

# THIRD BATTALION SEVENTH MARINES



## DEPLOYMENT GUIDE OPERATION ENDURING FREEDOM

**3<sup>RD</sup> BATTALION 7<sup>TH</sup> MARINES**  
**PRE-DEPLOYMENT GUIDE**  
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## FAMILY READINESS POLICY STATEMENT

As the Commanding Officer of 3<sup>rd</sup> Battalion, 7<sup>th</sup> Marines I am committed to creating and sustaining a climate in which our families are encouraged, supported, and armed with the information and resources they require to remain healthy, engaged, and educated.

Our families are our life. They define us, and they are the people from whom we frequently draw our strength. They are also, unfortunately, the ones whom we leave behind as we go forward to do our duty. Ours is a profession that necessitates long days, weeks, and months away from home, and it is imperative that we set the conditions to prepare our family members for the challenges that may arise in our absence.

Simply put, family readiness is a fundamental aspect of unit readiness. Marines and Sailors who are inwardly focused on the health and welfare of their loved ones back home will consequently lack focus on the battlefield, which itself is a recipe for disaster. Accordingly, it is imperative that all personnel become acquainted with and take an active interest in the different programs and services available to support our family members.

Integral to this process is our unit's Family Readiness Officer (FRO), Mrs. Andrea Tatayon. Per MCO 1754.9, the FRO is the face of the Commander's vision and the hub of communication for the Unit, Personal, and Family Readiness Program (UPFRP). She provides direct coordination between the Commander, the Marines and Sailors, the families, and all the available resources and organizations - both on- and off-base - that support my Commander's Intent. The FRO's primary duty is to communicate and serve as a communication portal for our personnel and their families. Hers is a difficult job, and I welcome and encourage any and all family members who wish to volunteer their time as Family Readiness Volunteers to assist in the execution of our readiness program.

The Unit, Personal, and Family Readiness Program is my responsibility as the Commanding Officer. However, I expect each and every Marine and Sailor within this battalion to similarly accept his inherent obligation to properly prepare his family for the challenges they will face both at home and while we are deployed overseas. Our diligence together in the effort will enable us to maintain our "*Cutting Edge*" on the battlefield and will set the stage for a joyful reunion with our families upon our return.

Semper Fidelis.

  
S. W. B. FOLSOM  
LtCol USMC

Friends and Families of 3/7,

It is time to prepare for our Marines and Sailors to leave on the upcoming deployment in support of OEF (Operation Enduring Freedom). It has been very busy the past few months while the men of 3/7 have been training.

I have watched the Marines and Sailors work and train very hard in preparation for the deployment. I often go around and speak to them to see how they are doing and how they feel about the upcoming deployment, they are all ready to go!!!

While the battalion has been training nonstop I have been working on what we need to do to fully prepare our battalion to deploy. There are many items and forms that the Marines may be bringing home or calling and asking you to help them fill out. This paperwork allows us to know that the Marines and Sailors are not only tactically trained and ready but their families are also prepared. This guide is one more step in that preparedness for the families. It can prove to be a wonderful resource during times of distress when all you need is a phone number, a resource, or even to read that what you are feeling is normal!!!

During the deployment we will be publishing a monthly newsletter as well as updating the hotline, 1-800-759-7602 option 3. We are going to post the newsletter on our website, located at the following url: [www.i-mef.usmc.mil/div/7mar/3bn/](http://www.i-mef.usmc.mil/div/7mar/3bn/) .

I will use a few different types of communication. First I will use email as it can be personalized as well as easy to access. The second form of communication is the MOL Mass Communication Tool. This tool will allow me to send a message to all members of the battalion and their appointed contacts at one time. I plan on using this tool quite a bit during the deployment to ensure constant and good communication. The final forms of communication will of course be our website, the hotline, and 3/7's Facebook page!!! Yes, we are creating a Facebook page to allow photos and such to be posted on a regular basis. I will send this webpage address to all of you as soon as it is available.

In closing there are a few items I would like to remind you all to do. If you are going to leave the area please send me

information on where you will be. The best way to do this would be to email it to me so that I have it in written form. Of course if email is not available to you I always love talking to all of you!!! If you are going to be going to a different Tricare region for an extended amount of time remember to put in for a temporary change of region to ensure you can obtain services if needed. Finally, I would ask that you all attend the functions we will be doing every month so that you can meet other wives and build a network of friends to support you through the deployment. I hope to get to meet each and every one of you throughout the deployment. Never hesitate to contact me as I am always available to assist in any way I can. I know how hard it can be at times when they are deployed.

Sincerely,

Lori Rogers

Your FRO!!!!

## **IMPORTANT NUMBERS**

**7<sup>th</sup> Marines Hotline:** 760-830-1538 or 1-800-759-7602

### **FAMILY READINESS OFFICER:**

Lori Rogers Office: 760-830-6638 / cell 760-401-5560

[Lori.rogers@usmc.mil](mailto:Lori.rogers@usmc.mil)

**BATTALION OOD:** 760-830-7345

### **IMPORTANT NUMBERS ON BASE:**

Emergency: 911 from cell phone: (760-830-3333)

American Red Cross: 760-830-6685

American Red Cross Emergency After Hours: 1-877-272-7337

Armed Services YMCA: 760-830-7481

Base Automated Operator: 760-830-6000

Base Locator: 760-830-7441

Commissary: 760-830-7572

Career Resource Center: 760-830-7225

CYTP (Child care): 760-830-3227

Counseling Services: 760-830-6345

Duty Chaplain: 760-830-2190

DEERS (ID CARDS): 760-830-7326/5365

DEERS HOTLINE: 1-800-334-4162

EFMP (Exceptional Family Member Program): 760-830-7740

Family Advocacy Program: 760-830-6345

Hospital Information: 760-830-2190

Central Appointments: 760-830-2752

Hospital Emergency Dept.: 760-830-2354

TRIWEST Service Center: 1-888-874-9378

Base Housing: 801 Housing 760-830-6611

Housing Office: Lincoln Military Housing: 1-760-368-4500

Housing Maintenance and Service Requests: 1-888-578-4141

Information & Referral: 760-830-6344/ 1-877-727-5300

IPAC: 760-830-1818

Legal Assistance: 760-830-6111

Main Gate: 760-830-5284

MCFTB (Marine Corps Family Team Building): 760-830-4163

MCX (MARINE CORPS EXCHANGE) 760-830-6163

Navy Marine Corps Relief Society: 760-830-6323

New Parent Support Program: 760-830-7622

Personal Financial Management: 760-830-7342

Poison Control: 1-800-876-4766

PMO: 830-6800

Public Affairs Office: 760-830-6213

**IMPORTANT NUMBERS CONTINUED:**

Religious Ministries: 760-830-6304  
Military One Source: 1-800-342-9647  
Relocation Assistance: 760-830-4028/6540  
Suicide Hotline: 1-800-479-3339  
Taxes: 760-830-4829  
TLF (Temporary Lodging Facility): 760-830-6573  
TMO (Traffic Management Office): 760-830-6119  
United Concordia Dental: 1-800-866-8499  
Vehicle Registration Office: 760-830-5449

