

## FOREWORD

A successful deployment requires readiness through planning and advance preparation. Similar to the unit making preparations for deployment, many steps must be taken by the individual Marine to ensure his/her personal affairs are taken care of. The checklist at Appendix C is provided for your use in conjunction with the guide. Gathering information is the first step. Action items throughout the guide are identified by the emblem (shown on the right). Be sure to note these items. Success also depends on good communication and an understanding of what to expect for you, your family and close friends.



Many organizations are a part of the support structure available in preparing for a deployment. The installation, through Marine Corps Community Services (MCCS) Division, can provide information and guidance during the preparation stage and for the transition upon return. The MCCS web site, <http://www.usmc-mccs.org>, provides information on applicable support programs and links to other military resources. MCCS One Source can provide a wide range of support materials and information on preparing to deploy as well as coping strategies for the period of deployment. You can access the service online, <http://www.mccsonesource.com>, or via telephone at 1-800 869-0278. Additionally, there is a list of helpful websites at the back of this guide. These resources can assist your family members stay informed about your deployment. The unit rear deployed staff and the American Red Cross are great resources for your family members and close friends.

When you return, the reunion and reclamation process can be as challenging as the separation and deployment. It is important to recognize that there may be a variety of emotions. For example, it can be particularly hard for a parent to adjust to the independent and important role their son or daughter has acquired through becoming a Marine and deploying overseas.

Readjusting from deployment can be difficult. Take it slow, work through problems with friends, family, and/or significant others. Seek financial planning guidance and make informed decisions. If you experience burn out, take the time to rest, you'll have time to catch up with friends, family, and/or significant others. Help others like you who have just returned. You will find a sense of satisfaction through helping others.

This guide is intended to assist Marines in preparing for an upcoming deployment and serve as a resource for others close to you. Single Marines may want to send a copy of this guide to parents, family, and friends. Single parents should utilize the Family Guide to Deployment and prepare a family care plan.



A number of excellent tools were used in creating this guide including the Deployment Guide for Families, MCB Camp Pendleton, II MEF and MCAS

Yuma Deployment Guides, the Office of the Secretary of Defense Guard and Reserve Family Readiness Programs Toolkit, the Army Family Support Group Leaders Handbook, the Key Volunteer Network training materials, and information from the Lifelines, Fleet and Family Support Centers of Hampton Roads and Deployment Link websites.

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## **PRE-DEPLOYMENT**

### **SECTION 1:** **FINANCIAL PLANNING**

Marines should review their financial obligations and payment procedures to ensure all financial matters are resolved prior to departure. A backup plan should be in place to manage personal finances, whether automatic bill pay, allotments, or a trusted family member or significant other. A family member/significant other may be identified, who is willing to pay bills for you out of funds you provide to them. It is a good idea to have the individual be the one that you name in your power of attorney (POA) (see Section 5, page 10 for POA guidance). The Financial Specialist with your installation Marine Corps Community Services Financial Management Program, the Navy Marine Corps Relief Society, and many credit unions and banks can provide assistance with budget planning. Additionally, each unit has a Command Financial Specialist who can assist you. Your plan should identify sufficient funds each pay period to cover your expenses. Appendix A is a Budget Form to assist with planning a budget. If you have unpaid parking or speeding tickets make sure they are taken care of immediately and well before deployment. Check with credit card companies for terms and options – some will freeze the account during deployment and hold interest. This option allows you to resume normal payments upon return from deployment. Be careful when canceling nonessential bills such as phone, cable, and Internet services. If you signed a contract for a “good deal” it generally means a long-term contract with a significant penalty for cancellation. Continuing to pay \$100.00 a month for six months may be better than a \$450.00 cancellation fee (especially if you do not have an extra \$450.00) and an additional reconnection fee when you return. **You should check contracts before taking any action.**



#### **A. PAY DISTRIBUTION**

1. Direct Deposit Distribution. Most banks will set up separate accounts and distribute direct deposit funds between accounts as requested. Transfer of funds between accounts can easily be made if one account falls short of cash. Contact your bank or credit union for more information. Direct Deposit to a joint account can lead to confusion and problems if another party (e.g. the person paying bills) is writing checks and making withdrawals on the same account as the primary account holder. Bounced checks and letters of indebtedness can result.
2. Allotments. Defense Finance and Accounting Service (DFAS) can set up an allotment for you. Regular payments can be paid automatically ensuring there is no lapse in service or coverage. You can manage allotments through “MyPay” at website <https://mypay.dfas.mil/mypay.aspx>. While

deployed, anything that can be handled through an allotment should be set up that way. Listed below are some standard allotments:

- Bond Allotment (B) (i.e. U.S. Savings Bond)
- Contribution Allotment (C) (i.e. NMCRS, CFC, etc.)
- Insurance Allotment (I) (i.e. SGLI, Tri-Care Dental)
- Savings Allotment (S) (i.e. savings account, etc.)
- Savings Deposit Program (J)
- Discretionary Allotment (D)

If an allotment needs to be changed, contact the unit Personnel Administration Center pay section or online through “MyPay.” The Leave and Earnings Statement (LES) can also be viewed on the “MyPay” website with a user personal identification number (P.I.N.). **It can take up to 45 days (three pay periods) for implementation of an allotment.** Once deployed there can be a 60-day lag time.

You may allot part or all of your pay, with the exception of commuted rations (COMRATS) and clothing allowance. When individuals start an allotment, it is wise to have money set aside, particularly if allotting a large amount of total pay. The money for an allotment is taken out of both monthly checks, the 1st and 15th of the month. The first allotment check is issued on the first of the following month.

3. Split Pay. This option allows Marines enrolled in the Direct Deposit Program to receive a portion of their pay at the deployed location while the remainder is transmitted to their financial institution. The amount must be whole dollar amounts less than or equal to the Marines normal pay. The amount requested is per pay day.


## **B. ADDITIONS TO AND SUBTRACTIONS FROM PAY**

1. Basic Allowance for Subsistence (BAS) (sometimes referred to as COMRATS or Pro/Sep Rations) is a continuous entitlement for all Marines. Enlisted Marines will have a deduction for meals taken from their pay account when they are issued a meal card or provided meals, such as MREs when in the field. The amount deducted is slightly less than the full BAS for each day. It can take several pay periods for the initial deduction to occur, but the full amount will eventually be deducted.
2. Most personnel will receive Temporary Additional Duty (TAD) pay while deployed for over 30 days, or more than 50 miles away from their duty station. The amount varies by rank and duty station.

3. Other possible additions to pay are Imminent Danger Pay, Cost of Living Allowance (COLA), Flight Deck Duty Pay and Sea Pay. Specific pay issues will be dependent upon the type, length, and location of the deployment.

## **SECTION 2:** **NOTIFICATION**

### **A. EMERGENCY**

1. Family members may contact you regarding family emergencies (e.g., death, illness, or injury). They may do so by contacting one of the following:
  - a. Local Red Cross Chapter or Station during normal working hours or at the Chapter emergency number after hours.
  - b. American Red Cross Armed Forces Emergency Services toll free in the U.S. at 1-877-272-7337. See page 26 for more information on the Red Cross.
  - c. The Duty Officer of the installation you deployed from or Officer of the Day at your duty station.
2. In the event you obtain a serious injury or illness, the Rear Party Officer In Charge (OIC) or Family Readiness Officer (FRO) for your unit will notify your primary and/or secondary next of kin **by telephone**. Your Record of Emergency Data (RED) should be updated annually and before deployment. The information you provide will assist in the notification of your family according to the guidelines set forth in the Marine Corps Casualty Procedures Manual. 
3. In the event of a Marine's death, a Casualty Assistance Calls Officer (CACO) from the closest base or Reserve Station will make an in person notification to the primary and secondary next of kin. As stated above, the RED is the most valuable document in aiding the Marine Corps Casualty Section in the notification process for your next of kin, in accordance with the Marine Corps Casualty Procedures Manual. Every attempt will be made to enlist the support of a Chaplain in the notification.
4. The following hyperlink directs you to the Marine Corps Casualty website for detailed information on casualty procedures:  
[https://Inweb1.manpower.usmc.mil/manpower/mi/mra\\_ofct.nsf/mrp/casualty+assistance+home](https://Inweb1.manpower.usmc.mil/manpower/mi/mra_ofct.nsf/mrp/casualty+assistance+home). A menu is provided on the home page for easy navigation. If you will not be connecting to the site directly from the hyperlink, follow these instructions to navigate to the site: start at <http://www.manpower.usmc.mil>, select from the menu at the left "Personal and Family Readiness (MR)," a menu will appear, click on "Casualty Assistance."

**B. ROUTINE.** Certain deployed units have official websites accessible through <http://www.usmc.mil>. Others have telephone numbers with automated update messages. These sites may be extremely important to your family, to keep them informed. Unit readiness personnel provide details and information about these services at the unit pre-deployment briefs.

