

MILITARY  
**Deployment Guide**

PREPARING YOU AND YOUR FAMILY  
FOR THE ROAD AHEAD



UPDATED AUGUST 2013

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# Introduction



As a member of the U.S. military, the potential for lengthy deployments away from home and family may be a constant reality. A deployment is never easy, but proper preparation can help minimize stress and anxiety for service members and their families and help service members rest assured that their affairs and family are taken care of while they are away.

As with any life-changing event, the more prepared service members and their families are to deal with the adjustments they will all need to make, the easier it will be to cope with the change. By becoming educated early on about what to expect during a lengthy deployment, service members and their families can become better prepared to handle the challenges as they occur. Service members and their families should begin preparing for a potential deployment well before they receive deployment orders. By preparing in advance, they can reduce the stress they feel in the weeks leading up to the service member's departure.

This guide is intended to help service members and their families prepare for deployment, serve as a resource during the deployment and help navigate the challenges of a service member's return and reintegration after the deployment. The information presented in this guide applies to deploying active duty service members from all branches of service, National Guard service members, reserve service members and all family members (spouses, children and parents) of active duty, National Guard and reserve service members who are preparing for, undergoing or returning from a deployment. Service members and their families should participate in installation or unit-sponsored deployment events to receive the most current information specific to their deployment.

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# Deployment Overview



In preparing for a deployment, service members need to understand exactly what this term entails. A better understanding of the aspects of deployment will help them know what to expect next, better prepare them to manage personal affairs and better enable service members and their families to cope during the deployment. The sections below present an overview of the deployment cycle for active duty service members, the deployment cycle for National Guard and reserve service members and Individual Augmentee deployments.

## The Deployment Cycle

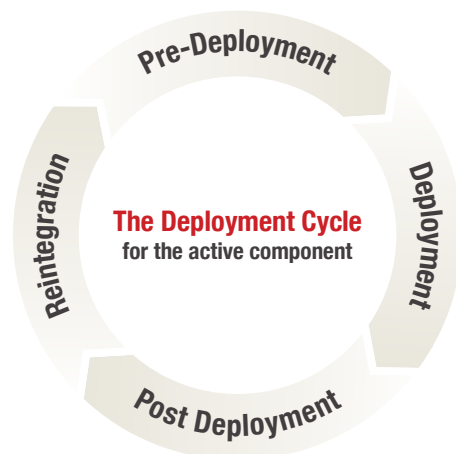
From the military's perspective, the term "deployment" only encompasses the activities required to move personnel and materials from a home installation to a specified destination. From the perspective of service members and their family, deployment often consists of training, all of the personal and administrative measures preparing for a deployment, the physical departure, the time away from home (either in the theater of operations or within the United States), the return home and the reintegration back into daily life.

The individual branches of service use different terminology for the phases of the deployment cycle or have a different number of phases than those presented in this guide. Regardless of the number of phases or the terms used, every deploying service member goes through the same general process.

## The Deployment Cycle for the Active Component

Although it may not be noticeable when each distinct phase comes and goes, service members and their families progress through a deployment cycle.

> The deployment cycle is a continuous process, advancing through four phases, beginning and ending at home.



### ***Pre-deployment phase***

When not deployed, service members and their units undergo traditional training to prepare for the conduct of military duties. During this phase of the deployment cycle, service members go through normal training and medical evaluations that maintain their personal and unit readiness level. From a family's point-of-view, this phase of the deployment cycle is normal life, since the service member is at home and going to work on a regular basis. Near the end of this phase, the unit will be alerted for possible deployment and will receive orders to mobilize. Upon receiving a mobilization alert, preparation for deployment begins including required briefings, additional training, medical and dental evaluations and possibly counseling to ensure that service members are ready and able to be deployed. The pre-deployment phase ends when service members or their units physically leave the home installation for the theater of operations.

### ***Deployment phase***

The deployment phase of the cycle begins with the physical movement of individuals and units from their home installation to the designated theater of operations. This phase of the deployment cycle may be a very stressful time for service members and their families as they face the realities of a deployment and what that means for them. The remainder of the deployment phase primarily involves the performance of military duties in support of the mission either in the theater of operations (overseas) or within the United States. Near the end of the deployment phase, the unit will begin preparations for its return to the home installation, culminating with the unit's redeployment home.

### ***Post deployment phase***

During the post deployment phase, service members return to their home installation. Individual branches of service provide additional briefings, training, medical evaluations and counseling to assist service members in reintegrating into normal life. These briefings and evaluations provide service members with critical information should they experience any emotional or physical issues later on as a result of the deployment. In the post deployment phase, active duty service members will be ready to return to their normal jobs on the installation.

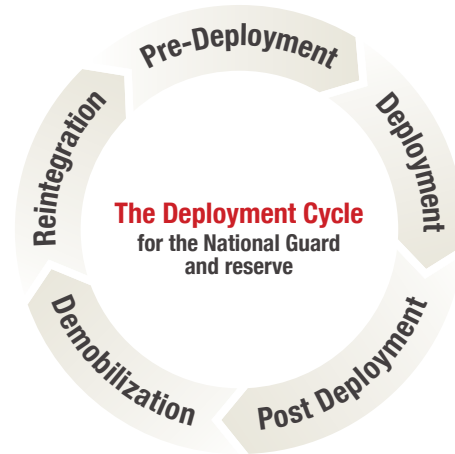
### ***Reintegration phase***

After service members return from deployment and complete their post deployment recovery and administrative requirements, they will begin the reintegration phase of the deployment cycle. This includes reintegration into family life and the community as well as reintegration into regular military duties. Units may require service members to complete follow-on briefings, training, counseling and medical evaluations during this phase. Service members and their families may experience some stress during this phase as everyone readjusts to life together. Many support services are available for service members and their families to make this readjustment easier, either through the branches of service or through the community.



## The Deployment Cycle for the National Guard and Reserve

> The deployment cycle for National Guard and reserve service members is similar to that of active duty service members, with slight differences at the beginning and end of the cycle.



### *Pre-deployment phase*

Under normal day-to-day circumstances, members of the selected reserve live their civilian lives and participate in required unit training known as “drills” or “battle assemblies.” If serving in an inactive status, such as the individual ready reserve or inactive National Guard, service members are not required to participate in these trainings. As with the active duty, National Guard and reserve service members go through normal training and medical evaluations that maintain their personal and unit readiness level during this phase. From a family’s perspective, this phase of the deployment cycle is normal life, since the service member is at home and going to work at his or her civilian job on a regular basis.

Activation and mobilization also fall under the pre-deployment phase of the cycle for National Guard and reserve service members. Activation occurs when a National Guard or reserve service member receives orders and begins service on active duty. Mobilization begins when the service member or unit is alerted for possible deployment. Upon receiving a mobilization alert, preparation for deployment begins, including required briefings, additional training, medical and dental evaluations and possibly counseling to ensure that service members are ready and able to be deployed. Mobilization may also include reporting to a home installation for assembly and/or reporting to a mobilization station. Mobilization stations are designated military installations to which National Guard or reserve service members or units are moved for processing organizing, equipping and training. For families of National Guard and reserve service members, the end of this phase of the deployment cycle may represent a divergence from normal family life, especially if the service member relocated to the mobilization station. This phase ends at the point in which service members or their units physically leave the home installation for the theater of operations.

### *Deployment phase*

The deployment phase of the cycle for National Guard and reserve service members mirrors that of active duty service members. This phase begins with the physical movement of individuals and units from their home installation to the designated theater of operations. The remainder of the deployment phase primarily involves the performance of military duties in support of the mission, either in the theater of operations or within the United States. Near the end of the deployment phase, the unit will

begin preparations for its return to the demobilization station, culminating with the unit's redeployment to the demobilization station.

### *Post deployment phase*

During the post deployment phase, National Guard and reserve service members return to the demobilization station. Individual branches of service will provide additional briefings, training, medical evaluations and counseling to assist service members in reintegrating into normal life. These briefings and evaluations provide service members with critical information should they experience any emotional or physical issues as a result of the deployment.

### *Demobilization phase*

When receiving the briefings, training, medical evaluations and other counseling opportunities at the demobilization station, the unit will also enter the demobilization phase. During demobilization, National Guard and reserve units will begin planning their personnel and equipment requirements in preparation for return to a non-active duty status.

### *Reintegration phase*

After National Guard and reserve service members return from deployment and complete their post deployment recovery and administrative requirements, they will begin the reintegration phase of the deployment cycle. This includes reintegration into family life the community and into a full-time civilian job. Units may require service members to complete follow-on briefings, training, counseling and medical evaluations during this phase. Service members will begin participating again in required drills or battle assemblies during this time. Service members and their families may experience some stress during this phase as everyone readjusts to life together. Many support services are available for service members and their families to make this readjustment easier, either through the branches of service or through the community.



## **Individual Augmentee Deployment**

Individual augmentee deployment occurs when a service member receives orders to deploy individually or with a small group to augment a different unit. This type of deployment is different from deployments that occur when an entire unit, squadron or ship is ordered to deploy. An IA can be an active duty, a National Guard or a reserve service member and he or she can either volunteer for IA service or be selected for it. These service members are typically Navy and Air Force service members that augment an

Army or Marine Corps unit. Deploying IA sailors and airmen usually require additional training and can be ordered to tours longer in length than a traditional deployment.

> **An IA deployment poses a number of challenges for families of service members.**

When called for an IA deployment, service members usually have shorter notification times, lack specific information concerning their deployment and are often

deployed to areas that present communication challenges. More information on the IA program can be found on the individual branch of services' websites:

- [Individual Mobilization Augmentee Program](#), Army Human Resources Command
- [Individual Mobilization Augmentee Program](#), Marine Forces Reserve, Installation Personnel Administration Center
- [United States Navy IA sailor, family, command and employer](#), United States Fleet Forces Command
- [Expeditionary Combat Readiness Center](#), Navy Expeditionary Combat Command
- [Air Force Reserve Command](#)



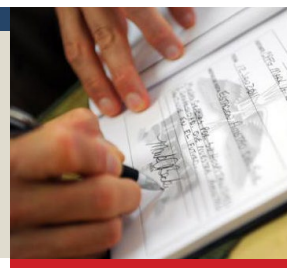


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# Pre-Deployment Phase

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# Pre-Deployment Phase



This section of the guide is intended to help service members and their families prepare for deployment and to serve as a resource during a deployment. The information is presented in four major sections: Preparing Personal Affairs for Deployment, Preparing Families for Deployment, Key Organizations for Preparing Families for Deployment and Pre-Deployment Health Care Benefits.

## Preparing Personal Affairs for Deployment

There are many things that service members and their families should address to help ensure readiness for a deployment, like completing legal documents, getting financial affairs in order and preparing a full-time civilian employer (for activated National Guard and reserve service members).

➤ Proper preparation for a deployment will make service members' time away from home smoother, leaving them confident that their affairs are in order during their absence.

## Preparing Administrative Affairs

When preparing for a deployment, service members should ensure that their families' information is current and accurate in the Defense Enrollment Eligibility Reporting System, that their family members have the appropriate military identification card and current valid passports and that their Record of Emergency Data, their family care plan and their Servicemembers' Group Life Insurance beneficiaries are up to date. Although service members should update the information in these systems and documents on a regular basis as needed, they are encouraged to review the information again when preparing for a deployment.

## Defense Enrollment Eligibility Reporting System

➤ Prior to a deployment, service members should ensure that their family members' information in DEERS is correct.

The DEERS is an automated information system that lists all service members and their family members who are eligible for military benefits and entitlements including TRICARE. Service members are

automatically registered in DEERS, but they must take action to register their family members and ensure that they are correctly entered into the database. Mistakes in the DEERS database can cause issues with TRICARE claims so it is critical to ensure that all information is accurate. Service members should update their information in DEERS anytime they move, get married or divorced, have a child or following any other event that changes their status.

When preparing for a deployment, service members are encouraged to check their current DEERS information to ensure that their family members can access military benefits while they are away. Service members can update their address, email address and phone numbers through the [DEERS](#) website or through [TRICARE's beneficiary web enrollment](#). Service members can also verify and update their families' information through the nearest ID card facility, found through the Defense Manpower Data Center's [Real-time Automated Personnel Identification System site locator](#), by calling the DMDC Support Office at 800-538-9552, by faxing changes to DEERS information to 831-655-8317 or submitting changes by mail to:

**The Defense Manpower Data Center Support Office**  
ATTN: COA  
400 Gigling Road  
Seaside, CA 93955-6771

## Uniformed Services Identification Cards

Service members and their family members must have a military issued ID card to access military benefits or privileges. These ID cards are required to access many of the benefits available to family members including their medical benefits, dental benefits, the commissary, the exchange and other Morale, Welfare and Recreation programs and services on military installations.

➤ **ID cards are required to access many of the benefits, programs and services on military installations.**

National Guard and reserve service members and their eligible family members are maintained in DEERS in a pre-eligibility status for future entitlement to unlimited benefits until the service member is called to active duty

by presidential call-up or congressional decree. Once activated, DEERS will reflect the activation and pre-eligible family members as eligible for full benefits for a maximum of 270 days. To receive benefits during the 270-day period, family members must possess the DD Form 1173-1, "Department of Defense Guard and Reserve Family Member Identification Card" and a copy of the service member's orders to active duty. Retention of eligibility after 270 days requires issuance of a DD Form 1173, "Uniformed Services Identification and Privilege Card." The member should take his or her active duty orders and eligible family members to the nearest RAPIDS site for issuance of the DD Form 1173. If the member is not located with the family and the spouse does not have a valid power of attorney, the member should go to his or her local RAPIDS site to obtain a verified DD Form 1172, "Application for Uniformed Services Identification Card – DEERS Enrollment," for their family's use in obtaining an ID card.

Service members and their families must be enrolled in DEERS before they can receive an ID card from an ID card facility. Because a photo is required, family members and eligible children must go to the ID card facility to get their ID card. Children under the age of 10 can normally use the ID card of their parent, but they must be registered in DEERS. At the age of 10, children should obtain their own ID card. The nearest ID card facility can be found through the DMDC [RAPIDS Site locator](#).

➤ **When preparing for a deployment, service members should ensure that their family members' ID cards are current and valid and will remain so until the service member returns from deployment.**

## Passports

Family members of deploying service members are encouraged to review their current passports to ensure that they will remain valid throughout the length of the deployment. If family members do not have a current passport, they may want to apply for one. In the event that a service member is severely wounded during the deployment and is hospitalized in a foreign country, family members may be able to visit the service member. If family members receive travel and transportation orders from the military to visit the hospitalized service member, the individual branches of service can help coordinate passports. More information on passports can be found on the [Department of Defense Military and Civilian Passport Matters](#) website and the [United States Department of State](#) website.

## Record of Emergency Data

Service members should also visit their administrative office to ensure that their [DD Form 93, "Record of Emergency Data,"](#) is up to date. This form will be used by the service to contact the next-of-kin should the service member become ill, injured or die while on active duty. This form also records the service member's selections for beneficiaries for death gratuity and pay arrears, as well as the person who will be authorized to direct the disposition of the service member's remains. Service members should be aware that if they have a spouse but designate a person other than the spouse to receive all or a portion of the death gratuity pay, the service concerned is required to provide notice of the designation to the spouse.

## Family Care Plan

A family care plan outlines the logistical, financial, medical, educational and legal documentation necessary to ensure that dependent family members will be cared for during the service member's absence due to deployment or training.

### Who is required to have a family care plan?

- Single parents
- Members of a dual military couple with dependents
- Individuals who are married with custody or joint custody of a child whose non-custodial biological or adoptive parent is not the current spouse of the service member or who otherwise bears sole responsibility for the care of children under the age of 19 or others unable to care for themselves in the absence of the member
- Individuals who are primarily responsible for dependent family members

### What must the completed plan address?

- Names and contact information of the caregiver and alternate caregiver
- Provisions for short-term absences (for example, temporary duty for schooling or training or in the case of reserve members, active duty for training) and long-term absences (for example, deployment or call to active duty) including the period (beginning and end date) of time covered by the family care plan
- Financial arrangements, allotments and other appropriate documentation including powers of attorney, to ensure the self-sufficiency and financial security of dependent family members
- Logistical arrangements for the transportation of dependent family members and/or caregivers to a new location including arrangements for a non-military escort for family members requiring assistance (for example, infants and children, elderly family members and family members with special needs) if the situation or personal circumstances so dictate and arrangements for the medical, legal, educational and financial support necessary to ensure continuity of care during the transport
- The name of any non-custodial biological or adoptive parent not named as the caregiver along with that person's consent to the family care plan (if this individual does not consent, the service member should explain the absence of such consent in writing and acknowledge the availability of legal counsel to discuss the associated risks and the best possible courses of action including the possibility of incorporating the family care plan into a temporary order by a court of competent jurisdiction)
- The name of the person the service member designates in the event of his or her death or incapacity to assume temporary responsibility for dependent family members until a natural or adoptive parent or legal guardian assumes custody either by order of a court of competent jurisdiction or operation of law



Each of the services has a form for ensuring that the service member has been counseled about a family care plan. For additional information on developing a family care plan, service members should contact their installation military and family support center or [Military OneSource](#) at 800-342-9647.

## Servicemembers' Group Life Insurance

➤ Under SGLI, service members are automatically covered for the maximum amount (\$400,000) unless coverage is declined or elected at a lower amount.

Servicemembers' Group Life Insurance is a low-cost term life insurance protection policy offered through the Department of Veterans Affairs for service members on active duty, members of the National Guard and members of the ready reserves. Even though SGLI

coverage is automatic, before service members deploy, they should confirm that their beneficiary(ies) designation is up to date. If they declined or reduced their coverage in the past and would like to change it now, they can do that by completing a request in writing through their service.

## Legal Affairs Preparations

Although service members should always be prepared for a potential deployment, it can be hard to anticipate legal issues. Service members should keep their legal documents current and review them prior to a deployment.

Each of the services provides assistance and advice in drafting and updating legal documents through Legal Assistance offices. Service members preparing for a deployment are typically given higher priority for these services on the installation. The nearest military Legal Assistance office can be found through the Armed Forces Legal Assistance [legal services locator](#).

The American Bar Association Standing Committee on Legal Assistance for Military Personnel manages Operation Enduring LAMP, a consortium of state and local bar associations that recruit volunteer attorneys to assist military Legal Assistance attorneys with civil law cases affecting service members. Service members can use the [Operation Enduring LAMP](#) website to locate a participating attorney in their local area.

## Power of Attorney

➤ The person designated in the power of attorney document should be the service member's spouse, a parent or trusted friend, since it gives that person the expressed written permission to act on the service member's behalf.

A power of attorney is a written document that gives one person the authority to act on another's behalf for any legal or economic issues for a specified period of time. For service members, this period of time is typically the expected length of the deployment plus three months in case the deployment is extended. The

person designated in the power of attorney document should be the service member's spouse, a parent or

trusted friend since it gives that person the expressed written permission to act on the service member's behalf. The legal rights of a power of attorney cease at the end of a period of time specified in the document or upon the death of the person for which the power of attorney is given. In the event of death, the executor named in the last will and testament assumes the responsibilities of the estate. When drafting a power of attorney, service members can choose between a general power of attorney or a specific power of attorney and whether the power of attorney is durable or not. Both the service member and his or her spouse should designate a power of attorney prior to deployment.

### ***General power of attorney***

A general power of attorney gives the designated person the power to perform almost any legal act on another person's behalf for a specified period of time. This can include the ability to manage bank accounts; sell, exchange, buy or invest any assets or property; purchase and maintain insurance and enter into any binding contracts on behalf of the service member. When preparing for a deployment, service members would usually grant their designee a general power of attorney.

### ***Specific/limited power of attorney***

A specific/limited power of attorney allows service members to give only specific powers to the designated person for a specified period of time. When drafting a specific power of attorney, service members are required to list the particular actions or decisions over which the designee has power of attorney. Additional information regarding specific/limited power of attorney can be found through the [legal services locator](#), provided by the Armed Forces Legal Assistance.

### ***Durable power of attorney***

A durable power of attorney remains valid even if the service member becomes incapacitated or unable to handle their own affairs. When drafting a general power of attorney, if the service member does not specify that they want their power of attorney to be durable, it will automatically end if they become incapacitated in the future.

### ***Revocation of power of attorney***

Service members can revoke a power of attorney at any time as long as they are mentally competent. When drafting the original document, service members may consider limiting the length of the power of attorney so that it automatically revokes upon return from deployment. Otherwise, service members will need to consult a Legal Assistance or civilian attorney to prepare a revocation document to end their power of attorney.

## Legal Protections under the Servicemembers Civil Relief Act

➤ **The SCRA protects the legal and financial rights of service members called to active duty.**

The SCRA is intended to help protect the legal rights of members called to active duty. It applies to active duty members of the regular forces, members of the

National Guard when serving in an active duty status under federal orders, members of the reserve called to active duty and members of the Coast Guard serving on active duty in support of the military services. In limited cases, the SCRA may also apply to family members.

### *Court and administrative proceedings*

Under the SCRA, service members can obtain a stay or postponement of court or administrative proceedings if their military service materially affects their ability to proceed in the case. The SCRA provides for an automatic stay of 90 days in these proceedings when a service member requests this protection in writing. Any additional delay beyond the mandatory 90-day stay period is awarded at the discretion of the judge, magistrate or hearing officer. This protection does not apply to any criminal court or criminal administrative proceedings.

➤ **For assistance understanding their rights under SCRA, service members should consult a Legal Assistance attorney. The nearest military Legal Assistance office can be found through the [AFLA legal services locator](#).**

### *Default judgments*

A default judgment is entered by a court against a party (an individual, company, etc.) who has failed to put up a defense to a claim that has been brought by another party. This means that the plaintiff wins a case because the defendant failed to defend himself or herself against the claims in the lawsuit. If service members fail to respond to a lawsuit and as a result, a default judgment is obtained against them, they may reopen the default judgment using their protections under the SCRA if the default judgment was obtained while they were on active duty or within 60 days after their release from active duty. To reopen a default judgment, service members must submit a request within a certain period of time after the default judgment was awarded, be able to show that their active service has materially affected their ability to defend themselves against the action and be able to show that they have a valid defense to the action.

### *Evictions*

Service members who are renting their home or apartment are protected under the SCRA from being evicted for a period of time if they can prove that their military service materially affects their ability to pay rent. This protection only applies if the rent is below a certain amount. If the landlord continues attempting to or actually succeeds in evicting the service member or their dependents while the service member is protected under the SCRA, the landlord may be subject to sanctions such as fines or imprisonment.

## **Living Will**

A living will or advance medical directive, is a written document that allows a person to describe what medical treatments he or she does or does not want in case of a serious injury or terminal illness. It only takes effect if the person is unable to express his or her wishes in some other way. Living wills also allow service members to identify another person who should make medical decisions for them if they are unable to make them on their own. Service members who decide to draft a living will should make sure that the person they designate as the decision-maker knows about their wishes and also knows where the service member keeps the living will and has access to it.

## **Last Will and Testament**

A last will and testament (or will) is a declaration that states how a person wishes his or her property to be disposed of after his or her death. Service members who do not have a will are strongly encouraged to get one, especially if they have significant savings and/or real estate. Without a will, a court may end up deciding how to distribute property or even who should be responsible for the care of a service member's children. Service members who do have a will should still consider meeting with an attorney, either through the Legal Assistance office or through a civilian agency or law firm, prior to deployment to review the current will, determine if it still meets their needs, and to make any necessary changes. The nearest military Legal Assistance office can be found through the AFLA [legal services locator](#).



## Administrative and Legal Readiness Checklist for Married Service Members

The following checklist is designed to help service members and their families prepare their administrative and legal affairs prior to a deployment. For military and family documents, insurance policies and property documents, place a check mark in the box on the left once both the service member and spouse have discussed where the following documents are located. In the space provided to the right, write the location of these documents to serve as a reference for the family. If an item does not apply, cross it out to avoid any future confusion.

### *Military and family documents*

- Birth certificates \_\_\_\_\_
- Marriage certificate \_\_\_\_\_
- Divorce decrees/separation agreements \_\_\_\_\_
- Death certificates for deceased family members \_\_\_\_\_
- Naturalization or citizenship papers \_\_\_\_\_
- Current Record of Emergency Data \_\_\_\_\_
- Military records \_\_\_\_\_
- Court orders pertaining to support and custody of legal dependents \_\_\_\_\_
- Legal papers/adoption papers \_\_\_\_\_
- Social security cards for all family members \_\_\_\_\_
- Social security numbers  
     service member: \_\_\_\_\_  
     Spouse: \_\_\_\_\_  
     Children: \_\_\_\_\_
- Up to date wills \_\_\_\_\_
- Power of attorney \_\_\_\_\_
- Advance medical directive (living will) \_\_\_\_\_
- Executor appointment \_\_\_\_\_
- Medical power of attorney for children \_\_\_\_\_
- Updated beneficiary for SGLI \_\_\_\_\_
- Completed family care plan \_\_\_\_\_
- Up to date ID cards for all family members, valid through the service member's return from deployment \_\_\_\_\_
- Current passports \_\_\_\_\_

***Insurance policies***

- Life insurance policies  
Agent: \_\_\_\_\_ Telephone: \_\_\_\_\_
- Household insurance policies  
Agent: \_\_\_\_\_ Telephone: \_\_\_\_\_
- Automotive insurance policies  
Agent: \_\_\_\_\_ Telephone: \_\_\_\_\_

***Property documents***

- Deeds \_\_\_\_\_
- Mortgage information \_\_\_\_\_
- Lease agreements \_\_\_\_\_
- Automotive title (or loan papers) \_\_\_\_\_

***Additional questions***

- Are all dependents enrolled in DEERS?
- Is the family's TRICARE enrollment current?
- Do family members know where to go for legal assistance?
- Contact number for legal assistance: \_\_\_\_\_
- Do family members know where and how to obtain new ID cards?
- Are administrative and legal documents stored in a safe location?

***Additional legal readiness issues for newlyweds***

- Has the service member gone to the Personnel Office with all official documents and changed his or her official records to show that he or she is married, listing the spouse as next-of-kin on the Record of Emergency Data?
- Has the service member, at his or her discretion, listed his or her spouse as beneficiary for government and civilian insurance policies? If so, has the service member checked with the Personnel Office to confirm?
- Has the service member applied for a Dependent's Identification and Privilege Card and enrolled his or her spouse in DEERS at the Personnel Office?

## Administrative and Legal Readiness Checklist for Single Service Members

The following checklist is designed to help single service members prepare their administrative and legal affairs prior to a deployment. Before deploying, single service members should designate a parent, other family member or trusted friend to manage their administrative and legal affairs in their absence.

For military and family documents, insurance policies and property documents, place a check mark in the box on the left once both the service member and the designated person have discussed and know where the following documents are located. In the space provided to the right, write the location of these documents to serve as future reference. If an item does not apply, cross it out to avoid any future confusion.

### *Military and family documents*

- Birth certificate \_\_\_\_\_
- Divorce decrees/separation agreements \_\_\_\_\_
- Naturalization or citizenship papers \_\_\_\_\_
- Current Record of Emergency Data \_\_\_\_\_
- Military records \_\_\_\_\_
- Completed family care plan \_\_\_\_\_
- Completed personal care plan \_\_\_\_\_
- Court Orders pertaining to support and custody of legal dependents \_\_\_\_\_
- Legal papers/adoption papers \_\_\_\_\_
- Social security card \_\_\_\_\_
- Social security number \_\_\_\_\_
- Up to date will \_\_\_\_\_
- Power of attorney \_\_\_\_\_
- Advance medical directive (living will) \_\_\_\_\_
- Executor appointment \_\_\_\_\_
- Medical power of attorney for children \_\_\_\_\_
- Updated beneficiary for SGLI \_\_\_\_\_
- Current passport \_\_\_\_\_

***Insurance policies***

- Life insurance policies  
Agent: \_\_\_\_\_ Telephone: \_\_\_\_\_
- Household insurance policies  
Agent: \_\_\_\_\_ Telephone: \_\_\_\_\_
- Automotive insurance policies  
Agent: \_\_\_\_\_ Telephone: \_\_\_\_\_

***Property documents***

- Deeds \_\_\_\_\_
- Mortgage information \_\_\_\_\_
- Lease agreements \_\_\_\_\_
- Automotive title (or loan papers) \_\_\_\_\_

***Additional questions***

- Does a parent, other family member or trusted friend designated to watch over legal and administrative affairs know where to go for legal assistance?  
Contact number for legal assistance: \_\_\_\_\_
- Are administrative and legal documents stored in a safe location?



## Financial Affairs Preparations

**> Significant problems may arise for family members if service members do not have their financial affairs in order prior to a deployment.**

Service members should get their financial affairs in order before they deploy. If married, service members may wish to provide power of attorney to their spouses to allow them to access bank accounts to make rent or mortgage payments and to pay other bills as necessary. Service members and their spouses should also ensure that they are on the same page when it comes to paying bills and managing the household budget during the deployment. Single service members may want to ask their parents, other family members or a trusted friend to handle their finances while away. Single service members are encouraged to talk to this person about their wishes with regard to their finances and how they would like for bills to be paid in their absence.

If service members do not have their financial affairs in order before deployment, it could result in many significant problems for family members. Financial counseling and referral services are available at installation military and family support centers from the installation's personal financial manager, command-designated and trained command financial specialists, contracted personal financial counselors or through Military OneSource. Counselors can help service members and their families develop a spending plan and prepare their finances for deployment. Additionally, service members and their families can receive financial counseling assistance through the approved command and community resources from the state Joint Forces Headquarters. For service members who are not geographically located near military installations, services provided through the JFHQ allow them and their families to receive resources and assistance through their local community. In addition, some units may have a financial specialist or a finance office where service members can also receive assistance.

Installation personal financial offices can be found through Military OneSource's [MilitaryINSTALLATIONS](#) application under the program/service "Personal Financial Management Services." [Military OneSource](#) can be reached through their website or by phone, stateside, at 800-342-9647. The website lists specific dialing information for other countries.

The following sections provide an overview of some of the financial issues service members should consider prior to their deployment.

## Income

The total financial compensation of a service member is comprised of basic pay and additional allowances, incentive pay and special pay. During a deployment, service members may qualify for additional allowances and special pay that temporarily increases their income. Before deployment, service members should become familiar with the various changes to their pay that may come into effect during the deployment so that they prepare a realistic and effective budget. For example, service members may use the deployment/redeployment calculator located on [MyArmyBenefits](#) to get an estimated adjusted income during deployment.

### *Basic pay*

Basic pay is the foundation of the military compensation package and is determined based on rank and length of service in the military. The levels of basic pay are updated annually, usually around the beginning of the calendar year, so if the service member's period of deployment spans the first of the year, he or she may notice an increase in basic pay while on deployment. Current basic pay amounts are listed on the Defense Finance and Accounting Service's [Military Pay Tables](#).

### *Family separation allowance*

Family separation allowance is payable to service members who have dependents and are separated geographically from them for more than 30 days as a result of an enforced family separation.

### When is FSA Available?

**The FSA-restricted benefit:** Transportation of dependents is not authorized at government expense and the dependents do not live in the vicinity of the member's homeport/permanent duty station or; transportation of dependents is authorized at government expense, but member elects an unaccompanied tour of duty because a dependent cannot accompany the member to or at that homeport/permanent duty station due to certified medical reasons.

**The FSA-ship benefit:** The member is on duty aboard a ship and the ship is away from the homeport continuously for more than 30 days. A member is entitled to FSA-S if he or she returns to homeport after the original deployment for a period of 30 days or less and redeploys for a period of more than 30 days. Dependents are not required to reside in the vicinity of the homeport.

**The FSA-temporary benefit:** The member is on temporary duty (or temporary additional duty) away from the permanent station continuously for more than 30 days and the member's dependents are not residing at or near the TDY station. This includes members who are required to perform a period of the TDY before reporting to their initial station of assignment. A member is entitled to FSA-T if he or she returned to the permanent duty station after the original deployment for a period of 30 days or less and redeployed for a period of more than 30 days. Dependents are not required to reside in the vicinity of the permanent duty station.

The FSA benefit is payable in addition to any other allowance or per diem to which a member may be entitled. A member, however, may not receive more than one payment of FSA for the same period, even if he or she is qualified for FSA-R, FSA-S and FSA-T.

The current rates for FSA can be found in [Chapter 27, Volume 7A of the DoD Financial Management Regulation 7000.14-R](#).

### ***Basic allowance for subsistence***

Basic allowance for subsistence is a non-taxable monthly allowance used to offset the cost of a service member's meals. If service members are issued a meal card or provided meals in the field, they should notice a reduction in their pay to cover the cost of these meals. Current rates for BAS can be found in [Chapter 25, Volume 7A of the DoD Financial Management Regulation 7000.14-R](#).

### ***Basic allowance for housing***

Basic allowance for housing is an additional monetary amount paid to service members in lieu of furnished quarters. The amount of the housing allowance depends on location, pay grade and whether the service member has dependents. The BAH is payable as part of a service member's recurring paycheck. During a deployment, even though the military is providing quarters in the deployed theater, service members will continue to receive BAH if they were entitled to BAH at their home duty station. Current BAH rates are available through the [Defense Travel Management Office](#).

### ***Clothing allowance***

All active duty enlisted personnel, in the first and all subsequent anniversary months of their enlistment, receive a clothing replacement allowance to maintain their wardrobe of required uniform items. Clothing allowances are paid to service members to help offset the cost of replacing uniforms due to normal wear (cash clothing replacement), additional clothing outside the normal uniform that is required to complete the mission (extra clothing) or the maintenance and replacement of uniquely military items (military clothing maintenance). Current rates for clothing allowances can be found through the DFAS [Military Pay Tables](#).

### ***Career sea pay***

Career sea pay is a monthly special pay entitlement for service members while on sea duty. Career sea pay varies by branch of service, rank and the cumulative number of years of sea duty. Current rates for career sea pay can be found in [Tables 18-2, 18-3 and 18-4 of Chapter 18, Volume 7A of the DoD Financial Management Regulation 7000.14-R](#).

### ***Hazardous duty pay***

Hazardous duty pay is a monthly entitlement for service members whose duty involves hazardous situations including frequent and regular participation in aerial flights, operations on a flight deck, parachute jumping, demolition of explosives and time spent inside a high- or low-pressure chamber.

The amount of hazardous duty pay is based on the type of hazardous duty and rank. Current rates for hazardous duty pay can be found in [Chapter 24, Volume 7A of the DoD Financial Management Regulation 7000.14-R](#).

### ***Flight pay***

Flight pay or aviation incentive pay, is a monthly hazardous duty pay disbursed to service members, as well as flight crew members, for the frequent and regular performance of operational or proficiency flying duty. Current rates for flight pay can be found in [Chapter 22, Volume 7A of the DoD Financial Management Regulation 7000.14-R](#).

### ***Hostile fire/imminent danger pays***

Hostile fire and imminent danger pays are monthly special pays that compensate service members for physical danger. Hostile fire pay is paid to a member who meets one or more of these criteria:

- Takes hostile fire or is exposed to an explosion of a hostile mine
- Is in a unit engaged in hostile action
- Is killed, injured or wounded by hostile fire or explosion of a hostile mine

Imminent danger pay is paid to a member who is on duty in foreign areas where he or she is subject to the threat of physical harm or imminent danger because of civil insurrection, civil war, terrorism or wartime conditions.

Although DoD regulations distinguish between hostile fire pay and imminent danger pay, they are derived from the same statute. An individual can collect one or the other, but not both simultaneously. Current rates for these pays can be found in [Chapter 10, Volume 7A of the DoD Financial Management Regulation 7000.14-R](#).

### ***Pay and allowance continuation***

Under the pay and allowance continuation program, pay and allowances may be continued for up to one year for service members who incur a wound, injury or illness in the line of duty while serving in a combat operation or combat zone and are hospitalized for treatment of the wound, injury or illness. The PAC program also includes service members who incur wounds, injuries or illnesses while serving in a hostile fire area or while exposed to a hostile fire event and are hospitalized for treatment of the wound, injury or illness.

Entitlement generally ends earlier if a member is returned for assignment (other than assignment to a medical or patient unit). Entitlement terminates irrevocably on the date the member is discharged, separated or retired (including temporary disability retirement) from the uniformed services. More information is available through the local military finance office.

### ***Hardship duty pay for location assignment***

Hardship duty pay for location assignment is compensation paid to members assigned outside the continental United States in quality of life hardship locations where living conditions are substantially below the standard most members in the continental United States would generally experience. The HDP-L pay is intended to recognize the extraordinary arduous living conditions, excessive physical hardship and/or unhealthful conditions that exist in a location or assignment.

Rates are payable in increments of \$50, \$100 or \$150 a month based on the quality of life hardship in a given area. Current rates and hardship duty locations for hardship duty pay and can be found in [Chapter 17, Volume 7A of the DoD Financial Management Regulation 7000.14-R](#).

## **Leave and Earnings Statement**

➤ **An LES shows a service member's monthly income and leave totals. service members should review their LES prior to deployment to ensure information is correct.**

A leave and earnings statement is a comprehensive report that shows the leave and earnings totals for the month and is divided into three major areas: entitlements, deductions and allotments. In addition to leave totals and pay amounts, a service member's LES

records and maintains tax withholding information and Thrift Savings Plan information. When preparing for a deployment, service members should ensure that the person they designate to manage their finances (spouse, parents, other family member or trusted friend) is familiar with their LES and how to read it.

## **MyPay**

[MyPay](#) is an automated online system that allows service members to access their current and certain past LES's 24 hours a day, seven days a week. Using MyPay, service members can also view tax statements and change certain discretionary pay data items, such as direct deposit allotments, without using paper forms. Before a service member deploys, he or she should log on to MyPay and review the current LES to ensure that it is correct. Service members may want to change their address if their spouse will be residing in a different location during the deployment.

## **Pay Distribution**

With few exceptions, all pay and allowances for members of the military are delivered to their bank of choice through an electronic funds transfer called direct deposit. Direct deposit to a joint account for service members and their spouse during a deployment can lead to some confusion and problems if both are withdrawing and writing checks from the same account. To avoid this potential confusion, service members can speak with their bank and ask them to distribute portions of the pay into more than one account during the deployment.

## *Allotments*

> Allotments are automatic deductions from a service member's pay to meet financial obligations such as a car or mortgage payment.

Allotments are a specified portion of pay and allowances that a service member authorizes to be made payable to a qualified person or institution. Allotments can be made to ensure that certain financial obligations

are automatically taken care of, such as rent or a car loan payment, but cannot exceed the total amount of the take home pay (total pay and allowances less any standard withholdings). Allotments can be registered to any person except to persons under the age of 16 (with the exception of bonds) or to mentally incompetent persons (although allotments can be made to an appointed guardian or to the institution where the mentally incompetent person is confined).

Active duty and National Guard or reserve service members on extended active duty can initiate, change or stop allotments by completing [DD Form 2558](#) or through their [MyPay](#) account. Allotments can be discretionary or non-discretionary.

### **Discretionary allotments**

**Discretionary allotments allow service members to specify the individual, institution or business to receive the allotment. Service members may authorize up to six discretionary allotments and can include the following:**

- Life insurance premiums
- Voluntary payments to dependents or other relatives
- Deposits to financial institutions, mutual fund companies or investments
- Mortgage or rent payments
- Automotive loan payments
- Other loan payments
- Deposits into the Savings Deposit Program

## Non-discretionary allotments

**Non-discretionary allotments are those that are made to a specifically designated agency. There is no limit to the number of non-discretionary allotments service members can have on their pay at any given time. These allotments can include the following:**

- Purchase of U.S. savings bonds
- Repayment of emergency relief loans to the any of the service relief organizations (Army Emergency Relief, Navy-Marine Corps Relief Society, Air Force Aid Society and Coast Guard Mutual Assistance) or the American Red Cross
- Repayment of indebtedness to any government department or agency
- Charitable contributions to any of the service relief organizations
- Child and spousal support payments
- Contributions to the Veterans Educational Assistance Program
- Payment of delinquent federal, state or local income or employment taxes
- Repayment of debts owed to a commercial creditor if the creditor makes an application for recovery of the debt
- Delinquent travel charge card debt

### *Split pay*

Members of the Marine Corps may also elect to receive a portion of their pay at their duty locality each payday. This amount, known as the requested split pay amount, must be a whole dollar amount less than or equal to the normal pay amount. Any remaining portion of pay will be transmitted to the service member's bank. To be eligible for split pay, a service member must be enrolled in the direct deposit program and be serving in a garrison outside the 50 states or serving on a deployment. Service members can stop split pay at any time during their service outside the United States, but they must stop split pay when they return.

## Taxes

In preparing for a deployment, service members should ensure that their federal and state income taxes will be filed on time and should be aware of the federal tax advantages of certain elements of their pay, as well as tax-exempt status when serving in a deployed theater.

### *Income tax returns*

Federal and state income tax returns must be filed every year, even if service members are deployed, unless they are granted an extension. The Internal Revenue Service generally requires the signatures

of both the service member and his or her spouse to file income tax returns and access refunds. For spouses to be able to jointly file income tax returns during a deployment, the service member will need to complete [IRS Form 2848, "Power of Attorney and Declaration of Representation,"](#) in lieu of a special power of attorney. The required filing time for federal income tax returns is between January 1st and April 15th of the year following the taxable year. If service members are outside the continental United States on April 15th, they have until June 15th to file their income tax return provided they are on official orders. Service members can extend the filing date up to an additional two months after their return to the United States provided they complete and submit [IRS Form 4868, "Application for Automatic Extension of Time to File United States Individual Income Tax Return."](#) Service members will need to check with their state to determine when their state income tax return must be filed as deadlines vary from state to state.

Members of the active duty military may be eligible to file their federal income taxes at no cost electronically. Service members are also encouraged to check with their state's tax department to determine if they also offer free electronic filing of income tax returns for the military. More information on federal income tax returns and copies of required forms can be found on the [IRS](#) website. The IRS also provides [tax information specifically targeted for members of the military.](#)

### ***Federal tax advantages***

**> During a deployment, some service member pay may be exempt from federal taxes.**

While basic pay and certain special and incentive pays are taxable, the majority of allowances are tax-exempt, meaning that service members will not have to pay taxes

on them. While deployed, the primary allowances to which a service member may be entitled are BAS, BAH and FSA. In addition to holding tax-exempt status from federal and state taxes, these tax-exempt allowances are also excluded from Social Security taxes.

### ***Combat zone tax exclusion***

When deployed to a combat zone, earnings received during time in the combat zone are excluded from taxable income. For enlisted service members and warrant officers, the amount of non-taxable income is unlimited. A limit does exist on the amount of non-taxable income for officers. This tax exclusion is "event-based," meaning that if a service member spends a single qualifying day in a combat zone, his or her pay for the entire month is excluded from his or her taxable income. When serving in a combat zone, any bonuses and special pays to which service members are entitled are also excluded from their taxable income. As these amounts are excluded from taxable income, the reduction in taxable income shown on a service member's W-2 should be automatic. When serving in a combat zone, service members may want to check their LES to ensure that their income is not taxed. Service members should also check with their state of residence to determine whether the state has any tax exemptions for members of the military who are being mobilized and/or deployed.



## Pre-Authorization for Emergency Financial Assistance

Each of the branches of service offers emergency financial assistance through their respective relief organizations for service members and their families who demonstrate a financial need. In preparing for a deployment, service members may want to pre-authorize their families to receive financial assistance in the event that they need it. If family members are not pre-authorized to receive assistance, the service member's permission will be required for the relief organization to be able to assist family members. Obtaining permission through a Red Cross message can be a long process, so service members should complete the pre-authorization prior to their deployment. If a service member has provided his or her spouse or other family member with a general power of attorney, that power of attorney will suffice as authorization for relief. More information on pre-authorization can be found through the individual branches of service relief organizations:

Service Relief Organizations			
<a href="#">Army Emergency Relief</a>	<a href="#">Navy-Marine Corps Relief Society</a>	<a href="#">Air Force Aid Society</a>	<a href="#">Coast Guard Mutual Assistance</a>

## TurboTAP

[TurboTAP](#), a DoD-sponsored website, provides active duty, National Guard and reserve service members and their families with the resources and assistance they need when transitioning on and off of active duty. TurboTAP is especially helpful to members of the National Guard and reserve who transition frequently when mobilizing for deployments.

TurboTAP provides a wealth of information on three general topics:	
<b>Money</b>	Savings deposit program, personal finances and basic money management, TSP, etc.
<b>Benefits</b>	Montgomery GI Bill–Active Duty, Montgomery GI Bill–Selected Reserve, Post 9/11 GI Bill, Reserve Educational Assistance Program, Veterans Educational Assistance Program, servicemembers' Group Life Insurance, Veterans' Group Life Insurance, Family Servicemembers' Group Life Insurance, Department of Veterans Affairs benefits, Healthcare Transition benefits and TRICARE, etc.
<b>Jobs</b>	Employment hub, military friendly employers, resume builder, interview tips, career fairs, relocation information and assistance, etc.

TurboTAP is designed to support service members throughout their military careers. If a service member signs up for a TurboTAP account, he or she will receive automatic email notifications when benefits change or when new benefits are passed into law.

## Thrift Savings Plan

The TSP is an official federal government-sponsored retirement saving and investment program, similar to a civilian 401K tax-deferred program. Service members can contribute money from their basic pay and special, incentive and bonus pay without paying federal or state taxes. When serving in a combat zone, service members can use their tax-free income for TSP contributions as well. As a result, upon withdrawal, while the interest earned on the TSP account will be taxed, any tax-free contributions to the account will not be taxed. More information on the program can be found on the [TSP](#) website.

## Savings Deposit Program

While deployed, service members may be eligible to participate in the SDP. The program is available to service members during assignments and deployments to specified locations. The SDP pays back a guaranteed 10 percent annual return on investment (2.5 percent quarterly) on up to \$10,000 contributed from un-allotted current pay and allowances. Upon withdrawal, a service member's contributions to SDP will not be taxed, but the interest earned will be. Service members interested in learning about the proper procedures for SDP enrollment should consult with their individual military service. Additional information on the SDP can be found in [Chapter 51, Volume 7A of the DoD Financial Management Regulation 7000.14-R](#).

## Financial Protections of the Servicemembers Civil Relief Act

In addition to legal protections, the SCRA provides certain financial protections for active duty members of the regular forces, members of the National Guard when serving in an active duty status under federal orders, members of the reserve called to active duty or members of the Coast Guard serving on active duty in support of the military services.

A service member's protections under SCRA generally begin on the first day of active duty and may extend for 30 to 180 days after release from active duty. Many of the SCRA protections are not automatic and require that the service member request the protection in a timely matter. For certain protections, such as the limitation on interest rates, service members may also be required to prove that military service materially impacts their ability to make payments.



**For assistance understanding their rights under SCRA, service members should consult a Legal Assistance attorney. The nearest military Legal Assistance office can be found through the AFLA Legal services Locator.**

### ***Reduced interest***

Under SCRA, service members can limit the interest rate for all financial obligations (including mortgages) that they entered into before beginning active duty to 6 percent. These financial obligations can include the interest rates on credit cards, automotive loans, mortgages and even some student loans. Additionally, SCRA prohibits lenders from accelerating the principal amount owed and forgives the excess interest payments that would have been due under the higher interest rate. This protection under SCRA does not apply to financial obligations entered into while on active duty, federally guaranteed student loans and some other types of financial obligations.

To qualify for this protection, service members must be able to show that they are now on active duty, that the obligation was incurred before they entered active duty and that their military service impacts their ability to meet these financial obligations. To begin the process, service members will need to send a letter, along with a copy of their current military orders, to their lender requesting relief under SCRA.

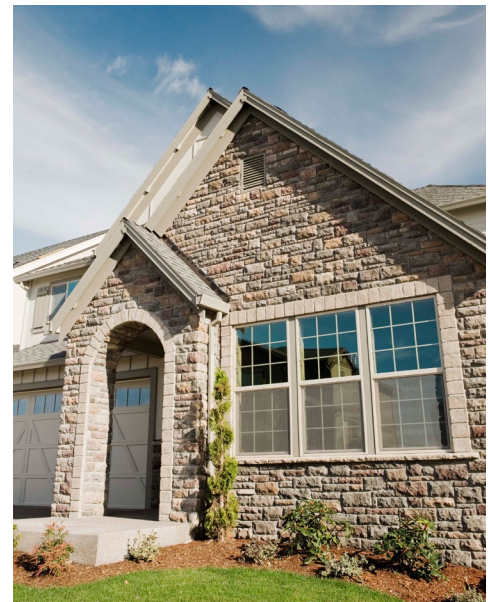
### ***Foreclosures and repossessions***

If service members are unable to maintain the terms of a purchase contract for real property or an automobile due to their military service, the SCRA protects them from foreclosure or repossession without a court order. Under certain circumstances, service members may also request a stay of proceedings to stop a foreclosure or repossession. Service members are encouraged to consult a Legal Assistance attorney for more information on foreclosure and repossession protections under SCRA.

### ***Termination of residential leases***

Under SCRA, service members who are just entering service may terminate residential leases and rental agreements without penalty. To do this, service members will have to show that they entered into the lease before they entered active duty and that they are on active duty for a minimum of 90 days. They will also be required to provide their landlord proper written notice and a copy of military orders.

If service members entered into a lease or rental agreement after they began active duty service, they may still be able to terminate their lease without penalty under SCRA. Active duty service members receiving permanent change of station orders or deployment orders for a period of more than 90 days also qualify under SCRA to end their rental agreements without repercussions. Service members will need to provide written notice to their landlord and a copy of their orders.



### ***Termination of automotive leases***

The SCRA creates protections that allow service members to terminate automobile leases entered into before or during their time on active duty if they meet certain conditions. Generally, National Guard and reserve service members can terminate their automotive leases if they are called to active duty for a minimum of 90 days. Active duty members can terminate their automotive leases if, after they entered into the lease, they either received military orders for a PCS move from CONUS to OCONUS, a PCS move from an OCONUS state to any location outside of that state or deployment for a minimum of 90 days.

### ***Termination of cellular telephone contracts***

The SCRA creates protections that allow service members to terminate a contract for cellular telephone service before or during their time on active duty if they meet certain conditions. A service member may terminate a cellular telephone contract at any time after the date he or she receives military orders to relocate for 90 days or more to a location that does not support the contract. Service members terminating a cellular telephone contract under the SCRA must give their provider notice of intent to terminate and a copy of their military orders.

## Financial Readiness Checklist for Married Service Members

The following checklist is designed to help service members and their families prepare their financial affairs prior to a deployment. Place a check mark in the box on the left once both the service member and spouse have discussed where the following documents are located or have addressed the identified issue. Under financial documents/items, in the space provided to the right, write the location of documents to serve as a reference for the family. If an item does not apply, cross it out to avoid any future confusion.

### *Financial documents/items*

- Past tax returns \_\_\_\_\_
- Savings bonds and securities \_\_\_\_\_
- Family budget \_\_\_\_\_
- Completed pre-authorization form through service relief organization \_\_\_\_\_
- Signed release allowing spouse to pick up LES from servicing finance office \_\_\_\_\_
- Keys to safe deposit box \_\_\_\_\_
- Credit cards \_\_\_\_\_  
Telephone numbers for credit card companies: \_\_\_\_\_  
\_\_\_\_\_
  
- Does the spouse have full access to bank accounts?

	<i>Checking account</i>	<i>Savings account</i>
Bank name:	_____	_____
Account number:	_____	_____
Telephone:	_____	_____

### *Military pay*

- Does the spouse know how to read an LES?
- Does the spouse understand the allotments the service member has set up?
- Does the service member have an adequate dependent's allotment for the spouse?
- Does the service member have a backup plan if the allotment is late?

***Additional questions to help prepare service members and their families***

- Have the service member and his or her spouse discussed and come to an agreement on, how finances will be handled during the deployment?
- Does the spouse know where to go in the event of a financial emergency?  
Financial emergency contact: \_\_\_\_\_
- Does the spouse know where to go for questions concerning military pay?  
Contact number: \_\_\_\_\_
- If not done through an allotment, does the spouse have payment information for mortgages, rent/leases and/or automotive loans?

	<i>Mortgage/landlord</i>	<i>Automotive loan</i>
Loan company/landlord:	_____	_____
Address:	_____	_____
Telephone:	_____	_____

- Are financial documents stored in a safe location?  
Where are documents stored? \_\_\_\_\_
- Has the service member initiated financial protections under SCRA if needed?
- Has the service member requested a reduced/adjusted automobile insurance rate for the duration of the deployment or designated someone to care for his or her vehicle?
- Is the spouse aware of the [the Military Spouse Career Advancement Account \(MyCAA\) Program](#)?

***Additional financial readiness issues for newlyweds***

- Have records been updated in the Personnel Office to ensure the correct amount of allowances (for example BAH)?
- Has the service member considered making a joint account so that his or her spouse can access funds during the deployment?

## Financial Readiness for Single Service Members

The following checklist is designed to help single service members prepare their financial affairs prior to a deployment. Before deploying, single service members should designate a parent, other family member or trusted friend to manage their financial affairs in their absence. Place a check mark in the box on the left once both the service member and designated person have discussed where the following documents are located or have addressed the identified issue. Under financial documents/items, in the space provided to the right, write the location of documents to serve as a reference for the designated person. If an item does not apply, cross it out to avoid any future confusion.

### *Financial documents/items*

- Past tax returns \_\_\_\_\_
- Savings bonds and securities \_\_\_\_\_
- Signed release allowing designated person to pick up LES \_\_\_\_\_
- Keys to safe deposit box \_\_\_\_\_
- Does the designated person have full access to bank accounts?

	<i>Checking account</i>	<i>Savings account</i>
Bank name:	_____	_____
Account number:	_____	_____
Telephone:	_____	_____

- Credit cards  
Telephone numbers for credit card companies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### *Military pay*

- Does the designated person know how to read an LES?
- Does the designated person understand the allotments set up by the service member?
- Does the service member have a back-up plan if the allotment is late?
- Does the designated person know the MyPay user ID and password?

*Additional questions to help single service members prepare*

- Have the service member and designated person discussed and come to an agreement on, how finances will be handled during the deployment?
- Does the designated person know where to go for questions concerning military pay?  
Contact number: \_\_\_\_\_
- If not done through an allotment, does the designated person have payment information for mortgages, rent/leases and/or automotive loans?

*Mortgage/landlord*

*Automotive loan*

Loan company/landlord: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Are financial documents stored in a safe location?  
Where are documents stored? \_\_\_\_\_
- Has the service member initiated financial protections under SCRA if needed?
- Has the service member requested a reduced/adjusted automobile insurance rate for the duration of the deployment or designated someone to care for his or her vehicle?





## Employment Affairs Preparations

Members of the National Guard and reserve with full-time civilian jobs who are called to active duty to mobilize or deploy are entitled to certain benefits and protections under the Uniformed Services Employment and Reemployment Rights Act of 1994. Small businesses who employ mobilized National Guard and reserve service members who are essential employees may qualify for the Military Reservist Economic Injury Disaster Loan program through the Small Business Administration. The following sections provide an overview the rights and protections provided to service members under USERRA, an overview of the Employer Support of the Guard and Reserve organization and a description of the MREIDL program.

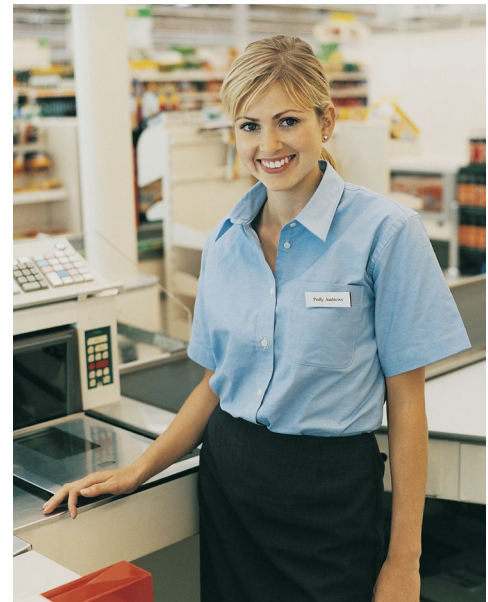
➤ National Guard and reserve service members called to active duty are entitled to certain benefits and protections related to their jobs.

## Rights and Protections under the Uniformed Services Employment and Reemployment Rights Act

The USERRA protects members of the military who have served or are serving in the uniformed services by establishing certain rights and benefits for them as employees and duties and responsibilities for employers concerning the employment, reemployment and retention of members of the military in civilian jobs. Although USERRA is most commonly associated with members of the National Guard and reserve because of its reemployment and retention protections, the anti-discrimination characteristics of the law also apply to anyone considering joining the military, current active duty service members or veterans.

The USERRA establishes a floor, not a ceiling, for the employment and reemployment rights and benefits of those it protects. Employers may provide greater rights and benefits than USERRA requires but they cannot refuse to provide any right or benefit guaranteed by USERRA. If an employer provides a benefit that exceeds USERRA requirements in one area, they cannot reduce or limit other rights or benefits in other areas that are required by USERRA.

The USERRA protects service members by prohibiting discrimination due to service in the military, prohibiting retaliatory actions against service members for exercising their rights under USERRA and by providing certain rights and benefits when preparing for a deployment, while service members are deployed and when they return from deployment.



### ***Anti-discrimination protection***

Under this provision, current employers or any potential employers cannot discriminate against service members because of their military service. Employers may not deny initial employment, reemployment or, retention in their employment, promotion or any benefit of employment to service members on the basis of their membership, application for membership, performance of service, application for service or obligation for service in the military.

### ***Anti-retaliation protection***

Employers may not retaliate against service members through any adverse employment action if a service member takes action to enforce a protection afforded by USERRA, testifies or otherwise makes a statement in or in connection with a proceeding under USERRA, assists or participates in a USERRA investigation or exercises a right provided by USERRA.

### ***Rights and benefits when mobilizing/deploying***

When service members receive notice that they will be called to mobilize or deploy, they should alert their employer as soon as possible. Under USERRA, employers must treat the time away from work as furlough or leave of absence and cannot require that service members use their vacation, annual leave or similar leave for time away for military duties. Service members may opt to use their vacation time to continue to receive additional paychecks but employers cannot require the use of it.

### ***Rights and benefits while mobilized/deployed***

While mobilized or deployed, USERRA continues to provide protections to service members. Since employers must treat time away as a furlough or leave of absence, any benefits they provide to other employees on furlough or leave of absence must be extended to the deployed/mobilized service member as well.

Employers must also treat the time away as “continuous service.” For pension plans or other benefits that are based on time in service with the company, employers must treat the time away for military duties as if the service member was continuously employed at that job. The time away cannot be considered a break in service at the place of employment.

While deployed/mobilized, employers are not required to continue providing health care insurance coverage for the duration of the deployment. If service members request it, employers are required to continue to carry service members and their families on the company health plan for up to 30 days of service at normal cost to service members. Service members can elect to continue their coverage through their civilian employers’ health plans but they may be required to pay up to 102 percent of the full premium for coverage.

### ***Reemployment and reinstatement of health plans***

Upon return from deployment, service members are entitled to prompt reemployment in their original position or one of similar seniority, status and pay. In addition to their original position, service members are entitled to any additional benefits or seniority that they would have received had they not left for military service. Under USERRA, the definition of prompt depends on the length of time the service member was away on military duties. If a service member has been away for an extended period of time, the employer may need time to reassign or give notice to someone who has occupied the position while the service member was away. If the service member is no longer qualified to hold his or her former position (for example, the position required a certification that has lapsed), the employer is required by law to provide the service member the required training to return him or her to a qualified status if such training would not present an undue hardship for the employer.

Upon return from military service, if service members choose to go back to their company health plan, their employers must reinstate them to the plan immediately upon reemployment. There can be no waiting periods and no exclusion due to any pre-existing conditions, other than for Department of Veterans Affairs–determined service-connected conditions.

### ***Discharge protection***

After return from a deployment and reinstatement in a full-time position, an employer may not terminate a service member without just cause for a period of time based on the length of time away for military duties. If a service member was away for a period between 31 and 180 days, an employer cannot terminate him or her within 180 days of reemployment. If the service member was away for more than 180 days, an employer cannot terminate him or her without just cause for one year after he or she is reemployed.

#### **Eligibility Criteria for Protection Under USERRA**

**In general, if service members were absent from a position of civilian employment by reason of service in the military, they are eligible for reemployment under USERRA if they meet all of the required eligibility criteria.**

- The service member provided the employer advance notice that he or she would be away for military duties (except when precluded by military necessity)
- The service member was not away from his or her job for more than five years
- The service member was released from military service under conditions other than dishonorable
- The service member reported back to his or her civilian job in a timely manner and submitted a timely application for reemployment

### *Circumstances allowing for the denial of reemployment*

There are some circumstances under which an employer is not required to reemploy a returning service member, but it is the responsibility of the employer to prove that such a circumstance exists. If an employer's situation has changed so much that reemployment of the service member is impossible or unreasonable, the employer can legally deny the service member reemployment. Additionally, if the service member is no longer qualified to hold his or her former position and assisting the service member in becoming qualified would constitute an undue hardship on the employer, then the employer can legally deny reemployment. The final circumstance in which an employer can deny reemployment is when the job was for a brief, non-recurrent period with no reasonable expectation that such employment would continue indefinitely for a significant period.

## **Employer Support of the Guard and Reserve**

[Employer Support of the Guard and Reserve](#) is a DoD organization operated through a network of volunteers in local ESGR committees in each state, the District of Columbia, Guam, Puerto Rico and the Virgin Islands. The organization works to educate civilian employers and communities about the National Guard and reserve through a comprehensive outreach program known as the Civilian Employment Information initiative. The ESGR works with employers and communities to promote the development of personnel policies designed to accommodate members of the uniformed services and assists military units in promoting and maintaining positive relationships between employers and National Guard and reserve employees. The ESGR educates service members regarding their obligations to their employers and their rights under USERRA and assists them in preventing, resolving or reducing employer/employee problems and misunderstandings related to USERRA through mediation and ombudsman services.

## **Military Reservist Economic Injury Disaster Loan**

This program may be of particular interest to National Guard and reserve service members who own their own businesses. The Small Business Administration administers the MREIDL program to provide funds to eligible small businesses to meet their ordinary and necessary operating expenses that they could have met, but were unable to meet, because an essential employee was called-up to active duty in his or her role as a member of the National Guard or reserve. An essential employee is an individual (whether or not an owner of the small business) whose managerial or technical expertise is critical to the successful day-to-day operations of the small business.

These loans are intended only to provide the amount of working capital needed by a small business to pay its necessary obligations as it matures until operations return to normal after the essential employee is released from active military duty. The purpose of these loans is not to cover lost income or lost profits. Funds provided by the MREIDL cannot be used to take the place of regular commercial debt, to refinance long-term debt or to expand the business.

The SBA's assistance is in the form of loans up to an amount of \$2,000,000 at an interest rate of 4 percent. The SBA must have a reasonable assurance that such loans can and will be repaid. Collateral is required for all MREIDLs over \$50,000. The SBA will not decline a loan for lack of collateral, but SBA will require the borrower to pledge collateral that is available.

