal assistance office for information about SCRA and how it applies to the Service member and his or her family.

Direct Deposit and Checking Accounts

Make sure direct deposit is set up on the Service member's accounts, and create and/or discuss the plan for paying bills. Do Service members have to deposit their entire paycheck into an account to which their financial caretaker has access?

PAUSE for responses.

No, they do not. Service members could have their paycheck directly deposited into their account and have an allotment to cover bills sent to their financial caretaker's account. An allotment is a portion of your pay that is automatically set aside each month for an individual, a mutual fund, creditors, or any other monthly payments.

Conversely, Service members may choose to deposit their paycheck into a joint or caretaker's account and open a second checking account with an allotment for themselves during deployment. This is a convenient way to make sure that the Service member and the family members receive funds on a regular basis.

Taxes

You may be deployed during tax season. When do you have to file your taxes?

PAUSE for responses. (Possible answers: if you are overseas during tax filing season, you have a 2-month tax extension until June 15; if you are deployed in a combat zone, you have 180 days after you leave the combat zone plus the amount of time that you had before your taxes were due before you entered the combat zone)

If you are in the military or naval services on duty outside of the United States and Puerto Rico (not in a combat zone) on the due date of your income tax return, you are allowed an automatic 2-month extension to June 15 to file your income tax return. This automatic extension is an extension to file your tax return; it is not an extension of time to pay any tax owed by the regular due date of the return. In such situations, interest is charged on any taxes owed from April 15 to the date the taxes are paid.

If you are in a combat zone, the deadlines for filing your tax return, paying any tax you may owe, and filing a claim for refund are automatically extended by 180 days and the remaining time you had left to file your taxes when you entered the combat zone. For example, if you entered the combat zone April 1, then you will have 15 days (the time between April 1 and April 15) plus 180 days to file your return.

If you are owed a tax refund, it may be possible to make arrangements to file your taxes while you are deployed. Taxes can be filed through the legal office while a Service member is deployed, or you can leave a power of attorney for your spouse or financial caretaker. If you leave all necessary documentation, your financial caretaker can file your taxes for you. Free tax filing and assistance is also available through Military OneSource. **Filing taxes generally requires a specific power of attorney.**

Leave and Earnings Statement (LES) or Payslip (for Coast Guard)

Each month, you receive an LES (or Payslip) that shows your pay for the preceding month and any changes that will affect your pay for the current month.

How do you receive your LES (or Payslip)?

PAUSE for responses. (Possible answers: on MyPay; MyPortalDirect; Direct Access [Coast Guard])

What are some of the pays you expect to see on your LES (or Payslip) while you are deployed?

PAUSE for responses. (Possible answers: Basic Pay; Basic Allowance for Housing; Basic Allowance for Subsistence; Family Separation Allowance; Hazardous Duty Pay)

If you are the financial caretaker and are not familiar with an LES, you can learn how to read it by visiting the Defense Finance and Accounting Service (DFAS) website at www.dfas.mil/militarymembers/payentitlements/aboutpay.html (or visit “Payslips” on the United States Coast Guard website at www.dcms.uscg.mil/Portals/10/CG-1/PPC/guides/GP/SelfService/Member/Self%20Service%20-%20ViewMyPaySlip.pdf [Coast Guard]).You can also contact your unit Family Readiness Programs Office and ask about educational classes that might be available to teach you how to read an LES.

Savings Deposit Program (SDP) or Savings Deposit Plan (for Coast Guard)

One benefit available to Service members during deployment is called SDP. **SDP will pay 10% interest on monies up to $10,000 deposited during deployment and for 3 months after leaving theater. Any military finance office in theater can help Service members establish an account and assist in setting up the deposit method most convenient for the Service member**. Information about the SDP can be found on the DFAS website at www.dfas.mil/militarymembers/payentitlements/sdp.html.

Family Separation Allowance (FSA)

While on deployment and separated from your dependents for more than 30 days, you are entitled to Family Separation Allowance (FSA).