### **SECTION 3:** **FAMILY CARE PLAN**

A Family Care Plan is the responsibility of Marines who are single parents. Marines who otherwise bear sole responsibility for the care of minor children, or Marines with family members who are unable to care for themselves in the Marine's absence should have a written Family Care Plan. The plan provides guidance and procedures to the person(s) who provides care for the Marine's children, disabled, elderly, and/or other family member(s) in the absence of the Marine due to military duty (e.g., training exercises, temporary duty, deployments, etc.). The plan outlines the legal, health care (medical and dental), logistical, educational, monetary, and religious arrangements for the care of the Marine's family member(s) or ward to include: wills, power(s) of attorney, certificate(s) of guardianship or escort, family contacts, special letter(s) of instruction and any other documentation reasonably necessary for the caregiver's use. The plan must be sufficiently detailed and systematic to provide for a smooth, rapid transfer of responsibilities to the caregiver upon the absence of the Marine. Marine Corps Order 1740.13B provides guidance for Family Care Plans. The plan must be reviewed for accuracy and validity each year and is a part of the Marine's service record. Family Care Plans for those Marines who are required to have them are also included as a part of the unit family readiness program. Single parents preparing for deployment can obtain additional information to assist them in the predeployment stage. Refer to Section 6 of the Unit Deployment Guide for Families.

**SECTION 4:**  
**MEDICAL AND DENTAL**

**A. MEDICAL.** As an active duty service member you are required to enroll in TriCare Prime. Enrollment is not automatic. You **MUST** verify that you have enrolled for your medical care prior to your departure. Should you need medical care while deployed, regardless of the level of seriousness (whether food poisoning, a cut, or a more serious injury), being enrolled should prevent bills going directly to you. You should also already have a DNA sample on file. Even if you have already provided the sample double check to make sure your unit has access to the records and that they have not been misplaced.



**Because of variations in TRICARE procedures between regions and contractors, all pertinent medical information should be inserted here by the local installation or command. Include registration, appointment and service details as well as your local point of contact and TRICARE Service Center. Please delete this text box and use the electronic form entry box to enter your information and avoid formatting errors.**

**B. DENTAL.** All Marines are required to be a Class 1 or 2 before deployment. The best way to keep in good dental health is to make sure your records are updated and all appointments are kept. Make sure to be prepared and should you need any dental work, do so at least three months prior to your deployment. An explanation of dental classes is below.



- Class 1 Marines are free of cavities and do not need any dental work or cleaning.
- Class 2 Marines need treatment that is not urgent, i.e. routine cleaning
- Class 3 Marines need treatment ASAP. You are placed in a non-deployable status.
- Class 4 Marines need their Annual Exam completed.

Dental treatment is free to all active duty Marines to a limit. Limited meaning any kind of cosmetic work that is not deemed necessary. Otherwise you will be asked to pay for it.

## **SECTION 5: LEGAL PLANNING**

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

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

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

**A. POWERS OF ATTORNEY (POA).** One of the most important matters to consider during pre-deployment planning is a Power of Attorney. A Legal Assistance Officer should be contacted to help you determine if you need a POA and/or to prepare one. There are two types:

1. General Power of Attorney allows the holder of that legal document to use the grantor's credit, and the right to sell personal property. A General Power of Attorney grants virtually unlimited ability to act for another person. **General powers of attorney often create more difficulties than they cure and are generally not advised.** This is an extremely powerful legal instrument and should only be entrusted to a competent individual with experience in business matters whom you can trust. This person, often a family member or very close friend, should be someone you trust explicitly. You are giving them the authority to make legal decisions for you while you're deployed.

A general power of attorney should not be executed unless the individual making it is fully aware of the risks associated with such a document. Always consider whether a special power of attorney would serve the immediate purpose.

2. Special Power of Attorney allows the holder of that legal document to act for the grantor only when conducting business that is delineated in the document. This power of attorney will list in writing the actions you want conducted on your behalf. A special power of attorney can be very useful for such matters as managing financial accounts, settling of insurance claims, moving/storing of household goods. Care should be taken in determining who will hold the power of attorney and what actions will be authorized in the document. Remember, without the power of attorney, family members/significant others at home could be significantly hampered in dealing with matters that may arise while you are away.

**B. WILLS.** This document is very important for every Marine. The primary purpose of a will is to ensure that property is distributed as the writer desires. Without a will, state laws decide how personal property is distributed and, if there are children involved, they can become wards of the state. The state's wishes generally do not follow those of the deceased. It is important that an individual's will reflect his/her current state of affairs so keeping it up to date is critical. Overlooking the execution of this important document could directly affect the security of your family. Your banking institution or other responsible individual should be named executor of your will. Note that a will does not cover life insurance distribution. Insurance is a separate contract between the insured and the insurance company. Verify that your beneficiary designations on insurance policies and the SGLV 8286 are accurate and current. SGLI will be paid separately by Marine Corps Casualty if appropriate. Refer to Casualty website (instructions on page 6, Section 2, Paragraph A.4 of this guide).




**C. NOTARIZATION.** Notary public service certifies official documentation and is provided at the Legal Assistance Office, most banks and credit unions, and may be available at Marine Corps Community Services. There may be a small fee for the service.


**D. TAXES.** Federal and State Tax returns must be filed even when you are deployed, unless an extension is granted, or a specific exemption is authorized. Problems in preparing and submitting tax forms or improper tax assessment may be directed to the Legal Assistance Office. Marine Corps installations normally have a VITA (Volunteer Income Tax Assistance) office to assist with preparing a return. It is best to file before deployment. Electronic filing will require payment via direct deposit to your account. A special power of attorney is recommended to facilitate filing and access to refunds. The required filing time period for Federal Income Tax is between January 1 and April 15 of the year following the taxable year. If you are outside the continental United States (CONUS) on April 15th you have until June 15th to file provided you are on official orders, not on leave. You can extend the June 15<sup>th</sup> filing date up to two more months after your return to CONUS if you file an IRS Form 4868 prior to




June 15th. Detailed information may be obtained from the IRS toll free from the hours of 0815 to 1615 at 1-800-829-1040.

[Local legal assistance information should be included here by the local installation or command.]

**E. RECORD OF PERSONAL AFFAIRS.** A checklist is provided in Appendix B, page 42, to facilitate the gathering of all personal information that will be helpful during the deployment. Keep this information in one location with your important papers (wills, powers of attorney, insurance policies, etc.). You may want to leave a sealed copy with a family member, person taking care of your bills, or POA. 

**F. EMERGENCY DATA.** Check the “record of emergency data” (“RED” Sheet) in your service record to make sure the information listed there is correct. Make sure the correct beneficiary is listed on your Servicemembers’ Group Life Insurance (SGLI) paperwork and Servicemembers’ Group Life Insurance Election and Certificate (SGLV 8286) 

**G. NEWLYWED OR THINKING ABOUT MARRIAGE.** If you marry prior to deployment you should obtain a copy of the Deployment Guide for Families. Additionally the checklist at Appendix D will be a valuable resource to ensure the most immediate tasks have been completed prior to your departure. 

You should immediately complete an administrative audit of your personnel records and official documents to include: Record of Emergency Data (RED), The Basic Individual Record (TBIR), Servicemembers’ Group Life Insurance Election and Certificate (SGLV 8286). You should also enroll your spouse in Defense Enrollment Eligibility Reporting System (DEERS) and obtain the Dependent's Identification and Privilege Card (Form DD 1172) for your spouse. This is also the time to apply for BAH and COMRATS.

The following items are more thoroughly reviewed in the Deployment Guide for Families and in Sections 1 and 6 of this Predeployment Chapter. It is important that these items be taken care of immediately to ensure that your spouse will have access to medical care, and other benefits while you are away. To summarize you should:

- Review your bills, loans, and other responsibilities to determine who will be responsible for payments while you are away. Ensure your spouse has an appropriate Power of Attorney (POA) to take care of personal matters. Many services do not accept a General Power of Attorney, and a specific POA may be needed.
- Ensure that your spouse has access to appropriate bank accounts and any necessary financial information.

- Provide that the unit Family Readiness Officer (FRO) receives pertinent contact information for your spouse. The 1<sup>st</sup> Sergeant or Gunnery Sergeant should initiate this.

- Attending a Lifestyles Insights Networking and Skills (L.I.N.K.S.) workshop can be very helpful for new military spouses. Have your spouse contact the local Marine Corps Family Team Building (MCFTB) office for details on attending the next class. Should your spouse not live in the immediate area of your permanent duty station the MCFTB office can provide information on how to access the online version of the course.

- Your spouse may also find attending a Relocation and Welcome Aboard Brief informative. The MCFTB office can help you get information on the next brief.