**LOCAL COMMUNITY IMPORTANT NUMBERS:**

California Highway Patrol: 760-256-1617  
Fire and Rescue (non emergency)  
Joshua Tree: 760-366-8423  
Twentynine Palms: 760-367-7524  
Yucca Valley: 760-365-3335  
Child Protective Services: 760-228-5300  
Unity Home Domestic Violence Shelter: 760-366-9663  
Morongo Basin Rape Crisis Center: 760-366-1393  
Department of Motor Vehicles: 760-367-9565  
Alcoholics Anonymous: 760-366-2350  
Morongo Unified School District: 760-367-9191

**IMPORTANT WEBSITES:**

[www.29palms.usmc.mil](http://www.29palms.usmc.mil)  
[www.29palms.usmc.mil/fmf/3-7](http://www.29palms.usmc.mil/fmf/3-7)  
[www.29palms.usmc-mccs.org](http://www.29palms.usmc-mccs.org)  
[www.usmc.mil](http://www.usmc.mil)  
[www.lifelines.navy.mil](http://www.lifelines.navy.mil)  
[www.militaryonesource.com](http://www.militaryonesource.com)  
[www.militaryfamily.com](http://www.militaryfamily.com)  
<https://mypay.dfas.mil/mpay.aspx>  
[www.motomail.us](http://www.motomail.us)  
<http://www.militaryhomefront.dod.mil/>

## **PREDEPLOYMENT CHECKLIST**

### **Very Important Things To Do:**

- Make sure all family members are enrolled in DEERS (760-830-5365)
- Make sure you are enrolled in Tricare (800-242-6788) and United Concordia Dental (800-866-8499)
- Make sure ID cards of all family members are up-to-date (760-830-5365) or visit the ID card office at the Village Center Building 1551
- Have a will, general power of attorney, or any special powers of attorney and put them in a secure location. Base legal can help out with these items (760-830-6111)
- Contact FRO to make sure she has your current contact information. You can reach the FRO by calling 760-830-6638 or emailing at [lori.rogers@usmc.mil](mailto:lori.rogers@usmc.mil)

### **FINANCIAL**

- Create a budget and spending plan (financial planning checklist to follow). Financial questions should be directed to the financial specialist on base: (760-830-7342) or stop by the Village Center building 1551.
- Decide how the bills will be paid: allotment, online, by mail, or in person.
- Know checking, credit card, and savings accounts numbers and PINS.
- Make sure you know the name and phone number of your insurance company for car and home or renters insurance.

- Know where your insurance policies are located.
- Have your Marine register for a restricted PIN for his MyPay account so that you have access to forecasted pay amounts and LES statements to print.  
(<https://mypay.dfas.mil/mypay.aspx>)
- Decide with your Marine if he will take Split Pay while deployed and incorporate the amount into your budget. The amount selected will be deducted twice a month.
- Make sure that your Marine fills out a pre-authorization form at the Navy-Marine Corps Relief Society in case you should need their financial assistance during deployment.

## **LEGAL:**

- Have all power of attorneys up-to-date and in a secure location.
- Take time for both of you to create wills. Store them in a safe location.
- Obtain special powers of attorney for specific situations, i.e. taxes, loco parentis: The special power of attorney for someone to care for your children if something were to happen to you such as an accident or prolonged illness is very important. This allows you to appoint someone to be the caretaker of your children until the deployed family member returns or other family can get to you.
- Make sure your Marine's Record of Emergency Data (RED) is up to date. It is very important that you do let the FRO know if you leave the area while the unit is deployed.

## **TRANSPORTATION:**

- Make sure that the car insurance, registration, smog checks, and base stickers are all up to date.
- Know the location of all documents i.e. insurance, registration, smog certificate, titles.
- Discuss where all repairs should be done. Where should you take the vehicle for oil changes and minor repairs and also where should you go if you should need to replace the tires.

## **HOUSING:**

- Make sure you have all numbers for the housing office if you live on base or in 801 housing. On base: 368-4500  
801's: 830-6611.
- If you rent out in town make sure you know the name and number of the landlord or realtor.
- If you are on the waiting list for housing, make sure your husband has authorized for you to accept the house in his absence. Also make sure that the housing office has all your current contact information. A special power of attorney is required to accept government quarters.
- If you plan on doing an extended leave of absence from quarters you must file a request with housing as well as notifying the FRO of your temporary address.
- A good practice when renting or living in base housing is to carry a renter's insurance policy.

## **PERSONAL AND SOCIAL:**

- Be sure to mark your calendar with upcoming Battalion events and get to know spouses in the unit. Be sure you are on the FRO's distribution list to keep you informed on what is coming up in the unit and the base.
- Sit down with your kids and create a calendar of activities so that they have fun things to look forward to.
- Create a network of friends to do things with.
- Volunteer work can be very rewarding if you are interested contact the Volunteer Coordinator at 830-4262. This office is located at the Village Center building 1551.
- Take a LINKS class. This is a great class that will introduce you to the history, traditions, and values of the Marine Corps and how to link up with other spouses going through this journey of being a military spouse. Call 830-1696 to sign up.
- Set goals for the deployment. This really helps make the deployment go by faster. Both short term and long term to allow you to succeed!!!

## **BASE AGENCIES THAT CAN HELP AND OFFER SERVICES**

**American Red Cross** ~ Building 1551 (830-6685) Provides a large network of services including emergency communications between service members and their families, access to financial assistance for emergency leave and basic maintenance and referral services.