If a service member is deemed an essential employee at the small business for which he or she works, the small business may file for assistance from the date the service member received notice of expected call-up to active duty. The period of eligibility to apply for assistance extends until one year after the date in which the service member is discharged or released from active duty. To apply for the MREIDL, the small business will need to complete an application package that includes

- Financial information normally required for any loan
- A copy of the service member's notice of expected call-up to active duty, official call-up orders or discharge or release papers from active duty status
- A statement from the small business owner that the service member is essential to the day-to-day operations of the business along with a written concurrence by the essential employee
- A written explanation and estimate of how the service member's activation to military service has or will result in the small business experiencing substantial economic injury
- A description of the steps the business is taking to alleviate the substantial economic injury
- A certification from the small business owner that the service member will be offered the same job or similar job upon his or her return from active duty.

For a MREIDL application and information, contact the Disaster Assistance Customer Service Center at 800-659-2955 or by email at [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov).

# Preparing Families for Deployment

Although getting personal affairs in order prior to a deployment is necessary, preparing service members' families for the possibility of deployment is an equally critical aspect of preparedness. Proper preparation can make the entire deployment less stressful for the entire family and can help them become more self-sufficient.

## Preparing Spouses for Deployment

➤ **Good communication is essential to preparing service members and their families to face the emotional and material challenges of a deployment.**

During a deployment, service members and their families face many challenges. Although families do not have to cope with the direct emotional trauma of the possibility of hostile fire, spouses, children and parents face other emotional and material hardships while

service members are away. Good communication is essential to preparing service members and their families to handle these challenges. Service members should also ensure that their families are aware of the various support services available on military installations to help them manage during the deployment.

## Spouse Education and Career Services


While service members are deployed, the demands of the spouse's job may feel overwhelming, considering that he or she is now the head of the household and often a temporary single-parent. Some spouses may want to use the time to begin or complete their education or to find a new job. [Military OneSource](http://www.militaryonesource.com) (800-342-9647) offers spouses a wealth of education and career information. Military OneSource can help spouses assess their career interests and aptitudes and identify the high-demand, high-growth, portable careers suitable to the military lifestyle. The installation military and family support center provides employment assistance services including resume writing, interviewing skills and tips on obtaining federal employment.

The Military Spouse Career Advancement Account Program, which offers financial assistance for education or training, is available to spouses of active duty service members in the ranks of E1-E5, warrant officers in the ranks of W1-W2 and officers in the ranks of O1-O2. Spouses of reserve service members serving on active duty and spouses of National Guard service members serving on active duty on Title 10 orders are also eligible. The lifetime benefit is \$4,000 and is limited to spouses seeking an associate's degree or a license or credential necessary for a portable career. The annual cap is \$2,000. Once \$2,000 has been funded, spouses will be required to contact a [Military OneSource](http://www.militaryonesource.com) consultant to verify that their career plan is on track prior to approval of additional financial assistance. Spouses can access the [MyCAA online portal](http://www.mycAA.com) to apply for financial assistance.

Military spouses seeking a bachelor's or advanced degree may contact Military OneSource at 800-342-9647 to learn about additional financial resources to assist with education and training. Military OneSource provides expanded services for military spouses seeking assistance with education and career-related matters. Military OneSource Spouse Education and Career Consultants assist with education and training, career exploration, assessment, employment readiness and career search assistance. Through the [Spouse Education and Career Opportunities Program](#), spouses have access to trained education and career advisers to assist them with the MyCAA application process and other career and education issues. Military OneSource can be reached through their [website](#) or by phone stateside at 800-342-9647. The website lists specific dialing information for other countries.

## Emotional Cycle of Deployment

Service members preparing for a deployment should keep in mind that their spouses are making adjustments and preparations as well. Besides the emotional stress of being separated physically from their partner for a long period of time, spouses will also have to take over all of the household responsibilities. Service members and their spouses may go through a range of emotions while preparing for, being on and returning from deployment. It is important for both service members and spouses to recognize that these feelings are normal and that it will help to talk through feelings and expectations. The more service members and their spouses work together to understand each other and the feelings and concerns that they have regarding a deployment, the easier it will be for both to manage the separation and address any problems as they arise.

 **Preparing for a deployment can often be stressful for family members.**

Developed by Family Readiness through Education on Deployments, the following emotional cycle of deployment describes potential changes in spouses' behaviors and emotions during a deployment. There are seven stages: two stages associated with pre-deployment, three during deployment and two more once service members return home. Service members should remember that the feelings and emotions described below are completely normal. Healthy families are able to communicate and work through them together.

### *Anticipation of departure*

Once service members receive orders to mobilize, they may be working longer hours to help the unit prepare for the upcoming deployment. When working late, spouses are often alone, knowing that service members will be leaving soon. Service members may be feeling the stress of long days at work and this may carry over to home life, causing friction between them and their spouses. As deployment nears, service members may also be justifiably stressed and anxious but should consider that their spouses are also going through a stressful time. It is not uncommon for spouses to protest, feel tense, be frustrated and avoid the reality of the deployment. Spouses may alternate between denying the upcoming departure and anticipating the sorrow and stress they will feel when service members leave.

### ***Detachment and withdrawal***

This stage typically occurs during the final week or days before deployment. Long days and taking care of everything that needs to be accomplished before the deployment may have taken their toll on service members physically and emotionally. Service members may be spending more time with the unit, creating emotional distance between themselves and their spouses. Spouses may be angry and may unconsciously create emotional distance from service members to protect themselves against the hurt that they are feeling.

### ***Emotional disorganization***

During the deployment, spouses have to create new routines to manage household responsibilities. Spouses may become depressed and withdraw from friends and neighbors or may feel overwhelmed by having sole responsibility for family affairs especially if they are employed, are in school or trying to balance child care and parenting responsibilities. In cases of back-to-back deployments, service members may think that their spouses will have an easier time adjusting to the departure. Although they may be familiar with the routine, spouses also may be experiencing “burn-out” and fatigue from the last deployment and may feel overwhelmed at the thought of starting the whole cycle again. As spouses settle into new routines and see that they can manage while service members are away, those feelings of emotional disorganization may go away. Spouses can reduce their level of stress if they can establish strong support networks of family and friends who can assist with the demands of child care, parenting, school, work and household maintenance.

### ***Recovery and stabilization***

Recovery and stabilization occur once spouses get comfortable with the new daily routines and realize that they are able to manage the family affairs. During this time, spouses develop increased confidence in their ability to maintain the household in their service members’ absence and may take pride in their ability to cope on their own. During back-to-back deployments, spouses may find it more difficult to gather the strength required to reach this stage. Having a strong support network in place will lessen the impact of multiple and back-to-back deployments.

### ***Anticipation of return***

As the end of the deployment nears, spouses will certainly be very excited but they might also have some concerns or questions. Spouses’ newfound independence will change when service members return and spouses may begin to worry about how this change will impact their daily life. Spouses may enjoy some of their new responsibilities and may be reluctant to turn them back over to their service members. Spouses may have started doing some things differently and may be unsure of how their service members will respond when they return. Before a deployment, service members and their family members may want to discuss realistic expectations for the return and reintegration. This includes how family life, child care and routines may change due to a spouse returning to school or work.



### ***Return adjustment and renegotiation***

Once service members return from deployment and the initial excitement of being reunited subsides, reality sets in. Service members and their families may have to reset their expectations and will need to renegotiate roles during this time. Spouses will need to make changes in daily routines to accommodate service members and may feel stifled over the loss of complete independence. There may be more tension and arguing as service members and their spouses reevaluate and redefine their mutual expectations and roles. The key to success during this stage is open communication. Families can better prepare for this stage by educating themselves about the effects of and how to cope with combat stress and trauma. Being able to identify potential warning signs and knowing where to go for assistance when problems become unmanageable can help service members and their families to more easily navigate this challenge should it arise. Private, confidential, no-cost counseling services and referrals are available by calling [Military OneSource](#) consultants at 800-342-9647. The website lists specific dialing information for other countries.

### ***Reintegration and stabilization***

During this stage, things will reach a new normal. Although this may take a couple of months, service members and their spouses will eventually work things out and stabilize their relationships anew. Similar to the return adjustment and renegotiation stage, deployment-related stress may have a negative impact on the family during this stage. Permanent change of station moves that occur immediately after return and back-to-back deployments can also disrupt this stage. The effects of relocation are compounded if they affect spouse and family member educational enrollments and employment. Families can successfully work together to reach the stabilization phase even when facing these additional challenges.

## **Recommendations for Preparing for Deployment**

**> Even families that have experienced a deployment in the past may experience new difficulties and react differently to the next one.**

No matter how prepared service members and their families are before the deployment, no one can predict all of the issues that may come up or how the time in theater will affect them. Building a family's ability to

adapt well to unexpected changes and events can help service members and their families to better manage stress and feelings of anxiety. Building family resiliency does not mean that service members or their families won't experience stress or strong emotions during the deployment; it does mean that they can learn behaviors, thoughts and actions that help them adapt to unexpected events and stressful situations in a healthier, more productive way. Family resilience is enhanced by properly preparing families for the deployment, setting personal and family goals during deployment to prevent boredom, anxiety and loneliness, connecting with strong support networks of family and friends, maintaining frequent contact while service members are away and ensuring that families know where to go for help if they need it.

### ***Express feelings with the service member and children***

Spouses should be open to talking about how they feel during the period leading up to a deployment and should not be afraid to admit feelings of sadness, self-doubt, fear or loneliness to the deploying spouse or to the children. Most parents who have faced deployments in the past agree that sharing these feelings can really help in the long run. It may also make children feel more comfortable talking about their own fears and worries with their parents. It is much easier to address concerns when they are expressed openly and honestly within the comfort and security of the family.

### ***Take note of important dates***

To help stay organized, service members and their spouses may want to create a calendar highlighting important dates such as birthdates, holidays, anniversaries, vehicle safety inspection renewal dates, vehicle tag renewal dates, the date for filing taxes, payment due dates and amounts, important dates for school and work, etc. Organizing a calendar can help spouses feel more in control and can decrease the likelihood of missing important dates during the deployment.

### ***Ensure that spouses know where important documents are stored***

Service members should make sure their spouses know where important documents are located in the home. Spouses should know where important legal documents, such as a last will and testament or power of attorney, are located, as well as their service member's family care plan, any information on life insurance policies and the pre-authorization for emergency financial assistance (if completed). Spouses should also know if there are critical documents stored in locations outside of the home, such as safe deposit boxes and should have access to them. If important information is stored in computers or on other electronic media, service members and spouses should discuss access that may be necessary in case of emergency.

### ***Establish an emergency plan***

Service members and their spouses should consider establishing an emergency plan. The plan could address who will care for children and pets should the spouse become ill or be involved in an accident and how to reach that person. It should also include contact information for other family members who should be contacted if the spouse becomes ill or hurt in any significant way. Service members may want to coordinate with their rear detachment commander or with local neighbors to ensure that someone is aware of where the emergency plan is located. In addition to the emergency plan, service members should make sure that their spouses have contact information for commanders, RDCs, military ombudsman networks, family readiness groups, family readiness officers or key spouses and the American Red Cross.

### ***Get spouses involved with the unit when preparing for a separation***

Although family members are not required to attend pre-deployment briefings, meetings and chats, spouses are encouraged to attend. These forums provide information on the deployment and the agencies and resources that will be beneficial to both service members and their spouses during the deployment.

During these events, spouses can also become acquainted with the RDC as well as the local military ombudsman network, FRG for the Army or FRO for the Marine Corps.

## Preparing the Family Finances

➤ **Service members and their families should agree on how to manage money before the deployment.**

When service members deploy, both the amount and the composition of their pay will change. Service members will probably receive special pays and benefits

that they normally would not receive. Managing family finances can be a huge challenge during deployment. It is critical to develop a financial plan together before the actual deployment. Agreeing on how to manage money before the deployment will make it easier for the family to stick to the plan while the service member is deployed. For strategies on how to manage money, communicate about money or put together a financial or spending plan, service members and their spouses should see their installation personal financial manager or contact [Military OneSource](#).

### *Make a solid plan*

Making a financial plan and deciding what to do with extra money require significant thought and discussion. Some families use extra income to pay down debt, build up emergency and long-term savings accounts or invest in the Thrift Savings Plan, the Savings Deposit Program, individual retirement accounts, certificates of deposit, etc. Families may also decide to use the extra money to make small repairs to their home or automobiles.

### *Do not rely on extra pay for daily expenses*

Service members and their families should not get used to spending the extra money they may be receiving during the deployment. New spending habits can be hard to break. Any extra pays and benefits service members receive will eventually stop leaving them with the same income they had before the deployment.

### *Closely monitor spending*

If multiple people have access to and are withdrawing money from the same account (for example, a husband and wife), there is a possibility that these accounts could get overdrawn. It is important for service members and their spouses to plan to communicate with each other about withdrawals from the account, especially during times when the account balance is already low.

Most banks and credit unions have online banking that will let service members and their families monitor balances quickly and easily. Some services also allow email or text alerts to cell phones or other hand-held devices regarding any transactions or when balances reach a certain amount. Service members can also find “account aggregation tools” online, which can electronically access all accounts and display the balances and activity on a single page, allowing them to keep track of multiple accounts without having to go to multiple web pages.

## Planning for Keeping in Touch with Family

Regular communication with family during a deployment can really help maintain peace of mind. Positive letters, emails or videos from family can be the biggest morale builder for deployed service members.

> Prior to a deployment, service members and their families should make a communication plan and agree on how often they will communicate, how they will communicate and what type of information they will share.

Family members need to understand that there may be times when the service member will not be able to communicate due to mission requirements. Service members need to understand that for many families, “no news is bad news.” If service members are unable to contact their family on a previously agreed upon day, they should try to communicate with them as soon as possible thereafter to alleviate any of their families’ worries.

During the deployment, service members and their families can communicate through numerous methods such as letters, emails, telephone calls, video recordings, pictures, video teleconferencing and care packages. More information on the various methods of communication and staying in touch can be found in the [Communicating with Deployed Service Members](#) section of this guide.

## Planning for Family Emergencies

> Prior to a deployment, family members should be aware of the different ways to get in touch with deployed service members in emergency situations.

Regardless of how well service members and their families plan, emergency situations may arise at home or in the deployed theater. Family members

should understand the different ways in which the military may contact them in case of emergencies in the deployed theater. Service members and their families should also decide together who spouses should contact, such as a friend or other family member, for support during emergency situations.

### *Emergency contact information*

Before a deployment, service members should ensure that their unit has emergency contact information for their spouses as well as any other people who may be able to assist with an emergency during the deployment. These other people could include neighbors, friends and family that can help the spouse if needed. Service members should also provide their unit with a list of who is authorized to pick up children if the spouse is unable to do so and directions to their house. Due to the personal nature of the information provided, this document will remain sealed unless needed in the event of a mishap or emergency. This does not replace a service member’s [DD Form 93, “Record of Emergency Data.”](#) Units should be able to provide additional information regarding what to include in this document.

### *Emergencies at home*

There are several ways for families to contact deployed service members in case of an emergency at home. Families can contact the rear detachment, contact the unit's ombudsman network, FRG or FRO or send a Red Cross emergency message. [The American Red Cross](#) serves as a link between deployed service members and their families during crisis situations and can quickly send communications on behalf of families.

In some cases, the emergency at home cannot be resolved without the service member's presence. If certain situations arise and are verified by the American Red Cross, service members may be authorized emergency leave. Service members will not be granted emergency leave until their commanding officers receive verification of the emergency from the Red Cross. Families should begin the process by contacting their local Red Cross chapter. After the Red Cross verifies the emergency, they will contact the unit's chain of command to request the leave. Emergency leave will only be granted under a small number of circumstances such as:

- The death of a member of the service member's or spouse's immediate family
- Circumstances in which the service member's return will contribute to the welfare of a dying member of the service member's or spouse's immediate family
- The serious illness or injury of the service member's or spouse's immediate family
- Circumstances in which the service member's failure to return would cause severe or unusual hardship to the service member or family

### *Emergencies in the deployed theater*

If service members have an emergency in theater, their families will be notified through a chaplain, the Red Cross or the military chain of command. These individuals and organizations will alert the service member's family personally, not over the telephone. Families should understand that information received from any other source or through any other medium (for example, by phone, through email, etc.) is not reliable unless verified by one of these three official channels. If a family hears something through the "grape-vine," they should contact the chaplain, Red Cross or the service member's chain of command to verify the accuracy or inaccuracy of the information.

In the unfortunate event of a serious injury, illness or death while on deployment, a uniformed member of the military will notify the family in person. A chaplain often accompanies this uniformed service member during notification. Again, the only reliable information is that which flows through this channel of communication. If a family hears from any other source that their service member is ill, injured or has died, they should immediately contact the installation casualty assistance office to verify the information.

## Planning for the Possibility of Disaster

➤ Before a deployment, service members should ensure that their families are as prepared as possible for a natural or manmade disaster.

Disasters often occur with little or no warning, but by taking precautionary measures, service members can ensure that their families will be as ready as possible.

### *“In case of emergency” contacts*

Each member of the family should know his or her “in case of emergency” contacts. For family members with cell phones, consider adding an entry to their saved contacts labeled “in case of emergency.” Service members should also provide their command and ombudsman network, FRG or FRO with information on how to locate their families in the event of a disaster.

### *Preparatory actions*

To prepare for such an event, service members should ensure that their families have a basic disaster supplies kit including a three-day supply of non-perishable food such as canned meats, fruits and vegetables; canned or boxed juices, milk or soup; powdered milk and beverages; dried fruits and nuts, etc. The kit should also contain a three-day supply of water, measured as one gallon per person per day. Battery-powered flashlights, first aid supplies, radios, televisions and cell phones should also be included in the kit. Other items to consider include sanitation and hygiene items; matches in a waterproof container; kitchen utensils; a fire extinguisher; cash; photocopies of credit cards and identification cards; plastic and duct tape for doors and windows; tools such as pliers and wrenches; prescription medications; contact lens solution; at least one complete change of clothing for each member of the family; pillows, blankets and sleeping bags; and infant-specific items (pacifiers, formula, etc.) if necessary.

In addition to the basic disaster kit, service members should ensure that their families are aware of the command’s telephone number and the number of the ombudsman network, FRG or FRO. Any important documents should be stored in a waterproof container. Service members and their families should also develop a plan for what they will do in the event of a disaster, including how family members will check in with each other and whether the family will remain at the installation or their home.

➤ Service members can ensure their families are connected to the unit during an emergency through the unit ombudsman, FRG or FRO.

### *Recommended actions if the family decides not to evacuate*

If families decide to remain in the home during a disaster, they should identify a safe room in the house. They should also contact the command and ombudsman network, FRG or FRO to inform them that they are not evacuating. All valuables and important heirlooms should be moved to the room with the family. Electrical appliances should be unplugged and items such as computers should be moved into the safe room. Perishable items in the refrigerator and freezer should be disposed of except for a small amount of necessary refrigerated items that can be kept in a cooler with ice. Families should fill the

bathrooms and any additional coolers with water to use to flush toilets, bathe, cook and clean in case the local water supply becomes compromised after a disaster.

### *Recommended actions if the family evacuates*

If families decide to evacuate prior to a disaster, they should first pack and take all relevant supplies from the basic disaster supply kit. If possible, they should also notify the command and ombudsman network, FRG or FRO that they will be leaving and provide them with updated contact information. When evacuating, the family should consider bringing all valuables and heirlooms with them, unplugging electronics and moving them to a safe and high location, emptying the refrigerator and freezer of perishable items, securing their home inside and out, turning off electricity, water and gas at a main connection, placing important papers in a secured waterproof container, taking medical prescriptions in their original bottles and written copies of prescriptions (if available) and taking their checkbooks, personal telephones and copies of any recent state and federal tax returns.

### *Additional resources for disaster preparedness*

The [Federal Emergency Management Agency](#) and the [American Red Cross](#) provide support to people in areas affected by natural and manmade disasters. Both of these organizations provide resources and information to help prepare before a disaster strikes, mitigate the effects of the disaster and provide response and recovery planning resources.

## **Preparing Parents for the Deployment**

Many of the same tips for staying in touch with spouses apply to parents of service members as well. Ensuring that parents are informed while service members are deployed is especially important for single service members. The military does not always extend the same benefits to parents of service members, so ensuring that parents are kept informed is primarily the responsibility of the service member. If deployed service members are married, spouses can help ensure that parents are kept informed.

**> Before a deployment, service members should discuss a plan for communicating with their parents and make sure that parents have an address for sending letters and care packages.**

Service members should consider giving parents the contact information for the unit and ensure that parents are aware of how to request and receive information. Service members may also want to check to see if their unit or command provides newsletters, has a phone tree or website. Service members may need to provide their parents' contact information to the unit if they want their parents to be included in or have access to, some of these communication resources.

## Preparing Children for Deployment

Military children make sacrifices every day as they support and provide motivation for their service member parents. With the tempo of today's military, these children are sacrificing more than those of the past. Lengthy deployments and longer working hours for service members at home all lead to less quality time with parents. During a deployment, it is especially important that both spouses or caregivers and children are aware of and have access to the support programs and services available throughout the military community, regardless of whether they live near a military installation.

Along with these support programs and services, families should prepare their children by talking about the upcoming or possible deployment. By identifying potential signs of distress in children early and by using good coping strategies, service members and their spouses can help to lessen some of the effects of the deployment on children. Deployment, though a very difficult time for children, can also foster a sense of maturity and strengthen family relationships.



## Recommendations for Preparing Children for Deployment

A service member's deployment can be emotionally challenging for any family members left behind but can be particularly difficult for children. Although children's reactions to adversity vary with differing personalities, ages and coping skills, a change in their lifestyle as significant as a deployment can sadden, confuse, depress or anger any child. Service members and their spouses may wonder how the separation will impact children. Talking to children about the deployment will help them understand why service members will be gone and how they will be cared for in the service member's absence. Service members and their families should make a family plan for tackling different household responsibilities prior to the deployment. This plan will help children feel as though they have important roles in the household and as though they are making the deployment a little easier for everyone to manage. Even if children have gone through other deployments, each separation brings its own challenges and new issues may surface as children grow older and become more aware.

➤ **Preparing children ahead of time can make the separation feel a little less stressful and more manageable for everyone.**

When preparing children for a deployment, service members may want to consider the following recommendations.



### ***Be truthful***

Children can often sense when they are not being told the truth. As soon as service members and their families start to plan for the deployment, they should sit down and talk openly and honestly with their children. Some parents worry that talking about it too far in advance will only give children more time to worry about the deployment. However, by speaking openly with them, service members and their spouses may be able to help their children adjust to the idea in advance and work through their emotions and reactions related to the upcoming deployment. Children's imaginations often paint a far worse picture than reality and candid discussion can ease children's minds and prevent them from worrying unnecessarily.

### ***Be available for children***

Before the deployment, service members should be available to talk with their children whenever children express the need. Children need time to process what the service member has told them about the deployment and may have questions later. Service members should let their children know that they can ask questions whenever they think of them.

### ***Reassure children***

Children may need to be reassured that if their service member parent does happen to face danger, the service member is well-trained to be careful and will do everything he or she can to stay safe.

### ***Share feelings with children***

By sharing feelings with children, service members can encourage their children to communicate openly. Service members should let their children know that worry and negative thoughts and feelings are normal.

### ***Give children responsibilities***

Children may be concerned that in a service member's absence, they will have to do everything around the house. Before the deployment, service members and their spouses should bestow, rather than dump, responsibilities on children. Service members and their spouses should let their children know that they have faith in their children's abilities. By making a show of giving responsibilities to children, service members and their spouses convey that the children are important members of the family.

### ***Explore the service member's destination***

Service members can use a map or a globe to show children where they are going and how they will be getting there. Service members can research the location with their children to find out about things like weather conditions, cultural norms or products made in that region. By educating children about where the deployment will be, service members may be able to prevent their children from imagining conditions far worse than what the service member will actually face and ease their children's minds.

### ***Children need to see the parent's workplace***

It is often difficult for younger children to really understand what is happening during a deployment. It may be easier for them to accept and process the separation if they can see where their mom or dad will be eating, sleeping and working while deployed. Through pictures or videos, service members can provide children a concrete image of where their parent is when they cannot come home at night. Older children may also be curious about where their parent is spending time but they may be more interested in what their parent is doing at work to help protect the nation.

### ***Establish a plan for communicating with children***

Service members should discuss with their children ways to keep in touch before the deployment. Service members and their spouses can help children to brainstorm ways to communicate beyond letter-writing, such as cassette tape exchanges, photographs, encoded messages, "puzzle messages" (letters cut into puzzle parts that must be assembled to be read) and special stationary only used for writing to the deployed parent. Depending on availability, service members may even be able to use some social networking sites to send videos back and forth. By regularly communicating with children during the deployment, service members can maintain a connection between themselves and their children.

### ***Communicate with teachers***

If children are in school, service members may wish to talk with their children's teachers to let them know what is going on at home. Single service members can leave stamped, addressed envelopes with the teacher and ask them to send information about the children's progress and school newsletters. Children's teachers should also be informed of the service member's deployment so that they may have a better understanding of the situation if children's behaviors change while the service member is away. Design an activity to measure time.

Service members and their spouses can create a way for children to mark and measure the time during the deployment. Service members can work with younger children to create a paper chain with a link for each week the service member will be gone so that the child can break a link each week and count down the days to their parent's return. If the deployment is extended, the spouse or caregiver can add additional links with the child as a good visual tool for explaining that the service member will be gone a little longer than expected. For older children, service members can choose a book that both the service member and child will enjoy and schedule a pre-assigned portion that both read for each day the service member is gone.

### ***Spend one-on-one time with each child***

In the days leading up to a deployment, service members are likely to be very busy with unit responsibilities. Even though he or she will have limited free time, it is very important that the deploying service member spend some quality, one-on-one time with each child before deploying. Service members and their spouses should encourage their children to help plan a special outing or activity with their deploying parent. This time should really be all about the children and making them feel special.

### ***Let children help the service member pack***

By allowing children to help pack, service members will help their children to feel more involved with and in control of, the process. Service members can even let their children pack special items, like a child's stuffed animal or photographs of the service member and the child together.

### ***Give each child a picture***

Before the deployment, service members can give each one of their children a picture of the service member for their children to keep.

### ***Say goodbye***

Saying goodbye on deployment day is certainly never easy. Service members may be leaving during the early morning hours and feel it best to say goodbye at bedtime, but many children prefer to be awakened for that last goodbye hug. Service members should consider their children's ages and temperaments when deciding how best to say goodbye.

## **Parenting during Deployment**

When preparing for a deployment, service members should talk with their spouses or their children's future caregivers to ensure that they are prepared to manage the children during the deployment and make plans to address any areas where additional support may be needed. Service members may wish to consider the following recommendations for helping their spouses cope during a deployment.

**> By planning ahead of time, service members can help ensure that their spouses are prepared for the challenges of single parenting during the deployment.**

### ***Maintain a routine***

By maintaining a standard routine while service members are gone, such as regular mealtimes and bedtimes, spouses or caregivers can help make children feel more secure. Service members should encourage their spouses or caregivers to keep the same family rules used now and to continue scheduling any activities that children enjoy when both parents are home.

### ***Continue family traditions***

Service members should encourage their spouses or caregivers to continue any family traditions during the deployment such as pizza night, movie night or other family activities. Maintaining traditions help children to feel more stable during a stressful and sometimes chaotic time in their lives.

### ***Talk to children***

Studies of children of deployed parents have shown that children are often more worried about their parent who remains at home than their deployed parent. If spouses or caregivers become short, cross or emotional around the children, the children's fantasies about what is actually going on are frequently far worse than reality. Service members should encourage their spouses or caregivers to talk openly with their children about their feelings whenever it is appropriate to do so. If children know why a spouse or caregiver is feeling a certain way, it will be much easier to manage. If spouses are in school or working outside the home, there may be opportunities to build self-esteem in children who express an interest in helping the stay-behind parent.

### ***Be consistent with discipline***

Service members and their spouses or caregivers should discuss consistency in discipline techniques. Children should not have free reign during the deployment and should not be threatened with "wait until your father/mother gets home." It will be difficult for children to look forward to seeing their deployed parent again if they are expecting punishment.

### ***Let children know their contributions are valuable***

While a service member is away on deployment, children will most likely have to do more chores around the house. Service members and their spouses or caregivers can identify ways to reassure their children regularly that the children's contributions to the household are valuable and that by helping out, they are easing the stress for the whole family.

### ***Encourage children to write***

By encouraging children to send their own letters, pictures, schoolwork, etc., deployed service members can strengthen the bond between themselves and their children. When service members receive a letter from one of their children, they should write back specifically to that child.

### ***Talk about the service member***

Service members should encourage their spouses or caregivers to talk about them in daily conversation with the children and to think of ways to keep the connection between the service member and the children alive and current. Spouses or caregivers can set aside five minutes each day for children to write short notes or draw pictures for their deployed parents.

### ***Be aware of military family support programs***

Service members should ensure that their spouses or caregivers are aware of the various deployment and family support programs. Spouses or caregivers may need these support systems while service members are deployed and it is better to know about them ahead of time before a real need arises.

## Signs of Distress in Children

Although service members and their spouses may feel secure leading up to and during the deployment, they cannot always prevent their children from experiencing emotional stress. Fear for the service member's safety and general concerns for the spouse may trouble children and lead to separation anxiety. Service members should encourage their spouses or caregivers to watch out for any of the following symptoms that may signify that their children are having difficulty coping with the deployment. The presence of some of these signs does not necessarily mean that children are negatively impacted by deployment, but they are good things to watch for and be aware of while the service member is away. Spouses or caregivers should be encouraged to seek out support if they notice that these signs are continuing and/or negatively impacting their children's health or emotional well-being on a daily basis.

### Spouses or caregivers can help children by being aware of potential signs of distress

#### Infants and toddlers

- Changing eating and sleeping patterns
- Wanting to be held more
- Being fussier than usual
- Showing regression in development such as walking, talking or potty training
- Crying unexpectedly or for no reason
- Clinging to people or a favorite toy/blanket

#### Preschool or kindergarten-age children

- Clinging to people or a favorite toy/blanket
- Crying unexpectedly or tearfulness
- Preferring adults over same-age playmates
- Engaging in increased acts of violence toward people or things
- Shrinking away from people or becoming very quiet
- Having difficulty sleeping (waking, bad dreams)
- Having difficulty eating or changing eating patterns
- Fearing new people or situations
- Keeping the spouse or primary caregiver constantly in view
- Worrying about everyone's safety

## Spouses or caregivers can help children by being aware of potential signs of distress

### School-age children

- Clinging to people or a favorite toy/blanket
- Crying unexpectedly or tearfulness
- Preferring adults over same-age playmates
- Engaging in increased acts of violence toward people or things
- Shrinking away from people or becoming very quiet
- Having difficulty sleeping (waking, bad dreams)
- Having difficulty eating or changing eating patterns
- Fearing new people or situations
- Keeping the spouse or primary caregiver constantly in view
- Complaining more about stomachaches, headaches or other illnesses when nothing seems physically wrong
- Being more irritable and crabby
- Having problems at school such as a drop in grades, no desire to go or general complaints
- Being angry at the spouse
- Worrying constantly about the family's welfare and finances

### Adolescents

- Crying unexpectedly or tearfulness
- Preferring to spend time with adults as opposed to same-age friends
- Engaging in increased acts of violence toward people or things
- Shrinking away from people or becoming very quiet
- Having difficulty sleeping (waking, bad dreams)
- Having difficulty eating or changing eating patterns
- Fearing new people or situations
- Keeping the spouse or primary caregiver constantly in view
- Complaining more about stomachaches, headaches or other illnesses

## Spouses or caregivers can help children by being aware of potential signs of distress

### Adolescents (continued)

- Being more irritable and crabby
- Having problems at school such as a drop in grades, no desire to go or general complaints
- Acting-out behaviors manifesting as trouble at school, trouble at home or trouble with the law
- Exhibiting low self-esteem and overly criticizing themselves
- Misdirecting their anger at siblings or the spouse
- Losing interest in hobbies, sports or friends

## Positive Impact of Deployment on Children

Deployments can have some positive effects on children as well. The service member's time away can present many growth opportunities for children. Several psychological studies have shown that despite the stress children face during deployments, significant developmental gains can be made during this time.

### *Increase in maturity*

Children of service members face more challenging situations and have broader and more varied experiences than children of non-service members. They often learn more about the rest of the world and learn how to interact within a community at a younger age than their non-military counterparts. When a service member deploys, children have the opportunity to learn more about the world and take on additional responsibilities around the house. By assuming these additional responsibilities, children can develop new skills, interests and abilities.

### *Support of independence*

As compared to other children, military children tend to be more resourceful and self-reliant. The military lifestyle fosters children's abilities to face and manage new situations and increases their self-confidence in being able to build new friendships.

### *Strengthen family bonds*

During a deployment, children will have to make emotional adjustments that may lead them to discover new sources of strength and support in their siblings and their non-deployed parent.

## Family Readiness Checklists to Prepare Children for Deployment

The following checklists are designed to help prepare service members and their families for deployment. These checklists provide tips that may be helpful in readying service members, their children and their children's caregivers during the deployment.

### *Deployment readiness checklist for expecting parents*

- Has the service member and spouse discussed their feelings about being separated during pregnancy and the birth of a child?
- Will the spouse send pictures of herself throughout the pregnancy?
- Will she write or keep journals about doctor visits, the baby kicking, sonograms, etc.?
- Can the service member and spouses share books, articles and websites about pregnancy, childbirth and parenting?
- Do the service member and spouse communicate openly about hopes, dreams, fears and expectations each have for the child?
- Do the service member and spouse have a support system – someone each can talk to about concerns and feelings?
- Have the service member and spouse talked about using the American Red Cross for notification of the baby's birth?
- Is there a plan in place for when the baby is born? Is a family member attending the birth? Who will be caring for other children while the spouse is in the hospital?
- Do the service member and spouse talk about how life will be different after the baby arrives and the deployment is over?

### *Deployment readiness checklist for parents of infants and toddlers*

- Do the service member and spouse or the child's guardian, have a plan to keep the service member informed of the developmental milestones infants or toddlers are achieving while the service member is away such as crawling, walking, running, potty training, learning to talk and increasing their vocabulary?
- Are the service member and spouse or guardian aware of infants' or toddlers' preferences so that the spouse or guardian can maintain a steady routine?
- Does the spouse or guardian know how infants or toddlers react to stress?
- Has the service member talked with the spouse or guardian about maintaining the rules and routines in the family as much as possible during the deployment?
- Does the spouse or guardian have a plan for personal time?
- Do the service member and spouse or guardian have a good child care provider?
- Do the service member and spouse or guardians have a plan for keeping the service member connected with items such as pictures, video/audio tapes, journals, etc.?



- Has the service member considered reading and recording his or her children's favorite books or songs on audio or video tape for them to listen to during the deployment?
- Has the service member considered giving children a special photograph of him or her with each child to have during the deployment?

***Deployment readiness checklist for parents of preschoolers***

- Do the service member and spouse or guardian have a plan to keep the service member informed of his or her preschooler's developmental milestones such as expanding their vocabulary?
- Does the spouse or guardian know how the preschooler reacts to stress?
- Has the service member explained to his or her preschooler about the upcoming deployment and that he or she has to go away for work for a while?
- Can the service member schedule extra one-on-one time with his or her preschooler before the deployment?
- Has the service member spoken with the child's school or day care teacher, informed them of the upcoming deployment and asked them to send copies of schoolwork?
- Can the service member arrange for the preschooler to spend time with grandparents or other caring adults?
- Has the service member considered reading and recording his or her child's favorite books or songs on audio or video tape for the child to listen to during the deployment?
- Has the service member considered creating a photo album of pictures of him or her with the child as a special keepsake for the child during deployment?



***Deployment readiness checklist for parents of school-age children***

- Does the spouse or guardian know how the child will react to stress?
- Have there been family meetings to discuss the deployment?
- Has the service member told his or her child where he or she is going and why he or she is going there? Has the service member discussed when he or she will be returning home, if known?
- Has the service member addressed any concerns his or her child may have about safety?
- Has the service member created a communication plan with his or her child and provided things like stationary, pens, markers, stamped and self-addressed envelopes, etc.
- Did the service member include money in his or her budget for phone calls and gifts/souvenirs for the children?

- Has the service member and the spouse or guardian made plans to help keep their children busy during deployment with fun activities including sports, scouts, music, church, etc.?
- Has the service member spoken with his or her child's school teacher, informed him or her of the upcoming deployment and asked that he or she send copies of schoolwork and report cards?
- Has the service member asked if his or her child's school sponsors a discussion group or other program for children of deployed military parents?
- Has the service member informed the school counselor of the upcoming deployment?
- Has the service member informed extended family members about the upcoming deployment and asked them to keep in contact with the service member's child?
- Has the service member considered creating a photo album of pictures of him or her and the child doing things together?
- Has the service member considered leaving a personal item for each of his or her children to keep until he or she returns?

***Deployment readiness checklist for parents of teenagers***

- Does the spouse or guardian know how teenagers react to stress?
- Has the service member held a family meeting to discuss the deployment?
- Has the service member told his or her teenagers where he or she is going and why he or she is going there? Has the service member discussed when he or she will return, if known?
- Has the service member tried to address any concerns teens may have about the service member's safety?
- Has the service member created a communication plan with teenagers and given them email and regular mail addresses?
- Has the service member reminded teenagers that schoolwork is important and that the service member would like to receive progress reports?
- Has the service member asked if his or her teen's school sponsors a discussion group or other program for teens of deployed military parents?

## Housing Decisions for Families

When service members receive orders to deploy, families' first impulse may be to move back home to more familiar surroundings, closer to friends and family. While there are advantages to being among family and old friends during the deployment, there are also many benefits to staying in the military community. Before service members and their families decide whether to stay or go, it is important to think through the advantages and disadvantages of each decision.

➤ Prior to the deployment, service members and their families should carefully weigh the pros and cons of staying in the military community or moving back home.

## Considerations for Staying or Going

### *The impact on children*

It may be more difficult to move if children are involved. When there are younger children, spouses may be tempted to move near friends or relatives who can help care for them. If children are older, moving them may further disrupt their lives. These children are already dealing with significant changes in their lives as a result of the deployment; moving away may only introduce more changes and stress. A move will disrupt their education and cut them off from trusted sources of support, like friends, sports teams or clubs.

### *The need for special medical treatment for children*

If any of the children have special needs, the installation's Exceptional Family Member Program works to ensure that the child has the support and resources that he or she requires. If spouses move to a different location, that specialized care may not be readily available.

### *The ties to the community*

If service members and their families have lived on or near a military installation for a period of time, they probably have a number of friends and have become familiar with the local area. Whether they have realized it or not, they may have also already developed support systems to help cope during the deployment. Spouses may belong to a unit-related family group or a faith community, be close with their neighbors and have made friends with other military spouses.

### *The availability of housing*

Before deciding whether to move back with parents or relatives, service members and their families may want to find out how the parents or relatives feel about it. They may not be comfortable sharing their house for an extended period of time. There may not be enough space in the house to accommodate the family and children. Although the decision to move the family back home may come with the best of

intentions, it can create additional stress for the family and the parents or relatives. Rules for the service member's family may be different from parents' or relatives' rules and expectations for how things will be while living with them may not align with reality.

### ***The financial aspect of moving***

Moving a family involves many costs. Service members and their families will need to pay transportation costs for family members and the costs for moving household belongings twice – once when the family moves away and again when the family returns to the installation. Families may not have enough space at the new location for all of their possessions. They may have to rent a storage unit to hold their possessions, adding more costs to the move.

If families are currently renting a home, they may incur a penalty from their landlord for breaking the lease. If service members and their families entered into the lease before the service member entered active duty or if service members received deployment orders for 90 days or more, families may be able to get out of their lease under protections afforded by the Servicemembers Civil Relief Act. Even if families are able to break their lease without a penalty, the amount of the service member's basic allowance for housing may not provide enough money to cover the new rent. The amount of BAH is based on the housing market in the area around the installation. If families move to areas where the rent is more expensive than their current BAH amount, they would be required to cover the difference. If service members and their families have a mortgage on their house in the local area, they may still be required to make mortgage payments in addition to any new rent payments they have at the new location. If they entered into the mortgage before the service member began active duty, they may be able to receive temporary relief from paying their mortgage under protections afforded by the SCRA.



### ***Continued availability of government quarters***

If service members and their families currently live in government-provided housing, they may be forced to forfeit their housing if they move away. If this is the case, service members and their families may need to be placed back on the waiting list for housing (if one exists) when the service member returns from deployment. If service members and their families live in government quarters and are considering leaving, they may wish to check with the installation housing office to find out whether they can leave their place vacant until the service member returns home from deployment.

## **Advantages of Staying**

Spouses may have very good reasons for wanting to leave the installation and move back with family. They may need a break from the military lifestyle and the constant reminders of their service members' deployments. They may be looking forward to having their extended family and old friends around to provide support. They may even be able to save money by moving in with other family members. Before making any final decisions, service members and their spouses should consider some of the advantages of remaining at the installation throughout the deployment.

### ***Constant routines for children***

Although children may enjoy visiting their relatives, moving them to a new location will disrupt their normal routines. Children often cope better during a deployment when their daily routines remain intact.

### ***Access to installation programs and services***

When living on or near a military installation, spouses have easy access to military programs and services such as the commissary, the exchange, recreational activities, family and community support, legal assistance and financial assistance. These programs and services can make it easier for spouses and children to successfully navigate the deployment.

### ***Access to family readiness and unit activities***

Many units and installations conduct special activities and programs for family members of deployed service members. Through these activities, spouses can meet others who share their experiences, increase their support system by making new friends and stay better connected with their service member's unit.

### ***Support from other military spouses***

When spouses stay on or near the installation, they are surrounded by other spouses who are also dealing with the deployment. It can be a source of comfort for spouses to be around other people who share their experience. Friends and family back home may not understand the military lifestyle or the unique circumstances and challenges of deployment. If this is the family's first deployment, the spouse may be able to connect with other spouses who have already been through a deployment to learn from their experiences. If the family has been through a deployment in the past, the spouse and children can share their experiences with other families and help some newer spouses get through their first separation.

### ***Access to medical care***

If spouses and children move away and need to see a health care provider, they may not be able to find a preferred provider. If they are not able to find a preferred provider, they may be expected to pay for the treatment themselves. By staying on or near the installation, families can continue to use their current health care providers.

### *Opportunity to settle in*

If families are new to the installation, they can start establishing routines and putting down roots during the service members' deployment. They may be able to make their service members' transition back home after the deployment easier if routines have been established and the family is settled.

## **Moving Away**

If spouses decide to move away from the installation and back to friends and family, there are some important steps they should take to ensure that everything is in order.

**> If spouses decide to move away from the installation, they should make sure the unit knows how to reach them.**

### *Provide contact information to the unit*

Service members and their families should let the unit, unit ombudsman, FRG or FRO know that the family is moving. If the service member's unit needs to get in contact with the family for any reason, the unit will not be able to if the family does not provide them with a new phone number and/or address. To provide this information to the unit, service members and their families should contact the unit's rear detachment, unit ombudsman, FRG or FRO.

### *Change address with the post office*

Before families move away, they should complete a change of address form through their local post office. If they do not complete this form, their mail will not be forwarded to their new address. Change of address forms can be found in any local post office or possibly through the local mail carrier.

### *Notify housing office or landlord of the move*

If families live in government-owned housing, they need to notify the installation housing office that they are moving out. Families may also want to check with the housing office to determine whether they can leave their place vacant until they return after the deployment. If families live in rented housing off of the installation, they need to notify their landlord that they will be moving out. Landlords may require advance notice (often 30 days) before letting service members and their families out of the lease.

### *Stay connected with military family support programs and the unit*

Even though the family will be moving away, they should gather contact information for the family support programs on the installation in case they need support during the deployment. These programs can include the military and family support center, FRGs, FROs or ombudsman, depending on the branch of service. Spouses should make sure they know the contact information for the RD and how to find the unit website to ensure that they can stay connected with the unit.

Once families move to their new location, they should consider looking for additional ways to stay connected with other military spouses and support programs. Local Red Cross chapters and the nearest National Guard facility can provide families with a good place to start when looking to connect with other military families.

## **Government Housing Waiting List**

If the family is on the waiting list for government housing at the time of a service member's deployment, the service member should notify the installation housing office prior to his or her deployment. The spouse and children may be able to continue to move up the waiting list even while the service member is deployed. Typically, housing offices have a "frozen zone" near the top of the waiting list where the family will remain during the service member's absence. If the service member provided the spouse with a power of attorney and a copy for the installation housing office prior to deployment, the spouse and children may be able to accept and move into government housing while the service member is deployed.

Service members and their families should notify the installation housing office if the family will not accept government quarters during the deployment but wants to move in once the service member returns home. Families may be able to be officially deferred and be held on the waiting list. For more information on local housing and wait list policies, contact the installation housing office.

## **Key Organizations for Preparing Families for Deployment**

While service members are deployed, families may feel overwhelmed and need assistance. There are many programs and services on military installations and in the surrounding communities that provide support and assistance to military families. The staff of these programs and services understands the unique situations that affect family members of deployed service members and can help them to quickly resolve their issues. These organizations can also help families get in contact with their service members during family emergencies. Prior to the deployment, service members should ensure that their families are aware of these programs and services and how to contact them for support.

The following sections provide an overview of these military and community-based programs and services for families of deployed service members. In addition to the descriptions below, links to each of the service's programs can be found in the ["Applicable Websites"](#) section of this guide.

## Key Military Organizations

### Military Ombudsman Networks/Family Readiness Groups

The military ombudsman networks, family readiness groups, family readiness officers or key spouses (depending on the branch of service) serve as a direct link between families and commands for units. These organizations are typically staffed by volunteers, many of whom are military family members. During deployments, these organizations coordinate with the unit rear detachment commander as a link to the deployed unit.

▶ Prior to a deployment, service members and their families should become familiar with the ombudsman networks, FRGs or FROs within their branch of service.

In addition to information, these organizations provide support for families of deployed service members and can provide assistance to families in coping with personal matters while service members are away. Each of the services uses a different name for their

ombudsman networks or FRG, including the [Army FRG](#), [Marine Corps Unit Personal and Family Readiness Program](#), [Navy Ombudsman](#), [Air Force Reserve Family Readiness Office](#) and the [Coast Guard Ombudsman](#). National Guard family support is provided through each state family program director and Airman and Family Readiness program manager.

### Family Training Programs

Family readiness is a combat multiplier, equally as important as individual, equipment and combat readiness. The services help enhance their readiness through various resiliency-building training courses including topics such as basic information about the service, family readiness, personal growth skills, leadership skills and pre- and post deployment-related trainings targeted to single service members, families and children.

Prior to a deployment, service members and their families should become familiar with the family training programs and coordinate with their family training program or their military ombudsman network/FRG/FRO to attend any training sessions that they believe will improve their resiliency during the deployment.

#### Family Training Programs

[Army Family Team Building](#)

[Marine Corps Family Team Building](#)

[Navy Life Skills Program](#)

[Air Force Community](#)



## Rear Detachment

The rear detachment is a staff of service members who stay on the installation while the rest of the unit deploys. These members are responsible for many things including providing assistance to families of deployed unit members. The RD coordinates with agencies on and off the installation to meet families' needs, works with the unit's ombudsman network or FRG to plan and share information with families, communicates with the deployed unit, facilitates mail delivery between service members and their families and distributes any leave and earnings statements. If spouses move during the deployment, they should share the new address with the unit ombudsman network, FRG or FRO and the RD.

## Chaplains

➤ **Unit and installation chaplains are available to help families cope with the stress of a deployment.**

Installation and unit chaplains can help families to ensure that they are prepared and supported spiritually, emotionally and socially. In times of personal, emotional

and marital difficulties, chaplains can provide counseling to help service members and their families work through their problems. Chaplains have a deep understanding of the military lifestyle and the challenges that arise for families during a deployment. They also have a wealth of information regarding resources available to support service members and their families both on and off of the installations.

## Military and Family Support Centers

Military and family support centers provide assistance to service members and their families to help support them in meeting the unique demands of the military lifestyle. Military and family support centers provide assistance before, during and after a deployment through mobilization and deployment assistance, information and referral, personal financial management, employment assistance for spouses, the coordination of volunteer opportunities, relocation assistance, community outreach, family life education and crisis assistance. Service members and families are eligible to receive services from any military and family support center, regardless of branch of service or the branch of service of the center. Each branch of service uses a different name for military and family support centers: the Army Community services Center, the Marine and Family Services Center, the Navy Fleet and Family Support Center and the Air Force Airman and Family Readiness Center. The National Guard and reserve organizations operate military and family support centers on a limited (in many cases virtual) basis depending on the numbers and concentration of families in a given area. The services provided at these locations are available to members of the National Guard and reserve and their families, as well as active duty service members and their families when they are not located near an active duty installation.

### *Mobilization and deployment assistance*

Military and family support centers provide pre-deployment briefings to educate service members and their families on what to expect during a deployment and where to go for help. During a deployment, military and family support centers can provide families with opportunities to use video teleconferencing equipment, access to the Internet and ongoing support and assistance.

### ***Information and referral***

Military and family support centers can directly provide many of the programs and services spouses would need during a deployment. When families need services not available through the military and family support center, the information and referral program can guide them to additional services, both on the installation and in the surrounding civilian community. The unit ombudsman network, FRG or FRO can also assist in providing such information.

### ***Personal financial management***

Even with careful financial preparations before a deployment, budget plans may need to be revisited. Unforeseen circumstances may arise that require spouses to change the family budget. The personal financial management office at the military and family support center can provide spouses with assistance on reevaluating and adjusting the budget to address these new financial issues.

[Military OneSource](#) offers a range of valuable financial assistance services to service members and their families including up to 12 telephonic or face-to-face short-term financial counseling sessions per issue per year with certified financial counselors at no cost to persons eligible for services. [Military OneSource](#) also provides useful financial information geared specifically towards service members and their families.

### ***Spouse education and career services***

While service members are deployed, the demands of the spouse's job may feel overwhelming, considering that he or she is now the head of household and often a temporary single parent. Spouses may be in need of respite care services for their children, social time with friends and opportunities to spend time with other spouses in similar situations. Some spouses may want to use the time to begin or complete their education or to find a job. [Military OneSource](#) offers spouses a wealth of education and career information. They can help spouses with assessing their career interests and aptitudes and to identify the high-demand, high growth portable careers suitable to the military lifestyle. The installation military and family support centers provide employment assistance services related to resume writing, interviewing skills and tips on obtaining federal employment.

The Military Spouse Career Advancement Account Program, which offers financial assistance for education or training, is available to spouses of active duty service members in the ranks of E1-E5, warrant officer 1-2 and officer 1-2. Spouses of reserve members serving on active duty and spouses of National Guard members serving on active duty on Title 10 orders are also eligible. The lifetime benefit is \$4,000 and is limited to spouses seeking an Associate's Degree or a license or credential necessary for a portable career. The annual cap is \$2,000. Once \$2,000 has been funded, spouses will be required to contact a [Military OneSource consultant](#) to verify that their career plan is on track prior to approval of additional financial assistance. Spouses can access the [MyCAA online portal](#) to apply for financial assistance.

Military spouses seeking a bachelor's or an advanced degree may contact Military OneSource to learn about additional financial resources to assist with education and training. Military OneSource provides expanded services for military spouses seeking assistance with education and career-related matters. Spouse Education and Career Consultants assist with education and training, career exploration, assessment, employment readiness and career search assistance. Through the [Spouse Education and Career Program](#), spouses have access to trained e advisers to assist them with the MyCAA application process and other career and education issues. Military OneSource can be reached through their [website](#) or by phone stateside at 800-342-9647. The website lists specific dialing information for other countries.

### ***Coordination of volunteer opportunities***

The military and family support centers coordinate volunteer opportunities for family members when they wish to become involved in military and community activities. During a deployment, volunteering at a local school, hospital or other organization may provide spouses a break from worries and a feeling of pride and empowerment while helping others.

## **Joint Family Support Assistance Program**

The [Joint Family Support Assistance Program](#) delivers high-quality, mobile family support and services to families facing the same deployment-related challenges as installation-based families, but whose access to support is more challenging. The JFSAP teams are located at all National Guard state joint force headquarters and operate in collaboration with existing family support resources, augmenting their activities and filling gaps where they exist. The JFSAP teams provide information and referrals to community services and support; non-medical counseling and education to individuals, families and groups; child and youth services; financial education and counseling; [on-demand support](#) for deployment events such as reunion ceremonies and pre-deployment meetings; and community capacity building to support families' access to local resources and support. Commanders can request on demand, surge resources for deployment-related events through the centralized call center and online request form.

[Project Youth Extension Service](#) expands JFSAP resources by engaging college students across the country for a year-long voluntary service opportunity supporting military families. College students are trained in relevant curriculum and deployed to different states to provide programming and support for children and youth. Project YES offers educational programming (curriculum and/or activities) that is relevant, engaging, hands-on and fun for children or youth.

## **Yellow Ribbon Program**

The [Yellow Ribbon Program](#) is a DoD-wide deployment and reintegration program supporting National Guard and reserve service members and their families. Yellow Ribbon events provide information, services, referrals and proactive outreach opportunities. Its overall goal is to help minimize the stress of a deployment and family separation.

> **The YRP program is designed to help connect service members and their families with appropriate resources before, during and after deployments.**

The information provided at a YRP pre-deployment event should enhance the resiliency and preparation of the service and family member for the upcoming deployment. During deployment, YRP events build on and reinforce the education and information they received in the pre-deployment event. All pre-deployment and during deployment events focus on facilitating reintegration back into families and communities upon return from deployment.

Following deployment, the YRP provides services to returning reserve and National Guard service members, reconnecting them with their families, employers and communities. Reintegration event presentations address issues such as Department of Veterans Affairs benefits and enrollment, veterans service organizations, VA Vet Centers, military career counseling, TRICARE, Employer Support for the Guard and Reserve, education benefits, suicide awareness, Department of Labor, financial assistance, safety, service member record processing and welcome home activities.

State National Guard and reserve branches of service hold reintegration activities at approximately 30-, 60- and 90-day intervals following demobilization. This ensures service members and their families understand benefits, entitlements and resources available to help them overcome the challenges of reintegration. It also provides a forum through which they can address behaviors related to combat stress, posttraumatic stress and the challenges of transition and return to family, civilian life, civilian employment, school, community and other non-military activities.

## **Short-Term Counseling**

### ***Military OneSource***

In addition to the counseling services provided at installation military and family support centers, service members and their families can receive, non-medical counseling sessions from [Military OneSource](#). Military OneSource consultants are available 24 hours a day, seven days a week by phone, online or via email offering personalized support to any service member or immediate family member. Military OneSource can connect individuals with a trained, state-licensed behavioral health professional for confidential/private counseling. The counseling is not designed to address long-term counseling needs, such as child and spouse abuse, suicidal ideation and mental illness; people in need of long-term treatment are referred to a military treatment facility and/or TRICARE for services. Military OneSource offers 12 counseling sessions per person, per issue that are short-term, solution-focused and address a variety of topics such as improving relationships at home and at work, financial issues, marital issues, grief and loss issues (normal reactions that would benefit from short-term support), adjusting to a change in situation (such as a return from deployment or permanent change of duty station) and other issues that are non-medical in nature.

### ***Military and Family Life Counselors***

Military and Family Life Counselors provide up to 12 confidential, non-medical, short-term counseling sessions for every day issues such as anger management, stress, parenting, communication, family relationships, deployment and other military-related topics. All MFLCs must have a master's degree or PhD in a mental health-related field, be licensed or certified to practice independently and undergo a background check. Situations requiring behavioral health treatment are referred to behavioral health agencies that treat these conditions. The MFLCs provide flexible service delivery to meet specific installation demands. They work on a rotational basis for up to 90 days on installations; provide on-demand support for pre-deployment, deployment and post deployment events for National Guard and reserve service members and their families; and work in full-time positions to support the JFSAP. The MFLCs may be accessed through installation locations such as ACS, MFSC, FFSC and the Airman and Family Readiness Centers and National Guard and reserve headquarters.

Additionally, the MFLC program uses Children and Youth Behavioral MFLCs in a variety of settings. These CYB-MFLCs provide confidential, non-medical, short-term counseling to service members, their families, faculty, staff and children in child development centers, DoD Education Activity schools, local education activities and summer programs supporting military children. With parental consent, CYB-MFLCs may provide support to children and adolescents up to age 18 on topics including, but not limited to, problem solving, bullying, conflict resolution, self-esteem, coping with deployment and reunification, sibling/parental relationships, managing anger, time management, separation from parents and divorce.



### **Morale, Welfare and Recreation**

While service members are deployed, it is important that family members take care of themselves and take time to relax. Through the installation Morale, Welfare and Recreation programs, a number of recreational outlets for families are available that can be a great way to burn off stress. Before the deployment, service members may want to ensure that their family members are aware of these opportunities and know how to access them. Typical recreational opportunities on installations include gymnasiums, intramural and youth sports, bowling, swimming pools, libraries, sports facilities, parks and picnic areas, outdoor recreation equipment check out, youth centers, theaters and automotive and crafts shops.

➤ Prior to the deployment, service members should ensure that family members are aware of MWR opportunities and how to access them.

## Child Development Centers

Military installations offer high-quality child development programs at a cost competitive with the surrounding community. Prior to a deployment, service members and their families should decide if child care will be necessary and contact the installation child development program to learn more about their child care options. If spouses or caregivers do not live near a military installation and cannot access the installation child development programs, they can contact [Military OneSource](#) or the [National Association of Child Care Resource and Referral Agencies](#) for help locating quality, affordable child care options in the community.



## Relief Organizations

Each of the branches of service offers emergency financial assistance through their respective relief organizations for service members and families who demonstrate a financial need. If service members have provided their family members with pre-authorization for financial assistance or general power of attorney, their family members can request emergency financial assistance through these relief organizations.

## Behavioral Health Counseling

Service members, family members and retirees who are TRICARE beneficiaries and are experiencing symptoms of stress, depression, grief or anxiety are eligible to receive outpatient behavioral health care services. TRICARE covers outpatient psychotherapy at a maximum of two sessions per week in any combination of individual, family, collateral or group sessions. More information on TRICARE-covered outpatient behavioral health counseling is available on the [TRICARE Mental Health](#) website.

➤ Seeking help is not a sign of weakness; if family members feel overwhelmed during the deployment, they should not hesitate to ask for help.

[Military Pathways](#) provides no cost, anonymous behavioral health and alcohol self-assessments for family members and service members in all branches including the National Guard and reserve. Military Pathways is available online, over the phone and at special events held at installations worldwide. Self-assessments include a series of questions that, when linked together, help create a picture of how an individual is feeling and whether he or she could benefit from talking to a health professional. The primary goals of the program are to reduce stigma, to raise awareness about behavioral health and to connect those in need to available resources. The self-assessments address depression, posttraumatic stress disorder, generalized anxiety disorder, alcohol use and bipolar disorder.

## **Key Community-Based Service Organizations**

### **Short-Term Counseling Services**

The [Armed Services Young Men's Christian Association](#) works with the DoD to provide a number of programs and services, including home visit counseling and crisis counseling.

The [American Red Cross](#) offers confidential counseling, guidance, information, referrals and other social services to all military personnel (active duty, National Guard and reserves) and their families.

### **Mobilization and Deployment Assistance**

[4-H Military Partnership](#) is supported by the National 4-H Headquarters, Army Child and Youth Services, Navy Child and Youth Programs and Air Force Services Family Member Programs. 4-H Military is dedicated to providing positive education and life skills training programs to military children. The website includes curriculum materials such as downloadable publications on starting a 4-H club, maintaining good health and helping military children through deployments.

[Operation Military Kids](#) is a collaborative effort between America's communities, the Land Grant University Extension system and the U.S. Army to support military children and youth impacted by deployment. Funded by the Army and the Office of the Secretary of Defense, the initiative focuses on serving geographically dispersed children and youth, primarily those of National Guard and reserve members, who do not have access to installation-based support programs. Efforts associated with OMK include Hero Packs, Mobile Technology Labs, Speak Out For Military Kids and Ready, Set, Go Community Training. Additionally, OMK offers a number of camping opportunities including day camps, weekend events, special focus camps (for example, computer, conservation, leadership), school break retreats and residential experiences of varying lengths. Youth of active duty, National Guard and reserve service members are eligible for OMK.

The [American Red Cross Emergency Communications Services](#) relays urgent messages 24 hours a day, 365 days a year, containing accurate, factual, complete and verified descriptions of the emergency to

service members stationed anywhere in the world, including on ships at sea, at embassies and in remote locations. Red Cross emergency communications services can help keep service members in touch with their families following the death or serious illness of an immediate family member, the birth of a child or grandchild or when a service member's family faces other emergencies.

[The ASYMCA Operation Hero](#) program helps children six to 12 years of age who are experiencing temporary difficulties in school, both socially and academically. Often, these difficulties are caused by frequent moves and family disruption due to deployments. The semester-long program provides after school tutoring and mentoring assistance in a small group with certified teachers.

[Coming Together Around Military Families](#) is a DoD-sponsored initiative in collaboration with Zero to Three, a national nonprofit organization that informs, trains and supports professionals, policymakers and parents in their efforts to improve the lives of infants and toddlers. The CTAMF initiative increases awareness of the impact of trauma, grief and loss on very young children through specialized training and support for the professionals who are supporting military families and educational materials for military families. Available CTAMF materials include flyers on a variety of topics (staying connected, self-care, nurturing, stress, routines, homecoming and relocation), posters, board books for children that emphasize a parent's constant love and the connection between parent and child and articles with tips for supporting military families with infants and toddlers.

The DoD-sponsored [Military Child Education Coalition](#) training provides research-based tools, practical professional development trainings and partnership support on behalf of military children. Training opportunities through MCEC directly address the challenges faced by military children, increase awareness of and response to these challenges in the military and supporting communities and initiate quality, sustainable programs to meet these challenges. These MCEC programs serve active duty, National Guard and reserve service members and their families.

[Mission Youth Outreach](#) is a service-sponsored youth outreach initiative provided in collaboration with the Boys and Girls Clubs of America. The program allows geographically dispersed military youth to attend a local Boys and Girls Club at no cost to the family. Access to Boys and Girls Clubs allows military youth to take advantage of nationally recognized programs such as character and education programs, education and career programs, health and life skills programs, art programs and sports, fitness and recreation programs.

[Tutor.com](#) is an online tutoring and homework help program provided by the DoD. Eligible service members and their families around the world can work with certified tutors on homework, essay writing and test preparation. Students and tutors use chat, interactive whiteboards and file-sharing in a secure online classroom. Sessions can be replayed, emailed and printed. In the ProofPoint Real-Time Writing Center, students get help with reports, essays and writing projects, including resume help for the adult student. The SkillsCenter Resource Library offers worksheets, videos and links to standardized exams in all 50 states. The service is available for all active duty service members and their families, for National



Guard and reserve personnel who are deployed to of Operation New Dawn/Operation Enduring Freedom and their dependents and for DoD civilians who are deployed to OND/OEF and their dependents.