- You'll want to discuss with your spouse the TRICARE options available to them, and any eligible children, for health care coverage. TRICARE Prime is the no cost medical care provided to Marines and their families. TRICARE Standard allows families more flexibility in choosing their primary care physicians, however you incur deductible costs and co-pays. TRICARE Prime requires enrollment, which can be completed at your local installation's TRICARE Service Center. TRICARE information can also be found online at [www.tricare.osd.mil](http://www.tricare.osd.mil)

You'll also want to enroll your family into the TRICARE Dental Program by contacting United Concordia at 1-888-622-2256, or by contacting your nearest TRICARE Service Centers. Enrollment applications are also available on-line, at UCCI's web site. <http://www.ucci.com>

**YOUR SPOUSE AND ANY CHILDREN **MUST BE ENROLLED IN DEERS** (AND HAVE AN ID CARD) BEFORE THEY CAN UTILIZE ANY TRICARE BENEFITS.**

## **SECTION 6:** **PERSONAL AFFAIRS**

**A. VOTE!** Our Country, Our Choice, And Our Leaders! VOTE! The right to vote is one of our most important civil liberties. Moreover, voting is an obligation that accompanies and protects the freedoms we enjoy. Ensure you contact your Unit Voting Assistance Officer to complete a Federal Post Card Application (FPCA). The FPCA will be used to register you to vote in future primaries and Presidential Election. Ensure you use your deployment address when you complete the FPCA to ensure your absentee ballot arrives to you in country, in time for you to cast your vote and let your voice be heard.



### **B. VEHICLES**

1. **Storage.** Your Marine Corps Base/Station offers vehicle storage for the single Marine/Sailor. Vehicles will most likely be stored at the PMO Impound lot. You will need to provide proof of insurance and your registration will have to be current. You are not able to store personal belongings in the vehicle. Remember don't leave your vehicle on the street or in a parking area, because it could get towed, especially if the registration has expired. You may end up paying a daily storage fee while it's locked up. If you do not want to store your vehicle on base, it is advised that you arrange to have your vehicle picked up by an immediate family member. *Don't leave your vehicle in the care of a fellow Marine/Sailor. They may soon be in the same position you are in.*



2. **Registration Expiration Date.** Check your registration expiration date. Renew your registration yourself or provide a power of attorney to someone you trust to take care of it for you.




3. **Insurance.** Some insurance companies offer reduced rates to service members who are deployed if their vehicles are in secured off road storage. State requirements for storage insurance vary greatly – some do not require insurance at all when a vehicle is in storage. The key to car insurance for stored vehicles is to check with the insurance company and the bank. The insurance company may offer reduced rates; the bank may also be willing to forgo full coverage if the vehicle is in secure storage. Contact your agent to find out if you are eligible.







**C. HOUSING RENTAL AGREEMENTS/LEASES.** For those singles residing in town, ensure that you utilize the proper procedures to relinquish your lease. Because you are on active duty, you do **NOT** qualify under the Soldiers and Sailors Act of 1946. This means that you could be held liable for the duration of the lease. Depending upon how the lease is written, this could amount to a significant financial burden for you and quite possibility affect your credit rating. Should the holder of the lease wish, you could also face legal action.



Your agreement should have a military clause within their lease that they can invoke. Invoking the military clause is a simple process that both the housing office and legal assistance office can help with should a landlord be uncooperative. It is your responsibility to notify your personnel section to have your BAH discontinued during your deployment. If not, you may be subject to a large paycheck deduction upon completion of your deployment.

**D. OTHER CELL PHONE/TELEPHONE COMMUNICATIONS.** Depending upon the circumstances of your deployment, there may be prohibitions to the use of personal cell phones. Most cell phone companies charge a penalty for early termination of your service contract. Be sure to review your contract before determining the best action to take. Keep in mind that your bill will still have to be paid while you are away. Phone banks are typically available on a ship. You will want to purchase calling cards for your use. Be sure to obtain calling cards that can be used overseas, **NOT ALL CALLING CARDS ARE COMPATIBLE WITH OVERSEAS CALLING** (see page 21 for calling card purchasing tips). 

**E. PERSONAL BELONGINGS.** If you are living in the barracks ensure that you work with your unit to be included in a mass TMO pack up. If you choose to put your personal belongings in a storage area or with friends/family, inventory your items leaving a copy of the list with them. Take photos of valuable items. ***YOU SHOULD BE AWARE THAT THE GOVERNMENT IS NOT LIABLE FOR COST OR REPLACEMENT OF ITEMS NOT STORED/SHIPPED BY TMO!*** Also check on insurance options that may provide financial coverage for any loss. 

1. **Personal Weapons Storage.** Bachelor housing residents are required to keep their personal weapons in the armory. For those singles that reside in town they should **NOT** leave their weapons with a friend. Coordinate with your command and place the weapon in the armory. This will protect you and others. 
2. **Liberty Call.** Keep in mind that in foreign ports your command will have liberty dress codes requirements you must follow. Check with your command before deployment so you can pack the appropriate attire. 
3. **Miscellaneous.** Don't forget those important items you'll want to have for your personal time: camera, batteries, books, magazines, writing materials, or other small items. 

## **SECTION 7:** **RELATIONSHIP PLANNING**

**A. COMMUNICATION IS THE KEY.** Often, family members/significant others don't talk about deployment because the possibility of separation makes them uneasy. Honest discussion is usually the best way to deal with anxiety and minimize potential problems. Before you leave, agree how often you will keep in touch and what type of information will be shared. Discuss alternative ways to communicate such as email, video, cassette tapes, letters, and phone calls. It is a good idea to plan in advance for length and frequency of phone calls. Establish a few ground rules and make a list of the "need to know" items before a call to help keep phone bills under control (see During Deployment Chapter, page 17). Plan ways to keep the connection with relatives and decide how you will write/send gifts to parents and other family members for special occasions.

**B. EXPECT TO GO THROUGH A SERIES OF FEELINGS.** Marines preparing for deployment and separation go through many emotions. At first, you may feel excited. Later, you may start to withdraw from family and friends in an attempt to deal with intense feelings. Recognizing feelings and expectations and talking to your family members/significant other about them will help. Special photos of you and your family together or of loved one(s) may provide comfort for you and your loved ones. Recognize that you may argue right before a deployment. Talking about feelings ahead of time can help to minimize miscommunication. Information regarding the emotional cycle of deployment (see Section 7, page 15) can help Marine families sort through emotions. Don't worry if anger or depression occurs in the first few days after separation. Soon, families/significant others begin to see that they can handle separation.

**C. PLAN AHEAD.** Discuss and plan how the day of departure will be spent and start homecoming plans that can be discussed and refined throughout the separation. Indicate special events, birthdays, and activities on a calendar. Duplicated, calendars can be utilized for a homecoming countdown. For special occasions, cards and flowers and gifts can be ordered in advance for friends family members. Discuss special items you want and/or may need. Develop a list of suggestions for care packages. Family members/ significant others should find a comfortable routine and stay with it. Many people find that routine is comforting. Identify the support systems: family, friends, and place(s) of worship. Family members should be prepared for distress, when the separation day arrives. Individuals often minimize their feelings. Below are some myths about deployment to share with your family/significant others.

#### **D. MYTHS OF DEPLOYMENT TO SHARE WITH FAMILY AND FRIENDS**



1. Myth #1: Many people assume that one “gets used to” separation, and therefore, each deployment and separation is less difficult and hurtful. Research proves this false, as does personal experience. The first deployment requires the greatest adaptation because everything is new. The next several deployments are somewhat easier because of lessons learned. However, if the deployment cycle is frequent and continuous, families find that the effect is cumulative and the strain is great. Knowing that there are others with the same feelings and experiences during this time may make your family members/significant others feel less alone. Reaching out to others will help them and provide good social support.
2. Myth #2: After the service member returns home, you can pick up right where you left off before the deployment. This just isn't so, particularly after the first separation. Each has been changed by the experience and the physical, mental, financial and emotional challenges they have faced. Family members/significant others are different after separation and must learn to be flexible as they adapt.
3. Myth #3: All of the illnesses suffered during deployment are a figment of the imagination or due to Marine's absence. Many family members/significant others feel there is a tendency by doctors to attribute very real pain or illness to the absence of the Marine. Their suffering may be inaccurately diagnosed as childish attention-getting behavior. Stress can bring on medical problems and it is important to have those addressed.

## **SECTION 8:** **EMOTIONAL CYCLE OF DEPLOYMENT**

The Emotional Cycle of Deployment (ECOD) describes changes in family members/significant others' behavior and emotions during deployments of three months or more. Although it was initially developed for Navy wives, the model has been useful in working with parents and significant others. The ECOD presents a general picture and appears to be true most of the time, but each person is unique and the exceptions are varied. It will be helpful for you to understand this cycle. You may want to share this with parents and/or significant others.