**Armed Services YMCA** ~ (830-7481) Offers many programs, including

Operation Hero, Thrift store, After School Youth Program, Free Bread Fridays, Mommy and me classes, and many more opportunities for you to get involved in.

**Navy/Marine Corps Relief Society** ~ Building 1551 (830-6323) A non-profit charitable organization designed to provide emergency financial, educational, and other assistance to members of military services, eligible family members, and survivors when in need. Offers a Budgeting for Baby class with a free layette upon completion, a home visiting nurse, and a food locker. Must have a pre-authorization form signed to use or a power of attorney.

**Marine Corps Family Team Building (MCFTB)** ~ (830-4163) Comprised of the following: Family Readiness Volunteer Training; Lifestyle Insights, Networking, Knowledge, and Skills (L.I.N.K.S.); Spouses' Leadership Seminar (SLS); Prevention and Relationship Enhancement Program (PREP); and Chaplain's Religious Enrichment and Development Operations (CREDO). These programs are supported at all major installations by MCCA.

**Personal Financial Management Program** ~ Building 1551 (The Village Center) 830-7342 Serves as a starting point for service members and their families to acquire financial management skills and consumer education. Client services include: individualized counseling for financial awareness, debt rehabilitation, creditor intervention, discovering spending patterns. Can conduct presentations on tackling debt/taking charge of credit, basic budgeting, car buying, checkbook management, & pre-deployment planning.

**Religious Ministries Directorate** ~ Building 1551 (830-6304) Offers a wide variety of religious opportunities for the entire Combat Center community. The RMD goal includes meeting the religious needs of everyone. Nurturing faith, offering hope, and encouraging spiritual enrichment in a loving community remains the RMD's number one commitment.

**Exceptional Family Member Program (EFMP)** ~ Building 1551 (830-7740) The EFMP is designed to provide assistance to active duty personnel with family member(s) who have special needs before, during, and after relocation due to Permanent Change of Station (PCS) orders. It is a mandatory enrollment program for active duty per MCO P1754.4A. An exceptional family member is an authorized family member residing with the sponsor who may require special medical or educational services based upon a

diagnosed physical, intellectual, or emotional need. There are 4 categories of enrollment. Contact the EFMP coordinator with your questions.

**Career Resource Office (CRO)** ~ Building 1438 (830-7225) The mission of the CRO is to improve the quality of life of military members and their families through development and delivery of quality employment services and career development activities. Client services include: Family Member Employment Assistance Program which is specifically designed to assist military spouses, family members, retirees, MCCS, and civil service employees in finding local employment by providing up to date job listings and employment workshops. Also provides Microsoft Office User Specialist Certification, and conducts separations class for separating service members.

**Information & Referral** ~ 1-877-727-5300 The Information and Referral office is the gateway to information and referral services. The courteous staff will answer questions and provide directions to the appropriate resources both on and off base. I & R maintain current flyers and brochures about local agencies and programs, including pre-marriage packages containing a helpful checklist and other important information.

**Relocation Assistance** ~ (830-4028/6540) The Relocation Assistance Program assists service members and their families with making a smooth inbound or outbound move. An experienced staff can provide an individualized appointment where their entitlements will be explained, as well as answering any questions that the service member may have.

**Volunteer Programs Office** ~ Building 1551 (830-4262) Serves the military community by creating a pool of talented volunteers who make MCAGCC a better place to live and work. Family members benefit because they can maintain current skills, learn new skills, build resume experience, meet new people, and become more involved in the community around them.

**New Parent Support Program** ~ 830-7622 Offers a wide range of support services to military families with children from birth through five years of age. Client services include Dad's Baby Boot Camp and Mom's Basic Training, parenting classes, referrals, play mornings, and home visits.

**Family Advocacy Program** ~ (830-6345) Family Advocacy is a program designed to assist families experiencing the trauma of

abuse. Counselors are trained in the dynamics of abuse in order to assist in protecting victims, as well as seeking ways to support families in need of assistance. There are many negative consequences that affect families experiencing abuse. Support resources include information on spouse and child abuse, victim advocacy, counseling for individuals, couples and children, as well as support groups for men and women. These services are provided, free of charge, for those seeking help. Additionally, classes on stress management, anger management, child and teen parenting, financial management and building self-esteem, are offered to educate individuals in dealing with stressful situations.

**Child, Youth, and Teen Programs** ~ Buildings 692, 693, & 694 (830-3227) Provides maximum access to useful, flexible, and affordable programs such as child development, social, recreational, and athletic programs. Client services include Child Development Centers (CDC); Family Child Care (FCC); School Age Care (SAC); Resource & Referral; Teen Activities; and Youth Sports, Fitness, and Recreation.

**Staff Judge Advocate Office/ Legal Assistance Office** ~ Building 1515 (830-6111) Provide assistance to military members on board the Combat Center, their family members, and to local retirees. Walk-in appointments on a first come, first serve basis on Tuesdays starting at 0730 and on Thursdays starting at 1330 until filled. Can help with wills, power of attorney, notarization. Call to see what they can assist you with legally.

**DEERS** ~ Building 1551 (830-7441) Services include enrolment of dependents into the DEERS system and issuance of I.D. cards for active duty, retired, and reserve service members and their families.

**Traffic Management Office (TMO)** ~ 830-6119 The Personal Property Section of TMO handles inbound and outbound unaccompanied baggage and household effects of personnel reporting or detaching for duty from the Combat Center.

**Naval Hospital** ~ Quarter Deck 830-2190/ Appointments 830-2752 Physical therapy clinic, radiology, laboratory, pharmacy services, various clinics (family, pediatrics, mental health, OB/Gyn), emergency medical department, 3 operating rooms, and a labor and delivery department with a newly remodeled maternal infant ward.

**Family Housing Office** ~ (830-6611) **LINCOLN** (368-4500) Marines and Sailors can apply for housing before deployment. You can apply 30 days prior to date of marriage. Must bring in proof of marriage within 30 days after you are married. If married, and checking in from another duty station, you must check in to housing within 30 days of detachment from your old command to retain that control date. The spouse is only authorized to accept housing if they hold a valid special power of attorney

Can also provide referrals to off-base housing available while waiting for base housing.

Family members are still responsible for upkeep and maintenance of the yard. No single military members are allowed in your government quarters in the absence of your military sponsor. Parking is for residents of family housing ONLY. Don't offer to store your buddies' vehicle in your housing area.

