

## Readiness Handbook



A supplemental resource to the Readiness and Deployment Success Training.

### **ALWAYS READY**

This handbook will expand upon the content discussed in the Readiness and Deployment Success Training and provide access to specific resources.

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## Section 1- Introduction

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### What is a Deployment?

Deployment is loosely defined as the movement of an individual or entire military unit to another location to accomplish a task or mission. The mission may be a routine training exercise, humanitarian assistance or a combat operation. Another type of deployment, although not considered a true deployment by many, is special assignments such as Temporary Additional Duty (TAD). TAD can take Marines away from their families for extended periods of time even if not conducting the above referenced activities.

<b>Type of Deployment</b>	<b>Average Time</b>
Combat Deployment	Time varies
Individual Augment (IA)	Up to 1 year
Marine Air-Ground Task Force (MAGTF)	Up to 6 months (Mission dependent)
Marine Expeditionary Brigade (MEB)	Up to 30 days
Marine Expeditionary Unit (MEU)	6 months
Unit Deployment Program (UDP)	6 months

**Note:** Times will vary based on mission requirements.

## Explanations of Types of Deployment

**Combat Deployment** is the movement of military personnel and equipment located in declared hostile zones, which require continuous alert from potential attacks from adversaries.

**Individual Augment (IA)** is a United States military member assigned to a unit (battalion or company) as a temporary duty assignment (TAD/TDY). IAs are used to fill shortages, or are used when an individual with specialized knowledge or skill sets is required. It can also include members from an entirely different branch of service.

**Special Marine Air-Ground Task Force (SPMAGTF)** is a balanced air-ground, combined arms task organization of Marine Corps forces under a single commander that is structured to accomplish a specific mission. A MAGTF with separate air-ground headquarters is normally formed for combat operations and training exercises in which substantial combat forces of both Marine aviation and Marine ground units are included in the task organization of participating Marine forces.

**Marine Expeditionary Brigade (MEB)** is a formation of a MAGTF that is tasked to meet the requirements of a specific situation.

**Marine Expeditionary Unit (MEU)** is an expeditionary quick reaction force, deployed and ready for immediate response to any crisis, whether it is a natural disaster or a combat related mission. The MEU is unique in that its air and ground combat elements are combined with a logistics combat element under one commander; other services do not unite the command of air and ground forces until much higher command levels.

**Unit Deployment Program (UDP)** is a system for assigning deployments of the United States Marine Corps. The intent is to reduce the number of unaccompanied tours and improve unit continuity. The Commandant of the Marine Corps (CMC), established the UDP to provide for the deployment of units to the Western Pacific (WESTPAC) for periods of approximately six months. The initial program was a six- phased evolution that sequenced infantry battalions and aircraft squadrons/detachments into WESTPAC deployments, thus eliminating the 12-month permanent change of station assignments for personnel assigned to these units.



## Preparation is essential for a successful deployment.

This handbook will assist you and your family as you prepare for your upcoming deployment, regardless if this is your first, second, or fifth deployment. The Marine Corps prides itself on always being ready, and all Marines and their families should be prepared for any future deployments to minimize any unnecessary disruptions. This allows the Marine and their family to always be prepared for the unknown, thereby increasing mission readiness.

## Readiness and Deployment Success Training (RDST) Sequence

Use this section to record when additional RDST courses are available for you to take.

**Pre-deployment-** 30 days before deployment.

**Mid-deployment Care-** 15 days after deployment on  
Enter date.

**Deployment Success-** 105 days after deployment on  
Enter date.

**Return and Reunion Brief-** 30 days before reunion on  
Enter date.

**Reintegration-** 30 to 45 days after return and reunion  
on Enter date.

## Glossary of Collective Services

Use this section to familiarize yourself with the different terminology used to describe the collective services of the United States (U.S.). These terms are used throughout this handbook.

- Military Services: Army, Marine Corps, Navy, Air Force, and Space Force. These are part of the DoD. Three of the military services are departments: The Department of the Army, the Department of the Air Force (the Space Force is under the Department of the Air Force), and



the Department of the Navy (the Marine Corps is under the Department of the Navy).

- Armed Forces: The four Military Services and the Coast Guard. The Coast Guard is part of the Department of Homeland Security, but operates as part of the Navy during wartime.
- Uniformed Services: The five Armed Forces, the Public Health Service (PHS) Commissioned Corps (acting under the Department of Health and Human Services) and the National Oceanic and Atmospheric Administration (NOAA) Officer Corps (acting under the Commerce Department). Officers in PHS Corps and NOAA Corps wear Navy uniforms and use Navy ranks.



## Section 2- Important Documents & Information

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Mission readiness is essential to allow for Marines to make fast moves. Regardless of the deployment, Marines and families should have all their documents current prior to departure. This section will detail important documents that need to be completed and/or updated prior to deployment.

### Record of Emergency Data (RED)

The RED lists the following:

- Who to contact in an emergency (i.e., illness, injury, fatality, or if the Marine goes missing).
- Current contact information.
- Correct designees for notification, pay arrears, death gratuity, and person authorized to direct disposition (PADD).
- Updated beneficiary and contact information.
  - **Note:** [Servicemembers' Group Life Insurance \(SGLI\)](#), explained further in Section 3, cannot be updated through the RED, but it

is important that the correct beneficiary and contact information is included.

- Single Marines should carefully consider when completing their RED, such as their parent.

## Family Care Plan (FCP)

FCP is a document that outlines the financial, medical, legal, logistical, educational, monetary, and religious arrangements for the care of a Marine's family members. The plan must include all reasonably foreseeable situations and be detailed enough to provide for a smooth, rapid transfer of responsibility to the named caregiver upon the absence of the Marine(s). The plan should be specific to the needs of each family situation.

Make sure the FCP contains all pertinent information to the family situation. For example, Marine parents should prepare their FCP with the child's name, age, allergies, any special need requirements, and where the child can be found during the day (school/daycare/etc.). For pet owners this list would include health information about the animal, the contact information for the vet, and where to bring the animal in case of an emergency.

All Marines, with or without dependents, are encouraged to maintain a current FCP. The FCP should be updated annually, or whenever there is a change in dependent status. FCP is required for all Marines with dependents.

Marine Corps Order [1740.13D](#) requires the following individuals to have a Family Care Plan:

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

The Base Legal Services Office can assist with the required legal documents, including preparation of your FCP. Additionally, Marine Corps Family Team Building (MCFTB) offers a Family Care Plan workshop. Please check your local installation MCFTB office for the next available class. Once your FCP is

complete, ensure that your command receives the original in a sealed envelope. The original copy is maintained within your unit, normally at the Admin office. It would only be opened when directed by the Commanding Officer of the unit, if deemed necessary, or in the case of an emergency. See the [checklist for single parent Marines](#), on page 80, in this handbook to help you make plans for minor children. Additionally, ensure that you and a trusted family member have a copy of your FCP.

[DoD Instruction 1342.19](#) requires FCPs from troops and expeditionary civilians who have legal custody, or joint custody, of a minor child. The policy requires parents to obtain the consent of the noncustodial or adoptive parent to any FCP that would leave the child in the custody of a third party. The policy is focused on ensuring the noncustodial biological parent is contacted and that arrangements are discussed with that person. FCPs do **not** allow you to transfer temporary custody to your child's stepparent or grandparent during a deployment if there is a non-custodial parent who can care for that dependent or child.

## Military Identification (ID) Cards

Military identification cards enable access to military services such as medical, recreation, housing, family support, and even access to the base. Ensure everyone's ID card is current and will not expire during the deployment, including those dependents that do not live with you. Update ID cards at the installation Defense Enrollment Eligibility Reporting System (DEERS), Real-time Automated Personnel Identification System (RAPIDS) office.

If a spouse or dependent's ID expires during deployment, spouses can renew the dependent's ID cards by:

- Sponsor gives dependent General Power of Attorney and dependent presents original General POA at time of service. The General POA must be original, valid, and unexpired.
- Sponsor can digitally sign DD Form 1172-2 with Common Access Card (CAC) using RAPIDS Self-Service (RSS): [https://www.dmdc.osd.mil/self\\_service/](https://www.dmdc.osd.mil/self_service/). DoD CAC holders may access their DEERS record to make changes, perform CAC updates (e.g., add or change email certificates), or sign the DD Form 1172-2

(1/2014) using RAPIDS Self-Service (RSS). The dependent brings copy to center for service.

- Sponsor completes DD Form 1172-2 and signature is notarized and the dependent presents the original for service.
  - **Note:** Once signed, the DD Form 1172-2 is valid for 90 calendar days and can only be used for one service visit. Only the dependents listed on the DD Form 1172-2 can receive service as authorized by sponsor.

## Will

A will, also known as a *Last Will and Testament*, is a legal expression or declaration of an individual's wishes upon his or her death. Make sure you have a current will and your loved ones know its location to ensure your estate is distributed the way you want. It is important for those with dependent children to include who would care for the child(ren) should something happen to both parents. Your local Base Legal Services Office will assist you in making a will at no cost.

**Reminder:** Provide a copy to the Executor of your will. The legal office does **not** maintain copies of wills.

## Powers of Attorney (POA)

Powers of attorney (POA) allows a designated individual to act on your behalf. You may need different types of powers of attorney for different purposes. For example, you may need a special power of attorney to file your taxes or to buy or sell a big-ticket item such as a vehicle or a home. It is best to consult with your Base Legal Services Office to discuss options.

Your Base Legal Services Office will draw up a power of attorney at no charge.

### Active-duty Single Parents or Dual Military Couples

Active-duty single parents or dual military couples should obtain a special power of attorney for the caregiver of the child(ren). The term "in loco parentis" refers to an individual who assumes parental status and responsibilities for another individual without formal adoption procedures. The execution of this role is through a special power of attorney. This special power of attorney allows the appointed person to make decisions

regarding your child(ren) on your behalf, including enrollment in school, sports or other activities, and consent to all medical and dental care and treatment necessary and appropriate for the general health and welfare of the child(ren). The Health Insurance Portability and Accountability Act (HIPAA) limits who may access medical records, so a medical power of attorney may also be required. This document allows an individual to appoint someone else to make decisions about a dependent's health care. This type of advance directive may also be called a health care proxy, durable power of attorney for health care, or appointment of a health care agent. The person appointed may be called a health care agent, surrogate, attorney-in-fact, or proxy.

## Voting

You have the ability to vote, regardless of where you are in the world. Contact your [unit voting assistance officer](#) to complete a federal post card application to register to vote. Ensure you use your deployment address when you complete the application to ensure your absentee ballot gets to you in time.

## Deployment Readiness Checklists

The [checklists](#) (Section 10) are intended to assist you in preparing and achieving personal and family readiness for deployment. Use the [checklists](#) as a guide and reference point for your preparations and add additional items as applicable for your personal situation. Although not all items will apply to each individual, checklists provide the structure to start thinking about the preparations needed to contribute to a smoother deployment and avoiding as many possible obstacles as possible. In addition, a [personal preparation checklist](#) (page 84) is included to help Marines maximize their unit and mission readiness. There is also a checklist for personal items that are often desired after Marines arrive at their deployment location. Service Members should refer to their S-3 office to obtain a packing list per the deployment location.

## Emergency Preparedness

The Marine Corps encourages all personnel to maintain a basic level of preparedness for all potential hazards. All share in the responsibility of

preventing loss of life and minimizing property damage. Marine Corps families should prepare themselves for all types of emergencies to increase their personal sense of security and peace of mind by:

- Getting informed about the potential for hazards (both natural and manmade) in your area.
- Creating and practicing a family emergency plan.
- Making an emergency supply kit.
- Preparing children by discussing potential hazards.
- Protecting your personal property.

Additionally, ensure that your Deployment Readiness Coordinator or Uniformed Readiness Coordinator (DRC/URC) knows how and where to contact you and/or your family in case of an emergency.

MCFTB provides a Ready Set Prepare workshop which entails information specific to your area. The workshop includes evacuation procedures and entitlements in the event of a mandatory evacuation. Additional information is also covered in the L.I.N.K.S. *Safe and Sound All Around* module.

## Vaccinations

The International Health Regulations adopted by the World Health Organization stipulate that vaccinations against smallpox, cholera, and yellow fever may be required as a condition of entry into a country. Required vaccination requirements are listed on the [Center for Disease Control Travel](#) website.

The Marine is responsible for calling the [Naval Medical Clinic](#) in order to start the overseas medical screening process, upon receipt of deployment orders. The suitability screening coordinators will assist the Marine and will provide all necessary documentation needed to complete their screening.

## Overseas Travel

As with everything, travel, including any overseas or across-boarder travel, is made easier with a little planning. Passports are required for all family members, including children, for across boarder travel, and they are easier to obtain prior to the deployment.