### **A. STAGES ONE THROUGH SEVEN**

1. Stage one – Anticipation of Departure (1–6 weeks before departure).  
Before the deployment it is not uncommon for family members/significant others to protest, to feel tense, to be frustrated and to avoid the reality of the Marine's departure. They may unexpectedly find themselves crying at what may seem to be little things. There is also tension as couples cram a multitude of activities in a reduced time frame. There are things to fix, things to do, and people to see. It can be a hectic and frustrating time.
2. Stage Two - Detachment and Withdrawal (Last week before departure).  
Detachment may begin before the actual departure. There may be anger and emotional break-offs as people prepare for separation. It can be a time of mixed feelings as one attempts to protect oneself from hurt by distancing, yet wants to make the most of the available time. At the beginning of this stage family members/significant others may experience the grief of loss. Detachment will also be a part of the whole separation time. It is the state of routine, day to day, living.
3. Stage Three - Emotional Disorganization (1-6 weeks into deployment).  
Emotional disorganization can occur initially when family members/significant others attempt to make new routines and carry out their duties. Many become depressed and withdraw from friends and neighbors. The disorganization soon passes, however, as they recover.

It is important for family members/significant others to remember during both stage two and three to take care of themselves. They should eat healthy and get plenty of rest and exercise.

In addition, they should avoid trying to do everything by themselves. Family, friends, neighbors, and clergy can be resources for emotional support.

4. Stage Four – Recovery and stabilization (variable, between weeks 3 & 5). Recovery and stabilization occurs when family members/ significant others get set into a routine and realize they are doing fine. It is a time of increased confidence. They take pride in their ability to cope and find a new sense of independence.
5. Stage Five – Anticipation of return (6 weeks before return). This is the “Oh boy! They’re almost home,” stage. With it comes excitement and anxiety. Some family members/significant others become frenzied, as they rush around trying to make everything perfect for their Marine’s return. Many start diets and pick up the pace of doing what ever it is they feel must be done before the Marine returns.

Important notes to remember for Stage Five is don’t expect things to be perfect after the reunion. Consider setting aside quiet time during the first few days. Avoid planning a busy schedule of events. Even though reunion is exciting, it can be stressful, too. Changes may have occurred and you will all need time to adjust.

6. Stage Six – Return adjustment and renegotiation (6 weeks after return). Upon return to home the phase of adjustment and renegotiation of relationships begins. The set of assumptions and expectations need to be reset, and reevaluated (fine tuned), to account for the changes that have occurred in the past 6 months or year. It may be a time of tension and fighting. This is, however, normal and to be expected. Communication is the key. Especially during stage six. Remember, open, honest communication can solve many problems or conflicts.
7. Stage Seven – Reintegration and stabilization (6-12 weeks after return). The last stage is when reintegration has occurred and you have reached stability in your relationships with family and/or significant other. “Normal” life resumes for all.

## **DURING DEPLOYMENT**

### **SECTION 1:** **COMMUNICATION TIPS**

Communication during deployment takes many different forms. The greatest morale builder during a deployment is communication from home. Encourage your family, friends and significant others to send letters, cards, "care" packages, and email messages. This section maybe helpful to share with family and friends.



During these long distance communications, it is crucial to remember the importance of **operational security**. Operational security consists of measures taken to ensure that sensitive information is not compromised. Ensuring the security of the unit and unit families depends on many factors such as deployment areas and times, port call date, and special shore deployments. Location of spouses and families during the deployment, any special pre-deployment training and the planned return date are also information items that are sensitive. Family members, significant others, or friends should avoid discussing operational information in public places, over the telephone or with members of the media.

#### **A. PERSONAL COMMUNICATION**

Make sure your family members have your correct unit mailing address for sending personal letters. You should provide them with your email address, if you have one. During your predeployment briefs, information on web site addresses and 1-800 numbers should be made available. Unit information is available via web site or through the 1-800 numbers and is especially helpful for your family/friends during the times you do not have access to email or are unable to write to them frequently.



Mail may take a week or more to reach you and operational schedules may delay mail even further. If family members/significant others have been receiving mail regularly and the mail suddenly ceases for a week or longer, reassure them that there is usually no cause for alarm. Extended operations and bad weather can delay mail distribution. Some communications *Rules of Thumb* for you, and to share with family members/friends are listed below:



1. Be informative and cheerful.
2. Use sarcasm and humor with great care. Remember that in writing, no one can hear the tone of your voice or see the expression on your face.

3. **Rumors should be avoided**, especially if they deal with classified subjects such as unit movements or deployments. Remember the importance of operational security.
4. Do not brag to others about the number of letters you write or the number you receive. Score keeping usually results in hurt feelings.
5. Refrain from gossip about other members of the unit, or their families. This can cause unnecessary trouble and may not be true.
6. You should also remember to be very clear. Do not assume that those you write to know what you are talking about. **An earlier letter explaining details may not have been received.**
7. Try numbering letters on the envelope so that if more than one letter is received, the recipient knows which one was written first.
8. Write often and write about anything, even the weather. Sometimes the best letters are simply about the events happening in the day. Encourage family/friends to send an audio or videotapes, or to send an occasional "care package" with food items that are non-perishable, as well as photos, or small keepsakes.
9. There is often a time lag between letters of at least a week, sometimes longer. Situations often change before a letter is received. It is strongly suggested that you should not make a major decision or argue by mail.
10. If you have to give bad news in a letter, be clear and to the point, and explain all the details including dates.
11. Family members and significant others should avoid troubling their Marine with problems that he/she cannot solve. Seek assistance with some of the many agencies and people in the local area: Marine Corps Community Services Center (MCCS) One Source, Pastor, Navy Marine Corps Relief Society (NMCRS), and friends.
12. **A note to family and friends:** If you are angry and/or things are going all wrong, try recording everything you're feeling on paper or in a journal. Sometimes after you have vented the frustration in writing, you will feel better and can better handle the situation. **Do not send these to the Marine.** Remember, when they are away, written words are far more permanent than spoken ones. Sometimes it helps just to talk to a friend or clergy.
13. It is important to think of the effect of disturbing news on family members/significant others. Many families are not accustomed to

dealing with the military lifestyle and something that seems trivial to you may be extremely disconcerting to them.

14. Remember that an airmail letter can take up to 10 days to reach its destination and parcel post can take as long as six weeks. Do not send perishables through the mail. When mailing money, **do not send cash.** Use check or money order only.
15. First Class mail can be forwarded by crossing out your home address, writing the forwarding address on the face of the letter and dropping it in the mailbox.

## **B. OTHER PERSONAL COMMUNICATION**

Make sure your family and loved ones have your social security number (SSN) and branch of service in case of an emergency. You should also complete a **Red Cross** information card that you can mail directly to your family members. This card will not only identify the role of the **Red Cross**, but will provide the information that your family needs should you need to be contacted in the case of an emergency.



Let your family know ahead of time what to send in a **Care Package**. Packages from home can be a very welcomed sight when you're thousands of miles away. Some hints and tips to expedite your mail and care packages are: be sure all items are correctly addressed (typed labels are best) and for care packages the recommended size is that of a "shoe box." Be sure to inform your family members and friends of the "dos" and "don'ts" of sending mail and care packages listed below.



1. Put the address on a piece of paper inside the top of the box or envelope in addition to addressing the outside. This allows the post office a way to deliver your mail if outside information is unreadable.
2. If you are sending VCR/DVD player, music or video tapes/DVDs, put the message, "magnetic recording enclosed."
3. There are a variety of options for sending packages. To be shipped through the postal service, the parcel must not weigh more than 70 pounds and not be greater than 108 inches in size. This 108-inch size limitation is determined by adding four times the width to the length of the package. Articles that bear marks or names of copyrighted trademarks cannot be mailed unless those marks or names have been removed or covered. Be sure to check with your local post office or the Postal Service website for current information. Generally, for overseas shipment, including APO and FPO addresses, a customs form must be

completed and attached to the package. For current information, consult the U. S. Postal Service website at <http://www.usps.com>.

4. Marines like to get goodies from home. Some suggestions for things to include in Care Packages: cookies, cereal, magazines and books, audio and video tapes, candy bars, stamps, hometown newspapers, puzzles, playing cards and grooming items. Remember that it can take up to a month for packages to reach a given destination. Wrap food securely so it will be edible on arrival. Chocolate may melt before it gets there; protect the other items in the box if you choose to include it and realize it probably will not arrive in its original form. If you are not mailing consumable items, try to keep selected items small. Storage space is almost always extremely limited.
5. Parcels and articles mailed from outside the continental U.S. (CONUS) are subject to examination by U.S. Customs' officials, with the recipient liable for duties assessed. Please be aware of Customs' regulations to and from the area of deployment. A maximum of \$100 a day per address may be mailed "duty free". Parcels mailed with copies of "official orders" attached or enclosed reflecting assignments overseas in excess of 120 days are exempt from Customs' fees when the military member is returning to the states. If orders are enclosed, the parcel must be endorsed by the accepting post office with "Free Entry Movement Orders attached/enclosed" as claimed under Public Law 89-436. Be aware of any trademark violations, as Customs' officials will confiscate counterfeit name brand items and illegally copied software, music and video. U. S. Customs website provides more information at <http://www.customs.gov>.