Visitors must be registered with the family housing office. Thirty days or less requires a Visitors Pass to be filled out in the office. Visitors for longer than 30 days require an AA form through the sponsors unit.

Absences from quarters for 30 days or less require a form in the housing office to be filled out. Absences from 31-90 days need an AA form submitted through your spouses unit. You must have someone who will be responsible for your yard care in your absence!

**Enrolling a newborn in DEERS** ~ When a Marine is deployed, and there is newborn, this is the procedure that should be followed to enroll the infant in DEERS. Fax a copy of the Birth Certificate to the personnel officer in charge of the Marines administration center. If you do not know the number to the PersO, please contact your FRO and they will assist you. The PersO will fill out the Dependents Application, since the Marine will be unavailable to sign the dependents application the PersO will write in remarks "Marine unavailable to sign dependent application due to deployment, verified all official documents". The PersO will run the dependents application in the unit diary.

Now the child will have to be enrolled in DEERS. Locate the nearest DEERS office. You can search for a DEERS office at the following link, you can search by state, city, or zip code:

<http://www.dmdc.osd.mil/rsl/> The following are the procedures to enroll in DEERS:

a. If spouse has a Power of Attorney (General Power of Attorney is adequate), take a copy of the Original Birth Certificate and the Power of Attorney to the DEERS office. They will process the paperwork and enroll the child in DEERS.

b. If the spouse does not have a Power of Attorney, take a copy of the Original Birth Certificate and the Original Dependents Application to the DEERS office. They will process the paperwork and enroll the child in DEERS. The DEERS office will accept a Fax copy of the Dependents Application if it is faxed to the DEERS office.

To check the enrollment of the child in DEERS go to the following link:  
<https://www.dmdc.osd.mil/swg/owa/webguard.login?appl=9012&rule=02>

The child will be enrolled in TRI-CARE Prime for the first 120 days. Contact the TRI-CARE office within your region and enroll the child in TRI-CARE Prime prior to the 120 days expire. This only needs to be done if you wish to enroll as a TRI-CARE Prime member. To find the regional information numbers for your region go to the following link [www.tricare.osd.mil/regionalinfo](http://www.tricare.osd.mil/regionalinfo)

## **DURING DEPLOYMENT**

### **COMMUNICATION TIPS**

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

As you communicate from home, it is crucial that you remember the importance of **operational security**. Operational security consists of measures taken to ensure that sensitive information is not compromised. Ensuring the security of the unit and unit families depends on many factors such as deployment areas and times, port call dates and special shore deployments. Location of spouses and families during the deployment, any special

pre-deployment training and the planned return date are also information items that are sensitive. Avoid discussing operational information in public places, over the telephone or with members of the media.

#### **A. LETTERS**

A great method of communication during deployment is letters. Long distance telephone calls can get very expensive, very quickly and letters can be re-read during lonely moments or times when phone and email are not available. Remember that mail will take a week or more to reach your spouse and military operational schedules may delay mail even further. If you have been receiving mail regularly and the mail suddenly ceases for a week or longer, there is usually no cause for alarm. The delay is probably due to some circumstance such as extended operations or bad weather. Here are some communications Rules of Thumb:

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 other spouses about the number of letters you write or the number you receive. Score keeping usually results in hurt feelings.
  5. Gossip about other members of the unit, or their families, can cause unnecessary trouble and may not be true. **Avoid gossip!**
6. You should also remember to be very clear. Do not assume that one spouse knows what the other is talking about. **An earlier letter explaining details may not have been received.**
7. Try numbering your letters on the envelope so that if more than one letter is received, your Marine will know which one was written first.

8. Write often and write about anything, even the weather. Sometimes the best letters are simply about the events in your day. Sending an audio or videotape of the family sitting around a dinner table, disagreements included, can make the Marine feel at home. Send an occasional "care package". Make sure any food items are not perishable. Some things that can be sent are photos of each other and children, movie or voice tape recordings or small keepsakes.
9. For couples with young children: Let the kids record CDs for their deployed parent. Have the deployed parent record a DVD telling the kids their favorite stories or just "visiting" with the kids and send postcards or letters to the child/children with brief easy to read sentences. DVD recordings of reading can be made through the library using the United Through Reading Program, get with your FRO for more details.
10. For couples with older children: Let them make their own DVDs and send their own letters. Have the deployed parent answer each letter individually addressed to each child and keep that parent informed of family events such as ball game schedules, class plays, etc.
11. 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.**
12. If you have to give bad news in a letter, be clear and to the point, and explain all the details including dates.
13. Avoid troubling your spouse with problems that he/she cannot solve. Seek assistance with some of the many agencies and people in the local area. (Family Readiness Officer, Marine Corps Community Services Center (MCCS), Chaplain, Navy Marine Corps Relief Society (NMCRS) and friends.
14. If you are angry with your spouse 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, you will feel better and can better handle the situation. **Do not send these to your spouse.** Remember, there are no "kiss and make-ups" when they are away and written words are far more permanent than spoken ones. Sometimes it helps just to talk to a friend or a Chaplain.
15. Your mail will not be censored; however, when composing your letters, remember that indiscrete conversation and personal letters have the potential to constitute a great menace to national security. This applies especially to persons

discussing official matters or unit movements and plans with their friends and relatives.

16. For both spouses, deployed and at home, when communicating with parents, friends and extended family, it is important to think of the effect of disturbing news on your loved ones. Many families are not accustomed to dealing with the military lifestyle and something that seems trivial to you may be extremely disconcerting to your spouse's parents.

#### **B. OTHER MAIL**

1. Use of the correct mailing address is important. Remember, if your letters are not addressed correctly, they will probably be delayed in reaching your Marine, if they arrive at all. Your Marine's unit can provide the proper address to use for this deployment. NOTE: Adding additional address information can delay your correspondence.
2. 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.
3. If you are sending VCR, music or movie tapes put the message, "magnetic recording enclosed."
4. 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.
5. Packages can be sent via airmail (Priority) or parcel post. Airmail is generally more expensive than parcel post. To be shipped through the postal service, the parcel must 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>.
6. Service members like to get goodies from home. Some suggestions for things

to include in Care Packages: cookies, cereal, magazines and books, audio and video tapes, candy bars, stamps, hometown newspapers, puzzles playing cards and grooming items. Remember that it can take up to a month for packages to reach a given destination. Wrap food securely so it will be edible on arrival. Chocolate may melt before it gets there; protect the other items in the box if you choose to include it and realize it probably will not arrive in its original form. If you are not mailing consumables and food items, try to keep selected items small. Storage space is almost always extremely limited.