Additionally, passports are required for Marines wishing to travel anywhere overseas not on deployment orders. Marine spouses and the parents of Marines should obtain/maintain passports before the Marine's deployment in case of emergency travel needs.

It is time consuming to obtain a passport, taking at least 12-18 weeks to complete (if waiting for mailed correspondence). It can also be a costly procedure, costing on average between \$110 and \$200.

Many countries require visas for entry. It is important to research the countries where one intends to travel to avoid being denied entry.

Visit the [Bureau of Consular Affairs at the U.S. Department of State](#) website for specific information about any international travel.

## Space-Available/Space "A" Travel

Space-available travel is a privilege in which Service Members and their families, when space is available, are transported on vessels operated by any military transport agency of the Department of Defense. Space-available travel is defined as "travel aboard DoD owned or controlled aircraft and occurs when aircrafts are not fully booked with passengers traveling under orders."

Spouses and children of personnel deployed for 120 days or longer can use military transport in CONUS, to and from CONUS, and within and between overseas locations provided they have a verification letter from the Service Member's Commander. Family members, regardless of where they are based, may travel unaccompanied for unlimited times during the deployment, when seats are available. Children under the age of 18 must be accompanied by an eligible parent or legal guardian.

The travel option is also available to Guard, Reserve, and Retired families, as well as Marine families whose military sponsor is assigned to a deployed ship with PCS orders. The guidelines for travel do not specify that travel must occur to/from home of record or family-based visits.

Per [DODI 4515.13](#), Section 4, Paragraph 4.1.a., Reservations. "There is no guarantee of transportation and reservations will not be accepted or made for any space- available traveler. The DoD is not obligated to continue an individual's travel or return the individual to the point of origin, or any other

point. Travelers should have sufficient personal funds to pay for commercial transportation, lodging, and other expenses if space-available transportation is not available. All associated expenses are the responsibility of the traveler.”

Check out [Military OneSource](#) for more information about current procedures and restrictions. For specific travel information, please contact your nearest [AMC Terminal](#).



## Section 3- Benefits and Entitlements

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### Benefits

#### Medical

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

TRICARE programs include:

- TRICARE Prime: A managed-care option a civilian HMO (health maintenance organization). Marines are required to enroll in TRICARE Prime. TRICARE Prime **requires** enrollment.
- TRICARE Standard: The basic TRICARE health care program, offering comprehensive coverage for beneficiaries (not to include active-duty members) not enrolled in TRICARE Prime. TRICARE Standard does **not** require enrollment.
- TRICARE Reserve Select: A premium-based, worldwide health plan that qualified National Guard and Reserve members may purchase.
- TRICARE Young Adult (TYA): A premium-based health care plan available for purchase by qualified dependents. TYA offers worldwide coverage for TRICARE Prime and TRICARE Standard coverage. TYA includes medical and pharmacy benefits, but excludes dental coverage.

More information about each TRICARE place can be found on the [TRICARE Health Plans](#) website.

Health benefits advisors are available at local TRICARE Service Centers (TSC) or military treatment facilities (MTF) to help with questions regarding health care services.

#### *Regional Contact Information for TRICARE*

TRICARE is organized by regions. The four most common contacts you will need are:

- TRICARE East: [Humana Military](#)- 1-800-444-5445
- TRICARE West: [Health Net](#)- 1-844-866-9378
- TRICARE [Overseas International SOS](#): [Review the country specific numbers.](#)
- Active Duty Dental Program: [United Concordia](#)- 1-866-984-2337
- All numbers can be found on the TRICARE Contact US, Call Us, [View Phone Numbers](#) webpage.

## Dental

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

TRICARE dental program is a voluntary dental plan available to family members of all active duty and active Guard/Reserve personnel. This program offers comprehensive benefits with premiums that are separate from TRICARE, and is available worldwide. There are two levels of enrollment:

- single coverage is for sponsors with only one eligible family member,
- family coverage is for sponsors with more than one eligible family member.

## Insurance

#### *Servicemembers' Group Life Insurance*

SGLI provides low-cost term life insurance coverage to eligible service members. SGLI coverage is available in \$50,000 increments up to \$400,000.

Enrollment is automatic for maximum coverage. You must decline if you do not want coverage or want to reduce the level of coverage. The monthly

premium is automatically deducted from your base pay. You can find it on your LES.

For complete information regarding eligibility and coverage, please visit the [SGLI page on the Department of Veterans Affairs](#) website.

You do not need to apply for SGLI, but you may want to designate a beneficiary, select lower coverage to reduce your premium, or decline coverage. You can make these changes to your SGLI coverage in [milConnect](#) using the SGLI Online Enrollment System (SOES).

## Pay Entitlements and Finances

Marines are required by the [National Defense Authorization Act](#), the [Financial Readiness Common Military Training Requirements \(DTM 19-009\)](#), and DoDI 1322.34 Common Military Training Financial Education Action Point to satisfy Financial Education Action Point (FEAP) training at specific times including pre- and post-deployment. All content in this section is covered more in depth in the FEAP training.

Marines can satisfy these requirements by meeting with their unit Command Financial Specialist (CFS) or Personal Financial Management (PFM) Program installation staff to learn more about the FEAP and the requirements.

### Bill Paying

Bills must be paid even while you are deployed. There are many ways to work this out. Some options include:

- Setting up auto-pay with your bank or credit union (if available).
- Set up a Financial Power of Attorney, or ask a trusted family member or friend to ensure payment.
- Setting up allotments to cover recurring expenses.
  - For example, direct child support payments, mortgage payments, vehicle payments, and to savings. All allotments need to be set up 60 days before deployment.
  - Work with your CFS and Finance Office to set up allotments.
  - To set up allotments,
    - Go to [mypay.dfas.mil](#)
    - Enter your login information.
    - Select *Pay Changes* followed by *Allotments*.

- Select 'Start an Allotment'.
- Enter your banking information.  
Select 'Checking' for the account type.

## Pay

[Potential income changes](#) during a deployment may include:

- Sea pay
- [Family separation allowance](#)
- [Combat duty, Hostile Fire, or Imminent Danger pay](#)
- [Tax-exemption due to deployment to a tax-exempt location](#)
- [Basic Allowance for Subsistence](#) (BAS)
- Pay increases with promotions
- Re-enlistment bonuses

## Spending

It is essential to create or update your spending plan and discuss it with anyone who needs to know, like your spouse or financial power of attorney, *prior* to deployment. Contact your local MCCA PFM Program for help developing a spending plan. You may also contact [Navy-Marine Corps Relief Society \(NMCRS\)](#), credit union/bank, or [Military OneSource](#) to schedule an appointment.

Potential expense changes for family members may include:

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

Work with your CFS and PFM to plan for periodic expenses that do not occur regularly, such as:

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

- Car registration

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

## Saving

Many report that one of the advantages of an extended deployment is the opportunity to save money. Plan for some discretionary funds to allow everyone (both the Marine and family members back home) a break.

Everyone needs an emergency fund because life happens. Emergencies to plan for include, but are not limited to:

- Car repairs.
- Co-pays for health care or dental bills.
- Potential funerals for family members.

## Taxes

When Marines deploy out of the country, extensions of tax filing deadlines may apply. Some are automatic, while others have to be requested of the IRS.

Consider providing tax documentation to your Financial POA, if applicable.

[Volunteer Income Tax Assistance \(VITA\)](#) and [Military OneSource's Tax Consultants](#) can help you decide what is best for your situation. [MilTax](#) consultants have extensive knowledge of the tax benefits for military members, families and survivors, and can help you get all the tax credits and deductions you qualify for. These consultants are specially trained to understand all kinds of military tax situations.

## Credit

Personal credit cards are the most widely accepted form of payment in ports, and can help avoid costly exchange rates in foreign countries. Additionally, credit cards allow you to dispute charges that are fraudulent.

## Protecting Your Identity

It's important to keep your identity safe, and monitoring your credit report can help. You can access and monitor credit usage by keeping an eye on your credit report. You are entitled to access your credit report, once a



year, free of charge from each of the major credit reporting agencies (Experian, Transunion, and Equifax).

However, you can also take steps to notify credit reporting agencies ([Experian](#), [Transunion](#), and [Equifax](#)) and your bank that you will be deployed. You can activate an **active duty alert** or **credit/security freeze** to minimize the chance that accounts will be started in your name. Finally, you can also sign up for free **credit monitoring** for active duty Service Members with the credit reporting agencies ([Experian](#), [Transunion](#), and [Equifax](#)).

Marines with spouses, dependents, who are single, and/or shared financial interests and obligations should discuss the implications of credit/security freezes and alerts with financial professional.

The Consumer Financial Protection Bureau (CFPB) provides information for Marines about protecting their identity. Consider reviewing the [Fraud Protection Tools](#) from the CFPB.



## Section 4- Property Management

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The most dependable, costly expenses one will have are their home and their vehicle. It is imperative to plan for these regular, and emergency, expenses prior to deployment.

### Dwelling Arrangements

#### Off-Base Private Residence Considerations

This is defined as the place owned or rented by the Marine (and family) independent of base housing.

##### *Lease:*

The [Servicemembers' Civil Relief Act](#) (SCRA) (see section 9, page 70, for more information) allows a lease to be canceled with orders for a deployment of more than 90 days. Let your property owner know as soon as you know that you are deploying. Make arrangements with your property owner for renewing your lease if you are choosing to maintain the residence while deployed. If sharing an apartment, ask roommates sign the lease as co-tenants or provide a specific power of attorney for renewal to a trusted person so that they can renew your lease. Reach out to the Base Legal Services Office for further clarification about your rights and responsibilities as a tenant.

### *Insurance:*

Property should be insured at the cost of replacing the item in case it is stolen, damaged, or destroyed. Whether you rent or own, purchase insurance that will cover the contents of the home. Often mortgage lenders require insurance on a dwelling owned by them, however, they do not require insurance for the contents of a house.

This advice extends to on-base housing, as well. Consider purchasing renter's insurance to cover the cost of potentially damaged goods within the dwelling. Additionally, it is recommended that you compile an inventory of your valuable household goods and possessions should you need to file a claim.

### *Maintenance:*

If you choose to rent your home, ensure tenants know what home maintenance needs to be completed at what time. If necessary, schedule in advance with repair services for regular maintenance or lawn care needs. Provide maintenance contact information to the person(s) living in your home (i.e. contact information for the company that maintains the furnace, cuts the grass, cleans the gutters, etc.).

### *Considerations for Single Marines:*

If you are a single Marine not residing in the barracks, you may choose to store your personal belongings in a storage facility. Complete an inventory of your items and leave a list with family and or friends. The inventory should include photos of valuable items.

**NOTE:** The government is not liable for the cost or replacement of items **not** stored or shipped by Distribution Management Office (DMO). Personal weapons should be stored in the armory on the installation, if available, or contact your installation Provost Marshall Office (PMO) to find a weapons storage facility. If you do not live near a military installation, contact your local police department for recommendations on where you can store your licensed personal weapons. Marines are expected to notify the Command of where his/her/their personal belongings are located in case of an emergency. Keep in mind that it is the responsibility of the Marine to pay for storage units if he/she chooses an alternate facility to store their personal weapon.

## On-base Housing

### *Barracks*

If you are a single Marine living in the barracks, work with your unit to set up or confirm your appointment with the DMO. The Household Goods Section (HHG) will arrange a temporary storage for personal goods including privately own vehicles (POVs).

### *Base Housing*

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

Ensure you have a specific power of attorney in place to accept base quarters and to arrange a move during deployment, if you are on a waiting list for base housing. Contact your installation housing office to find out what happens if you choose to decline a base house, but would like to remain on the list for when the deployment is over. Also, ask where your application will be placed on the list upon your return.

Find information about your installation's housing policies, among other essential information, using the [Military OneSource Installation Search](#) page.

### *Vehicles*

Vehicles continue to need maintenance when a Marine is deployed. Consider the following steps should your vehicle(s) be left behind during a deployment:

- Where will the vehicle(s) be stored?
- Who is responsible for their care?
- How will the care, both emergency and general, be implemented?
- What procedures will be used to keep the vehicle(s) current (taxes, inspection stickers, registration, insurance, etc.)?

A vehicle may be stored on base, where authorized, or with friends or family. Update insurance documents accordingly, and be prepared to show your vehicle insurance company proof of safe storage should you choose to store on an insured storage lot. Services vary from storage lot to lot.

Consult the Department of Motor Vehicles (DMV) website for your state for more information. Additionally, you may find information specific to military personnel on the [Military Drivers](#) section of the dmv.org website.

### *Cell Phones*

Cell phone usage is not always allowed while on deployment, and the service coverage may be inadequate if it is allowed.