### **C. E-MAIL**

1. Using e-mail can be an efficient way to communicate from overseas. Number the e-mail because dates aren't always effective due to time differences and frequency to check email. If family members/friends don't have a computer with internet or email at home, they can access one at a community library or cyber cafés. The United Services Organization (USO) normally provides free internet services to military families in addition to many other activities. Free email accounts are readily available to users via certain web sites such as Hotmail, Yahoo and Netscape.
2. Remember operational security, operational details such as ship's position, command mission, or scheduling such as specific port call dates should never be discussed.
3. Read the contents before sending it. Ask some of the following questions:

- a. Is this negative and depressing?
- b. Does it contain personal matters that should not be read by others?
- c. Will he/she be embarrassed if others read this?

If your answers are “yes” you may want to reconsider sending it. Rarely will Marines have an exclusive computer terminal for personal use. Computers are often shared by several unit members or by an entire unit.

4. It is best to send small, mostly text e-mail messages. Messages with a lot of graphics or attachments may be undeliverable because of download times and military network restrictions. The email networks in remote areas and on ships are not always operational so have patience when waiting for a reply.

**D. MOTOMAIL.** MotoMail is a Marine Corps unique system that prints electronically sent letters (from family and friends) in about twenty-four (24) hours to units in Afghanistan and Iraq. This service is free to all users and provides bank level security without any misdirected mail. Letters are stored on a server then distributed to the correct nine (9)-digit zip code, printed, sealed and made available for delivery through unit mail call. Motomail can be accessed via the web address [www.motomail.us](http://www.motomail.us). Due to the overwhelming success of the Motomail program some restrictions may be imposed in the future, such as limiting the number of letters per day or the length of a letter to one page.

**E. CALLING CARDS**

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

**F. MILITARY AFFILIATES RADIO SYSTEM (MARS) CALLS**

1. Occasionally aboard ship or in port you may be able to place a Military Affiliates Radio System (MARS) call home. These calls are made via amateur radio to a receiving station in the U.S. and then via commercial phone. Those receiving will only be charged the collect rate from the

receiving station (usually in California), but the call must be limited to 3 minutes. One thing to remember about these calls is that the radio portion of this MARS link is one-way only. This means that only one person may speak. Family members will get instructions about how to properly use the MARS call from whoever is assisting at the receiving station.

2. MARS can also be used if family members or significant others have e-mail. The message in e-mail form is delivered to a local station. Then they relay the message. The addressee's Full Name, Rank, Division, Squadron, or Ship, and E-mail Address for return message will be required. The message needs to be less than 50 words.

### **G. MORALE CALLS**

1. During 1981 the Secretary of Defense authorized the military services to use the AUTOVON (now Defense Switching Network/DSN) system at HQMC to allow family members to contact servicemen who are deployed overseas in remote areas. One family member per service member or parent is eligible to use this privilege for one overseas morale call every 30 days using the DSN system.
2. These calls are made through the Marine Corps Command Center (MCCC) located at HQMC, Arlington, VA. Calls are restricted to two lines: (703) 695-7366 or toll free at 1-866-HQMCNOW (1-866-476-2669). Calls may be made during off duty hours according to the following schedule (all times all HQMC local time): Monday – Thursday 1630-0600, Friday – Sunday 0000-2400, Holidays 0000-2400.
3. All calls will be sent through as long as the lines are open and not being used for official business. Calls are limited to 10 minutes in duration.
4. If a family member calls and states that an emergency exists, the watch stander receiving the call will inquire about the nature of the emergency and refer the caller to the appropriate agency, usually the local American Red Cross. In an extraordinary situation, at the watch officer's discretion, an emergency call may be connected.
5. Marines that are deployed overseas in actual contingency operations can call the MCCC after working hours and be connected to a personal call with a local number in the DC area. For such calls, the same criteria apply as described above for morale calls. The MCCC does not patch personal long distance toll calls, but can provide patch through to toll free long distance access numbers and DSN operators.

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

## **SECTION 2:** **SUPPORT ORGANIZATIONS**

### **A. CHAPLAIN**

The chaplain provides a friendly face, a listening ear and can be a source of support and reassurance for you. Family members/significant others can benefit similarly with their local clergy while you are deployed. The following services are provided for you through the Chaplain Corps:

#### 1. Spiritual Ministry

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

#### 2. Secular Ministry

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

[Local chapel information should be included here by the local installation or command.]

### **B. NAVY-MARINE CORPS RELIEF SOCIETY**

1. The Navy-Marine Corps Relief Society (NMCRS) provides financial, educational and other services for active duty, retired military personnel and their immediate family members. "Taking care of its own" is the Society's motto. The Society relies heavily on volunteer assistance rendered by family members of military personnel. Financial assistance

may take the form of a loan without interest, an outright grant, or a combination of the two, depending upon the circumstances and the repayment ability.

2. Navy-Marine Corps Relief Society can:

- Help make a practical budget to avoid financial problems.
- Provide financial aid for emergency or unexpected medical or dental work to approved dependents. Supply payment of the patient's share of medical expenses covered by TRICARE, United Concordia and Medicare programs.
- Provide financial aid if an allotment check fails to arrive on time.
- Provide financial aid in the event emergency travel is necessary.
- Help with funeral expenses (according to need) in the event of a death in the immediate family.
- Provides education assistance through a Student Loan Program.
- Assist with the cost of essential vehicle repair.
- Assist with financial needs in the case of a disaster.

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

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

4. **NMCRS cannot lend money to a family member without pre-authorization permission from the Marine.** If the family member has a General Power Of Attorney or a Pre-Authorization Form, available at the NMCRS office, funds can be advanced for the family's need or emergency and the Marine is notified after the assistance is given. By signing a Pre-Authorization prior to departure a Marine is taking an important step in protecting his/her family members from financial crises that may arise during the deployment. Assistance will be given based on the need of the family and according to NMCRS policy and procedures. Information can be found at <http://www.nmcrs.org/>.

[Local NMCRS information should be included here by the command.]

### **C. AMERICAN RED CROSS**

1. **The Red Cross is a 24-hour a day agency. They can be reached at 1-877-272-7337 in the U.S.**
2. The Red Cross offers communication assistance when the Marine and his family are unable to communicate directly or when a family cannot obtain information. Family members of Marines often turn to Red Cross when there is a sudden illness, death or birth in the family. While deployed, the Red Cross can help you find out about these and other emergencies in your family. If you are the patient, Red Cross workers in military hospitals will write letters for you. If an emergency arises and your family must contact you overseas, the Red Cross cooperates with service officials to get the message delivered.
3. American Red Cross provides emergency financial assistance in the event of disaster. Appropriate referrals between Navy Marine Corps Relief and Red Cross are made when necessary to give complete consideration of needs. The Red Cross can provide NMCRS financial assistance when there is not an available NMCRS office (after hours or not near an installation). Local chapter contact information can be obtained from the ARC web site (<http://www.redcross.org>).

[Local American Red Cross information should be included here by the command.]

4. Emergency Leave: If you must take emergency leave, the Officer in Charge (OIC) may ask the Red Cross for an emergency leave report to verify the situation. The information furnished by the doctor, lawyer, or other professionals involved is then furnished to the Officer in Charge to assist him in making the leave decision. This information is usually known as a Red Cross Message. However, the Red Cross cannot approve, disapprove, or recommend emergency leave. You may also request this report before deciding whether the situation is serious enough to take leave. (Also see Section 5, page 32, Emergency Leave.)

### **D. MARINE CORPS COMMUNITY SERVICES (MCCS)**

1. **MARINE AND FAMILY SERVICES.** The Marine and Family Services Division of MCCS is designed to assist the individual Marine through centralized information/referral services, relocation services and the coordination of area human resources services. The Division's purpose is to assist in having information and human services readily accessible and responsible to individual and family needs. The division also serves

as the focal point for information exchange and coordination of military and civilian family programs. **Persons in possession of a valid uniform service identification card are eligible for these services.**

[Local MCCS and Personal Services information should be included here by the command.]