7. 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>.
8. 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.

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**C. E-MAIL**

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

2. Remember operational security and never discuss operational details such as unit's position, command mission, or scheduling such as specific port call dates.

Read the contents before you send it. As you are reading ask yourself some questions:

- a. Is this negative and depressing?
- b. Does it contain personal matters that should not be read by others?
- c. Will my spouse or I be embarrassed if others read this?

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

## **OPERATIONAL AND PERSONAL SECURITY**

Operational security is important. Operational security measures are those taken to ensure that sensitive information is not compromised. Ensuring the security of the unit and unit families involves considering deployment areas and times such as port call dates or special shore deployments if the unit is on a ship, location of spouses and families during the deployment, the planned return date and any special pre-deployment training. Avoid discussing operational information in public places, over the telephone or with members of the media. Family members often don't realize how a simple statement made in passing can jeopardize the conduct of operations and the safety of the people involved.

Personal security is also important. Here are some facts to remember. First, there is no such thing as a "criminal-type" face. This may be the impression from the FBI's Most Wanted Posters, but criminals can be attractive, charming, and gracious. Second, each year a number of criminal acts are committed which are not premeditated. This means that the person who commits the act does it on the spur of the moment. **Be alert!** Just as you cannot tell a book by its cover you cannot tell a criminal by his/her appearance. Keep these facts in mind

and you'll be well on your way to self-protection.

#### **A. PREVENTION MEASURES**

1. Assault/robbery is a violent crime and a life threatening experience. It can touch anyone no matter what his or her age, sex, race, or economic status. Every person is a potential victim of an assault. There is no absolute protection from assault, but there are a few precautions one can take to lessen the likelihood of being attacked. If we increase our awareness of crime prevention tactics, we decrease the possibility of our being a victim.
  - a. Accept the fact that you are a potential victim.
  - b. Learn about crime prevention tactics.
  - c. Be aware of locations and situations where crimes are more likely to occur.

#### **B. WHEN AT HOME ALONE**

1. Use bolt type locks on the outside doors and attach one to both the bottom and the top of each door, not in the middle. If you have a storm or screen door, keep it locked as well. It is an excellent idea to keep outside doors locked during the daytime as well as the night. Chain locks and ordinary door locks have proven ineffective in preventing the criminal element from entering the house. When moving into a home that was previously occupied, change the locks. You will have a greater sense of security knowing that no stranger has a key to your house.
2. If someone comes to your house, **do not open the door** unless you are positive of the person's identity. Use a window or "peep hole" to help with identification. Don't be afraid to ask for photo identification if you have a delivery. A postal or shipping company employee will be glad to verify his/her identity. You can have him/her leave the parcel on the doorstep if you are uncomfortable and not open the door until after he/she has left the property. Should the caller be a motorist with a disabled vehicle or someone else in need of assistance, obtain the number the person wants to call, and **you** call it. Talk through the locked door. Criminals can be female as well as male; therefore, take the same precautions with a woman on your

doorstep as you would take with a man.

3. Do not, under any circumstances, volunteer information to an unknown telephone caller. Often criminals use this as a means of finding out whether someone is alone and, if so, for how long. Always leave a caller with the impression that someone is with you. Chances are good that you will not be bothered further. If you receive obscene phone calls, **hang up** at once. If the caller persists, contact the police and the phone company. It may be necessary to have your number changed if these calls continue. Having an answering machine or Caller ID allows you to monitor calls before you answer them. It can be a deterrent if the answering message is recorded in a man's voice.
4. If you see someone looking through the window, make every attempt to act as natural as possible. Walk to the nearest room with a phone and contact the police. Turn on the lights and remain inside the house until help arrives. Shrubbery should be kept trimmed to prevent use as a hiding place.
5. Do not advertise that you are alone. Do not put your first name on the mailbox or in the phone book.
6. Try to avoid going into an unlighted backyard alone at night. Wait until daylight if you have a chore to do in the backyard.
7. Never tell anyone what valuables you have in the house. It is a good policy not to keep large sums of money in the house.
8. Having a dog in the house can help to deter a possible intruder. Most law enforcement officials do not recommend keeping a gun in the home for protection.

#### **C. WHEN AWAY FROM HOME ALONE**

1. Be especially alert when leaving and returning to your house. Before leaving, lock all doors and windows. Do not place a house key in a mailbox or under the doormat. Those are probably the first two places a potential burglar will look. Leave a key with a trusted friend or neighbor.
2. The use of timers for your indoor and outdoor lights

can give the appearance of someone at home. Motion detector lights are also a good idea for outdoors. Be consistent whether you are at home or away.

D. IN THE CAR

1. Always lock the car as soon as you enter or leave it. Keep the doors locked when you are driving.
2. Have the key in your hand so you don't have to linger before entering the car.
3. Look inside before getting in to see if anyone is hiding there, even if the door is locked. It's a good idea to always park in a well-lighted area.
4. Never pick up hitchhikers.
5. If you have car trouble, raise the hood, tie a white cloth around the door handle, lock yourself in and wait for the police. If people stop and offer help, do not get out of the car; ask them to call the police for you.
6. If a person should try to enter your car while you are in it, sound the horn to attract attention until the person leaves. Keep your car in good running order with at least ¼ tank of gas at all times.
7. If you are being followed, do not go home. Go to a well-lighted public place where you can get help.

E. ON THE SIDEWALK OR IN THE STREET

1. Stay alert to where you are and who is around you.
2. Whenever possible, take someone along with you.
3. Dress safely wearing shoes you can run in and clothes that do not restrict your movements.
4. Keep purse/handbag/pocketbook close to your body and one arm free for emergencies.
5. Be aware that potential attackers may ask directions or strike up a conversation. If followed by a car, turn and walk in the opposite direction. If followed, go to a lighted residence or business.
6. Remain clear of shrubbery and doorways when you walk. Carry a flashlight at night.