According to the Department of Defense Financial Management Regulation (2019), **FSA provides compensation for added expenses incurred because of an enforced family separation under one of the following conditions**:

- **Transportation of dependents is not authorized at government expense, and the dependents do not live in the vicinity of your permanent duty station;**
- **Transportation of dependents is authorized at government expense, but you have elected an unaccompanied tour of duty because a dependent cannot accompany you to the permanent station due to certified medical reasons;**
- **You are on duty aboard a ship, and the ship is away from the homeport continuously for more than 30 days; or**
- **You are on temporary duty (TDY) (or temporary additional duty) away from the permanent station continuously for more than 30 days, and your dependents are not residing at or near the TDY station.**

FSA is payable at the rate of $250 per month (pro-rated to $8.33 per day for periods less than a month).

To apply for FSA, you should submit a completed DD Form 1561, Statement to Substantiate Payment of FSA, to your servicing personnel office.

Military Relief Aid Societies

Should you find yourself in an emergency situation or short on funds, another benefit is the availability of interest free loans and grants from Military Relief Aid Societies. Each Service has one.

Applications for aid must go through the chain of command and be authorized by the Service member. If you find yourself in need of assistance, contact your Rear

Detachment or unit administrative personnel (depending on your branch of Service), and they will be able to help get the paperwork done.

There are other nongovernmental organizations that are available to help with financial emergencies, like the American Red Cross (Red Cross). If you find yourself in need of emergency help or in need of financial planning or counseling help, you can access help through the personal financial counselors available. Military OneSource also offers financial counseling by telephone, online, or in person.

Note any of the items from the "Financial Considerations" list that still need to be looked into before deployment.

PAUSE for participants to complete.

For more information regarding financial planning during pre-deployment, please consider reviewing the YRRP standardized class Before You Take Off: Financial Planning for Deployment that is available on the YRRP website at www.yellowribbon.mil/courses.

SHOW Slide 7: Job Considerations

Now let's look at job considerations.

USERRA and ESGR

USERRA is a federal law that is designed to do the following: 1) ensure that persons who serve or have served in the Armed Forces, Reserves, National Guard, or other uniformed services are not disadvantaged in their civilian careers because of their service; 2) ensure Service members are promptly reemployed in their civilian jobs upon their return from duty; and 3) ensure that Service members are not discriminated against in employment based on past, present, or future military service.

You do have some responsibilities to fulfill in order to qualify for protection under USERRA. Can anyone tell me what must be done before you deploy?

PAUSE for responses. (Possible answer: give written or verbal notice)

Before deployment, Service members must give their employer notice of the upcoming deployment. **Giving employer's notice and communicating with them will help ensure both the employer and Service member have reasonable expectations pertaining to absence for military service** (Employer Support of the Guard and Reserve, n.d.). There are resources available to help prepare employers. One resource is ESGR, which can be accessed by visiting the ESGR website at www.esgr.mil. ESGR

has programs to encourage employer support of Reserve Component Service members, and they can educate employers on Service members' rights under USERRA.

Professional Certification/Licensing and Small Businesses

If you are a Service member and are in a career that requires certification or licensing, it is important to maintain your professional certification or licensing. ESGR or your JAG Office can advise you of your rights associated with keeping your credentials current once you return from deployment.

Is there anyone who owns or is employed by a small business?

PAUSE for show of hands.

The Small Business Administration provides loans for small businesses impacted by your deployment called the Military Reservist Economic Injury Disaster Loan (MREIDL). If you are a Service member and part of a small business, be sure to share this information with your employer.

Service members, if you have not yet given your employer notice of your deployment, make note of that on your to-do list under "Job Considerations," and, if you are part of a small business, check on MREIDL.

Lastly, visit the YRRP website at www.yellowribbon.mil/cms/employment-resource-guide for additional employment resources, including the following topic areas: deployment and the civilian job, career exploration and interest profiler, interviewing, resume builder, networking, job search, and military skills translation.

SHOW Slide 8: Prepare for Emergencies

EXERCISE 1: Support Systems

Facilitator Note:

Handout 1 will be used. The purpose of this exercise is for participants to identify people whom they can turn to for help or support during emergencies. Participants will complete the My Support System section. This should take approximately 3 minutes.

You and your family should prepare for emergencies that may arise on the home front during deployment.