[Sesame Workshop](#) and the DoD began their partnership in 2006 with the Talk, Listen, Connect initiative, a military outreach program that provided resources for military families with young children experiencing the effects of deployment. The TLC multimedia kits include materials that help families with young children cope with challenges related to deployment and are available for order through [Military OneSource](#) or may be downloaded from the [Sesame Workshop](#). In addition to the TLC initiative, The Sesame Street Experience for Military Families is a partnership between Sesame Workshop and the [United Service Organizations](#), which has provided a traveling tour of the Sesame Street Muppets to more than 40 installations worldwide. The Sesame Workshop Room-in-a-Box initiative provided materials to “Sesamize” rooms at more than 20 military installations, making the rooms bright and comforting places for children. A new Sesame Workshop website, [Military Families Near and Far](#), provides an online space for families to communicate and connect. Sesame Workshop has also partnered with the Public Broadcasting System to create primetime specials that share the stories of military families who have experienced the challenges of deployment.

## **Emergency Financial Assistance**

The [American Red Cross Financial Assistance](#) works under partnership agreements with the Army Emergency Relief, Navy-Marine Corps Relief Society, Air Force Aid Society and Coast Guard Mutual Assistance to provide quality, reliable financial assistance to eligible applicants for emergency travel, burial of a loved one, assistance to avoid privation, etc. Through the Armed Forces Casualty Travel Assistance Program, the American Red Cross can provide a one-time grant available for up to two immediate family members who are not on invitation travel orders or government-funded. The CTAP provides assistance for travel, lodging and food expenses to help make it possible for family members to travel to the bedside of a service member injured in a combat zone in the U.S. Central Command area of responsibility who is hospitalized in the United States and for family members traveling to the funeral or memorial service for a service member killed in action in the USCENTCOM AOR.

The [ASYMCA Family Emergency Supplies Program](#) provides assistance for families experiencing financial distress, as does the Food for Families Program.

The [USO](#) is a private, nonprofit organization supporting service members and their families by providing morale, welfare and recreation-type services. The USO centers offer housing and financial information and support to military families during emergencies.

## Employment Assistance

[Military Spouse Corporate Career Network](#) is a nonprofit agency that assists military spouses in locating career opportunities. It is a no cost service that works in conjunction with military family service centers to provide employment and career opportunities for military spouses.

## Child Care Assistance

The [National Association of Child Care Resource and Referral Agencies](#) works with more than 700 state and local child care resource and referral agencies nationwide to help ensure that families in the United States have access to high-quality, affordable child care. Through several civilian/military partnerships, NACCRRRA and child care resource and referral agencies work to build the quality and capacity of child care throughout the country for service members and their families:

### NACCRRRA Programs

[Military Child Care in Your Neighborhood](#) is a DoD program operated in partnership with NACCRRRA designed to help service members stationed in communities without military installations (such as recruiters, Reserve Officer Training Corps instructors, Military Entrance Processing personnel and service members on independent duty) find affordable, high-quality child care in communities by providing reduced fees for the care of their children.

[Operation Military Child Care](#) provides child care fee assistance for deployed active duty members (Army, Marine Corps, Navy and Air Force) and National Guard and reserve service members who are activated or deployed whose children are enrolled in non-DoD licensed child care programs.

[Army Child Care in Your Neighborhood](#) pilot sites help Army families find high-quality child care programs at a cost comparable to those on the installation through fee assistance. Pilot sites include Fort Carson, Fort Stewart/Hunter Army Airfield, Fort Riley, Fort Campbell, Fort Bragg, Fort Drum, Fort Bliss, Fort Sam Houston, Fort Lewis and U.S. Southern Command.

[Army School-Age Program in Your Neighborhood](#) helps Army families to find ASPYN-approved providers in their community and fee assistance to help cover the cost of care.

[Army Respite Program](#) provides hourly child care at no cost to support the unique child care needs for families of soldiers who are deployed, active duty recruiters, Reserve Officer Training Corps Cadet Cadre, wounded warriors assigned to a Warrior Transition Unit or Warrior Transition Battalion and survivors of fallen warriors.

## NACCRRRA Programs

[Child Care Assistance for Severely Injured Military Members](#) is a partnership between NACCRRRA and the services to provide families of severely injured military members with assistance finding and paying for safe, licensed child care services for a period of six months during the period of recuperation. Extensions beyond the six month period will be considered based upon physician reassessment. The program is available nationwide wherever the injured member is receiving either in-patient or out-patient medical care.

[Enhanced Child Care Referral Service](#) helps military families when the service member is deployed, the active duty service member lives away from a military installation or the active duty service member lives near a military installation where on-installation care is unavailable. It helps families find child care options that meet their needs by providing them with a higher level of service and linking them to their local participating Child Care Resource and Referral (available to Army, Marine Corps and Navy families).

[The NACCRRRA EFMP Respite Care for Navy Families](#) is specifically designed for Navy families with EFM children, category IV or V. This includes EFMs whose medical condition requires assignment near major medical facilities in the continental United States or whose needs are complex and specialized requiring continuity of care.

[U.S. Air Force EFMP Respite Care](#) is specially designed for Air Force families who have children diagnosed with moderate or severe special needs under EFMP. This includes EFMs whose medical conditions require assignment near major medical facilities in the continental United States or whose needs are complex and require specialized continuity of care.

The ASYMCA [DoD Military Outreach Program](#) offers respite child care services for children whose parent or guardian needs temporary respite from his or her role as primary caregiver in the absence of a deployed spouse. Respite child care is offered at select locations and may be provided for children up to age 12 at participating Young Men's Christian Association locations for up to 16 hours of respite child care per month, per child.

## Pre-Deployment Health Care Benefits

Prior to a deployment, service members are required to complete a Pre-Deployment Health Assessment to record and evaluate their current health and to ensure that they receive any needed care. Family members of active duty service members are entitled to health care insurance through the military's program called TRICARE. Family members of National Guard and reserve service members who are mobilized or deployed for periods longer than 30 days also become eligible.

**> Before a deployment, service members should ensure their families are enrolled in TRICARE.**

TRICARE offers several health plan options to meet the unique needs of the military. Availability for each of the plans varies depending on military status and where service members and their families live. Prior to a deployment, if service members were already enrolled in TRICARE, they may want to check the enrollments of their families to ensure that they will be able to continue receiving care during the course of the deployment. National Guard and reserve service members preparing for a deployment during which they will become eligible for TRICARE may want to ensure that their families are enrolled in TRICARE so that they can receive care during the deployment. Service members can check and update their beneficiary information for TRICARE programs through the [TRICARE Beneficiary Web Enrollment](#).

## **Pre-Deployment Health Assessment**

Prior to a deployment, service members will be required to complete DD Form 2795, “[Pre-Deployment Health Assessment](#).” The PDHA allows military personnel to record information about their general health and share concerns they have prior to a deployment. In conjunction with the Post Deployment Health Reassessment, the PDHA also helps health care providers identify issues and provide the appropriate medical care before, during and after deployment.

The PDHA is mandatory for all deploying personnel regardless of branch of service, including National Guard and reserve service members. The PDHA must be completed within 30 days prior to the date of deployment. In addition to the questionnaire, a health care provider conducts an interview with service members and provides them with any needed referrals to ensure that they are medically fit for deployment.

## **Medical Insurance Coverage through TRICARE**

Family members of active duty service members who receive their medical benefits through TRICARE continue to receive their benefits throughout the course of a deployment. National Guard and reserve service members who are activated or mobilized in preparation for a deployment will become “active duty service members” and will qualify to receive medical benefits through TRICARE for themselves and their families.

## **TRICARE Regions and Areas**

TRICARE is available worldwide and is managed in four separate regions: three in the United States and one overseas that is divided into three main areas. The three regions in the United States include TRICARE North, TRICARE South and TRICARE West. The overseas region includes the TRICARE

Eurasia-Africa area, the TRICARE Latin America and Canada area and the TRICARE Pacific area. Each region is operated by a regional contractor that establishes the TRICARE provider network in the region providing services to service members and their families.

### ***TRICARE North Region***

The TRICARE North Region includes Connecticut, Delaware, the District of Columbia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Wisconsin and portions of Iowa (Rock Island Arsenal area), Missouri (St. Louis area) and Tennessee (Fort Campbell area). For more information, service members and their families can contact North Region TRICARE Customer service at 877-874-2273 or visit the [TRICARE North Region](#) website.

### ***TRICARE South Region***

The TRICARE South Region includes Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, South Carolina, Tennessee (excluding the Fort Campbell area) and Texas (excluding the El Paso area). For more information, contact South Region TRICARE Customer service at 800-444-5445 or visit the [TRICARE South Region](#) website.

### ***TRICARE West Region***

The TRICARE West Region includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa (excluding Rock Island Arsenal area), Kansas, Minnesota, Missouri (except the St. Louis area), Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Texas (the southwestern corner, including El Paso), Utah, Washington and Wyoming. For more information, contact West Region TRICARE Customer service at 800-558-1746 or visit the [TRICARE West Region](#) website.

### ***TRICARE Overseas Region, Eurasia-Africa Area***

The TRICARE Eurasia-Africa area includes Europe and Africa, all Middle Eastern countries, Pakistan, Russia and several former Soviet Republics including the Baltic States, Ukraine, Georgia, Kazakhstan, Kyrgyzstan and Uzbekistan. TRICARE Eurasia-Africa is managed out of Sembach Air Base in Germany and can be reached by commercial phone at +49-(0)6302-67-6314, by Defense Switch Network at (314) 496-6314 or by e-mail at [teoweb@europe.tricare.osd.mil](mailto:teoweb@europe.tricare.osd.mil). For more information, visit the [TRICARE Eurasia-Africa Area](#) website.



### ***TRICARE Overseas Region, Latin America and Canada Area***

The TRICARE Latin America and Canada area includes Central and South America, the Caribbean Basin, Canada, Puerto Rico and the Virgin Islands. [TRICARE Latin America and Canada](#) is managed out of San Antonio, Texas and can be reached by phone toll-free at 888-777-8343 (option #3), by commercial phone at 210-292-8520, by DSN at 554-8520 or by e-mail at [taolac@tma.osd.mil](mailto:taolac@tma.osd.mil). For more information, visit the TRICARE Latin America and Canada Area website.

### ***TRICARE Overseas Region, Pacific Area***

The TRICARE Pacific area includes Guam, Asia, New Zealand, India and Western Pacific remote countries. TRICARE Pacific is managed out of Camp Lester in Okinawa, Japan and can be reached by phone toll-free at 888-678-1208 or 877-678-1209, by commercial phone at +81-6117-43-2036, by DSN at (315) 643-2036 or by e-mail at [tpao.csc@med.navy.mil](mailto:tpao.csc@med.navy.mil). For more information, visit the [TRICARE Pacific Area](#) website.

## **Eligibility Requirements for TRICARE Medical Benefits**

TRICARE services and procedures differ based on the region in which the service member is stationed. To receive medical benefits through TRICARE, service members and their families must be enrolled in the Defense Enrollment Eligibility Reporting System. Service members are responsible for the enrollment of eligible beneficiaries. If a service member failed to enroll his or her spouse or children in DEERS, the spouse and children may be denied use of support services, including medical facilities.

If a spouse gives birth while the service member is deployed, the newborn child is automatically covered by TRICARE Prime for 120 days. During this initial coverage period, the child must be enrolled through the installation ID card center or the child will no longer be covered after the 120 day period. To be able to enroll a newborn child in TRICARE after the 120 day period while the service member is deployed, the spouse must have either a general or special power of attorney.

National Guard and reserve service members and their families are eligible to receive benefits through TRICARE Reserve Select when not activated. When these service members are ordered to active duty for more than 30 consecutive days, their spouses and children become eligible to receive their medical care through one of several TRICARE options. The options vary depending on where the family lives while the service member is activated.

## **Pre-Activation Benefit for National Guard and Reserve**

National Guard and reserve service members who are issued delayed-effective-date active duty orders for more than 30 days in support of a contingency operation may qualify for “early eligibility” for TRICARE medical benefits. This period of eligibility begins on the date the orders were issued or 180 days before the service member is to report to active duty, whichever occurs later.

**> National Guard and reserve service members and their families may be able to receive health care through TRICARE before the deployment starts.**

National Guard and reserve members who qualify for the pre-activation benefit are covered as “active duty service members” and receive active duty medical benefits. Additionally, when National Guard or reserve service members qualify for pre-activation benefits, their family members who are registered in DEERS are also covered under TRICARE during this pre-activation period. For National Guard and reserve service members who do not qualify for the pre-activation benefit, their coverage (and their families’ coverage) begins on the first day of their active duty orders. Service members’ personnel offices will tell them if they are eligible for pre-activation benefits when they receive their delayed-effective-date active duty orders.

To be eligible for this early benefit, the service member and the family must be registered and be TRICARE eligible in DEERS. The service member’s personnel office is responsible for determining eligibility for the early TRICARE benefit. The services will notify and advise eligible National Guard and reserve service members of their TRICARE medical benefits when their delayed-effective-date active duty orders are issued. For assistance with an eligibility problem, members should contact their [service point of contact](#).

## **Family Member Health Care Options**

When a service member is on active duty (including activated National Guard and reserve service members), family members have two options for receiving health care benefits: they can continue to receive coverage through their civilian health insurance plan or receive care through any TRICARE-authorized provider.

If family members have other health insurance through their employers, they can elect to continue to receive health care coverage for their families through that provider for the course of the deployment. If family members received health care coverage from the employer of an activated National Guard or reserve service member, their eligibility for coverage through that provider may be ending with the deployment. Under the Uniformed Services Employment and Reemployment Rights Act, employers are not required to continue providing health care insurance coverage for the duration of the deployment, but if a service member requests, employers are required to continue to carry the service member and his or her family on the company health plan for up to 30 days of service at normal cost to the service member. Service members can elect to continue their coverage through a civilian employer’s health plan, but they may be required to pay up to 102 percent of the full premium for coverage.

If families of activated National Guard and reserve service members opt to receive their health care through TRICARE, they will become eligible for various options depending on where they live while

the service member is activated. Family members of service members who are activated from an overseas area become eligible for TRICARE Prime Overseas, TRICARE Prime Remote Overseas or TRICARE Standard Overseas. TRICARE Global Remote Overseas or TRICARE Standard Overseas. Enrollment is required for all TRICARE plans except for TRICARE Standard and Extra and TRICARE Standard Overseas.

## **TRICARE Prime**

TRICARE Prime is a managed care option that provides service members and their families with affordable and comprehensive coverage. Active duty service members are required to enroll in TRICARE Prime or TRICARE Prime Remote. TRICARE Prime is available in areas near military treatment facilities and in locations where regional contractors have established TRICARE Prime networks. TRICARE Prime provides the lowest out-of-pocket costs as compared to other TRICARE plans and does not require beneficiaries to submit claims. With TRICARE Prime, beneficiaries receive the majority of their health care through an assigned primary care manager who can refer them to specialists as necessary.

Eligibility for TRICARE Prime is restricted to active duty service members and their families, retired service members and their families, eligible former spouses, surviving dependents, National Guard and reserve service members and their families when activated for more than 30 consecutive days, retired National Guard and reserve service members and their families and Medal of Honor recipients and their families. If a beneficiary is entitled to Medicare based on their age, they are not eligible for TRICARE Prime. All eligible beneficiaries of TRICARE Prime must reside in a location around an MTF, known as a prime service area. If service members reside outside a prime service area, they may be eligible for TRICARE Prime Remote and their family may be able to enroll in TRICARE Standard and Extra.

## **TRICARE Prime Remote**

TRICARE Prime Remote is a managed care option similar to TRICARE Prime for active duty service members and their eligible family members when they live in areas outside of a prime service area, designated as “remote areas.” Remote areas are those that are 50 miles or an hour drive time from the nearest MTF, designated by ZIP code. service members and their families can determine whether they qualify by using the [TRICARE Prime Remote ZIP Code Look-Up Tool](#).

As with TRICARE Prime, the majority of care is received through a primary care manager, but if a TRICARE network primary care manager is not available in the area, care can be provided by any TRICARE-authorized provider.



Active duty service members who reside and work outside of a prime service area are required to participate in TRICARE Prime Remote. Family members can either enroll in TRICARE Prime Remote or use TRICARE Standard and Extra.

## **TRICARE Standard and Extra**

While active duty service members must enroll in TRICARE Prime or TRICARE Prime Remote, family members of active duty service members and retirees, as well as survivors, have the choice of enrolling in TRICARE Prime or enrolling in TRICARE Standard and TRICARE Extra. If Prime or Extra is not selected, TRICARE Standard is the default enrollment. TRICARE Standard allows family members more choices in their health care providers as they can seek care from any TRICARE-authorized provider, but this comes at a higher out-of-pocket cost. Family members can reduce the out-of-pocket cost by using the TRICARE Extra option, which requires them to seek care from TRICARE-authorized providers within the TRICARE network. The TRICARE Standard option is available worldwide, but the TRICARE Extra option is not available overseas.

Family members of National Guard and reserve service members who are activated for more than 30 days in support of a contingency operation may be eligible to receive additional benefits under TRICARE Standard and Extra. When the National Guard or reserve service member is activated, family members may become eligible to enroll in TRICARE Prime or TRICARE Prime Remote for Active Duty Family Members, which have no deductibles. If family members choose to enroll in TRICARE Standard or Extra (which have deductibles), they may be able to have their TRICARE Standard and Extra deductibles waived, saving up to \$300 in annual costs.

## **United States Family Health Plan**

The [USFHP](#) is an additional TRICARE Prime option available through networks of community-based, nonprofit health care systems in six areas of the United States. Beneficiaries must be enrolled in DEERS and live in one of the designated USFHP service areas to enroll. The USFHP is the only TRICARE Prime program that offers benefits to individuals age 65 and over, regardless of whether or not they have Medicare Part B.

## **TRICARE Prime Overseas**

TRICARE Prime Overseas is a managed care plan for active duty service members and their eligible family members residing together in overseas locations in which TRICARE Prime Overseas is available. As with TRICARE Prime, the majority of care is provided through a primary care manager who refers beneficiaries to health care specialists as necessary.

Active duty service members residing in overseas areas where the plan is available are eligible. Family members of active duty service members who accompany their sponsor overseas, are

command-sponsored on their permanent change of station orders or relocate on service-sponsored/funded orders are also eligible for TRICARE Prime Overseas where it is available. Retirees and retiree family members are not eligible for TRICARE Prime Overseas. For more information, visit the [TRICARE Prime Overseas](#) website.

## **TRICARE Prime Remote Overseas**

TRICARE Prime Remote Overseas is a managed care option in designated remote overseas locations for active duty service members and their command-sponsored families. TRICARE has partnered with [International SOS](#) to identify the best local providers and facilities and to develop a network of licensed, qualified physicians in remote overseas areas. For more information, visit the [TRICARE Prime Remote Overseas](#) website.

## **TRICARE Standard Overseas**

TRICARE Standard Overseas provides family members with greater flexibility in choosing their health care provider in overseas locations than TRICARE Prime Overseas, but costs more in out-of-pocket fees. Family members are allowed to choose any qualified host nation health care provider. The TRICARE Extra option is not available in overseas locations.

Active duty family members living overseas with their sponsors, retirees and their family members residing overseas, survivors living overseas and some eligible former spouses who reside overseas are eligible for TRICARE Standard Overseas. Family members of National Guard and reserve service members who are living overseas while their sponsor is on active duty for more than 30 consecutive days are also eligible for [TRICARE Standard Overseas](#).

## **Dental Insurance Coverage through TRICARE**

As with medical coverage, family members of active duty service members who receive their dental benefits through TRICARE continue to receive their benefits throughout the course of a deployment. National Guard and reserve service members are eligible to enroll their families in the [TRICARE Dental Program](#), even when not in active duty status.

## **TRICARE Dental Program**

The TDP is a voluntary, premium-based dental insurance plan administered by MetLife. For enrollees, the TDP covers a wide range of diagnostic, preventive and restorative services through a network of more than 164,000 participating dentists or through a nonparticipating dentist at an additional cost. The TDP is available to active duty family members, members of the National Guard and reserve and family members of National Guard and reserve service members. To be eligible to enroll in the TDP, sponsors must have at least 12 months remaining on their service commitment with the service branch. When the

Defense Enrollment Eligibility Reporting System indicates less than 12 months remaining on a service commitment, MetLife will validate the intent of the sponsor to continue their service commitment prior to allowing them to enroll.

Active duty and activated National Guard and reserve service members are not eligible to enroll in the TDP, as they receive their dental care through their branch of service either at a military dental treatment facility, through the Tri-service Remote Dental Program or through the TRICARE Prime Remote Overseas call center, depending on their location and their TRICARE plan.

### **Eligibility Requirements for TRICARE Dental Benefits**

Dental services are provided to active duty service members through the MDTF. When National Guard and reserve service members are called to active duty, they receive dental care through an MDTF, through the TRICARE Active Duty Dental Program or through the TRICARE Prime Remote Overseas call center, depending on where they live and work. Active duty service members pay no premiums for dental care and there is no minimum enrollment. When deactivated, dental care as an active duty service member ends.

<b>Eligibility Requirements for TRICARE Dental Benefits</b>	
<b>Beneficiary</b>	<b>Eligibility Requirements</b>
<b>Spouses of active duty service members</b>	<ul style="list-style-type: none"> <li>• All spouses of active duty service members.</li> </ul>
<b>Unmarried children of active duty service members</b>	<ul style="list-style-type: none"> <li>• All unmarried children (including stepchildren, adopted children and wards) under the age of 21*</li> <li>• Unmarried children under the age of 23 if they are enrolled as a full-time student at an accredited college or university and are more than 50 percent dependent on the service member for financial support **</li> <li>• Children who have suffered a disabling illness or injury before their 21st birthday (or before their 23rd birthday if enrolled as a full-time student) and who are identified as an incapacitated dependent in DEERS</li> </ul>
<b>Inactive National Guard and reserve service members</b>	<ul style="list-style-type: none"> <li>• Any National Guard and reserve service members not on active duty***</li> </ul>

## Eligibility Requirements for TRICARE Dental Benefits

<b>National Guard and reserve spouses</b>	<ul style="list-style-type: none"> <li>National Guard and reserve spouses (even if their sponsor does not enroll)</li> </ul>
<b>Unmarried children of National Guard and reserve service members</b>	<ul style="list-style-type: none"> <li>All unmarried children (including stepchildren, adopted children, and wards) under the age of 21 (even if their service member parent is not enrolled)*</li> <li>Unmarried children under the age of 23 if they are enrolled as a full-time student at an accredited college or university and are more than 50 percent dependent on the service member for financial support**</li> <li>Children who have suffered a disabling illness or injury before their 21st birthday (or before their 23rd birthday if enrolled as a full-time student) and who are identified as an incapacitated dependent in DEERS</li> </ul>
<p><i>* Unmarried children maintain their eligibility up to the end of the month in which they turn 21.</i></p> <p><i>** Children under the age of 23 who are enrolled as full-time students maintain their eligibility until the age of 23 or the end of the month in which their education terminates, whichever is earlier.</i></p> <p><i>*** National Guard and reserve service members who are called or ordered to active duty for a period of more than 30 consecutive days are disenrolled from the TDP and receive the same entitlements as active duty service members. Upon deactivation, National Guard and reserve service members are automatically reenrolled in the program.</i></p>	

## Pre-Activation Benefit for National Guard and Reserve

National Guard and reserve service members who are issued delayed-effective-date active duty orders for more than 30 consecutive days in support of a contingency operation may qualify for early eligibility for TRICARE. If service members do qualify for early eligibility, TRICARE benefits may begin on the date the orders were issued or 90 days prior to the service member's date to report to active duty, whichever is later.

If eligible for pre-activation benefits, National Guard and reserve service members will be covered as "active duty service members" and receive their dental care at either a MDTF or receive remote dental care through the Active Duty Dental Program starting on the date in which they become eligible. National Guard and reserve service members who were enrolled in the TDP at the time these pre-activation benefits become effective will be disenrolled automatically and will obtain dental care through the MDTF or the Active Duty Dental Program.

During the pre-activation period, family members of National Guard and reserve service members become eligible for the TDP at the lower active duty family member rate. Family members who were already enrolled in the TDP will see a reduction in their monthly premiums as they will be considered “active duty family members” during their sponsor’s period on active duty.

To be eligible for this early benefit, service members and their families must be registered and be TRICARE eligible in DEERS. The service member’s Personnel Office is responsible for determining eligibility for the early TRICARE benefit. The services will notify and advise eligible National Guard and reserve service members of their TRICARE dental benefits when their delayed-effective-date active duty orders are issued. For assistance with an eligibility problem, members should contact their [service point of contact listed on the TRICARE website](#).

## **TRICARE Dental Program Survivor Benefit**

When a military sponsor dies while on active duty for more than 30 consecutive days, surviving spouses enrolled in the TDP will continue to receive TDP benefits for three years from the month following the service member’s death. Unmarried children of the deceased service member may use the privileges until they are 21 or 23 if enrolled in a full-time course of study in a secondary school or in a full-time course of study in an institution of higher education. Under the program, the government pays 100 percent of the premiums, but family members are still responsible for any applicable cost-shares. This survivor benefit also applies to enrolled family members of the selected reserve (National Guard and reserve) and the individual ready reserve (special mobilization only), regardless of whether the service member was on active duty orders or enrolled in the TDP at the time of his or her death.



Eligible surviving family members enrolled at the time of their sponsor’s death will be automatically disenrolled from their current TDP coverage plan and re-enrolled in a TDP Survivor Benefit plan. MetLife will notify the surviving family members of this disenrollment and the terms of the TDP Survivor Benefit.

Eligible surviving family members not enrolled at the time of their sponsor’s death are not automatically enrolled in the TDP Survivor Benefit. Under the following circumstances, the requirement to be enrolled in the TDP at the time of the service member’s death is not applicable:

- **Children under the age of four** – Surviving children under the age of four who were not

voluntarily enrolled in the TDP prior to the service member's death can be eligible for the TDP Survivor Benefit if other eligible family members were enrolled or the child was the only eligible dependent of the service member.

- **Surviving spouses who were active duty service members** – Surviving spouses who were active duty service members at the time of the military sponsor's death and who subsequently separate or are discharged from active duty following the death of their military sponsor are eligible.
- **Family members not enrolled in TDP due to available care at MDTF** – The TDP Survivor Benefit is also available to family members who were not enrolled in the TDP at the time of the service member's death, but were previously enrolled in the TDP and disenrolled because either the service member was transferred to a duty station within the continental United States where space available dental care was readily available in the MDTF or because the sponsor was transferred to a location outside the continental United States.

In these cases, enrollment is not automatic. To elect enrollment for the TDP Survivor Benefit under any of these circumstances, the surviving spouse, parent or legal guardian must contact MetLife. Surviving family members are eligible for the [TRICARE Retiree Dental Program](#) once the three-year TDP Survivor Benefit period ends. The TRDP also may be available to surviving family members who do not qualify for the TDP Survivor Benefit.

## Pharmacy Benefits through TRICARE

In addition to medical and dental insurance benefits through TRICARE, eligible beneficiaries can fill their prescriptions through the military treatment facility pharmacy, mail order pharmacy, a TRICARE retail network pharmacy or a non-network retail pharmacy.

### TRICARE Pharmacy Program

The [TRICARE Pharmacy Program](#) provides a pharmacy benefit through TRICARE to all eligible uniformed service members, retirees and family members, including beneficiaries age 65 and older. Prescription drug coverage under the program is the same regardless of the beneficiary category or which health plan option a service member is using. The TRICARE Pharmacy Program is available worldwide; however, there are some limitations to having prescriptions filled in some overseas areas.

TRICARE prescription drug coverage is available to all TRICARE-eligible beneficiaries who are enrolled in the Defense Enrollment Eligibility Reporting System. Active duty service members and their families are always eligible to receive benefits through the TRICARE Pharmacy Program. National Guard and reserve service members and their families are eligible for the TRICARE Pharmacy Program only when activated on Title 10 or Title 32 orders. National Guard and reserve service members and their families are also eligible for the program when not activated if they are enrolled in TRICARE Reserve Select or the Continued Health Care Benefit Program. More information on TRICARE Reserve Select and the CHCBP can be found in the Post Deployment Phase of this guide.



MILITARY  
**Deployment Guide**

# Deployment Phase

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# Deployment Phase



This section of the guide is intended to help spouses and other family members of deployed active duty, National Guard and reserve members cope during their service member's time away from home and to serve as a resource during the deployment. The information in the Deployment Phase section is presented in seven major sections: Coping with Separation, Emergencies during a Deployment, Leave during a Deployment, Operations and Personal Security, Deployment and the Media, Communicating during a Deployment and Replacing Identification Cards during a Deployment.

## Coping with Separation

When a service member deploys, the entire family, including those at home and the deployed service member, is likely to experience stress and anxiety related to the separation. The following sections provide recommendations to help service members, spouses, children and parents cope during a deployment.

### Coping with Separation for Service Members

During a deployment, service members must cope with being away from their family and all that is comfortable and familiar. Although the momentum of daily responsibilities may keep deployed service members focused for stretches of time, they may still experience stress and strong emotions related to the separation. The following suggestions offer ways for service members to stay connected with their families and remain engaged as a "long-distance" parent.

#### *Stay in touch*

➤ **Staying connected with family back home can help service members cope with stress during the deployment.**

Although duties consume much of service members' time during a deployment, they should try to stay in touch with their families as much as possible. Frequent contact with children can help service members get

through difficult times and can make the transition back home easier on everyone.

#### *Send individual letters, cards and gifts to the children*

Letters and cards remind children that their deployed parent is thinking about them. When sending letters, cards or gifts to the children, service members are encouraged to send something to each of the children; each child needs his or her own separate, special, individual contact from the deployed parent.



## Coping with Separation for Spouses

➤ Even spouses that have experienced a deployment in the past may react differently to the next one and experience new challenges.

No matter how prepared spouses are before the deployment, no one can predict all of the issues that may come up. Almost any event, even those that would not normally give spouses pause, can make them feel

additional stress during the deployment. Although spouses may not be able to control what triggers this stress, they should be aware of possible symptoms of anxiety. While some anxiety is expected during a deployment, excessive or persistent worries can have a significant impact on day-to-day activities and interactions with others. The following is a list of some of the symptoms of higher levels of anxiety.

### Sypmtoms of anxiety

- Apathy and/or emotional numbing
- Crying for no apparent reason
- Difficulty completing tasks
- Difficulty making decisions
- Difficulty sleeping
- Excessive concern over managing the household and/or children alone
- Excessive concern over the impact of deployment on the relationship with their spouse
- Excessive concern over re-entry into the work environment
- Excessive concern with being overwhelmed by multiple roles
- Excessive concern over financial issues
- Excessive drinking or drug use
- Extreme hunger or lack of appetite
- Fear and anxiety about the future
- Feeling withdrawn
- Feelings of powerlessness
- Headaches or stomach problems
- Irritability and anger
- Sadness and depression
- Trouble concentrating

Increased resiliency in spouses and family members can help them to better manage stress and feelings of anxiety. Building resiliency does not mean that spouses will not experience stress or strong emotions during the deployment; it does mean that they can learn behaviors, thoughts and actions that help them adapt to unexpected events and stressful situations in a healthier, more productive way. Family resilience is enhanced by properly preparing spouses and children for the deployment, maintaining frequent contact while service members are away and ensuring that their families know where to go for help if needed.

➤ **Building resiliency increases an individual's ability to adapt well to unexpected changes and events.**

When faced with increased stress, some spouses find that maintaining routines help them to feel more in control. Other spouses find it difficult to manage their normal routines when they are feeling overwhelmed. It can be helpful for spouses to remind themselves that everyone experiences stress differently. Spouses should try not to compare their responses to those of other spouses and not to judge how they manage their stress throughout the deployment. Any of the following recommendations may be able to help spouses cope with the stress of separation more effectively:

#### ***Stay connected with the service member***

Spouses are encouraged to stay in contact with their deployed service member. Nothing helps relieve the stress of a separation like hearing from a loved one. Spouses can send letters, communicate by phone when possible, send emails and make the most of social networking sites and opportunities to remain in contact with their service member. Spouses can set up a blog where they can document things going on at home so the service member can keep up and feel involved. Spouses can also use video and photo sharing sites to upload images or short movies of them and their children. When posting information online, be sure sites are private and safe. Spouses should avoid posting information advertising to the general public that they are living alone. They should also be careful not to provide any information about the location of the service member.

#### ***Reach out to friends, family, neighbors and other spouses***

Friends, family, neighbors and other spouses of deployed service members can help spouses when they need practical or emotional support. Although friends and family may be the best resources for emotional support and understanding, neighbors can be a great help during emergencies and can be a helpful source of day-to-day support. Even a short chat with a neighbor over coffee can help relieve stress and put things into greater perspective. Other military spouses have a unique understanding of the stressors of a deployment and may be able to share some coping strategies that have worked for them.

➤ Families can increase their resiliency by building their own support system by reaching out to others and getting involved in the community.

### *Get involved in community support programs*

Spouses should take advantage of available military support programs and services such as unit family readiness groups Marine Corps Family Team Building programs, family readiness training/programs and deployment readiness programs/services. In addition to the military programs and services, spouses may want to become more involved in their civilian community (through volunteering) or church. Communities and churches can provide both emotional and social outlets and can add another layer to a social support system.

### *Maintain a daily routine*

Spouses should attempt, as much as possible, to maintain the current daily routines of work, errands, household chores and hobbies. This consistency can make things feel more stable and less stressful and chaotic. Maintaining a routine can be comforting to children as well.

### *Take care of themselves*

Spouses should make time to eat properly, exercise regularly, get plenty of rest and schedule time for things they enjoy such as hobbies or social events. Having a healthy diet of nutritious foods can help make spouses feel physically better. Walking daily, jogging or joining an exercise class can be a great way to relieve stress. Although there may be a long list of things that need to be done, spouses should not sacrifice their sleep; they will be better equipped to handle things after a good night's rest. By engaging in activities that spouses find relaxing, spouses can feel balanced and be better able to deal with stressful times.

### *Limit exposure to the news media*

Although it is natural to want to stay informed, too much exposure to the images and stories circulated through the media can be overwhelming. Spouses should limit the amount of news to no more than one hour a day and try not to watch the news right before bed.

### *Set goals*

By setting goals for them and their children, spouses can help to pass the time during a separation and can give themselves something to look forward to. Spouses can set goals for things to be done



tomorrow, next week or even next month such as tackling projects around the house, setting exercise goals or challenging children to read a certain number of books within a month. Spouses should reward themselves and their children in small ways; each time a goal is achieved, they will gain a sense of satisfaction for completing the goal and they will be a little closer to seeing the service member again.

***Avoid drugs and alcohol***

Abusing substances such as drugs, alcohol, caffeine and nicotine can reduce the perception of stress but they do not do anything to address the underlying causes of stress. Once the effects of those substances wear off, concerns and worries resurface. The negative impacts of substance abuse can add to the stressors a spouse is experiencing.

***Nurture a positive self-image***

It is likely that the deployment is not the first difficult time the family has had to rise to a challenge. Whether it was the loss of a loved one, a major illness or another life challenge, families have faced and overcome hardship in the past. Service members and their families should remind each other of their ability to persevere and draw on that strength to carry them through the deployment.

***Keep things in perspective***

When facing painful events, it can sometimes be helpful to think of things in a broader context. It might help spouses to try to focus on the eventual homecoming and on being proud of their ability to manage things in the service member's absence.

***Maintain a hopeful outlook***

As much as possible, spouses should try to stay positive and focus on all of the good things that they share with their service members: a loving relationship, a comfortable home, dear friends and the love and support of extended family. Focusing on these positive things can help families get through even the most difficult of times.

***Seek help if needed***

Seeking help is not a sign of weakness. If spouses are experiencing strong emotional reactions to the separation that do not seem to be going away, are troubled for more than four to six weeks or find that feelings and stress are getting in the way of doing the things they need to do (like taking care of the children or going to work), they may want to seek professional support. Nearly every military installation has a military and family support service center or where service members and their families can access information and referral, counseling and crisis intervention services. Chaplains on the installation can also provide counseling services. All military families, including family members of National Guard and reserve service members who are activated for more than 30 days, are eligible for medical and behavioral health care either at a military treatment facility or at a civilian facility through TRICARE. Through [TRICARE Mental Health](#), TRICARE beneficiaries can receive a maximum of two sessions per week of outpatient behavioral health care services.

> **Seeking help is not a sign of weakness; a variety of support resources are available for family members.**

In addition to counseling services provided at installation military and family support centers, spouses and children can receive non-medical counseling sessions at no cost from [Military OneSource](#) and/or Military and Family Life Counselors. Military OneSource consultants are available 24 hours a day, seven days a week by phone, online or by email offering personalized support to any service member or family member. Military OneSource can connect individuals with a trained, state-licensed behavioral health professional for no cost confidential/private counseling. The MFLCs are masters-level trained counselors that provide anonymous, confidential, non-medical, short-term counseling sessions for every day issues such as anger management, stress, parenting, communication, family relationships, deployment and other military-related topics. The counseling sessions through the MFLCs are anonymous and confidential, with no records kept. Counseling received through MOS consultants or MFLCs is not designed to address long-term counseling needs; people in need of long-term treatment are referred to a MTF and/or TRICARE for services.

## Coping with Separation for Children

> **Even if children have experienced a deployment before, their reactions to this deployment may be different.**

Children's reactions to a separation can vary depending on the child, his or her age and previous experiences with separation. There is a wide-range of completely normal reactions children may have. Understanding

these reactions and what might be outside the realm of normal reactions can help spouses or caregivers recognize any deeper issues that may require additional support or professional help.

Generally, children may exhibit sadness, home disciplinary problems, poor school performance and symptoms of depression. Children of all ages often test the parent or caregiver at home to find out if he or she will be more lenient when the service member is gone, particularly at the time of departure and again upon return of the service member. During the first month of separation, children may experience a sense of loss for the deployed parent, may be disorganized in their usual activities and may show signs of worry. Emotional problems that existed for children prior to the deployment may become more pronounced during the separation.

## Reactions children may have to the deployment

### Toddlers may

- Worry about basic needs
- Have temper tantrums
- Exhibit sullenness
- Have difficulty sleeping

### Preschoolers may

- Regress (for example, start having trouble with potty training again)
- Worry about basic needs
- Become clingy
- Be afraid to sleep alone
- Act out and test limits more than usual
- Be afraid that the service member will get hurt

### School-age children may

- Worry about the safety of the deployed parent
- Complain often and loudly
- Become aggressive
- Place significance on missed family events (for example, birthdays, church, sports or play)
- Act out and test limits more than usual
- Miss the deployed parent most during routines or activities they normally did or enjoyed together (for example, dinner, bedtime, school plays, recitals, sports events, etc.)
- Have trouble sleeping
- Have less energy than usual
- Be irritable and overreact to seemingly minor thing

### Adolescents may

- Worry about the safety of the deployed parent
- Act out and test limits more than usual
- Exhibit lower self-esteem

### Reactions children may have to the deployment (continued)

- Exhibit misdirected anger
- Have problems in school
- Lose interest in hobbies and activities
- Cry more often to release pain and anxiety
- Refuse to have contact with the deployed parent
- Have physical symptoms (for example, loss of appetite, stomach aches, insomnia, headaches, nightmares, restlessness, nausea, etc.)

When trying to figure out how best to help children cope with the separation during a deployment, spouses and caregivers should understand that each child may react differently and deal with the deployment in varying ways. The following tips can make coping during the separation easier for all children.

#### ***Talk with children about feelings and encourage them to talk about how they feel***

Regardless of whether children seem to be having difficulty with the separation, having the spouse or caregiver maintain an ongoing and open conversation about how they are all feeling and their fears, concerns and expectations can help children to talk about their feelings. Spouses or caregivers should let children know that they are there to share and to listen and should answer children's questions honestly and with patience, even if children have asked the same question more than once. Asking questions over and over is one way children come to terms with new situations. Spouses or caregivers may want to help their children express feelings through a special notebook or journal. Children can write down their thoughts, make up stories or draw pictures to express how they are feeling.

#### ***Try to understand things from the children's point of view***

Children are often confused, angry, worried or feeling insecure during a deployment. If a child seems afraid, spouses or caregivers should ask what is making him or her scared. If a child is afraid for the service member's safety, spouses or caregivers can talk about all of the training service members undergo to help them stay safe. If a child is afraid for his or her own safety, spouses or caregivers can offer comfort and remind the child of all of the other adults who are there to help keep him or her safe, such as police, firefighters, teachers, relatives and friends. School-age children may need help processing what they hear on the news or from other kids. They may see and hear some pretty frightening things about the area where the service member is deployed. For teenage children, spouses or caregivers should try to approach discussions from their perspective. Spouses or caregivers can share control of the conversation by letting the teenager discuss the topics that are the most important to them.

***Keep children in contact with the service member***

Whether or not children seem to be having difficulty with the separation, spouses or caregivers should help their children stay in contact with the deployed parent. Spouses or caregivers can encourage their children to send letters, emails, cards, drawings, photographs, report cards, copies of school work, videos or audio recordings.

➤ **Helping children to stay connected with their deployed parent can help maintain the parent-child bond and can help make the transition home easier for everyone.**

***Help children to think of the service member everyday***

Spouses or caregivers can think of creative ways to help children think about their deployed parent, such as having children take on some of the deployed parent's normal chores. If children are old enough, spouses or caregivers can let them choose which chores they will take over. This helps children feel like they are contributing to the family while easing some of the burden on the spouse or caregiver. Spouses or caregivers can also remind children of the deployed parent by playing the service member's favorite music, making the service member's favorite meals and looking at photos of the family all together. Spouses or caregivers can also set one clock in the house to "Daddy Time" or "Mommy Time" and have the children imagine what their parent is doing at that time each day.

***Keep children involved in activities***

Spouses or caregivers should try to keep children involved in community or social activities such as clubs or sports teams. The social networks available through these activities and the physical activity they can provide offer another outlet for coping with the separation.

***Be aware of available support systems***

Many support systems exist to help both spouses or caregivers and children address difficulties during the separation. On military installations, deployment readiness programs, military ombudsman networks, family readiness groups family readiness officers, key spouses, chaplains, as well as children and youth programs can offer support from people who understand the challenges families face during a deployment. Through these programs and activities, spouses or caregivers and children can also connect with other families going through a deployment and find ways to help each other. In the local area, community youth programs, such as 4-H clubs, the Young Men's Christian Association and houses of worship can provide additional resources for children and ways to meet other young people. Children of National Guard and reserve service members may feel particularly isolated if none of their friends are from military families. Helping children to connect with other kids who have had similar experiences can help them to cope and feel less alone.



***Keep adults in children's lives involved***

Spouses or caregivers should make sure that children's teachers, coaches, school administrators and religious leaders are aware of the service member's deployment. Spouses or caregivers may want to contact their children's teachers regularly to ensure that the children are keeping up with their assignments. By being aware of what the children are going through, these adults can be on the lookout for behavior changes and provide the extra support children need to get through this time.

***Give children a way to mark the passing time***

Spouses or caregivers can use a variety of techniques to help children measure the passage of time until the service member returns. They may want to institute a ceremonial crossing-off of each day on a calendar as it passes. Spouses or caregivers can make a paper chain and have each link represent a week of the deployment. As each week goes by, they can tear a link off of the chain. These concrete methods of measuring time provide children, especially younger ones, with an easy way to track when their parent will return.

***Keep discipline consistent***

Children often find it easier to cope with the changes in their lives during a separation if spouses or caregivers are able to keep other things consistent. Although some decisions are harder to make alone, children need the stability of the same rules associated with discipline. Children may test the spouse or caregiver to see if he or she will bend the rules while the service member is away. Although spouses or caregivers may be tempted to give in, what children need now is not permissiveness, but a sense of stability and continuity. Spouses or caregivers should let their children know that the family rules stay the same even while mom or dad is away. Spouses or caregivers should not use the deployed service member as a threat to the children by saying things like, "Just wait until your father/mother gets home." This could introduce feelings of anxiety in children about the service member's return home.

**> Maintaining consistency and routines as much as possible can help children cope during a deployment.**

***Keep children's routines consistent***

As much as possible, spouses or caregivers should try to keep children's routines consistent. Mealtimes and bedtimes can be particularly important for children. Children find comfort in knowing that some things will not change, whether that means making time for bedtime stories, a song in the morning or family rituals and traditions such as a movie night.

***Plan new activities***

Spouses or caregivers should not confuse consistency with rigidity. Some changes, like taking more time to talk, hug, cuddle and reassure, may be necessary and useful. Spouses or caregivers can also start a new family routine or activity, like a weekly hike, monthly trip or daily reading time. Spouses or caregivers may want to plan these activities and outings on days when the service member would usually be home,

such as weekends or holidays. Even a simple picnic or art project can give children something to look forward to and keep their minds off a parent's absence.

***Watch behaviors and seek help if children need it***

Spouses or caregivers should watch their children's behaviors and be aware of changes that may get in the way of their children's usual routine and activities. If spouses or caregivers notice any significant changes, they should not hesitate to reach out for support. If children are struggling, spouses or caregivers should contact their children's school counselor, [Military OneSource](#), a chaplain or the military and family support center for assistance. For older children, spouses or caregivers can keep a list of resources available to teenagers in an easy to find location in the house. They may want to include hotline numbers, contact information for behavioral health professionals and contact information for educational professionals such as guidance counselors. Teenagers are more likely to use such resources if they are easy to find in times of need.

## **Coping with Separation for Parents of Deployed Service Members**

Parents of deployed service members are likely to experience mixed emotions throughout the deployment. While proud of their child's accomplishments, they are likely to be concerned for their child's safety.

Parents may come to the spouse for help coping during the service member's deployment. Spouses of service members may have access to support systems and information that in-laws are not privy to (for example, some military support programs, information from the rear detachment, unit ombudsman, FRG, FRO, etc.). The following tips can help parents to better manage throughout the deployment of their son or daughter.

***Encourage parents to write to the service member***

Spouses of married service members should be sure that parents have the current address for the service member and encourage them to send letters and care packages and to communicate regularly with their son or daughter. Parents should be reminded that it may take a while for their letters to arrive. Parents of single service members can contact the RD for the service member's address.

***Provide parents with unit contact information***

Parents should have contact information for the RD, unit ombudsman and FRG or FRO. Parents can find out whether command and unit newsletters, phone trees, volunteer family support groups and/or command and unit websites are available to them.

***Encourage parents to find support groups***

Finding other parents in similar situations can help parents to cope with their child's deployment. Talking to other parents in the same situation can be comforting and will allow them to share

information and experiences. [Blue Star Mothers of America](#) is a nonprofit service organization of mothers who have or have had, children honorably serving in the military. It provides support for other mothers of service members in times of need. Parents can find out if there is a chapter of Blue Star Mothers of America located in a community near them.

> **Community support groups can help parents of deployed service members cope during the deployment.**

## Coping with a Deployment Extension

A deployment extension is difficult for both the service member and the family. Reunion plans must suddenly be put on hold. At the moment the family receives word of the extension, they may experience sadness, disappointment, worry, anxiety, anger or a sense of betrayal. While this is certainly a trying time, there are things families can do to cope and get through this time with a positive attitude.

### *Allow time to regroup emotionally*

Family members should admit to themselves that they are upset; these feelings are genuine and they reflect family members' disappointment and pain. They may have lost any sense of control they had before the announcement of the extension. During this time, family members should try to avoid taking their frustrations out on friends, relatives or children and try to set aside some time to regroup before starting to revise the reunion plans.

### *Support the service member*

The best way to support a service member during a deployment extension is for the family to stay strong through the coming months. The family should remember that the extension was not the service member's decision and he or she is probably not happy about it either. Spouses or other family members should try not to take out their frustrations on their service members. If spouses or other family members stopped writing recently in anticipation of the imminent reunion, they should start sending letters to their service members again. Maintaining regular and frequent contact can become even more important to the service member during the extension.

> **The best way to support a service member during a deployment extension is for the family to stay strong through the coming months.**

***Talk to children about the extension***

Spouses or caregivers should talk honestly and openly with children about the extension and their feelings about it. Spouses or caregivers can keep children informed about the change, giving them updates as they become available and allowing them to discuss their feelings, questions and concerns.

***Inform adults in children's lives***

When a deployment is extended, spouses or caregivers should make their children's teachers, coaches, school administrators and religious leaders aware of the extension. They can continue to provide the children with additional support and will be more likely to understand the cause behind any changes in behavior or performance.

***Focus on the future***

Although the deployment extension changed the reunion plans, dwelling on the previous plans will not help anyone to cope. Families can reschedule plans if possible or make new plans together. Doing so will give the service member and family members something positive to focus on.

***Notify the service member's employer***

If the service member is a member of the National Guard or reserve, his or her employer may be expecting him or her to return to work soon. Spouses or other family members should remind service members to notify their employers of the deployment extension.

***Notify creditors***

Credit card companies, banks and other financial institutions are often required to reduce interest rates during a deployment and a deployment extension under provisions of the Servicemembers Civil Relief Act. If families are receiving a reduction in the interest rate on credit cards or loans during the service member's deployment, spouses or other family members should notify these companies that the service member's deployment has been extended so that the interest rate remains reduced.

***Remember that emergency help is available***

Emergency help and relief are available through relief organizations for each branch of the military. These organizations provide support for service members and their families who need emergency assistance through low-interest loans, grants and donations, as well as help with transportation, child care, food, rent, utilities and unforeseen family emergencies. These organizations are:

## Emergency Relief Organizations

[Army Emergency Relief](#)

[Navy-Marine Corps Relief Society](#)

[Air Force Aid Society](#)

[Coast Guard Mutual Assistance](#)

### *Remember that others share their experiences*

If the service member's deployment has been extended, there are other families in the unit experiencing the same concerns and feelings. They can be a great source of emotional support. Reaching out to other unit families can make spouses and other family members feel less alone and can make the extension seem less daunting.

### *Seek help if needed*

Even if spouses and other family members have not had any problems coping with the deployment up to now, a deployment extension may test the limits of their endurance. If they feel that they need help coping, they should not hesitate to contact the military and family support center or chaplains on the nearest installation. Spouses and children can also be connected with a trained counselor through [Military OneSource](#). Military OneSource can also be contacted by phone stateside at 800-342-9647. The website lists specific dialing information for other countries.

## Emergencies during a Deployment

Emergencies can and will arise during a deployment. Some emergencies are small (like finding last-minute child care for a day) while others can be quite significant, potentially resulting in even more stress for spouses and their families. By knowing where to get help for financial emergencies and knowing how to contact the deployed service member during medical emergencies, spouses can be better prepared to address situations quickly and effectively during a deployment.

➤ For an immediate emergency, that requires urgent medical attention or assistance from the police, please call 911.

### Financial Emergencies

Financial emergencies can compound the stress of deployments for both the service member and the spouse. For spouses remaining at home, a financial emergency can seem particularly daunting when they have to face it alone. For deployed service members, a financial emergency at home adds to already existing



concerns about the welfare of the family and can distract them from the mission at hand. During times such as these, it is important for families to remember that emergency financial assistance is available from each of the service's relief organizations and the American Red Cross.

## Military Relief Organizations

Each service has a relief organization that provides service members and their families with financial assistance in times of need. These organizations are nonprofit charities with local offices providing financial, educational and other services for active duty service members, retired military personnel, National Guard and reserve service members on active duty for more than 30 continuous days and their family members.

### Military Relief Organizations

#### Typically, these organizations provide emergency financial assistance to meet the following needs:

- Food, rent and utilities
- Emergency transportation and vehicle repair
- Funeral expenses
- Medical/dental expenses
- Personal needs when pay is delayed or stolen
- Undergraduate-level education for children of service members through scholarships based primarily on financial need

#### The relief organizations do not provide financial assistance to do the following:

- Pay bills for nonessentials
- Finance ordinary leave, liberty or vacation
- Pay fines or legal expenses
- Pay taxes
- Liquidate or consolidate debt
- Purchase a home or make home improvements
- Purchase, rent or lease a vehicle
- Cover bad checks or pay credit card bills
- Help service members and their families live beyond their means

The financial assistance provided through these organizations is usually provided through interest-free loans. If it is determined that repayment would cause a hardship on the family, the assistance can be provided through a grant that does not need to be repaid or through a combination of grants and interest-free loans.

### Service Relief Organizations

[Army Emergency Relief](#)

[Navy-Marine Corps Relief Society](#)

[Air Force Aid Society](#)

[Coast Guard Mutual Assistance](#)

### *Authorization for emergency financial assistance*

Any emergency financial assistance provided by the relief organizations is provided on behalf of the service member. Therefore, only the service member and those authorized to enter into financial obligations on the service member's behalf may request emergency financial assistance from a relief organization. A family member can prove that they have the authority to request assistance on a service member's behalf if they have been given permission through a pre-authorization form or if they possess a power of attorney.

**> Even with the service member away on deployment, family members may be able to request financial assistance through military relief organizations.**

The pre-authorization form is a document signed by the service member that gives permission to request and to receive financial assistance from the relief society while the service member is deployed without having to contact the service member for permission. If a family member is not pre-authorized to receive assistance, the service member's permission will be required for the relief organization to be able to provide assistance. Obtaining a deployed service member's permission while he or she is deployed can be a long process.

If the service member did not complete a pre-authorization form with the relief society prior to deployment, the family member can still be eligible for financial assistance if the service member provided a valid power of attorney prior to deployment. Powers of attorney are usually classified as either a general power of attorney or specific power of attorney. A general power of attorney gives the power to perform almost any legal act on behalf of the service member for a specified period of time, including entering into a financial obligation on the service member's behalf. If the service member provided the family member with a general power of attorney prior to his or her deployment, the relief organizations will accept this as pre-authorization for financial assistance.

If the family member has a specific power of attorney, he or she may still be able to qualify for financial assistance through the relief organization. A specific power of attorney or limited power of attorney, allows the service member to give only specific powers to his or her family member for a specified period of time. If the specific power of attorney is valid and the authority includes the power to borrow

money in the service member's name, then that individual is qualified to request and to receive financial assistance through the relief organization. If the family member does not have pre-authorization of a power of attorney, the service member's permission will have to be requested through a Red Cross message.

### ***Requesting emergency financial assistance***

To request emergency financial assistance, the family member will need to complete an application. He or she will be required to provide identifying information for the service members and detail the nature of their need. More information on completing the application form can be found by contacting the local relief organization office. The Army, Air Force and Coast Guard relief organizations provide the forms for download or system for requesting assistance on their websites. For Navy and Marine Corps service members, contact the nearest NMCRS office for information on applying for financial assistance.

#### **Financial Assistance Application Forms**

[Department of the Army Form 1103 – Application for AER Financial Assistance](#)

[CGMA Form 5 – CGMA Application for Assistance](#)

## **The American Red Cross**

The American Red Cross is the nation's premier emergency response organization. It works under partnership agreements with AER, NMCRS, AFAS and CGMA to provide quality, reliable financial assistance to eligible applicants 24 hours a day, seven days a week, 365 days a year. The American Red Cross offers financial assistance to service members and their families to address a variety of emergency needs such as emergency travel, burial of a loved one and assistance to avoid privation.

Typically, emergency financial assistance for service members and their families is provided through the individual service relief organizations. In cases in which the service relief organizations are not available (either because it is after hours or because the family is not located near an installation), the American Red Cross provides emergency financial assistance. As with the service relief organizations, emergency financial assistance through the American Red Cross is provided only when there is a demonstrated need for funds for things such as emergency travel, automobile repair or urgent health and welfare needs (for example, food and shelter).

### ***Requesting emergency financial assistance***

To request financial assistance, family members should contact their local chapter of the American Red Cross. The location of the nearest chapter can be found through the [American Red Cross chapter directory](#).



Active-duty service members and their immediate family members who are stationed in the United States may call the American Red Cross centers for help 24 hours a day, seven days a week, 365 days a year toll-free at 877-272-7337. Immediate family members of deployed National Guard and reserve service members should also contact the Red Cross centers through this method.

## Medical Emergencies

➤ As with financial emergencies, medical emergencies can add layers of stress for families.

Medical emergencies can happen at any time during a service member's deployment. Family members may want to make their service members aware of the

emergency and in some cases, let the service member know that he or she may need to return home from the deployment as a result of the emergency. Through the American Red Cross, family members can notify their service members of the medical emergency and possibly have their service members return home for a period of time. It is important to understand what the military considers to be a medical emergency and how to use the American Red Cross Emergency Center Services to contact deployed service members.

## Definition of Medical Emergency

If family members believe that the medical emergency they are experiencing warrants the service member's return, they will need to contact the American Red Cross. The American Red Cross will provide official verification of the emergency situation and transmit the message to the service member's command. The service member's commanding officer will then grant or deny emergency leave.

Before contacting the American Red Cross, family members should be aware of what the military considers a "medical emergency." The military defines an emergency as the death, critical illness or critical injury of an immediate family member. For the purposes of this definition, immediate family members are spouses, parents, children, grandparents and guardians who raised the service member (in-loco-parentis). A broken limb or the birth of a child is not considered a medical emergency under this definition.

## American Red Cross Emergency Communication Center

When sending an emergency message through the American Red Cross Emergency Communications Center, family members will need to be able to provide them with some important information:

- The name, rank, social security number and duty station of the service member
- Information about the deployed unit and location of the rear detachment
- The caller's relationship to the service member
- A description of the medical emergency
- The name of the doctor, hospital or funeral home associated with the situation

For illnesses of immediate family members, family members will also need to state whether or not the person who is ill wants the service member notified. For a death in the immediate family, family members will need to provide the name of the deceased, the service member's relationship to the deceased, when and how death occurred and whether the service member's presence is required or requested.

➤ **Most commands prefer that families use the American Red Cross Emergency Communications Center.**

Family members should not send emergency information through email or a letter. By sending emergency messages through the American Red Cross Emergency Communications Center the command knows that the information has been verified and can make informed decisions about whether to grant emergency leave. Additionally, by using the American Red Cross Emergency Communications Center, the emergency message will be transmitted through the command chaplains, commanding officers, executive officers or senior enlisted leaders. By making these important individuals aware of the situation, they can guarantee that proper support is available in theater for the service member if needed.

### *Accessing the American Red Cross Emergency Communications Center*

Family members can access the American Red Cross through multiple methods. The best method for contacting the American Red Cross depends on physical location:

- Active duty service members and their immediate family members who are stationed in the United States may call the American Red Cross centers for help 24 hours a day, seven days a week, 365 days a year toll-free at 877-272-7337. Immediate family members of deployed National Guard and reserve service members should also contact the Red Cross centers through this method.
- Other family members who do not live in the service member's household, members of the National Guard and reserve not on active duty, retirees and civilians may access American Red Cross services through their local American Red Cross chapter, listed in local telephone directories and in the [chapter directory](#).
- Personnel stationed overseas on military installations should call installation operators or the on installation American Red Cross office.

For service members located at overseas deployed locations, the American Red Cross can be contacted through the American Red Cross deployed staff member.

## Leave during a Deployment

While on a deployment, service members may be granted leave to address emergency issues or for rest and recuperation. Each of these leave types are chargeable to the service member's accrued leave and require approval from the service member's commander. By understanding emergency leave, service

members and their families can help to get their emergency leave approved so that service members can return home as soon as possible. By knowing more about R&R leave, service members and their families can help make that time as relaxing and enjoyable as possible.

## Emergency Leave

Emergency leave is granted for personal or family emergencies. It must be approved by the unit commander. This type of leave is normally granted to service members for family emergencies involving members of their household, their immediate family or a sole surviving relative whenever the circumstances warrant and the military situation permits.

Although swift and sensitive action on emergency leave requests is essential, the military must confirm that an emergency does exist and that the service member's presence can resolve or alleviate the situation. Emergency leave may be appropriate when

- A member of the household or immediate family has died
- The service member's presence would contribute to the welfare of a dying member of the household or the immediate family
- Serious illness of a member of the household or the immediate family imposes a demand on the service member that must be met immediately and cannot be accomplished from the duty station or by any other means
- The service member's failure to return home places a severe or unusual hardship on the spouse, his or her household or the immediate family

Service members will not be granted emergency leave for reasons such as the normal pregnancy of a spouse, delivery of a baby or resolution of marital or financial problems.

**> Although verification of the emergency by the Red Cross or the host country's equivalent agency is not usually necessary, it does help the unit commander confirm that the request for leave is valid.**

If emergency leave is verified and granted, commanders typically authorize up to 30 days of leave for the service member (emergency leave is chargeable leave). If the service member needs an extension while on emergency leave, he or she must contact the unit commander for approval. If granted emergency leave, service members may also be able to receive emergency leave travel in government-owned or controlled aircraft. If a service member has been granted emergency leave from his or her unit commander, he or she may want to check the availability of funding for travel or space-available military flights.

## Rest and Recuperation Leave

The rest and recuperation leave program provides service members, who are deployed to certain locations, an opportunity to have a few days away from a hostile fire and imminent danger area. By knowing more about the program, who to contact for assistance regarding the program, what to expect during leave and tips for couples while on R&R leave, service members and their families can make the most of their short time away from the deployed theater.



## Overview of the Program

### *U.S. Central Command R&R leave program*

The U.S. Central Command R&R leave program provides a period of leave to active duty, National Guard and reserve service members and DoD civilian employees who are deployed to eligible countries. To be eligible for the program, service members must be assigned to one of 15 designated contingency countries within the USCENTCOM area of responsibility for at least 270 days boots on ground. Designated countries are Afghanistan, Bahrain, Iraq, Jordan, Kuwait, Kyrgyzstan, Oman, Pakistan, Qatar, Saudi Arabia, Syria, Tajikistan, Uzbekistan, the United Arab Emirates and Yemen. National Guard or reserve service members must serve at least 270 days of continuous duty within the combat theater. For service members assigned for the requisite 270 days, the R&R leave program provides 15 days of leave; for service members assigned to 15 month tours, the R&R leave program provides 18 days of leave.

Effective March 23, 2010, the land areas of Iraq and Afghanistan have been designated as eligible for non-chargeable R&R. Service members deployed to Iraq or Afghanistan, who meet the eligibility requirements noted above, may receive an administrative absence of up to 15 days to be used in conjunction with the travel benefits provided under the standard chargeable R&R leave program. The benefits under the non-chargeable R&R program are not retroactive nor are service members otherwise compensated with leave if unable to take non-chargeable R&R from theater.

The final decision regarding eligibility for the program rests with the commander in theater and is based on mission constraints and how close the unit is to coming home. If the unit cannot afford to lose personnel for leave, service members will not be able to take advantage of the program. Also, if the service member's unit is scheduled to return home within the next 60 days, R&R leave is usually not granted, as the unit will be preparing to redeploy.

**> The final decision regarding eligibility for R&R leave rests with the commander.**

If the service member is selected to participate in the R&R leave program, the government will pay for all airline costs from the Gateway in Kuwait to the airport nearest the service member's leave destination and return. Service members are not required to come home during R&R leave; they can meet their families somewhere else if they plan to enjoy their leave time at a different location. Leave may not be taken within any of the designated countries noted above. Additionally, leave may not be taken in countries listed in the State Department's "Current Travel Warnings."

### ***U.S. Army Europe Kosovo R&R leave program***

The U.S. Army Europe also has an R&R leave program for soldiers and Department of the Army civilians who are serving in the Kosovo area of operation, providing up to 15 days (including travel time) of chargeable leave away from the area of operation. To be eligible for the program, soldiers must be projected to remain in Kosovo for 270 days or more, must have served at least 60 consecutive days in Kosovo prior to taking R&R leave and must commence travel no later than 60 days prior to unit transfer out of Kosovo. Eligible Department of the Army civilians must be projected to remain in Kosovo for 180 days or more, must have served at least 60 consecutive days in Kosovo prior to taking R&R leave and must commence travel no later than 60 days prior to transfer out of Kosovo.