## **F. CONFRONTED**

1. Despite all precautions, should you be faced with an attacker, keep yourself together. You still have many options such as:
  - a. Dissuading him by saying you are underage, pregnant, you have VD or cancer. Recite nursery rhymes or scripture, talk harshly or scream.
  - b. Use some kind of commercial self-protection such as mace. You can carry a whistle to alert others and dissuade your assailant.
  - c. The choice of whether or not to physically resist can only be made by you. If the attacker is armed, your options are limited.

REMEMBER: The highest priority in an assault is to survive with the least amount of psychological and physical injury.

## **CONCLUSION**

It is hoped that the information presented in this section has not unduly alarmed you, but that it will motivate you to take protective action if you have not already done so. Your environment will have a lot to do with how much protection you require. However, no person is immune to those seeking to rob or prey on the innocent. Good common sense, remaining calm and staying alert can do much to protect you and your family. Your safety and that of your children is paramount in importance to your spouse and to the Marine Corps. When your spouse deploys with the knowledge that you are fully capable of protecting yourself, his/her mind will be at ease and he/she is, therefore, less likely to become involved in a mishap. Everyone gains from this preparedness: you, your spouse, your family and the Corps. Family Readiness is essential to Mission Readiness.

## EMERGENCY LEAVE

It is recognized that problems may arise that can be relieved or alleviated only by the presence of the Marine. 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:

1. 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.
2. 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.
3. When the return of the Marine will contribute to the welfare of a dying member of the Marine or spouse's immediate family.
4. When due to any serious illness or injury of a member of the Marine's or spouse's immediate family.
5. When failure to return home would create a severe or unusual hardship on the Marine or the Marine's family.
6. *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.

## **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 member's departure from duty station, if feasible. If immediate reservation cannot be obtained for a travel-ready passenger, the passenger control point (PCP) will direct the member to report to the appropriate Military Airlift Command (MAC) aerial port for assistance in obtaining transportation. The Marine shall 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.

## **The 7 Stages of the Emotional Cycle of Deployment**

By Jennifer L. Hochlan ~ Courtesy of [www.lifelines.navy.mil](http://www.lifelines.navy.mil)

Despite the many who claim otherwise, the military spouse leads a different life from most. This harsh truth becomes most evident when your family prepares for a deployment. A deployment is a scary, emotional, yet liberating journey for the spouse left behind to take care of a home, finances, and a family.

**There are seven identifiable stages that the majority of military spouses go through.**

**Pre-Deployment: Anticipation of Loss**

Your spouse is working late to ready the unit and you are left at home knowing he or she will be leaving. You are moody and depressed, and this causes friction between you and your spouse. You are a tight little ball of stress and anxiety, and hate yourself for feeling this way. You and your spouse are at each other's throats even when you know in your heart you should be cherishing each day left together.

**Pre-Deployment: Detachment and Withdrawal**

As the final week before deployment approaches, all those feelings you have had for weeks rise to a peak. You can think of a million and one final things to do before the deployment, but can find neither time nor energy to complete even the smallest tasks.

All the arguing has taken its toll on your level of intimacy. You appear to have lost all interest in physical contact with your spouse and have more interest in actually sleeping between the sheets than anything else. You distance yourself from your spouse without consciously knowing it.

These emotional times happen. The important thing to remember is that you are human. We all want the final weeks before a deployment to be perfect, but life seems to throw us a different fate. But the closer you come to understanding each cycle and its inevitable side effects, the closer you come to changing certain aspects of your life. If there is time, take part in some of the services offered to you on base. There are always people on base who can assist you. Reach out to your unit chaplain for guidance and support.

**During Deployment: Emotional Disorganization**

After your spouse leaves and all the initial tears have been shed, you wake up. The house is all yours. Even if you have children, it is yours. You can stay up late, eat cookies in bed, and watch your favorite TV channels all day without a single complaint from anyone. It's almost like a vacation.

This is a fun time, a chance to do all those things you didn't have time to do before. There are no uniforms to wash, no

entertaining, and no work-related phone calls in the middle of the night. Relief!

The first few weeks have flown by. All that time you thought you would be crying, you were enjoying yourself. Then you look at the unmowed lawn, the pile of clothes in the hamper, the refrigerator with only ice cream and diet cola inside, the stack of bills on the desk, the car that needs an oil change, tune-up, and car wash, etc. Then guilt sets in. Here you are having a grand time while your spouse is possibly in harm's way and you seem to have lost sight of your household responsibilities. You sit in a heap on the floor in the kitchen and sob. You suddenly feel alone.

### **During Deployment: Recovery and Stabilization**

Your two favorite words! By this time, you have probably heard from your spouse via e-mail or telephone. The phone calls and e-mail inspire you to find strength you never knew you had. You take on all your newfound responsibilities with passion. You are now able to fix that broken dryer, you bake cookies and write letters. You make Martha Stewart look like she hasn't a clue. This time is an opportunity that is truly a gift of the military lifestyle. During this time, you will discover your independence, your abilities, and your enduring strength.

### **During Deployment: Anticipation of Homecoming**

The few weeks before the deployment comes to an end, there is excitement, along with questions. You fear your newfound independence will vanish once your spouse steps through the front door. You wonder what changes will happen and where your marriage will fit into the equation.

You are happy your spouse will be home soon, but there is much concern about the homecoming. There may be only sporadic phone calls or e-mail, leaving you too much time to worry about the future. You begin to do things just to keep your mind occupied. You clean like mad. You organize financial papers, get the budget back into shape, get the kids ready for school, juggle doctor appointments and soccer practice.

The final days before homecoming are full of phone calls to other spouses, to the Key Volunteer, and to the party stores. Decorations and signs are made and you are giddy with excitement and anticipation.

### **After Deployment: Re-negotiation of the Marriage Contract**

After the initial joy of having your spouse home, reality sets in. Changes need to be made to the lifestyle you had just become used to, and they are not easy. You feel stifled, at first, over the loss of your independence, but the feeling will pass in time, with some adjustments. Communicate openly with your spouse about your needs and wants, and use any marital services available on base that can help you both reconnect after your time apart. In time, loving intimacy returns and you find a way to work together again as a team.

### **After Deployment: Reintegration and Stabilization**

Breathe a sigh of relief – stability has returned. By the time the first couple of months post-deployment have passed, you and your spouse have hammered out the details of your marriage. You are used to having him or her home and actually enjoy the fact that they still hog all the blankets in bed.