2. **MCCS ONE SOURCE**. MCCS One Source is a valuable tool for Marines and family members experiencing deployments or facing everyday issues. The program offers information and referral assistance 24 hours a day, 7 days a week, 365 days a year via toll free telephone and Internet access. The service expands the hours and availability of assistance and is especially beneficial to those serving as reservists or recruiters, on independent duty staffs, and to those working family members who may not have access to base services during normal working hours. MCCS One Source is available at no cost to Marines and family members. Eligible users are Active Duty, SMCR Reservists, Sister Service personnel serving in Marine units (e.g. corpsmen, chaplains, etc), and their family members.

Masters level consultants and specialty research teams are readily available to provide referrals to military and civilian resources. In addition to providing a wealth of resources for deployment related issues, MCCS One Source provides information on everyday issues, parenting and childcare, education, finances, legal, elder care, health and wellness, crisis support and relocation. The service also offers a wide variety of prepaid educational materials in many different formats: tip sheets, booklets, cassette and CD recordings.

There are many ways to access MCCS One Source. Calls can be made toll free from inside the United States. From outside the United States, callers can use the international toll free number or call collect. Toll free numbers are also available for the hearing impaired and Spanish speaking consultants. Simultaneous translation services are available in over 140 languages. In addition to telephonic services, MCCS One Source offers an award winning website that features online articles, workshops, locators, financial calculators, tips on tape, "E-mail a consultant" and much more. The website is Section 508 compliant for those needing visual assistance and it is also available in Spanish.

**To contact MCCS One Source:**

**VIA TELEPHONE**

From the United States: 800-869-0278  
From outside the United States: 800-869-2788  
Collect (CONUS/OCONUS) 484-530-5884  
TTY/TDD (Hearing Impaired) 800-346-9188  
En Espanol 888-732-9020

**ONLINE**

Visit [www.mccsonesource.com](http://www.mccsonesource.com), **user id:** marines, **password:** semperfi

3. **MCCS SEMPER FIT.** The Marine Corps' health promotion and recreation program. It includes fitness and wellness programs as well as the following:

Recreation opportunities  
Information, Tickets and Tours  
Special Events  
Aquatics Program  
Intramural Program  
Physical Fitness Center  
Youth Sports

[Local Semper Fit information should be included here by the command.]

4. **SINGLE MARINE PROGRAM (SMP).** "Make a difference, get involved!" The SMP, created in 1995, is a program that provides opportunities for single Marines, living in a barracks or off base, to voice their concerns and provide suggestions regarding quality of life and other aspects of their lives. SMP component areas of primary focus are: Community Involvement, Life Skills, Health and Wellness, Recreation, and Career Progression. Contact your local SMP Coordinator for a list of activities, information, and meetings. Visit the Single Marine Program website for more information at [www.usmc-mccs.org/smp](http://www.usmc-mccs.org/smp).

**[LOCAL SINGLE MARINE PROGRAM INFORMATION IF APPLICABLE SHOULD BE INLCUED HERE BY THE COMMAND; MAY ALSO INCLUDE SMP CONTACT INFORMATION FOR THE DEPLOYED LOCATION.]**

5. **RELOCATION ASSISTANCE PROGRAM (RAP).** Although RAP's focus is on supporting PCS Moves of service members and their families; they can be of assistance in other ways. The program maintains information on over 350 military bases and stations worldwide in a website database called SITES. This database also includes relevant information on local communities near each installation. SITES can be particularly useful if

you are still getting settled into a new duty station or just want to find out more what's going on base, your local community, or perhaps a nearby installation. If you are deployed overseas, the installation you are assigned is likely to be found in SITES. To check out SITES logon to <http://www.dmdc.osd.mil/sites>. Then select the base or station you are searching for. The RAP at each installation also conducts "Welcome Aboard" Orientations to newly arrived service members. Check with your local MCCS Marine and Family Services for dates and times of upcoming orientations.

### **SECTION 3: EMERGENCY LEAVE**

Problems may arise that may require your presence. Emergency leave may be authorized whenever any of the following circumstances are determined or believed to exist by granting authorities, and normally only after American Red Cross verification is received by the Detachment Commanding officer in Charge. Emergency leave may be authorized under the following circumstances:

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

#### **A. EMERGENCY LEAVE INVOLVING FUNDED FOREIGN LEAVE TRAVEL**

Marines shall be authorized funded emergency leave travel in government-owned or controlled aircraft from overseas to CONUS (Continental U.S.), from CONUS to overseas, and between overseas areas. Government expense shall be authorized for a space-required basis. Outbound reservations should be confirmed by telephone prior to your departure from duty station, if feasible. If immediate reservation cannot be obtained for a travel-ready passenger, the

passenger control point (PCP) will direct you to report to the appropriate Military Airlift Command (MAC) aerial port for assistance in obtaining transportation. You will be directed to report to the Marine Corps Liaison Section, Passenger Liaison Officer (PLO) or MAC Terminal Liaison Section at the destination terminal immediately upon arrival for endorsement of orders. The Marine Corps activities that assign emergency leave dates shall provide parent commands with inclusive leave dates to enable them to report accurate information into the Manpower Management System (MMS). If necessary, commands that have insufficient funds should request for the required funds to the Commandant of the Marine Corps. Emergency leave shall not be denied solely because of lack of funds.

## **SECTION 4: OVERSEAS TRIP PLANNING FOR FAMILY**

Many times, during a Marine's tenure with the Marine Corps, occasions arise for family members/significant others to visit while the unit is on deployment. Several potential problems in regards to trips overseas can be easily avoided with the proper planning and foreknowledge of information about air travel, reservations, obtaining passports, visas, etc. Some of the necessary requirements for overseas travel take months to complete. When making travel arrangements, family and/or significant others should plan for the possibility that the Marine may not be there when they arrive. Travel insurance and an alternate plan are always a good safety net in case plans change. If visiting at an overseas installation, SITES can be an invaluable source of information about that installation, foreign country, and procedures for travel and stay in an overseas environment. Log onto <http://www.dmdc.osd.mil/sites> for information on overseas bases and stations.

**A. PASSPORTS.** All family members planning to travel overseas must have a current passport. If you plan on taking leave overseas, you may need a passport. Processing a personal passport takes approximately 6 to 8 weeks once an application is made.



If you should lose or you suspect that your passport is stolen, **immediately** report it to the nearest passport agency and also report it to the local police department. To protect the integrity of the United States and the security of the person carrying the passport that was lost or stolen, special precautions are taken in processing lost or stolen passport cases. These precautions include but are not limited to areas such as a verification of circumstances and a review of your file in Washington, D.C. Replacement of your lost/stolen passport may take a considerable amount of time because of this precautionary process. A new passport, which is issued to replace a lost/stolen passport, is limited in validity. Additionally, loss of your passport may leave you without appropriate evidence of identity and citizenship until such time as a new passport can be issued.

NOTE: The main cause for the loss or theft of a passport is carelessness. **Exercise every possible precaution to protect your passport. It is the most important document you can possess. Guard it carefully.**

**B. VISAS.** All family members (and active duty personnel on leave) will need a visa for most countries they plan to visit. Visas are not required for Japan if your stay is less than 90 days or for Korea if your stay is less than 15 days.

**C. 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. Family members should check with the immunization clinic at their local healthcare facility for further information on required vaccinations for each country they plan to visit. Any vaccination received must be recorded on their shot record and carried when you travel.

**D. CHECKLIST FOR FAMILY MEMBERS VISITING OVERSEAS**

- Passport
- Airline tickets
- Visas
- Shots, as required for entering countries on your itinerary obtained (check with your healthcare provider)

[Any applicable local information should be included here by the command.]

## **RETURN AND REUNION**

### **SECTION 1: TIPS FOR A SUCCESSFUL HOMECOMING**

You may have a picture in your mind about homecoming. Your family/significant other runs to meet you, you are showered with love and affection, everything is exactly as when the ship pulled out. It is possible, but highly unlikely. Things have changed, you have changed. Your family members/significant other may have taken on a new role and learned new skills. Your friends have made new friends or may have left base/station. Siblings may have grown and events may have occurred in a way you wouldn't have chosen. The best advice for everyone is to be flexible, be prepared for change, and be patient with the readjustment process.

Expect face-to-face communication with your loved ones to feel awkward at first. One thing you can count on is that things will not be the same as when you left. Take the time to listen and acknowledge the great job you all have done communicating during the deployment.

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

- How well were we prepared for the deployment?
- Did the frequency of communication (mail, care packages, phone calls) meet the expectations of all?
- How can we improve the adjustment process on both ends of the deployment?
- How did the financial setup work for family members/significant others?
- What should we do differently next time?

Transitions take time and patience. The family members at home may be seeing your return as the solution to all problems. Don't expect to solve them all within the first day of your return. Respect how your family members/significant other handled things while you were gone and remember that we all need reassurance of love and commitment. You need to remember that you need time to readjust to the non-deployed environment. The Single Marine Program can be a great asset to reintegrate back into daily life. The



most important thing at the point of homecoming is for everyone to be shown love and appreciation for all their efforts during the deployment.