### ***Personnel Assistance Points***

➤ The PAPs help service members check in to flights and process leave forms and can provide service members and their families with additional assistance as needed.

As a service member goes through the R&R process, he or she will go through the Gateway in Kuwait and a Personnel Assistance Point in Europe (if they are stationed in Europe) or in the United States at Hartsfield-Jackson International Airport in Atlanta or

Dallas-Fort Worth International Airport. For more information on the USCENTCOM R&R leave program or the USAREUR Kosovo R&R leave program, please contact the appropriate PAP office.

<b>Atlanta PAP</b>	
<b>Hours of Operation</b>	24 hours
<b>Commercial Phone</b>	404-469-5046/5048/5049 404-209-1687
<b>Defense Switch Network (DSN) Phone (within the continental United States (CONUS))</b>	367-4254 797-5048
<b>Toll-Free Phone</b>	800-276-5809
<b>Dallas-Fort Worth PAP</b>	
<b>Hours of Operation</b>	24 hours daily

<b>Commercial Phone</b>	972-574-0388 972-574-0389 972-574-0390 972-574-0391
<b>DSN Phone</b>	739-5018 (CONUS) 312-739-5018 (Outside CONUS (OCONUS))
<b>Toll-Free Phone</b>	800-770-5580
<b>USAREUR R&amp;R Support Team</b>	
<b>Hours of Operation</b>	24 hours daily
<b>Commercial Phone</b>	06969-5973815 (in Germany-Frankfurt Reception Center) 01149-6969-5973815 (outside Germany)
<b>DSN Phone</b>	314-334-6915
<b>Toll-Free Phone</b>	0800-USAREUR (in Europe) (0800-872-7387)
<b>AL-SHAMEL (Kuwait) PAP</b>	
<b>Hours of Operation</b>	AL-SHAMEL (Kuwait) PAPs can notify the Al-Shamel in Kuwait to change tickets. Please do not contact Carlson-Wagonlit or any other Sato number in CONUS. Use only the numbers below to change R&R tickets.
<b>DSN Phone</b>	318-442-0024 318-442-0026
<b>Commercial Phone</b>	011-965-297-6302 (from CONUS)
<b>Email address</b>	<a href="mailto:sato-lsa@switchkuwait.com">sato-lsa@switchkuwait.com</a>

## What to Expect During Rest and Recuperation Leave

Once families know that their service members will be coming home for R&R leave, they will probably be very excited and may begin planning all the things they will do while their service members are home. Before planning too much, families may want to consider the following tips for preparing for the leave.

***Understand that plans can change***

It's not uncommon for the needs of the service or the unit's mission to override R&R plans. A service member's R&R leave might be cancelled unexpectedly or delayed for an unknown period of time. In some cases, this may actually be good news as it may indicate that the service member is being redeployed and is returning home sooner than expected. As families start to plan for an upcoming R&R leave, it is good to be flexible and to understand that service members' plans may and often do change unexpectedly.

***Try to have realistic expectations***

Although it is normal for families to daydream about what their time with their service members will be like, they should try not to get too attached to any of those ideas. Things may not go exactly according to plan. Service members' time home may come with some emotional ups and downs. Families and service members may feel very happy being together again, but may also feel stressed or sad knowing that the leave is short and that service members will be leaving again soon, possibly returning to a war zone. Emotional reactions may be unexpected or difficult to handle. Families and service members should keep in mind that anxiety is a natural and normal part of reuniting and that these mixed emotions will soon pass. Families and service members should try not to let them get in the way of their time together.

***Remember that the service member may not want to talk about the deployment***

Families should keep in mind that their returning service members may not want to talk much about combat experiences. There may also be certain things that service members are not allowed to talk about with their families. Families should try to avoid prying or asking too many questions if service members do not want to talk about their deployment experiences. Instead, families can focus on helping their loved one relax and unwind.

## **Tips for Couples during a Rest and Recuperation Leave**

An R&R leave can be both a joyous time and a sad time for service members and their spouses. While spouses may be happy that their service members have returned home, they know that the service members will be returning to the deployment in a short period of time. The following tips can help service members and their spouses make the most of the time they have together during R&R leave.

***Talk with couples who have been through an R&R leave before***

Before service members come home on R&R leave, spouses may want to speak with other military spouses who have experienced an R&R leave. They may have good suggestions and helpful ideas on how to make the most of an R&R leave and how to handle the sadness and other emotions involved in another goodbye.

***Help children to reconnect with the service member***

Children may need help reconnecting with their returning parent. Younger children may keep their distance from service members at first. Spouses can help their children to reconnect with their service member parents by making time for them to spend together. Although spouses may be tempted to have alone time with their service members right away, it may be more important for the family to spend time together so that the children get a chance to reacquaint themselves with their service member parent. Children are often more willing to give their parents uninterrupted time together if they have had special time with the returning service member first.

***Allow the service member to adjust and decompress***

Once service members return from the deployed theater on R&R leave, they may need some time to adjust and decompress. Service members may be getting over jet lag, may need to catch up on missed sleep or may need time alone to get used to being home. When planning activities for the R&R leave period, spouses should keep in mind that service members may need a little time to relax and refocus right when they get home.

***Try to maintain peace and calm at home as much as possible***

Service members may have a difficult time with loud noises, loud voices or a lot of commotion. These may unexpectedly trigger shock reactions or other painful emotions, especially if service members have just returned from a war zone. By trying to keep the home as calm and peaceful as possible, spouses can help their service members relax during their leave.

***Share feelings with each other***

Communication is the key to all good relationships. Spouses should not be afraid to talk about their feelings and encourage their service members to talk about theirs as well. Service members and their spouses can spend time together without talking, too; sometimes just snuggling or giving each other massages or back rubs communicates as much love and affection as words.

***Be extra considerate and understanding***

Service members and their spouses should make an extra effort to be considerate and understanding with one another. They also may want to avoid “hot button” issues and topics that may lead to an argument or disagreement. Service members are not home for an extended period of time; make the most of the precious days together.

***Try to accommodate each other's needs***

Both service members and their spouses may have different ideas of how they want to spend the R&R leave period together. Service members and their spouses may have different physical or emotional needs and this can sometimes cause tensions or strains in a relationship. For example, one partner may want to rush into sexual intimacy right away while the other might not be ready. Intimate relations may be awkward at first. Make time to be alone and to talk about each other's feelings and needs first.



***Realize that it may take time to rebuild feelings of intimacy***

When service members return after months away on a deployment, feelings of intimacy may not return in one day. Sex may resume immediately but intimacy, the emotional connection or closeness people feel towards each other, may take longer to reestablish.

***Realize that both partners may need a break***

Given that spouses have been taking care of the children and the home during the deployment, they may also be looking forward to service members' R&R leave as a period of relief from managing those responsibilities alone. Spouses may have been up nights with a cranky baby or a sick toddler and may be looking forward to a break from taking care of the children. Service members may be just as tired as their spouses are and may be looking forward to R&R leave as a time to relax. Service members and their spouses need to be sensitive to the stresses that the deployment has caused for everyone and give each other as much time as possible to rest and relax.

***Refrain from giving the service member a lengthy "honey do" list***

When service members return home on R&R leave, spouses should hold off on giving them a lengthy list of tasks to do. Although spouses may be eager to catch up on some of the household or yard jobs that were service members' specialty, spouses should let their service members rest first. If there are certain tasks that spouses need their service members to do, they should start with either the easiest jobs or the most important ones. Spouses should be sure that their service members understand that they are happy that their service members are back and that they are not just happy to have help with chores or yard work.

***Avoid a "harsh start-up"***

When the service member returns home, spouses should do their best to avoid a "harsh start-up." In some cases, a spouse may have something he or she feels the need to talk about, "bad news" that he or she feels must be shared the moment the returning service member walks in the door or arrives at the airport. Researchers refer to this as a "harsh start-up." A harsh start-up can spoil an R&R leave. Once an interaction starts off on a bad note, it can be very hard to turn it around and make things positive. It is much better to save difficult issues for later on, when service members and their spouses have extended time together as a couple and can work through issues or problems and possibly seek professional assistance.

***Realize that the service member may have changed***

Spouses should understand that when service members return home, they may have changed as a result of the deployment. Even though service members and their spouses may have only been apart for a few months, neither is the same person they were before the separation. Both may feel more independent. Service members may have changed priorities, especially if friends were wounded or killed as a result of accidents or combat. It may take some time to get reacquainted with one another, especially if the separation was prolonged. Things may feel awkward at first. Spend time getting to know one another again.

### *Avoid drastically changing routines*

Spouses and children have probably gotten into new patterns and routines while service members have been away on deployment. Trying to return to old patterns and then right back to the new patterns once the R&R leave is over is often too much to expect of children. Such changes are difficult enough during a final reunion but at least then there is much more time to adjust.

### *Do not expect R&R leave to solve long-standing issues*

If service members and their spouses had long-standing relationship or marital issues prior to the deployment, those issues will still be there during R&R leave. An R&R leave period is not a time to solve major problems in the relationship. Instead, service members and their spouses should try to enjoy the time together as a couple and agree to work on the issue when they both have more time in the future.

### *Encourage service members to seek help if needed*

If service members are returning home from a combat zone, they may experience stress-related symptoms. Traumatic events, such as combat, can trigger nightmares, flashbacks and feelings of panic, anxiety, nervousness or irritability. If service members are exhibiting any of these symptoms, spouses should encourage them to take advantage of the services and programs available through the military and to seek professional help if necessary.

➤ **If service members experience stress-related symptoms, they should get help immediately; waiting until the deployment is over may make things worse.**

## **Operations and Personal Security**

While service members and their families know that their safety is important, families can also help to contribute to mission readiness for the service member's unit. If service members are confident that their families are safe and secure at home, they will worry less and can focus more on the mission at hand. To help service members and their families be safe during a deployment, the following sections describe the importance of operations security and tips for ensuring the family's well-being.

### **Operations Security**

Generally, operations security means being careful about what is said and done in front of others. Family members may say or do one thing that could provide enemies with one piece of information and someone else could say or do something that provides enemies with another piece of information. Enemies of the military may be able to piece all of this information together and learn something that could jeopardize service members' safety.

Service members and their families have probably already been practicing OPSEC at home without even knowing it. Any time they have gotten ready to go on a trip and have stopped the delivery of the newspaper, asked their neighbor to pick up the mail, connected their porch lights and inside lights to a timer or left a vehicle parked in the driveway, they have practiced OPSEC. They did not want anyone to know the house was unoccupied. None of the actions listed above directly concealed the fact that the residence was unoccupied. A newspaper on the lawn or driveway did not necessarily mean that no one was at home. Newspapers in the yard or driveway would have only been an indicator. That indicator, combined with other indicators, (no internal lights at night, mail stuffed in the mailbox, etc.) may have provided an adversary with the information needed to reach a conclusion with an acceptable level of confidence. When individuals eliminate these indicators, they have a much better chance of ensuring that their home is not burglarized while they are away.

➤ **OPSEC applies to both the family members back home and the service members' deployed units.**

Although it may be obvious to family members that they should not give out information on the service member's unit, OPSEC also applies to being aware of

the information family members give out about the family at home. Ensuring the security of the unit and unit families involves considering deployment areas and liberty times, location of spouses and families during the deployment, the planned return date and any special pre-deployment training. Family members should avoid discussing operational information in public places, over the telephone or with members of the media. Family members often do not realize how a simple statement made in passing can jeopardize the conduct of operations and the safety of the people involved.



## Family Member Safety during a Deployment

Regardless of whether service members are deployed or at home, family safety is always important. The following tips can help family members protect the family at home, away from the home and when they are in the car.

### Family Safety Measures When at Home

Family members may want to exercise caution when changing routines or the outward appearance of their home during service members' deployments. If they are not currently implementing these tips, they may want to start following them during the deployment and continue following some of them after service members come home.

***Do not advertise that service members are deployed***

Displays of support, such as yellow ribbons tied to posts or candles in the window, are blatant advertisements of a service member's absence. If family members still want to have yellow ribbons or other patriotic symbols outside their home, they should keep them up regardless of deployment. Keeping these up all the time will not raise suspicions. Family members should also consider not putting their first name on the mailbox or in the phone book. If service members have vehicles, family members should keep them parked near the residence or in the driveway. This helps make it look as though someone else is at home. Keeping the lawn maintained can also help to not advertise that service members are deployed. When traveling out of town, family members should make arrangements for their mail and newspapers. They can have a trusted friend pick up the mail or go online to the [United States Post Office](#) to have their mail left at the post office or rerouted.

Additionally, spouses should be careful regarding what they post to websites and social media outlets. Discussing a spouse's deployment through a blog, Facebook, Twitter or any other site may inadvertently advertise that the service member is away. If writing a blog, spouses may want to ensure that they do not reveal any personal identifying information. Many social media sites allow users to enable security settings that limit who is able to view information posted on the site. Spouses are encouraged to understand these settings and limit who can access their page, especially if they discuss the deployment on the site. Even when security settings are enabled, spouses are reminded to consider OPSEC prior to posting any information on social media and/or other websites.

***Be aware of suspicious activities at the home***

When family members get home at night, they should be aware of anything suspicious. If they come home and the door is open, they should not go inside. They should contact the local police department immediately and should not bring their children into the home if they sense a problem.

***Increase home security***

Family members can increase the security of their home by using bolt-type locks on the outside doors. By attaching one bolt-type lock to the bottom and the top of each door, not in the middle, they can strengthen the locks on the doors. If the house has a storm door or a screen door, family members should get in the habit of keeping it locked as well. Chain locks and ordinary door locks have proven ineffective in preventing intruders from entering the house. When moving into a home that was previously occupied, family members are encouraged to change the locks. They will have a greater sense of security knowing that no stranger has a key to the house.

Family members can also increase the security of their home by drawing the shades at night and leaving a few lights on outside and inside. They may also want to look into getting a home alarm system. Many companies make systems very affordable for military families. If they have an alarm system, family members should make sure to keep the security code private and should make it hard to figure out.

***Call the police if someone is leering through the window***

If family members see someone leering through the window, they should make every attempt to act as natural as possible, walk to the nearest room with a phone and contact the police. They should then turn on the lights and remain inside the house until help arrives. Family members may want to keep the shrubbery trimmed to prevent potential criminals from using them as a hiding place.

***Do not let strangers into the home***

If someone comes to the house, family members should not open the door unless they are positive of the person's identity. They can use a window or "peephole" in the door to help identify the person. If they have a postal or shipping delivery, they should not be afraid to ask the delivery employee for photo identification. If they are uncomfortable opening the door, they can ask the delivery employee to leave the parcel on the doorstep. If a motorist with a disabled vehicle or someone else in need of assistance comes to the door, family members should obtain the number the person wants to call and call it from inside. They can talk through the locked door. Criminals can be female as well as male; therefore, family members should take the same precautions with a woman on their doorstep as they would take with a man.

***Be careful when speaking to unknown callers on the telephone***

Family members should not, under any circumstances, volunteer information to an unknown telephone caller. Criminals often use this as a means of finding out whether someone is alone and, if so, for how long. Family members should always leave a caller with the impression that someone is with them. If family members receive obscene phone calls, they should hang up at once. If the caller persists, family members should contact the police and the phone company, as it may be necessary to have the phone number changed. They may also want to have an answering machine or caller ID that allows them to monitor calls before answering them. It can be a deterrent to potential criminals if the answering message is recorded in a man's voice.

If someone calls and asks for the service member, family members should not tell them that the service member is deployed. They should tell the caller that the service member is sleeping or cannot come to the telephone and offer to take a message. If someone calls and claims to be an official military spokesperson requesting social security verification or the social security numbers of the family members, family members should ask them to mail the form and say that they will fill it out and return it to the proper agency. Family members should not give social security numbers to persons over the phone unless they have contacted an agency themselves and are requesting a service or information that requires it.

**Family Safety Measures When Away from the Home**

When family members are away from the home, they should still exercise caution to keep themselves safe during the deployment.

***Be alert when leaving or returning to the house***

Family members should be especially alert when leaving and returning to the house. Before leaving, they should make sure that all of the doors and windows are locked. Family members are encouraged not to place a house key in a mailbox or under the doormat. Those locations are probably the first two places a potential burglar will look. They can leave a key with a trusted friend or neighbor instead.

***Do not go places alone***

When going out, family members should make sure they have a friend with them, especially at night. They are less likely to be targeted by potential criminals if they are with others.

***Stay alert***

While walking, family members should keep their heads up and their eyes open. They should stay alert to where they are and who is around them. Being aware of what is going on around them is often a family member's best defense.

***Be careful when handling cash***

When using an automated teller machine, family members should be sure to use those that are placed in well-lit areas. They should avoid secluded, outdoor sites especially at night. When shopping and paying for merchandise with cash, family members should be careful not to expose large sums of money in their wallets. They can help deter potential criminals by not giving them a reason to attack.

***Take action if being followed***

If family members think they are being followed while walking, they should cross to the other side of the street and change their route to a well-lit, populated area. If they feel like a car is following them, they can turn around and walk in the opposite direction.

## **Family Safety Measures When in the Car**

When away from the home in the car, family members should also exercise caution to minimize risk from potential criminals.

***Be aware of surroundings when approaching the car***

Family members should keep their heads up and scan the area as they approach their cars. If they see people standing near the car or looking in the windows of the car, family members should not go to it. They should also look inside the car before getting in to see if anyone is hiding there, even if the door is locked.

***Have keys in hand when approaching the car***

When family members walk to their cars, they should have their keys in their hands so they do not have to linger before entering the car.

### ***Make it a habit to lock car doors***

Family members should always lock their car doors as soon as they enter or leave it and keep the doors locked when driving. When family members go to a gas station, they should lock their car while they are there. This alleviates the possibility of someone sneaking in the other side while their attention is focused on the gas pump.

### ***Take action if being followed***

If family members think they are being followed, they should not go home. They should go to a well-lit public place or police station for help.

## **Deployment and the Media**

The general public takes great interest in the activities and lives of military personnel. During deployment periods, the media may request interviews from spouses and other family members. Reporters may become very interested in spouses, their situation and the work of the deployed service member. Reporters may contact spouses to ask how they feel and what they think about the service member's deployment. Family member participation in media interviews is completely voluntary, but they do help the general public understand what families are experiencing. Family members should remember that installation public affairs officers are available to advise and support them when dealing with the media. The contact information for the local PAO can be found in the [Base Installation Directory from Military Handbooks](#).

**> Installation PAOs can provide advice and support to family members when dealing with the media.**

## **Understanding the Role of the Media**

By informing the public, the representatives of the media are playing a vital role in society. Most journalists are polite but persistent. Family members should be aware that if a journalist stops them on the street or phones them to request an interview, this does not constitute harassment. As bothersome as this may seem, journalists are only doing their jobs. If a family member declines to comment or declines to provide an interview and the journalist persists, that can constitute harassment.

## **The Right to Say No**

Family members should not be intimidated by people reporting for the media. If family members do not want to speak with the media, they should say so and walk away. They have every right to say no to a journalist. However, if a reporter refuses to take no for an answer and is bothering a family member in person or on the phone, this could constitute harassment. Family members can politely refuse to discuss

any subject or answer any question that makes them feel uncomfortable. If they do agree to an interview with the journalist, they have the right to end it at any time and for any reason. If family members believe that a journalist is behaving inappropriately or violating a code of ethics, they should not hesitate to let the reporter know and then contact their public affairs office for assistance.

**> No one can force family members to make comments. Family members decide what information they want to share with the media.**

## Tips for Dealing with the Media

If family members decide to grant an interview with the media, they may want to review the following tips to help ensure that they are as prepared as possible.

### *Know with whom they are talking*

Before beginning an interview, family members should ask the reporter for his or her contact information. The reporter should be able to provide his or her name, telephone number and the name of his or her employer. By asking the journalist for their contact information, family members can help create a good, open relationship with the journalist that allows them to contact the reporter if they have to. Even if family members decide to decline an interview, asking the reporter for his or her contact information is good idea.

### *Remember operations security when responding*

Through contact with the deployed service member, family members may know sensitive information that should be kept confidential to ensure the safety of the service member. Because of today's technology, malicious individuals may have instant access to what family members say and may use their words to the disadvantage of deployed service members. Family members should make sure they do not disclose sensitive information. Before answering any questions related to deployed service members, they should ask their service members whether there is any information related to their duties during deployment that family members are not allowed to disclose. Typically, sensitive information that family members should not release to the media includes exact numbers and locations of service members, planned troop movements, redeployment dates or any other information that would help identify the mission.

In addition to information about service members and their units, family members should also refrain from providing any personal information such as their address, home telephone number and any specific information about their family such as the name of their children's schools. If family members do not want to answer a question because they believe it may violate OPSEC, they should explain that to the reporter to discourage follow-up questions on the matter.



➤ **When it is not clear whether a statement may violate OPSEC, family members should contact a PAO or refrain from answering the question.**

***Talk only about what is known***

When giving an interview, it is best for family members to stick to subjects that directly concern them and that they feel confident discussing. It is perfectly acceptable to say “I do not know” when responding to questions. Family members should avoid answering questions based on speculation or rumors. Typically, it is best to avoid hypothetical questions, as the answer will also be hypothetical. If the answer to a journalist’s question is an opinion on the matter, family members should make it clear that it is only their opinion. Family members should not suggest that they are speaking for the service member, the service member’s unit, any branch of service or the DoD.

***Remain calm and professional during an interview***

If family members decide to grant an interview to the media, they should be relaxed, confident and professional during the interview. They should think before they speak. A positive, enthusiastic response can build morale and show American resolve. On the other hand, a poorly thought-out response can create false beliefs, confusion or damaging speculation. If family members are going through an emotional crisis, it is probably best not to speak with reporters during that time. In that situation, family members may not be able to give thoughtful answers.



***Remember that everything is on the record***

Family members should remember that everything said will be “on the record.” They should not say anything, even in jest, that they do not want to read, see or hear later on.

***Ask for help if needed***

Whether family members live on or off of an installation, the military prefers that they contact the PAO whenever a reporter requests an interview. Public affairs officers can advise and assist family members in their dealings with the media.

## Communicating during a Deployment

There are many ways for families to remain in contact with the service member throughout the deployment. Spouses can remain informed on any unit news by staying in contact with the command through the rear detachment, unit military ombudsman networks, family readiness groups, family readiness officers or key spouses. Family members can also keep in direct contact with their service members during their deployment through letters, care packages, email and telephone and video-conferencing. In the event of an emergency, family members can contact their service member through the American Red Cross.

### Communicating with the Command

During a deployment, spouses may need to communicate directly with their service members' units. service members' units can provide spouses with assistance during the deployment, even when the majority of the unit is deployed to another part of the world. Military ombudsman networks, FRGs and FROs associated with the unit can also provide assistance to spouses and other family members during the deployment.

➤ **Knowing how to communicate with the command in advance can make getting assistance easier.**

### Rear Detachment Commander

When a unit deploys, a portion of that unit stays behind. This portion of the unit maintains the unit operations, is charged with providing assistance to families of the deployed service members in the unit. Upon deployment, the rear detachment commander assumes the duties of the unit commander and maintains regular contact with the deployed unit commander at the mission site. The RDC is responsible for the administrative operations of the RD, including maintaining command and control, accounting for unit property and equipment and managing personnel.

The deployed commander's goal is to accomplish the mission while keeping service members safe and then bringing them home to their families and communities. The RDC works to help families solve their problems at the lowest level so that the problems and resulting anxieties do not overflow to the deployed service members or require the attention of the deployed commander. This mutual coordination and support between the deployed commander, the RDC and military ombudsman network, FRG or FRO significantly enhances the morale of the organization.

#### *Serves as vital communication link to the command*

During a deployment, the RDC maintains contact with the deployed unit commander to ensure that the deployed commander has timely and accurate information and can help resolve issues on the home

front. Because of this constant contact, the RDC can provide two-way communication with the forward deployed unit, allowing family members to contact their service members. The RDC can work with the ombudsman network, FRG or FRO to establish Internet connections and video teleconferences with the unit so that families can contact their service members.

***Provides local support to families***

The RDC is knowledgeable about available resources in the community. Additionally, the RDC can provide family members with information or referral for support provided through the military community related to financial issues, legal affairs, medical services and personnel service systems.

***Maintains contact with unit families***

In addition to maintaining contact with families of service members who remain at the installation, the RDC keeps in touch with families that return to their home of record or otherwise leave the local area during their service members' deployments. This ensures that the unit can contact the families in case of emergency, regardless of where they are located. Families should ensure that the RDC has their new address if they move during a deployment.

***Links the unit military ombudsman network, FRG or FRO to the deployed unit***

The RDC serves as the official information source for families for unit matters. The RDC works with the unit's ombudsman network, FRG or FRO to plan and conduct family briefings, prepare postings for unit family readiness websites and review unit family readiness newsletters. The RDC also coordinates with the ombudsman network, FRG or FRO to help plan social or recreational activities to build and sustain morale and camaraderie.

**Military Ombudsman Networks, Family Readiness Groups, Family Readiness Officers and key spouses**

Depending on the branch of service, the service member's unit may have an associated military ombudsman network known as an FRG; Marine Corps Unit, Personal and Family Readiness Program; Air Force Key Spouse; or a unit ombudsman. These organizations or individuals provide an avenue of mutual support and assistance and a network of communication for family members, the chain of command and community programs.

Communication and Support				
<a href="#"><u>Army FRG</u></a>	<a href="#"><u>Marine Corps UPFRP</u></a>	<a href="#"><u>Navy Ombudsman</u></a>	<a href="#"><u>Coast Guard Ombudsman</u></a>	<a href="#"><u>Air Force Key Spouse</u></a>

***Serves as an official channel for information from the unit***

Through coordination with the RD, the military ombudsman network, FRG, FRO or key spouses provides a systematic method for disseminating official information from the deployed unit. With phone trees and other methods, the military ombudsman network, FRG, FRO or key spouses can assure that any important messages from the command are effectively and efficiently distributed to families of deployed service members.

***Serves as a resource for information and referral***

The military ombudsman network, FRG, FRO or key spouses can provide families of deployed service members with information to help solve issues or address concerns. Additionally, the military ombudsman network is aware of military and community resources and can refer spouses and their families to local programs and services as needed. Through the military ombudsman network, families can become more knowledgeable and self-reliant.

***Reduces service member and family stress***

By providing these services to family members of deployed service members, the military ombudsman network can help to alleviate family member stress by providing effective and timely support. Additionally, these programs can help reduce stress for deployed service members, making them more confident that their families' needs are being met.

***Fosters a sense of community within the unit***

The military ombudsman network, FRG, FRO or key spouses provides moral support to families and helps establish a sense of community within the unit. Through information briefings, social events and recreational events, the military ombudsman network, FRG, FRO or key spouses fosters increased levels of cohesion and confidence for family members and deployed service members.

## **Communicating with Deployed Service Members**

The greatest morale builder for deployed service members is communication from home. When service members and their families are separated for so long and by so many miles, communication becomes vital. Communication can be challenging when service members do not always have easy access to telephones or computers. Mail service can sometimes take weeks, but family members should not let that deter them. Getting a letter from home can brighten any day for a service member.

## **Operations Security**

During long distance communications with deployed service members, it is crucial for spouses and other family members to remember the importance of operations security. Operations security protects U.S. operations, whether they are planned, in progress or completed. The success of these operations depends on secrecy and surprise so the military can accomplish the mission more quickly and with less risk to individual service members. Family members can help ensure the security of deployed service members' units by not disclosing certain information.

**Do Not Disclose:**

- Unit mission or the number of personnel assigned to the unit
- Deployment areas and times
- Port call dates
- Special shore deployments
- Unit morale or personnel problems
- Troop movement
- Military intentions, capabilities or operations
- The location of the family during the deployment
- The planned return date for service members

When practicing OPSEC, family members should be careful not to talk about sensitive information in public settings or over the telephone, post pictures or information on websites or blogs, include sensitive information in emails or attachments or write about sensitive information in newsletters. Additionally, family members should ensure that they shred or destroy unneeded documents and papers providing information on operations.

## **Military Postal Service Agency**

Through an agreement with the U.S. Postal service, the [Military Postal Service Agency](#) acts as an extension of the USPS abroad, providing postal services to members of the military services and DoD civilians. The MPSA is required to adhere to USPS rules, federal laws and various international laws and agreements for movement of military mail into over 85 countries. It provides postal support to theater combatant commanders through the individual branch of services' theater postal commands.

## **Military Addressing Tips**

Service members look forward to receiving letters and packages from home while on deployment. But family members should know that mail to the deployed theater is irregular at best. As much as two to three weeks can pass between the time a letter or package is placed in the mail and the time the deployed service member receives it.

When addressing a letter or package, family members should make sure that the address they have is correct. If letters are not addressed correctly, they may be delayed in reaching the service member, if they arrive at all.

**> The unit's rear detachment can provide the proper address to use during the deployment.**

The DoD has issued the following guidelines for addressing mail to deployed military and civilian personnel in support of Operation New Dawn and Operation Enduring Freedom.

### *Use service members' full names*

The DoD cancelled the “any service member” program that allowed individuals to send packages to any service member in the deployed theater. Letters or packages must be addressed to a specific individual to be sent to the deployed theater. When writing service members' full names, family members should include the rank, first name and last name.

### *Include the unit designation and Air/Army Post Office/Fleet Post Office address*

A service member's unit designation is the name of his or her unit. In addition to the unit designation, letters and packages need to include the Air/Army Post Office (for soldiers and airmen) or Fleet Post Office (for sailors and Marines) address along with the nine-digit zip code (if one is assigned). When using the APO/FPO address, family members should not include the name of the city or country. This ensures that the package is handled in the military mail system instead of the international mail system.

### *Include a return address*

Family members should include their return address on the letter or package they are sending to ensure that the package is returned if deployed service members cannot be contacted.

### *Print on one side of packages*

Family members should only print on one side of the package. They should write the service member's address in the lower right portion and the return address in the upper left portion of the package.



## **Restricted Items**

Before sending a letter or package to service members overseas, family members should be aware of any mailing restrictions. Mail addressed to military and diplomatic post offices overseas is subject to certain conditions or restrictions regarding content, preparation and handling.

Although there are specific restrictions for each five-digit APO/FPO, the following items are prohibited in mail destined for the region of ODN and OEF.

**Prohibited Items:**

- Obscene articles, prints, paintings, cards, films, videotapes and similar items; and horror comics
- Any matter depicting nude or seminude persons, pornographic or sexual items or unauthorized political materials
- Bulk quantities of religious materials contrary to the Islamic faith (items for the personal use of the addressee are permissible)
- Pork or pork byproducts
- Fruits, animals and living plants
- Alcoholic beverages or materials used to produce alcoholic beverages (for example, distilling material, hops, malts, yeast)

A full listing of mailing restrictions by country can be found in the [USPS International Mail Manual](#). Specific restrictions regarding content, preparation and handling for APO and FPO ZIP codes can also be found on the [USPS Military Mail](#) website.

**Letters**

Letters are a great way to stay in touch during deployment. Long distance telephone calls can get very expensive and the availability of email can be sporadic. By contrast, sending letters is relatively inexpensive and they can be re-read during lonely moments or times when phone and email are not available. Letters can sometimes be more powerful than other forms of communication, as they provide service members with something tangible to carry with them throughout the deployment. Family members should keep in mind that the mail can take a week or more to reach service members and that military operational schedules can delay mail even more. If family members have been receiving mail regularly from their service members and the mail suddenly ceases for a week or longer, there is usually no cause for alarm. Delays such as these are often due to circumstance such as extended operations or bad weather. When writing letters to service members, family members may want to consider the following tips.

***Number letters***

Letters from home may not arrive in the order in which they were sent, so it helps if family members date and number their letters so that service members will know which to read first. Family members can number their letters on the outside of the envelope so that if more than one letter arrives on a particular day, their service members will know which one was written first.

***Remember that letters can take awhile to get to service members***

Any letters that family members send may take a week or more to reach to service members. Situations often change before a letter is received. Family members are encouraged to avoid making major decisions or arguing by mail.

***Have children send separate letters***

Encourage children to send their own letters and encourage service members to answer each of the children's letters individually. Having deployed parents answer each letter individually and keeping them informed of family events, such as ball games, class plays and grades in school, can help maintain and strengthen their individual relationships with their children.

***Remember OPSEC***

Although mail will not be censored by the military, family members should still remember OPSEC when writing letters to their service members. Family members should remember that indiscrete letters can endanger the well-being of their service members' units. If spouses write letters to other family members while their service members are deployed, they should remember not to disclose official matters or unit movements and plans.

***Be honest in letters, but be tactful***

Some family members send letters about how great everything is at home or how perfectly the children are behaving. Service members know that things do not run that smoothly even when they are home. The more "everything is great" letters they get, the more service members are likely to worry about what might be omitted from their letters. Service members might also misconstrue those letters to suggest that they are not needed at home anymore. Other family members swing too far in the opposite direction, including every little problem or irritation in a letter. These letters can make service members feel guilty about being away and not being able to help support their families at home. Service members want to know about things happening at home, both good and bad. When writing letters, family members should try to be honest and balanced, sharing both joys and frustrations, always making it clear how much the service member is missed, but that the situation is tenable, can be managed and will make them stronger.

***Be clear in letters***

Family members should express themselves clearly and unequivocally so that service members will not have to say, "I wonder what was meant by that." Neither service members nor family members should have to read between the lines or spend time worrying over what something means or implies. If something in a letter is unclear, service members and family members should not hesitate to ask about it in their next email or letter.



***Answer all questions***

Family members should make sure that they answer all of their service members' questions when they respond to their letters. If they do not answer all of the questions, service members may begin to worry that their family members are hiding something. Service members are also asking those questions because they want to feel truly involved in what is happening at home. By taking the time to answer all of their questions, family members can help service members to feel connected with everything happening at home.

***Be careful with sarcasm and humor***

Family members should use sarcasm and humor with great care in their letters. When speaking with someone face-to-face, tone of voice and facial expressions can clearly convey when one is being sarcastic or when one is kidding around. It is not so easy to convey those things in writing.

***Avoid rumors and gossip***

Family members should avoid rumors when writing to service members, especially if they deal with classified subjects such as unit movements or deployments. Remember the importance of OPSEC. Gossip about other members of the unit or their families can cause unnecessary trouble, regardless of whether the gossip is true.

***Do not write when angry***

Family members should not write to their service members if they are angry with them or having a particularly bad day. Instead, they can express those feelings in a journal. Writing things down in a journal can help to sort through feelings and can help people refocus on what is really important. Spouses should remember there is no "kiss and make-up" when service members are away and written words are far more permanent than spoken ones. Sometimes talking to a friend or a chaplain about frustrations and feelings can help put things in perspective.

***Be clear when sharing bad news***

If family members have to give bad news in a letter, they should try to be clear and to the point and explain all the details including any relevant dates. If there are more minor problems that their service members cannot help to resolve during the deployment, family members may not want to make too much of them in their letters. There are many organizations on the installation and in the community that can provide family members with assistance in solving a number of different issues.

***Express appreciation for letters***

When responding to their service members' letters, family members should make sure they let their service members know how much they appreciate getting letters. By acknowledging appreciation for letters, family members can have a positive impact on a service member's mood and outlook.

### ***Share feelings openly***

Family members should share their feelings as openly as they can. They should let their service members know that they would like them to share their feelings as well. Family members, especially spouses, should also try to communicate the feelings of love and appreciation that they feel and let their service members know how and why they love them. Just because service members and spouses are separated, their need to express affection does not diminish. Saying “I love you” to a spouse means just as much when it is written as it does when spoken in person.

### ***Write often and about anything***

Family members should write often and write about anything, even the weather. Letters can be long detailed accounts of day-to-day activities or short “thinking of you” messages. No matter the length, letters are greatly appreciated. Writing letters regularly and sharing the details of the days and weeks help to maintain an emotional connection and make it easier to reunite with service members at homecoming.

## **Care Packages**

While the military provides service members with most of the items they need during a deployment, families can send care packages to their service members with special items from home that will make life more comfortable. Immediate family members may want to encourage other members of the extended family and members of the community to create and send care packages as well.

Parcels and articles mailed from outside the continental United States are subject to examination by U.S. Customs’ officials. When sending a package to an APO or FPO, the package will generally need completed Customs forms. More information on Customs’ regulations and required Customs’ forms can be found on the [USPS Customs Forms](#) website. When assembling care packages for service members, family members may want to consider the following tips.



### ***Remember that packages can take awhile to get to service members***

Parcel post to the deployed theater can take a week or more to get to service members. Depending on service members’ operational schedules and locations, the package may be delayed even further. Family members should not send perishables through the mail. If they are sending a package for a special occasion, family members may want to send it early enough to ensure that the package arrives in time.

***Number packages***

As with letters, packages may not arrive in the order in which they were sent. By numbering the packages, service members will know that other packages are on the way if they arrive out of order.

***Remember that service members may not have much storage space***

With the exception of consumables, it is usually a good idea to limit the size of packages and keep the items small. Storage space is almost always extremely limited.

***Remember to account for extreme temperatures***

When sending packages to service members deployed in the desert, family members should remember that temperatures there typically exceed 100 degrees. These extreme temperatures can melt certain foods, creating a mess inside the package.

***Remove batteries from items***

If sending an item that uses batteries, family members should remove the batteries and wrap them separately before shipping. Battery powered items can sometimes get turned on accidentally during shipment.

***Place liquids in heavy plastic bags***

If the package contains any items that may spill or leak, family members should put the items in heavy plastic zipper-lock bags. Freezer bags also work well and service members are likely to find other uses for them.

***Use sturdy packaging and pack items securely***

Packages will travel a great distance to get to service members. Family members should use a sturdy container, realizing that the package may not arrive in its original form. If the package is sent using a recycled box, family members should make sure to cover all previous labels and markings with a heavy black marker or adhesive labels. For fragile items, family members may want to consider using two boxes, packing the fragile item in the smaller box with a layer of cushioning inside. That smaller box can be placed in a slightly larger box with cushioning in between them to help absorb shock.

Although Styrofoam packing will help cushion the package, family members can maximize the space in their package by using reusable packing material. Fragile items can be surrounded with small packages of tissues, copies of the local newspaper, plastic zipper-lock bags filled with popped popcorn, small bean bag-style stuffed toys (for service members to hand out to local children) or anything else that the service member will be able to use.

***Enclose a card listing the address and contents of the package***

Family members should include service members' names and addresses and their own name and address on a card inside the package. Improperly wrapped packages can fall apart during shipment. By including a card inside that lists the contents, mail handlers can help put together the items if the package breaks apart. If the package should be damaged and neither address on the outside can be read, it will be opened by the post office. Having service members' addresses and the return addresses on the card inside the package will help the post office to deliver the package mail.

***Do not use wrapping paper or string***


If possible, family members should not use wrapping paper or string, cord or twine on the outside of the package. These items can cause problems with postal machines. The post office recommends the use of reinforced, nylon strapping tape.

***Identify packages that include magnetic recorded tapes***

If the package contains any video or audio cassettes or players, family members should mark their package with the words "MAGNETIC RECORDED TAPES INSIDE-DO NOT X-RAY."

***Know about the services available through the USPS***

For family members sending mail to service members while they are deployed, the USPS offers the Priority Mail APO/FPO Flat Rate Box. This allows family members to pay a specified flat rate for packages sent to service members, regardless of weight or destination.

 More information about USPS services can be found on the [USPS Priority Mail APO/FPO Flat Rate Box](#) website.

***Know that service members may not have privacy***

When sending things to the deployed theater, family members should consider that service members may not have the luxury of privacy. What is sent will undoubtedly be seen by a number of other people. Sometimes these packages are opened for security reasons or by Customs officials. Service members may open the package in front of others as well.

***Send non-perishable food items***

When sending food items to service members, family members should remember not to send perishable items as these may spoil during transit. Family members should also wrap food securely so it will be edible on arrival. Chocolate may melt before it arrives. If the package does include something that may melt, make sure that it is wrapped separately to protect the other items in the package. Here are some suggestions for foods that travel well and will be appreciated:

- **Snacks** – Service members will likely appreciate any snacks from home. When determining what snacks to include, family members should look for small, hard containers of chips, pretzels and

nuts. These containers are easier to carry than large containers. Avoid bags, which may burst under high or low pressure. If the package contains large bags or containers, consider including smaller zipper lock plastic bags so service members can pack smaller amounts of snacks to carry. Snack cakes, cheese crackers and cookies are also usually appreciated. Salty snacks are usually a good idea for service members deployed in the desert, especially during the summer months, as they encourage service members to drink more water.

- **Candy and gum** – If sending chocolate, gum or other types of candy, understand that these may melt in warmer climates. Pack them in plastic zipper-lock bags. Family members may want to send extra for service members to share, especially if they come into contact with children.
- **Powdered drink mixes** – Service members can add these powdered drink mixes to water for a treat. In colder months, family members can send hot beverage mixes such as cocoa, instant coffee, tea bags, and creamer. For warmer months, they can send sweetened drink mixes such as lemonade and iced tea.
- **Meal enhancers** – Family members may want to send anything that can be used to enhance the flavor of service members' meals ready to eat. These can include ramen noodles, seasoned salt, individual packets of hot sauce, ketchup, mustard, relish, etc.
- **Quick protein** – Service members usually enjoy items that provide quick sources of protein such as energy bars, tuna fish, sardines, non-perishable beef jerky or beef summer sausage.

### *Send personal care items*

Although service members will be issued personal care items while deployed, family members can help remind them of home and make the deployment a little more bearable by supplementing issued items with additional personal care items such as the following:

- **Small, travel-size containers of personal care products** – Send small, travel-size containers of personal care products, but avoid aerosol cans. When packing these items in a care package, keep liquids from spilling by covering the opening of the container with plastic wrap and recapping before shipping.
- **Toiletries** – Service members can always use a new toothbrush and additional toothpaste, dental floss, cotton swabs, shaving lotion, disposable razors, shampoo and small packages of tissues.
- **Personal care** – Personal care items, such as individually packaged baby wipes, eye drops, lip balm, lotion, aspirin or other pain reliever, deodorant, sunscreen and feminine hygiene products are also really appreciated.
- **Foot care** – Service members will likely spend a lot of time on their feet every day during the deployment. Foot care products, such as moleskin, medicated foot powder and athlete's-foot ointment often come in handy.
- **Goggle-style sunglasses** – If service members are deployed to the desert, they can always use another pair of sunglasses.

- **Cotton socks and underwear** – Additional pairs of socks and underwear are also appreciated by service members. If family members do send socks and/or underwear, make sure the garments are made of 100 percent cotton rather than a cotton blend.

### *Send entertainment and communication items*

In addition to personal care and food items, service members enjoy receiving entertainment and communication items in their care packages. Here are some items to consider including:

- **Reading material** – This can include paperback books, current magazines, comic books or copies of the hometown newspaper.
- **Word games, puzzles and other games** – Items such as crossword puzzles, word searches, jigsaw puzzles, foam footballs and basketballs, Frisbees, Hacky Sacks, playing cards and yo-yos can help service members pass the time while deployed.
- **Electronics and batteries** – Service members always appreciate electronic devices such as portable DVD players and CD players, DVDs, CDs and handheld electronic games. If electronic devices require batteries, family members should make sure to send additional batteries in the care package. Size AA and D batteries are often in high demand in the deployed theater.
- **Calling cards** – If service members have access to a telephone, making collect calls home can become expensive. Family members can help keep the cost down by adding calling cards to their care package.
- **Writing materials** – Provide notepaper, envelopes, pens, pencils and stamps so services member can continue to send letters home.

### *Send reminders of home*

Of all of the items family members can place inside a care package for service members, the most important items to them may be simple reminders of home and reminders that their loved ones are thinking of them. Family members can include a personal note, photographs and family videotapes.

## **Email**

Email can be an efficient way to communicate with service members overseas. It is a very quick method of communication and is relatively inexpensive and versatile.

➤ **If family members do not have a computer with Internet access at home, they can use one at a community library, cyber café or at the nearest military installation or family readiness agency.**

***Remember OPSEC when writing emails***

As with letters, family members should remember to practice OPSEC when writing emails to deployed service members. They should not disclose official matters, operational details or unit movements and plans in emails.

***Number emails***

Even though emails come with a time-date stamp, these are not always effective due to the time differences and how often service members are able to check email. By numbering emails, family members can ensure that the deployed service member will read them in the proper order.

***Be patient when awaiting a response***

Family members should be patient when awaiting a reply from deployed service members. Service members may not be able to access their email due to operational requirements. Although they may read email sent by family members, they may not have time to respond immediately. Additionally, the email networks in remote areas or on ships are not always operational.

***Try to send small, mostly text emails***

It is usually better to send small, mostly text email messages to deployed service members. If the message contains graphics or attachments, the email may be undeliverable because of download times and military network restrictions.

***Remember that email is not secure***

Emails sent to deployed service members can be read by many other people and may be screened by others. Family members should keep this in mind when deciding what information to share.

***Try not to write emails when angry or upset***

Family members may want to be careful about using email to send an emotionally laden message. If they are angry or upset and need to get it off their chest, they should go ahead and write the email but save it for 24 hours. After this time, they should reread the email before sending it. It is usually best to communicate strong feelings over the phone when it is not possible to do so in person.

## **Telephone Calls and Video Teleconferencing**

Although letters and emails are great forms of communication, neither can replace the feeling of actually hearing a loved one's voice. The following recommendations can help family members make the most of their telephone conversations.

***Consider using calling cards***

Telephone calls to other countries can be very expensive even when using a cell phone. Calling cards can lower costs and are sometimes provided at no cost to members of the military. Family members

should be sure to research hours, rates and service charges that will accrue when using calling cards and remember to check the calling area covered by the rates. The rates quoted may not be applicable when a card is used to place calls from areas other than the home phone or local calling area.

➤ Prepaid phone cards usually list the number of minutes, but the minutes listed are often for use in the United States and they may differ for out-of-country calls.

The Veterans of Foreign Wars of the United States provides phone cards to deployed service members and hospitalized veterans at no cost through their [Operation Uplink](#).

### ***Determine the availability of video teleconferencing***

During some deployments, service members' units may have access to video teleconferencing. If family members have the opportunity to do a video teleconference, they will need to coordinate with the military ombudsman network or family readiness group to determine the time and place.



### ***Keep a written list of things to talk about***

Due to time zone differences and mission requirements, the frequency and duration of telephone calls may be limited. Family members may want to keep a list of topics to talk about when calling. This can help them make the most of their limited phone time with their service member.

### ***Try to stay positive and upbeat***

When speaking with deployed service members over the telephone, family members should try their best to stay positive. If they are not able to remain upbeat throughout the conversation, they should try to end their conversation on a positive note.

### ***Discuss daily activities***

Family members should discuss problems and solutions during their call if they need to address them, but should not let the entire call revolve around these issues. They should take time to discuss their daily activities; doing so will make it easier to reconnect with the service member at homecoming.

### ***Keep in mind that service members may not have privacy***

Privacy in the deployed theater is a luxury that service members may not have. When on the telephone, service members may have many other service members close by and may be hesitant to fully express their feelings.



### *Express love for the service member*

Being reminded that he or she is loved and valued can mean so much to a service member. Family members should tell their deployed service members that they love them and that they appreciate the sacrifices they are making.

## **Military Affiliates Radio System**

The Military Affiliates Radio System is a DoD-sponsored program, managed and operated as individual programs by the Army, Navy and Air Force. The program consists of licensed amateur radio operators who are interested in providing auxiliary or emergency communications to local, national and international emergency and safety organizations as an adjunct to normal military communications.

➤ **Calls on MARS are one-way only, meaning only one person may speak.**

Occasionally, deployed service members may be able to place a MARS call home. These calls are made via amateur radio to a receiving station in the United States

and then via commercial phone. Those receiving will only be charged the collect rate from the receiving station, but the call must be limited to three minutes. Family members will get instructions about the MARS call from whoever is assisting at the receiving station.

MARS can also be used if family members have access to email. The message in email form is delivered to a local MARS station and they can then relay the message. The service member's full name, rank, division, squadron or ship and email address for return message will be required. To use MARS in this manner, the message must be less than 50 words.

More information on MARS can be found on the service websites:

- [Army MARS, 9th Signal Command](#)
- [Navy-Marine Corps-Coast Guard MARS](#)
- [Air Force MARS TRANSCON Digital Network](#)

## **MotoMail**

The Marine Corps Motivational Mail System, MotoMail, is a no cost service that provides a discreet and secure way of sending letters to deployed Marines through the Internet. Family members enter their letter on the MotoMail website and within 24 hours, the U.S. Marine Corps Post Office serving the Marine's location downloads the letter to a special printer, which also folds and seals the letter to ensure confidentiality. The letter is then hand-delivered to the service member.

MotoMail is currently available to some forward deployed Marine units in Iraq and Afghanistan. Army, Navy and Air Force personnel who are co-located with deployed Marines are also eligible to receive letters through the MotoMail program. More information on the program is available on the

[MotoMail](#) website.

## Armed Forces American Red Cross Emergency Communication Services

If family members experience a crisis during the deployment, the American Red Cross can help get in contact with the service member. Available 24 hours a day, 365 days a year, the American Red Cross Emergency Communication Services relays urgent messages containing accurate, factual, complete and verified descriptions of the emergency to service members stationed anywhere in the world, including on ships at sea and at embassies and remote locations. American Red Cross Emergency Communication Services keep military personnel in touch with their families following the death or serious illness of an immediate family member, the birth of a service member's child or grandchild or when a family faces other emergencies.

## Replacing Identification Cards during a Deployment

While service members are deployed, family members may feel overwhelmed and need assistance. There are many programs and services on military installations and in the community that provide support and assistance to military families. These programs and services specialize in helping to quickly resolve the unique concerns and problems impacting family members of deployed service members. For family members of active duty service members, access to these programs and service will be the same as when service members were at the installation. Family members of National Guard and reserve service members will have access to programs and services that were not available before the deployment. Descriptions of these programs and services can be found in the [Key Military Organizations](#) section of this guide.

**> Family members must have current ID cards to access programs and services on installations.**

Prior to accessing any of the installation programs and services, family members must be enrolled in the Defense Enrollment Eligibility Reporting System and must have a valid uniformed services identification card. The following sections are designed to inform eligible family members of how to verify and update their information in DEERS during a deployment and how to receive replacement ID cards during a deployment.

## Verifying and Updating Family Member Information in DEERS

If family members are already enrolled in DEERS, they can verify their information by visiting the nearest ID card facility (also known as a Real-time Automated Personnel Identification System Site). As a registered family member, spouses may make address changes for themselves and their children, but only service members can add or delete family members from DEERS. If the service member has

given them access, spouses can update their address and phone numbers through the [DEERS](#) website or through [TRICARE's Beneficiary Web Enrollment](#). Spouses can also verify and update their family's information through the nearest ID card facility (found through the Defense Manpower Data Center's [RAPIDS Site Locator](#)), by calling the DMDC Support Office at 800-538-9552, by faxing changes to DEERS information to 831-655-8317 or by mail to:

**The Defense Manpower Data Center Support Office**

ATTN: COA

400 Gigling Road

Seaside, CA 93955-6771

When service members are not present due to a deployment, spouses may still be able to enroll themselves and children in DEERS, if they can establish their relationship to the service member, his or her status and if the duration of the deployment can be verified. The spouse should contact the nearest RAPIDS site for guidance. Spouses who do not have a valid power of attorney for DEERS enrollment and updates may wish to contact their service member's rear detachment in an effort to obtain one.

## Replacing Identification Cards

If a spouse or child loses a military ID card while the service member is deployed, a replacement card bearing the expiration date of the lost card may be issued. The spouse should contact the nearest RAPIDS site regarding the issuance of a replacement card. If the member is not deployed, a temporary ID card may be issued. Temporary ID cards are valid for 30 days and are considered on a case-by-case basis.

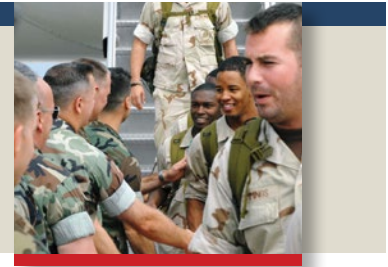


MILITARY  
**Deployment Guide**

# Post Deployment Phase

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# Post Deployment Phase



This section of the guide is intended to help service members and their families to navigate the challenges of the service members' return from deployment and the time immediately following their return. The information presented in this section of the guide applies to returning active duty service members from all branches of service, National Guard service members, reserve service members and all family members (spouses, children and parents) of active duty, National Guard and reserve service members who have completed a deployment.

## Return and Reunion

When preparing for a homecoming, service members and their families go through a range of emotions and, most likely, encounter many stressful days as all of the last minute preparations are made. Once service members return and reenter their families' daily life, some changes will need to be made; service members and their families will need to communicate and determine how daily routines and regular family life will change.

➤ Understanding the different stages of return and reunion can help make it a smoother process for service members and their families.

## Stages of Return and Reunion

Service members and their families go through five stages during their return and reunion: pre-entry, reunion, disruption, communication and normalization. As they move through these five stages, service members and their families reestablish old routines and make new ones while learning to live together as a family again.

**Pre-entry** ➤ **Reunion** ➤ **Disruption** ➤ **Communication** ➤ **Normalization**

### Pre-Entry Stage

The first stage of return and reunion, the pre-entry stage, begins during the last days before the actual reunion. During this stage, service members work long hours to ensure equipment has been turned in

and that they have completed required tasks before arriving home. Family members are often busy trying to prepare everything for their service members' arrival. Worries about getting everything finished on time and making the reunion perfect are common. Both service members and their families may spend a lot of time day dreaming about what the reunion will be like.

## **Reunion Stage**

The reunion stage begins on the immediate meeting of service members and their families and continues into the first few days following the return home. The reunion stage is a time of courtship, joy, relearning and intimacy, as service members reestablish themselves in the family environment. This is not the best time to address problems; it is a time for understanding and for reestablishing family relationships. It is also important to remember that during this time, both service members and family members may be tired, ready to relax and may need some time and space alone to decompress.

## **Disruption Stage**

This stage occurs after the reunion when families return to old routines and establish new ones. During the deployment, families established new routines and redefined roles and responsibilities to account for their service members' absence. Their service members' return home requires everyone to review current routines and change them as needed. This stage can be characterized by some level of stress and frustration. Service members may encounter issues with each family member's new found independence and may experience friction with spouses over finances, control or management of household affairs, establishment of family routines and authority in the decision-making process. Unresolved problems or issues that were present prior to the deployment may arise again during this stage. If service members have children, they may also experience behavioral issues, trust issues or friction between them as service members reassert their parenting responsibilities.

## **Communication Stage**

During the communication stage, service members and their families renegotiate routines, reconnect with each other and redefine family roles. Service members and their spouses have to relearn how to share household responsibilities and how to make decisions as a couple. During this stage, it is important to have good family communication to ensure that everyone understands new rules, routines and expectations.

## **Normalization Stage**

The final stage in the return and reunion process is normalization. In this stage, service members and their families return to the normal family routine of sharing, growing and experiencing the ups, downs, joys and sorrows of a family. During this stage, service members and their families will establish and start following new routines and accept the changes that may have occurred in how they work together as a family.

## Preparing for the Reunion

When planning for a reunion, it is important to consider the expectations that both service members and their families may have and how those expectations may differ from the reality of the reunion.

### Expectations Leading Up to the Reunion

Throughout a deployment, service members and their families imagine what their reunion will be like. Service members may have carried a mental picture with them about how the homecoming would be. It may have included the family running to meet him or her, the baby uttering “Mama” or “Dada” for the first time, the toddler running towards him or her with outstretched arms or an older child huddling close and wanting to know all about the deployment. They may have been dreaming of returning to their house, having home-cooked meals, being able to enjoy hobbies, driving their car or truck again, spending time with their children and regaining intimacy with their spouse. Service members often return home thinking that their role in the house will return to what it was before the deployment and that everything will be just as it was before they left. They may also have a bit of anxiety as they prepare for the reunion, worrying about how well they will fit back in to the family.



Spouses may have been dreaming of their service members’ return as well, imagining the quality time with their service members, the help they will have around the house, the break they will get from being a single parent and the general support and encouragement they will have again. Spouses may also be worried about whether service members will appreciate or resent their accomplishments. They may enjoy their newfound independence and may worry about giving that up.

Children’s expectations leading up to a reunion can run the gamut from excitement to fear associated with not knowing what to expect. They may have spent time coming up with a list of everything they want to do with their service member parent when he or she returns home. Older children may also have some anxiety about addressing issues or concerns that arose during the deployment (for example, trouble at school, a new boyfriend or girlfriend, etc.).

➤ **Try to keep everyone’s expectations as realistic as possible; the reunion may not go as expected, but service members and their families can still enjoy being together again.**

## **The Reality of a Reunion**

As the reunion approaches, service members should understand that things have changed for everyone. The homecoming will most likely be a stressful time as service members begin to adjust to being back at home with friends and family again. A service member's reunion can sometimes cause more stress in people's lives than deployment due to the changes that have taken place during the deployment and concern for how life will change again. Be patient and be flexible.

Although returning service members may not feel as though they have changed during the deployment, they have. They have learned new skills, met new people and had experiences that have contributed to their personality. Upon their arrival home, service members should understand that other people may recognize these changes, even if they do not. Things at home are likely to have changed too. Friends may have developed new friendships with other people. Spouses may have changed as a result of taking on the family responsibilities during the deployment and are probably more independent than they were before the deployment.

Children also changed. They have grown physically, developmentally, emotionally and socially during the deployment. Despite these changes, they will still need support managing the stress associated with the reunion. Children have little life experience and may not know how to act during the homecoming.

## **Tips for Planning for the Reunion**

When planning for a reunion, service members and family members should understand that plans can change at the last moment; flights may be delayed or emergencies may arise that prohibit some family members from being able to attend the reunion. Although service members and their families can never really plan for everything that can occur leading up to the reunion, they should consider the following tips when planning to help make the homecoming memorable and go as smoothly as possible.

### ***Communicate with each other before the reunion***

Service members should do their best to keep family members updated on the return plan and any changes in the schedule. They should also share their own preferences for the reunion.

### ***Budget for the reunion***

Reunions add expenses to a family's budget, such as higher food bills and greater transportation costs. Service members may want to encourage family members to plan carefully. Drafting a budget for the reunion can help family members decide what can be included and what cannot be included in the reunion event and can help control family costs.

### ***Involve children in the planning***

Children should be included in the reunion planning as much as possible, taking into account their ages



and developmental levels. Spouses or caregivers can have children help with planning special outings, making small gifts, making a welcome home banner or helping to cook the homecoming meal.

### *Have realistic expectations*

Service members should try to keep expectations for the reunion in check and encourage family members to establish realistic expectations as well. Spouses or caregivers can help control children's expectations by talking to them ahead of time and by keeping them involved in the planning and upcoming festivities.

### *Decide who will be part of the reunion*

Service members should decide who they would like to have present at the initial reunion. Some service members may want to limit it to only immediate family members while others may be comfortable including extended family and friends as well. Knowing the service member's preference can make this part of the planning much less stressful for the family member organizing the reunion.

### *Make backup plans*

Given that return dates and schedules can change, service members should encourage family members to make backup plans. Family members may not be able to be to meet a plane due to a work schedule, children's needs, a family emergency or simply lack of advance notice. Family members should make backup plans including how service members will get home if the family is unable to attend the reunion.



**Reunions can be exhausting. Service members and family members should try to get enough rest prior to the reunion.**

### *Get enough rest the night before the reunion*

Few service members and family members get much sleep the night before a reunion. Family members often review last minute preparations and are anxious for the service member's return. Service members and family members should try to get enough rest before the reunion; it can be a long day for everyone involved.

### *Understand that everyone is anxious*

Everyone experiences a feeling of anticipation as the end of the deployment approaches. This may take the form of eagerness for reunion, dread of a return to a problematic situation or a mixture of both. It is also normal for both service members and their family members to feel nervous and wonder how the people have changed, whether they will be accepted and whether they will be proud of the other's accomplishments.

## **Tips for Making the Reunion Successful**

The following recommendations can help make the reunion a successful event for both the service member and their family.

***Be realistic***

As with planning for the reunion, service members should try to keep expectations for the actual reunion realistic. It may not be exactly what everyone has been imagining, but that is alright. Service members and their families should focus on being together again and less on the details of the festivities surrounding that event.

***Remember that the day can be very stressful***

Service members and their families should realize homecoming day is very stressful. Service members have probably not slept very much and may be very tired. Family members may also be exhausted from lack of sleep and from the stress of preparing for their service members' return.

***Remember the backup plan, if needed***

Service members should be patient if no one is there to meet them upon arrival and should use their backup plan to call someone or get themselves home. They should not jump to conclusions or take it personally. Changes in the return schedule, a missed message or family or work responsibilities are likely explanations; not a lack of desire from families to see their service members as soon as possible.

***Show appreciation for family members' accomplishments***

Service members are encouraged to show their appreciation for the extra work their families have taken on while they were away and for handling all of the household responsibilities. Service members should refrain from criticizing the ways their family members are handling these added tasks, even if it is very different from how they would have done it. Many returning service members feel a little hurt at finding out how well their families have managed without them. Instead, service members can take pride in knowing they are part of a strong, resilient family.

***Focus on positive changes***

Service members should try to look for the positive changes in their family, such as how children have grown and matured, new skills family members have learned or household improvements spouses have managed. Service members can tell family members they are proud of them for how they managed during the deployment and should make a conscious effort to make positive comments about any changes that they notice.

***Be patient with children***

Children may not welcome service members back immediately with smiles and hugs. Very young children may not have clear memories of their service member parents and may be shy or even scared of them at first. Older children may be angry at service members for being away so long. Teenagers may resent giving up some of the independence and responsibility they had during the deployment. Service members should be patient as children take the time to get to know them and accept them as a parent again.

### *Agree on a near-term schedule*

Disagreements between service members and their families can arise over the schedule for the first days after the return. Service members may be tired and want nothing more than to stay at home and relax. Families may want to plan social outings or go visit friends and family. Service members should discuss this with their families to avoid stress and frustration. It may be possible to plan the first few days in a way that meets everyone's expectation, allowing a lot of time for rest and a couple of visits to close friends or family members.

## Post Deployment Affairs

Shortly after return from deployment, service members will have various options for taking some well-deserved leave. During this time off, service members should revisit some of the preparations made prior to their deployment. The following sections provide an overview of the leave options that may be available to service members after a deployment as well as descriptions of the administrative, legal, financial and employment affairs that service members may need to address.

### Leave following a Deployment

➤ Because opportunities to take leave while on deployment were limited, service members may have a large amount of chargeable leave available when they return home.

Once service members return home, they will probably want to take some well-earned time away from work to spend with their families. The following sections provide an overview of two leave accrual programs that may have increased the amount of leave that service

members have available to them upon their return, a summary of "block leave" and the compensation options available to National Guard and reserve service members for their leave following a deployment.

### Special Leave Accrual

Normally, members of the military lose any accrued leave in excess of 60 days at the end of the fiscal year (75 days during the period of October 1, 2008 through September 30, 2013). In some cases, service members may accrue and not lose additional days of Special Leave Accrual if certain circumstances are met.