Consider what penalties you will incur if you:

- Terminate your contract?
- Use your phone outside the service area?
- Suspend your contract with plans to reinstate the terms after the deployment is complete?

The [SCRA](#) (section 9) now allows you to terminate your cell phone contract if you are assigned to an area for 90 days or more that is not serviced by your provider. Review your contract thoroughly and contact your cell phone provider for more information.



## Section 5- Preparing Yourself and Loved Ones

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### Marines Staying Positive

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

Consider some of the following options:

- Try new activities.
- Explore the culture of the host country.
- Work on personal and professional development.
- Pursue physical fitness goals.
- Take advantage of downtime when you have it by reading books, watching movies, and/or nurturing your social connections.
- Take advantage of available activities with MCCS Semper Fit or Exchange Services (if available) that may include playing pool, games, organized sports, etc.
- Stay busy and keep your mind on your mission.

## Common Deployment Issues

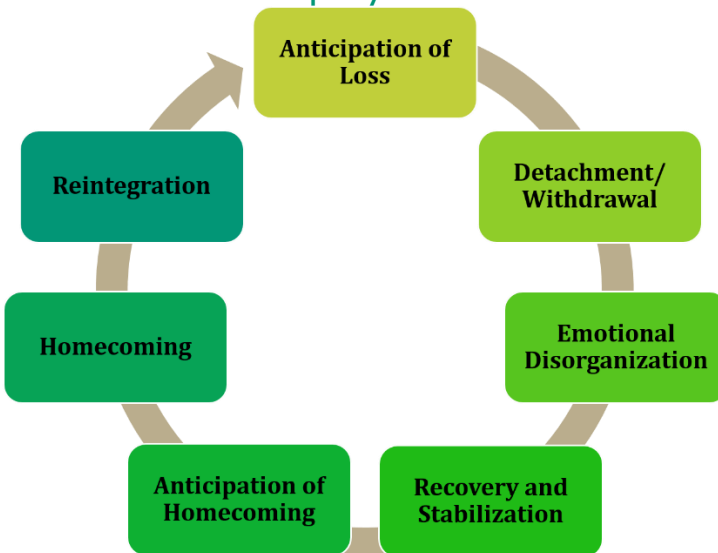
Planning helps avoid last minute emergencies and issues.

Common deployment issues may include:

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

## Expectations and Goals

### Emotions and Deployment



#### Emotions and Deployment

The normal cycle of emotions describes possible changes in your behavior and emotions leading up to and during deployments. The normal cycle of emotions presents a general picture and appears to be true for Marines and



Spouses most of the time, but each person is unique and the exceptions are varied.

## Before Deployment

### *Anticipation of Loss*

- Ignore or deny that the deployment will actually happen.
- Imagine that something will happen which will prevent the Marine from deploying.
- Difficulty accepting the reality of leaving.
- Crying at unexpected things.
- Increased tensions that could cause arguments.
- Need to get all the 'projects' done.
- Difficulty with intimacy.
- Feelings of anger, frustration, and emotional distance between couples.
- Marines may be excited.

### *Detachment and Withdrawal*

- Sense of despair.
- Feeling that the marriage is out of control.
- Making decisions is difficult.
- Withdrawal into self by not sharing emotions.
- Marines can be work/deployment focused.

## During Deployment

### *Emotional Disorganization*

- Relief that the 'goodbye' part is over, but feeling guilty for the relief.
- New routines develop, but overwhelmed by all the new responsibilities.
- Sleeping is difficult due to loss of security and the spouse/Marine.
- Anger towards the Marine for not staying and mad at the Marine Corps for making them go.

### *Recovery and Stabilization*

- Comfortable and capable of all the new roles.
- Able to reach out for support.
- Feeling of self-confidence and independence.
- Going through the 'my' syndrome.
- High emotions.

### *Anticipation of Homecoming*

- Excitement and anticipation of the return.
- Questions of "Do they still love me?"
- Changing the house to reflect an 'our' house feeling.

- Start changing patterns back to the way they were before the Marine left.
- Marines can feel nervous - it's a big change from working all the time to stepping back into the day to day responsibilities (spouse, caregiver, etc.).

## After Deployment

### *Homecoming*

- Be realistic and discuss what kind of Homecoming the Marine would like.
- You could experience your Marine and your family needing time to renegotiate and readjust.
- You could feel excited, nervous, and/or confused.
- Hesitation towards intimate relations.
- May feel a loss of independence.
- "We" instead of "me" mindset.
- Adjusting the single parent mentality.
- Marines could wonder if they are still loved and needed by the family.
- Marines could be using more of direct communication- speaking to the family like they are fellow Marines.

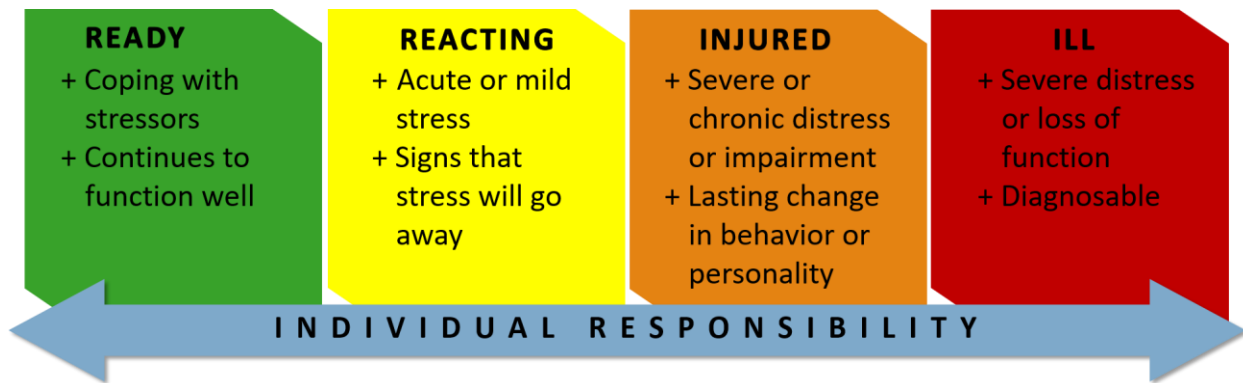
### *Reintegration*

- Continue to make adjustments and discover a new normal.
- Share roles, responsibilities and decisions.
- A feeling of too much togetherness.
- Falling in love again!
- Marines can feel out of place - so much has changed they may feel lost in what they are "supposed" to do.

Each person is unique and may deal with these emotions in different ways. It is important to understand that all of these are **NORMAL** emotions. Separation causes us to grow as individuals and it can strengthen the bonds that we share. Marines and families can weather any storm, when they stick together. Additionally, making connections in the community can help Marines and families feel connected to those going through similar circumstances; this helps to establish a group that truly understands each other and can be there for one another. This can impact the level of stress one feels throughout these changes.

# Stress

The Marine Corps uses the Combat and Operational Stress Continuum to describe the stress response, and help individuals find common language when discussing stress.



## Combat and Operational Stress Continuum

Ready (Green) means one is practiced and well prepared to handle stress. This doesn't mean one isn't stressed, but one is prepared for stress to rear its head.

Reacting (Yellow) means one is experiencing mild stress. This is really, really common and usually a very brief occurrence. This is having a tough time sleeping one night, or managing daily hassles like traffic.

It's common to move from Ready to Reacting daily (or even several times a day!) and generally doesn't indicate signs of wear and tear. The individual can lean on friends or family for help with coping with stress, but largely stress management is the responsibility of the individual.

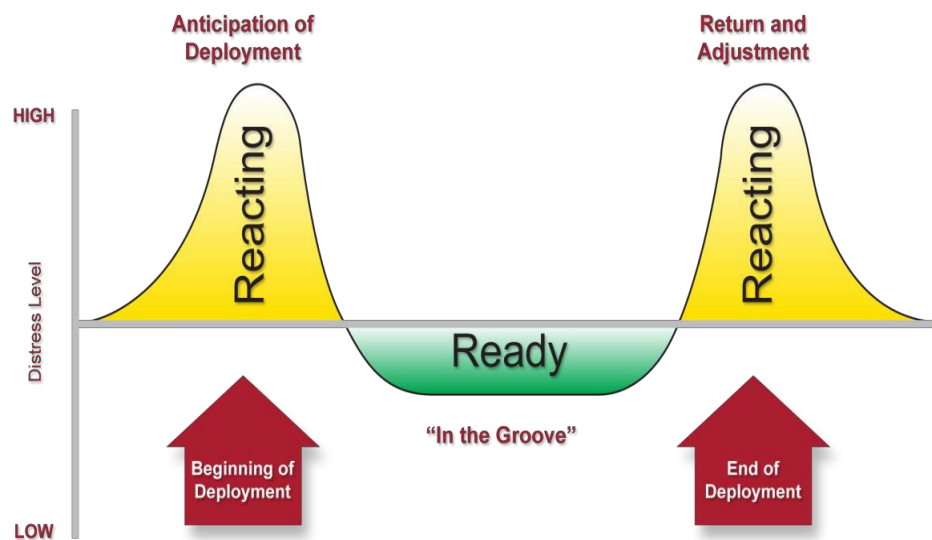
Injured (Orange) is an exaggeration of symptoms in the Reacting zone. This means the individual is having a more difficult time with coping with the stress. For example, a person in the Orange will not have just one sleepless night, but several nights where sleep eludes them. This can cause significant change to an individual's functioning, which may even be permanent.

Ill (Red) is the most severe stress category. This can develop from a failure to manage minor stressors until they become major stressors, or may be the result of trauma. Regardless of the cause, the take away is that the individual has a serious health risk.

While it's uncommon to be in either the Injured or Ill zones, it is not unheard of. It is critical to recognize the signs of these two stress zones, and to get professionally trained help as soon as possible. Mental health professionals are needed. Seek more information from your installation's behavioral health team.

It is important to understand your own reactions to stress. This can help a person name the stressful feeling, and use strategies to manage it better (including getting help when necessary).

Deployment is a time of significant emotional changes. *The Emotional Cycles of Deployment* explains how distress levels change as a deployment progresses.



#### The Emotional Cycles of Deployment

The beginning and end of deployment tend to be highly stressful times that produce a significant amount of distress. The beginning of deployment is stressful as everyone adjusts to their new routines. It is common to have concerns for those at home as well. As one adjusts, distress decreases and one feels ready to handle challenges. It is common to feel higher levels of stress as one approaches the end of the deployment as well. Compare the Emotional Cycles of Deployment with the Combat and Operational Stress Continuum. Notice how the colors are similar, and, more importantly, notice how the colors are focused on your responsibility? While stress is likely higher than normal at the beginning and end of a deployment, one is still

able to be in the green. One may feel like an outsider coming back into routines and finding their new normal. However, new routines will be established and stress will decline.

It's important to understand this cycle in order to maximize your potential. Use the times when distress is low to prepare for times when distress will be higher. It is beneficial to keep this in mind when planning your goals.

## Goals

Consider *The Emotional Cycles of Deployment* when setting your personal and professional goals. It might be best to plan to pursue goals in the middle of deployment when stress is lower.

What are you looking improve? What goals have you set for yourself? If you haven't planed your path forward, consider the following areas of professional and personal growth.

Professionally you may be planning to:

- Improve leadership skills.
- Work towards your college degree.
- Make rank.

Personally you may be considering:

- Setting a fitness goal.
- Saving a percentage of your income.
- Growing independence in your relationships.

Pursuing your goals can help you see your own growth, and help manage the emotional changes associated with deployment.

## Considerations to Stay or Go 'Home' while the Marine is deployed

The topic of staying or going should be discussed prior to deployment. Making the decision to stay at your duty station or go "back home" during your Marine's deployment may be something that you and your family are contemplating. You may want to consider the following section provided below to help make the best decision for you and your family. Couples with children will have additional considerations.

## Pros

Staying at your duty station may include:

- Support from military friends that can directly relate to the military lifestyle.
- Close to military resources.
- Opportunity to really delve into military lifestyle and become a part of the military community.
- Children get to meet new friends and connect with other children whose parents are deployed.
- MCCS deployment-related education and support groups.
- Close contact with your DRC.
- Educational and employment opportunities.
- Stability, including familiar caregivers, schools, teachers, coaches, and friends.

Going back home may include:

- Opportunity to catch up and spend time with family and friends.
- Family and longtime friend support system.
- Kids can spend time with familiar family and surroundings.
- Assistance with child care from family.

## Considerations

Staying at Your Duty Station:

- Loneliness if not getting actively involved in your community.
- Isolation.
- Boredom.