For example, do you have a plan if your car breaks down? Do you know where the fuse

box is or how to turn off the gas to your home? What will you do if you have a car accident and need money to pay the insurance deductible? Who do you call if there is a family emergency? These questions need to be answered before the emergency arises. It is important to make a plan together.

In this plan, include a network of support that at-home family members can turn to when emergencies arise during deployment. Now is the time to get a support system in place. **It is difficult to make it through deployment alone; you need people whom you can trust, talk to, and depend on as life happens** (Andres, 2014; Medway et al., 1995; Spera, 2009; Troxel et al., 2016).

Look at **Handout 1: Deployment To-Do List**. You will see a web-like diagram listed under the subheading My Support System. Write down the names of friends or family members who are part of your support system.

GIVE participants 3 minutes to complete the diagram entitled My Support System.

Were you able to think of names of people in your support system?

PAUSE for responses.

Who were some of the people you chose to include?

PAUSE for responses. (Possible answers: family; friends; neighbors; coworkers; Family Program/Family Readiness; Rear Detachment)

There are nongovernmental organizations available for emergency support, such as the Red Cross. Veterans Service Organizations and United Service Organizations can also provide emergency support. **If you have an emergency, inform your chain of command (USCG) or contact your Family Program/Family Readiness or Rear Detachment point of contact, and they will help you find the resources.**

It may be beneficial to create a list of important phone numbers prior to deployment. Put this list in a location everyone in the family knows about. Be sure it includes local emergency numbers, such as the TRICARE® regional contractor, your primary care doctor, Rear Detachment or unit administrative personnel and chain of command (USCG) contact info, battle buddy or support system contact information, Service member's duty address (mailing address), and Red Cross contact information.

If there is a medical emergency where a family member needs to contact the Service member, how does he or she do this?

PAUSE for responses. (Possible answer: contact the Red Cross)

In the event of a medical emergency, family members must go through the Red

Cross to contact the Service member. Family members will need to know the Service member's information to give to the Red Cross. Wallet cards are available from the Red Cross to record all of this information.

Family members, let's talk about how emergencies involving Service members are handled. If a Service member is injured on deployment, how will you be notified?

PAUSE for responses. (*Possible answers: Service member; his or her chain of command; doctor)*

In the event a Service member is injured on deployment, you will be notified by a phone call. If at all possible, the Service member is the one to make the call. If not possible, you may receive a call from his or her chain of command or a doctor.

Remember, whoever notifies you will know the Service member's name, rank, and unit. You should not give that information to anyone over the phone. If the person on the phone does not know that information, be suspicious that it is not a legitimate call. There have been identity theft scams that target military families where callers claim to represent the Red Cross, state that the Service member was injured, and request you verify the date of birth and social security number of the Service member. If you get a call like this, it is a scam, and you should report it to Rear Detachment or the Service member's chain of command (USCG).

If you do not have an emergency plan or an emergency phone list, add them to your to-do list under the section entitled "Prepare for Emergencies."

PAUSE for participants to complete.

SHOW Slide 9: Prepare Children

Facilitator Note:

Please address all attendees in such a way that even those without their own children see this as important in supporting their fellow Service members who have children. It may be helpful to also point out that nieces, nephews, and younger siblings may experience some of the same emotions as a child who has a parent deploying. Therefore, the information presented in this slide is applicable to all attendees, even if they do not have their own children.

Children of all ages can be very aware of adults' feelings and emotions. Feeling the tension and knowing their parent is upset but not understanding why can make deployment even more confusing for children. Children have their own worries and concerns about deployment. Set aside a time in which family members can share their feelings. Having the deploying parent, or another adult, around for support and to answer questions can be helpful because better and more frequent communication during pre-deployment is associated with greater adjustment in children (Houston et al., 2013). Remember that it is important to tailor the preparation activities, such as communicating about the deployment, to children's ages (Louie & DeMarni Cromer, 2014).

If possible and appropriate, it may be helpful to explore the place the Service member will be deployed with your child. **Using a map or globe may help your child better understand where his or her loved one is going** (Lawhorne-Scott et al., 2014; National Association of School Psychologists, 2003).