#### *Received hostile fire or imminent danger pay*

If service members served on active duty for a continuous period of at least 120 days in an area in which they received hostile fire or imminent danger pay, they may be eligible to accumulate up to 120 days leave at the end of the fiscal year. Any accrued leave in excess of 60 days (75 days during the period of October 1, 2008 through September 30, 2013) will be lost unless the excess leave is used before the end of the third fiscal year (fourth fiscal year if leave was accrued during the period of October 1, 2008 through September 30, 2013) following the fiscal year that service members qualified for SLA.

***Assigned to deployable ship, mobile unit or similar duty***

If service members did not serve in a hostile fire or imminent danger area, but were assigned to a designated deployable ship, mobile unit or other similar prescribed duty, they may also be able to accumulate up to 120 days of leave. Any accrued leave in excess of 60 days (75 days during the period of October 1, 2008 through September 30, 2013) will be lost unless the excess leave is used before the end of the third fiscal year (fourth fiscal year if leave was accrued during the period of October 1, 2008 through September 30, 2013) following the fiscal year that service members qualified for SLA.

***Assigned in support of contingency operation***

If service members served in a duty assignment in support of a contingency operation, they may be authorized to accumulate annual leave in excess of 60 days (75 days from October 1, 2008 through September 30, 2013). In this case, service members can retain the excess leave until the end of the second fiscal year following the fiscal year in which the duty assignment in support of a contingency operation was terminated.

***Sell back of additional SLA leave for enlisted service members***

For enlisted service members who would lose excess leave (leave in excess of 120 days), they may be able to sell back up to 30 days of SLA at any time. If service members do sell back this leave, these days will count toward their cap of 60 total days sold back over the course of a career. The sell back option for excess SLA leave days only applies to enlisted service members; officers may not sell back additional SLA leave.

## **Post Deployment/Mobilization Respite Absence**

The Post Deployment/Mobilization Respite Absence is a category of administrative absence that applies to deployments and mobilizations that were underway on or starting after January 19, 2007.

**> When deployment or mobilization frequency exceeds a specified level, service members are entitled to earn additional administrative absence days of leave under PDMRA.**

***Active component PDMRA***

Active component service members who have deployed on tours in excess of 12 months during the last 36 months qualify for PDMRA. Time in a deployed status started on the day service members arrived in theater and ended on the day they departed from the theater of operations. For every month service members were deployed in excess of the 12 month threshold during a 36-month period, they are entitled to receive a specified number of administrative absence days. Days awarded under the PDMRA to active component service members are

- One day of PDMRA per month in excess of 12 months during the 36-month period.
- Two days of PDMRA per month in excess of 18 months during the 36-month period.
- Four days of PDMRA per month in excess of 24 months during the 36-month period.

The number of days accrued are cumulative. For example, if a service member was deployed for a total of 19 months in a 36-month period, he or she will have earned one day each for the 13th through 18th month and two additional days for the 19th month. This would provide the service member a total of eight administrative leave days.

### ***National Guard and reserve PDMRA***

National Guard and reserve service members who have been mobilized for more than 12 months in the past 72 months qualify for PDMRA. Time in mobilized status started on the day service members were mobilized (not the day they arrived in theater) and ended on the day their mobilization was terminated. For every month service members were deployed in excess of the 12-month threshold during the 72-month period, they are entitled to receive a specified number of administrative absence days. Days awarded under the PDMRA to National Guard and reserve service members are

- One day of PDMRA per month in excess of 12 months during the 72-month period.
- Two days of PDMRA per month in excess of 18 months during the 72-month period.
- Four days of PDMRA per month in excess of 24 months during the 72-month period.

As with PDMRA for active duty members, the number of days accrued are cumulative (see the example above for active component PDMRA).

## **Block Leave**

**> Block leave is a period of leave granted to most or all of a unit at the same time.**

Active duty service members returning from a deployment may be granted “block leave” by their unit leadership. Block leave is often allowed during the

summer period, the Christmas holidays and before and after deployments. Leave taken during block leave is chargeable to a service member’s accrued leave balance.

## **Leave Options for the National Guard and Reserve**

National Guard and reserve service members completing a deployment have three options for any leave they may have accrued while on active duty: receiving payment for leave, taking pre-separation leave or a combination of the first two options.

### *Receiving payment for leave*

National Guard and reserve service members may elect to be paid for their accrued leave. Even if they have sold accrued leave in the past, they may still be paid for their leave that was accrued during their deployment. The rule that limits the number of days that service members may be paid for accrued leave (60 days in a career) does not apply to National Guard or reserve service members who have been called up involuntarily or volunteered to serve in support of a contingency operation.

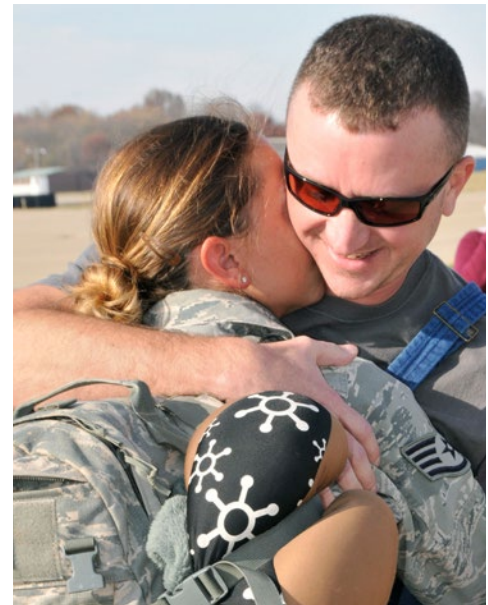
### *Taking pre-separation leave*

National Guard and reserve service members may opt to take their accrued leave. Leave requests must be submitted using established service procedures. Service members can either be placed in a leave status prior to completion of the period for which they were ordered to active duty or they may be extended past their normal separation date in order to take accrued leave. If service members were involuntarily called up under the partial mobilization authority, they cannot be extended beyond 24 months in an involuntary status since the law limits the period of involuntary service to 24 months. If the leave period takes the service member beyond the 24-month period, his or her orders will be amended to place them under a voluntary authority while on leave.

### *Combine the two options*

The third option available to National Guard and reserve service members is to take part of the accrued leave and be paid for the unused portion of accrued leave.

More information on leave options for demobilizing National Guard and reserve service members can be found through the [Office of the Assistant Secretary of Defense, Reserve Affairs](#).



## **Revisiting Administrative Affairs**

Following a deployment, service members should revisit some of the administrative preparations that they made prior to the deployment to ensure that information is current. These tasks should be accomplished in a timely manner following a deployment.

## **Updating Defense Enrollment Eligibility Reporting System Information**

The Defense Enrollment Eligibility Reporting System is an automated information system that lists all service members and their family members who are eligible for military benefits and entitlements, including TRICARE.

➤ Upon return from deployment, service members should ensure that their family's information in DEERS is up to date.

Shortly after returning from a deployment, National Guard and reserve service members will demobilize and their unit will deactivate. When this occurs, these service members will no longer be serving on active duty. Demobilizing National Guard and reserve service members will need to bring a copy of their DD Form 214, "Certificate of Release or Discharge from Active Duty," and a copy of their release from active duty orders to the military identification card office at their demobilization station to update their status from active duty to National Guard or reserve. Demobilizing National Guard and reserve service members should also update their family member's information in DEERS to indicate that their family members are no longer "active duty family members."

If the spouse of a service member gave birth during the deployment, the newborn child may not have been enrolled in DEERS if the spouse did not have either a general or specific power of attorney. As the sponsor for the family, the service member is able to enroll newborn children and should do so as early as possible. Newborn children are automatically covered by TRICARE Prime for 120 days, but they will not be covered by military health care after the 120 day period unless they are enrolled in DEERS.

Service members can verify and update DEERS information by visiting the nearest ID card facility (also known as a Real-time Automated Personnel Identification System Site). Service members can also update information online through [TRICARE](#), locate the nearest RAPIDS site through the Defense Manpower Data Center's [RAPIDS Site Locator](#) or they can call the DMDC Support Office 800-538-9552, fax changes to DEERS information to 831-655-8317 or send changes by mail to:

**The Defense Manpower Data Center Support Office**  
ATTN: COA  
400 Gigling Road  
Seaside, CA 93955-6771

## Issuing New Uniformed Services Identification Cards

National Guard and reserve service members who received an active duty ID card during their deployment will need to visit a RAPIDS Site once their information has been updated in DEERS to receive a new National Guard or reserve ID card. If family members of National Guard and reserve service members received active duty family member ID cards during the deployment, they will also need to receive updated ID cards. After updating their information in DEERS, they will need to accompany the service member to a RAPIDS site with a completed DD Form 1173-1, "Department of Defense Guard and Reserve Family Member Identification Card," to receive the new ID card. The nearest ID card facility can be found through the [DMDC RAPIDS Site Locator](#).

## Updating Family Care Plans

A family care plan is a collection of documents that describes who shall provide care for children, as well as disabled or elderly family members who are dependent on service members for financial, medical or logistical support (for example, food, housing, transportation) if service members are away due to military duty (training exercises, temporary duty or deployments). The plan lists the legal, medical, logistical, educational, monetary and religious arrangements for family members, must address all foreseeable situations and must be detailed enough to provide for a smooth transfer of responsibilities if service members are away.

Governed by DoD Instruction 1342.19, each of the services has a form for ensuring that service members have been counseled about a family care plan:

Family Care Plan Forms	
Army	<a href="#">Department of the Army Form 5305-R, "Family Care Plan"</a>
Marine Corps	<a href="#">Marine Corps Order 1740.13A, "Family Care Plans"</a>
Navy	<a href="#">Bureau of Naval Personnel 1740/6, "Department of the Navy Family Care Certificate"</a>
Navy	<a href="#">NAVPERS 1740/7, "Family Care Plan Arrangements"</a>
Air Force	<a href="#">Air Force Form 357, "Family Care Certification"</a>

Prior to a deployment, service members should have updated their family care plans. Upon return from deployment, service members should review their family care plans and update them as necessary.

## Servicemembers' Group Life Insurance

Servicemembers' Group Life Insurance is a low-cost term life insurance protection policy offered through the Department of Veterans Affairs for service members on active duty, members of the National Guard and members of the ready reserve. The SGLI automatically covers service members for the maximum unless coverage is declined or elected at a lower amount. Service members who prefer not to be insured or who prefer less than the \$400,000 maximum coverage must complete and file a form [SGLV 8286, "servicemembers' Group Life Insurance Election and Certificate,"](#) with their branch of service.

➤ Upon returning from deployment, service members should review the beneficiaries listed for their SGLI to ensure that they are still correct.



Service members are encouraged to consult a Legal Assistance attorney for assistance completing the SGLV 8286. The nearest military Legal Assistance office can be found through the Armed Force Legal Assistance [Legal Services Locator](#).

## Revisiting Legal Affairs

In the period immediately following a deployment, service members should also revisit some of their legal affairs. Some legal documents will need to be canceled or revoked, while others will need to be updated.

Each of the military services provides assistance and advice in drafting and updating legal documents through Legal Assistance Offices. The nearest military Legal Assistance office can be found through the Armed Forces Legal Assistance [Legal Services Locator](#). In addition to the military Legal Assistance offices, the American Bar Association Standing Committee on Legal Assistance for Military Personnel manages Operation Enduring LAMP, a consortium of state and local bar associations that recruit volunteer attorneys to assist military Legal Assistance attorneys with civil law cases affecting service members. The location of the nearest participating program can be found on the [Operation Enduring LAMP](#) website.

## Terminating Powers of Attorney

Prior to deployment, service members may have drafted a specific or general power of attorney. Upon return, it is probably best for service members to revoke that power of attorney. Any existing power of attorney will remain in effect until the expiration date, if it was included or until the person granting the power of attorney revokes it. If the power of attorney established prior to the deployment does not have an expiration date or if the expiration date has not yet arrived, service members can revoke the power of attorney.

To revoke a power of attorney, service members can obtain the original document and destroy it. If service members cannot access the original power of attorney, they should contact any creditors, bank or business institutions and provide them with a power of attorney revocation. Assistance in revoking a power of attorney can be provided through the Legal Assistance office on the nearest military installation. The nearest military Legal Assistance office can be found through the AFLA [Legal Services Locator](#).

## Expiring Legal Protections under the Servicemembers Civil Relief Act

The Servicemembers Civil Relief Act protects the legal rights of service members called to active duty. It applies to active duty members of the regular forces, members of the National Guard when serving in an active duty status under federal orders, members of the reserve called to active duty and members of the Coast Guard serving on active duty in support of the military services. In limited cases, the SCRA may also apply to family members.

National Guard and reserve service members returning from a deployment will soon be demobilizing and their unit will deactivate. Once this occurs, they will no longer be serving on active duty and may no longer qualify for legal protections under the SCRA. The SCRA's coverage normally terminates "on the date the service member is released from military service or dies while in military service." Specific sections of the SCRA do provide for protections past the date in which the service member is separated from active duty. Service members are encouraged to consult a Legal Assistance attorney for more information on post deployment protections under the SCRA. The nearest military Legal Assistance office can be found through the AFLA [Legal Services Locator](#).

> **Once National Guard and reserve service members demobilize, they may no longer qualify for legal protections under the SCRA.**

### *Court and administrative procedures*

Under the SCRA, service members can obtain a stay or postponement of court or administrative proceedings if their military service materially affects their ability to proceed in the case. The SCRA provides for an automatic stay for a period of time in these proceedings when this protection is requested in writing. Any additional delay beyond the mandatory 90 day stay period is awarded at the discretion of the judge, magistrate or hearing officer. This protection does not apply to any criminal court or criminal administrative proceedings.

The request for the stay of court or administrative proceedings can come while service members are on active duty or "within 90 days after termination of or release from military service." In the event that military duty continues to affect a service member's ability to attend to the matter, he or she can request an additional stay with proof of the same sort that would lead to an initial 90 day stay of the proceedings.

### *Default judgments*

A default judgment is entered by a court against a party (an individual, company, etc.) who has failed to put up a defense to a claim that has been brought by another party. If service members fail to respond to a suit against them and, as a result, a default judgment is obtained against them, they may reopen the default judgment using their protections under SCRA if the default judgment was obtained while they were on active duty or within 60 days after their release from active duty.

To reopen a default judgment, service members have to file an application to reopen the judgment within 90 days of their release from active duty. There are three main criteria that must be met if they are to reopen a default judgment:

- Service members must not have made an appearance in the case
- Service members' military service must have materially affected their ability to defend themselves
- They must have a meritorious defense

### ***Evictions***

If service members are renting a home or apartment and their rent is below a certain amount, they are protected under the SCRA from being evicted for 90 days if they can prove that their military service materially affects their ability to pay rent. If the landlord continues attempting to or actually succeeds in evicting a service member or their dependents while the service member was protected under the SCRA, the landlord may be subject to sanctions such as fines or imprisonment.

When released from active duty, service members and their families are no longer covered by the SCRA in relation to evictions. After their release, the landlord will not be required to seek a court order to evict the service member and their family for failure to pay rent.

### **Living Will**

A living will or advance medical directive, is a written document that allows a person to describe what medical treatments he or she does or does not want in case of a serious terminal illness. Post deployment, service members may want to revisit the document to ensure that their designated persons are still current. If service members' wishes have changed following their deployment, they should make sure that the person designated in the living will is aware of their new wishes and update the living will accordingly. Service members are encouraged to consult a Legal Assistance attorney for help updating living wills. The nearest military Legal Assistance office can be found through the AFLA [Legal Services Locator](#).

### **Last Will and Testament**

A last will and testament (or will) is a declaration by a person of how his or her property should be disposed of after his or her death. Following a deployment, service members are encouraged to review their wills to determine if they still meet their needs and if any changes are necessary. Service members should consult a Legal Assistance attorney for help updating wills. The nearest military Legal Assistance office can be found through the AFLA [Legal Services Locator](#).

### **Revisiting Financial Affairs**

After returning from a deployment, service members should revisit some of their pre-deployment financial preparations. Specifically, service members are encouraged to review their pay statement (as income will change), revoke any emergency assistance pre-authorization forms that have not expired and create a new family budget based on post deployment income. During the deployment, service members may have qualified for certain financial protections under the Servicemembers Civil Relief Act. These protections will be expiring if the service member is leaving active duty service.

## Review Leave and Earnings Statement

A leave and earnings statement is a comprehensive report that shows service members' leave and earnings totals for the month. When service members return home from a deployment, they should review this statement to ensure that everything is correct. When reviewing the LES, service members should pay particular attention to any special pays and allowances they were receiving during the deployment, any allotments they set up prior to the deployment and their tax status. National Guard and reserve service members should also review their LES to ensure that they are no longer receiving active duty pay.

### *Reviewing a LES*

➤ MyPay allows service members to access their current and certain past LESs twenty-four hours a day, seven days a week.

Service members can review their LES through the Defense Financial Accounting Service's automated online system, [MyPay](#). Using MyPay, service members can also view tax statements and change certain

discretionary pay data items, such as direct deposit allotments, without using paper forms.

### *Special pays and allowances*

While on deployment, service members may have qualified for additional special pays or pay allowances such as the Family Separation Allowance, hazardous duty pay, flight pay and hostile fire pay. These special pays and allowances would have temporarily increased their income during the deployment. Upon return from deployment, these pays should have stopped. Service members are encouraged to review their LES and ensure that they are no longer receiving these deployment-related special pays and allowances. If these additional pays are still included in the LES, service members should not spend this money and report the error to their unit's pay administrator immediately. Any additional money that should not have been paid to service members will be collected back once the adjustment is processed.

### *Allotments*

Allotments are a specified portion of pay and allowances that service members authorize to be made payable to a qualified person or institution. Allotments can be made to ensure that certain financial obligations are automatically taken care of, such as rent or a car loan payment, but cannot exceed the total amount of service members' take home pay (total pay and allowances less any standard withholdings). From the LES, service members can review any allotments that were set up prior to deployment. Upon return from deployment, service members may want to stop any allotments and resume managing their financial affairs directly. They can initiate, change or stop any allotments by completing [DD Form 2558, "Authorization to Start, Stop or Change an Allotment,"](#) and providing it to their unit's pay administrator.

### *Tax status*

Earnings received during time in the combat zone are excluded from taxable income. For enlisted service members and warrant officers, the amount of non-taxable income is unlimited; a limit on the amount of non-taxable income does exist for officers. This tax exclusion is "event-based," meaning that if a service

member spends a single qualifying day in a combat zone, his or her pay for the entire month is excluded from taxable income. When serving in a combat zone, any bonuses and special pays to which service member were entitled are also excluded from their taxable income. The reduction in taxable income shown on service members' W-2 should be automatic.

As the combat zone tax exclusion is event-based and automatic, once a service member returns home from deployment, this should no longer apply to his or her income. Regardless, service members are encouraged to review their LES to ensure that their pay now has taxes withheld from it. If the LES is still showing a tax exemption after service members return from deployment, their tax bill may be significantly higher than expected when they file their taxes for the year.



### ***Termination of active duty pay***

National Guard and reserve service members should review their LES to ensure that the active duty pay they were receiving while deployed has stopped. If the active duty pay has not stopped, these service members will receive an overpayment that will be collected back once the adjustment is processed. Demobilized National Guard and reserve service members are encouraged to contact their unit's pay administrator immediately if they are still receiving active duty pay.

## **Revisiting Emergency Assistance Pre-Authorization**

Each of the branches of service offers emergency financial assistance through their respective relief organizations for service members and their families who demonstrate a financial need. Prior to a deployment, service members may have completed a pre-authorization form that allowed their families to request emergency financial assistance through these relief organizations on their behalf. The form should have included an expiration date for the pre-authorization. After this expiration date, service members' families are no longer be able to request assistance in the service member's name; any emergency financial assistance requested through these organizations would have to come directly from the service member.

If the expiration date on the pre-authorization form has passed, service members do not need to contact the relief organizations. The form will be destroyed automatically. If the expiration date has not passed when a service member returns from deployment, he or she may wish to contact the relief organization to revoke the pre-authorization. More information on revoking pre-authorization forms can be found through the individual branches of service relief organizations:

Service Relief Organizations			
<a href="#">Army Emergency Relief</a>	<a href="#">Navy-Marine Corps Relief Society</a>	<a href="#">Air Force Aid Society</a>	<a href="#">Coast Guard Mutual Assistance</a>

## Creating a New Budget

Active duty service members returning home from deployment will no longer be eligible to receive some of the additional special pays and allowances they have been receiving throughout their deployment. Additionally, now that they are no longer serving in a combat zone, they will no longer qualify for the combat zone tax exclusion and will have federal and state income taxes withheld from their pay again. As a result, their monthly take home pay will most probably decrease.

**▶ Monthly income will likely change following a deployment; service members and their families should draft a new family budget.**

National Guard and reserve service members will no longer be receiving active duty pay, any special pays or allowances they were receiving as part of the deployment and will no longer be eligible for the combat zone tax exclusion. They will be switching back to receiving monthly drill pays from the military, so their income from the military will decrease significantly. When transitioning back to a civilian career, National Guard and reserve service members should keep in mind that they will not begin receiving their civilian employment’s pay right away; they may need to work a complete pay period before receiving compensation for that period. Because of this, there may be a small gap in the time from when they stop receiving active duty pay to when they start receiving paychecks from their civilian employer.

Regardless of whether service members are on active duty, in the National Guard or in the reserve, their amount of monthly income will likely change following a deployment. During this time, service members and their families may want to review their current financial situation and draft a new family budget to account for the changes in their monthly income. For example, service members and their families can use the deployment/redeployment calculator on [MyArmyBenefits](#) to estimate the changes in their income.

## Assistance with Controlling Finances

Assistance reevaluating and adjusting budgets following a deployment is available through the services of financial counselors in the installation Personal Financial Management Program, through [Military OneSource](#) or through approved command and community resources from the Joint Forces Headquarters. Service members who are not geographically located near a military installation can access [Military OneSource](#) and the JFHQ to receive resources and assistance through their local community.

### *Personal Financial Management Program*

➤ The PFMP is offered by each of the branches of service and is designed to assist members of the military in controlling their finances and successfully planning for their financial future.

The PFMP provides classes, one-on-one counseling sessions and additional information designed to educate service members and their families about consumer rights and to help them achieve financial stability. Typical services provided by the installation PFMP

offices include the following:

- **Prevention education** – These courses and counseling services are designed to prepare service members, DoD civilians and family members to make better financial decisions by educating them about good financial practices, financial traps and about their rights and obligations as consumers.
- **Classes, workshops and training** – Financial classes and training are required for service members who are at the greatest risk for financial problems. Target populations may include all junior enlisted service members, service members who have been scheduled for their first permanent change of station move, service members preparing for deployment or any service member about to assume a leadership role as a supervisor, officer or noncommissioned officer.
- **Financial counseling services** – One-on-one financial counseling services are available voluntarily or on a command referral basis to address topics such as budget development, financial planning, spending plan development, management of personal finances and evaluating assets and liabilities.
- **Debt liquidation assistance** – Assistance in analyzing assets and liabilities, developing a repayment program to eliminate debts and in understanding the steps and processes for contacting and negotiating with creditors is also available. Once a debt repayment plan has been established, the PFMP helps track the plan to ensure that debts are eliminated and that the service member can manage his or her finances independently.
- **Consumer advocacy services** – These services provide information to help service members, DoD civilians and family members make educated decisions about their personal finances.
- **Consumer complaint resolution** – The PFMP can help complete consumer complaint forms, provide information on consumer rights and make appropriate referrals to military and civilian resources responsible for resolving such complaints.
- **Coordination with service relief organizations** – The PFMP works with the service relief organizations to assist service members and their families in requesting emergency financial assistance.
- **Financial classes and seminars for youth and teens** – Age-appropriate classes and seminars on various financial issues are available for children of service members to help prepare them to make better financial decisions.

Contact information for the nearest installation personal financial offices can be found through Military OneSource's [MilitaryINSTALLATIONS](#) application under the program/service "Personal Financial Management Services."

### ***Financial counseling through Military OneSource***

[Military OneSource](#) provides information and resources to help balance work and family life.

Consultants are available 24 hours a day, seven days a week by phone, online or by email. Military OneSource provides up to 12 financial counseling sessions at no cost by phone or in person per issue, per calendar year, per eligible client. Eligible clients include active duty service members, National Guard and reserve service members (regardless of activation status) and family members located in the continental United States.

The counseling is short-term and solution-focused, designed for service members and families who may be experiencing a financial setback. Whether service members need advice for a specific debt problem or basic assistance with money management, a financial expert can help them analyze their situation and develop a debt management plan.

Through a partnership with the National Foundation for Credit Counseling, Military OneSource can provide in-person financial counseling in hundreds of local NFCC offices nationwide. service members who are unable to attend in-person counseling or those in locations where in-person counseling is not available may be able to receive specialized financial consultations over the telephone through Military OneSource's on-staff accredited financial counselors.

Contact [Military OneSource](#) online or by phone stateside at 800-342-9647 to schedule an appointment to receive telephonic financial counseling or an in-person appointment with a financial counselor. The Military OneSource website lists specific dialing information for other countries.

Spouses are also encouraged to ask Military OneSource consultants about the Military Spouse Career Advancement Accounts Program that provides spouses with up to \$4,000 of financial assistance if they are pursuing a license, credential or associate's degree leading to portable career employment. During deployment may be a perfect time to take some educational classes that help meet personal and family goals.



### **Expiring Financial Protections under the Servicemembers Civil Relief Act**

In addition to legal protections, the SCRA provides certain financial protections for service members called to active duty. The SCRA's financial protections apply to active duty members of the regular forces, members of the National Guard when serving in an active duty status under federal orders, members of the reserve called to active duty, members of the Coast Guard serving on active duty in support of the military services and, in limited cases, family members. National Guard and reserve service members



returning from a deployment will soon be deactivated and will no longer be covered by the financial protections of the SCRA.

➤ Generally, financial protections under the SCRA expire within 30 to 90 days following release from active duty.

### ***Reduced interest***

Under the protections provided by the SCRA, service members may have been able to reduce the interest rate to 6 percent on all financial obligations they entered into before beginning service on active duty. These financial obligations could have included the interest rates on credit cards, automotive loans, mortgages and even some student loans. Additionally, the SCRA prohibited lenders from accelerating the principal amount owed and forgave the excess interest payments that would have been due under the higher interest rate.

If service members qualified for this protection and were able to reduce the interest rate to 6 percent on their obligations, they will be required to notify their creditors that their service on active duty is ending. Their original request for protection under the SCRA would have included a copy of military orders, so their creditors will already know when service members' time on active duty was originally scheduled to be complete. If service members returned home from deployment before the date noted in their original orders, they should contact their creditors to inform them. All of their creditors who reduced their interest rate to 6 percent will be returning their payments to the previous amounts and reinstating the interest rate to the level it was prior to the deployment. In the case of mortgages, the reduction in the interest rate to 6 percent extends for one year from the date of release from active duty.

Service members should consult a Legal Assistance attorney for assistance and answers to questions related to the reduced interest provision of the SCRA. The nearest military Legal Assistance office can be found through the Armed Forces Legal Assistance [Legal Services Locator](#).

### ***Foreclosures and repossessions***

If due to military service, service members were unable to maintain the terms of a purchase contract for real property or an automobile, service members' property could not have been foreclosed or repossessed without a court order under SCRA. This protection under SCRA extends for a period of nine months following release from active duty. To be eligible for this protection, service members must have entered into a contract to purchase the real property before their service on active duty; contracts entered into after service on active duty began are not protected by the SCRA. Service members who believe that their property was repossessed illegally while they were deployed should consult a Legal Assistance attorney at their nearest Legal Assistance office. The nearest military Legal Assistance office can be found through the AFLA [Legal Services Locator](#).

### ***Termination of residential leases***

When service members entered active duty, the SCRA allowed them to terminate residential leases and rental agreements without penalty. To have been eligible to do this, service members would have had to show that they entered into the lease before they entered active duty and that they had received orders for service on active duty for at least 90 days. They would also have been required to provide their landlord proper written notice and a copy of their military orders.

Service members who entered into a lease or rental agreement after they began active duty service may still have been able to terminate the lease without penalty under the SCRA. Active duty service members receiving PCS orders or deployment orders for a period in excess of 90 days would have qualified under the SCRA to end their rental agreements without repercussions. Under this condition, service members also would have needed to provide written notice to their landlord and a copy of their military orders.

Service members who attempted to terminate residential leases under either of these situations and were not allowed to do so without penalty should consult a Legal Assistance attorney at their nearest Legal Assistance office. The nearest military Legal Assistance office can be found through the AFLA [Legal Services Locator](#).

### ***Termination of automotive leases***

When entering active duty, the SCRA also provided the financial protection to terminate automotive leases without penalty. As with the residential lease protection, service members would have had to show that they entered into the lease before they entered active duty to be eligible for this protection.

Generally, National Guard and reserve service members could have terminated their automotive leases without penalty if they were called to active duty for at least 90 days. Active duty service members would have been eligible to terminate their automotive leases if, after they entered into the lease, they either received military orders for a PCS move from the continental United States to outside the continental United States, a PCS move from Alaska or Hawaii to any location outside of those states or deployment of at least 90 days.

Service members who attempted to terminate automotive leases under either of these situations and were not allowed to do so without penalty should consult a Legal Assistance attorney at their nearest Legal Assistance office. The nearest military Legal Assistance office can be found through the AFLA [Legal Services Locator](#).

## **Revisiting Employment Affairs**

Members of the National Guard and reserve with full-time civilian jobs who were called to active duty to mobilize or deploy are entitled to certain benefits and protections under the Uniformed Services Employment and Reemployment Rights Act of 1994. As National Guard and reserve service members prepare to demobilize, they should reacquaint themselves with the law, the protections it provides, their

eligibility under the law and special circumstances in which their employers may not be required to comply with the law. An overview of the law, its protections and service members' eligibility is discussed in the [Employment Affairs Preparations](#) section of this guide. Additionally, National Guard and reserve service members should understand what their responsibilities are as they apply for reemployment and know how to file a complaint.

➤ Although USERRA automatically provides protections, returning National Guard and reserve service members do have some responsibilities for ensuring their reemployment.

## Service Member Responsibilities Following a Deployment

Although service members are automatically protected by USERRA following a deployment, they do have some responsibilities to ensure their reemployment. They must submit an application for reemployment in a timely manner, understand the repercussions of failing to submit an application in a timely manner, the format of the application for reemployment and the documents required to establish eligibility for protection under USERRA.

### *Timely application for reemployment*

Once the period of military service has been completed, service members must contact their employers to provide notice of the intent to return to work. Deadlines for reporting back to work or applying for reemployment vary depending on the amount of time service members were away on military duties and whether they were hospitalized due to an illness or injury incurred or aggravated while on service:

- **Service of 30 or fewer days** – Service members are required to report back to work no later than the first full regularly scheduled work period on the first calendar day following completion of service. If travel is required from the location of service to home, the law requires the service member to report back to work “as soon as possible.”
- **Service of 31 to 180 days** – Service members must submit an application for reemployment with their employer no later than 14 days after completion of military duties. If it is impossible or unreasonable for service members to apply within 14 days through no fault of their own, they must submit the application not later than the next full calendar day after it becomes possible to do so.
- **Service of more than 180 days** – Service members must submit an application for reemployment within 90 days of the completion of military duties.
- **Hospitalized or convalescing from an illness or injury incurred or aggravated during service** – Service members must report to or submit an application for reemployment to their employer after the amount of time necessary to recover from such injury or illness. Although this extends the period of time in which a service member can report back to work, this period may not exceed two years from the date of the completion of service.

### ***Failure to submit an application in a timely manner***

If service members fail to timely report for or apply for reemployment, they do not automatically forfeit their rights under USERRA. But they do become subject to the conduct rules, established policy and general practices of their employer pertaining to an absence from scheduled work.

If reporting or submitting an employment application to an employer is impossible or unreasonable through no fault of a service member, he or she may report to the employer as soon as possible (in the case of a period of service less than 31 days) or submit an application for reemployment to the employer by the next full calendar day after it becomes possible to do so (in the case of a period of service from 31 to 180 days) and he or she will be considered to have reported or applied for reemployment in a timely manner.

### ***Format of the application for reemployment***

➤ **The application for reemployment does not need to follow any particular format according to USERRA.**

Service members may apply for reemployment orally or in writing. By doing so in writing, they can ensure that they have a record of their application. The application should indicate that the service member is a former

employee returning from service in the uniformed services and that he or she is seeking reemployment with the pre-service employer. Service members are permitted but not required to identify a particular reemployment position in which they are interested.

The application must be submitted to the pre-service employer or to an agent or representative of the employer who has apparent responsibility for receiving employment applications. Depending upon the circumstances, such a person could be a personnel or human resources officer or a first-line supervisor. If there has been a change in ownership, the application should be submitted to the employer's successor-in-interest.

### ***Required documents to establish eligibility***

Service members may be required to prove their eligibility for reemployment under USERRA. The types of documents required to establish eligibility vary from case to case but may include the following:

#### **Documents required to establish eligibility**

- Department of Defense Form 214, "Certificate of Release or Discharge from Active Duty"
- Copy of duty orders prepared by the facility where the orders were fulfilled carrying an endorsement indicating completion of the described service
- Letter from the commanding officer of a Personnel Support Activity or someone of comparable authority

### Documents required to establish eligibility

- Certificate of completion from military training school
- Discharge certificate showing character of service
- Copy of extracts from payroll documents showing periods of service
- Letter from National Disaster Medical System team leader or administrative officer verifying dates and times of NDMS training or federal activation

## Filing a Complaint and Finding Assistance

If service members believe that their rights under USERRA have been violated, there are many options for resolving the issue. Service members should start by speaking directly with their employers. More often than not, discussions with employers can lead to acceptable solutions as long as the discussion is conducted in a respectable and calm manner. If this course of action is not successful, service members should speak with their unit commanders. Unit commanders may be able to discuss or articulate the issue with the employer better or they may be able to suggest compromises and alternatives that address everyone's concerns. If speaking directly to the employer or the unit commander does not resolve the issue, service members can receive assistance through the Employer Support of the Guard and Reserve, the Department of Labor Veterans' Employment and Training Service and the Attorney General.

> service members have many options if they believe that their rights under USERRA have been violated.

### *Employer Support of the Guard and Reserve*

The [ESGR](#) is a DoD organization operated through a network of volunteers in local ESGR committees in the each state, the District of Columbia, Guam, Puerto Rico and the Virgin Islands. The ESGR works to educate civilian employers and communities about the National Guard and reserve through a comprehensive outreach program known as the Civilian Employment Information initiative. The ESGR works with employers and communities to promote the development of personnel policies designed to accommodate members of the uniformed services and assists military units in promoting and maintaining positive relationships between employers and National Guard and reserve employees. The ESGR educates service members regarding their obligations to their employers and their rights under USERRA and assists them in preventing, resolving or reducing employer/employee problems and misunderstandings related to USERRA through mediation and ombudsman services.

The ESGR ombudsman service can answer questions or provide mediation between service members and their civilian employers if they encounter a conflict while applying for reemployment. The ESGR

ombudsman services can be reached through the [ESGR Customer Service Center](#), by telephone at 800-336-4590, by email at [USERRA@osd.mil](mailto:USERRA@osd.mil) or by mail at the following address:

**Employer Support of the Guard and Reserve**  
4800 Mark Center Drive - Suite 03E25  
Arlington, VA 22350-1200

### ***U.S. Department of Labor***

Through the [DOL VETS](#), service members can receive assistance with respect to employment and reemployment rights and benefits under USERRA. This assistance includes a wide range of compliance assistance outreach activities, such as responding to inquiries, conducting USERRA briefings and webcasts, issuing news releases and maintaining the [elaws USERRA Advisor](#), the e-VETS Resource Advisor and other web-based materials. In providing such assistance, VETS may request the assistance of other federal and state agencies and volunteers.

Service members who believe that their employer has failed or refused or is about to fail or refuse, to comply with the rights and protections extended under USERRA may file a complaint with VETS or initiate a private legal action in a court of law. Service members can file a complaint with VETS either in writing, using VETS Form 1010 or electronically using [VETS Form e1010](#). A complaint must include the name and address of the employer, a summary of the basis for the complaint and a request for relief. Upon receipt, VETS will initiate an investigation of the complaint.

While VETS does not have authority to order employers to comply with USERRA, it can provide some assistance. If, as a result of its investigation, VETS determines that the complaint is meritorious, VETS will attempt to resolve the complaint by making reasonable efforts to ensure that any persons or entities named in the complaint comply with USERRA. If VETS' efforts do not resolve the complaint, VETS will notify service members of the investigation results and their right to proceed on their own. If service members receive a notification from VETS of an unsuccessful effort to resolve a complaint relating to a state or private employer, they may request that VETS refer the complaint to the Office of the Attorney General.

If service members receive notification from VETS of an unsuccessful effort to resolve a complaint relating to a federal employer, they may request VETS to forward the request to the [Merit Systems Protection Board](#).

If VETS states that the complaint could not be resolved, service members may still pursue the claim on their own. Service members may choose to be represented by private counsel regardless of whether the OAG decides to represent them for the complaint.

### ***Office of the Attorney General***

If a service member's claim is against a state or private employer and the OAG is reasonably satisfied

that the complaint is meritorious, the OAG may appear on the service member's behalf, act as his or her attorney and initiate a legal action to obtain appropriate relief. If the OAG determines that the complaint does not have merit, the OAG may decline to represent the service member. If the OAG determines that the claim does not have merit, the service member may still pursue the claim on his or her own.

### ***Merit Systems Protection Board and the Office of Special Counsel***

The [MSPB](#) is an independent, quasi-judicial agency in the executive branch of the U.S. government that serves as the guardian of federal merit systems. If a service member requests that his or her unresolved complaint against a federal agency be referred to the MSPB, VETS must refer the complaint to the U.S. Office of Special Counsel. If the OSC is reasonably satisfied that the service member is entitled to the rights or benefits sought, the OSC may appear on the behalf of and act as attorney for, the service member and initiate an action regarding such complaint before the MSPB. The OSC is required by law within 60 days of receipt of the request to decide whether they will represent the service member before the MSPB and to notify the service member of their decision.

If a service member chooses not to be represented by the OSC or the OSC does not agree to represent the service member, he or she may still submit a complaint against a federal agency directly to the MSPB. If the MSPB determines that a federal agency has not complied with USERRA, they will enter an order requiring the agency or office to comply with such provisions and to compensate the service member for any loss of wages or benefits suffered because of the lack of compliance.

## **Military Reservist Economic Injury Disaster Loan**

The Small Business Administration administers the Military Reservist Economic Injury Disaster Loan program to provide funds to eligible small businesses to meet their ordinary and necessary operating expenses that they could have met, but were unable to meet, because an essential employee was called-up to active duty in his or her role as a National Guard or reserve service member. An essential employee is an individual (whether or not an owner of the small business) whose managerial or technical expertise is critical to the successful day-to-day operations of the small business.

If a service member is deemed an essential employee at the small business for which they work, the small business may file for assistance from the date the service member received notice of expected call-up to active duty. The period of eligibility to apply for assistance extends until one year after the date in which the service member is discharged or released from active duty. More information on applying for the MREIDL can be found in the [Military Reservist Economic Injury Disaster Loan](#) section of this guide.

## **Post Deployment Benefits**

Upon return from a deployment, service members and their families may become entitled for a variety of benefits. Some of these benefits require enrollment, so it is important for service members and family members to be aware of them and to take any necessary enrollment steps if they meet specified eligibility

requirements. The following sections provide an overview of post deployment health benefits, education and training benefits, wounded warrior benefits and survivor benefits.

## Post Deployment Health Benefits

Service members returning from a deployment are required to undergo a series of post deployment health assessments to evaluate their level of health and to identify concerns and any possible issues that may arise. Additionally, military health care coverage for returning National Guard and reserve service members will expire. The following sections provide an overview of the required post deployment health activities for returning service members and the health options service members and their families have for continuing coverage through TRICARE or through the Department of Veterans Affairs. Also included in this section is a description of the certificate of creditable coverage, a document that civilian employers' health care insurers may require when service members reinstate their health care coverage.

## Post Deployment Health Activities

➤ The PDHA and PDHRA are designed to anticipate, recognize, evaluate, control and mitigate health threats service members may have encountered during their deployment.

As service members prepare to redeploy from the theater of operations to their home installation, they will be required to undergo a comprehensive deployment health assessment. Service members who deployed to locations outside the continental United

States for more than 30 days with non-fixed U.S. military treatment facilities are required to complete the Post Deployment Health Assessment, face-to-face health assessment and the Post Deployment Health Reassessment and may be required to undergo medical referrals or follow-up visits if necessary. Service members who deployed to locations outside the continental United States for 30 days or less, deployments to locations outside the continental United State with fixed MTFs or deployed to continental United States locations may or may not be required to complete the same steps. In these cases, post deployment health activities are based on the health threats identified during the deployment, the health risk assessment and the decisions of the combatant commander, service commander or commander exercising operational control.

### *Post Deployment Health Assessment*

Service members who were required to complete [DD Form 2795, "Pre-Deployment Health Assessment,"](#) are required to complete [DD Form 2796, "Post Deployment Health Assessment,"](#) as close to the redeployment date as possible, but not earlier than 30 days before the expected redeployment date and not later than 30 days after redeployment (or before reserve members are released from active duty). DD Form 2796 is a short survey completed in part by the service member and in part by a health care provider that assesses the state of the service member's health after deployment and assists military health care providers in identifying and providing medical care as needed.



➤ **National Guard and reserve service members should complete their DD Form 2796 before they are released from active duty.**

### ***Face-to-face health assessment***

If required to complete a DD Form 2796, service members must also be scheduled for a face-to-face health assessment with a trained health care provider

(physician, physician assistant, nurse practitioner, advanced practice nurse, independent duty corpsman, independent duty medical technician or special forces medical sergeant). The face-to-face assessment includes a discussion of the service member's responses to the health assessment questions on the DD Form 2796, behavioral health or psychosocial issues commonly associated with deployments, Force Health Protection Prescription Products taken during the deployment and concerns about possible environmental or occupational exposures.

This face-to-face assessment should be completed during in-theater medical out-processing or within 30 days after returning to home or the processing station.

### ***Medical referrals and follow-up medical visits***

If the health care provider indicated that a referral was required or had additional concerns for the service member's health, the service member will be required to meet with a trained health care provider for evaluation of deployment-related health issues. Ideally, this evaluation would be conducted by the service member's primary care manager or team (or other authorized provider).

National Guard and reserve service members who require a more detailed medical evaluation or treatment may be able to be kept on active duty until they are fit for duty or processed through the Disability Evaluation System. Service members can only be kept on active duty with their consent. If a service member does ask to be kept on active duty, he or she may still request to be released from active duty before completing the Line of Duty medical treatment. If released from active duty before resolution of a LOD health condition, the service member will still be entitled to receive treatment through the military health care system. Once released from active duty and returned to the National Guard or reserve unit, LOD care will be coordinated with the unit of assignment.



### ***Post Deployment Health Reassessment***

Service members who completed the DD Form 2796 will be required to [complete DD Form 2900, "Post Deployment Health Reassessment."](#) The DD Form 2900 is a short survey completed in part by the service member and in part by a health care provider that assesses the state of the service member's health after he or she has returned from deployment and assists military health care providers in identifying and providing present and future medical care service members may need. After the DD Form 2900 is completed, a trained health care provider will discuss health concerns indicated on the form and determine if additional health care referrals are required.

The DD Form 2900 will be administered to service members within 90 to 180 days after return to the home installation. If a service member received wounds or injuries that required hospitalization or extended treatment before returning to the home station, the reassessment will be administered 90 to 180 days following the service member's return home. For deployments to locations outside the continental United States of 30 days or less, deployments to locations outside the continental United States with fixed United States MTFs and deployments within the continental United States, the authority to require a service member to complete a DD Form 2900 rests with the commander.

## TRICARE Health Care for the National Guard and Reserve

National Guard and reserve service members preparing for deactivation have options for how they and their family will continue health care coverage during the transition from active duty back to the National Guard or reserve unit. When considering these options, it is important for service members to understand the time frame of their eligibility for coverage under various TRICARE programs, the TRICARE Transitional Assistance Management Program, TRICARE Reserve Select, the Continued Health Care Benefit Program, the TRICARE Dental Program and the TRICARE Pharmacy Program.

### *Time frame of coverage*

➤ After returning from a mobilization or deployment, National Guard and reserve service members' options for health care coverage through the military will change.

The time frame of health care coverage through the military can be divided into three distinct time periods: coverage while serving on active duty, coverage for the first 180 days following release from active duty and coverage for periods after 180 days following service on active duty.

National Guard and reserve service members were considered "active duty service members" once activated and received active duty medical and dental benefits. During this time, family members may have been receiving their health care coverage through a TRICARE program such as TRICARE Standard and Extra, TRICARE Prime, TRICARE Prime Remote for Active Duty Family Members, TRICARE Prime Overseas or TRICARE Prime Remote Overseas.

After a deployment, National Guard and reserve service members' eligibility to receive health care benefits will change as they transition from an active duty status back to the National Guard or reserve unit. Their service on active duty ends on the date indicated in their orders. This date should match the date listed on the DD Form 214, "Certificate of Release or Discharge from Active Duty." Once they are no longer on active duty, National Guard and reserve service members will not be covered by active duty medical and dental benefits. If family members have been receiving health care through any of the TRICARE programs for family members of active duty service members, their eligibility for coverage under TRICARE will also be expiring on the date on which their National Guard or reserve service

member is no longer on active duty.

Beginning the first day after service on active duty ends, National Guard and reserve service members and their family are eligible for coverage under the TRICARE-TAMP if they meet certain eligibility requirements. This coverage extends from the first day following service on active duty up to 180 days following service on active duty. On the 181<sup>st</sup> day after service on active duty, National Guard and reserve service members and their family will no longer be eligible to be covered by TRICARE-TAMP.

During this transitional period, National Guard and reserve service members have the option to purchase health care coverage under TRICARE Reserve Select, enroll in the CHCBP or to reinstate their health care coverage with their civilian employer. They also have the option to purchase dental coverage for themselves and their family members under the TDP or reinstate their dental coverage through their civilian employer. If a service member opts to purchase coverage under TRICARE Reserve Select, coverage for the service member and his or her family will begin on the 181<sup>st</sup> day following release from active duty.

### ***TRICARE-TAMP***

**> The TRICARE-TAMP provides 180 days of transitional health care benefits to members of the military and their families when the service member meets certain eligibility requirements.**

Service members and their family members may be covered for health benefits under TRICARE-TAMP if the service member meets any one of the following criteria:

- Involuntarily separating from active duty under honorable conditions
- A National Guard or reserve member separating from a period of active duty that was more than 30 consecutive days in support of a contingency operation
- Separating from active duty following involuntary retention (stop-loss) in support of a contingency operation
- Separating from active duty following a voluntary agreement to stay on active duty for less than one year in support of a contingency operation

The 180-day TAMP period begins the day after the date of separation from active duty. When service members becomes eligible for TAMP, they and their family members are automatically enrolled under TRICARE Standard and TRICARE Extra. If service members reside overseas, they receive the same coverage under TRICARE Overseas Program Standard. During coverage under TRICARE-TAMP,

service members and their families are covered as active duty family members and all rules for that beneficiary category apply, including any applicable deductibles, cost-shares and co-payments.

During the TAMP period, service members and their families can receive dental care through the military dental treatment facilities on a space-available basis. However, space-available dental care is very limited. Service members who remain in a selected reserve or individual ready reserve status and their families may be eligible to enroll in the TDP. More information on TRICARE-TAMP can be found on the [TRICARE-TAMP website](#).

### ***TRICARE Reserve Select***

➤ **TRICARE Reserve Select is a premium-based health plan that qualified National Guard and reserve service members may purchase.**

TRICARE Reserve Select requires a monthly premium and offers coverage similar to TRICARE Standard and Extra. TRICARE Reserve Select applies to National Guard and reserve service members when not on active

duty and is available for families of National Guard and reserve service members (regardless of whether the sponsor is on active duty). To qualify for coverage, service members must be a member of the selected reserve of the ready reserve and cannot be eligible for or enrolled in the Federal Employee Health Benefits program or be currently covered under FEHB, either through their eligibility or through their spouses' eligibility.

If qualified for the program, service members may purchase TRICARE Reserve Select after coverage under TRICARE-TAMP ends. Service members must complete a [DD Form 2896-1, "TRICARE Reserve Select Request,"](#) and have the form postmarked or received by the regional contractor within 60 days of their last day of TAMP to maintain continuous TRICARE benefits. More information on TRICARE Reserve Select can be found on the [TRICARE Reserve Select website](#).

### ***Continued Health Care Benefit Program***

After the period of TRICARE-TAMP expires, service members and their families may apply for temporary transitional health care coverage under the CHCBP. The CHCBP is a premium-based health care program that offers temporary transitional health coverage (typically for 18 or 36 months) after eligibility for TRICARE ends, acting as a bridge between military health benefits and a service member's new civilian health plan. The CHCBP provides a conversion plan similar to TRICARE Standard and requires that eligible service members or their families enroll within 60 days of separation from active duty or loss of eligibility under TRICARE-TAMP. To be eligible to receive health care coverage under the CHCBP, a service member must fall under one of the following categories of beneficiaries:

- Former active duty service members released from active duty (under other than adverse conditions) and their eligible family members (coverage is limited to 18 months)
- Un-remarried former spouses who were eligible for TRICARE on the day before the date of the final decree of divorce, dissolution or annulment (coverage is usually limited to 36 months; however, some un-remarried former spouses may continue coverage beyond 36 months if they meet certain criteria)

- Children who cease to meet the requirements to be an eligible family member and were eligible for TRICARE on the day before ceasing to meet those requirements (coverage is limited to 36 months)
- Certain unmarried children by adoption or legal custody (coverage is limited to 36 months)

More information on CHCBP can be found on the [TRICARE CHCBP website](#).

### ***TRICARE Dental Plan***

The [TDP](#) is a voluntary dental insurance program providing coverage for a wide range of diagnostic, preventive and restorative services through a network of participating dentists or through a nonparticipating dentist at an additional cost.

Activated National Guard or reserve service members were considered “active duty” and received dental care through the military. During this time, family members may have been receiving their dental care coverage through the TDP or through a separately purchased dental plan (for example, through a continuation of an employer’s plan). If a service member was enrolled in the TDP before the activation, he or she will automatically be re-enrolled upon deactivation. If a service member’s family was enrolled in the TDP during the deployment, their premiums will increase upon deactivation, as they will no longer be considered “active duty family members.” Family members will be enrolled in the program at the higher National Guard and reserve family member rate.

### ***TRICARE Pharmacy Program***

The TRICARE Pharmacy Program provides a pharmacy benefit through TRICARE to all eligible uniformed service members, retirees and family members, including beneficiaries ages 65 and older.

**➤ Prescription drug coverage under the TRICARE Pharmacy Program is the same regardless of the beneficiary category or which health plan option a service member is using.**

The TRICARE Pharmacy Program is available worldwide; however, there are some limitations to having prescriptions filled in some overseas areas.

National Guard or reserve service members and their families who are enrolled in TRICARE-TAMP, TRICARE reserve Select or the CHCBP are eligible for the TRICARE Pharmacy Program. More information on the TRICARE Pharmacy Program can be found on the [TRICARE Pharmacy Program website](#).

## Department of Veterans Affairs Health Care for the National Guard and Reserve

> National Guard and reserve service members returning from a deployment may be eligible to receive health care through the VA.

The VA provides a comprehensive medical benefits package to all enrolled veterans that includes a full range of preventive outpatient and inpatient services. Once enrolled in the VA's health care system, service

members can be seen at any of the more than 1,400 VA medical centers and clinics across the country. Service members can identify their state VA office and local veterans service organizations through the [VA website](#).

### *Basic eligibility for VA health care benefits*

The primary factor in determining basic eligibility for VA benefits is veteran status, which is established by active military service and a discharge or release from active duty under conditions other than dishonorable. National Guard and reserve service members who were called to active duty (other than for training) may have established "veteran status" and therefore may be eligible for VA benefits. Veterans who enlisted after September 7, 1980 or who entered active duty after October 16, 1981, must have served 24 continuous months or the full period for which they were called to active duty in order to be eligible for VA health care benefits. This minimum duty requirement may not apply to veterans discharged for hardship, early out or discharged for a disability incurred or aggravated in the line of duty.

### *Priority Groups*

The VA uses priority groups to balance demand for VA health care enrollment with available resources. During enrollment, each veteran is assigned to a priority group.

Priority Groups	
<b>Group 1</b>	Veterans with VA service-connected disabilities rated 50 percent or more or assigned a total disability rating for compensation based on unemployability
<b>Group 2</b>	Veterans with service-connected disabilities rated 30 or 40 percent
<b>Group 3</b>	Veterans with service-connected disabilities rated 10 and 20 percent, are former prisoners of war, were awarded the Purple Heart Medal or Medal of Honor, whose discharge was for a disability incurred or aggravated in the line of duty or were awarded special eligibility classification under "benefits for individuals disabled by treatment or vocational rehabilitation"
<b>Group 4</b>	Veterans receiving increased compensation or pension based on their need for regular Aid and Attendance or by reason of being permanently housebound or determined by VA to be catastrophically disabled

Priority Groups (continued)	
<b>Group 5</b>	Nonservice-connected veterans and noncompensable service-connected veterans rated 0 percent whose annual income and/or net worth are not greater than the VA financial thresholds, or veterans receiving VA Pension benefits or eligible for Medicaid benefits
<b>Group 6</b>	Compensable 0 percent service-connected veterans, veterans exposed to ionizing radiation during atmospheric testing or during the occupation of Hiroshima and Nagasaki, Project 112/Shipboard Hazard and Defense participants, veterans who served in the Republic of Vietnam between January 9, 1962 and May 7, 1975, veterans who served in the Southwest Asia theater of operations from August 2, 1990, through November 11, 1998 or veterans who served in a theater of combat operations after November 11, 1998 who were discharged from active duty on or after January 28, 2003 for five years post discharge
<b>Group 7</b>	Veterans with gross household income below the geographically-adjusted income threshold for their resident location and who agree to pay co-pays
<b>Group 8</b>	Veterans with gross household income or net worth above the VA national income threshold and the geographic income threshold who agree to pay co-pays

The geographically-adjusted income thresholds are available online on the [VA's health care website](#).

***Combat veteran eligibility for VA health care benefits***

Returning service members, including National Guard and reserve service members who served on active duty in a theater of combat operations, have special eligibility for hospital care, medical services and nursing home care for five years following discharge from active duty. Under this eligibility category, veterans who qualify are not subject to co-pays for conditions potentially related to their combat service. However, unless otherwise exempted, combat veterans must either disclose their prior year gross household income or decline to provide their financial information and agree to make applicable co-pays for care or services VA determines are clearly unrelated to their military service. If eligible, service members will be enrolled in priority group six.

***Health care services through the VA***

The VA provides a number of health care services to eligible veterans of the military.

Services through the VA
<ul style="list-style-type: none"> <li>• Hospital, outpatient medical, dental, pharmacy and prosthetic services</li> </ul>
<ul style="list-style-type: none"> <li>• Domiciliary, nursing home and community-based residential care</li> </ul>

### Services through the VA

- Sexual trauma counseling
- Specialized health care for female veterans
- Health and rehabilitation programs for homeless veterans
- Readjustment counseling
- Alcohol and drug dependency treatment
- Medical evaluation for disorders associated with military service in the Gulf War or exposure to Agent Orange, radiation and other environmental hazards

#### *Enrolling in VA health care*

To enroll in the VA health care system, service members need to submit an application for VA health benefits using VA Form 10-10EZ, “Application for Medical Benefits.” The application form can be found on the [VA’s online portal](#) or by requesting a paper form to be mailed back to the VA. Service members can request an application or get help with it by calling the VA at 877-222-VETS (8387) Monday through Friday, 8:00 AM to 8:00 PM (Eastern Time).

### Certificate of Creditable Coverage

A certificate of creditable coverage is a document that shows prior health care coverage. This certificate can reduce the amount of time a health care plan can exclude a service member from coverage based on a pre-existing health condition. For former TRICARE beneficiaries, the certificate shows a new employer insurance company that the service member had previous TRICARE health care coverage for the period noted on the certificate. The Health Insurance Portability and Accountability Act requires TRICARE to issue a certificate of creditable coverage if a service member loses TRICARE eligibility.

➤ A certificate of creditable coverage may also be called a “statement of service,” “proof of coverage,” “evidence of coverage” or “letter of creditable coverage.”

Demobilizing National Guard and reserve service members will have a certificate of creditable coverage issued by TRICARE for them and their eligible family members. If service members choose to reinstate their health care coverage through a civilian employer, their insurance plan may require them to present a certificate of creditable coverage.

The Defense Manpower Data Center Support Office which manages the Defense Enrollment Eligibility Reporting System, issues a certificate of creditable coverage to sponsors and family members on loss of eligibility for TRICARE. On average, service members will receive their certificate of creditable coverage



within 15 business days. However, service members may request a certificate in writing via mail, fax or phone at any time. The DSO will mail them their certificate free of charge; service members cannot email a request for a certificate.

<b>Making Requests for Certificates</b>	
<b>By Mail</b>	Defense Manpower Data Center Support Office Attn: Certificate of Creditable Coverage 400 Gigling Road Seaside, CA 93955-6771
<b>By Fax</b>	Faxed requests can be sent to 831-655-8317. For written or faxed requests, service members must include the following: <ul style="list-style-type: none"> <li>• Name and Social Security number</li> <li>• Name of person for whom the certificate is requested (for example, the service member and their family)</li> <li>• Reason for the request</li> <li>• To whom and where the certificate should be sent</li> <li>• The service member's signature</li> </ul>
<b>By Phone</b>	To request a certificate of creditable coverage by telephone, service members can contact the DSO directly at 800-538-9552 or through 866-363-2883 for teletypewriter/telecommunications device for the deaf.

## Education and Training Benefits

After service is complete, service members may qualify for educational benefits through the Department of Veterans Affairs.

### Montgomery GI Bill – Active Duty

The Montgomery GI Bill provides up to 36 months of educational benefits for college; technical, correspondence or vocational courses; apprenticeship or job training; flight school; high-tech training; licensing and certification tests; entrepreneurship training; and certain entrance examinations for service members who have served on active duty in the past and are now no longer with the military.

**> Service members generally have up to 10 years after completion of military service to use their MGIB benefits, but the time limit can be shorter or longer under certain circumstances.**

Service members may be eligible for MGIB benefits if they are veteran, have an honorable discharge, have a high school diploma or certificate of General Educational Development or in some cases, 12 hours of college credit. To receive MGIB benefits, service members will need to complete and submit an application for benefits through the VA. Additionally, they must meet the requirements of one of four categories established by the VA:

<p><b>Category I</b></p>	<p>Service members can qualify under category I if they</p> <ul style="list-style-type: none"> <li>• Entered active duty for the first time after June 30, 1985;</li> <li>• Elected to have their military pay reduced by a monthly amount for the first 12 months of active duty service; and</li> <li>• Continuously served on active duty for three years or two years if that is what the first enlistment period was or two years if they entered the selected reserve within a year of leaving active duty and served four years in the selected reserve.</li> </ul>
<p><b>Category II</b></p>	<p>Service members can qualify under category II if they</p> <ul style="list-style-type: none"> <li>• Entered active duty before January 1, 1977;</li> <li>• Served at least one day between October 19, 1984 and June 30, 1985 and remained on active duty through June 30, 1988 (or June 30, 1987 if they entered the Selected reserve within one year of leaving active duty); and</li> <li>• Had entitlement remaining from the Vietnam-Era GI Bill on December 31, 1989.</li> </ul>
<p><b>Category III</b></p>	<p>Service members can qualify under category III if they</p> <ul style="list-style-type: none"> <li>• Are not eligible under categories I and II;</li> <li>• Were on active duty on September 30, 1990 and separated involuntarily after February 2, 1991 or separated involuntarily on or after November 30, 1993 or separated voluntarily under either the Voluntary Separation Incentive or Special Separation Benefit program; and</li> <li>• Had their military pay reduced by an amount before separation.</li> </ul>

<b>Category IV</b>	<p>Service members can qualify under category IV if they</p> <ul style="list-style-type: none"> <li>• Were on active duty on October 9, 1996 and they had money remaining in a Veterans Educational Assistance Program account on that date and elected MGIB by October 9, 1997 or they entered full-time National Guard duty between July 1, 1985 and November 28, 1989 and elected MGIB between October 9, 1996 and July 8, 1997; and</li> <li>• Had their military pay reduced by an amount for 12 months or made a lump sum contribution.</li> </ul>
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The monthly benefit service members receive is based on the type of training they take, the length of their service, their category and if DoD put extra money (known as “kickers”) in their MGIB Fund. The current monthly amount of the MGIB benefit can be found on the [VA payment rates website](#).

## Montgomery GI Bill – Selected Reserve

The MGIB – Selected Reserve provides similar benefits as the MGIB, but is targeted towards members of the selected reserve. The MGIB-SR provides up to 36 months of educational benefits for degree programs certificate or correspondence courses cooperative training independent study programs apprenticeship/on-the-job training vocational flight training programs; and, under certain circumstances, remedial, refresher and deficiency training.

The amount of time a service member has to use the MGIB-SR benefits depends on when his or her eligibility for this program began. If eligibility began on or after October 1, 1992, a service member has 14 years from the beginning date of eligibility or up until the day they leave the selected reserve to use their benefit. If eligibility began before October 1, 1992, a service member has 10 years from their beginning date of eligibility or up to the day they leave the selected reserve to use the benefit. If a service member is mobilized or recalled to active duty from reserve status, his or her eligibility may be extended for the amount of the time in which he or she is mobilized plus four additional months. In situations such as this, eligibility for MGIB–SR can be extended past a service member’s departure date from the selected reserve.

**> To receive MGIB–SR benefits, a service member needs to apply through the VA after becoming eligible.**

Specific eligibility requirements for the MGIB–SR are determined by individual selected reserve components, but generally, service members must meet requirements set forth by the VA. To qualify for MGIB–SR, service members must

- Have had a six-year obligation to serve in the selected reserve signed after June 30, 1985 (officers must have agreed to serve six years in addition to the original obligation. For some types of training it is necessary to have a six-year commitment that begins after September 30, 1990);
- Completed initial active duty for training;
- Met the requirement to receive a high school diploma or equivalency certificate before completing IADT;
- and remained in good standing while serving in an active selected reserve unit.

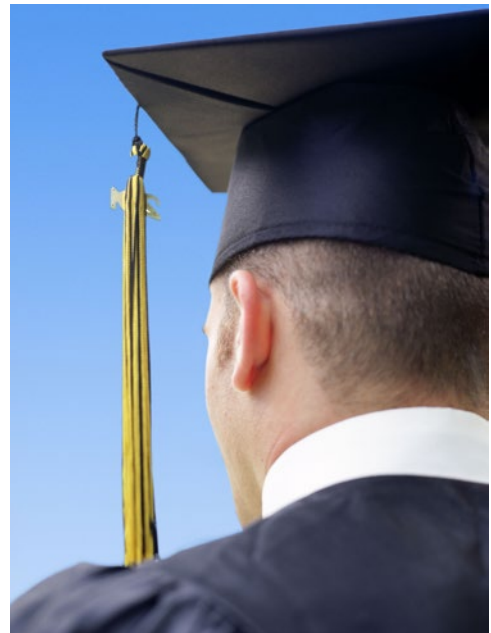
The monthly benefit service members receive is based on the type of education or training (institutional or an apprenticeship/on-the-job training), whether they are a full-time or part-time student and how far they have progressed through an apprenticeship. The current monthly amount of the MGIB–SR benefit can be found on the [VA payment rates website](#).