Going Back Home:

- Stress of moving.
- Move at own expense to include storage, flights home, first and last month rent and set-up fees if getting a place "back home."
- Finding and setting up a new house upon return.
- Loss of base housing with possible additional wait time upon your Marine's return to obtain housing again.
- Switching schools.
- Confusion amongst the children.
- Away from familiar surroundings and personal comfort items.
- If currently in on-base housing, what happens if you leave?

## Four-way Pros and Cons List

Use the template below to construct a four-way pros and cons list that can help you make an informed, analyzed decision.

### *Directions*

1. Using any sheet of paper, fold it once lengthwise and unfold.
2. Fold it widthwise and unfold it. These creases divide the page into four quadrants.
3. Label one section "Pros of staying at the duty station".
4. Label the second section "Pros of going 'home'".
5. Label the third section "Cons of staying at the duty station".
6. Label the fourth section "Cons of going 'home'".
7. Populate your sections with the pros and cons you can think of.

**Note:** You may wish to review the pros and cons you developed, and assign a level of importance to each item on a scale of 1 (not very important) to 5 (very important).

You aren't ranking the choices among each other, but you are making a decision of how important this item is to you.

Count up the points in each section and compare.

**Note:** Use this method as one way to help you make the decision, but perhaps not the only method.



Pros of staying at duty station

Cons of staying at duty station

Pros of going 'home'

Cons of going 'home'

**Four-way pros and cons list example**



## Section 6- Communication

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Staying connected during a deployment is easier today than it was in the past. However, with ease of access comes concerns for security. This section will dive into the importance of protecting sensitive information, and expand on ways to stay in touch.

### Protecting OPSEC and PII

#### OPSEC

Operations security is keeping potential adversaries from discovering critical information- any and all information that could be potentially harmful to Marines, their mission and their families. Adversaries may target Marines and their families as potential sources of information. **Operations Security**, or **OPSEC**, protects U.S. operations, interests, and assets by following communication standards that does not share information details about locations, plans, or Marines.

Maintaining proper OPSEC on social networking sites is crucially important, including information contained in your personal profile, posting information such as photos, videos, and personal messages, and connecting with other users through various communication means such as forums, chat rooms,

blogs, email, and direct/private messaging. Success depends on secrecy and surprise. The military can accomplish the mission more quickly and with less risk when we all do our part to protect OPSEC.

Types of sensitive information include:

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

## PII

Sensitive information can include information that can identify an individual. It's very important to protect **Personally Identifiable Information**, or PII, secure when discussing information that identifies oneself, a family member, or another Marine.

PII includes, but is not limited to:

- Social Security Numbers.
- Health Record Locator number.
- Passport number.
- Taxpayer identification number.
- Credit or debit card.
- Financial account records.

To protect OPSEC and PII, you should not:

- Talk about sensitive information in public settings, even on installation.
- Talk about sensitive information over the telephone or on social media.
- Post pictures of your location and/or companions on social media.
- Include sensitive information in emails or as attachments.
- Write about sensitive information in newsletters or blogs.
- Keep excess paper containing sensitive information. Remember shred unneeded documents.
- Try to talk around classified information.

## Protecting You

It's important to keep yourself safe, whether you are a deployed Marine, or a dependent at home. The following section offers some tips for general safety.

- Make sure there is good lighting around where you park and around the perimeter of your home.
- Install motion detector lights around your house instead of just leaving lights on at night. The lights coming on and turning off attract the attention of neighbors. Install these lights at least 8 feet above the ground so they are more difficult to disable.
- Plant shrubs or bushes with thorns to deter potential intruders from hiding in them.
- Be cautious of who knows you are away or deployed.
- Do not post on social media that you are alone or going to be away from home.
- Ask to see the credentials of anyone coming to your door to offer a service.
- Stay safe when driving.
  - Have your cell phone charged and with you.
  - In the event of an emergency, stay with your vehicle. Roll the window down just enough to tell someone you need help, but stay in the vehicle until help arrives.
- Ensure all windows and doors are appropriately locked.
- Use a peephole to identify visitors before opening your door.
- Do not hide spare keys outside your home, or provide house keys to those providing services.
- Only invite known persons into your home.
- Avoid telling others about the valuables in your home.
- Crush boxes of high value items (televisions, computers, game systems, etc.) when you set the trash out.

For more information attend the following workshops provided by MCFTB at your installation:

- Social Networking Safety.
- PII/OPSEC.
- L.I.N.K.S. Safe and Sound All Around.

## Communication Home

It is important to communicate with loved ones when you can, however, it is also important to keep the realities of communication during deployment in mind. Communication may be unpredictable, delayed, and brief, which can lead to frustration. This section will discuss different methods of communication, their pros and cons, and suggest ways you can plan to communicate using that method.

### Email

Email is easy, and an application you are well practiced with. There are considerations to discuss with loved ones, including:

- Frequency of correspondence.
- Which email addresses will be used.
- The topics that will or will not be discussed.

Consider what content is best shared using this method. It isn't a great way to share feelings of frustration or distress because it doesn't allow for immediate interaction. This can mean that feelings may get hurt and resentment can develop. Factual, positive discussions, or conversations of day-to-day things are best to communicate this way.

**Pro Tip:** If you feel the need to write an email when upset, do it. However, hold on to it for at least 24 hours and reread it. Then you can decide if that will be the best way to communicate your feelings, and if you are writing what you mean to say. As the saying goes, often "cooler heads prevail" and you may change your mind.

Be careful of jokes, pictures, and general content in emails. Remember, email is not confidential.

### Letters

Many people enjoy the tangible experience of holding a hand written letter, especially a "love letter," and even saving the letters to reflect on later in your journey. Yes, letters take longer to send, but they offer a keepsake that is hard to top. Letters have the benefit of helping the writer and receiver feel more connected to each other.

To make letter-writing more accessible,

- gather addresses of loved ones in advance of the deployment.

- pack stationary, stamps, pens, etc. needed to write and mail the letter.
- enjoy the writing process and don't worry about perfection. Write your heart, and don't worry about the technicalities in "proper" writing.

**Pro Tip:** Number your letters so that your recipient can easily tell if the letters arrive out of order. This can help keep your communication clear.

## Phone

It is wonderful to hear your loved one's voice, and talk in the here and now. Remember, phone calls may be short due to communication issues or operational tempo during the deployment.

Avoid downtime in the conversation and make the most of your phone call by doing some of the following:

- Keep a written list of things you want to talk about.
- Try to stay positive and upbeat. Try to end each call on a positive note.
- Talk about your daily activities; it will make it easier to reconnect at homecoming.
- Talk about plans for homecoming and future activities.
- Discuss problems and solutions, but do not spend the entire call talking about them.
- Keep in mind that it may be difficult to have a completely private phone call.
- Tell your loved ones that you care for them, and appreciate their sacrifices.
- Be mindful of costs when using cell phones, calling cards, or collect calls.

## Video Calls and Pictures

While letters and emails are nice, there is nothing better than seeing your loved ones. Remember that privacy is at a premium, so be discreet when sending videos and pictures to your Marine, or home to your significant other. Always be cautious of any information that may be considered a violation of OPSEC or sharing PII.

Video calls have the benefit of helping you feel really connected to your loved one. There can be issues with the quality of service and problems with buffering, especially if not on Wi-Fi.

Pictures can help you feel closer when you are miles apart, and give you something else to talk about upon homecoming. Send pictures of yourself, family members, children, your work environment, any new items you purchase, or the new furniture arrangement. If you have children, or are an expectant parent, pictures are even more important. These are treasured because children grow and change quickly.

Keep in mind that any pictures you send may get into the wrong hands.

## Care Packages

Care packages are gifts sent to or from home that show you are thinking about each other. There isn't a set way to make a care package; just consider what the other person would like, and what would let them know you are thinking about them.

Some ideas for care packages to send to your Marine include:

- Favorite pre-packaged foods.
- Favorite drinks (double sealed in plastic bags).
- Hard-to-get toiletries.
- Electronic needs (batteries, chargers).
- Clothing.
- Gifts from children.
- Reading or writing materials.
- Homemade treats (package well to avoid the treats getting stale or melting over other contents).
- Special occasion packages for birthdays, holidays, and anniversaries.

Consider mailing a package home if time and mission requirements allow!

## Official Command Communication

DRCs are your link from command to the family and vice versa. The DRC provides official communication between the Marine, designated family members, and the unit. Any official message will be passed from the DRC, word-for-word, from the Commander to whomever the Marine has designated to receive such messages. Official messages may include schedules for return dates, unit information, or changes in schedules, once the Commander releases the information. This information is conveyed to Marines and families through the DRC using the Authorized Official Communication Tool (AOCT), because the Commander initiates the official information. Marines **must** designate family members to receive

communication as well as unit newsletters, and periodic phone calls from the DRC on behalf of the Commanding Officer (CO).

[Find your unit's official website](#), and inform your designated family members of the toll-free number to call for automated updates about your unit.

## Emergency Notifications

### Casualty

A *casualty* is any Marine who is lost to the organization, and can occur at any time. This includes any Marine:

- identified as seriously injured/ill,
- duty Status Whereabouts Unknown (DUSTWUN),
- missing, or
- declared deceased.

The [Record of Emergency Data \(RED\)](#) should reflect the contact information for the person to be notified and the correct destination in case of a casualty. The MCFTB LifeSkills course "Afraid of 'The Call?' The Casualty Process De-Mystified" is an informative workshop where participants learn more detailed information about the process. Marines and family members are encouraged to request their command offer the course.

#### *Notification Process*

If a Marine is DUSTWUN, missing, or deceased, the Primary Next of Kin (PNOK) and Secondary Next of Kin (SNOK) are notified by a Casualty Assistance Calls Officer (CACO) who is a uniformed service member. Notifications are made in person between 0500 and 2400 (5:00 a.m. and midnight) local time.

PNOK and SNOK are identified by the Service Member on the RED or on the Personnel Casualty Report (PCR). This is why it is so important to keep this form current. Information regarding the Marine's condition, location, and coordination for the execution of travel to the bedside if necessary will be provided.

#### *Invitational Travel Authorization (ITA)*

The ITA process for injured or ill Marines will be initiated upon completion of notification. ITAs are granted for up to three individuals designated by the Marine, following a doctor's request, for their presence at bedside. Transportation to your Marine's location and per diem are included.



### *Survivor's Benefits and Entitlements*

If a Marine is killed in action:

- A Death Gratuity of \$100,000 will be paid within 72 hours to the person designated by the Marine on the RED.
- [SGLI](#) coverage up to \$400,000 is available to the beneficiary. The beneficiary is the person(s) designated by the Marine. This is **not** automatically the spouse (if married). If a spouse is not the sole beneficiary, HQMC will send a letter directly to the spouse informing them.
- An assigned CACO will assist in applying for benefits and entitlements.
- All eligible active duty, veterans, etc. will receive Military Funeral Honors.
- Family members may stay in government quarters for up to a year. If they live off installation, they will receive a lump sum BAH for their current location.
- Family members have ID card privileges for 3 years after their Marine's death. After 3 years, they must enroll in the retirement TRICARE plan. Children are covered until the age of 23 if they are full-time students.
- Long-term assistance is available to the NOK on an indefinite basis. This service is in addition to the CACO, it does not replace it.
  - At the 60-day mark a letter will be mailed to the NOK.
  - After the 90-day mark, telephonic contact will be made to NOK to collect any remaining issues and provide guidance as necessary.
  - At the 12-month mark, a second letter will be mailed to the NOK. The NOK will be asked to participate in a survey.

Find more information at the [Casualty Assistance website](#).

### **Emergency Communication from Home**

Urgent or dire information should be relayed to a Marine on deployment through the American Red Cross. The American Red Cross uses official communication for emergencies because:

- The American Red Cross staff verifies information to allow an officer in charge to make informed decisions about emergency leave for the Marine.

- A senior-level Marine will provide the information to the Marine and will ensure support is available.

The following information is needed for the American Red Cross to convey a message:

- The Service Member's full name.
- Rank.
- Social Security number or date of birth.
- Duty station.
- Unit.

To speak to a [Red Cross Emergency Communications Specialist](#), call: 877-272-7337 or visit their website. In addition, encourage your family to contact your DRC/URC so that they are fully aware that an emergency notification from home will be going out to the Marine, and can provide support, information, and referral to the family of the Marine.



## Section 7- Children and Deployment

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As with any separation, deployments can be hard on children. The Marine parent is separated from the family unit for an extended period of time and this can cause children distress. It is crucial to prepare children for an impending deployment.

Talk to children directly about what's going to happen. Children may hear about the deployment plans, but they benefit the most from hearing the plans from you. This helps you to control the information they hear and understanding. It also helps to build trust.