You feel relief, knowing you are not solely responsible for the household chores anymore. Knowing you can fix the dryer by yourself is liberating, but not having to fix it is another story. It is on one of those days that you glance at your spouse sitting beside you on the sofa, reading the paper, and suddenly all you can remember about the deployment was being in his or her arms the day they left. It feels like it was yesterday.

## **8 KEYS TO MILITARY FAMILY SUCCESS**

1. **Involvement:** Show interest in one another's lives. If one or both parents must be away from home for periods of time, stay in touch by letter, phone, or by recordings.
2. **Respect:** Accept difference of opinion without being judgmental or highly critical.
3. **Encouragement:** Support each other and be good listeners to promote understanding and self-worth.
4. **Services:** Make use of your installations' family center for support and information on military family life. Take advantage of special programs and activities the military provides.
5. **Time:** Share meals, do household chores together, and enjoy recreational activities as a family.
6. **Share:** Involve all family members in the responsibilities and decisions about issues affecting family.
7. **Readiness:** Devise a family plan in order to be prepared for deployments and other changes common to military life.
8. **Pride:** Celebrate one another's successes. Encourage family members to be their best.

## CHILDREN AND DEPLOYMENT

### CHILDREN NEED HELP DEALING WITH DEPLOYMENT

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

#### **Before deployment:**

- a. Make sure children know they are loved unconditionally. Often young children see themselves as the cause of separation. They may feel their parent is going away because they have been bad, or because their parent doesn't love them anymore. Make sure children know this isn't the case.  
Spend time with each child individually before leaving.
- b. Be truthful - children can sense when they are being lied to. Often, what they imagine is much worse than reality, and they may worry unnecessarily. It helps to talk openly and honestly about the deployment and separation. Knowing about the deployment in advance helps in adjusting to the idea.
- c. Let children know it's OK to talk about feelings, even negative ones, by sharing your own. Very young children may become confused and fearful that the non-deploying parent will desert them as well. Encourage conversation by making open-ended statements ("You must be feeling really scared and sad right now..."). This will help them open up to you.
- d. Tell children when you are leaving and how long you will be gone. Show them a date when you will be returning on the calendar they will be using while you are gone. Encourage them to ask questions.
- e. If possible, give the children a tour of the ship (or other vehicle you will deploy with) and show them where you will eat, sleep and work. Leave a

comfort item with each child such as a t-shirt, ball cap or pillowcase.

- f. Ensure that each child is left with a picture of the deploying parent and him/herself.
- g. Visit your child's school before deployment and talk to the teacher(s). Stay involved by leaving stamped, addressed envelopes and a request for periodic communication regarding your child's progress as well as PTA/PEA and school newsletters.

**During deployment:**

- a. Maintain routines; regular mealtimes and bedtimes can help children feel more secure. Try to keep the same family rules and routines that were used before separation. Don't forget to schedule some of the same activities the family enjoyed when Dad/Mom was home. Children may be uncomfortable feeling that everything is "on hold" until the deployed parent returns.
- b. The parent remaining should discipline consistently. Don't let separation mean a free reign. Do not threaten your child with "wait until your father/mother gets home!" It's hard to look forward to the return of someone expected to punish you.
- c. Let children know they are making a valuable contribution by asking which chores they would like to do. Assign specific chores to be completed at a specific time of day.
- d. Many families find it helpful to mark the days off a calendar in a daily ritual. Try to find some visual way to let children count the days until their parent comes home. A suggested activity: Make a chain of paper links, one for each day of the deployment. Each day, remove one link from the chain. This allows children to see the time (chain) actually growing shorter by the day.
- e. Encourage each child to send his/her own letters, pictures, schoolwork, etc. The deployed parent should communicate with the children individually with stationery, stickers and colorful postcards that are age appropriate. Cassette tapes can be used to send children messages or read them a story. As the deployed parent, don't forget to acknowledge birthdays and other special occasions with cards, letters or small gifts.
- f. Talk about the deployed parent in daily conversation and think of ways to keep the connection with him/her. Let children know it's okay to be sad, teach them how to recover and move on.
- g. Post a large world map and help the children track where

Dad/Mom's travels take them. The children can also do special jobs such as tracking a favorite sports team or television show and reporting in their letters.

### **Return and Reunion**

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

### **CHILDREN AND SEPARATION**

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

#### **Infants (Birth - 12 Months)**

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

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

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

**Pre-Schoolers/Kindergarten Age**

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

**School Age:**

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

**Adolescents:**

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

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

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

## **Powers of Attorney**

**General Power of Attorney:** This power of attorney gives full access to do any type of transaction on your behalf. This is a very powerful power of attorney and should not be given out freely. Examine the needs of the person you are indicating in the power of attorney to determine if a general power of attorney is necessary.

**Special Power of Attorney:** This power of attorney designates the task that may be executed in your name while you are deployed. This is a good tool to ensure your obligations can be managed while you are deployed as well as allowing your family to secure housing, fix pay issues, set up a move and many more items that you choose on the form.

**In Loco Parentis:** This power of attorney designates a caregiver in the case of an emergency. This is a MUST if you have children. It allows you to consider who you would want to care for your children should something happen to the spouse while you are deployed. Make sure the person you are assigning knows of such assignment and also how to contact family if the need should arise.

## WILLS

Wills: A Will is a good tool to have, especially if you have any real property that you want to ensure goes to a particular person. It is always a good idea to have a current Will, even when you are home and not deployed.

Living Will: A living will allows you to make some medical decisions in case you are incapacitated and cannot speak on your own behalf. This also allows your family to carry out the wishes you have in regards to life support and other medical treatments.

Family Care Plan: It is important to have a Family Care Plan in place if you are married and have children. You never know when an emergency may strike and extra support is needed. A family care plan is a document that allows you to make those decisions when situations are calm and you have a clear mind. It is a tool to allow you to provide short term and long term care providers for your children as well as how to access financial support on their behalf. Also it names someone who could come and stay with your spouse in case she became ill and needed extra support. There are a few situations that the Marine Corps requires you to have a FCP:

- o Dual Active Duty
- o Single Parent
- o Service Member has an EFMP family member

Exclusion from this list does not mean a FCP is not warranted. It is always a good idea to be prepared for the unknowns!!!!