Reunion is a special time for everyone involved. For single Marines with young siblings or children of their own, it may take time to rebuild that relationship, expect some emotional strain for both.

Here are some helpful hints for children and the deployed Marine. (Single parents may want to refer to the Deployment Guide for Families.)

- Encourage children to express their feelings about the return. This may be a mix of excitement, worry and fear. For instance, the child may be concerned that the new lifestyle will change once the loved one returns.
- Family should involve them in homecoming plans and activities such as planning special outings, making small gifts or helping cook the homecoming meal.
- Plan for the child(ren) to have special time with you.
- Plan to spend time together as a family to help reestablish family bonds. Children will feel more secure once these bonds are more stable.
- Children change quickly. For example, a preteen may have ignored the opposite sex before you left, but now considers them a top priority. Encourage them to talk about how things have changed.
- The returning Marine can bring gifts for the child(ren). It is not necessary for the gifts to be elaborate. Even as small a gift as a special postcard shows that you thought of them while away.
- Be sure to tell them how proud you are of his/her accomplishments. Express appreciation for the help they have provided during the deployment.
- Children are not mature adults. Don't be surprised if they do childish things. They need your love and attention more than ever. Be patient and treat them with respect. They may reject you at first, but time will ease the readjustment.

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

## **HELPFUL WEB LINKS FOR FAMILY MEMBER/SIGNIFICANT OTHERS**

### **United States Marine Corps**

<http://www.usmc.mil>

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

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

### **MCCS One Source**

<https://www.mccsonesource.com>

User ID: marines/Password: semperfi

### **LifeLines Services Network**

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

### **Operation Enduring Freedom**

[http://www.mfrc-dodqol.org/Enduring\\_Freedom/](http://www.mfrc-dodqol.org/Enduring_Freedom/)

### **The Office of the Special Assistant to the Under Secretary of Defense (Personnel and Readiness) for Gulf War Illnesses, Medical Readiness and Military Deployment**

<http://deploymentlink.osd.mil/>

[http://deploymentlink.osd.mil/deploy/prep/prep\\_intro.shtml](http://deploymentlink.osd.mil/deploy/prep/prep_intro.shtml)

### **Tricare Military Health Care**

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

## **APPENDICES: HELPFUL FORMS AND CHECKLISTS**



### **APPENDIX A: BUDGET FORM**

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

### **APPENDIX B: RECORD OF PERSONAL AFFAIRS**

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

### **APPENDIX C: SINGLE SERVICE MEMBER DEPLOYMENT CHECKLIST**

These sheets contain the following: Date Started/Completed Checklist, Valuable Documents, Automobile(s), and Personal Matters. It should be used as a guide to prepare yourself for deployment.

**APPENDIX A: BUDGET FORM**



**MONTHLY EXPENSES**

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

<u>PAYMENT FOR</u>	<u>PAY TO</u>	<u>AMOUNT 1ST PAYDAY</u>	<u>15TH PAYDAY</u>
HOUSING	_____	\$ _____	\$ _____
FOOD	_____	\$ _____	\$ _____
CLOTHING	_____	\$ _____	\$ _____
GASOLINE	_____	\$ _____	\$ _____
TELEPHONE	_____	\$ _____	\$ _____
CELL PHONE	_____	\$ _____	\$ _____
HOUSEHOLD SUPPLIES	_____	\$ _____	\$ _____
CAR LOAN (1)	_____	\$ _____	\$ _____
CAR LOAN (2)	_____	\$ _____	\$ _____
OTHER LOANS	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
ENTERTAINMENT	_____	\$ _____	\$ _____
CREDIT CARDS	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
POSTAGE/MAILING		\$ _____	\$ _____
INSURANCE:			
LIFE	_____	\$ _____	\$ _____
RENTERS INS	_____	\$ _____	\$ _____
VEHICLE	_____	\$ _____	\$ _____
OTHER EXPENSES (SPECIFY)			
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____

TOTAL EXPENSES NOT PAID BY ALLOTMENT \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 \*\*\*\*\*(List here monthly expenses paid by allotment)\*\*\*\*\*

<u>PAYMENT FOR</u>	<u>PAY TO</u>	<u>AMOUNT 1ST PAYDAY</u>	<u>15TH PAYDAY</u>
ALLOTMENT FOR _____		\$ _____	\$ _____
ALLOTMENT FOR _____		\$ _____	\$ _____
ALLOTMENT FOR _____		\$ _____	\$ _____
ALLOTMENT FOR _____		\$ _____	\$ _____
ALLOTMENT FOR _____		\$ _____	\$ _____

TOTAL EXPENSES PAID BY ALLOTMENT \$ \_\_\_\_\_ (+)\$ \_\_\_\_\_  
 (=) \$ \_\_\_\_\_

TOTAL EXPENSES NOT PAID BY ALLOTMENT \$ \_\_\_\_\_ (+)\$ \_\_\_\_\_  
 \*(See previous page for amounts)  
 (=) \$ \_\_\_\_\_

TOTAL MONTHLY EXPENSES (=) \$ \_\_\_\_\_  
 \*(Add total expenses not paid by allotment with total expenses paid by allotment to arrive at total monthly expenses).

**MONTHLY INCOME**

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



2. POWER OF ATTORNEY:
  - AGENT:
  - INCOME TAX:
  - FEDERAL RETURNS:
  - STATE RETURNS:
  - CITY:
  - PERSONAL PROPERTY:

**INSURANCE**

1. LIFE:
 

INSURANCE CO:	POLICY NO:	PAYMENT AMT:
INSURANCE CO:	POLICY NO:	PAYMENT AMT:
INSURANCE CO:	POLICY NO:	PAYMENT AMT:
  
2. HOMEOWNERS/RENTERS/PROPERTY:
  - DEDUCTIBLES, EFFECTIVE DATES
  
3. AUTO:
  - CITY/COUNTY/STATE REGISTRATION:
  - INSPECTION CERTIFICATES:
  - AUTO CLUB/TOWING SERVICE:
  
4. MEDICAL LIABILITY, OR OTHER INSURANCE

**SOCIAL SECURITY**

1. LOCATION OF UP-TO-DATE EMPLOYMENT RECORDS:

**PROPERTY OWNERSHIP OR INTEREST HEREIN**

1. REAL ESTATE HOLDINGS:
  - LOCATED:
  - THE PROPERTY IS ENCUMBERED BY A:
  - HELD BY:
  - TAXES PAID THROUGH (YEAR):
  
2. OTHER PERSONAL PROPERTY:

**BANK ACCOUNTS**

1. CHECKING:
  
2. SAVINGS:
  
3. OTHER (SPECIFY):

**SAFE DEPOSIT BOX**

1. BANK/TRUST COMPANY:
  
2. LOCATED AT:

**STOCKS BONDS & SECURITIES**

- 1. LOCATED AT:
- 2. BENEFICIARY:
- 3. LIST OF WAR OR SAVINGS BONDS BY DENOMINATION AND SERIAL NUMBERS:

**DESIGNATED BENEFICIARY**

NAMES AND ADDRESSES OF PERSONS DESIGNATED ON SERVICEMAN'S OFFICIAL **RED** TO RECEIVE SETTLEMENT OF UNPAID EARNINGS AND ALLOWANCES IN THE EVENT OF HIS DEATH:

**DEBTS AND PAYMENTS**

FOR EACH ITEM INCLUDE

- CREDIT AGENCY, STORE OR BANK:
- AMOUNT DUE:
- DATE OF MONTHLY PAYMENT:

**ENTER ANY ADDITIONAL DATA REGARDING INSURANCE, ALLOTMENTS, MILITARY RECORDS, INSTRUCTIONS TO FAMILY MEMBERS, VETERANS ADMINISTRATION CLAIM NUMBER, ANY OTHER SERVICE NUMBER, ETC**

**HOUSEHOLD (IF APPLICABLE):** (NOTE WARRANTY INFORMATION ALSO)

1. APPLIANCES

- a. WASHER: MAKE: MODEL:  
PURCHASED WHERE WHEN:  
IF SERVICING REQUIRED CALL: (NAME, ADDRESS, PHONE)
- b. DRYER: MAKE: MODEL:  
PURCHASED WHERE WHEN:  
IF SERVICING REQUIRED CALL: (NAME, ADDRESS, PHONE)
- c. REFRIGERATOR: MAKE: MODEL:  
PURCHASED WHERE WHEN:  
IF SERVICING REQUIRED CALL: (NAME, ADDRESS, PHONE)
- d. OTHER APPLIANCES: MAKE: MODEL:  
PURCHASED WHERE WHEN:  
IF SERVICING REQUIRED CALL: (NAME, ADDRESS, PHONE)