Speaking of trust, children need to be reassured that they will be cared for while the Marine parent is away. It is very important that they have established trust in their caregivers, and that their emotional cycle is considered as well. It is very common for children to feel a variety of emotions when a parent is ready to deploy. They might feel sad, excited, scared, confused, angry, worried, or insecure. Validate and acknowledge these emotions and do not dismiss them simply because they are children. Their feelings matter, and your response to their emotions can impact how they handle the entire deployment.

## Growth, Challenges, and Resiliency during Deployment

Children and adolescents will experience many emotional changes during a deployment. Often adults will focus on the challenges a deployment can present from a place of empathy and validation. However well-intentioned this approach is, it can often frame the deployment as a time of loss when there are opportunities for growth that can help build a strong, resilient character.

A deployment can offer an opportunities for growth by:

- *Fostering maturity.* A child whose parent deploys often takes on more responsibilities with chores, helping younger siblings, etc.
- *Encouraging independence.* When one parent is deployed, children may need to do more things on their own.
- *Encouraging flexibility and adaptability.* A deployed parent means a change in roles and routines. Military children learn to be flexible and adaptive.
- *Building skills.* These skills can assist them in adjusting to separation and losses faced later in life.
- *Strengthening family bonds.* Military families learn to rely on each other as they face deployment, relocation and other challenges.

Deployments can be tough on kids; it is one of the more stressful events a child can experience, no matter the age. Children may experience stress due to:

- Fearing for the safety of the deployed parent.
- Missing a parent's absence for significant events.
- Limited availability of the at-home parent.
- Changes in lifestyle, including increased or additional responsibilities, relocation, financial difficulties, etc.
- A lack of educators' awareness of, and sensitivity towards, deployment and the needs of children of deployed Service Members.

Children may struggle just as much before and after the deployment as the do during the deployment. Children may be distracted by the anticipation of the parent's departure prior to the deployment because the family must

focus on logistical and emotional challenges. Younger children may not understand, but they can sense the changes in the actions of the other family members. Older children have a better understanding of what is happening and may be fearful, angry, or confused.

Deployment is an opportunity to foster a child's resilience. This is the ability of the child to bounce back from adversity. This quality is present in most Marine families. Families can foster resilience through:

- Practicing strong communication skills.
- Establishing respectful, positive relationships between parents and children.
- Developing high self-worth and confidence.
- Understanding the important work of the deployed loved one.

Children will continue to develop resiliency through the deployment by establishing trust with and continued support of the adults in their lives.

## Helping Children and Adolescents through a Deployment

### Infants and Toddlers

#### *What to Expect*

They may seem fussier, clingy, may eat less and have trouble sleeping.

#### *Ways to Help*

- Record video/audio-taped stories.
- Post pictures of deployed parent on the refrigerator, tabletops, etc.
- United Through Reading.
- Maintain routine.
- At home caregiver must take care of themselves to be better able to care for children.

### Preschoolers

#### *What to Expect*

They may feel their behavior caused their parent to leave; become more fearful/irritable; regress in potty-training/thumb sucking/etc.; have trouble sleeping.

#### *Ways to Help*

- Marine parent record video/audio-taped stories.

- Create a waterproof photo album or picture book of deployed parent and child doing things together.
- Provide extra hugs and cuddles.
- Maintain routine.
- Move your child back to their bed a few weeks before their parent's expected return.

## School-age

### *What to Expect*

There may be a decline in school performance; more irritable or moody; more worry about deployed parent's safety.

### *Ways to Help*

- Have a family discussion before deployment.
- Involve teachers, church, neighbors.
- Communicate regularly.
- Reassure about safety training, drills, and equipment.
- Schedule fun activities.
- Help child compile care packages to send to deployed parent.
- Limit viewing of TV news about war.

## Adolescents

### *What to Expect*

The teen may be ambivalent, moody or withdrawn; may test rules; may excel or do poorly in school.

### *Ways to Help*

- Communicate regularly.
- Do not expect teen to take on deployed parent's household responsibilities.
- Maintain rules, curfews and discipline as much as possible.
- Have a family discussion before deployment.
- Involve teachers, church, neighbors.
- Continue with extracurricular activities.

Children, as a whole, are resilient when given the tools to thrive. There are many resources to help children and families bounce back from the changes a deployment brings and reestablish routines. Some of the available resources will be discussed in this section.

## Child and Youth Programs

There are many resources to help your child during a deployment. If your child is struggling, do not hesitate to contact your child's school counselor, the School Liaison Officer, Marine Corps Community Services (MCCS), a Chaplain, New Parent Support Program (for children five years old and under), Families OverComing Under Stress (FOCUS), Military Family Life Counselor (MFLC) or Military OneSource for assistance. Additionally, the following resources provide care and recreation for military kids.

**Child and Youth Programs (CYP):** Provides high quality programs and services that support eligible families with children ages zero-18 years. CYP offers full-day and part-day child care for children 0-12 years old. Additionally, youth programs (six to 18 years old) are offered at many installations. All programs are designed to enrich your child's social, cognitive, emotional, physical, and intellectual growth and development. CYP professionals work in partnership with parents to meet each individual child's needs in a safe, healthy, and nurturing environment.

**Child Development Centers (CDC):** Provides quality child development programs for children ages six weeks to five years. All CDCs are certified and accredited from a nationally recognized Department of Defense (DoD) approved organization. Programs are staffed by trained professionals and meet national accreditation standards. All USMC CDCs comply with DoD standards for staff qualifications, program quality, safety, sanitation, and nutrition.

**CYP Resource and Referral:** These offices house a child development program centralized waitlist for children up to 12 years of age. Families in need of child care must make a [request online](#). Whether you are expecting a newborn, adopting a child, or have received orders to transfer to a new area, it is recommended to request child care as soon as possible.

**Family Child Care (FCC):** Providers are private businesses authorized by the Installation Commander to care for children in military housing after completing a number of program compliance requirements. This program offers a family/home atmosphere for children ages six weeks to 12 years old. Child care options may include full-day, part-day, hourly, or extended care. Specialized care may also include emergency, care for participants



with a special need, or participants with guardians that work non-traditional hours. All providers, and their family members, must complete local, state and federal background checks before becoming certified caregivers.

**School-Age Care (SAC):** Provides care for children enrolled in elementary school, generally kindergarten through grade six. These planned and supervised programs are provided in CDC, FCC homes, Youth Centers, or other appropriate facilities. SAC is offered before and after school, and during most school holidays.

**Off Base Child Care Fee Assistance:** This program is designed to assist active duty Marine families who do not have access to installation child care by paying for a portion of licensed and accredited child care programs. [Childcare Aware of America](#) can help answer any questions you have about available assistance.

**The New Parent Support Program (NPSP):** The [NPSP](#) helps military parents, including expectant parents, transition successfully into parenthood and provides a nurturing environment for their children. The program offers support and guidance by helping parents build strong, healthy bonds with their infants and toddlers; manage the demands of parenting, especially when impacted by deployments and other military operations; remain flexible and responsive when navigating daily life; build a strong support network; respond to infant and toddler behavior sensitively and be attuned to their developmental needs; and find services in the local community in time of need.





## Section 8- MCCS and Other Opportunities

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**Business Operations:** This program encompasses the Marine Corps exchanges, services, food, and hospitality, lodging, and recreational business programs that offer Marines and their family goods and services at low prices. Profits on these services are reinvested to enhance recreation and support facility construction and renovation.

### Programs

**Marine and Family Programs (MFP or M&FP):** Self-directed or intervention services promoting responsible living, good citizenship, and prevention of problems before they occur for all Marines and their families. Deployments are a great time to take advantage of MCCS opportunities!

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

**Marine Corps Family Team Building (MCFTB):** Provides preventative types of training opportunities for Marines and families to help them meet the challenges of the military lifestyle. The classes offered help Marines prepare in advance for any type of requirements in order to meet unit mission readiness.

Marines and families will be able to attend the courses in the following areas:

- UPFRP (Unit, Personal, and Family Readiness Program)
  - Family Readiness Command Team Advisor/Assistant Training (FRCTA/FRA); Family Readiness Command Team (FRCT)
  - OPSEC/PII
  - District Spouse Orientation Course (DSOC) (specific installations)
- RDST (Readiness and Deployment Success Training)
  - Pre-Deployment
  - Mid-Deployment Success
  - Return and Reunion
  - Post-Deployment
- L.I.N.K.S. Foundations (Lifestyles. Insights. Networking. Knowledge. Skills.)
  - A Marine Corps acculturation course designed to better the lives of our Marines and families as well as boost readiness.
  - Links mod list
- LifeSkills
  - Bridging the Communications Gap
  - Ready, Set, Prepare
  - Real Relationships

A complete list of MCFTB courses can be found on your local MCFTB website through [MCCS Forward](#).

## Higher Education for Marines and Spouses

Depending on the mission, Marines may be able to further their education online or work on professional development while deployed. However, there are stipulations to pursuing education that require significant research. Learn about [VA benefits](#) that can be used to cover the costs of education and visit with your Voluntary Education (VolEd) Office.

### Pursuing Educational Opportunities for Spouses

#### *Spouse Education and Career Opportunities (SECO)*

To address the unique combination of work-life interests and priorities, the DoD has established a comprehensive, holistic, spouse-centered program as part of their commitment to overall spouse health and well-being.

[SECO](#) has four pillars of service delivery that help spouses move in and out of the workforce at various ages and stages of life:

- Career Exploration.
- Education, Training and Licensing.
- Career Connections.
- Employment Readiness.

Find more information about [SECO](#) on Military OneSource.

#### *Financial Industry Regulatory Authority (FINRA)*

The [FINRA Foundation Military Spouse Accredited Financial Counselor Fellowship](#) for spouses covers the costs associated with completing the Accredited Financial Counselor (AFC) training and the first two attempts at both exams.

#### *Spouse Tuition Aid Program (STAP)*

[STAP](#) is part of the [Marine Corps Lifelong Learning Program](#) Branch offers an interest-free loan of up to \$3,000 per year to cover books, fees, and tuition.

#### *National Military Family Association (NFMA)*

NFMA offers the [Joanne Holbrook Patton Military Spouse Scholarship](#) to qualified applicants. The scholarship funds may be used for tuition, fees, and school room and board for a broad range of academic programs.

#### *Navy-Marine Corps Relief Society (NMCRS)*

[NMCRS](#) offers STAP, among other scholarships, to military spouses of active-duty Marines stationed in an overseas (OCONUS) location.

#### *The Military Spouse Career Advancement Accounts Program (MyCAA)*

[MyCAA](#) helps eligible military spouses find and fund the education and training they need to pursue high-demand, portable careers.

This can include:

- An individualized coaching session with a SECO career coach
- An Education and Training Plan
- Up to \$4,000 of tuition assistance
- Valuable SECO tools, such as the Traitify Personality Assessment

#### *Financial Considerations*

Many scholarships exist to help you and your family afford a quality, useful education. Check out [Military OneSource](#) for more information related to scholarships and financial aid opportunities.

## Family Member Employment Assistance Program (FMEAP)

[FMEAP](#) services assist family members by providing coaching and training centered on career advancement. While they are not an employment agency, they are excellent resource for assistance with:

- Career counseling and assessments.
- Employment, education, and volunteer opportunity searches.
- Résumé, cover letter, and federal application contents and formats.
- Job interview preparation and techniques.

Spouses should contact FMEAP at their local installation for more information.

## Volunteer Opportunities for the Spouse & Parents of Marines

Numerous volunteer opportunities exist on and off Marine Corps installations. Contact your DRC/URC and/or the [installation Volunteer Coordinator](#) for more information about volunteer opportunities.

The following is a list of some possible volunteer opportunities:

- Marine's unit (Appointed and non-appointed positions).
- L.I.N.K.S. (Lifestyle, Insights, Networking, Knowledge, Skills).
- Youth centers, sports, or local schools.
- Religious organizations.
- Single Marine Program.
- Community services (on and off installation).
- Education office.
- Navy-Marine Corps Relief Society.



## Section 9- Resources

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### Resources for Marines and Families

**Full Disclaimer:**

These sites are being provided as a convenience and are for informational purposes only. They do not constitute an endorsement or an approval by the Department of Defence DoD or the United States Marine Corps (USMC) of any of the products, services, or opinions of the corporation, organization or individual. USMC bears no responsibility for the accuracy, legality, or content of the external site or for that of subsequent links. Contact the external site for answers to questions regarding its content.

**American Red Cross (ARC)**

[www.redcross.org](http://www.redcross.org)

The American Red Cross (ARC) is the primary service for emergency communications and verifications to enable Commanding Officers (CO) to make informed decisions about granting emergency leave.



## **Child Care Aware of America (CCAoA)**

<http://usa.childcareaware.org>

Child Care Aware of America formally known as The National Association of Child Care Resource & Referral Agencies (NACCRRA) is one of the nation's leading voice for childcare. They work with more than 400 state and local Child Care Resource and Referral agencies nationwide. These agencies help ensure that families in 99 percent of all populated ZIP codes in the United States have access to high-quality, affordable child care.