Make sure you alert the child's teachers about the deployment (Garner et al., 2014; National Association of School Psychologists, 2003)**. Teachers spend many hours with your child every school day. Using open communication with your child's teacher can help you and the teacher support your child as he or she copes with the deployment** (Garner et al., 2014; National Association of School Psychologists, 2003; Tunac De Pedro et al., 2018).

Using a tangible method to help young children mark time (Agazio et al., 2013; Strong & Lee, 2017) **can be helpful**. **If you know the return date, you could make a paper chain and remove a link each day. If the return date is unknown, you could add to your paper chain each day. If you have each child write something about the day on the link, you have a day-by-day record for the returning Service member.** Some families fill a jar with candy and remove one each day. Just be sure to pick a candy you will not be tempted to eat on a difficult day! Also, make sure to be flexible and ready to adjust as you get closer to the end since dates may change.

You may also have access to a deployment kit or other child-related materials from your Service branch or other military resource.

There are positives that can come out of deployment for children. It may foster maturity through additional learning opportunities and increased responsibilities. A loved one's deployment can also encourage independence and increase self-reliance. In addition, **families have reported greater family closeness, independence, confidence, resilience, and pride** (Knobloch et al., 2015; Weber Castaneda et al., 2008).

There are many available resources that can support children during deployment. Contact your Family Programs staff to see what Child and Youth Services has planned for military children.

Does anyone have any ideas to add about preparing children for deployment?

PAUSE for responses.

If you have children at home, please write down ideas you would like to implement to help prepare them for deployment.

PAUSE for participants to complete.

Summary

SHOW Slide 10: Review of Objectives

We have discussed legal, medical, financial, job, and emergency matters that you should consider as you prepare for this deployment. We also examined strategies for preparing children for deployment. In each of those categories, you had the opportunity to create and add to a personal to-do list to start taking action when you get home. There is a checklist available for download on the USAA website at https://content.usaa.com/mcontent/static_assets/Media/Deployment_Checklist_082009.pdf?cacheid=1635274717_p. You can use this to make sure you have taken appropriate steps to prepare for deployment.

What questions do you have about being prepared for deployment?

PAUSE for responses.

Let's see if we met our objectives:

1. **What are some legal and administrative matters that need to be completed prior to deployment?** *PAUSE for responses.*

(Possible answers: wills; powers of attorney; Family Care Plan; SGLI; DEERS; ID cards)

2. **What are some medical and dental matters that need to be completed prior to deployment?** *PAUSE for responses.*
   (Possible answers: Pre-DHA; choose plan; review plan benefits; adjust employer plan after on active duty; collect important numbers; know prescription refill plans and dental plan info)

3. **What are some financial matters that need to be completed prior to deployment?** *PAUSE for responses.*
   (Possible answers: direct deposit; checking accounts; taxes; LES; SDP; Military Relief Aid Societies)

4. **What civilian job rights and benefits do you have under USERRA?** *PAUSE for responses.*
   (Possible answers: not disadvantaged in civilian careers because of service; promptly reemployed in civilian jobs upon return from duty; not discriminated against in employment based on past, present, or future military service)

5. **What is your responsibility to your employer before you deploy?** *PAUSE for responses.*
   (Possible answers: give notice to the employer prior to deployment)

6. **How can you be prepared for emergencies during deployment?** *PAUSE for responses.*
   (Possible answers: identify a support network with names/phone numbers; discuss what ifs and determine solutions)

7. **What are some strategies for preparing children for a loved one's deployment?** *PAUSE for responses.*
   (Possible answers: talk about feelings; explore the deployment location together; talk to teachers; mark time)

SHOW Slide 11: Are You Ready? Being Prepared for Deployment

Thank you, and please complete your evaluation for this class.