## PAY ENTITLEMENTS

### Deployed Entitlements

1. *Family Separations Allowance (FSA)* \$250.00
2. *Basic Allowance Subsistence (BAS)* \$323.87  
Will not be checked for meals during OEF-10.1
3. *Hostile Fire Pay* \$225.00  
1 day or 30 days will be entitled to the full amount
4. *Hardship Duty Location Pay* \$100.00  
Must be in country a complete 30 days to be paid
5. *Deployed Per Diem* \$105.00  
Both Marine Enlisted and Officers will receive  
\$3.50 per day X 30 days.  
Navy - will receive in one lump sum payment upon return and once a travel claim is submitted through PSD.
  
6. *Combat Zone Tax Exclusion:* If you are a commissioned officer (other than a commissioned warrant officer), you may exclude your pay according to the rules just discussed. However, the amount of your exclusion is limited to the highest rate of enlisted pay (plus imminent danger/hostile fire pay you received) for each month during any part of which you served in a combat zone or were hospitalized as a result of your service there.
7. *Split Pay* - Allows Marines on Direct Deposit program to receive a portion of the pay in cash at their locality each payday. *Split Pay is NOT available for deployed Sailors they must utilize Casual Pay option.*  
*This amount must be a whole dollar amount and must be less than or equal to the Marine's normal pay. **The amount requested is per payday.***
  
8. *Casual Pay (NAVY PERSONNEL)* Allows Sailor to receive a cash payment at his locality and then it is deducted from his direct deposit pay.  
*Navy Personnel with questions concerning pay and entitlements should contact PSD at 830-5627*

9. [www.dfas.mil](http://www.dfas.mil) MyPay must have PIN number to access.  
Service member may obtain a PIN number from IPAC at 1400 daily.

#### **Department of Defense Savings Deposit Program**

*"J" Allotment - MARADMIN 084/03*

Troops deployed to the combat zones, qualified Hazardous Duty areas or certain contingency operations may deposit all or part of their unallotted pay into a DoD Savings Account. Program is opened to ALL active duty and reserve component members supporting joint guard in Bosnia-Herzegovina, Croatia, Hungary, Operation Enduring Freedom, and Operation Iraq Freedom.

Benefits:

- Earns 10% annual interest, compounded quarterly on a calendar year.
  
- No ceiling on the amount deposited, BUT Gov't only pays interest on Or up to \$10,000.00
  
- Enrollment Eligibility:
  - In country 30 days, and in receipt of Imminent Danger and/or Hostile Fire Pay.
  
- Allotment must be in \$5 increments for deposit into the savings program. Where to enroll?
  - At your Admin Section in country will have paperwork.
  - Complete paperwork and return to Admin Section.
  - Your Admin Section will make sure that it runs in pay system to activate the allotment.

Can I make an early withdraw?

- Early withdraw is authorized only if the money is for a medical emergency.

How do I get mv money once I return?

- Upon return, personnel can apply through DFAS channels to withdraw their deposits and interest earned
- When member returns, he **MUST** request stop allotment just like a regular allotment. Member or Disbursing personnel can contact DFAS Cleveland for return of funds deposited. Will receive within 10-14 working days via electronic funds transfer to your direct deposit account.

## Military OneSource

There is a service called **Military One Source** also known as **MCCS One Source** that you can use by calling toll free 1-(800) 342-9647 phone number or the web site: [www.mccsonesource.com](http://www.mccsonesource.com) User ID: **marines** and the Password: **semperfi** Then you can create your own user ID and password to order free audio CD's, tapes and booklets to be sent to your home or office. This web site and phone number can be used 24 hours a day - 7 days per week to address any issues that you might want answers to, such as:

- Relocation
- Elder Care
- Legal Issues
- Financial Matters
- Education and Schooling
- Relationships
- Parenting and Child Care
- Health and Wellness
- Counseling Services
- Everyday Issues
- Deployment or Re-deployment Issues
- Local Children's Camps

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

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

Online: [www.militaryonesource.com](http://www.militaryonesource.com)  
From the United States: 1-800-342-9647

**Lifestyle Insights, Networking, Knowledge and  
Skills (L.I.N.K.S.)  
The Spouse's *LINK* to the Corps!**



L.I.N.K.S. provides  
information on:

- Marine Corps History and Traditions
- Financial awareness
- Dealing with separation and deployments
- Tips on moving
- Effective communication

MCFTB L.I.N.K.S. is the forum for experienced spouses to pass on their Marine Corps lifestyle insights in a positive, casual, and non-threatening environment; using the concept of "helping others help themselves." L.I.N.K.S. provides spouses the opportunity to make new friends and enjoy being a part of the Marine Corps family.

To sign up for a class please call: LINKS at 830-1696. If you do not live on or near a base please go online and take the online L.I.N.K.S. class at:

**<http://www.marinenet.usmc.mil/>**

## PUBLIC AFFAIRS OFFICE PAO

If you are asked to give an interview, contact the PAO on base (760) 830-6213. They will give you tips on how to handle the media or in some cases send a representative to be with you during the interview.

You are a U.S. citizen and have the same rights of freedom of speech as any citizen. Remember you are a Marine Corps spouse; you also represent your Marine.

### **Tips For Media Interviews:**

- YOU are the Marine Corps when doing an interview
- Know your audience (who are you trying to reach?)
- Know your communication objectives, and what the intent of your message is.
- Maintain control by bridging back to your communication objectives.
- Forget the cameras and talk to the interviewer. Concentrate on him/her.
- Focus on a point around his/her head if you don't want direct eye contact.
- NOTHING IS "OFF THE RECORD"** always assuming the camera/mike is on!
- Stay composed, even if the reporter becomes aggressive.
- Answer only one question at a time. For multiple questions, answer in the order you feel
- Be aware of the latest news affecting the Marine Corps that could be brought up in your interview.
- Be prepared to bridge back to your communications objectives.

### **When Answering Questions:**

- Put your conclusions or main points UP FRONT.
  - Answer in concise 15-20 second positive statements.
  - Use simple language-avoid military/technical jargon and acronyms.
  - Do not speculate or attempt to answer "What if..." questions.
  - Keep your answers within your sphere of responsibility.
  - NEVER say "no comment" if you don't know, say so.
  - Answer in the first person and use "I" rather than "we"
  - Be **COMPLETELY TRUTHFUL!** Don't "shade" the truth or exaggerate.
- DO NOT repeat negative/emotional words that may be used by interviewer.

## NOTES

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