## **Defense Finance Accounting Service (DFAS)**

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

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

## **Exceptional Family Member Program (EFMP)**

<https://usmc-mccs.org/services/career/family-member-employment-assistance/>

The Marine Corps Exceptional Family Member Program (EFMP) is a DoD mandated enrollment program for all active duty sponsors who have a family member with special medical and/or educational needs.

The primary purpose of the EFMP is to ensure that family member's medical and/or educational needs are considered during the PCS assignment process. EFMP ensures the availability of and accessibility to required care, facilitates the continuum of medical, educational, and support services before, during, and after PCS transitions.

EFMP assists Marines and families who have a family member with special needs improving quality of life and consists of two components: assignment coordination and family support. Assignment coordination includes information such as regulations, the assignment coordination process, enrollment forms, enrollment process, and overseas suitability screening. The family support component links family members with special physical or educational needs to services and support, including respite care.

The EFMP Respite Care Reimbursement Program is intended to reduce stress on sponsor families by providing temporary rest periods for family members who care for those who have significant special needs.

### **Deployment Readiness Coordinator/Uniformed Readiness Coordinator (DRC/URC)**

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

### **Families OverComing Under Stress (FOCUS)**

[www.focusproject.org](http://www.focusproject.org)

Families OverComing Under Stress (FOCUS) is a DoD contracted resiliency-building program designed for military families and children facing the challenges of multiple deployment stress and combat operational stress injuries during wartime. FOCUS teaches practical skills to help families overcome common challenges related to a parent's military service, to communicate and solve problems effectively, and to successfully set goals together and create a shared family story. FOCUS may not be available at every Marine Corps installation.

### **Installation Personnel Administration Center (IPAC)**

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

Visit your local IPAC for more information and detailed services.

### **Joint Family Support Assistance Program (JFSAP)**

<https://alameda.networkofcare.org/veterans/content.aspx?id=119#>

This program provides financial assistance, mobile support services, and sponsorship of volunteers and family support professionals for the delivery of support services, coordination of family assistance programs, and activities provided by Military OneSource, Military Family Life Consultants, counselors, the DoD, other federal agencies, state and local agencies, and non-profit entities.

The primary focus of support is family members who are geographically dispersed from a military installation, including spouses, children, and parents of Marines.

### **Legal Services**

Attorney assistance is available at all Marine Corps installations. Visit the Base Legal Service Office for legal assistance. Service Members and family members with military ID cards are eligible to receive free legal assistance. Services available may include adoption advice, domestic relations, immigration and naturalization, Servicemembers' Civil Relief Act, powers of attorney, wills, notary service and assistance with Family Care Plans.

Visit your installation website or unit's legal office for more information.

### **Marine Corps Community Services (MCCS)**

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

Marine Corps Community Services (MCCS) provides a variety of services and recreational programs that better the quality of life for the Marine Corps community, Active Duty, Reservists, Retirees, and family members. The profits from the sales of goods and services by MCCS are reinvested into the Marine Corps community to benefit all members of the Marine Corp family. Those profits are returned to the MCCS customers in the form of financial support to other MCCS activities, such as recreation, youth programs, and clubs

### **Marine and Family (MF)**

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

Marine and Family Programs is designed to assist the individual Marine and family member(s) through centralized information and referral services, relocation services, and the coordination of area human resource services. The division's purpose is to assist in having information and human services readily accessible and responsive to individual and family needs. The division also serves as the point of information exchange and coordination of military and civilian family programs. Persons in possession of a valid military ID card and each person enrolled in DEERS is eligible to use these services.



Services include:

- Marine Corps Family Team Building.
- Information, Referral, and Relocation assistance.
- Personal Financial Management Program.
- Volunteer Program.
- Family Member Employment Assistance Program.
- Prevention and Intervention services.

### **Marine Education Program**

<https://www.marforres.marines.mil/Staff-Sections/Special-Staff/Marine-Corps-Community-Services/Personal-Professional-Development/Voluntary-Education-Program/MASP/>

The Military Academic Skills Program (MASP) was developed to improve an Active Duty, Enlisted Marine's competency in basic levels of general educational studies. At no cost to the Marine, they will receive a general review of basic level reading, writing, grammar, communication, and mathematics. The purpose of this program is to prepare a Marine to retake the Armed Forces Classification Test (AFCT) and improve their Armed Services Vocational Aptitude Battery (ASVAB) scores. This program is ideal for Marines that would like to switch their job classification but require a higher score than what they had previously earned.

In addition, the Marine Corps [Voluntary Education Programs](#) (VolEd) provides policies, procedures, and funding for education programs & components on Marine Corps bases & installations.

### **Military OneSource**

[www.militaryonesource.mil](http://www.militaryonesource.mil)

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

In addition to telephonic services, the Military OneSource website features online articles, workshops, locators, financial calculators, as well as tips on tape, "Email a consultant" and much more.

## **Navy-Marine Corps Relief Society (NMCRS)**

[www.nmcrs.org](http://www.nmcrs.org)

Navy-Marine Corps Relief Society (NMCRS) is a volunteer-based not-for-profit private 501(c)(3) organization specifically supported by the Department of the Navy. The society provides interest-free loans or grants to help with emergency needs such as:

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

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

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

NMCRS offices are located on all major Marine Corps installations and Naval Bases. If you need to contact the Navy Marine Corps Relief Society and are not located near an installation, contact the nearest Red Cross office. The Red Cross can act on behalf of a NMCRS office in terms of screening and providing financial assistance.

## **Personal Financial Management Program (PFMP)**

<http://www.usmc-mccs.org/services/career/personal-financial-management/>

The Personal Financial Management Program (PFMP) assists Marines and their families in achieving and sustaining personal financial readiness by providing personal financial education, training, counseling, and financial information and referral. A solid understanding of personal finances will

build confidence in facing financial challenges, responsibilities, and mission readiness.

Workshops include:

- Investment Planning.
- Financial Planning.
- Retirement and Estate Planning.
- Consumer Awareness and Protection Budgeting.
- Military Financial Rights.
- Thrift Saving Plan.
- Saving Deposit Plan.
- Casualty Assistance.

### **Semper Fit & Recreation**

<https://www.usmc-mccs.org/services/fitness/>

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

Services include:

- Recreation opportunities.
- Special events.
- Aquatics.
- Intramural program.
- Physical fitness.
- Youth sports.

### **Single Marine Program (SMP)**

<https://www.usmc-mccs.org/services/activities/single-marine-program/>

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

Primary focus areas are:

- Community involvement.
- Quality of Life.
- Life skills.
- Health and wellness.
- Recreation.
- Career progression.

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

### **United Service Organizations (USO)**

[www.uso.org](http://www.uso.org)

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

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

### **Additional Resources**

- Internal Revenue Service (IRS)  
<http://www.irs.gov/>
- Marine Corps Community Services  
<http://www.usmc-mccs.org/>
- MyPay  
<https://mypay.dfas.mil/>
- National Resource Directory  
[http://www.nationalresourcedirectory.gov/misc/about\\_us](http://www.nationalresourcedirectory.gov/misc/about_us)
- TRICARE military health care  
<http://www.tricare.mil/>
- Uniformed Service Employment and Reemployment Rights Act  
<http://www.esgr.mil/userra/what-is-userra.aspx>
- U.S. Customs  
<https://www.cbp.gov/>
- U.S. Marine Manpower and Reserve Affairs  
<https://www.manpower.usmc.mil>

- U.S. Postal Services  
<http://www.usps.com>

## Helpful Websites and Resources for Children

### **Child Care Aware of America**

[www.childcareaware.org](http://www.childcareaware.org)

Child Care Aware is a DoD initiative to support childcare needs of military parents. Active-duty families who are unable to access care on military installations are eligible during the deployment period and for 60 days after the return of the military parent.

### **Military Child Education Coalition**

[www.militarychild.org](http://www.militarychild.org)

This program identifies the challenges that face the highly mobile military child, increases awareness of these challenges, and implements programs to meet them.

It serves as a model of positive leadership and advocacy for ensuring inclusive, quality educational opportunities for all military-connected children that are affected by mobility, family separation, and transition.

### **Military Kids Connect**

<http://militarykidsconnect.dcoe.mil>

Military Kids Connect (MKC) is an online community for military children (ages six-17 years old) that provides access to age-appropriate resources to support children dealing with the unique psychological challenges of military life. MKC offers informative activities, fun games, helpful videos, and an online community that can build and reinforce understanding, resilience, and coping skills in military children and their peers.

### **Marine Corps School Liaison**

<https://www.usmc-mccs.org/services/family/school-liaison/>

The mission of the School Liaison Program is to identify and coordinate installation and community resources to reduce the impact of the mobile military life style on military school-age children and families as well as implement predictable support services that assist school-age children with relocations, life transitions, and achieving academic success.

## **Operation Military Kids**

This program is a collaborative effort with America's communities to support children and youth of National Guard, Reserve, and active-duty families affected by the Global War on Terror.

Some of the programs offered include:

- Workshops for community professionals who work with youths to offer insight into military culture, the deployment cycle, and ways to understand the needs of and provide support to military kids and their families through community resources.
- Hero Packs are backpacks filled by non-military youth with mementos and items designed to help connect kids with their deployed parent.
- Speak Out for Military Kids is a youth-led, adult-supported project that generates community awareness of issues faced by youth of military families.

## **Operation Purple**

<https://www.militaryfamily.org/programs/operation-purple/operation-purple-camp/>

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

Registration for the free summer camps begins in late spring for all Operation Purple camp locations.

## **New Parent Support Program (NPSP)**

<https://www.militaryonesource.mil/family-relationships/parenting-and-children/parenting-infants-and-toddlers/the-new-parent-support-program/>

The New Parent Support Program (NPSP) is a voluntary strength-based parent education program which is delivered through education and support, secondary prevention, intensive home visitation services, parent support groups, and the ability to link parents to appropriate referrals and resources.

### **Sesame Workshop/Sesame Street for Military Families**

<https://sesamestreetformilitaryfamilies.org/topic/deployments/>

As many as 700,000 children under the age of five have a parent in the military. Recognizing the need for first-rate media-based resources to support military families, in fall 2006, Sesame Workshop launched the bilingual (English/Spanish), multimedia outreach initiative Talk, Listen, Connect: Helping Families During Military Deployment (TLC). This critical outreach tool helped military families and their young children cope with the challenges of deployment and build resilience in times of separation and change. The overwhelming response to this program revealed a need for additional resources and in 2008 and 2010, respectively, Sesame Workshop followed up with Talk, Listen, Connect: Deployments, Homecomings, Changes (TLC 2) and Talk, Listen, Connect: When Families Grieve (TLC 3).

### **United Through Reading**

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

The United Through Reading® Military Program helps ease the stress of separation for military families by having deployed parents read children's books aloud via recorded video for their child to watch at home.

### **Zero to Three**

[www.zerotothree.org](http://www.zerotothree.org)

ZERO TO THREE is a national nonprofit that provides parents, professionals, and policymakers the knowledge and expertise to nurture early development.

ZERO TO THREE also plays a critical leadership role in promoting understanding around key issues affecting young children and their families, including childcare, infant mental health, early language and literacy development, early intervention and the impact of culture on early childhood development.

## **Counseling Support Resources**

### **Chaplains**

<https://www.usmc-mccs.org/services/relationships/chaplains-religious-enrichment-development-operation/>

Military Chaplains play a vital role in helping Service Members and families during crucial moments in their lives. They are available 24/7 to provide spiritual guidance and help sort through issues or concerns. Through the Chaplain's Religious Enrichment Development Operations (CREDO), free weekend retreats, and workshops for families, couples, and individuals are available.

### **Marine Corps Community Counseling Centers**

The Marine Corps installation based Community Counseling Center (CCC) provides services focused on prevention, early identification, and intervention for issues related to stress reactions, interpersonal relationships, marital problems, stress management, parenting skills, and grief and loss at no cost.

Check out your installation's MCCS website to locate the Community Counseling Center and programs offered.

### **Defense Centers of Excellence Outreach Center (DCoE)**

Defense Centers of Excellence for Psychological Health and Traumatic Brain Injury (DCoE) is to improve the lives of our nation's Service Members, Veterans and their families by advancing excellence in psychological health and traumatic brain injury prevention and care. DCoE is available 24 hours, 7 days a week. For more information call 866-966-1020. [Chat with a live specialist!](#)

### **Family Advocacy Program (FAP)**

<http://www.usmc-mccs.org/services/support/family-advocacy/>

Marine Corps Family Advocacy Program counselors are available at your Marine Corps installation to help you and your family cope with the challenges of marriage, parenting, deployment, reunion and reintegration. These challenges can have an effect on your emotional health, relationships, family life, and military readiness. Counseling services are available at no charge, they are easy to use, and they are just a phone call away.