## Reserve Educational Assistance Program

Established by the 2005 National Defense Authorization Act, the Reserve Educational Assistance Program provides educational assistance to members of the National Guard and reserve who are called or ordered to active duty in response to a war or national emergency. As with the MGIB, the program provides educational assistance for institutional training, correspondence training, flight training, apprenticeship training and cooperative training. Generally, if a service member meets the requirements for the REAP benefit, he or she may use his or her benefit for up to ten years after he or she separates from the selected reserve.

Each branch of service determines the specific eligibility requirements for the REAP. Generally, to qualify for the REAP, a service member must be a member of the National Guard or reserve who was called or ordered to active duty in response to a war or national emergency for a period of more than 90 days.

The monthly benefit a service member receives from the REAP is paid as a percentage of the MGIB rate and increases based on the number of days a service member spent on active duty. If they spent more than 90 days, but less than a year on active duty, service members are entitled to 40 percent of the active



duty MGIB rate. If they serve more than a year, but less than two years on active duty, service members are entitled to a monthly benefit of 60 percent of the active duty MGIB rate. If they mobilized for at least two consecutive years of active duty or served in multiple mobilizations totaling at least three years, service members are entitled to 80 percent of the monthly active duty MGIB rate. Under the REAP, service members receive 36 months of full-time entitlement at their given rate, but cannot use more than 48 total months of entitlement under any combination of VA educational programs. The current monthly amount of the REAP benefit can be found on the [VA payment rates website](#).

## **Veterans Educational Assistance Program**

Service members meeting certain eligibility requirements may qualify for the VEAP. The government matches contributions to the account at a rate of two dollars for every one dollar a service member contributed. This benefit can be used for a degree, certificate, correspondence, apprenticeship/on-the-job training program or vocational flight training programs. Eligible service members have 10 years from their release from active duty to use their VEAP benefits. Any unused portion of the entitlement after the ten year period will be automatically refunded to the service member.

To be eligible for the VEAP benefit, a service member must have entered service for the first time between January 1, 1977 and June 30, 1985, opened a contribution account before April 1, 1987, voluntarily contributed anywhere from \$25 to \$2,700, completed his or her first period of service and been discharged or released from service under conditions other than dishonorable. Service members meeting the eligibility requirements need to ensure that their selected education or training program is approved and apply for the benefit through the VA.

## **Survivors' and Dependents' Educational Assistance Program**

The Survivors' and Dependents' Educational Assistance Program provides education and training opportunities to eligible dependents of certain veterans. Through DEA, eligible dependents may receive up to 45 months of education benefits for use in pursuing degree programs, certificate programs, apprenticeships and on-the-job training. Spouses also may enroll in correspondence courses and, in certain instances, all eligible dependents may enroll in remedial, deficiency and refresher courses. Eligible children are generally allowed to receive the benefit when they are between the ages of 18 and 26. Benefits for eligible spouses end 10 years from the date the VA determines them eligible or the date of the service member's death, unless the service member dies while on active duty, which extends the period of eligibility for their spouse to 20 years.

Eligible beneficiaries of the DEA benefit include spouses and children of service members who meet one of the following criteria:

- Die or are permanently and totally disabled as a result of a service-connected disability
- Die from any cause while such service-connected disability was in existence

- Are missing in action or captured in the line of duty by a hostile force
- Are forcibly detained or interned in the line of duty by a foreign government or power
- Are hospitalized or receiving outpatient treatment for a service-connected permanent and total disability and are likely to be discharged for that disability

**> To receive the DEA benefit, family members need to ensure that their selected education or training program is approved and apply for the benefit through the VA.**

## Post-9/11 GI Bill

The Post-9/11 GI Bill provides increased educational benefits for service members pursuing training on or after August 1, 2009. The benefit provides up to 36 months of financial assistance. Approved training under the Post-9/11 GI Bill includes graduate degrees, and undergraduate degrees and vocational or technical training. All training programs must be offered by an institution of higher learning and approved for GI Bill benefits. Upon completion of eligible military service, service members have 15 years to use the benefit.

To be eligible for the Post-9/11 GI Bill, service members must meet one of the following criteria:

- Served at least 30 days of consecutive active duty service after September 10, 2001 and be discharged due to a service-connected disability
- Served an aggregate of 90 days of active duty service after September 10, 2001 and be honorably discharged
- Been released from the military with service characterized as honorable and placed on the retired list, temporary disability retired list or transferred to the Fleet reserve or the Fleet Marine Corps reserve
- Been discharged or released from the military for an injury that existed prior to service, hardship or because a condition interfered with duty
- Remained on active duty

Depending on the length of active duty service, service members or their school will receive a percentage of the amount of tuition and fees charged, the monthly housing allowance, an annual stipend for books and supplies and a one-time lump-sum payment in instances where the service member is relocating to highly rural areas. If the service member is a member of the military on August 1, 2009, he or she may be able to transfer the benefits to his or her spouse or dependent children. Service members are encouraged to check with their individual branch of service to determine if they are able to transfer their benefits.

## Wounded Warrior Benefits

Service members who have become disabled as a result of an injury or illness incurred while on active duty may be eligible to receive additional financial and medical benefits through the military. Some of these benefits are automatic, while others require that the service member apply for them. Because of this, it is important for service members and their families to be aware of support services available through each of the branches of service; the various financial benefits available from the DoD, the Department of Veterans Affairs and the Social Security Administration; and the additional medical benefits.

## Support Programs for Injured Service Members

The Wounded Warrior Resource Center provides wounded, ill or injured service members, their immediate families and primary caregivers with a single point of contact to report deficiencies in covered military facilities, problems obtaining health care services or receiving benefits information and any other difficulties encountered. The WWRC may be accessed by calling [Military OneSource](tel:800-342-9647) (800-342-9647), 24 hours a day, seven days a week, 365 days a year.

The [Army Wounded Warrior Program](#) provides personalized recovery services for severely injured soldiers throughout their lifetimes, wherever they are located. The Army Wounded Warrior program educates soldiers on their options to remain in the Army and the application process if they choose to do so. It also provides assistance defining future career plans beyond the Army, obtaining VA benefits, obtaining health care for soldiers and their families after retiring from the Army, accessing financial counseling and ensuring that severely injured soldiers receive all of the awards they have earned.

The [Marine Corps Wounded Warrior Regiment](#) provides and facilitates assistance to combat and non-combat wounded, ill or injured Marines and sailors attached to or in support of Marine units and their family members in order to assist them as they return to active duty or transition to civilian life. The Regimental Headquarters element, located in Quantico, Va., provides unity of command and unity of effort with a strategic reach that serves the total force: active duty, reserve, retired and veteran Marines. Depending on the geographic location of the wounded, ill or injured service member, services are provided through the Wounded Warrior Battalion East, headquartered at Camp Lejeune, N.C, or the Wounded Warrior Battalion West, headquartered at Camp Pendleton, Calif. Wounded, ill and/or injured Marines and their families may contact the Sergeant Merlin German Wounded Warrior call center for advice or support on many issues, including Servicemembers' Group Life Insurance Traumatic Injury Protection Program financial planning, GI Bill, employment and education support, psychological health concerns, counseling support and other benefits and entitlements.

The [Navy Safe Harbor–Severely Injured Support Program](#) provides personalized support and assistance to injured sailors and their families by providing educational information on injuries, assistance with home accommodations, transportation accommodations, workplace accommodations, education and

job training, personal and family counseling, child care information and information and assistance for financial and benefit issues.

The [Air Force Wounded Warrior Program](#) provides support for airmen that have a combat or hostile-related injury or illness requiring long-term care. The program works hand-in-hand with the Air Force Survivor Assistance Program and Airman and Family Readiness Centers to ensure airmen receive professional support and care from the point of injury to no less than five years after separation or retirement.

## Financial Benefits for Injured Service Members

Service members who incurred or aggravated an injury or illness while on active duty may be entitled to receive various financial benefits from the DoD, the VA and the SSA.

▶ service members may become eligible for some benefits while they are still on active duty; other benefits may be payable only if they are forced into retirement as a result of injury or illness.

### *Pay allowance continuation*

Pay allowance continuation is a special pay for service members during a portion of their rehabilitation time from wounds, injuries and illness incurred in a combat operation or combat zone. Service members may be eligible for PAC if they are medically evacuated as an inpatient in a military treatment facility or an outpatient and assigned or attached to a medical or patient unit (such as a Warrior Transition Unit for the Army or a Warrior Regiment Unit for the Marine Corps). Service members will not be eligible for PAC if a wound, injury or illness is due to their own intentional misconduct or willful negligence or during a period of absence without leave.

The PAC is a special pay intended to allow injured service members to receive continued combat pay during a portion of their rehabilitation process. Some special pays received in the combat zone cease when hospitalized or placed on permanent change of station reassignment. This entitlement allows service members the opportunity to adjust to the future reduction of pay benefits to which they were entitled in the combat zone prior to being evacuated for medical treatment.

The PAC terminates at the end of the first month during which a service member is

- No longer assigned or attached to a medical or patient unit for medical treatment or
- Discharged, separated, released from active duty or retired from service (including permanent/temporary disability retirement).

More information on the PAC special pay can be found through the Defense Financial Accounting Service [Wounded Warrior Pay](#) website.



***Servicemembers' Group Life Insurance Traumatic Injury Protection***

The Servicemembers' Group Life Insurance Traumatic Injury Protection program provides automatic traumatic injury coverage to all members of the uniformed services covered under Servicemembers' Group Life Insurance. When covered by SGLI, the TSGLI automatically provides coverage for service members against traumatic injury. The amount of the benefit received varies depending on the severity of the injury.

Traumatic Injury Protection
<b>The TSGLI covers a range of traumatic injuries that are defined in VA regulations including the following:</b>
• Total and permanent loss of sight in one or both eyes
• Loss of hand or foot by severance at or above the wrist or ankle
• Total and permanent loss of hearing in one or both ears
• Loss of thumb and index finger of the same hand by severance at or above the metacarpophalangeal joints
• Quadriplegia, paraplegia or hemiplegia
• Third degree or worse burns covering 30 percent of the body or 30 percent of the face
• Coma or the inability to carry out two of the six activities of daily living due to traumatic brain injury

To receive benefits under TSGLI, a service member will be required to complete the SGLV 8600 application and submit it to the Office of SGLI. More information on TSGLI, including current benefit amounts and premiums, can be found on the [VA TSGLI](#) website.

***Department of Veterans Affairs Schedule for Rating Disabilities***

The VA Schedule for Rating Disability is used by the VA as part of the process of adjudicating disability claims. It is a guide for evaluating the severity of disabilities resulting from all types of diseases and injuries encountered as a result of or incident to military service. This degree of severity is expressed as a percentage rating, which determines the amount of monthly compensation.

The VA uses the VASRD to rate service-connected disability of veterans for loss of civilian employability. The individual branches of service, on the other hand, use the VASRD to evaluate whether a service member is fit to reasonably perform the duties of his or her office, grade, rank or rating. While both the VA and the branches of service use the VASRD, not all of the general policy provisions set forth in the VASRD apply to the services. Consequently, disability ratings may vary between the VA and the services.

The services rate only conditions determined to be physically unfitting, compensating for loss of a career. The VA may rate any service-connected impairment, thus compensating for loss of civilian employability. The service's ratings are permanent upon final disposition while VA ratings may fluctuate with time, depending upon the progress of the condition. Also, the service's disability compensation is affected by years of service and basic pay, while VA compensation is a flat amount based upon the percentage rating received. This rating is determined based on the disabling condition and its severity and can range from 0 to 100 percent, rising in increments of 10 percent.

### ***Disability retired pay through the DoD***

The DoD compensates service members who are retired from service because of a physical disability. Service members who have been found to be physically unfit to perform their duties due to a disability incurred while entitled to receive basic pay (for example, while deployed) may be entitled to qualify for disability retirement. To be eligible for a disability retirement, a service member must meet the following three requirements:

- The service member's disability is of a permanent nature and stable (for permanent disability retirement) or is determined not to be of a permanent nature and stable (for temporary disability retirement)
- The service member's disability is not the result of intentional misconduct or willful neglect and was not incurred during a period of unauthorized absence
- The service member had completed at least 20 years of service or his or her disability is at least 30 percent under the standard schedule of rating disabilities in use by the VA at the time of the determination

If a service member is retired for disability, he or she is entitled to all the rights and privileges of any other military retiree. This includes entitlement to a military retired identification card that authorizes medical care, post exchange and commissary shopping privileges and the use of morale, welfare and recreation facilities (on a space-available basis). More information on the DoD disability retired pay can be found on the [DFAS disability retirement pay](#) website.

### ***Disability severance pay***

If a service member is injured while on duty and is not eligible for DoD disability retirement pay, he or she may be eligible to receive disability severance pay. To be eligible for a disability severance pay, a service member must meet all of the following requirements:

- The service member's disability is of a permanent nature and stable
- The service member's disability is not the result of intentional misconduct or willful neglect and was not incurred during a period of unauthorized absence
- The service member had completed less than 20 years of service and their disability is less than 30 percent under the standard schedule of rating disabilities in use by the VA at the time of the determination

Generally, the amount of disability severance pay is calculated as the number of years of active service multiplied by twice the amount of monthly basic pay to which the service member would be entitled if serving on active duty. However, there are minimum and maximum amounts for the years of active service. Whatever the actual number of years of service, the number of years of service used for the calculation is at least six years in the case of a service member separated for a disability incurred in the line of duty in a combat zone or incurred during the performance of duty in combat-related operations; for all other cases, the years of service used for the calculation will be at least three years. For example, a member with two years of service who incurred a disability in line of duty in a combat zone would have the calculation based on six years of service. The maximum number of years that can be used in the calculation is 19 years of service. More information on the DoD disability severance pay can be found on the [DFAS disability severance pay](#) website.

***Effect of VA disability compensation on military retired pay***

As a result of the deployment, a service member may become medically retired and begin drawing retired pay from the military. The law requires that military retired pay, whether regular, reserve or disability, be offset by any VA disability compensation. In certain cases, this offset may be replaced or restored under combat-related special compensation or concurrent retirement and disability pay. Both CRSC and CRDP have provisions that restrict the replaced or restored retired pay to that which was earned for years of service.



***Combat-related special compensation***

The CRSC provides military retirees a monthly compensation that is intended to replace some or all of the retired pay that is withheld due to receipt of VA compensation. The CRSC is payable for disabilities that are found to be related to combat, including disabilities that were incurred in actual combat, while engaged in hazardous service, in the performance of duty simulating war, training for combat or as a result of an instrumentality of war. The amount of CRSC payable is directly related to the evaluations assigned to combat-related disabilities, but cannot exceed the amount of withheld retired pay.

To receive CRSC, a service member must apply for the benefit, be retired and receiving retired pay, have at least a 10 percent VA disability rating and have at least one combat-related disability as determined by their service CRSC board. More information on the CRSC benefit can be found on the DFAS Retired Military and Annuitants website under [“Disability Entitlements”](#) or by telephone at 877-327-4457. Questions concerning disability ratings or payments due from the VA should be directed to the VA at 800-827-1000.

***Concurrent retirement and disability pay***

The CRDP restores the retired pay currently deducted from retirees' accounts due to the receipt of VA disability compensation. The CRDP is the gradual (phased in) restoration of the retired pay currently being offset by VA disability pay. Under the current law, retirees who are entitled to CRDP will receive both full military retired pay and full VA disability pay with no reduction (for example, concurrent receipt) by 2014.

There is no application required to receive the CRDP; eligible service members will receive the benefit automatically. To be eligible for the benefit, the service member must be retired with 20 years of service (15 years if retired under temporary early retirement authority provisions) in active or reserve duty, be receiving retired pay that is offset by VA payments and must have at least a 50 percent VA disability rating. If the service member is a National Guard or reserve service member, he or she must also be of retirement age, usually age 60.

Retirees cannot receive benefits simultaneously under both CRSC and concurrent retirement and disability payments programs. The most advantageous payment for retirees who qualify for both is determined by DFAS; however, retirees are offered an annual open season (usually in December or January) to change their payment from the automatic default if desired.

More information on the CRDP benefit can be found on the [DFAS Retired Military and Annuitants](#) website under "Disability Entitlements" or by calling 877-327-4457. Questions concerning disability ratings or payments due from the VA should be directed to the VA at 800-827-1000.

***Disability compensation through the VA***

Service members who incurred injuries or diseases during their service on active duty or had injuries that were made worse by their active military service may be eligible to receive disability compensation from the VA. Disability compensation is a tax-free benefit paid to veterans, who were discharged under other than dishonorable conditions with service-related disabilities. The amount of the benefit varies depending on the severity of disability and whether the service member has dependents. Current amounts of the benefit can be found on the [VA current rates](#) website.

Service members will not receive VA disability compensation benefits automatically; they need to apply to receive the benefit. Service members can apply by filling out [VA Form 21-526, "Veterans Application for Compensation and/or Pension."](#) When completing an application, service members need to include a copy of their discharge papers, dependency records (for example, marriage and children's birth certificates) and medical evidence of the disability (doctor or hospital report).

***Special monthly compensation for serious disabilities***

Service members who incurred the loss or loss of use of specific organs or extremities as a result of military service may also be eligible to receive additional compensation from the VA under special

monthly compensation for serious disabilities. For the purposes of the SMC, the VA considers “loss or loss of use” as either an amputation or having no effective remaining function of an extremity or organ.

### Special Monthly Compensation Considerations

#### The disabilities that the VA considers for SMC include the following:

- The loss or loss of use of a hand or foot
- Immobility of a joint or paralysis
- Loss of sight in an eye (having only light perception)
- Loss or loss of use of a reproductive organ
- Complete loss or loss of use of both buttocks
- Deafness of both ears (having absence of air and bone conduction)
- Inability to communicate by speech (complete organic aphonia)
- Loss of a percentage of tissue from a single breast or both breasts from mastectomy or radiation treatment

The VA will pay higher rates for combinations of these disabilities such as loss or loss of use of the feet, legs, hands and arms in specific monetary increments, based on the particular combination of the disabilities. There are also higher payments for various combinations of severe deafness with bilateral blindness.

To apply for SMC, a service member should contact the local VA regional office for information. The VA will then review the medical evidence regarding the loss or loss of use and then make a decision regarding the level of SMC to be paid.

#### *Disability benefits from the SSA*

Service members who have become disabled as a result of their military service can also become eligible to receive disability benefits through the SSA. As a member of the military, a service member can also receive expedited processing of their SSA disability claims. The benefits available through the SSA are different than those from the VA and require a separate application.

The SSA pays disability benefits through two programs: the Social Security Disability Insurance program, which pays benefits to service members and certain members of their families if they are “insured” (meaning that they have worked long enough and paid Social Security taxes); and the Supplemental Security Income program, which pays benefits based on financial need.

The SSA's definition of disability is stricter than the VA's and DoD's definition. To be found disabled by the SSA, a service member must be unable to do substantial work because of his or her medical conditions and his or her medical conditions must have lasted or be expected to last at least one year or be expected to result in death.

Service members may apply for disability benefits at any time while in military status or after discharge, whether they are still hospitalized, in a rehabilitation program or undergoing out-patient treatment in a military or civilian medical facility. Service members may apply online at the [SSA's Disability Benefits for Wounded Warrior](#) website, in person at the nearest Social Security office or by scheduling an appointment by telephone at 800-772-1213 or 800-325-0778 (teletypewriter). When applying for SSA disability benefits, service members must provide information and documentation about their age, employment, proof of citizenship, Social Security coverage and information regarding all impairments and related treatment.

#### Documentation for SSA Disability Benefits

- An original or certified copy of a birth certificate or proof of U.S. citizenship or legal residency if foreign born
- A copy of the DD Form 214, "Certificate of Release or Discharge from Active Duty," if discharged from the military service
- W-2 Form or income tax return from last year
- Military or workers' compensation including proof of payment
- Social Security numbers of the service member's spouse and minor children
- Checking or savings account number, if the service member has one
- Name, address and phone number of a contact person, in case the service member is unavailable
- Medical records that the service member has or can easily obtain from all military and civilian sources

More information on the disability benefits provided by the SSA Wounded Warrior can be found on the [SSA's Disability Benefits for Wounded Warrior](#) website.

## Medical Benefits for Injured Service Members

Service members who incurred or aggravated an injury or illness while on active duty may be entitled to receive various medical benefits from the DoD and the VA.

### *Medical benefits through TRICARE*

Injured active duty service members, including National Guard and reserve service members injured in the line of duty, are eligible for comprehensive health care services beyond basic TRICARE coverage. service members pay nothing out of pocket for these services and there is no benefit cap.

The special benefits for injured active duty service members are similar to those available to active duty family members under the TRICARE Extended Care Health Option, but unlike TRICARE ECHO, active duty service members are not required to enroll to receive these benefits.

#### TRICARE Medical Benefits for Injured Service Members

- Diagnosis
- Inpatient, outpatient and comprehensive home health care supplies and services
- Training, rehabilitation, special education and assistive technology devices
- Institutional care in private nonprofit, public and state institutions and facilities and transportation to and from such institutions and facilities (when appropriate)
- Custodial care in conjunction with authorized home health services
- Respite care for the primary caregiver (of the injured service member)

### *Medical benefits through the VA*

The VA provides a standard enhanced health benefits plan available to all enrolled veterans. This plan emphasizes preventive and primary care and offers a full range of outpatient and inpatient services within the VA health care system.

There is no monthly premium required to use VA care, however veterans may have to agree to make co-payments. If a veteran has health insurance, it may cover the cost of the co-payment. The VA will provide combat veterans free medical care for any illness possibly associated with service during a period of hostility for two years from the veteran's release from active duty.

Service members who are 50 percent disabled or more from service-connected conditions, unemployable due to service-connected conditions or receiving care for a service-connected disability will receive priority in scheduling of hospital or outpatient medical appointments.

To enroll in the VA health care system, service members need to submit an application for VA health benefits using VA Form 10-10EZ, "Application for Medical Benefits." The application form can be

found on the [VA's 10-10EZ online portal](#) or by requesting a paper form to be mailed back to the VA. Service members can request an application or get help with it by calling VA at 877-222-VETS (8387) Monday through Friday 8:00 AM to 8:00 PM (Eastern Time).

## Survivor Benefits

If service members die as a result of injury or illness incurred or aggravated during their deployment, their survivors may be entitled to benefits from the DoD and the Department of Veterans Affairs. Some of these benefits are automatic, while others require that survivors apply for them.

➤ **Casualty Assistance offices will provide further assistance to family members in completing the required documentation and will assist them with any other questions they may have.**

## Casualty Assistance Offices

In the event of a service member's death, the main source of casualty information and assistance to the family will be from the casualty assistance office. Casualty assistance officers (or casualty assistance call officers, casualty assistance representatives or decedent affairs officers, depending on the branch of service) provide one-on-one information to service members and their families to ensure that all administrative requirements (for example, required paperwork) are completed and that service members and their families are aware of the benefits to which they are entitled. The casualty assistance office can also help individuals apply for benefits. More information on the services provided by the casualty assistance offices can be found through the individual branches of service's websites.

### Casualty Assistance Offices

[Army Casualty](#)

[Marine Corps  
Casualty Assistance](#)

[Navy Casualty  
Assistance Division](#)

[Air Force Casualty  
Services](#)

## Burial Benefits

The DoD and the VA both offer benefits and services to family members to aid in a service member's funeral and burial. The DoD provides for the transport and interment of a service member's remains and authorizes travel entitlements for surviving spouses, children and parents including the parents of the spouse, siblings of the deceased member and the person authorized to direct disposition. The travel entitlement includes round trip transportation and two days of per diem at the interment site. There are a number of additional services provided by the individual branches of service and the VA.



### ***Burial and plot-interment allowance***

The person the service member identified to direct the disposition of his or her remains or the PADD, on their Record of Emergency Data Form (DD Form 93) will determine where the burial will take place. The military service will provide all the necessary assistance to satisfy the PADD's decision on burial location including burial in a national, state, private or public cemetery. Burial allowances or reimbursable expenses are determined based on the options selected by the PADD. Before making any financial commitments, the family or the PADD should verify with the casualty assistance officer or mortuary affairs officer if the expense is reimbursable. The casualty or mortuary affairs officer will assist with the completion of the necessary claims forms.

### ***Burial in a national cemetery***

For service members and their families who choose burial in a national cemetery with available space, the National Cemetery Administration will provide the opening and closing of the grave, perpetual care for the gravesite, a government headstone or marker, a burial flag (provided by the DoD if the member died while on active duty) and at no cost to the family. More information on burial benefits can be found on the [VA Burial and Memorials](#) website.

### ***Burial in a private cemetery***

For service members and their families who choose burial in a private cemetery, the VA will provide a government-furnished headstone or marker and Presidential Memorial Certificate at no cost if the family requests. The DoD will provide the flag if the member died while on active duty. Spouses and dependents will not be eligible to receive any burial benefits for themselves if the service member is buried in a private cemetery.



### ***Military funeral honors***

Provided by the DoD, military funeral honors provide a final “thank you” to active duty fatalities and veterans who have defended the nation. Military funeral honors consist of, at a minimum, ceremonial folding and presenting of the American flag and the sounding of Taps. Additional elements, such as a firing party or color guard, may also be included in the ceremony. More information on military funeral honors can be found on the [Military Funeral Honors website](#).

### ***Burial flags***

Burial flags are U.S. flags provided at no cost that drape a service member's casket or urn to honor the memory of his or her service. If the service member dies on active duty, the spouse, children, parents of the member and the PADD will receive a flag from the DoD. More information on VA-provided burial flags can be found on the [VA Burial and Memorials](#) website.

### ***Government-furnished headstones and markers***

The VA, upon request, will furnish at no charge a government headstone or marker for service members' graves in any cemetery around the world. The VA will also potentially furnish headstones and markers for the spouse and dependents (if eligible) of service members in a national, military installation or state veterans cemetery. If a service member has chosen columbarium inurnment, government-furnished niche markers are also available.

### ***Presidential Memorial Certificate***

The PMC is a gold-embossed paper certificate, provided by the VA and signed by the President of the United States to honor the memory of honorably-discharged veterans. The PMC is available to a service member's next-of-kin and loved ones when they apply through the VA.

## **Servicemembers' Group Life Insurance**

Servicemembers' Group Life Insurance is a low-cost term life insurance protection policy offered through the VA for service members on active duty, members of the ready reserve and members of the National Guard. The SGLI automatically covers service members for the maximum unless coverage is declined or elected at a lower amount. To receive benefits under SGLI, the family members will be required to submit a claim to the Office of SGLI. More information on SGLI, including coverage amounts and premium costs, can be found on the [VA SGLI](#) website.

## **Family Servicemembers' Group Life Insurance**

Family Servicemembers' Group Life Insurance automatically provides life insurance coverage to spouses and dependent children when the service member is covered by SGLI. The exceptions to automatic enrollment are cases where service members are married to service members (appropriate forms must be filled out to opt in as of January 2, 2013) and when a service member declines the coverage in writing. If declined or reduced, family members can have the entitlement reinstated or increased at a later date. The spouse must be in good health at the time of the change in coverage. Coverage amounts for FSGLI cannot exceed the coverage amount selected for the service member under SGLI. More information on FSGLI, including current coverage amounts and premiums, can be found on the [VA FSGLI](#) website.

## **The Uniformed Services Survivor Benefit Plan**

Administered by the Defense Finance Accounting Service, the Survivor Benefit Plan allows family members to continue to receive a portion of their service members' retired pay after their death, even if service members die while on active duty. Retirees are automatically enrolled in the program at no cost, but their retired pay will be reduced so family members can continue to receive a portion of the retiree's pay after the retiree's death. The amount of the benefit depends on the amount of retired pay that the service member selected on which to base SBP participation. More information on the SBP can be found on the [DFAS SBP](#) website.

## Reserve Component Survivor Benefit Plan

Similar to the SBP, the Reserve Component Survivor Benefit Plan is an annuity paid to surviving spouses and in some instances, dependent children of National Guard and reserve service members who elected to enroll in the program and completed the satisfactory years of service qualifying them for retirement pay. As with the SBP, surviving spouses and dependent children can receive a portion the elected retirement pay, but for the RCSBP, the reserve portion cost reduces the amount of the benefit to spouses and children. More information on the RCSBP can be found on the [DFAS RCSBP](#) website.

## Dependency and Indemnity Compensation

➤ **Benefits from DIC are not automatic; to receive benefits, family members must apply through the VA.**

The Dependency and Indemnity Compensation is a monthly tax-free benefit paid to eligible spouses and dependent children of a service member who died on active duty, veterans who died from service-related

disabilities and certain veterans who were being paid 100 percent VA disability compensation at the time of death. The amount of the benefit varies depending on the date of the service member's death (before or after January 1, 1993), the member's rank, whether the survivors are entitled to additional allowances such as Aid and Attendance, Housebound, etc. and the number of dependent children. More information on the DIC benefit can be found on the [VA Survivor's Benefits](#) website. Current rates for the DIC benefit are also provided through the [VA compensation payment rates](#) website.

## Parents Dependency and Indemnity Compensation

Parents who are dependent on a veteran with a service-connected disability or whose child died in service or from a service-connected disability may be entitled as dependents on the veterans' compensation award or to DIC if they are in financial need. Parents may be biological, step, adopted or in loco parentis. Benefits for Parents DIC are also not automatic; if parents believe they qualify for the benefit, they have to apply through the VA. The amount of the benefit varies depending on the classification category for the parent (sole surviving parent not living with a spouse, one of two parents not living with a spouse or one of two parents living with a spouse or other parent). More information on the Parents DIC benefit can be found on the [VA Survivor's Benefits](#) website. Current rates for the Parents DIC benefit are also provided through the [VA compensation payment rates](#) website.

## Survivor's Pension

➤ **Benefits from the Survivor's Pension are not automatic; to receive benefits, family members must apply through the VA.**

The Survivor's Pension is a benefit payable to eligible surviving spouses and children of deceased wartime veterans based on financial need. Survivors of deceased service members may be eligible to receive the Pension

if the veteran had wartime service and his or her death was not due to service. If surviving family members are determined to be eligible for the Survivor's Pension and the DIC, the VA will pay

whichever benefit entitles the family to the most money. Surviving family members cannot collect both DIC and the Survivor's Pension. The amount of the benefit depends on the income level of the surviving spouse or child. If the spouse is below the income level established by the VA, the VA will pay the difference between the established limit and the surviving spouse's or child's income. More information on the Survivor's Pension benefit can be found on [VA Survivor's Pension](#) website. Current rates for the Survivor's Pension benefit are also provided through the [VA compensation payment rates](#) website.

## **Death Gratuity**

Death Gratuity is a lump-sum payment provided by the DoD to the survivors or other individuals identified by the service member prior to his or her death while on active duty, active duty for training, inactive duty for training or within 120 days of release from active duty due to a service-related disability.

The service member may designate one or more persons to receive a portion of the death gratuity benefit, but the amount payable to the designated beneficiaries must be in 10 percent increments. service member elections are reflected on the Record of Emergency Data form. If the service member does not designate anyone to receive the benefit, then the benefit will be paid in full to the first person in the following order of precedence: surviving spouse, surviving children (in equal shares if there is no surviving spouse), surviving parents, the duly-appointed executor or administrator of the service member's estate and other next-of-kin. More information on Death Gratuity, including detailed eligibility requirements and payment amounts, can be found in [Chapter 36, Volume 7A, DoD Financial Management Regulation](#).

## **Survivors' and Dependents' Educational Assistance Program**

The Survivors' and Dependents' Educational Assistance is a VA program providing education and training opportunities to eligible spouses and children of certain veterans who die while on active duty or of a service-connected disability, are missing in action, forcibly detained by a foreign government or become permanently and totally disabled as a result of their service. To receive the DEA benefit, surviving family members need to enroll in a VA-approved education or training program and apply through the VA. More information of the DEA program can be found on the [VA's DEA](#) website.



MILITARY  
**Deployment Guide**

# Reintegration Phase

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# Reintegration Phase



This section of the guide is intended to help service members and their families navigate the challenges of and serve as a resource during, service members' reintegration following a deployment. The information presented in this section of the guide applies to returning active duty service members from all branches of service, National Guard service members, reserve service members and all family members (spouses, children and parents) of active duty, National Guard and reserve service members who have completed a deployment.

## Reintegrating to Normal Life

After the homecoming and the excitement of the reunion is over, service members begin reintegrating back into their normal lives and adjusting to their lives after deployment.

➤ Understanding what to expect during reintegration can help service members and their families be better prepared to handle challenges that may arise.

## Reintegration and Adjustment for Service Members

Service members returning from deployment face many challenges when reintegrating back into normal life. All service members (whether active duty, National Guard or reserve) may encounter many of the same issues.

### What to Expect for Service Members

As service members prepare to adjust to life following a deployment, they should understand that some things have changed and that they will have to adapt. Their family members will also be learning how to cope with changes. If the family knows what to expect, they can help each other to better meet and overcome any challenges they may face.

#### *Service members have changed*

While service members have been away on deployment, they have changed in subtle ways. They have been in a different world, stretched their comfort zones, learned new skills, made new friends and

functioned in living and working environments that may be very different from anything they had previously experienced. As a result, they may be very different from who they were prior to the deployment.

***Surroundings have changed***

Service members may experience a bit of culture shock as they settle back into their normal life. Things that seemed very familiar may now seem very foreign. Service members' homes may be decorated differently or their hometown may have changed. These changes in their physical surroundings can take some getting used to and may make them feel out of place at first.

***Families and friends have changed***

Service members' friends and family may look different. Children will almost certainly have changed physically and, possibly, developmentally. If married, spouses may have also experienced emotional and personal changes as well, especially as they may relate to school and work. They may have become more independent and may be more confident in their ability to cope with whatever challenges they face.

***Households may have changed***

Everyone at home has become more independent as they have taken on new responsibilities, made their own decisions and set their own schedules and routines. Because of this, new roles and new rules may have been established out of necessity. Some of these were temporary changes to the old rules to compensate for a service member's absence, while others arose because the family's needs changed.

***Intimacy with spouses may take time to reestablish***

It may take some time to reestablish intimacy with spouses. Although sex can resume immediately, intimacy with a spouse may require that the spouse and service member become reacquainted. Intimacy is more about how a service member and his or her spouse felt about one another, the closeness they felt prior to the separation and the reestablishment of their connection.

***Arguments may arise***

There may be some friction in the household now that the service member has returned home and begun reintegrating back into his or her family. Arguments may come up because of finances, spousal roles in the household and child-related issues.



***Service members may feel like they need space***

Service members and their spouses have been operating independently for the course of the deployment. During this time, both have been used to doing what they wanted during their personal time. It is normal for returning service members and their spouses to feel like they need some space during the reintegration.

***Service members may find it difficult not being with fellow service members***

Service members have functioned in living and working environments that may be very different than anything they had previously experienced. In those environments, service members made new friends and have lived and worked very closely with those people for many months. Service members will now be living without those people in their daily lives and may find it difficult not having someone to talk to with whom they shared those experiences.

***It may hard to reconnect with friends***

Once service members have been back for a few days or weeks, they may start to feel like they are not able to relate to friends or relatives anymore or that no one understands what they have gone through. Service members may not know how to describe their experiences or they may not want to talk about them at all. This might make them feel isolated and make it harder to adjust.

***There may be some awkwardness in personal relationships***

It is normal for service members to feel out of sync with their spouses at first. Both have grown and changed during the separation. Face-to-face communication with friends and other family members may also feel a little awkward at first for service members. Service members should understand that their friends and family may also be feeling awkward, unsure of what to say around service members.

***Spouses or other family members may be resentful at the deployment***

Service members should not be surprised if their spouses are a bit resentful of the deployment. Others often think of the deployment as more exciting than staying at home, even if the service member knows otherwise. If a service member has children, they may feel as though the service member “chose” the deployment over them and may resent that the service member was away. Service members should understand that these feelings are normal.

***Problems will not have gone away because of the deployment***

If there were unresolved marital or family problems before the deployment, they may not have gotten better during the deployment. Service members should understand that it will take time and effort to resolve these problems. Service members should be patient and try to keep their expectations reasonable.

***Service members may feel angry, frustrated***

It is completely normal for service members to feel angry because others were able to stay home while



they were on duty or because things have changed while they were gone. Anger can be another part of the process of adjusting to being home. If service members' anger persists, they may want to talk with members of their unit, a trusted member of the clergy or a professional counselor.

***Service members may feel tired or less motivated***

After service members return, they may find that they are tired, less motivated than usual or discouraged. There may not be a single reason for these feelings. They may feel sad about the things they missed while they were gone or feel out of place. These feelings are a normal part of the adjustment process, but if they continue for a period of time, service members may want to talk with members of their unit, a trusted member of the clergy or a professional counselor.

***Service members may have difficulty sleeping***

Now that service members are in different surroundings and in a different time zone, they may initially have some difficulty sleeping through the night. Service members should be able to start sleeping better shortly after they return. If they are unable to sleep after a period of time, they may want to speak with a counselor.

***Service members may experience a range of emotions***

In the short-term following service members' deployment, they may experience a wide range of emotions associated with their personal relationships. As service members adapt to changes in their relationships, they may experience some worry, frustration, anger, confusion, fatigue, mood swings or sleep difficulties. Typically, these emotions do not last longer than two to four weeks. If service members continue to experience these emotions, they may want to consult a chaplain, physician, counselor or behavioral health professional for assistance.

***Service members should expect a "letdown"***

Once service members get a chance to relax after the reunion, they should expect something of a letdown. Most, if not all, service members experience it. It simply means that they are no longer running on adrenaline and that things are beginning to settle down. It may mean that the homecoming has not solved all the problems that existed before the deployment or that reunion did not go the way service members thought it would. Whatever the reason for the letdown, service members should know that it is perfectly normal to feel this way for a period of time. However, if this feeling persists, it could be a sign of something more serious and service members may want to consult a chaplain, counselor or behavioral health professional.

***Service members may be facing additional stress with life changes***

Service members should understand that they and their families may be facing additional stress. If they are an active duty service member, they may be receiving a change in job assignment or a permanent change of station move. If they are a National Guard or reserve service member, they may experience additional stress as they transition back into their civilian life.

➤ Experiencing multiple life changing events at the same time can compound the stress service members and their families are already feeling.

## Reintegration Tips for Single Service Members

### *Keep expectations reasonable*

Single service members can help to minimize the impact of their emotional “letdown” by having reasonable expectations for their adjustment.

### *Be prepared for change*

Single service members should understand that people or circumstances may have changed while they were away. It is important to take the time to consider this and to be open to these changes.

### *Make plans for the return*

At some point, single service members may feel that nothing is going the way they planned and hoped. It is still vital that they make plans, especially for the first few days of their return. If single service members do not have friends or family who live in the local area, make plans with other returning unit members for an activity that is special for them and remember to call home.

### *Make new living arrangements*

Many single service members move out of an apartment or dormitory prior to their deployment and need to find housing again when they return. As soon as they feel ready, they should try to establish their new living situation. Doing so can help them feel more settled.

### *Be patient*

Single service members should take time to ease back into their routine. They should not try to do everything within the first day of return. They should consider making a prioritized list of those things that must be done and address them one at a time. Single service members may want to put off any major decisions until they have had enough time to readjust. If they try to do too much too soon, they may end up only adding to their stress level.

### *Reconnect with friends and family*

➤ Single service members should have a support system of friends and family and should not be afraid to reach out to these people.

When reconnecting with friends and family, single service members should give themselves time to relax and to return to their life at their own pace. Single service members should make a special effort to spend time with their friends and family or, if they are far away, call often to support and reassure them.

***Be patient with friends and family***

Service members should remember that those who are close to them are also adjusting to their return. Friends' and families' adjustment to having the service member home again does not happen overnight; it may take days, weeks or even months. Service members should remember that fatigue, confusion and worry are common during this time and that these can lead to short tempers, so they should try to be patient with friends and family members as well.

***Be respectful of others when discussing deployment experiences***

Single service members should realize that people may have different reactions to their deployment. Some people may want to know all about the deployment experiences, while others may not want to talk about them at all. Single service members should try to be respectful of other people's feelings and ask others to respect their feelings if people want more information than service members would like to give.

***Be prepared for some awkwardness in relationships***

Single service members should remember that friends and relatives are adjusting, too. Friends and families may wonder how service members' have changed and what service members have gone through, but they may hesitate to ask about deployment experiences. Service members might not know what to talk about because they are not caught up on the local news or what is going on in everyone's lives. If service members are feeling awkward, they can talk to their friends and families about how they are feeling and encourage them to do the same.

***Be patient when reestablishing intimacy with a significant other***

If service members have a significant other, they should be patient when reestablishing intimacy. Service members and their significant others may want to take some time to feel comfortable with each other again. If the sexual relationship is awkward at first, talking about it openly and honestly may help service members and their significant others to reconnect emotionally.

***Be careful with spending***

Single service members should resist the temptation to go on a spending spree now that they have returned. They may have saved a large sum of money through tax exemptions and special pays, but this additional money may be needed later for unexpected household expenses. Service members should stick to their budget and then reassess their budget within two months after their return. They should also be keenly aware that their pay will likely decrease after deployment since special pays and allowances may cease.

***Do not be afraid to talk about feelings***

Single service members may have seen or experienced some things that were very upsetting. Some normal reactions to these abnormal situations are fear, nervousness, irritability, fatigue, sleep disturbances, startle reactions, moodiness, trouble concentrating, feelings of numbness and frequent thoughts of the event. Talking with others who were there, counselors trained in crisis stress reactions, chaplains, family services staff or trusted friends and family can help relieve their stress.

***Take care of physical health***

Service members should get plenty of rest, plenty of exercise and eat properly. They may want to balance the number of social events they attend against the need to minimize stress and remain healthy.

***Avoid drinking excessively or turning to drugs***

Service members should remember that stress may increase the likelihood of substance abuse. Neither alcohol nor drugs will help to actually alleviate the stress. Overuse of alcohol and use of drugs can increase feelings of depression and loneliness.

***Understand that some emotions are normal***

Returning to everyday life is a major change and change always creates stress. Service members may feel out of sync for a while and feel loneliness, fatigue, anger and sadness. These emotions are all normal parts of readjustment.

***Do not be afraid to seek help if needed***

Although it is normal to feel some emotional and physical stress while reintegrating, if these feelings do not get better, service members should not hesitate to seek professional help.

**> Seeking help is not a sign of weakness; many options for support and professional care are available.**

## **Reintegration Tips for Married Service Members**

***Keep expectations reasonable***

Married service members can help to minimize the impact of their emotional “letdown” by having reasonable expectations for their adjustment and for their family members. This includes the need to understand the demands of parenting, child care, school and spouse employment.

***Be prepared for change***

Married service members should understand that people or circumstances may have changed while they were away. It is important to take the time to consider this and to be open to these changes.

***Be patient***

Married service members should take time to ease back into their routine. They should not try to do everything within the first day of their return. They should consider making a prioritized list of those things that must be done and address them one at a time. Married service members may want to put off any major decisions until they have had enough time to readjust. If they try to do too much too soon, they may end up only adding to their stress level.

### *Get acquainted with their spouse*

➤ After a long absence, service members and their spouses need to get to know each other again.

Married service members should spend quality time with their spouses. Spouses may be more confident and independent. Service members and their spouses have

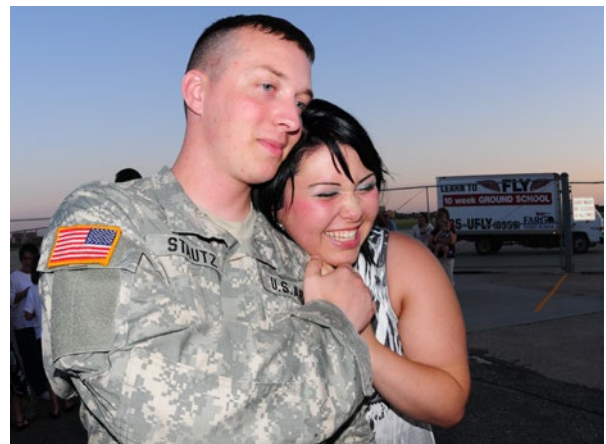
both had new experiences during the deployment and these experiences may have changed their priorities and ideas about roles in the marriage and the family. Talking now can help lay the foundation for a newly strengthened relationship.

Married service members should share their feelings with their spouses and make sure they know that they are loved and were missed throughout the deployment. Service members should encourage their spouses to share their feelings as well. The best way to regain closeness and renegotiate roles in the family is by talking and actively listening. Service members should check themselves emotionally to see if they have brought home any “extra baggage” (such as mood swings, unusual feelings of anger, extreme emotions or new bad habits). Service member should also ask their spouses if they have noticed any negative changes in the service member’s behavior or personality. Families should be open about these concerns and address them before they take a toll on relationships.

Service members should expect it will take a little time to become acquainted with their spouses. They should talk with each other about the service member’s experiences and be open about their feelings. If the couple has children, dedicated time alone with the spouse is critical to reconnecting with each other.

### *Express appreciation to spouses and children*

Married service members should tell their spouses how proud they are of them for running the household single-handedly during the deployment. They should provide their spouse encouragement, praise and thanks for what they have done in their absence. If service members have children, they should tell their children how proud they are of them as well. Service members should communicate their love to their family, focus on the positive changes they see at home and let their family know they appreciate them and all they went through during the deployment.



Spouses who have returned to school or work during a deployment may have experienced a new sense of independence and will need time to renegotiate roles and expectations for relationships with the deployed service member, family and friends.

Service members should resist the temptation to criticize their spouses’ efforts or the decisions they had to make on their own during the deployment. Service members should keep in mind that their spouses have been doing their best to run the household single-handedly and care for the children while service

members were gone. Service members should give their spouses credit for their efforts, even if their spouses' way of doing things is different from theirs.

### ***Arrange for time alone with each member of the family***

Service members should try to schedule time alone with each member of their family. They should do things to reconnect with each child that will give them time to relax, have fun and talk together.

### ***Ease back into roles and responsibilities***

**> Take time to ease by into roles and to redefine the sharing of responsibilities.**

Service members should not expect a “change of command” at the door. They should understand that their spouses may have grown accustomed to managing

more of the household responsibilities and may not be eager to turn control of them all back to service members right away. They should take time to understand how the family has changed while they have been gone.

Married service members should remain open to the possibility that the previous “division of labor” in the household may need to be modified. Service members should take the time to discuss with their spouses how they can gradually transition back into some roles and responsibilities in the household.

### ***Be patient with friends and family***

Service members should remember that those who are close to them are also adjusting to having them home. Service members' adjustment to being home does not happen overnight; it may take days, weeks or even months. They should remember that fatigue, confusion and worry are common during this time and that these feelings can lead to short tempers on all sides, so they should try to be patient with friends and family members as well.

### ***Be respectful of others when discussing deployment experiences***

Service members should realize that people may have different reactions to the deployment. Some people may want to know all about the service member's experiences, while others may not want to talk about them at all. Service members should try to be respectful of other people's feelings and ask other people to respect their feelings if they want more information than service members would like to give.

### ***Be careful with spending***

Service members should resist the temptation to go on a spending spree now that they have returned. They may have saved a large sum of money through tax exemptions and special pays, but this additional money may be needed later for unexpected household expenses. Service members should stick to their budget and then reassess their budget within two months after their return. They should also be keenly aware that their pay will likely decrease after deployment since special pays and allowances may cease.

***Be prepared for some awkwardness in relationships***

Service members should remember that friends and relatives are adjusting too. Friends and families may wonder how service members' have changed and what service members have gone through, but they may hesitate to ask about deployment experiences. Service members might not know what to talk about because they are not caught up on the local news or what is going on in everyone's lives. If service members are feeling awkward, they can talk to their friends and families about how they are feeling and encourage them to do the same.

***Do not dwell on thoughts of infidelity***

Service members should not spend time worrying about their spouses' fidelity while they were on deployment. Worries about a partner's unfaithfulness are far more common than the actual occurrence of infidelity. Service members and their spouses should assume that both have been faithful to one another unless they have strong evidence, not merely suspicion, to the contrary.

***Be patient when reestablishing intimacy with spouse***

Service members should be patient when reestablishing intimacy with their spouses. Service members and their spouses may want to take some time to feel comfortable with each other again. If the sexual relationship is awkward at first, talking about it openly and honestly may help service members and their spouses to reconnect emotionally and then physically.

***Get a second opinion if the relationship becomes strained***

If the relationship between a service member and spouse becomes strained, they should get a second opinion from an outside source. All couples can benefit from the objective observations of another party. Service members and their spouses have many options to choose from including chaplains, a family services counselor or a behavioral health professional.



**Service members and spouses can keep their relationship strong by getting the help they may need early in the reintegration process.**

***Do not be afraid to talk to other military families***

If service members and their families are having trouble reintegrating, they should not hesitate to speak with other military families who have gone through deployments before. Their experiences may prove invaluable during this time. Service members can also connect with other families from their unit. It always helps to have a strong support system.

***Do not be afraid to talk about feelings***

Service members may have seen or experienced some things that were very upsetting. Some normal reactions to these abnormal situations are fear, nervousness, irritability, fatigue, sleep disturbances, startle reactions, moodiness, trouble concentrating, feelings of numbness and frequent thoughts of the event.

Talking with others who were there, counselors trained in crisis stress reactions, chaplains, family services staff or trusted friends and family can help relieve stress.

### *Take care of physical health*

Service members should get plenty of rest, plenty of exercise and eat properly. They may want to balance the number of social events they attend against the need to minimize stress and remain healthy.

### *Avoid drinking excessively or turning to drugs*

**> Neither alcohol nor illicit drugs will help alleviate the stress.**

Service members should remember that stress may increase the likelihood of substance abuse. Overuse of alcohol, use of illicit drugs or abuse of prescription

drugs can increase feelings of depression and loneliness.

### *Understand that some emotions are normal*

Returning to everyday life is a major change and change always creates stress. Service members may feel out of sync for a while and feel loneliness, fatigue, anger and sadness. These emotions are all normal parts of readjustment.

### *Do not be afraid to seek help if needed*

Although it is normal to feel some emotional and physical stress while reintegrating, if these feelings do not get better, service members should not hesitate to seek professional help.

## **Reintegration and Adjustment for Spouses**

Service members returning from deployment are not the only ones who face challenges during the reintegration back into normal life. Spouses of service members encounter many of the same challenges as well as some unique obstacles.

### **What to Expect for Spouses**

Now that service members have returned from deployment, spouses will be facing some challenges related to their own readjustment. Communicating with service members and sharing feelings can make this time easier for the whole family.

#### *Things have changed*

Over the course of a deployment, both service members and spouses have changed. These changes may be subtle or they may be more obvious. Service members have lived in a different world, learned new skills, made new friends and functioned in living and working environments that may be very different from anything they had previously experienced. Spouses have been living independently and managing



the household by themselves. They may have returned to school and work and gained a new sense of independence, improved self-esteem and developed new social networks. Because of this, both service members and the spouses are different people.

***It may take a while for service members to get adjusted***

Home life is very different from deployed life. It may take some time for service members to fully adjust to life at home again. When helping service members reintegrate back into their life at home, spouses should keep in mind that their adjustment will not happen overnight.

***Being a couple again takes getting used to***

Service members and spouses need to get used to being a couple again and depending on each other for some things. Through writing or phoning, service members and their spouses probably succeeded in staying close, but now that they are back some fine-tuning may be needed for the relationship to run smoothly again.

***Spouses should expect to have some doubts and worries***

Spouses should expect to have some of their own doubts and worries and expect their service members to have some doubts as well. Service members may think that spouses do not need them anymore and vice versa. This anxiety is a natural and normal part of the reunion.



***Spouses may feel like they need space***

Service members and their spouses have been operating independently for the course of the deployment. During this time, both have been used to doing what they wanted during their personal time. It is normal for service members and their spouses to feel like they need some space during the reintegration.

***Roles and responsibilities in the household may never go back to how they were***

While service members were deployed, everyone at home became more independent, taking on new responsibilities, making their own decisions and setting their own schedules and routines. Because of this, new roles and new rules may have been established out of necessity. Some of these were temporary changes to the old rules to compensate for the service member's absence, while others arose because the needs of the family changed. These roles and responsibilities may never return to the pre-deployment status.

***Face-to-face communication between service members and spouses may be awkward***

It is normal for service members and spouses to feel out of sync with each other at first. Both have grown and changed during the separation. Face-to-face communication with each other may also feel a little awkward. Spouses should understand that their service members may also be feeling awkward, as they may not be sure of how to act or what to say around their families.

***Arguments may arise***

There may be some friction in the household now that service members have returned home and begun reintegrating back into their families. Arguments may come up because of finances, spousal roles in the household and child discipline.

***Intimacy between service members and spouses may take time to reestablish***

Spouses should understand that it may take some time to reestablish intimacy with their service member. Although sex can resume immediately, intimacy with each other may require that service members and spouses become reacquainted. Sharing feelings and communicating openly can help to reestablish that feeling of closeness.

***Service members may be hurt at how young children receive them***

Young children may be hesitant to accept service members upon their return. Service members may feel hurt when small children are slow to hug and show emotions.

***Service members may be surprised or hurt at how well spouses coped***

▶ service members may not fully appreciate the skills their spouses have gained during the deployment right away.

Service members may be surprised at how well spouses did on their own. Spouses should not be surprised if their service members are a little hurt by how well spouses were able to run the household and manage the

children without them. Spouses can let their service members know that their preference is to share family and household responsibilities with them, no matter how well they did on their own.

***Service members may be jealous at how close spouses are to the children***

While service members were away, spouses and children may have become very close. Service members may harbor a little jealousy at how closely spouses have bonded with their children during the deployment.

***It may be hard for service members to reconnect with friends***

Service members may feel like they are not able to relate to their friends or relatives anymore or that no one understands what they have gone through. Service members may not know how to describe their experiences or they may not want to talk about them at all. This might make spouses feel isolated from their service members and make it harder for them to adjust.

***Service members may have difficulty sleeping***

Now that they are in different surroundings, service members may initially have some difficulty sleeping through the night. If this problem persists for more than just a few weeks, spouses may want to encourage their service members to speak with a counselor or physician.

***Problems will not have gone away because of the deployment***

If there were unresolved marital or family problems before the deployment, they may not have gotten better during the deployment. Spouses should understand that it will take time and effort to resolve these problems. They should be patient and keep their expectations reasonable.

## **Reintegration Tips for Spouses**

As service members begin to reintegrate back into their families, spouses can help them by considering some of the following recommendations.

***Keep expectations reasonable***

Spouses can help their service members reintegrate back into their families by keeping expectations reasonable. Things may not ever go back to exactly the way they were. Regardless, spouses should understand that it may take more time than they originally expected to feel comfortable again and that things might not go exactly how they expected.

***Be prepared for change***

Service members may have changed during their deployment. Although they may not realize it, spouses have changed too and may seem very different to their service members. It is completely normal for spouses to feel out of sync with their service members at first.

***Be patient***

Spouses should allow their service members time to ease back into their daily routine. Spouses may have a list of things they have been waiting for their service members to do around the house, but they should not spring this on their service members right away. It takes time to regroup as a family and this process cannot be rushed. Service members and their spouses should understand that fatigue, confusion and worry can lead to short tempers and that this may add to the level of stress in the home.

***Get reacquainted***

Spouses should take the time to talk with their service members. After a long absence, service members and their spouses need to get to know each other again. Service members and their spouses have both had new experiences which may have changed their priorities and ideas about roles in the marriage and the family. It will take a little time to become reacquainted. Service members and their spouses should talk with each other about their experiences and feelings and make sure to tell each other just how much they care. Talking now can help lay the foundation for a newly strengthened relationship.

***Do not force talk about war***

While talking will help service members and their spouses to become reacquainted with each other, spouses should be careful when discussing some topics. They should not force talk about service members' experiences during war, but should be open to it when the time is right. If service members are

not ready to talk about their experiences during deployment, spouses should not push the issue. It is often a better idea for service members to talk through any tough experiences first with a chaplain, a military and family support center counselor or another trusted adviser or friend. If service members and their spouses do talk about painful experiences as a couple, spouses should try hard to listen without judging.

### ***Express appreciation to service members***

Spouses should tell their service members how proud they are of them for their service. Spouses should tell their service members how much they love them and how happy they are that their service members are home again.

### ***Ease service members back into their role in the household***

Spouses should gradually transition some of the roles and responsibilities in the household back to their service members. Spouses should not expect service members to take on all of their old chores right away. Spouses have been managing the household during service members' absence and this may be a great opportunity to evaluate whether the pre-deployment "division of labor" needs to be modified.

### ***Be careful with spending***

Spouses should resist the temptation to go on a spending spree now that their service members have returned. Spouses have managed the household by sticking to a budget during their service members' deployment. Now that service members have returned, the family will have some added expenses (for example, a bigger grocery bill). Spouses should not lose control of the budget while celebrating their service members' return. Spouses should be aware that there will likely be a decrease in the service member's income due to certain pay and allowance changes after deployment.

### ***Stay involved in activities and interests***

➤ **Spouses should not give up their jobs, their classes or the activities that they enjoy and that help them relax.**

If spouses have become employed, gone back to school, adopted an exercise routine, taken up a hobby or joined a regular book group, they should not give it up just because their service members are home. Spouses may

need to be flexible to keep these important things in their family schedule, but should do their best to find a way.

### ***Stay involved with the children***

Spouses should stay involved with their children's school activities and interests. They should not neglect the children's need for attention as they are becoming reacquainted with their service members.

### ***Be patient when reestablishing intimacy with service members***

Spouses should be patient when reestablishing intimacy with their service members. The time apart has made service members and their spouses strangers to each other in many ways. Spouses should not

be afraid to talk to their service member about their feelings and should keep in mind that intimate relationships may be a little awkward at first. Service members and their spouses may want to take some time to feel comfortable with each other again.

***Get a second opinion if the relationship becomes strained***

If the relationship between service members and their spouses becomes strained, they should get a second opinion from an outside source. All couples can benefit from the objective observations of another party. Service members and their spouses can talk with their chaplain, a military and family support center counselor or a behavioral health professional. Service members and their spouses can keep their relationships strong by getting the help they need early in the reintegration process.

***Do not be afraid to talk to other military families***

If service members and their families are having trouble during the reintegration, they should not hesitate to speak with other military families who have gone through deployments before. Their experiences may prove invaluable during this time. Service members and their spouses can also connect with families from the service member's unit. It always helps to have a strong support system.

***Do not be afraid to seek help if needed***

Although it is normal for service members to feel some emotional and physical stress while they reintegrate into the household, if these feelings persist, spouses should not hesitate to seek professional help on their behalf. Some anger and some tears can be expected after a long or difficult deployment but excessive anger, mean-spirited fighting and violence are signs that service members may need help. Spouses should not feel that they have to solve serious emotional problems on their own.

## **Reintegration and Adjustment for Parents**

Parents of returning service members face unique challenges. For single service members, parents are likely to be their closest family members and may become the service member's main source of support outside the military. For service members with their own families, the parents can become an extended support system for both the service member and the service member's spouse.

## **What to Expect for Parents of Returning Service Members**

As parents welcome their service member children home from a deployment, everyone will need time to adjust. Parents can best support their children by listening and openly communicating with them and by being aware of any potential signs of stress or other problems.

***Things have changed***

Over the course of a deployment, service members have changed. These changes may be subtle or they may be more obvious. Service members have lived in a different world, learned new skills, made new

friends and functioned in living and working environments that may be very different from anything they had previously experienced. Parents should not expect their children to think or act or react exactly as they did before the deployment.

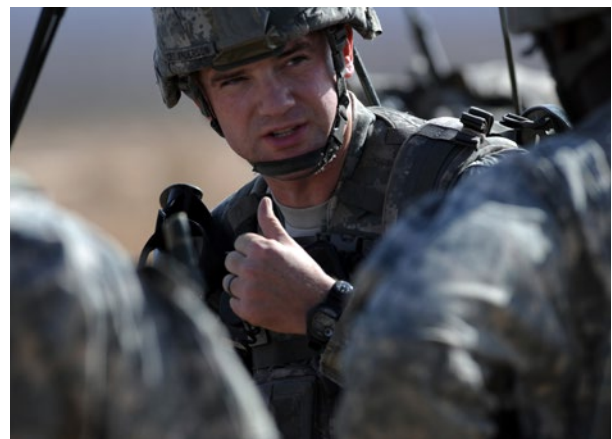
***It may take a while for service members to get adjusted***

Home life is very different from deployed life. It may take some time for service members to fully adjust to life at home again.

**> When helping service members reintegrate back into their life at home, parents should keep in mind that their adjustment will not happen overnight.**

***Service members may have seen or experienced very troubling things***

The service member may have seen or experienced some very upsetting things. Some normal reactions to these abnormal situations are fear, nervousness, irritability, fatigue, sleep disturbances, startle reactions, moodiness, trouble concentrating, feelings of numbness and frequent thoughts of the event.



***Service members may be facing additional stressful situations***

Once home from a deployment, service members may be facing a change in job assignment or a move. These transitions can cause additional stress in a service member's life. This may be especially true for demobilizing National Guard and reserve service members who are transitioning back into civilian life.

***Service members may feel like they need space***

Service members have been operating independently during the deployment. They have been used to doing what they wanted during their personal time. During a service member's reintegration, parents should understand that it is normal for their children to feel like they need some space and some time alone each day.

***Face-to-face communication between service members and their parents may be awkward***

It is normal for service members to feel out of sync with their parents at first. Face-to-face communication may feel a little awkward after so many months of communicating via email, phone or letters. Parents should understand that their service members may not be sure of how to act or what to say around their parents.

## **Reintegration Tips for Parents of Returning Service Members**

As service members begin to reintegrate back into their families, parents can help them by considering some of the following recommendations.

### ***Keep expectations reasonable***

Things may not ever be exactly as they were before the deployment and it may take more time for the service member to readjust than his or her parents originally expected.

### ***Be prepared for change***

Parents should take the time to try to understand how things may have changed during the deployment for both themselves and their service member child. Although parents may not have noticed any changes in themselves, they should understand that they may appear different to their service member child. It is completely normal to feel out of sync with the service member at first.

### ***Be patient***

It may take some time for service members to feel at home and at ease again after a deployment. Parents should be patient with and supportive of their children during this time.

### ***Get reacquainted with the service member***

Parents may need to become reacquainted with their children. The best way to do this is through open communication. Parents should not hesitate to tell their children that they are proud of them, that they love them and that they are happy that they are back home. Parents should also not be afraid to tell their children exactly how they feel (for example, nervous, scared, happy, etc.).

### ***Do not force talk about war***

While talking will help service members and parents become reacquainted, parents should be careful when discussing some topics. They should not force talk about service members' experiences during war, but should be open to discussing it if the service member brings it up. It may be easier for service members to talk through any tough experiences first with a chaplain, a military and family support center counselor or another trusted adviser or friend. If service members and their parents do talk about painful experiences, parents should listen without judging.