References

Agazio, J., Hillier, S. L., Throop, M., Goodman, P., Padden, D., Greiner, S., & Turner, A. (2013). Mothers going to war: The role of nurse practitioners in the care of military mothers and families during deployment. *Journal of the American Association of Nurse Practitioners, 25*(5), 253-262. https://doi.org/10.1111/j.1745-7599.2012.00811.x

Andres, M. (2014). Distress, support, and relationship satisfaction during military-induced separations: A longitudinal study among spouses of Dutch deployed military personnel. *Psychological Services, 11*(1), 22-30. https://doi.org/10.1037/a0033750

Department of Defense Financial Management Regulation. (2019, June) *Volume 7A: Military Pay Policy-Active Duty and Reserve Pay. Chapter 27: Family Separation Allowance (FSA)*. Under Secretary of Defense (Comptroller). https://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/07a_01.pdf

Employer Support of the Guard and Reserve. (n.d.). *Pre-mobilization employer support checklist.* Employer Support of the Guard and Reserve. www.esgr.mil/Service-Members-Family/Deployment-Tips-and-Checklist.aspx

Garner, J. K., Arnold, P. L., & Nunnery, J. (2014). Schoolwide impact of military-connected student enrollment: Educators' perceptions. *Children & Schools*, *36*(1), 31-39. https://doi.org/10.1093/cs/cdt026

Houston, J. B., Pfefferbaum, B., Sherman, M. D., Melson, A. G., & Brand, M. W. (2013). Family communication across the military deployment experience: Child and spouse report of communication frequency and quality and associated emotions, behaviors, and reactions. *Journal of Loss & Trauma, 18*(2), 103-119. https://doi.org/10.1080/15325024.2012.684576

Knobloch, L. K., Pusateri, K. B., Ebata, A. T., & McGlaughlin, P. C. (2015). Experiences of military youth during a family member's deployment: Changes, challenges, and opportunities. *Youth & Society, 47*(3), 319-342. https://doi.org/10.1177/0044118X12462040

Lawhorne-Scott, C., Philpott, D., & Scott, J. (2014). *Raising children in the military.* Rowman & Littlefield.

Louie, A. D., & DeMarni Cromer, L. (2014). Parent–child attachment during the deployment cycle: Impact on reintegration parenting stress. *Professional Psychology: Research and Practice, 45*(6), 496-503. https://doi.org/10.1037/a0036603

Medway, F. J., Davis, K. E., Cafferty, T. P., Chappell, K. D., & O'Hearn, R. E. (1995). Family disruption and adult attachment correlates of spouse and child reactions to separation and reunion due to Operation Desert Storm. *Journal of Social and Clinical Psychology, 14*(2), 97-118. https://doi.org/10.1521/jscp.1995.14.2.97

National Association of School Psychologists. (2003). *Parents called to active duty: Helping children cope.* National Association of School Psychologists.

Smith, L. (2019, June). *What is a will and why do I need one now?* Investopedia. www.investopedia.com/articles/pf/08/what-is-a-will.asp

Spera, C. (2009). Spouses' ability to cope with deployment and adjust to Air Force family demands: Identification of risk and protective factors. *Armed Forces & Society, 35*(2), 286-306. https://doi.org/10.1177/0095327X08316150

Strong, J., & Lee, J. J. (2017). Exploring the deployment and reintegration experiences of active duty military families with young children. *Journal of Human Behavior in the Social Environment*, *27*(8), 817-834. https://doi.org/10.1080/10911359.2017.1339653

TRICARE®. (2019, June). *TRICARE® Choices for National Guard and Reserve: Handbook*. TRICARE®.

Troxel, W. M., Trail, T. E., Jaycox, L. H., & Chandra, A. (2016). Preparing for deployment: Examining family- and individual-level factors. *Military Psychology, 28*(3), 134-146. https://doi.org/10.1037/mil0000110

Tunac De Pedro, K., Avi Astor, R., Gilreath, T. D., Benbenishty, R., & Berkowitz, R. (2018). School climate, deployment, and mental health among students in military-connected schools. *Youth & Society*, *50*(1), 93-115. https://doi.org/10.1177/0044118X15592296

Weber Castaneda, L., Harrell, M. C., Varda, D. M., Curry Hall, K., Beckett, M. K., & Stern, S. (2008). *Deployment experiences of Guard and Reserve families: Implications for support and retention.* RAND Corporation. www.rand.org/pubs/monographs/MG645.html

Wenger, J. W., O'Connell, C., & Cottrell, L. (2018). *Examination of recent deployment experience across the services and components* (No. RR-1928-A). RAND Corporation. www.rand.org/t/RR1928