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



### **Military Family Life Consultants (MFLC)**

<https://www.militaryonesource.mil/confidential-help/non-medical-counseling/military-and-family-life-counseling/>

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

Services are provided to individuals, couples, families, and groups on issues such as stress, anger, relationships, parenting, conflict resolution, deployment, separation, and more. Contact your DRC/URC for contact information at your local installation.

### **Military OneSource**

[www.militaryonesource.mil](http://www.militaryonesource.mil)

You can schedule face-to-face, non-medical counseling by calling a consultant at 800-342-9647. If the consultant determines the service is right for you, up to 12 counseling sessions will be authorized, and the consultant will put you in touch with a counselor that best suits your needs. The consultant may offer to schedule the first session.

Once you get authorization for a face-to-face session, you have 30 days to schedule the session. If you are not able to start your sessions within those 30 days, you can call Military OneSource to start over.

### **Tragedy Assistance Program for Survivors (TAPS)**

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

TAPS offers compassionate care to all those grieving the death of a loved one serving in our Armed Forces. Since 1994, TAPS has provided comfort and hope 24 hours a day, seven days a week through a national peer support network and connection to grief resources, all at no cost to surviving families and loved ones.

## Reservist Resources and Information

### Yellow Ribbon Reintegration Program (YRRP)

<https://www.yellowribbon.mil/>

[The Yellow Ribbon Reintegration Program](#) is a DoD-wide effort to promote the well-being of National Guard and Reserve members, their families and communities, by connecting them with resources throughout the deployment cycle. Through Yellow Ribbon events, Service members and loved ones connect with local resources before, during, and after deployments. Reintegration during post-deployment is a critical time for members of the National Guard and Reserve, as they often live far from military installations and other members of their units. Commanders and leaders play a critical role in assuring that Reserve Service members and their families attend Yellow Ribbon events where they can access information on health care, education and training opportunities, financial, and legal benefits. For more information, contact your DRC/URC.

The intent of the program is to prepare National Guard and Reserve members and their families for the deployment, sustain their families during the deployment, and reintegrate the Service Members with their families, communities, and employers upon re-deployment or release from active duty.

The Yellow Ribbon program helps Service Members and their families navigate through the numerous DoD, Veterans Affairs, and state systems to ensure they receive information and assistance regarding all the benefits and entitlements they have earned as a result of deployment.

### Servicemembers' Civil Relief Act (SCRA)

- <https://scra.dmdc.osd.mil/scra/#/home>
- <https://www.militaryonesource.mil/family-relationships/relationships/relationship-challenges-and-divorce/servicemembers-civil-relief-act/>

Direct all questions about SCRA to your Base Legal Office.

#### *Termination of Residential Leases*

Servicemembers' Civil Relief Act (SCRA) allows individuals to terminate a lease when they go on active duty if the lease was entered into before going

on active-duty status. Additionally, the act allows a Reservist to terminate a residential lease entered into while in the military, if the Reservist receives permanent change of station (PCS) orders, or receives orders to deploy for a period of not less than 90 days. Please note: To terminate the lease, the member must deliver written notice to the property owner at any time after call to active duty or receipt of orders for active duty.

#### *Automobile Leases*

If a Reserve Marine enters into an automobile lease before being called to active-duty status, the Reservist may request termination of the lease per the Servicemembers' Civil Relief Act (SCRA). However, for this to apply, the active-duty status must be for at least 180 continuous days. Reservists making a permanent change of station (PCS) move, or who deploy for 180 days or longer, may terminate such leases, with proper documentation.

#### *Evictions from Leased Housing*

Military Reservists may seek protection from eviction under SCRA. The Service Member must occupy the rented or leased property, and the rent cannot exceed a certain amount that is adjusted each year. The Reservist or eligible dependent who has received notice of an eviction must submit a request to the court for protection under the SCRA. If the court finds that the Reservist's military duties have materially affected his or her ability to pay rent in a timely manner, the judge may order a stay or postponement of the eviction proceeding for up to three months or make any other "just" order.

#### *Installment Contracts*

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

#### *Interest Rate*

If a Reserve Marine's military obligation has affected his or her ability to make payments on financial obligations such as credit cards, loans, mortgages, etc. when called to active duty, the Reservist can have the interest rate capped at six percent for the duration of the military obligation. Qualifying debts are debts that were incurred by the Reservist, or jointly by

the Reservist and spouse, before going on active duty. Debts incurred after going on active duty are not protected. Each creditor should be contacted, as there may be different requirements, which may include providing a copy of military orders and/or an Intent to Deploy letter.

Required documents can be obtained from the individual Reservist's S-1 administrative section.

### *Court Proceedings*

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

### *Enforcement of Obligations, Liabilities, Taxes*

A Reserve Marine called to active duty, or their eligible dependent may, at any time during military service, or within six months thereafter:

- Apply to a court for relief of any obligation or liability incurred by the Reservist or dependent prior to active duty, and
- The court may grant stays of enforcement, during which time no fine or penalty can accrue.

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

### Additional Protections

Contact your Base Legal Office, the official [SCRA website](#), and [Military OneSource](#) for an entire list of protections under SCRA. Additional highlights include:

- Postponement of foreclosures.
- Deferred income taxes.
- Protections against default judgements.
- Protections for small-business owners.

- Termination of phone service.
- Voter rights in your home state.

## Childcare for Reserve Families

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

- [Child Care Aware of America \(CCAoA\)](#)
  - [Operation Military Child Care](#)
- [Armed Services YMCA](#)
  - The Armed Services YMCA provides innovative, interactive programs and services designed especially for junior-enlisted service members, their spouses and their children. The core programmatic focus is on the resiliency of military families, and to provide experiences to help navigate military life amidst transfers, deployments, increased child care needs and financial burdens. Programs are offered at no or low cost and require no membership fees.

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

<https://www.esgr.mil/>

Employer Support of the Guard and Reserve (ESGR), a Department of Defense office, was established in 1972 to promote cooperation and understanding between Reserve Component Service members and their civilian employers and to assist in the resolution of conflicts arising from an employee's military commitment.

ESGR informs and educates service members and their civilian employers regarding their rights and responsibilities governed by [Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#). ESGR does not enforce USERRA, but serves as a neutral, free resource for employers and service members.

ESGR's Ombudsman Services Program provides information and mediation on issues related to USERRA. The ESGR Customer Service Center is available to answer USERRA questions. Specially trained Ombudsmen are available to assist members of the Guard and Reserve in resolving disputes with their civilian employers related to military service in the uniformed

services through neutral and impartial mediation. ESGR Ombudsmen are volunteers located throughout the U.S. and U.S. territories.

*Uniformed Services Employment and Reemployment Rights Act (USERRA)*

The [Uniformed Services Employment and Reemployment Rights Act of 1994 \(USERRA\)](#) is a federal law that establishes rights and responsibilities for uniformed Service Members and their civilian employers.

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to perform service in the uniformed services to include certain types of service in the National Disaster Medical System and the Commissioned Corps of the Public Health Service.

USERRA affects employment, reemployment, and retention in employment, when employees serve in the uniformed services. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

USERRA protects all members of the uniformed services by:

- Ensuring a person serving in the military remains eligible for re-employment with the pre-service employer, and
- Requiring individuals to give written or verbal notice to their employers prior to departure for military service.
- Providing for the continuation of employer-provided health insurance (at the Service Member's request) for an 18-month period, with payment of up to 102 percent of the full premium by the Service Member.
- Requiring employers to maintain time in-service for benefits accrual and retirement vesting purposes through the employee's military service.
- Entitling service members returning from military service to prompt reinstatement of employment with accrued seniority, status, and rate of pay as if continuously employed.



## Section 10- Deployment Readiness Checklists

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Checklists are one way you can prepare for deployment. Review the lists that meet your individual and family needs.

### Are You Ready? Checklist Question Set

Use this question set to assess your readiness. This corresponds to the exercise on slide 7. Ask yourself these questions and answer with Yes; No; Unsure; N/A.

- Does everyone know who the Deployment Readiness Coordinator/Uniformed Readiness Coordinator (DRC/URC) is?
- Do all of the Marine's dependents have a current ID card?
- Does everyone who needs their Marine's contact information have it?
- In case of an emergency, do family members know how to contact the American Red Cross, and what information they will need to provide in order to get a message sent out to the Marine?

- Is family contact information current on the [Record of Emergency Data \(RED\)](#) Form?
- Is beneficiary information accurate on the [Servicemembers Group Life Insurance \(SGLI\)](#) policy?
- Does the Marine have a will?
- Does someone the Marine trusts know the location of the will?
- Does the Marine need a general or specific power of attorney?
- Have you recently updated your spending plan or budget?
- Have you discussed communication plans and expectations for the deployment?
- Does the Marine and their family know who to turn to if they need assistance during deployment?
- Does the Marine have a workable [Family Care Plan](#)?

## Deployment Readiness Checklist for the Single Marine

This serves as the most basic checklist.

### Documents

- Ensure ID card is valid through entire deployment.
- Review Record of Emergency Data (RED) form and update if necessary.
- Contact Base Legal Services Office for any needed powers of attorney.
- Update Last Will and Testament.
- Ensure Servicemembers' Group Life Insurance (SGLI) has correct beneficiary information.
- Ensure enrollment in TRICARE.
- Register to vote and request an absentee ballot.
- Ensure someone have a copy of your Official Military Orders.
- Other



### **Financial Preparation**

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

### **Personal Preparation**

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

### **Emergency Plans**

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

### **Communication**

- Give your family the contact information for your Deployment Readiness Coordinator (DRC).
- Gather phone numbers, addresses, and email addresses of family and friends. Discuss expectations for keeping in touch.
- Make arrangements for birthdays and special occasions.
- Buy stamps, phone cards, camera batteries, etc.

- Create a plan for making telephone/video calls with family.
- Explain OPSEC to family and friends.
- Ensure family and friends have address and are aware of how to address packages and/or letters.
- Provide unit toll-free number to family and friends
- Ensure designated contacts are subscribed on Authorized Office Communication Tool (AOCT).
- Other

### **Housing**

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

### **Vehicle**

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

### **Outstanding Legal Matters**

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

### **Pets** (if applicable)

- Update pet information card.
- Make sure pet vaccinations are up to date.
- Provide vet information to whoever is caring for the pet in your absence.

- Establish an allotment to your caregiver for care of pets, or for pet emergency situations.
- Other

**Elder Care** (if applicable)

- Make arrangements for the care of your elderly loved one.
- Ensure that Family Care Plan has accurate information regarding the care for your elderly loved one.
- Make financial arrangements for your elderly loved one.
- Other

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

This checklist, in addition to the *Deployment Readiness Checklist for the Single Marines*, should be reviewed to help you prepare for the deployment.

**Documents**

- Schedule an appointment with your installation Base Legal Services Office to have powers of attorney (special and or medical) drawn up.
- Create or update your Family Care Plan.
- Update or create a Last Will and Testament and include who will become guardian to your children in your absence.
- Review the amount and beneficiary information on your Servicemembers' Group Life Insurance (SGLI).
- Ensure your dependent(s) has a valid military ID card that will not expire while you are deployed.
- Confirm your dependents enrollment in DEERS.
- Provide complete official deployment mailing address to family and friends.
- Include child care provider contact info on Record of Emergency Data (RED).
- Develop a written contract with your child's caregiver that includes financial arrangements.
- Ensure someone have a copy of your Official Military Orders?
- Other

## **Medical**

- Ensure your dependent is enrolled in the TRICARE region to be use.
- Provide copies of your child's medical records to your child's caregiver.
- Tell your provider how to obtain medical care, dental care, and prescriptions.

## **Emergency Plans**

- Discuss emergency communication with family.
- Give DRC's contact information to family.
- Provide Red Cross contact information to family and information needed to locate you.
- Ensure family has your contact information.
- Give family the location of important papers and a key to access.
- Develop emergency evacuation plan.
- Other

## **Legal Guardian**

- Provide the Deployment Readiness Coordinator's contact information to your child's caregiver.
- Give your contact information to your child's caregiver and child (if the child is old enough).
- Inform child's school or day care teacher of your deployment and ask them to send copies of schoolwork and report cards. Provide self-addressed, stamped envelopes.
- Tell your childcare provider to contact the American Red Cross in case of an emergency.
- Establish with your child's caregiver where they will go or who they will contact in case of a disaster.
- Tell extended family members about your upcoming deployment and provide your child's contact information.
- Make a plan to celebrate birthdays and holidays.
- Establish a plan with caregiver to facilitate communication from your child to you.
- Provide info about your child's routines: meal and bed times, chores, special toys, etc.