### ***Work as a team with the service member's spouse***

If the service member is married, parents should understand that the spouse may be their child's main source of support. Additionally, spouses may have access to other local support systems offered through the military that are not available to parents. By speaking directly with their child's spouse, parents can help to ensure that they are all providing consistent support for the service member.

***Provide support to the service member's spouse***

In addition to working with their child's spouse, parents of returning service members should offer support to their child's spouse during this potentially stressful time. Parents may be a welcome additional outlet for support and encouragement.

***Encourage the service member and his or her family to talk with other military families***

If service members and their families are having trouble during the reintegration, parents should encourage them to speak with other military families who have gone through deployments before. These families' experiences may prove invaluable during this time. Service members and their spouses can also connect with families from the service member's unit. It often helps to tap into this larger support system.

***Encourage the service member and his or her family to use military support systems***

The military provides numerous programs and services to help service members and their families readjust to life following a deployment. Parents should encourage their children and their families to contact their local family readiness group or military and family support center if they feel that they need more finding a new normal. Parents can also contact [Military OneSource](#) for informal and referral services.



Parents can encourage their service members to seek out support from military organizations and from other military families.

***Encourage service members and their spouses to seek help if needed***

Although it is normal for service members to feel some physical stress while they reintegrate into the household, if these feelings persist, parents should encourage their children to seek professional help. The earlier their child receives the proper medical care, the better their chance will be for a full recovery.

Similarly, if service members experience persistent emotional stress while they reintegrate into the household, parents should encourage their children to seek professional behavioral health help. If the service member is married, parents can also encourage the spouse to seek professional help on behalf of the service member. Some anger and frustration can be expected after a long or difficult deployment, but excessive anger, mean-spirited fighting and violence are signs that service members may need help.

## **Reintegration and Adjustment with Children**

The following sections provide an overview of some challenges service members may face during their adjustment with children and recommendations to help ease the transition.



## What to Expect when Reintegrating with Children

After service members return, there will be a readjustment period for the entire family, typically between four to six weeks. A service member's deployment may have seemed like a lifetime to a child. They adjusted to the service member not being around and now they need time to adjust to having the service member around again. They may be unsure of what to expect from the service member and may feel uncomfortable. Their service member parent may seem very different from how they remember him or her and younger children may not remember their parent very clearly at all. Children may fear that the service member will "abandon" them again. They may be torn between loyalties for the service member and the parent or caregiver who stayed home. Children may experience worry, fear, stress, happiness and excitement.

➤ **How children manage throughout the reintegration period and how quickly they readjust depends on age, developmental level and the child's personality and temperament.**

Service members should understand that their child or children have changed since the deployment; they have grown physically, emotionally and socially. Service members should also be aware that this time is very stressful for children, possibly more so because children have so little life-experience to draw from, as well as limited coping and communications skills.

### *What to expect with infants (under one)*

- **Infants will probably not recognize the service member** – An infant will probably not recognize the service member following a deployment. Infants have not yet developed much of an ability to remember people and events. As painful as this might be, the service member should not expect the baby to recognize him or her, even if a spouse or caregiver regularly showed the baby photos or videos. The service member should expect the baby to initially react as if he or she is a stranger.
- **Infants will likely cry when being held** – Because the baby will probably not recognize the service member, the baby will likely cry when held by the service member, pull away, fuss and cling to the spouse or caregiver.
- **Infants may be frightened by the service member's voice** – Now that the service member has returned, there will be a new adult voice in the house. Infants may be frightened by this new sound.

### *What to expect with toddlers (one to three)*

- **Toddlers may not remember the service member** – Depending on the age of the toddler, he or she may not remember the service member following a deployment. Even older toddlers may not remember the service member right away and may be very shy initially. This is a normal reaction for toddlers.

- **Toddlers may act coolly toward service members** – Toddlers may act aggressively or disinterested; it is their way of showing their hurt and anger at the service member for leaving. This behavior, though unsettling, usually does not last long.
- **Toddlers may cling to their primary caregiver** – Toddlers may cling to the spouse or caregiver for a period of time after the deployment. They may not feel comfortable around the service member and may hide from the service member as well. This behavior should end soon.
- **Toddlers may regress in behaviors** – If toddlers have been potty trained, they may regress to needing diapers again. Toddlers may have temper tantrums or revert to other behaviors they have outgrown.
- **Toddlers may test the limits of family rules** – Toddlers may test the limits of the family rules. It is normal for children to want to find out how things may have changed as a result of the service member's return by acting up a bit.

*What to expect with preschoolers (three to five)*

- **Preschoolers may think they did something to make the service member leave** – Preschoolers tend to think as though the world revolves around them. They may think they somehow made the service member go away or that the service member left because he or she no longer cared about the child. If a preschooler believes this, he or she may feel guilty or abandoned.
- **Preschoolers may be scared to see the service member again** – Because the service member has been away for a while and because children may not know what to expect upon his or her return and how it will impact the family, preschoolers may be scared to see the service member again.
- **Preschoolers may act coolly toward the service member** – Preschoolers may act aggressively or disinterested; it is their way of showing their hurt and anger at the service member's absence. Their behavior usually does not last long, but it is still unsettling.
- **Preschoolers may express intense anger** – Preschoolers may express intense anger as a way of keeping the service member at a distance, thereby "protecting" themselves from further disappointment.
- **Preschoolers are likely to test limits** – Preschoolers are likely to do some limit testing to see if familiar rules still apply. They may misbehave or become demanding to get attention.
- **Preschoolers may need time to warm up to the service member** – Preschoolers will most likely recognize the service member but may need time to warm up and feel comfortable with the service member again. Some children may keep their distance from the service member and cling to the spouse or caregiver.

*What to expect with school-age children (five to 12)*

- **Children are likely to give a warm reception** – If the parent-child relationship was strong prior to the deployment, school-age children are likely to give the service member a warm reception.

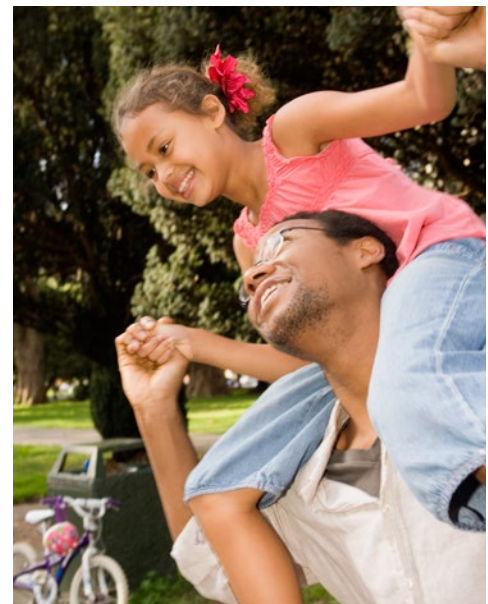
- **Children may display a range of emotions** – School-age children may display a range of feelings and mood swings, try to act “grown up” or be excited to see the returning parent. They may also express guilt about not doing enough or being good enough while the service member was deployed.
- **Children may try to monopolize the service member’s time** – School-age children may talk non stop and may be inclined to try to monopolize the service member’s attention.
- **Children may fear that the service member will punish them** – If the relationship between the service member and the child was strained prior to the deployment, the child may fear that the service member will punish them for all of their misbehavior during the deployment. This fear of punishment may make the child seem shy or withdrawn around the service member.
- **Children may be resentful** – Older school-age children may show resentment toward the service member for the time they were away from the family.

*What to expect with adolescent children (12 to 18)*

- **Adolescents may have mixed emotions** – Adolescent children’s reactions to the service member’s return may be characterized by mixed emotions and dramatic mood swings.
- **Adolescents may be very excited to see the service member again** – If the service member and child had a close relationship prior to the deployment, the adolescent child will likely be excited to see the service member again.
- **Adolescents may seem moody and appear to not care** – Even if adolescent children are excited to see the service member, they may act more reserved in public. Adolescents can have mood swings and insecurities; they will be watching the service member for his or her reaction to them and the changes in their lives (physical, social, intellectual).
- **Adolescents may be resentful** – Adolescents may show resentment toward service members for the time they were away from the family.

*Additional considerations for single parents*

If service members are custodial single parents, they should know that the adjustment period for their children may take several weeks and can be awkward. Children may not react well to suddenly not seeing the person who cared for them during the deployment on a regular basis. Service members should understand that over the course of the deployment, the bond between this caregiver and child has strengthened and the child’s loyalty may now be with the caregiver. This increased loyalty may feel painful and threatening to the service member. If someone else has



primary custody of the child, service members may wonder how their child will respond to them since they have missed “regular” visits with him or her.

## Tips for Reintegrating with Children

Children’s reactions vary depending on their age. The recommendations provided in this section are separated by age group.

### *Tips for reintegrating with infants (under one)*

- **Do not worry if infants seem afraid** – As infants may not recognize service members, service members should not worry or be offended if their children seem to be afraid when the service member holds them. It takes time and patience for the new face to become familiar.
- **Be patient** – Service members should go slow with infants; the baby will warm up at his or her own pace. Service members should let the baby’s reactions guide them.
- **Get involved with the care of the infant** – Slowly get involved in holding, hugging, bathing, feeding, playing with and otherwise caring for the baby.
- **Do not get angry or frustrated if the reintegration does not go smoothly** – In addition to being patient during the reintegration with an infant, service members should be aware of their own potential anger management or control issues. If service members are experiencing feelings of anger around or towards their child, they may want to seek professional counseling; these feelings could be a sign of a larger issue.

### *Tips for reintegrating with toddlers (one to three)*

- **Be patient** – Service members should be patient and treat toddlers with respect. Toddlers may reject service members at first. This period of transition may last several weeks and can be awkward at times.
- **Do not force positive interaction** – Service members should not try to force positive responses from their toddlers. Service members should allow toddlers to warm up to them on the toddler’s own schedule. A gentle offer to play with the toddler may be helpful, but service members should not force the issue. Forcing interaction with toddlers may intensify children’s discomfort and resistance.
- **Talk with and listen to children** – Service members should be available to their children emotionally and should set aside time to spend just with them. This is just as stressful a time for the children as it is for service members. Service members can encourage their children to express feelings about the return and to talk about how things have changed for them. Service members should encourage small children to talk about new things they can do or things they have learned.
- **Tell children how much they were missed** – Service members should tell their toddlers how much they missed them and how happy they are to see their toddlers again. It may seem like toddlers should know this, but it helps if they hear it directly from the service member.

- **Tell children how proud the service member is of them** – Service members should let their toddlers know how proud they are of all the new things they have learned to do while the service member was away on deployment. Children take great pride in their accomplishments and sharing them can make the children feel closer to their service member parent.
- **Sit at eye level when talking with children** – By sitting at eye level when talking to toddlers, service members can appear less intimidating.
- **Plan for alone time with each child** – Service members and their spouses should plan for each child to have special time with each parent. By doing so, service members can help their children to get used to them being back in the home. It may take toddlers a little while to feel comfortable alone with their service member parent.
- **Involve children in planning activities** – Toddlers should be included in planning family activities and outings. Allowing the toddler to have a say in what the family does together will help reestablish family bonds.
- **Expect children to test boundaries** – Service members and their spouses should expect toddlers to test the boundaries of the rules of the house now that both parents are home again. Whenever there is a change in a family, children work to find out whether it might mean any loosening of limits. Service members should talk with their spouses about any new rules their spouses have set so they can present a united front when issues arise. Together, they should apply rules fairly and consistently.
- **Do not get angry or frustrated if the reintegration does not go smoothly** – In addition to being patient during the reintegration with a toddler, service members should be aware of their own potential anger management or control issues. If service members are experiencing feelings of anger around or towards their child, they may want to seek professional counseling; these feelings could be a sign of a larger issue.
- **Share the responsibility for discipline** – Returning service members should support the rules established by their spouses. Service members can slowly reintegrate themselves into the role of disciplinarian. Service members should talk with their spouses about how best to share this role.
- **Show affection to spouses** – If toddlers are slow to warm up to service members, service members should show affection with their spouses. This may make toddlers less shy about expressing their affections.

*Tips for reintegrating with preschoolers (three to five)*

- **Be patient** – Service members should be patient and treat preschoolers with respect. They may reject the service member at first but time will ease the readjustment process. This period of transition may last several weeks and can be awkward at times.
- **Talk and listen to children** – Service members should be available to their children emotionally and should set aside time to spend just with them. This is just as stressful a time for the children as it is for service members. Service members can encourage their children to express feelings about

the return and to talk about how things have changed for them. service members should talk with their children about their areas of interest, be it storybooks or toys.

- **Tell children how much they were missed** – Service members should tell their preschoolers how much they missed them and how happy they are to see them again. It may seem like preschoolers should know this but it helps if they hear it directly from the service member.
- **Tell children how proud the service member is of them** – Service members should let their preschoolers know how proud they are of their accomplishments. Service members can express appreciation for the help preschoolers provided their primary caregiver during the deployment. Focus on their successes and limit criticisms.
- **Plan for alone time with each child** – Service members and their spouses should plan for each child to have special time with each parent. By doing so, service members help their children to get used to them being back in the home and having an active role in the family. It may take preschoolers a little while to feel comfortable being alone with their service member parent.
- **Involve children in planning activities** – Preschoolers should be included in planning family activities and outings. Allowing the preschooler to have a say in what the family does together will help reestablish family bonds and to show that their opinions and feelings matter to their parents.
- **Accept children's feelings** – Service members should accept their preschooler's feelings even if they seem fearful, confused or angry. Service members should focus on rewarding positive behavior and should give their children time to adjust emotionally to having them at home again.
- **Expect children to test boundaries** – Service members should expect their preschoolers to test the boundaries of the rules of the house now that both parents are home again. Whenever there is a change in a family, children work to find out whether it might mean any loosening of limits. Service members should talk with their spouses so that they understand any new rules spouses have set, so that they can present a united front when issues arise. Together, service members and their spouses can apply rules fairly and consistently.
- **Do not get angry or frustrated if the reintegration does not go smoothly** – In addition to being patient during the reintegration with a preschooler, service members should be aware of their own potential anger management and/or control issues. If service members are experiencing feelings of anger around or towards their child, they may want to seek professional counseling; these feelings could be a sign of a larger issue.
- **Share the responsibility for discipline** – Returning service members should support the rules established by their spouses. Service members can slowly reintegrate themselves into the role of disciplinarian. Service members should talk with their spouses about how best to share this role.

*Tips for reintegrating with school-age children (five to 12)*

- **Be patient** – Service members should be patient and treat school-age children with respect. Service members should not try to force positive responses from school-age children; they should allow them to warm up on their own time. School-age children may reject the service member at first, but time will ease the readjustment. Service members may want to let school-age children be the first to renew the bond. This period of transition may last several weeks and can be awkward at times.
- **Talk and listen to children** – Service members should be available to their children emotionally and should set aside time to spend just with them. This is just as stressful a time for the children as it is for service members. Even if school-age children have been through a deployment in the past, this deployment may have been different for them. Service members should encourage their children to express their feelings about the return and to talk about how things have changed for them during the deployment. Service members should express an interest in their children's schoolwork and social activities and should share some of their own experiences from the deployment as well (limiting the conversation to things that are appropriate given the child's age and developmental level).
- **Tell children how much they were missed** – Service members should tell their school-aged children how much they missed them and how happy they are to see them again. It may seem like school-age children should know this, but it helps if they hear it directly from the service member.
- **Tell children how proud the service member is of them** – Service members should let their school-age children know how proud they are of their accomplishments and how they have grown emotionally and socially during the deployment. Service members can express appreciation for the help school-age children provided their primary caregiver during the deployment. Focus on their successes and limit criticisms.
- **Plan for alone time with each child** – Service members and their spouses should plan for each child to have special time with each parent. By doing so, service members can help their school-age children to get used to them being home again. Service members should not force the issue if school-age children are not ready to spend time alone with them. This may take some time.
- **Involve children in planning of activities** – Children should be included in planning family activities and outings. Allowing the children to have a say in what the family does together will help reestablish family bonds and to show that their opinions and feelings matter to their parents.
- **Expect children to test boundaries** – Service members and their spouses should expect their school-age children to test the boundaries of the rules of the house now that both parents are home again. Whenever there is a change in a family, children work to find out whether it might mean any loosening of limits. Service members should talk with their spouses so that they understand any new rules their spouses have set and present a united front when issues arise. Together, service members and their spouses should apply rules fairly and consistently.

- **Do not get angry or frustrated if the reintegration does not go smoothly** – In addition to being patient during the reintegration with a school-aged child, service members should be aware of their own potential anger management or control issues. If service members are experiencing feelings of anger around or towards their child, they may want to seek professional counseling; these feelings could be a sign of a larger issue.
- **Share the responsibility for discipline** – Returning service members should support the rules established by their spouses. Service members can slowly reintegrate themselves into the role of disciplinarian. Service members should talk with their spouses about how best to share this role.

*Tips for reintegrating with adolescents (12 to 18)*

- **Be patient** – Service members should be patient and treat adolescents with respect. They should not try to force positive responses from adolescents, allowing adolescents to warm up to the service member on their own time. Adolescents may reject the service member at first, but time will ease the readjustment. Service members may want to let the adolescent child be the first to renew the bond. This period of transition may last several weeks and can be awkward at times.
- **Talk and listen to children** – Service members should be available to their adolescents emotionally and should set aside time to spend just with them. This is just as stressful a time for the children as it is for service members. Even if adolescents have been through a deployment in the past, this deployment may have been different for them. Service members should encourage their adolescents to express their feelings about the return and talk about how things have changed for them since the deployment. Service members can express an interest in their adolescent's schoolwork and social activities and make them feel like a part of the service member's life by telling them about deployment experiences.
- **Tell children how much they were missed** – Service members should tell their adolescent children how much they were missed and how happy they are to see them again. It may seem like children should know this, but it helps if they hear it directly from the service member.
- **Tell children how proud the service member is of them** – Service members should let their| adolescents know how proud they are of their accomplishments. Service members can express appreciation for the help adolescents provided their primary caregiver during the deployment. Focus on their successes and limit criticisms.
- **Plan for alone time with each child** – Service members and their spouses should plan for each child to have special time with each parent. By doing so, service members can help their adolescent children to get used to them being back home again. Service members should not force the issue if adolescent children are not ready to spend time alone with the service member.
- **Involve children in planning of activities** – Adolescents should be included in planning family activities and outings. Allowing them to have a say in what the family does together will help reestablish family bonds and to show that their opinions and feelings matter to their parents. It is



also a great way for them to introduce their service member parent to new things they have learned and or have grown to enjoy during the deployment.

- **Be careful when criticizing adolescents** – Adolescents tend to be very sensitive about being judged or criticized. With this in mind, service members should be sure to make time to talk with them about how they are and how the deployment impacted them. It is also important for service members to share their experiences with their older children.
- **Expect children to test boundaries** – Service members and their spouses should expect their adolescent children to test the boundaries of the rules of the house now that both parents are home again. Whenever there is a change in a family, children work to find out whether it might mean any loosening of limits. Service members should talk with their spouses so that they understand any new rules their spouses have set and present a united front if any issues arise. Together, service members and their spouses should apply rules fairly and consistently.
- **Do not get angry or frustrated if the reintegration does not go smoothly** – In addition to being patient during the reintegration with an adolescent, service members should be aware of their own potential anger management or control issues. If service members are experiencing feelings of anger around or towards their child, they may want to seek professional counseling; these feelings could be a sign of a larger issue.
- **Share the responsibility for discipline** – Returning service members should support the rules established by their spouses. Service members can slowly reintegrate themselves into the role of disciplinarian. Service members should talk with their spouses about how best to share this role.

#### *Additional recommendations for single parents*

Service members who are custodial single parents should understand that their children may need time to adjust to not being with their caregiver. Their children have been living with someone else who may have had different rules and expectations. Custodial single parent service members should take time to compare with their children the rules of each household and seek children's input regarding how they would prefer life at home to be. Service members should focus on communicating with both the caregiver and children and making compromises when possible and appropriate. Service members can help their children with the adjustment by actively involving the caregiver; forcing young children to suddenly separate from the caregiver can be emotionally traumatic. Service members should expect this adjustment period to take several weeks.

Service members who are non-custodial parents will start regular visits again now that the deployment is over. When doing so, service members should remember that their children have grown and everyone will need to take time to get reacquainted.

## Reintegration at a Civilian Career

For National Guard and reserve service members, reintegration following a deployment includes resuming a civilian career. The following sections provide an overview of some challenges service members may face when reintegrating back at work and recommendations to help ease the transition.

### What to Expect for When Reintegrating into a Civilian Career

> Just like home life, the work environment may be somewhat different when service members return.

In preparing for reintegration back into civilian careers, service members should consider the following.

#### *Service members may experience a change of pace*

The pace of a deployed schedule is very different from the pace of a work schedule. Things may not happen as quickly, there may be more or less downtime and service members may feel less challenged.

#### *Work environments may have changed*

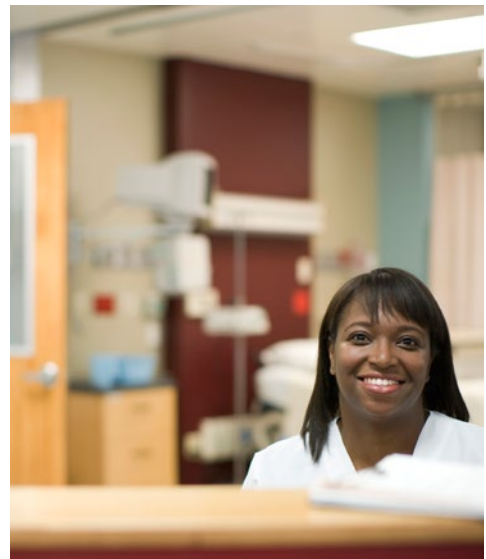
During the deployment, work environments may have changed. The office may be set up differently; there may be new equipment and furnishings or different decorations around the office. Service members may not have the workspace they had prior to the deployment.

#### *Be prepared for staff turnover*

In addition to changes in work surroundings, service members should be prepared for some changes in the personnel at the workplace. Some of their colleagues may have moved on to new jobs, others may have retired or their employers may have expanded and hired new employees. Service members should be prepared for a new set of coworkers when they start back at their full-time job.

#### *Service members may be worried about the changes that have taken place*

Service members may be worried about changes that have taken place since they left and how they will fit back into the organizational picture. While service members were gone, other people had to assume their roles and responsibilities, either through additional duties of current employees or through the hire of a new employee.



***Be prepared to accept decisions that were made during the deployment***

If service members were supervisors in their civilian careers, decisions will have been made while they were away. Now that they have returned to their job, service members will have to live with these decisions, regardless of whether they agree with the decisions.

***Be prepared for some colleagues to harbor issues or resentment***

While a service member was away on deployment, others within the workplace may have taken on his or her work or had to train a new employee who took the service member's place. Because of this, coworkers may be harboring a degree of resentment toward the service member because of an increase in their workload during the course of the deployment.

## **Tips When Reintegrating into a Civilian Career**

***Consult with the commanding officer***

If this is the first time service members have gone on a deployment, they should discuss reintegrating into their civilian work with their commanding officer. He or she may have experience advising others with similar transitions and may be willing to speak to the employers on service members' behalf to address any concerns or to ensure a supportive environment for service members when they return to work.

***Contact supervisors before returning to work***

Before returning to work, service members should contact their supervisors and ask them for a briefing on the current situation. Service members will need to contact their supervisors to declare their intent to return to work. They may also want to ask their supervisors to provide them an update on how their responsibilities were handled during the absence, any changes in personnel and new policies and projects. By knowing of these changes before reentering the workplace, service members can help to ensure that they will be ready to adapt to their new work environment.

***Go slow***

As with reintegrating into a family, service members should go slow when returning to work. Service members should focus on communicating with their supervisors and coworkers, being patient, anticipating and accepting any changes and using this time as an opportunity to make a fresh start. Service members will need to establish their credibility with new employees especially if service members are in supervisory roles. Becoming reacquainted with old coworkers and learning about new coworkers will take some time.

***Talk with colleagues and supervisors***

Service members should talk with colleagues and supervisors to learn of any changes in the workplace and to understand the rationale for those changes. Even if service members do not agree with some of

the decisions that were made in their absence, they were not there at the time and they may not know everything that went into the decision-making process.

### *Understand coworkers' point of view*

If service members encounter resentment from coworkers, they should try to understand that their coworkers' perception and experience of a deployment is very different than service members'. Coworkers may not fully understand what service members have gone through, but arguing with them will not help to resolve anything. Service members may be tempted to entertain coworkers with "deployment war stories." If they do, they should understand that some coworkers may not be interested in hearing these stories. Service members should also make sure they show interest in things their coworkers have been doing during the deployment.

### *Avoid "taking charge"*

Service members should understand that their absence may have forced coworkers to take on some of their responsibilities and coworkers may resent it if they feel service members have come back to take control or to criticize them. Service members should be supportive of decisions that were made and ease back into their previous role gently and with open communication.

### *Talk with other National Guard and reserve service members*

▶ **Talking with other National Guard and reserve service members can help alleviate stress and make service members feel less alone in their experiences.**

If service members are worried about reintegrating at work or are having trouble getting back to "normal," they should not be afraid to talk about it with other service members who have had similar experiences in the past or who are also just returning from a

deployment (such as members of unit). In addition to talking with other service members, employers may offer an employee assistance program. These programs often provide excellent resources for making the transition back to work a healthy one.

### *Be aware of reemployment rights*

As service members prepare to go back to work, they should make sure that they are aware of their rights under the Uniformed Services Employment and Reemployment Rights Act. This law applies to all employers regardless of their size and protects those in the National Guard and reserve forces of the Army, Marines, Navy, Air Force, Coast Guard and Public Health Service Commissioned Corps. For more information see the [Employment Affairs Preparations](#) section of this guide. If service members feel that their rights may have been violated, they should contact the [Employer Support of the Guard and Reserve Ombudsman](#) service by telephone at 800-336-4590 (option 1), by email at [USERRA@osd.mil](mailto:USERRA@osd.mil) or by mail at the below address:

**Employer Support of the Guard and Reserve**  
4800 Mark Center Drive - Suite 03E25  
Alexandria, VA 22350-1200

### *Seek professional help if needed*

If service members feel overwhelmed by the return or are unable to function at work or home, they should not be afraid to seek professional help from a behavioral health professional. Talking with others about deployment experiences and what they are feeling can help. It is not a sign of weakness. If the employer offers an EAP or if similar services are available in the community, service members should take advantage of them. Such programs can often provide excellent resources for helping service members make the transition back to their civilian life.

## **Yellow Ribbon Program**

The Yellow Ribbon Program is a DoD-wide deployment and reintegration program supporting National Guard and reserve service members and their families. It is designed to help them connect with appropriate resources before, during and after deployments.

➤ **Yellow Ribbon events help to minimize the stress of a deployment and family separation by providing information, services, referrals and proactive outreach opportunities.**

State National Guard and reserve components hold reintegration activities at approximately 30-, 60- and 90-day intervals following demobilization. This ensures service members and their families understand benefits, entitlements and resources available to help them overcome the challenges of reintegration. It also provides a forum through which they can address behaviors related to combat stress, posttraumatic stress and the challenges of transition and return to family, civilian life, civilian employment, school, community and other non-military activities.

## **Behavioral Health and Suicide Prevention**

After returning from deployment, service members may experience a range of complicated and conflicting emotions. Service members will most likely experience what is referred to as a “post deployment emotional letdown” as they transition from deployed life to home life. If service members experienced or saw the aftermath of combat or had other traumatic experiences, they may be bringing some strong emotions home with them. Combat and operational stress reactions, injuries and illnesses can have a lasting effect on their ability to function now that they have returned. Some of these combat and operational stress reactions and injuries may heal with time, but some require professional help through the recovery process. As a result of these traumatic experiences, service members may be at higher risk for suicide. By recognizing the warning signs and knowing where to get help if needed, service members can make themselves more resilient in the face of these post deployment and reintegration challenges.

## Post Deployment Emotional Letdown

After the initial celebration is over, most returning service members experience some sort of an emotional letdown. This is part of the transition back to everyday life. In most cases, this simply means that service members are no longer “running on nerves” and that things are beginning to settle down. But this emotional letdown can mean that service members’ homecomings did not match their expectations. The letdown can also come from the fact that the problems that existed before a deployment are still there. In these cases, service members may want to consider getting additional assistance.

➤ **Once service members are rested and comfortable with their new surroundings, their regular positive feelings should return.**

## Signs That Service Members May Need Help

Occasionally, the emotional letdown following a deployment may develop into serious problems that warrant the attention and assistance of professionals. Service members should be aware of the following signs that may indicate that they need professional attention.

### *Long bouts of depression*

If a service member’s emotional letdown lasts longer than two weeks or so, it may indicate something more serious known as clinical depression. Warning signs of depression include frequent or long-lasting feelings of despair or hopelessness, persistent lack of interest in day-to-day activities or loved ones and changes in eating and sleeping habits. In some extreme cases, depression can also be characterized by thoughts of death or suicide.

➤ **Expressions of thoughts of death or suicide by a service member should always be taken seriously.**

### *Frequent bouts of anxiety or panic*

Feelings of extreme fear, even though there’s nothing around to cause it, are normal reactions to extremely stressful events. But if they persist for several weeks after the event, they may indicate something called an anxiety disorder. With professional attention, this disorder is usually treatable.

### *Flashbacks and frequent nightmares*

Traumatic events such as combat often trigger nightmares and vivid, sudden memories called flashbacks. If they persist over several weeks or months and are accompanied by feelings of indifference or avoidance to people and responsibilities, extremely “jumpy” reactions and panic attacks, they may indicate posttraumatic stress disorder. As with an anxiety disorder, PTSD is usually treatable.

### *Alcohol and drug abuse*

When people are in pain, they sometimes try to “self-medicate” their problems with alcohol or drugs, almost always resulting in even worse trouble. Getting help as early as possible is the best way to reduce the risk of something worse happening as a result of alcohol or drug abuse.

### *Domestic violence and abuse*

People who are troubled by their feelings or experiences occasionally want to lash out at their spouses or their children. When controlled, these feelings are normal reactions to traumatic events or memories and tend to fade away after a few weeks. In other cases, this frustration is expressed physically in the form of child abuse or domestic violence. The earliest possible intervention is the best way to minimize the damage caused by domestic violence and child abuse and get everyone back on the road to recovery as soon as possible.

## Where to Get Help

If service members are experiencing any of the above warning signs for a period of time (usually longer than two weeks or so), they should consider seeking professional help. With professional help and support, service members can overcome these problems.

➤ Options for seeking help can range from support groups and anger management classes to more structured forms of assistance through chaplains, a counselor or behavioral health professional.

### *Chaplains*

Installation and unit chaplains can help service members and their families to ensure that they are prepared and supported spiritually, emotionally and socially. In times of personal, emotional and marital difficulties, chaplains can provide counseling to help service members work through their problems. Chaplains have a deep understanding of the military lifestyle and the challenges that arise for families during and after a deployment. They also have a wealth of information on resources available to support service members and their families both on and off of the installation.



### *Military and family support centers*

Nearly every military installation has a military and family support center where service members and their families can access information, referral, counseling and crisis intervention services. Service

members and their families are eligible to receive services from any military and family support center, regardless of their branch of service or the branch of service of the military and family support center. Each branch of service uses a different name for military and family support centers: the Army Community Services Center, the Marine and Family Services Center, the Navy Fleet and Family Support Center and the Air Force Airman and Family Readiness Center. The National Guard and reserve organizations operate military and family support center on a limited (in many cases virtual) basis depending on the numbers and concentration of families in a given area.

### ***Counseling through Military OneSource***

In addition to the counseling services provided at installation military and family support centers, service members and their families can receive non-medical counseling sessions at no cost from [Military OneSource](#). Military OneSource consultants are available 24 hours a day, seven days a week by phone, online or by email offering personalized support to any service member or family member. Military OneSource can connect individuals with a trained, state-licensed behavioral health professional for confidential/private counseling. The counseling is not designed to address long-term counseling needs such as child and spouse abuse, suicidal ideation and behavioral health issues; people in need of long-term treatment are referred to a military treatment facility and/or TRICARE for services. Military OneSource offers 12 counseling sessions per person, per issue that are short-term, solution-focused and address a variety of topics such as improving relationships at home and at work, financial issues, marital issues, grief and loss issues (normal reactions that would benefit from short-term support), adjusting to a change in situation (such as a return from deployment or permanent change of duty station) and other issues that are non-medical in nature.

### ***Counseling through Military and Family Life Counselors***

Military and Family Life Counselors may provide up to 12 sessions of confidential, non-medical, short-term counseling sessions for every day issues such as anger management, stress, parenting, communication, family relationships, deployment and other military-related topics. Situations involving potential harm to self or others are referred to the MTF, TRICARE or other providers of professional behavioral health care.

### ***TRICARE-provided counseling***

Service members, family members and retirees who are TRICARE beneficiaries and are experiencing symptoms of stress, depression, grief or anxiety are eligible to receive outpatient behavioral health care services. TRICARE covers outpatient psychotherapy at a maximum of two sessions per week in any combination of individual, family, collateral or group sessions. More information on TRICARE-covered outpatient behavioral health counseling is available on the [TRICARE Mental Health](#) website.

### ***Military Pathways***

[Military Pathways](#) provides anonymous behavioral health and alcohol self-assessments for service members and their families in all branches including the National Guard and reserve at no cost. Military



Pathways is available online, over the phone and at special events held at installations worldwide. Self-assessments include a series of questions that, when linked together, help create a picture of how an individual is feeling and whether they could benefit from talking to a health professional. The primary goals of the program are to encourage help-seeking behavior, to raise awareness about behavioral health and to connect those in need to available resources. The self-assessments address depression, PTSD, generalized anxiety disorder, alcohol use and bipolar disorder.

### *Armed Services Young Men's Christian Association*

The [Armed Services Young Men's Christian Association](#) works with the DoD to provide a number of programs and services, including home visit counseling and crisis counseling.

### *The American Red Cross*

The [American Red Cross](#) offers confidential counseling, guidance, information, referrals and other social services to all military personnel (active duty, National Guard and reserves) and their families.

## Combat and Operational Stress

If service members participated in or saw the aftermath of combat during their deployment, they may experience complicated and conflicting emotions after they return. These strong emotions are normal reactions to experiencing combat situations and may include feelings of sadness, helplessness, fear and horror. Even if they did not directly experience combat, they may have these types of emotions if they had been in a very stressful or traumatic situation. These situations may include those in which service members saw enemy or civilian casualties, had a friend die, processed dead bodies or been in charge of prisoners of war. Although these are natural reactions to these scenarios, they can sometimes interfere with service members' ability to do their job.

**> Understanding combat and operational stress reactions, recognizing the warning signs and knowing where to go for help can service members identify any problems they may have early on and get the proper treatment.**

## Combat and Operational Stress Overview

Combat and operation stress is caused by severe life challenges such as the extreme stress of combat, traumatic experiences or the wear and tear of extended operations. When service members are in these types of situations, the stress they feel can actually help them to brace for danger. But sometimes, the event or experience can be so severe and intense that a service member's body and brain continue to maintain a state of high alert long after the danger has passed.

> These reactions, injuries or illnesses can happen to anyone who is subjected to this level of stress for a sufficient amount of time; they are not a sign of weakness.

These stress reactions, injuries or illnesses are the result of actual physical changes in the way the brain handles information and stress. Depending on the severity, they can change the way service members function mentally, emotionally, behaviorally and physically. Like physical injuries, most stress reactions and injuries will heal on their own over time. But also like physical injuries, stress reactions and injuries have a better chance of healing quickly and completely if they are recognized and given the proper care.

### ***Causes of combat and operational stress***

There are three main causes of combat and operational stress: psychological trauma, operational fatigue and grief from loss.

Combat and operational stress resulting from psychological trauma occurs due to a specific event or events involving terror, horror or extreme helplessness. These can include events in which service members had a genuine fear of being killed or those where they witnessed gruesome scenes of carnage. During one of these traumatic events, service members may have experienced a brief loss of control of their thoughts, emotions or behavior. Their mind may have gone “blank” for a short period of time or they may have briefly shook or lost control of their body in some other way.

Combat and operational stress resulting from operational fatigue occurs due to an accumulation of smaller stressors over a long period of time. This period of time can be many months or can be over the course of multiple deployments. Although the hardships and hassles of a deployment contribute to the development of operational fatigue stress reactions, other stressors can also influence these reactions such as a service members’ separation from their friends and families, money problems or health problems.

Combat and operational stress that results due to grief from loss is typically caused by the death or serious injury of close friends, valued leaders or others that service members cared about. Everyone reacts to losses such as these differently. Service members may feel intense emotions of anger, sadness or guilt after a death; or may not feel many emotions at all.

## **Combat Operational Stress Continuum**

The combat operational stress continuum was developed jointly by the Marine Corps and Navy Medicine Combat Operational Stress Control team. The continuum has four stages: Ready, Reacting, Injured and Ill.

➤ The goal of the continuum is to help identify where service members fit in along the continuum and to facilitate their return to the ready stage.

### *Ready stage*

Leaders provide service members with realistic training and strive to build cohesion within the unit to help build resilience in service members when facing the challenges and strains of a deployment. The intended result of these training and unit-building exercises is to put service members into the ready stage. In the ready stage, service members and their families are functioning well; service members feel well-trained, fit, resilient and ready to handle the challenges of a deployment. Service members may still be affected by combat and operational stressors, but they remain resilient and are not exhibiting any signs of distress.

### *Reacting stage*

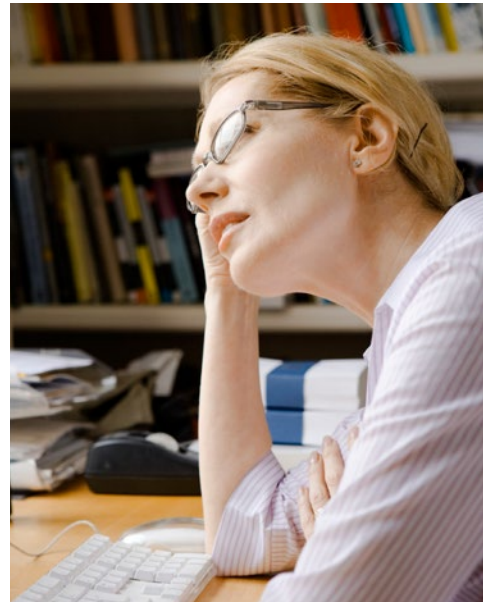
When service members face a stressful situation, they will react to that situation. How they respond to that situation will depend on how prepared they are for that stressor. If the stressors service members experience begin to slightly impact their readiness, they will be in the reacting stage. During this stage, service members may experience some impairment in their job functions or relationships and may have mild, transient stress reactions, both of which are normal. The associated symptoms of the reacting stage are usually mild and temporary and resolve quickly.

### *Injury stage*

If service members experienced especially intense or persistent stressful situations during their deployment, they may experience more severe and lasting distress or impairment representing significant departures from their usual behavior. If these changes in behavior are not getting better on their own, they may suggest that the service member has received a combat and operational stress injury. Individuals who are in this stage are likely to fully recover, especially if they receive early intervention and support from medical providers.

### *Illness stage*

The illness stage of the combat operational stress continuum occurs when service members have been exposed to the same especially intense or persistent stressful situations, but fail to heal as expected. Service members with combat and operational stress illnesses have their function severely impaired,



even after several weeks or more removed from the sources of stress. Those in the illness stage may be suffering from major depression, anxiety disorders, substance abuse disorders or posttraumatic stress disorder. Early professional intervention can improve the likelihood of their return to full functioning and readiness, but it may require six to 12 months to be mission ready again.

## Symptoms of Combat and Operational Stress

The likelihood of having a combat and operational stress reaction, injury or illness rises as service members' exposure to combat increases. Often, the lasting effects of these stressful situations are not fully recognized until after service members return home from deployment and they notice that the symptoms are not going away, even with rest and recuperation.

➤ **Regardless of the severity of the reaction, injury or illness, service members can help to expedite their recovery by seeking assistance as early as possible.**

### *Symptoms of a combat and operational stress reaction*

Symptoms of a stress reaction are characterized by mild distress or mild loss of function. If service members have experienced a combat and operational stress reaction, they may exhibit the following symptoms:

- Mild anxiety
- Prone to being startled or hyperactive startle responses to noises
- Mild irritability
- Unusual and excessive fear, worry or anger
- Culture shock due to the quick transition from the deployed theater to home life
- Difficulty maintaining mental focus
- Some difficulty performing daily duties
- Loss of interest in social or recreational activities
- Difficulty relaxing and sleeping
- Recurrent nightmares or troubling memories
- Some changes from normal personality and behavior

### *Symptoms of a combat and operational stress injury*

Symptoms of a stress injury are characterized by severe distress or loss of function. If service members have experienced a combat and operational stress injury, they may exhibit the following symptoms:

- Uncharacteristic panic attacks
- Uncharacteristic outbursts of rage
- Withdrawal from social or recreational activities
- Uncontrolled or frequent crying or other extreme reactions to stressful events that would normally be handled more calmly
- Inability to fall asleep or stay asleep
- Disruptive nightmares or memories (flashbacks) that increase the heart rate
- Loss of usual concern for beliefs or moral values
- Stress-related physical illness (headaches, gastrointestinal disorders, upper and lower back problems)
- Serious suicidal or homicidal thoughts

### ***Symptoms of a combat and operational stress illness***

Symptoms of a stress illness are characterized by persistent severe distress or loss of function. If service members have experienced a combat and operational stress illness, they may exhibit all of the symptoms of a stress injury, but the symptoms will last for more than several weeks following their deployment. An additional symptom of a stress illness is that the stress problems do not improve over time or get worse as time progresses.

## **Coping Strategies for Combat and Operational Stress**

### ***Understand the signs of combat and operation stress***

The more service members know about the warning signs of combat and operational stress, the better prepared they will be to handle it and provide assistance to others. Service members should understand that these reactions are normal and that they can recover from it if they take care of it promptly.

### ***Get plenty of rest***

Rest and recuperation following a traumatic event and following a deployment can reduce the risk of developing a persistent stress injury. Service members should get adequate rest; trying to ensure that they get at least 24 to 72 hours of uninterrupted rest time following a deployment.

### ***Take care of themselves physically***

Service members can help to reduce the risk of stress reactions, injuries and illnesses by maintaining their own physical readiness. Exercising lowers the resting heart rate, which can in turn reduce the risk of stress reactions, injuries and illnesses.

### ***Go slow***

Take things one step at a time. If service members are facing larger obstacles, they can use a step-by-step approach to look for solutions for parts of the overall problem. Service members should expect to have some setbacks (whether emotional, financial, physical or job-related) but should not let these setbacks get them down. Recovering from a stress injury or illness can take some time.

### ***Talk openly about problems with other members of the military***

Service members experiencing stress reactions should not be afraid to talk with others who have had similar experiences about what they are going through and how they are doing. Other members of the unit can be a strong support system for service members recovering from a stress reaction, injury or illness and they can assure service members that they are not alone in dealing with these issues.

**> If service members are not comfortable speaking with other members of the unit, the local chaplain can provide emotional support and assistance getting through each day.**

### ***Involve family members***

If family members are aware of combat and operational stress, they can help to provide service members support if and when they need it. Service members experiencing stress reactions should do their best to communicate openly with their families and let them know why they react the way they do. Service members can ask their families to let them establish their own schedule for talking about what they have been through and ask them to listen when they are ready to talk. Service members should also let their families know that they may need time to adjust to changes that have happened while they have been gone.

### ***Do not use alcohol and drugs to escape or forget problems***

If service members are suffering from a combat and operational stress reaction, injury or illness, they should not turn to alcohol or drugs to escape. These do not help the recovery process and can actually make problems worse and strain relationships with friends, family and fellow service members.

### ***Get help if needed***

If service members are suffering from a combat and operational stress reaction, injury or illness that is interfering with their work or their interactions with other people and is not improving with time, they should not hesitate to seek professional help. If in theater, service members can talk with their unit's medic, chaplain or a medical officer; these persons will talk with the service member and help determine the best way to get them back on their feet, depending on location and circumstances. If service members have returned home from deployment, they can talk with their unit's medic, chaplain, medical officer or a primary care manager. Service members can also receive confidential face-to-face counseling through Military OneSource and through the Department of Veterans Affairs at no cost.

> Seeking help is not a sign of weakness.

## Where to Get Help for Combat and Operational Stress

### *Installation chaplains*

Chaplains aboard the local installation can provide emotional support and assistance for service members experiencing acute stress reactions and injuries. Contact information for installation chapels can be found on the [MilitaryINSTALLATIONS](#) website under the program or service “Chapels.”

### *Counseling through Military OneSource*

[Military OneSource](#) is a service provided by the DoD to active duty, National Guard and reserve service members and their families at no cost.

Military OneSource consultants provide non-medical counseling sessions 24 hours a day, seven days a week by phone, online or by email personalized to any service member or family member. Military OneSource can connect service members and their families with a trained, state-licensed behavioral health professional for confidential/private counseling at no cost. The counseling is not designed to address long-term counseling needs, such as child and spouse abuse, suicidal ideation and mental illness; people in need of long-term treatment are referred to a military treatment facility and/or TRICARE for services.

Military OneSource offers 12 counseling sessions per person, per issue that are short-term, solution-focused and address a variety of topics such as improving relationships at home and at work, financial issues, marital issues, grief and loss issues (normal reactions that would benefit from short-term support), adjusting to a change in situation (such as a return from deployment or permanent change of duty station) and other issues that are non-medical in nature.



### *Department of Veterans Affairs readjustment counseling*

The VA offers readjustment counseling to service members who served in any combat zone and their family members through Vet Centers across the country. The VA provides a wide range of services including individual counseling, group counseling, marital and family counseling, bereavement counseling, medical referrals, assistance in applying for VA benefits, employment counseling, alcohol/drug assessments, information and referral to community resources, military sexual trauma counseling and referral and outreach and community education. Eligible beneficiaries can contact the Vet Centers by phone at 877-WAR-VETS (927-8387) or through the [Vet Center](#) website.

### ***Behavioral health counseling through TRICARE***

Service members, family members and retirees who are TRICARE beneficiaries and are experiencing symptoms of stress, depression, grief or anxiety are eligible to receive outpatient behavioral health care services. TRICARE covers outpatient psychotherapy at a maximum of two sessions per week in any combination of individual, family, collateral or group sessions. More information on TRICARE-covered outpatient behavioral health counseling is available on the [TRICARE Mental Health](#) website.

### ***Behavioral health counseling through military treatment facilities***

Military treatment facilities offer counseling services on site by military behavioral health professionals and doctors. Service members exhibiting high levels of distress, emotional or behavioral symptoms interfering with everyday functioning or threatening harm to themselves or others should be immediately referred to the MTF for a psychological evaluation. The nearest MTF can be found through the [TRICARE MTF locator](#).

### ***Military Pathways***

[Military Pathways](#) provides anonymous behavioral health and alcohol self-assessments for family members and service members in all branches including the National Guard and reserve at no cost. Military Pathways is available online, over the phone and at special events held at installations worldwide. Self-assessments include a series of questions that, when linked together, help create a picture of how an individual is feeling and whether they could benefit from talking to a health professional. The primary goals of the program are to reduce stigma, to raise awareness about behavioral health and to connect those in need to available resources. The self-assessments address depression, PTSD, generalized anxiety disorder, alcohol use and bipolar disorder.

## **Posttraumatic Stress Disorder**

Posttraumatic stress disorder is a stress illness that can occur following the experience or witnessing of a traumatic event such as military combat, terrorist incidents or serious accidents. If service members have gone through a traumatic experience, it is normal to feel lots of emotions, such as distress, fear, helplessness, guilt, shame or anger. The types and degree of emotional reactions service members experience following a traumatic experience vary and are based on many factors, including whether the event was sudden, how long the event lasted, how directly affected the service member was and whether the service member experienced traumas in the past.

➤ **Service members may start to feel better after days or weeks, but if these feelings do not go away on their own and last for more than a month, a service member may have PTSD.**



## **Symptoms of Posttraumatic Stress Disorder**

For some people, PTSD symptoms begin almost immediately after the trauma happens. For others, the symptoms may not begin or may not become a problem until years later. The following list provides some examples of possible symptoms of PTSD. Although these symptoms are normal reactions to a traumatic event, they may be an indication of PTSD if they do not diminish with time or become worse.

### ***Repeatedly thinking about the event***

Service members may think about the trauma even when they do not want to. They might also have nightmares, flashbacks or vivid memories about the traumatic event or may become upset when something reminds them of the event.

### ***Avoiding reminders of the trauma***

Service members may not want to talk about the event or be around people or places that remind them of the event. They also may feel emotionally numb, detached from friends and family and lose interest in activities.

### ***Experiencing physical symptoms***

When suffering from PTSD, service members can also experience physical symptoms including chronic pain, headaches, stomach pain, dizziness, heart palpitations, diarrhea, tightness or burning in the chest, muscle cramps or low back pain. They may also feel shaky, panicky or very tired.

### ***Experiencing panic attacks***

Service members may experience feelings of intense fear, with shortness of breath, dizziness, sweating, nausea and a racing heart.

### ***Being constantly alert or on guard***

Service members suffering from PTSD may be easily startled, anxious or hyper-vigilant about their and their family's safety. They may also feel as though they are still in danger even when they are safe at home.

### ***Experiencing mood swings***

Service members may have trouble controlling their emotions. They may experience extreme mood swings.

### ***Feeling anger and being irritable***

Service members suffering from PTSD may feel "angry at the world" or feel anger toward people they love and trust. This may manifest itself through arguments with relatives, friends or fellow service members or unfounded anger toward specific people or groups of people. They may also feel aggressive or have a hard time controlling feelings of aggression.

### ***Feeling depressed***

Service members may feel persistently sad, anxious or empty. They may feel a loss of energy or notice a loss of interest in activities that they once enjoyed. Feelings of guilt, shame or hopelessness about the future may also be present.

### ***Having difficulty concentrating***

Service members may find that they have difficulty concentrating or making decisions. They may forget parts of their ordinary daily routine, like brushing their teeth, paying bills or preparing meals. As a result of this, they may have problems functioning in their job, at school or in social situations.

### ***Having difficulty in relationships***

Service members may also experience difficulties in personal relationships. They may have problems with intimacy or feel detached from family and friends.

### ***Losing trust in others***

Service members may have feelings of mistrust or think that the world is a dangerous place.

### ***Withdrawing from others***

People who have lived through a traumatic event often feel different from others; they feel like outsiders.

## **Recommendations for Treating Posttraumatic Stress Disorder**

Posttraumatic stress disorder can be treated successfully. Although the memories will not completely go away, service members can learn how to manage their responses to these memories, manage the feelings that they bring up and reduce the frequency and intensity of their reactions. The following information is designed to provide service members some recommendations that may help them recover from PTSD.

**> If service members have been diagnosed with PTSD, they should talk with their medical provider to determine which treatment options are best for them.**

### ***Connect with friends and family***

It is easy to feel alone when service members have been through a trauma and are not feeling well, but isolation can make them feel worse. Talking to friends and families about the event can help service members process the trauma, feel more in control and get the support they need.

***Go slow***

Posttraumatic stress is the mind's way of trying to make sense of a traumatic event; it is not a sign of personal weakness. Recovery from PTSD is an ongoing process. Service members should be patient with themselves and ask others to be patient with them as well.

***Find ways to relax***

Everyone has their own ways to relax. They may include listening to soothing music, reading a book or taking a walk. Service members may also want to try some relaxation techniques such as deep breathing, yoga, meditation or massage therapy, but should avoid using alcohol, drugs or smoking to relax.

***Exercise regularly***

Exercising relieves tense muscles, improves mood and sleep and boosts energy and strength. By exercising regularly, service members help to lower their resting heart rate and ease some of the symptoms of anxiety and depression. Service members should try to exercise three to five days a week for at least 30 minutes each day. If this is too long, they can start off by exercising for 10 to 15 minutes at first, working their way up.

***Get enough rest***

Getting enough sleep can help service members cope with their problems better, lower their risk for illness and help them recover from any new stresses. Service members should try to get seven to nine hours of sleep each night.

***Do not compare progress to others' progress***

Everyone reacts differently to traumatic experiences. If other service members who were with the service member during the traumatic event are not suffering from PTSD, it does not mean that they are stronger. If service members know someone else who is suffering from PTSD as well, they should not compare their progress to the other person's progress toward recovery. Everyone is different in terms of how they recover from a traumatic event.

***Keep a journal of thoughts***

Writing down thoughts can be a great way to work through issues. Writing about painful events can reduce stress and help improve overall health.

***Refrain from using nonprescription drugs and alcohol***

Although using nonprescription drugs and alcohol may seem to help in coping, it can make symptoms worse, delay treatment and recovery and can cause abuse or addiction problems.

***Limit the amount of caffeine***

Caffeine is a stimulant. As a result, excessive caffeine can raise the heart rate and may also disturb sleep.

### *Limit the time spent watching television*

If watching the news or other programs is bothersome, service members should limit the amount of time they watch television. They should try to limit news programs or other programs that may have disturbing images before going to sleep. These may keep them from falling asleep right away.

### *Consider joining a support group*

➤ Although friends and family may be supportive of the service member, it can sometimes be very helpful to speak with others who completely understand the situation.

Support groups led by behavioral health professionals involve small groups of individuals (usually ranging in size from four to 12) who have similar issues to talk about. Through these support groups, service members can share their thoughts to help resolve their

feelings, gain confidence in coping with memories and symptoms and find comfort in knowing that they are not alone.

### *Get professional help*

Posttraumatic stress disorder is a serious illness. Waiting for symptoms of PTSD to subside is usually not a good idea. It is important to seek professional help as soon as service members realize that they are not themselves or if they are experiencing overwhelming feelings of sadness, anger or despair or if they are having thoughts of suicide. Medical providers can work with service members to determine the best plan for helping them to recover from PTSD.

## **Suicide Prevention**

During a deployment, service members may have been involved in traumatic situations that have lasting emotional impacts. They may also return to their home life and feel isolated from their friends, family and surroundings. They may be facing challenges (in relationships, with finances, etc.) that seem completely insurmountable. Service members and their families should be aware of the risk of suicide. By recognizing the warning signs, knowing what actions an individual can take to help and knowing where to get professional assistance, other service members and family members can help to ensure that at-risk individuals receive the support they need.

## **Potential Warning Signs**

The presence of the following possible warning signs of suicide do not necessarily mean that an at-risk individual will actually attempt suicide; these are signs to be aware of that may indicate that there is a higher risk for self-injury.

➤ Increasing awareness of warning signs can help prepare service and family members to intervene and get at-risk individuals the help they need.

***Exhibits a range of emotions or changes in personality***

At-risk individuals may experience a wide range of emotions including sadness, irritability, anxiety, anger, indecisiveness, rage and apathy. They may also have sudden, unexpected mood swings.

***Experiences changes in behavior***

At-risk individuals may have started acting impulsively or without regard for consequences. They may tempt fate by taking risks that could be lethal. They may have lost interest in things they once cared about such as work, sports, school, personal appearance, etc.

***Experiences changes in sleep patterns***

At-risk individuals may experience changes in sleeping habits including insomnia, waking earlier than usual, oversleeping and nightmares.

***Experiences changes in eating habits***

Changes in eating habits such as a loss of appetite, loss of weight or overeating may be a warning sign as well.

***Withdraws from friends and family***

Other service members or family members may notice that individuals begin to withdraw from friends and family. They may also withdraw from their normal activities or society in general.

***Abuses alcohol or other drugs***

Increased or excessive use of alcohol or other drugs may be an indication of higher risk for self-injury.

***Disciplinary actions***

Recent legal and disciplinary actions may increase an individual's risk for suicide.

***Feels excessive guilt, shame or a sense of failure***

At-risk individuals may feel like they are an unbearable burden on their family, friends or society. They may feel as though they are worthless, have an overwhelming feeling of guilt, self-hatred or have excessive feelings of guilt and shame for events that occurred during their deployment. They may have a sense of failure at their inability to connect with others and maintain relationships.

***Experiences a recent loss***

If an individual has recently experienced a loss, they may be at a higher risk for suicide. This loss may be a serious injury to themselves, the death of someone close to them, a divorce, a separation or broken relationship with a significant other or the loss of a job, money, status or religious faith. They may exhibit lower self-confidence and self-esteem or may show a loss of interest in friends, sex, hobbies or other activities they previously enjoyed.

***Feels hopeless or a lack of purpose in life***

If an individual expresses hopelessness or does not feel as if there is any purpose in life, he or she may be at risk for suicide. Other service members and family members should take notice of any statements such as “it’s never going to get any better” or indications that the individual feels trapped without any way out of the situation.

***Talks about dying***

Any talk about suicide, dying, disappearing or harming oneself is an indication that the individual may be at risk for suicide.

***Prepares to die***

At-risk individuals may start visiting or calling people to say goodbye, putting affairs in order, tying up loose ends and giving away their prized possessions.

***Looking for ways to die***

Other service members and family members should pay special attention to any indications that individuals are seeking information about how to die or seeking to obtain any means of killing themselves

## **Recommendations for Helping Individuals Considering Suicide**

If other service members or family members know an individual who they think may be at risk for suicide, they should understand that most suicidal individuals have mixed feelings about ending their life. As a result, either consciously or unconsciously, these individuals often exhibit warning signs of their intentions.

**> If other service members or family members hear or observe anything suggesting an individual may be suicidal, they should immediately take action to provide support and resources.**

***Talk openly about suicide***

Although it can be uncomfortable to bring up the subject, other service members and family members should not be afraid to ask at-risk individuals directly about suicide. Talking openly can help others to gain some insight into the seriousness of the problem. The more planning that an individual has put into a suicide, the higher the risk. If the individual has a method and a time in mind, the risk is extremely high. In cases such as these, other service members and family members should not hesitate to call 911 and ensure that professional treatment is provided. Talking with the person will not cause them to become suicidal but it may prevent a suicide attempt by offering an opportunity to connect and express feelings.

***Listen to at-risk individuals***

When speaking with the individual, other service members and family members should listen attentively

and patiently. Let the individual talk as much as he or she wants to, listen closely and be as supportive as possible and learn as much as possible about what is causing the suicidal feelings. Be as gentle, kind and understanding as possible. Avoid giving advice about personal problems. Acknowledge painful feelings without trying to tell the individual what to do about them immediately.

***Take at-risk individuals' statements seriously***

If an individual says that he or she is thinking about suicide, these comments should always be taken very seriously. Do not act shocked. The individual is already highly distressed and if other service members or family members are shocked by what is said, the individual will become more distressed. Stay calm and talk with him or her in a matter-of-fact manner, but get help immediately.



***Do not be judgmental***

Other service members and family members should not invalidate anything that the individual says or feels. Other service members and family members should try to be supportive and caring, not judgmental and get help for the individual immediately. Do not discount the person's feelings. Other service members and family members should not try to impose their own values by saying things like "suicide is wrong" or "maybe you're overreacting." Assuming that the person is only seeking attention is a very serious and potentially disastrous, error; help should be sought immediately for the individual.

***Comfort the individual with words of encouragement***

Use common sense to offer words of support and reassure the individual that solutions can be found to the problems causing the pain. Without dismissing their painful feelings, other service members and family members can talk about alternatives to suicide and let the individual know that people care about what happens to him or her. Remember that this intense emotional pain can be overwhelming, so try to be as gentle and caring as possible. Listen carefully and offer encouraging words when appropriate.

***Never promise confidentiality***

Other service members and family members should never promise to keep confessions of suicidal thoughts a secret. If there is a serious risk of suicide, other service members and family members may need to talk to helping professionals in order to keep the individual safe. Instead of agreeing to be sworn to secrecy, other service members and family members should tell the individual what they can do. For example, they can reassure the individual that they will not share information with anyone who does not have a need to know (such as friends, neighbors or coworkers).

***Emphasize the importance of seeking professional help***

If the at-risk individual is a service member, he or she may be hesitant to seek professional behavioral health services, fearing that seeking these services may hurt his or her career. This stigma associated with behavioral health often prevents service members from seeking help. Other service members and family members should try to encourage the individual to accept professional help as an opportunity to find a way out of a desperate situation and learn new ways to cope. They can remind the individual that the military is very serious about preventing suicide and making sure service members get the help they need. Other service members and family members should try to explain that most people who get professional help are able to get back to duty and enjoying life again.

***Call 911 or seek immediate help from the emergency room if needed***

If an individual is threatening to hurt or kill his or herself, looking for ways to commit suicide or talking/writing about death, dying or suicide, other service members or family members should call 911 immediately. If they are on the phone with the individual and they believe the individual is in immediate danger, they should try to keep the individual on the line while they or someone else calls 911 or a suicide hotline. Other service members and family members should not try to handle the situation by themselves; a suicidal person needs immediate assistance from qualified behavioral health professionals.

***Do not leave at-risk individuals alone***

After other service members or family members contact professional help, they should stay with the at-risk individual until help arrives. They should not, under any circumstances, leave a suicidal person alone, not even for a second.

***Stay connected with the at-risk individual***

After the individual has received professional assistance, other service members and family members should continue to be there for the individual. They should check often to ensure that the individual is getting needed help and is doing okay. Suicidal feelings can come and go, so it is important to follow up to see how the individual is progressing. It is also important to keep showing that people care and that they will not allow the crisis to define their future relationship with the individual.

## **Where to Get Help for Individuals Considering Suicide**

If an individual is at risk for hurting themselves, other service members or family members should call 911 immediately. When the risk of suicide is lower, they may be able to help the individual by connecting him or her with professional counseling and support services. The following list can provide other service members and family members with some options for getting an at-risk individual the professional help they need.

**> If an individual is at risk for hurting themselves, other service members or family members should call 911 immediately.**



### ***National Suicide Prevention Lifeline***

The [National Suicide Prevention Lifeline](#), 800-273-TALK (8255), is a 24-hour, toll-free, confidential suicide prevention hotline available to anyone in suicidal crisis or emotional distress. By dialing 800-273-TALK, the call is routed to the nearest crisis center in a national network. The crisis centers provide crisis counseling and behavioral health referrals. This is one of the primary resources for service members and their families seeking suicide prevention services. The VA has founded a national suicide prevention hotline specifically for veterans in crisis. Veterans can call the Lifeline number and press “1” to be routed to the Veterans Suicide Prevention Hotline.

### ***Chaplains***

Installation and unit chaplains can help service members and their families to ensure that they are prepared and supported spiritually, emotionally and socially. In times of personal, emotional and marital difficulties, chaplains can provide counseling to help at-risk individuals work through their problems. Chaplains have a deep understanding of the military lifestyle and the challenges that arise for families during a deployment. They also have a wealth of information on resources available to support service members and their families both on and off of the installation.

### ***Military and family support centers***

Nearly every military installation has a military and family support centers where service members and their families can access information, referral, counseling and crisis intervention services. Service members and their families are eligible to receive services from any military and family support center, regardless of the service member’s branch of service or the branch of service of the military and family support center. Each branch of service uses a different name for military and family support centers: the Army Community Services Center, the Marine and Family Services Center, the Navy Fleet and Family Support Center and the Air Force Airman and Family Readiness Center. The National Guard and reserve organizations operate military and family support centers on a limited (in many cases virtual) basis depending on the numbers and concentration of families in a given area.