2. ELECTRONICS

- a. TELEVISION: MAKE: MODEL:  
PURCHASED WHERE WHEN:  
IF SERVICING REQUIRED CALL: (NAME, ADDRESS, PHONE)
- b. STEREO: MAKE: MODEL:  
PURCHASED WHERE WHEN:  
IF SERVICING REQUIRED CALL: (NAME, ADDRESS, PHONE)
- c. COMPUTER: MAKE: MODEL:  
PURCHASED WHERE WHEN:  
IF SERVICING REQUIRED CALL: (NAME, ADDRESS, PHONE)
- d. OTHER ELECTRONICS: MAKE: MODEL:

PURCHASED WHERE WHEN:  
IF SERVICING REQUIRED CALL: (NAME, ADDRESS, PHONE)

3. AUTOMOBILE(S) AND OTHER VEHICLES

a. VEHICLE #1:MAKE: MODEL:  
PURCHASED WHERE: WHEN:  
IF SERVICING REQUIRED CALL: (NAME, ADDRESS, PHONE)

b. VEHICLE #2:MAKE: MODEL:  
PURCHASED WHERE: WHEN:  
IF SERVICING REQUIRED CALL: (NAME, ADDRESS, PHONE)

c. VEHICLE #3:MAKE: MODEL:  
PURCHASED WHERE: WHEN:  
IF SERVICING REQUIRED CALL: (NAME, ADDRESS, PHONE)

4. TROUBLE CALLS

a. PLUMBER: NAME:  
ADDRESS:  
PHONE:

b. ELECTRICIAN: NAME:  
ADDRESS:  
PHONE:

c. HEATING/AC: NAME:  
ADDRESS:  
PHONE:

d. MECHANIC NAME:  
PHONE:  
ADDRESS:

**APPENDIX C: SINGLE SERVICE MEMBER DEPLOYMENT CHECKLIST**



Date Started    Date Completed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Legal Planning & Valuable Documents** *(refer to page 47)*

- Power of Attorney *(refer to pages 10, 47)*
- Will *(refer to pages 11, 47)*
- Taxes *(refer to pages 11, 47)*
- Record of Personal Affairs *(refer to pages 12, 42)*
- Emergency Data *(refer to pages 6, 12, 48)*
- Leases/Contracts *(to pages 30 & 31)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Medical and Dental** *(refer to page 9)*

- TriCare Prime Enrollment *(refer to page 9)*
- DNA Records *(refer to page 9)*
- Dental *(refer to page 9)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Financial Planning** *(refer to page 3)*

- Pay Distribution *(refer to page 3)*
- Pay Allotment(s) *(refer to pages 3 & 4)*
- Additions to & Subtractions from Pay *(refer to page 4)*
- Credit Cards *(refer to page 3)*
- Other contracts, leases *(refer to pages 3, 31)*
- Cell Phone *(refer to pages 3, 32)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Personal Affairs**

- Voter Registration *(refer to page 30)*
- Vehicle(s) *(refer to pages 30, 47-48)*
- Personal Belongings *(refer to page 31)*
- Personal Weapons Storage *(refer to page 31)*
- Packing! *(refer to page 31)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Correspondence/Communications** *(refer to page 17)*

- Personal Communications *(refer to page 17)*
- Email, Motomail, Calling Cards, etc. *(refer to pages 20 to 23)*
- Care Packages *(refer to pages 19 & 20)*

**(continued on the next two pages)**

**VALUABLE DOCUMENTS**

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

- 1. \_\_\_\_\_ Birth Certificates.
- 2. \_\_\_\_\_ Naturalization or Citizenship papers.
- 3. \_\_\_\_\_ Insurance policies (Life, Household, Auto).  
                   Agent \_\_\_\_\_ Telephone \_\_\_\_\_  
                   Agent \_\_\_\_\_ Telephone \_\_\_\_\_  
                   Agent \_\_\_\_\_ Telephone \_\_\_\_\_
- 4. \_\_\_\_\_ Deeds
- 5. \_\_\_\_\_ Mortgages
- 6. \_\_\_\_\_ Lease agreements
- 7. \_\_\_\_\_ Social Security Number
- 8. \_\_\_\_\_ Military Records (copies)
- 9. \_\_\_\_\_ Automobile Title (or loan papers)
- 10. \_\_\_\_\_ Tax Returns
- 11. \_\_\_\_\_ Divorce Decrees
- 12. \_\_\_\_\_ Court Orders pertaining to support and custody of your legal dependents
- 13. \_\_\_\_\_ Bank Accounts: (make sure family has full access to accounts)  
                   Checking: Bank \_\_\_\_\_  
                                   Account Number \_\_\_\_\_  
                                   Telephone \_\_\_\_\_  
                   Savings: Bank \_\_\_\_\_  
                                   Account Number \_\_\_\_\_  
                                   Telephone \_\_\_\_\_
- 14. \_\_\_\_\_ Savings Bonds and Securities
- 15. \_\_\_\_\_ Wills
- 16. \_\_\_\_\_ Power of attorney (General or Specific)
- 17. \_\_\_\_\_ Current Passports
- 18. \_\_\_\_\_ Legal papers  
                   \_\_\_\_\_ Power of Attorney  
                   \_\_\_\_\_ Will
- 19. \_\_\_\_\_ Adoption Papers
- 20. \_\_\_\_\_ Executor Appointment
- 21. \_\_\_\_\_ Medical Power of Attorney for children

**AUTOMOBILE:**

Indicate a yes/no, appropriate response, or N/A if not applicable.

- 1. \_\_\_\_\_ Does it have a current base sticker?
- 2. \_\_\_\_\_ Does it have a current license plate?
- 3. \_\_\_\_\_ Do you have the title? Who holds the lien?
- 4. \_\_\_\_\_ Is the insurance paid up? When is the payment due?
- 5. \_\_\_\_\_ Has the car been serviced lately?
- 6. \_\_\_\_\_ Is there an extra key?
- 7. \_\_\_\_\_ Do family members/significant others know what type of oil to use and when should it be changed?
- 8. \_\_\_\_\_ Do family members/significant others know the type of gasoline to use?

9. \_\_\_\_\_ Does a family member/significant other have the warranty?
10. \_\_\_\_\_ Do family members/significant others know where to go for warranty repairs?
11. \_\_\_\_\_ Does the vehicle operator know whom to call in an automobile emergency/accident?
12. \_\_\_\_\_ Does the vehicle operator have your automobile insurance agent's telephone number?

**CONDITION OF:**

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

**FLUID LEVEL OF:**

1. \_\_\_\_\_ Master brake cylinder
2. \_\_\_\_\_ Windshield washer
3. \_\_\_\_\_ Transmission
4. \_\_\_\_\_ Power steering pump reservoir
5. \_\_\_\_\_ Air pressure in all tires (including spares)
6. \_\_\_\_\_ Expansion tank
7. \_\_\_\_\_ Battery
8. \_\_\_\_\_ Engine oil
9. \_\_\_\_\_ Rear end lubricant

**PERSONAL MATTERS:**

1. \_\_\_\_\_ Do family members know what to do in case of an emergency? (call American Red Cross).
2. \_\_\_\_\_ Do family members have the information needed (SSN, current rank, mailing address, Unit Identification and/or CO's name)
3. \_\_\_\_\_ Do your family members/significant other understand the checking accounts and how to balance your account periodically?
4. \_\_\_\_\_ Do you have an adequate dependent's allotment?
5. \_\_\_\_\_ Do you have a back-up plan if the allotment is late?
6. \_\_\_\_\_ Have you signed a loan Preauthorization Form at the Navy/Marine Corps Relief Society?

## **APPENDIX D: NEWLYWEDS**

Should you marry prior to deployment, you [the military member of the family] should immediately complete an administrative audit of your personal records and official documents. Page 13 of this guide provides some additional information on these items and the Deployment Guide for Families provides a more thorough review of necessary preparations. The minimum items to address include:

- \_\_\_\_\_ Record of Emergency Data (RED)
- \_\_\_\_\_ The Basic Individual Record (TBIR)
- \_\_\_\_\_ Servicemembers' Group Life Insurance Election and Certificate (SGLV 8286)
- \_\_\_\_\_ Defense Enrollment Eligibility Reporting System (DEERS)
- \_\_\_\_\_ Dependent's Identification and Privilege Card (Form DD 1172)
- \_\_\_\_\_ Apply for BAH, COMRATS
- \_\_\_\_\_ Review of finances, bill payment process, appropriate Power of Attorney, and other necessary financial information.
- \_\_\_\_\_ Unit and Family Readiness Officer (FRO) Update
- \_\_\_\_\_ Lifestyles Insights Networking and Skills (L.I.N.K.S.) Workshop
- \_\_\_\_\_ Relocation and Welcome Aboard Brief
- \_\_\_\_\_ TRICARE Enrollment