- Discuss what role, if any, your child's other parent will have during deployment.
- Other

**Outstanding Legal Matters** (if applicable)

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

## Deployment Readiness Checklist for the Married Marine & Spouse

This list will help the Marine and their spouse prepare for the deployment.

**Documents**

- Ensure ID Cards are valid through entire deployment.
- Ensure an updated Family Care Plan copy is available in the event that the spouse at home is unable to care for children.
- Ensure Record of Emergency Data (RED) is updated.
- Contact Base Legal Services Office for any needed powers of attorney.
- Update Last Will and Testament.
- Ensure Service Members' Group Life Insurance (SGLI) has correct and most up to date beneficiary information.
- Other

**Secure important documents**

- Marriage certificates.
- Birth/adoption certificates.
- Naturalization and citizenship papers.
- Insurance policies (life, household, auto).
- Deeds/mortgages/lease agreements.
- Social Security cards.
- Military records (copies).

- Vehicle title/s or loan documents.
- Tax returns.
- Divorce decrees.
- Court orders (support and or custody).
- Death certificates of deceased family members.
- Passports.
- Vaccination records.
- Copy of Official Military Orders.
- Other

### **Financial Preparation**

- Create a spending plan for the deployment.
- Start allotments or set up online banking to pay bills.
- Set up allotment for child support payments.
- Note periodic expenses such as taxes, tuition, or insurance.
- Arrange an extension for filing taxes if due during deployment
- Review existing accounts.
- If your family has a safe deposit box, make sure at-home family member has access to it.
- Review MyPay account and provide access.
- Determine who will use which credit cards.
- Review credit card balances.
- Gather information about other assets (such as bonds, mutual funds, CDs etc.) and maturation dates.
- Include money in your budget for emergencies, phone calls, gifts, and souvenirs for your children.
- Other

### **Medical/Dental**

- Ensure TRICARE enrollment at (800) 538- 9552.
- Ensure vaccinations are current.
- Check with all family health providers for acceptance of TRICARE insurance.
- Contact TRICARE if family plans to travel/relocate during deployment to ensure coverage.

- If children are to be born during deployment, either a general or special power of attorney is required to enroll the child in DEERS.
- Ensure enrollment for dental is confirmed.
- Other

### **Things to Remember**

Secure important documents

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

### **Vehicles**

- Ensure maintenance is update.
- Update insurance and registration.
- Ensure safety stickers on your car are current.
- Other

### **Emergency Plans**

- Discuss emergency communication with family.
- Give DRC's contact information to family.
- Provide Red Cross contact information and location information to family.
- Develop emergency evacuation plan with stay behind spouse.
- Other

### **Outstanding Legal Matters**

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

### **Communication**

- Provide Deployment Readiness Coordinator, unit toll-free number and unit website to family and friends.
- Provide complete official mailing address to family and friends.
- Gather contact information of family and friends.
- Make arrangements for birthdays and special occasions.
- Discuss expectations for keeping in touch with friends and family.
- Buy stamps, phone cards, camera batteries, etc.
- Inform your child's school or day care teacher of your deployment.
- Tell your child about the deployment.
- Other

### **Elder Care** (if applicable)

- Ensure arrangements are made for the care of your elderly loved one.
- Make financial arrangements for your elderly loved one.
- Other

## **Personal Preparation and Packing List**

### **Marines will receive the official packing list from S-3 Office.**

However, this list contains often overlooked nice-to-haves. This is not exhaustive, and your list may change based on the deployment.

### **Toiletries**

- Anti-bacterial hand wipes.
- Hand cream.
- Foot powder.
- Lip balm.
- Deodorant or antiperspirant.



- Lubricant eye drops.
- Sunscreen.
- Nail files, scissors, clippers, tweezers.
- Mosquito/fly/sand flea repellent.
- Band-aids.
- Anti-fog treatment for sunglasses.
- Hair clippers.
- 90-day supply of medications.
- Baby wipes (unscented).
- Baby powder (helps with heat rash).
- Small camping mirror.
- Comfort items, such as favorite shampoo, soap, contact lenses, etc.
- Other

### **Electronics and Communications**

- Digital or disposable camera.
- Flash drive or USB memory stick for personal computers.
- International converter.
- Phone cards.
- Batteries.
- Computer and/or handheld.
- Laptop computer.
- Head light with white and red light.
- Small flashlight.
- Alarm clock.
- Writing materials.
- Portable electric device (iPod, iPad, etc.).
- Other

### **Clothing Items**

- Closed-toed or high-soled shower shoes.
- Sock liners.
- Running shoes.
- Extra socks, underwear, and undershirts.
- Set of civilian clothes.
- Other

### **Kitchen/Food Items**

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

### **Reminders of Home**

- Child's art projects or schoolwork.
- Small scrapbook with mementos of home.
- CD with family's favorite songs.
- Family photos.
- Other

### **Miscellaneous**

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

## **Important Information Lists**

Record important information in these lists to find it easily when necessary.

### **Vehicle Information**

#### **Vehicle 1:**

- Make/Model/Year:
- VIN:
- Where are the keys?
- State registered:
  - Renewal Due (MM/YY):
  - Local Inspection (MM/YY):
- Base Inspection Due (MM/YY):

- Registration/Title Location?
- Financial Loan Company:
  - Payment and Due Date (DD/MM):
- Insurance:
  - Agent:
  - Phone:
  - Deductible:
  - Premium and Due Date (DD/MM):
- Maintenance
  - Oil Type:
    - Date to change:
  - Trusted mechanic:

### **Vehicle 2:**

- Make/Model/Year:
- VIN:
- Where are the keys?
- State registered:
  - Renewal Due (MM/YY):
  - Local Inspection (MM/YY):
- Base Inspection Due (MM/YY):
- Registration/Title Location?
- Financial Loan Company:
  - Payment and Due Date (DD/MM):
- Insurance:
  - Agent:
  - Phone:
  - Deductible:
  - Premium and Due Date (DD/MM):
- Maintenance
  - Oil Type:
    - Date to change:
  - Trusted mechanic:

### **Home Information and Checklist**

- Property Manager/Mortgage Holder:
  - Phone
  - Payment Amount and Due Date:

## Preparation Checklist

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

## Regular Maintenance Checklist

- Change the air conditioner/furnace/water filter.
- Start the lawn mower, put gas and oil into it.
- Reverse ceiling fans.
- Vacuum refrigerator coils.
- Fix a leaking toilet.
- Reset circuit breakers.
- Address any computer related issues.
- Hook up a new propane tank to the grill.
- Change smoke alarm and clock batteries.
- Vacuum the dryer vent, and remove any lint.
- Clean out the furnace.
- Other

## Helpful Telephone Numbers

Make sure the following numbers are in your phone(s):

- DRC/URC.
- Defense Enrollment Eligibility Reporting System (DEERS).
- Defense Travel Management Office (DTMO).
- Defense Finance and Accounting Service (DFAS).
- Police.
- Fire department.
- Poison Control.
- Provost Marshall Office (PMO).

- Base Legal Office.
- Base Armory/Weapons Storage.
- Installation Personnel Administration Center (IPAC).
- American Red Cross.
- Navy-Marine Corps Relief Society (NMCRS).
- Primary care physician.
- TRICARE.
- Dental.
- Auto Insurance.
- Department of Motor Vehicles (DMV).
- Military Tax Office.
- Voter Registration Office.
- Electric company.
- Appliance/Heating/Air-conditioning repair.
- Base Housing Office (if applicable).
- Childcare provider/Child Development Center/School (if applicable).
- Pediatrician (if applicable).
- Veterinarian (if applicable).

## Emergency Contact Card

Print and/or copy this information and keep in accessible places, like in a wallet/purse, glovebox, or on the fridge.

My Information	Marine's Information	Emergency Contact
<b>Name:</b>	Marine's Rank/Name:	Name:
<b>Cell Number:</b>	Unit:	Cell Number:
<b>Work Number:</b>	Work Number:	Work Number:
<b>Home Address:</b>	Cell Number:	Address:

## Section 11- Common Acronyms

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<u>Acronym</u>	<u>Explanation</u>
AFCT-	Armed Forces Classification Test
AOCT-	Authorized Official Communication Tool
ARC-	American Red Cross
ASVAB-	Armed Services Vocational Aptitude Battery
BAH-	Basic Allowance for Housing
BAS-	Basic Allowance for Subsistence
CAC-	Common Access Card
CACO-	Casualty Assistance Calls Officer
CCAoA-	Child Care Aware of America
CCC-	Community Counseling Center
CCUS-	Childcare in a Unit Setting
CDC-	Child Development Center
CFS-	Command Financial Specialist
CO-	Commanding Officer
ConAd-	Consolidated Administration Center
CONUS-	Continental United States
COSC-	Combat Operational Stress Continuum
CREDO-	Chaplains Religious Enrichment Development Operation
CYP-	Child and Youth Programs
DCoE-	Defense Centers for Excellence
DEERS-	Defense Enrollment Eligibility Reporting System
DFAS-	Defense Finance Accounting Service
DMO-	Distribution Management Office
DoD-	Department of Defense
DRC/URC-	Deployment Readiness Coordinator/Uniformed Readiness Coordinator
DUSTWUN-	Duty Status Whereabouts Unknown
EFMP-	Exceptional Family Member Program

<u>Acronym</u>	<u>Explanation</u>
DSOC-	District Spouse Orientation Course
FAP-	Family Advocacy Program or Fleet Assistance Program
FCC-	Family Childcare
FCP-	Family Care Plan
FEAP-	Financial Education Action Point
FMEAP-	Family Member Employment Assistance Program
FOCUS-	Families OverComing Under Stress
FRCT-	Program Family Readiness Command Team
FRCTA/FRA-	Program Family Readiness Command Team Advisor/Assistant
HHG-	Household Goods
HIPPA-	Health Insurance Portability and Accountability Act
HMO-	Health Maintenance Organization
IA-	Individual Augmentee
I&R-	Information & Referral
IPAC-	Installation Personnel Administration Center
L.I.N.K.S.-	Lifestyles, Insights, Networking, Knowledge, and Skills
LES-	Leave & Earnings Statement
M&RA-	Manpower and Reserve Affairs
MAGTF-	Marine Air/Ground Task Force
MASP-	Military Academic Skills Program
MCCS-	Marine Corps Community Services
MCFTB-	Marine Corps Family Team Building
MCI-	Marine Corps Institute
MEB-	Marine Expeditionary Brigade
MEPS-	Military Entrance Processing Station
MSEP-	Military Spouse Employment Partnership
MEU-	Marine Expeditionary Unit
MFP-	Marine and Family Programs
MFLC-	Military Family Life Consultants

<u>Acronym</u>	<u>Explanation</u>
MFR-	Marine Forces Reserve
MTF-	Military Treatment Facility
MyCAA-	Military Spouse Career Advancement Account
NACCRRA-	National Association of Child Care Resource & Referral Agencies
NMCRS-	Navy Marine Corps Relief Society
OPSEC-	Operations Security
OCONUS-	Outside the Continental United States
PADD-	Person Authorized to Direct Disposition
PCS-	Permanent Change of Station
PFM-	Personal Financial Management
PFPWD-	Program for Persons with Disabilities
PMO-	Provost Marshal's Office
PNOK-	Primary Next of Kin
POA-	Power of Attorney
POV-	Privately Owned Vehicle
FCC-	Family Childcare
P&PR-	Personal and Professional Readiness
PREP-	Prevention & Relationship Enhancement Program
RAPIDS-	Real-time Automated Personnel Identification System
RDST-	Readiness and Deployment Support Training
RED-	Record of Emergency Data
RSS-	RAPIDS Self-Service
SAC-	School-age Care
SCRA-	Servicemembers' Civil Relief Act
SDP-	Savings Deposit Program
SECO-	Spouse Education and Career Opportunities
SGLI-	Servicemembers Group Life Insurance
SMP-	Single Marine Program



<u>Acronym</u>	<u>Explanation</u>
SNOK-	Secondary Next of Kin
SOCDNS-	Servicemembers Opportunity Colleges Degree Network System
TAD-	Temporary Additional Duty
TAPS-	Tragedy Assistance Program for Survivors
TSC-	TRICARE Service Center
TSGLI-	Servicemembers' Group Life Insurance Traumatic Injury Protection
TYA-	TRICARE Young Adult
UDP-	Unit Deployment Program
UPFRP-	Unit, Personal and Family Readiness Program
UPS-	United Postal Service
USERRA-	Uniformed Services Employment and Reemployment Rights Act of 1994
USO-	United Service Organization
VA-	Veterans Affairs
VolEd-	Voluntary Education