### ***Military OneSource***

[Military OneSource](#) provides information and resources to help balance work and family life. Consultants are available 24 hours a day, seven days a week by phone, online or by email. For individuals who need professional assistance for suicide, Military OneSource can provide an assessment and can provide referrals for counseling and other services. Military OneSource can be contacted through their website or by phone stateside at 800-342-9647. The website lists specific dialing information for other countries.

### ***Behavioral health counseling through TRICARE***

Service members, family members and retirees who are TRICARE beneficiaries and are experiencing symptoms of stress, depression, grief or anxiety are eligible to receive outpatient behavioral health care services. TRICARE covers outpatient psychotherapy at a maximum of two sessions per week in any

combination of individual, family, collateral or group sessions. More information on TRICARE-covered outpatient behavioral health counseling is available on the [TRICARE Mental Health](#) website.

***Behavioral health counseling through military treatment facilities***

Military treatment facilities offer counseling services on site by military behavioral health professionals and doctors. Service members exhibiting high levels of distress, emotional or behavioral symptoms interfering with everyday functioning or threatening harm to themselves or others should be immediately referred to the MTF for a psychological evaluation. The nearest MTF can be found through the [TRICARE MTF locator](#).

***Department of Veterans Affairs readjustment counseling***

The VA offers readjustment counseling to service members who served in any combat zone and their family members through Vet Centers across the country. The VA provides a wide range of services including individual counseling, group counseling, marital and family counseling, bereavement counseling, medical referrals, assistance in applying for VA benefits, employment counseling, alcohol/drug assessments, information and referral to community resources, military sexual trauma counseling and referral and outreach and community education. Eligible beneficiaries can contact the Vet Centers by phone at 888-WAR-VETS (927-8387) or can locate the nearest Center or through the [Vet Center](#) website.

***Defense Centers of Excellence for Psychological Health and Traumatic Brain Injury Outreach Center***

The Defense Centers of Excellence for Psychological Health and Traumatic Brain Injury runs a resource center that provides information and resources about psychological health, posttraumatic stress disorder and traumatic brain injury to service members, families, friends, military leaders, clinicians, educators, support personnel, clergy, researchers and deployed government civilians. The DCoE Outreach Center provides in-depth information and resources related to the spectrum of PH matters and TBI and assists service members, veterans and their families by connecting them with the resources they need to promote their resilience, recovery and reintegration. The DCoE Outreach Center is staffed by health consultants and nurses with background expertise in PH and TBI. In addition to the website, the [DCoE Outreach Center](#) is available by phone and email 24 hours a day and can be reached at 866-966-1020 or [resources@dcoeoutreach.org](mailto:resources@dcoeoutreach.org).

***Military Pathways***

[Military Pathways](#) provides anonymous behavioral health and alcohol self-assessments for family members and service members in all branches including the National Guard and reserve at no cost. Military Pathways is available online, over the phone and at special events held at installations worldwide. Self-assessments include a series of questions that, when linked together, help create a picture of how an individual is feeling and whether they could benefit from talking to a health professional. The primary goals of the program are to reduce stigma, to raise awareness about behavioral health and to connect those in need to available resources. The self-assessments address depression, PTSD, generalized anxiety disorder, alcohol use and bipolar disorder.

***Suicide Prevention Resource Center***

The [Suicide Prevention Resource Center](#) promotes the implementation of the National Strategy for Suicide Prevention and enhances the nation's behavioral health infrastructure by providing states, government agencies, private organizations, colleges and universities and suicide survivor and behavioral health consumer groups with access to the science and experience that can support their efforts to develop programs, implement interventions and promote policies to prevent suicide. The SPRC website also includes information on [state and local prevention resources](#).

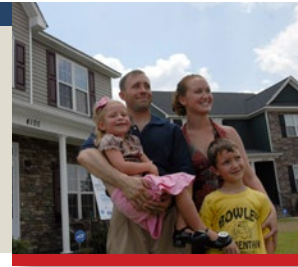


MILITARY  
**Deployment Guide**

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# Appendix A Acronyms



<b>A&amp;A</b>	Aid and Attendance
<b>ABA</b>	American Bar Association
<b>ACAP</b>	Army Career and Alumni Program
<b>ACE</b>	Ask, Care, Escort
<b>ACES</b>	Army Continuing Education System
<b>ACS</b>	Army Community Services
<b>AER</b>	Army Emergency Relief
<b>AF Form</b>	Air Force Form
<b>AFAS</b>	Air Force Aid Society
<b>AFCA</b>	Air Force Communications Agency
<b>AFEC</b>	Air Force Virtual Education Center
<b>AFES</b>	Armed Forces Emergency Services
<b>AFLA</b>	Armed Forces Legal Assistance
<b>AFMAOC</b>	Air Force Mortuary Affairs Operations Center
<b>AFMOA</b>	Air Force Medical Operations Agency
<b>AFPC</b>	Air Force Personnel Center
<b>AFRC</b>	Air Force Reserve Command
<b>A&amp;FRPM</b>	Airman and Family Readiness Program Manager
<b>AFSVA</b>	Air Force Services Agency
<b>AFTB</b>	Army Family Team Building
<b>ALTFCM</b>	Army Long Term Family Case Management

<b>AMC</b>	Army Materiel Command
<b>AOR</b>	Area of Responsibility
<b>AP</b>	Advanced Placement
<b>APO</b>	Air/Army Post Office
<b>ARNG</b>	Army National Guard
<b>ASPYN</b>	Army School-Age Program in Your Neighborhood
<b>ASYMCA</b>	Armed Services Young Men’s Christian Association
<b>ATM</b>	Automated Teller Machine
<b>AW2</b>	Army Wounded Warrior Program
<b>AWOL</b>	Absence Without Leave
<b>BAH</b>	Basic Allowance for Housing
<b>BAS</b>	Basic Allowance for Subsistence
<b>BBB</b>	Better Business Bureau
<b>BFCS</b>	Beneficiary Financial Counseling Service
<b>CAC</b>	Common Access Card
<b>CAP</b>	Computer/Electronic Accommodations Program
<b>CBBB</b>	Council of Better Business Bureau
<b>CCAF</b>	Community College of the Air Force
<b>CD</b>	Certificate of Deposit
<b>CEI</b>	Civilian Employment Information
<b>CGEA</b>	Children’s Grief Education Association
<b>CGMA</b>	Coast Guard Mutual Assistance
<b>CHAMPVA</b>	Civilian Health and Medical Program of the Department of Veterans Affairs
<b>CHCBP</b>	Continued Health Care Benefit Program
<b>CIWD</b>	Condition Interfered with Duty
<b>CMAOC</b>	Casualty and Mortuary Affairs Operations Center
<b>COLA</b>	Cost of Living Adjustment

<b>CONUS</b>	Continental United States
<b>COSC</b>	Combat Operational Stress Control
<b>CRDP</b>	Concurrent Retirement and Disability Pay
<b>CRSC</b>	Combat-Related Special Compensation
<b>CTAMF</b>	Coming Together Around Military Families
<b>CTAP</b>	Casualty Travel Assistance Program
<b>CYB-MFLCs</b>	Children and Youth Behavioral Military and Family Life Counselors
<b>CYP</b>	Child and Youth Programs
<b>CYSS</b>	Child, Youth and School Services
<b>DA</b>	Department of the Army
<b>DANTES</b>	Defense Activity for Non-Traditional Education Support
<b>DAV</b>	Disabled American Veterans
<b>DCoE</b>	Defense Centers of Excellence for Psychological Health and Traumatic Brain Injury
<b>DCS</b>	Deployment Cycle Support
<b>DD Form</b>	Department of Defense Form
<b>DDESS</b>	Domestic Dependent Elementary and Secondary Schools
<b>DDESS-G</b>	Domestic Dependent Elementary and Secondary Schools – Guam
<b>DEA</b>	Survivors’ and Dependents’ Educational Assistance
<b>DEERS</b>	Defense Enrollment Eligibility Reporting System
<b>DFAS</b>	Defense Finance Accounting Service
<b>DIC</b>	Dependency and Indemnity Compensation
<b>DMDC</b>	Defense Manpower Data Center
<b>DoD</b>	Department of Defense
<b>DoDDS-E</b>	Department of Defense Schools – Europe
<b>DoDDS-P</b>	Department of Defense Schools – Pacific
<b>DoDEA</b>	Department of Defense Education Activity

<b>DOL</b>	Department of Labor
<b>DPHW</b>	Directorate of Health Promotion and Wellness
<b>DSN</b>	Defense Switch Network
<b>DSO</b>	Defense Manpower Data Center Support Office
<b>DTMO</b>	Defense Travel Management Office
<b>EAP</b>	Employee Assistance Program
<b>ECHO</b>	Extended Care Health Option
<b>ECRC</b>	Expeditionary Combat Readiness Center
<b>EFM</b>	Exceptional Family Member
<b>EFMP</b>	Exceptional Family Member Program
<b>EPTS</b>	Existed Prior to Service
<b>ESGR</b>	Employer Support of the Guard and Reserve
<b>FEHB</b>	Federal Employee Health Benefits
<b>FEMA</b>	Federal Emergency Management Agency
<b>FFSC</b>	Fleet and Family Support Center
<b>FFSP</b>	Fleet and Family Support Program
<b>FHPPP</b>	Force Health Protection Prescription Product
<b>FINRA</b>	Financial Industry Regulatory Authority
<b>FMWRC</b>	Army Family and Morale, Welfare and Recreation Command
<b>FPO</b>	Fleet Post Office
<b>FRED</b>	Family Readiness through Education on Deployments
<b>FRG</b>	Family Readiness Group
<b>FRO</b>	Family Readiness Officer
<b>FSA</b>	Family Separation Allowance
<b>FSA-R</b>	Family Separation Allowance – Restricted
<b>FSA-S</b>	Family Separation Allowance – Ship
<b>FSA-T</b>	Family Separation Allowance – Temporary



<b>FSGLI</b>	Family Servicemembers’ Group Life Insurance
<b>FTC</b>	Federal Trade Commission
<b>GED</b>	General Educational Development
<b>GSW</b>	Gold Star Wives of America
<b>HB</b>	Housebound
<b>HDSP</b>	Hardship
<b>HIPAA</b>	Health Insurance Portability and Accountability Act
<b>HQMC</b>	Headquarters Marine Corps
<b>HRC</b>	Army Human Resources Command
<b>IA</b>	Individual Augmentee
<b>IADT</b>	Initial Active Duty for Training
<b>ID Card</b>	Identification Card
<b>IMA</b>	Individual Mobilization Augmentee
<b>IMM</b>	International Mail Manual
<b>ING</b>	Inactive National Guard
<b>IRA</b>	Individual Retirement Account
<b>IRR</b>	Individual Ready Reserve
<b>IRS</b>	Internal Revenue Service
<b>ITO</b>	Invitation Travel Order
<b>JAG</b>	Judge Advocate General
<b>JFHQ</b>	Joint Forces Headquarters
<b>JFSAP</b>	Joint Family Support Assistance Program
<b>LAMP</b>	Legal Assistance for Military Personnel
<b>LES</b>	Leave and Earnings Statement
<b>LOD</b>	Line of Duty
<b>M4L-IS</b>	Marine for Life Injured Support Program

<b>MARS</b>	Military Affiliates Radio System
<b>MARFORRES</b>	Marine Force Reserves
<b>MCCS</b>	Marine Corps Community Services
<b>MCEC</b>	Military Child Education Coalition
<b>MCFTB</b>	Marine Corps Family Team Building
<b>MCO</b>	Marine Corps Order
<b>MDTF</b>	Military Dental Treatment Facility
<b>MEP</b>	Military Entrance Processing
<b>MFLC</b>	Military and Family Life Counselor
<b>MFSC</b>	Marine and Family Services Center
<b>MGIB</b>	Montgomery GI Bill – Active Duty
<b>MGIB-SR</b>	Montgomery GI Bill – Selected Reserve
<b>MHSA</b>	Mental Health Self-Assessment
<b>MotoMail</b>	Motivational Mail System
<b>MPSA</b>	Military Postal Service Agency
<b>MREIDL</b>	Military Reservist Economic Injury Disaster Loan
<b>MRE</b>	Meal Ready to Eat
<b>MSCCN</b>	Military Spouse Corporate Career Network
<b>MSPB</b>	Merit Systems Protection Board
<b>MTF</b>	Military Treatment Facility
<b>MTL</b>	Mobile Technology Lab
<b>MTU</b>	Mobilization Training Unit
<b>MWR</b>	Morale, Welfare and Recreation
<b>MyCAA</b>	Military Spouse Career Advancement Accounts
<b>MYOM</b>	Military Youth on the Move
<b>NACCRA</b>	National Association of Child Care Resource and Referral Agencies
<b>NAF</b>	Non-Appropriated Fund

<b>NAVPERS</b>	Bureau of Naval Personnel
<b>NCA</b>	National Cemetery Administration
<b>NCMCRS</b>	Navy-Marine Corps Relief Society
<b>NCP</b>	Navy College Program
<b>NDMS</b>	National Disaster Medical System
<b>NFCC</b>	National Foundation for Credit Counseling
<b>NFMA</b>	National Military Family Association
<b>NLSO</b>	Navy Legal Service Office
<b>NMCRS</b>	Navy-Marine Corps Relief Society
<b>NMFA</b>	National Military Family Association
<b>NRD</b>	National Resource Directory
<b>NSPI</b>	National Suicide Prevention Initiative
<b>NVLSP</b>	National Veterans Legal Services Program
<b>OAG</b>	Office of the Attorney General
<b>OCONUS</b>	Outside the Continental United States
<b>OEF</b>	Operation Enduring Freedom
<b>OHA</b>	Overseas Housing allowance
<b>OMCC</b>	Operation Military Child Care
<b>OMK</b>	Operation Military Kids
<b>OND</b>	Operation New Dawn
<b>OPSEC</b>	Operations Security
<b>OSC</b>	Office of Special Counsel
<b>OSGLI</b>	Office of Servicemembers' Group Life Insurance
<b>PAC</b>	Pay Allowance Continuation
<b>PAO</b>	Public Affairs Officer
<b>PAP</b>	Personnel Assistance Point
<b>PAT-HAH</b>	Parents as Teachers – Heroes at Home

<b>PBS</b>	Public Broadcasting System
<b>PCS</b>	Permanent Change of Station
<b>PDHA</b>	Pre-Deployment Health Assessment
<b>PDHA</b>	Post Deployment Health Assessment
<b>PDHRA</b>	Post Deployment Health Reassessment
<b>PDS</b>	Permanent Duty Station
<b>PEB</b>	Physical Evaluation Board
<b>PFC</b>	Personal Financial Counselor
<b>PFM</b>	Personal Financial Manager
<b>PFMP</b>	Personal Financial Management Program
<b>PH</b>	Psychological Health
<b>PMC</b>	Presidential Memorial Certificate
<b>POW</b>	Prisoners of War
<b>PPP</b>	Priority Placement Programs
<b>Project FOCUS</b>	Project Families Overcoming Under Stress
<b>Project YES</b>	Project Youth Extension Service
<b>PTSD</b>	Posttraumatic Stress Disorder
<b>PX</b>	Post Exchange
<b>R&amp;R</b>	Rest and Recuperation
<b>RAPIDS</b>	Real-Time Automated Personnel Identification System
<b>RCSBP</b>	Reserve Component Survivor Benefit Plan
<b>RD</b>	Rear Detachment
<b>RDC</b>	Rear Detachment Commander
<b>REAP</b>	Reserve Educational Assistance Program
<b>REFRAD</b>	Release from Active Duty
<b>ROTC</b>	Reserve Officer Training Corps
<b>RSPA</b>	Requested split pay amount

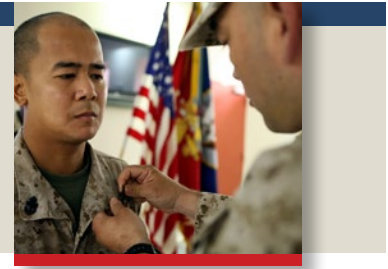
<b>SAMHSA</b>	Substance Abuse and Mental Health Services Administration
<b>SBA</b>	Small Business Administration
<b>SBP</b>	Survivor Benefit Plan
<b>SCRA</b>	Servicemembers Civil Relief Act
<b>SDP</b> <b>SFPD</b>	Savings Deposit Program State Family Program Director
<b>SGLI</b>	Servicemembers' Group Life Insurance
<b>SHAD</b>	Shipboard Hazard and Defense
<b>SLA</b>	Special Leave Accrual
<b>SMC</b>	Special Monthly Compensation
<b>SOC</b>	Servicemembers Opportunity Colleges
<b>SOCAD</b>	Servicemembers Opportunity Colleges Army
<b>SOC Coast</b>	Servicemembers Opportunity Colleges Coast Guard
<b>SOC Guard</b>	Servicemembers Opportunity Colleges National Guard
<b>SOC MAR</b>	Servicemembers Opportunity Colleges Marine Corps
<b>SOC NAV</b>	Servicemembers Opportunity Colleges Navy
<b>SOMK</b>	Speak Out For Military Kids
<b>SOS</b>	Survivor Outreach Services
<b>SPRC</b>	Suicide Prevention Resource Center
<b>SSA</b>	Social Security Administration
<b>SSB</b>	Special Separation Benefit
<b>SSI</b>	Supplemental Security Income
<b>TAMP</b>	Transitional Assistance Management Program
<b>TAPS</b>	Tragedy Assistance Program for Survivors, Inc.
<b>TBI</b>	Traumatic Brain Injury
<b>TDD</b>	Telecommunications Device for the Deaf
<b>TDP</b>	TRICARE Dental Program

<b>TLC</b>	Talk, Listen, Connect
<b>TRDP</b>	TRICARE Retiree Dental Program
<b>TSGLI</b>	Servicemembers’ Group Life Insurance Traumatic Injury Protection
<b>TSP</b>	Thrift Savings Plan
<b>TYT</b>	Teletypewriter
<b>UAU</b>	United States Army Reserve Command Augmentation Unit
<b>UPFRP</b>	Unit, Personal and Family Readiness Program
<b>USARC</b>	United States Army Reserve Command
<b>USAREUR</b>	United States Army Europe
<b>USCENTCOM</b>	United States Central Command
<b>USCG</b>	United States Coast Guard
<b>USERRA</b>	Uniformed Services Employment and Reemployment Rights Act
<b>USFHP</b>	United States Family Health Plan
<b>USNR</b>	United States Navy Reserve
<b>USO</b>	United Service Organizations
<b>USPS</b>	United States Postal Service
<b>USSOUTHCOM</b>	United States Southern Command
<b>VA</b>	Department of Veterans Affairs
<b>VASRD</b>	Department of Veterans Affairs Schedule for Rating Disabilities
<b>VEAP</b>	Veterans Educational Assistance Program
<b>VETS</b>	Veterans’ Employment and Training Service
<b>vFRG</b>	Virtual Family Readiness Group
<b>VFW</b>	Veterans of Foreign Wars of the United States
<b>VGLI</b>	Veterans’ Group Life Insurance
<b>VSI</b>	Voluntary Separation Incentive
<b>WFAC</b>	Warrior and Family Assistance Center
<b>WTU</b>	Warrior Transition Unit

*Appendix A – Acronyms*

<b>WWP</b>	Wounded Warrior Project
<b>WWRC</b>	Wounded Warrior Resource Center
<b>YMCA</b>	Young Men’s Christian Association
<b>ZIP</b>	Zone Improvement Plan

## Appendix B Applicable Websites



The following websites can provide service members and their families additional information on the topics addressed in this guide.

### Deployment Overview Websites

#### *Government and military websites*

[Department of Defense Yellow Ribbon Program](#) provides National Guard and eserve members and their families with information, services, referrals and proactive outreach opportunities throughout the deployment cycle.

[The Office of the Assistant Secretary of Defense for Reserve Affairs](#) serves as a Principal Staff Assistant to the Secretary of Defense with responsibility for overall supervision of matters which involve the National Guard and reserve. The Office of the Assistant Secretary of Defense for Reserve Affairs website provides information on National Guard and reserve mobilization.

[After Deployment](#), a jointly developed website by the DoD and the Department of Veterans Affairs is a behavioral health web portal focused on post deployment health problems. The website's intended outreach includes active duty service members, veterans and their families. It also presents particular advantages for National Guard and reserve units not located near a military treatment facility or otherwise located in areas lacking providers who are knowledgeable about military-related adjustment concerns. The website's 12 programs focus on adjusting to war memories, dealing with depression, handling stress, improving relationships, succeeding at work, overcoming anger, sleeping better, controlling alcohol and drugs, helping kids deal with deployment, seeking spiritual fitness, living with physical injuries and balancing your life.

[Project Families Overcoming Under Stress](#) is designed to help service members and families address the impact of multiple deployments, combat stress and high operational tempo on children and families. The program has received extremely positive feedback from commanders, program managers, members and families and has shown significant positive impacts on reduction of conflict behaviors and emotional symptoms in children and has also resulted in an increase in their positive behaviors. At the installation level, Project FOCUS is considered another service within the overall family support umbrella



continuum of care, typically provided through the installation military and family support center. Project FOCUS is currently available only on select Marine Corps and Navy installations.

[Military OneSource](#) provides information and resources to help balance work and family life. Available deployment support materials include explanations of military benefits, managing stress associated with deployment, coping with deployments and reunions and deployment topics for single service members.

[MilitaryINSTALLATIONS](#) is a searchable directory of worldwide installation and state-related military information, programs and services. It provides easy access to fast facts, articles, website resource directories, photos, contact information, major units, weather and maps. With this resource, users can quickly find relevant information about any installation or military resources in their state. Contact information for installation mobilization and deployment programs can be found under the program or service “Deployment/Mobilization.”

[Military Youth on the Move](#) is an easy to use resource that reaches out to military youth with creative ways to cope with issues that arise in the face of a move, such as transitioning to a new school, saying goodbye to friends and getting involved in a new community. In addition to supporting military children during a relocation, MYOM provides information designed to help children cope during a deployment. The website is divided into three target audiences: elementary school children, middle school children and high school children.

[Yellow Ribbon America](#) unites Americans, motivating and assisting America’s communities to give direct support to their local military members and their families. Yellow Ribbon America provides the national framework to organize America’s cities and towns, delivering immediate and direct support to America’s deployed and returning military personnel and their families. The Deployed Military Members & Family Support Program organizes community outreach events to help communities welcome home military members and thank their families for their sacrifices.

[Army Mobilization and Deployment Assistance](#) provides information and assistance to soldiers and family members to maintain individual readiness throughout the entire deployment cycle.

[Army Deployment Cycle Support Program](#) is a comprehensive process that ensures soldiers, Department of the Army civilians and their families are better prepared and sustained throughout the deployment cycle. It provides a means to identify soldiers, DA civilians and families who may need assistance with the challenges inherent to extended deployments.

[Army Human Resources Command Individual Mobilization Augmentee Program](#) facilitates the rapid expansion of the active Army wartime structure of the DoD or other departments or agencies of the U.S. government to meet military manpower requirements in the event of military contingency, pre-mobilization, mobilization, sustainment or demobilization operations. Website requires Common Access Card login.

[Individual Mobilization Augmentation Program](#) is the sole administrative provider for members of the individual ready reserve, IMAs, mobilization training unit members and the standby reserves in the Marine Corps. The Installation Personnel Administration Center provides ready Marines for individual augmentation to both active and reserve missions and assists Marine Forces Reserve in mobilizing rapidly and efficiently.

[The Marine and Family Programs Division](#) is responsible for providing service policy and resources to support commanders in executing quality Marine and family programs which enhance the operational readiness, war fighting capabilities, and life quality of Marines, their families, retirees and civilians. The Marine and Family Programs formulates plans and policy for family readiness, personal and professional development, family care, behavioral health, military personnel services programs.

[Navy Deployment Readiness](#) provides information and support to ensure that sailors and their families are ready for deployments.

[United States Navy IA Sailor, Family, Command and Employer](#) website is designed to connect IA sailors, their families, their commands and their employers to mobilization information. The website identifies resources to help provide support throughout the IA continuum (pre-deployment, man, train and equip, boots on ground and re-deployment/de-mobilization phases).

[Expeditionary Combat Readiness Center, Navy Expeditionary Combat Command](#) directly assists IA sailors by ensuring that they are properly uniformed and equipped while coordinating with the Army or Marine Corps to ensure they receive the proper stateside training. Training includes instruction in individual combat skills and specialized mission areas to help them succeed and keep them as safe as possible while deployed. The ECRC website provides information about the IA deployment cycle and about family support services for IA families.

[Armed Forces Crossroads Family Separations](#) provides information and resources for airmen and their families on pre-deployment, sustainment (during deployment) and reintegration (reunion).

[Air Force Community, Personal and Family Readiness](#) provides information to airmen and their families to help them get through the pre-deployment, deployment and homecoming of a deployed service member.

[Air Force Reserve Command](#) provides the U.S. Air Force about 20 percent of its capability with only about 4 percent of the total Air Force budget. The AFRC also supports space, flight test, special operations, aerial port operations, civil engineer, security forces, intelligence, military training, communications, mobility support, transportation and services missions. The command is also administratively responsible for all the Air Force's individual mobilization augmentees.

# Pre-deployment Phase Websites

## Preparing Personal Affairs for Deployment Websites

### Administrative Affairs Preparations Websites

#### *Government and military websites*

[The Defense Enrollment Eligibility Reporting System](#) includes over 23 million records pertaining to active duty and reserve military and their family members, military retired, DoD civil service personnel and DoD contractors. The DEERS system provides accurate and timely information for supporting DoD identification cards. The Real-time Automated Personnel Identification System (RAPIDS) application provides on-line access to information in the DEERS database. Eligible persons may be issued their ID cards at over 900 RAPIDS sites in 23 different countries.

[Military and Civilian Passport Matters](#) assists all DoD Passport Agents and their customers in processing official “no-fee” passports and visa requests.

[U.S. Department of State, Passports](#) provides information on applying for and renewing passports for U.S. citizens. The website also provides current detail on the related fees, processing times and answers to frequently asked questions.

[Servicemembers’ Group Life Insurance](#) provides an overview of the program, coverage amounts, cost and additional information.

### Legal Affairs Preparations Websites

#### *Government and military websites*

[The Armed Forces Legal Assistance](#) is a joint effort of the legal assistance divisions of the Judge Advocate Generals’ Corps of the Army, Marine Corps, Navy, Air Force and Coast Guard. The AFLA website provides service members and their families with an overview of legal assistance topics and an online tool for locating the nearest Legal Assistance office for consultation with a Legal Assistance attorney.

[U.S. Court of Appeals for the Armed Forces](#) exercises appellate jurisdiction over service members on active duty as well as any other person who is subject to the Uniform Code of Military Justice. The Court addresses a wide range of legal topics relating to service members including constitutional law, administrative law, criminal law, ethics and national security law.

[Army Legal Services](#) provides general information, legal planning and toolkits and answers to frequently asked questions for soldiers, family members and other eligible clients.

[Legal Assistance Branch, Staff Judge Advocate to the Commandant of the Marine Corps](#) provides links to various legal topics (for example, advisories, scams, citizenship/immigration information).

[Navy Legal Service Office](#) provides legal assistance services for active duty service members, their family members, certain National Guard and reserve service members and retirees. In addition to legal assistance, the individual NLSO regions often provide legal-related services, such as defense/personal representation, claims processing and income tax-related services.

[U.S. Air Force Judge Advocate General](#) is responsible for all legal matters for the U.S. Air Force including legal assistance services for active duty service members, their families, certain National Guard and reserve service members and retirees.

[Coast Guard Legal Assistance](#) provides information on various legal assistance topics including consumer and contract matters, creditor and debtor relations, family law and wills and estate planning.

#### ***Community-based websites***

[American Bar Association Standing Committee on Legal Assistance for Military Personnel](#) manages Operation Enduring LAMP, a consortium of state and local bar associations that recruit volunteer attorneys to assist military Legal Assistance attorneys with civil law cases affecting service members.

[The Council of Better Business Bureau Military Line](#) is designed to support service members, retirees, DoD civilians and their families by providing information to protect them from unscrupulous business practices. Visitors to the site can view reports on businesses and charities, file complaints, view information related to specific service branches and search for local Better Business Bureau branches by ZIP code or military installation.

[Military Consumer Sentinel](#) is a joint initiative of the Federal Trade Commission and the DoD designed to help improve consumer protection for service members, their families and DoD civilians. The Consumer Sentinel website allows eligible visitors to file consumer complaints, which are used by over 500 law enforcement organizations to target cases for prosecution and other enforcement measures.

[The National Veterans Legal Services Program](#) is an independent, nonprofit, charitable organization acting to ensure that the U.S. government honors the pact made with its veterans. Along with advocacy, education and training, the NVLSP oversees a consortium of four organizations, which provide pro bono legal representation for veterans appealing the Department of Veterans Affairs decision to deny benefits.

[VetsFirst](#) directly serves the needs of the veteran community through a network of national service officers providing assistance and representation in claims for benefits and services before the VA and other federal and state agencies and legal representation before the U.S. Court of Appeals for Veterans Claims.

## Financial Affairs Preparations Websites

### *Government and military websites*

[Defense Finance Accounting Service](#) delivers accounting and finance services to the military services as well as those who support war fighters defending the country. The DFAS administers military and retirement pay for service members and the Survivor Benefit Plan.

[Defense Travel Management Office](#) issues uniform guidance and policy on allowances including current rates for basic allowance for housing, cost of living adjustment within the continental United States, overseas COLA and overseas housing allowance.

[Internal Revenue Service, U.S. Department of the Treasury](#) provides a wealth of tax information directly targeted to members of the military.

[MyPay](#) is an automated online system that allows service members to access their current and certain past leave and earnings statements 24 hours a day, seven days a week. Using MyPay, service members can also view tax statements and change certain discretionary pay data items, such as direct deposit allotments, without using paper forms.

[Military OneSource](#) provides information and resources to help balance work and family life. Consultants are available 24 hours a day, seven days a week by phone, online or by email. Military OneSource provides up to 12 financial counseling sessions by phone or in person per issue and per calendar year and per eligible client at no cost. Eligible clients include active duty service members, National Guard and reserve service members (regardless of activation status) and their families.

[The Military Saves Campaign](#), sponsored by DoD with the Consumer Federation of America, provides service members with the necessary tools to develop and maintain a savings plan. It is a service designed to assist service members in reaching their financial goals, reducing and eliminating debt and learning more about wealth-building and savings.

[Thrift Savings Plan](#) is a retirement savings plan for civilians who are employed by the U.S. government and members of the uniformed services.

[TurboTAP](#), a DoD-sponsored website, provides active duty, National Guard and reserve service members and their families with the resources and assistance they need when transitioning on and off of active duty. TurboTAP provides a wealth of information in three basic topic areas: money, benefits and jobs.

[Beneficiary Financial Counseling Service](#) is an additional benefit offered to beneficiaries of SGLI and Veterans' Group Life Insurance policies, as well as Servicemembers' Group Life Insurance Traumatic Injury Protection claimants. Beneficiaries or claimants can take advantage of free professional financial advice provided by FinancialPoint®.

[Army OneSource Financial Readiness](#) assists soldiers, civilians and their families by providing budgeting and planning calculators, financial news, links to information on retirement planning, online financial training and a link to an Internet tool designed to graphically display a visitor's financial profile.

[MyArmyBenefits](#) is the official Army benefits website, providing information and links to federal and state benefits information, deployment and post deployment financial calculators and access to retirement and disability calculators for those with an Army Knowledge Online account.

[Army National Guard Consumer Affairs and Financial Assistance](#) provides financial education for soldiers, civilians and their families through classes, training or information.

[Army Reserve Family Programs Financial Readiness](#) provides information and assistance to members of the Army reserve on a variety of family programs and services. The website provides information on financial planning, financial readiness training, the TSP and taxes.

[Army Emergency Relief](#) is a nonprofit organization that assists soldiers and their family members, including spouses of deployed soldiers, by providing emergency financial assistance when there is a valid need. The organization provides interest-free loans, grants or combinations of the two.

[Marine Corps Personal Financial Management](#) provides eligible personnel with education, training, counseling, information and referral for personal financial issues.

[Navy Personal Financial Management Program](#) provides information, classes, training and counseling to combat financial mismanagement and to provide proactive training to prepare sailors and their families for potential financial issues in the future.

[Navy-Marine Corps Relief Society](#) is a private, nonprofit organization that provides financial, educational and other assistance to members of the Navy and Marine Corps, eligible family members and survivors when a valid need exists. The organization provides interest-free loans and grants to sailors, Marines and their families to meet emergency financial needs.

[The Air Force Community Personal Financial Readiness](#) website provides information and links on a number of financial readiness topics including credit and money management, home and car buying, personal finance and investing, tax information and emergency financial assistance.

[Air Force Aid Society](#) is a private, nonprofit organization that provides emergency financial assistance to airmen and their family members. The organization provides grants and interest-free loans to airmen and their families who demonstrate an emergency financial need related to basic living expenses, medical care, funeral expenses, respite care, vehicle repairs, assistance with other emergencies, pay/allotment problems and disaster relief. The organization also provides assistance to surviving dependents.

[The Coast Guard Financial Management Program](#) provides members of Team Coast Guard (active duty, reserve, retirees, family members, civil service employees and exchange system and morale, welfare and recreation employees) with practical information and financial planning tools.

[Coast Guard Mutual Assistance](#) is a private, nonprofit organization that provides financial assistance to members of the Coast Guard community during times of need. Through interest-free loans, personal grants and confidential financial counseling and referral services, CGMA provides assistance to persons associated with the Coast Guard who demonstrate a financial need.

#### *Community-based websites*

[The American Red Cross](#) works under partnership agreements with the AER, NMCRS, AFAS and CGMA to provide quality, reliable financial assistance to eligible applicants for emergency travel, burial of a loved one, assistance to avoid privation, etc.

[The Armed Services Young Men's Christian Association Family Emergency Supplies Program](#) provides assistance for families experiencing financial distress, as does the Food for Families Program.

[Save and Invest](#) is a resource facilitated by the Financial Industry Regulatory Authority Investor Education Foundation, an official DoD financial readiness partner and features resources, tools and tips on how to manage finances.

[The United Service Organizations](#) is a private, nonprofit organization supporting service members and their families by providing morale, welfare and recreation-type services. The USO centers offer housing and financial information and support to military families during emergencies.

## **Employment Affairs Preparations Websites**

#### *Government and military websites*

[Military Spouse Career Advancement Accounts](#) program provides up to \$4,000 of financial assistance to spouses married to active duty, National Guard or reserve service members in pay grades E1-E5, W1-W2 and O1-O2 who are pursuing licenses, credentials or an associate's degree leading to portable career employment. The service member must be on active duty, Title 10 military orders in order for the spouse to receive this benefit.

[Employer Support of the Guard and Reserve](#) is a DoD organization operated through a network of volunteers in local ESGR committees in each state, the District of Columbia, Guam, Puerto Rico and the Virgin Islands. The ESGR works to educate civilian employers and communities about the National Guard and reserve through a comprehensive outreach program known as the Civilian Employment Information initiative. The ESGR works with employers and communities to promote the development of personnel policies designed to accommodate members of the uniformed services and assists military units in promoting and maintaining positive relationships between employers and National Guard and reserve employees. The organization educates service members about their obligations to their employers and their rights under the Uniformed Services Employment and Reemployment Rights Act. The organization also assists them in preventing, resolving or reducing employer/employee problems and misunderstandings related to USERRA through mediation and ombudsman services.

[Department of Labor Veterans' Employment and Training Service](#) provides assistance to persons with respect to employment and reemployment rights and benefits under USERRA including outreach activities, USERRA briefings, the USERRA advisor, the e-VETS Resource Advisor and other web-based materials.

[The Small Business Administration](#) administers the Military Reservist Economic Injury Disaster Loan program to provide funds to eligible small businesses to meet their ordinary and necessary operating expenses that they could have met, but were unable to meet, because an essential employee was called-up to active duty in their role as a National Guard or reserve service member.

## Preparing Families for Deployment Websites

### Preparing Families for Deployment

[Federal Emergency Management Agency](#) is an agency within the U.S. Department of Homeland Security that provides support citizens and first responders to ensure that they work together to build, sustain and improve capability to prepare for, protect against, respond to, recover from and mitigate all hazards.

[Military OneSource](#) provides information and resources to help balance work and family life. Consultants are available 24 hours a day, seven days a week by phone, online or by email. Military OneSource provides up to 12 financial counseling sessions per issue and per calendar year and per eligible client at no cost. Eligible clients include active duty service members, National Guard and reserve service members (regardless of activation status) and their families.

[Army Family Readiness Group](#) provides a direct link from family members to the command for units, ensuring that family members are aware of relevant information and resources for their unit. Family members may use the installation FRG or the virtual FRG, an Internet-based system that provides all



the functionality of a traditional FRG but allows geographically dispersed units and family members to access information about their unit.

[Marine Corps Family Team Building](#) is an integral part of a Marine Corps unit family readiness program. It provides educational resources and services to foster personal growth and enhance the readiness of Marine Corps families.

[Unit, Personal and Family Readiness Program](#) provides resource information and training in addition to support services to enhance a Marine personal and family readiness. A Marine must ensure their personal and family affairs are in order so that they will remain fully focused on the mission, whether in garrison or in combat.

[Navy Ombudsman](#) is a volunteer, appointed by the commanding officer, to serve as an information link between command leadership and Navy families. Ombudsmen are trained to disseminate information both up and down the chain of command, including official Department of the Navy and command information, command climate issues, local quality of life improvement opportunities and “good deals” around the community. An ombudsman also provides resource referrals when needed and helps resolve family issues whenever possible without involving command.

[The U.S. Navy Reserve Ombudsman Online](#) provides information for activated and mobilized reserve sailors including topics pertaining to child care for deployed sailors. The Navy Ombudsman program can help Navy reserve service members find information related to child care and child care resources in their local communities.

[Air Force Reserve Family Readiness Office](#) provides families of deployed reserve service members with services including video telephones, crisis intervention assistance, volunteer opportunities, reunion activities, information and referral services to appropriate support agencies, assistance with financial questions and concerns, telephone tree roster for communication to the families from the unit, family support groups, morale calls, letter-writing kits for children and access to email.

[Coast Guard Ombudsmen](#) are appointed by their respective commands, support command policy and efficiently work with command and the active duty Coast Guard service members and their families

## **Housing Decisions for Families Websites**

### ***Government and military websites***

[Defense Travel Management Office](#) issues uniform guidance and policy on allowances including current rates for basic allowance for housing, cost of living adjustment within the continental United States, overseas COLA and overseas housing allowance.

[MilitaryINSTALLATIONS](#) is a searchable directory of worldwide installation and state-related military information, programs and services. It provides easy access to fast facts, articles, website resource directories, photos, contact information, major units, weather and maps. With this resource, users can quickly find relevant information about any installation or military resources in their state. Contact information for installation housing offices can be found under the program or service “Housing Office/ Government Housing.”

[Army Housing OneStop](#) is the primary website for Army housing information. The site provides an alphabetical listing of Army Housing Office contact information and includes resources such as floor plans, photos, housing allowance information, frequently asked questions and other housing program information.

[Navy Housing Program](#) ensures that both unaccompanied and accompanied service members receive suitable, affordable and safe housing wherever they live around the world.

## **Key Organizations for Preparing Families for Deployment Websites**

### **Key Military Organizations to Prepare for Deployment Websites**

#### *Military ombudsman networks/family readiness groups*

[Army FRG](#) provides a direct link from family members to the command for units, ensuring that family members are aware of relevant information and resources for their unit. Family members may use the installation FRG or the virtual FRG, an Internet-based system that provides all the functionality of a traditional FRG but allows geographically dispersed units and family members to access information about their unit.

[Army OneSource](#) is the website of Army Community Services, the organization that provides family programs and services to members of the Army. This website offers a variety of information, links, services and resources for soldiers, family members, staff and civilians. The website includes information on managing deployments, home and family life and personal financial management. The ACS centers located on almost all Army installations provide comprehensive pre-deployment support to service members and their families.

[Unit, Personal and Family Readiness Program](#) provides resource information and training in addition to support services to enhance a Marine personal and family readiness. A Marine must ensure their personal and family affairs are in order so that they will remain fully focused on the mission, whether in garrison or in combat.

[Navy Ombudsman](#) is a volunteer, appointed by the commanding officer, to serve as an information link between command leadership and Navy families. Ombudsmen are trained to disseminate information both up and down the chain of command, including official Department of the Navy and command information, command climate issues, local quality of life improvement opportunities and “good deals” around the community. An ombudsman also provides resource referrals when needed and helps resolve family issues whenever possible without involving command.

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[Air Force Reserve Family Readiness Office](#) provides families of deployed reserve service members with services including video telephones, crisis intervention assistance, volunteer opportunities, reunion activities, information and referral services to appropriate support agencies, assistance with financial questions and concerns, telephone tree roster for communication to the families from the unit, family support groups, morale calls, letter-writing kits for children and access to email.

[Coast Guard Ombudsmen](#) are appointed by their respective commands, support command policy and efficiently work with command and the active duty Coast Guard service members and their families.

### ***Family Training Programs***

[Army Family Team Building](#) empowers individuals, maximizing their personal growth and professional development through specialized training, transforming the military community into a resilient and strong foundation.

[Marine Corps Family Team Building](#) is an integral part of a Marine Corps unit family readiness program. It provides educational resources and services to foster personal growth and enhance the readiness of Marine Corps families.

[Navy Life Skills Program](#) provides classes and reading material to develop skills to make living the Navy lifestyle easier. Life skills classes include anger management, couples communication, spouse trained and ready, parenting, stress management and suicide awareness.

[Air Force Heart Link](#) training strengthens Air Force families through knowledge about military programs, agencies and the mission.

### ***Chaplains***

[MilitaryINSTALLATIONS](#) is a searchable directory of worldwide installation and state-related military information, programs and services. It provides easy access to fast facts, articles, website resource

directories, photos, contact information, major units, weather and maps. With this resource, users can quickly find relevant information about any installation or military resources in their state. Contact information for installation chapels can be found under the program or service “Chapels.”

[Army Chaplaincy](#) provides spiritual and religious support to soldiers and their families across the active and reserve components of the Army. Army chaplains provide families with counseling and family readiness programs, such as the Strong Bonds program, to help strengthen their resiliency.

[Navy Chaplain Care](#) provides religious ministry and pastoral care to sailors, Marines and their families to maintain spiritual, moral and ethical readiness.

[Air Force Chaplain Corps](#) provides spiritual care and the opportunity for airmen, their families and other authorized personnel to exercise their constitutional right to the free exercise of religion.

[Headquarters and Deputy Chaplain of the Coast Guard](#) provides pastoral care to members of the Coast Guard family. Chaplain services can provide spiritual guidance for Coast Guard members and their families and help to strengthen family bonds.

#### ***Military and family support centers***

[Military OneSource](#) provides information and resources to help balance work and family life. Consultants are available 24 hours a day, seven days a week by phone, online or by email. Military OneSource also offers face-to-face counseling services for short-term, non-medical concerns such as improving relationships at home and at work, marital issues, grief and loss issues (normal reactions that would benefit from short-term support) and adjusting to a change in situation (such as a return from deployment or permanent change of duty station).

[MilitaryINSTALLATIONS](#) is a searchable directory of worldwide installation and state-related military information, programs and services. It provides easy access to fast facts, articles, website resource directories, photos, contact information, major units, weather and maps. With this resource, users can quickly find relevant information about any installation or military resources in their state. Contact information for installation military and family support centers can be found under the program or service “Family Center.”

[TurboTAP](#) is a DoD-sponsored website that provides information and support services to military service members and their families who are transitioning on and off of active duty. Such transitions can occur at any point in a military career for active duty, National Guard and reserve service members. Key information, helpful resources and easy-to-use online tools address topics such as money, benefits and jobs.

[Army OneSource](#) provides Army families with accurate and up-to-date articles and information on various topics including customs, home and personal safety, managing deployment and understanding military pay.

[The National Guard's Family Readiness Program](#) provides National Guard service members and their families with information and assistance to help ensure they are prepared for whatever may be ahead of them. To aid families in navigating through military life, the National Guard has developed Six Steps to Family Readiness, addressing challenges, victories and support networks available to National Guard service members and their families.

[Army Reserve Family Programs](#) provides information and assistance to members of the U.S. Army Reserve on a variety of family programs and services.

[Marine and Family Programs Division](#) is responsible for providing service policy and resources to support commanders in executing quality Marine and family programs which enhance the operational readiness, war fighting capabilities and life quality of Marines, their families, retirees and civilians.

Marine and Family Programs formulates plans and policy for family readiness, personal and professional development, family care, behavioral health and military personnel services programs.

[Navy Fleet and Family Support Program](#) provides unified, customer-focused, consistent and efficient programs and services to support sustained mission and Navy readiness.

[Air Force Services](#) provides information on resources to help airmen and their families adapt to Air Force life.

[Armed Forces Crossroads](#) serves as an information repository for a variety of airmen and family programs including deployment support, education, financial readiness, health and wellness, relocation and teens and youth.

[The Joint Family Support Assistance Program](#) delivers high-quality, mobile family support and services to families facing the same deployment-related challenges as installation-based families, but whose access to support is more challenging. The JFSAP teams have been stood up at all National Guard state joint force headquarters and operate in collaboration with existing family support resources, augmenting their activities and filling gaps where they exist. The JFSAP teams provide information and referrals to community services and support, non-medical counseling and education to individuals, families and groups, child and youth services, financial education and counseling, on-demand support for deployment events such as reunion ceremonies and pre-deployment meetings and community capacity building to support families' access to local resources and support.

[Project Youth Extension Service](#) expands JFSAP resources by engaging college students across the country for a year-long voluntary service opportunity supporting military families. College students are trained in relevant curriculum and deployed to different states to provide programming and support for children and youth. Project YES offers educational programming (curriculum and/or activities) that is relevant, engaging, hands-on and fun for children or youth.

***Military and family support centers – mobilization and deployment assistance***

[Department of Defense Yellow Ribbon Program](#) provides National Guard and reserve members and their families with information, services, referrals and proactive outreach opportunities throughout the deployment cycle.

[The Office of the Assistant Secretary of Defense for Reserve Affairs](#) serves as a Principal Staff Assistant to the Secretary of Defense with responsibility for overall supervision of matters which involve the National Guard and reserve. The Office of the Assistant Secretary of Defense for Reserve Affairs website provides information on National Guard and reserve mobilization.

[After Deployment](#), a jointly developed website by the DoD and the Department of Veterans Affairs, is a behavioral health web portal focused on post deployment health problems. The website's intended outreach includes active duty service members, veterans and their families. It also presents particular advantages for National Guard and reserve units not located near a military treatment facility or otherwise located in areas lacking providers who are knowledgeable about military-related adjustment concerns. The website's 12 programs focus on adjusting to war memories, dealing with depression, handling stress, improving relationships, succeeding at work, overcoming anger, sleeping better, controlling alcohol and drugs, helping kids deal with deployment, seeking spiritual fitness, living with physical injuries and balancing your life.

[Project Families Overcoming Under Stress](#) is designed to help service members and families address the impact of multiple deployments, combat stress and high operational tempo on children and families. The program has received extremely positive feedback from commanders, program managers, members and families and has shown significant positive impacts on reduction of conflict behaviors and emotional symptoms in children and has also resulted in an increase in their positive behaviors. At the installation level, Project FOCUS is considered another service within the overall family support umbrella continuum of care, typically provided through the installation military and family center. Project FOCUS is currently available only on select Marine Corps and Navy installations.

[Military OneSource](#) provides information and resources to help balance work and family life. Available deployment support materials include explanations of military benefits, managing stress associated with deployment, coping with deployments and reunions and deployment topics for single service members.

[MilitaryINSTALLATIONS](#) is a searchable directory of worldwide installation and state-related military information, programs and services. It provides easy access to fast facts, articles, website resource directories, photos, contact information, major units, weather and maps. With this resource, users can

quickly find relevant information about any installation or military resources in their state. Contact information for installation mobilization and deployment programs can be found under the program or service “Deployment/Mobilization.”

[Military Youth on the Move](#) is an easy to use resource that reaches out to military youth with creative ways to cope with issues that arise in the face of a move, such as transitioning to a new school, saying goodbye to friends and getting involved in a new community. In addition to supporting military children during a relocation, MYOM provides information designed to help children cope during a deployment. The website is divided into three target audiences: elementary school children, middle school children and high school children.

[Yellow Ribbon America](#) unites Americans, motivating and assisting America’s communities to give direct support to their local military members and their families. Yellow Ribbon America provides the national framework to organize America’s cities and towns, delivering immediate and direct support to America’s deployed and returning military personnel and their families. The Deployed Military Members & Family Support Program organizes community outreach events to help communities welcome home military members and thank their families for their sacrifices.

[Army Mobilization and Deployment Assistance](#) provides information and assistance to soldiers and family members to maintain individual readiness throughout the entire deployment cycle.

[Navy Deployment Readiness](#) provides information and support to ensure that sailors and their families are ready for deployments.

[Armed Forces Crossroads Family Separations](#) provides information and resources for airmen and their families on pre-deployment, sustainment (during deployment) and reintegration (reunion).

[Air Force Services](#) provides information to airmen and their families to help them get through the pre-deployment, deployment and homecoming of a deployed service member.

***Military and family support centers – personal financial management***

[Military OneSource](#) provides information and resources to help balance work and family life. Consultants are available 24 hours a day, seven days a week by phone, online or by email. Military OneSource provides up to 12 financial counseling sessions per issue and per calendar year and per eligible client at no cost. Eligible clients include active duty service members, National Guard and reserve service members (regardless of activation status) and their families.

[Army OneSource Financial Readiness](#) assists soldiers, civilians and their families by providing budgeting and planning calculators, financial news, links to information on retirement planning, online financial training and a link to an Internet tool designed to graphically display a visitor’s financial profile.

[MyArmyBenefits](#) is the official Army benefits website, providing information and links to federal and state benefits information, deployment and post deployment financial calculators and access to retirement and disability calculators for those with an AKO account.

[National Guard Financial Support](#) provides financial education for soldiers, civilians and their families through classes, training or information.

[Army Reserve Family Programs Financial Readiness](#) provides information and assistance to members of the Army reserve on a variety of family programs and services. The website provides information on financial planning, financial readiness training, the Thrift Savings Plan and taxes.

[Marine Corps Personal Financial Management](#) provides eligible personnel with education, training, counseling, information and referral for personal financial issues.

[Navy Personal Financial Management Program](#) provides information, classes, training and counseling to combat financial mismanagement and to provide proactive training to prepare sailors and their families for potential financial issues in the future.

[The Air Force Personal Financial Readiness](#) program, offered through the Airman and Family Readiness Center, offers financial readiness services delivered through one-on-one counseling, and classes.

[The Coast Guard Financial Management Program](#) provides members of Team Coast Guard (active duty, reserve, retirees, family members, civil service employees and exchange system and morale, welfare and recreation employees) with practical information and financial planning tools.

***Military and family support centers – spouse employment assistance***

[Military Spouse Career Advancement Accounts](#) program provides a lifetime benefit of up to \$4,000 of financial assistance for spouses married to active duty or activated National Guard and reserve members in pay grades E1-E5, W1-W2 and O1-O2 who are pursuing an associate's degree, a license or a credential necessary for a portable career employment.

[Priority Placement Programs](#) offers employment preference to DoD employees and military spouses. Priority Programs apply to both civil service and non-appropriated fund positions. The PPP is an internal program that assists displaced employees in finding employment and was designed to provide the maximum opportunity for employment for those who are eligible. The PPP includes a number of different programs, including one specifically geared towards helping military spouses find jobs after a move called the DoD Military Spouse Preference Program or Program "S." Program "S" ensures that military spouses receive preference for certain competitive service positions in the United States and its territories.



[Military OneSource](#) provides expanded services for military spouses seeking assistance with education and career-related matters. Military OneSource Spouse Education and Career Consultants assist with education and training, career exploration, assessment, employment readiness and career search assistance. Through the [Spouse Education and Career Program](#), spouses have access to trained education and career advisers to assist them with the MyCAA application process and other career and education issues. Military OneSource can be reached through their [website](#) or by phone stateside at 800-342-9647. The website lists specific dialing information for other countries.

[MilitaryINSTALLATIONS](#) is a searchable directory of worldwide installation and state-related military information, programs and services. It provides easy access to fast facts, articles, website resource directories, photos, contact information, major units, weather and maps. With this resource, users can quickly find relevant information about any installation or military resources in their state. Contact information for installation family member employment assistance offices can be found under the program or service “Employment.”

[The Army Career and Alumni Program](#) provides transition and job assistance services to soldiers and civilian employees and their family members who are separating from the military including information about the Transition Assistance Program and links to job listings.

[Army Employment Readiness](#) helps soldiers, Department of the Army civilians and their family members throughout the entire military life cycle, recruitment through retirement. Employment Readiness believes that every Army spouse should have a choice and be afforded the opportunity to develop a career and/or become employed.

[Department of the Army Family Member Placement Program](#), also known as Program “F” of the DoD PPP, provides a systematic referral of current DA employees who are family members of DA civilian or military personnel involved in a permanent change of station from one DA activity to another DA activity within the United States.

[Marine Corps Family Member Employment Assistance](#) assists active duty military family members, as well as reserve service members, retirees and civilians depending on space availability, to achieve their goals through employment, education or volunteerism.

[Navy Family Employment Readiness Program](#) addresses the career challenges of frequent relocations associated with the military lifestyle in basic workshops that include topics about launching a job search, career planning, resume writing and interview techniques.

[Airman & Family Readiness Center](#) services have been developed to help meet the challenges spouses face in training for and finding suitable positions and, as they relocate, continuing and progressing in their chosen career fields.

[Coast Guard Spouse Employment Assistance](#) assists spouses in overcoming the difficulties associated with finding employment, especially during the relocation process. It provides comprehensive and standardized employment information and services at Work-Life Offices throughout the Coast Guard.

[Department of Defense Yellow Ribbon Program](#) is a DoD-wide deployment support and reintegration program for National Guard and reserve service members and their families to help them connect with local resources before, during and after deployments. Yellow Ribbon events provide information, services, referrals and proactive outreach opportunities throughout the deployment cycle to help minimize the stress of a deployment and family separation.

### ***Short-term counseling***

[Military OneSource](#) provides service members and their families with non-medical counseling sessions at no cost. Military OneSource consultants are available 24 hours a day, seven days a week, by phone, online or by email offering personalized support to any service member or family member. Military OneSource can connect individuals with a trained, state-licensed behavioral health professional for free confidential/private counseling at no cost. Military OneSource offers 12 counseling sessions per person, per issue that are short-term, solution-focused and address a variety of topics such as improving relationships at home and at work, financial issues, marital issues, grief and loss issues (normal reactions that would benefit from short-term support), adjusting to a change in situation (such as a return from deployment or permanent change of duty station) and other issues that are non-medical in nature.

### ***Morale, welfare and recreation***

[Army Family and MWR Command](#) provides recreation opportunities for soldiers and their families through various activities such as rock climbing, mountain biking, whitewater rafting or competing in unit-level athletic leagues conducted by the sports departments.

[Marine Corps Recreation and Fitness](#) offers a wide variety of recreation and fitness programs to provide Marines and their families with resources to lead active healthy lives.

[Navy MWR](#) administers a varied program of recreation, social and community support activities on U.S. Navy facilities worldwide. Programs provide active-duty, reserve and retired Navy personnel and their families with sports and physical fitness activities, child development and youth programs and a variety of food and beverage services.

[Air Force Fitness Program](#) strives to motivate airmen to participate in a year-round physical conditioning program that emphasizes total fitness including proper aerobic conditioning, strength and flexibility training and healthy eating. Health benefits from an active lifestyle will increase productivity, optimize health and decrease absenteeism while maintaining a higher level of readiness.

[Coast Guard MWR](#) strives to uplift the spirits of the Coast Guard Family and be an essential element of Coast Guard readiness and retention through customer-owned and driven MWR programs and services.

***Children and youth programs***

[Military OneSource](#) provides information and resources to help balance work and family life. Military OneSource provides web-based information on many topics related to child care and can help locate child care services. Military OneSource will first direct families to the installation's child care program if a family lives on or within 30 minutes of an installation.

[MilitaryINSTALLATIONS](#) is a searchable directory of worldwide installation and state-related military information, programs and services. It provides easy access to fast facts, articles, website resource directories, photos, contact information, major units, weather and maps. With this resource, users can quickly find relevant information about any installation or military resources in their state. Contact information for installation child care programs can be found under the program or service "Child Development Centers," "Children and Youth Registration and Referral," "Family Child Care/Child Development Homes," "School Age Care," and "Youth Programs/Centers."

[Army Child, Youth and School Services](#) support the Army Family Covenant by reducing the conflict between a soldier's mission readiness and parental responsibilities. Army Child, Youth and School Services provides assistance both on and off post through a variety of affordable, quality care programs for children and youth from six weeks to 18 years, as well as sports and instructional programs.

[Army Reserve Child and Youth Services](#) provides events, teen classes and youth camps for children of Army reserve soldiers. The website provides information for children and youth geared towards specific age groups and has separate content for parents.

[Marine Corps Children, Youth and Teen](#) provides maximum access to useful, flexible and affordable programs such as child development, social, recreational and athletic programs. Children, youth and teens, ages six weeks to 18 years, are served in integrated, balanced, quality programs that support the continuum of the Marines family, on and off installation.

[Navy Child and Youth Programs](#) provide developmental child care and youth recreational programs and services for eligible children and youth ages four weeks to 18 years of age. Programs and services are specifically designed and operated to meet the unique needs of the military mission and service members and their families.

[Air Force Family Member Programs](#) provide child development centers, family child care programs and school-age care programs.

[Air Force Youth Programs](#) offer a number of activities to educate, guide and entertain youth. Programs are available throughout the year at installations throughout the world.

[United States Air Force Reserve FROs](#) can help Air Force reserve service members with a number of deployment-related issues. Support provided includes resources and referral services to appropriate programs in the local civilian community.

[Coast Guard Child Care](#) assists Coast Guard personnel in balancing the competing demands of family life and the accomplishment of the Coast Guard mission. This may be done through onsite Coast Guard child development centers, coast guard certified family child care providers and referral to child care programs in the local community. Department of Defense child development centers and the child care subsidy program are available to Coast Guard active duty members only.

[The National Guard Child and Youth Program](#) establishes and facilitates ongoing communication, involvement, support and recognition between National Guard families and the National Guard in a partnership that promotes the best in both.

### ***Relief organizations***

[MilitaryINSTALLATIONS](#) is a searchable directory of worldwide installation and state-related military information, programs and services. It provides easy access to fast facts, articles, website resource directories, photos, contact information, major units, weather and maps. With this resource, users can quickly find relevant information about any installation or military resources in their state. Contact information for installation emergency relief organizations can be found under the program or service “Emergency Relief Services.”

[Army Emergency Relief](#) is a nonprofit organization that assists soldiers and their family members, including spouses of deployed soldiers, by providing emergency financial assistance when there is a valid need. The organization provides interest-free loans, grants or combinations of the two.

[Navy-Marine Corps Relief Society](#) is a private, nonprofit organization that provides financial, educational and other assistance to members of the Navy and Marine Corps, eligible family members and survivors when a valid need exists. The organization provides interest-free loans and grants to sailors, Marines and their families to meet emergency financial needs.

[Air Force Aid Society](#) is a private, nonprofit organization that provides emergency financial assistance to airmen and their family members. The organization provides grants and interest-free loans to airmen and their families who demonstrate an emergency financial need related to basic living expenses, medical care, funeral expenses, respite care, vehicle repairs, assistance with other emergencies, pay/allotment problems and disaster relief. The organization also provides assistance to surviving dependents.

[Coast Guard Mutual Assistance](#) is a private, nonprofit organization that provides financial assistance to members of the Coast Guard community during times of need. The CGMA provides assistance to persons associated with the Coast Guard, who demonstrate a financial need, through interest-free loans, personal grants and confidential financial counseling and referral services.

***Behavioral health counseling***

[TRICARE Mental Health](#) provides service members, family members and retirees who are TRICARE beneficiaries and are experiencing symptoms of stress, depression, grief or anxiety outpatient behavioral health care services. TRICARE covers outpatient psychotherapy at a maximum of two sessions per week in any combination of individual, family, collateral or group sessions.

[Military Pathways](#) provides anonymous behavioral health and alcohol self-assessments for family members and service members in all branches including the National Guard and reserve. Military Pathways is available online, over the phone and at special events held at installations worldwide. Self-assessments include a series of questions that when linked together, help create a picture of how an individual is feeling and whether he or she could benefit from talking to a health professional.

## **Key Community-Based Service Organizations to Prepare for Deployment Websites**

***Short-term counseling services***

[Armed Services Young Men's Christian Association](#) works with the DoD to provide a number of programs and services, including home visit counseling and crisis counseling.

[American Red Cross](#) offers confidential counseling, guidance, information, referrals and other social services to all military personnel (active duty, National Guard and reserves) and their families.

***Mobilization and deployment assistance***

[The 4-H Military Partnership](#) is supported by the National 4-H Headquarters, Air Force Services Family Member Programs, Army CYSS and Navy CYP. The 4-H Military Partnership is dedicated to providing positive education and life skills training programs to military children. The website includes curriculum materials such as downloadable publications on starting a 4-H club, maintaining good health and helping military children through deployments.

[American Red Cross Emergency Communications Services](#) relays urgent messages 24 hours a day, 365 days a year, containing accurate, factual, complete and verified descriptions of the emergency to service members stationed anywhere in the world, including on ships at sea, embassies and remote locations. Red Cross emergency communications services can help keep service members in touch with their families following the death or serious illness of an immediate family member, the birth of a child or grandchild or when a service member's family faces other emergencies.

[Operation Hero](#) is a program of the ASYMCA that aids children six to 12 years of age who are experiencing temporary difficulties in school, both socially and academically. Often, these difficulties are caused by frequent moves and family disruption due to deployments. The semester-long program provides after school tutoring and mentoring assistance in a small group with certified teachers.

[The Blue Star Mothers of America, Inc.](#) is a nonprofit service organization of mothers who have or have had, children honorably serving in the military. Blue Star Mothers of America provides support for other mothers of service members in times of need.

[Coming Together Around Military Families](#) is a DoD-sponsored initiative in collaboration with Zero to Three, a national nonprofit organization that informs, trains and supports professionals, policymakers and parents in their efforts to improve the lives of infants and toddlers. The CTAMF initiative increases awareness of the impact of trauma, grief and loss on very young children through specialized training and support for the professionals who are supporting military families and educational materials for military families. The CMAMF initiative materials include flyers on a variety of topics (staying connected, self-care, nurturing, stress, routines, homecoming and relocation), posters, board books for children that emphasize a parent's constant love and the connection between parent and child and camera-ready articles with tips for supporting military families with infants and toddlers.

[Military Child Education Coalition](#) training provides research-based tools, practical professional development trainings and partnership support on behalf of military children. Training opportunities directly address the challenges faced by military children, increase awareness of and response to these challenges in the military and supporting communities and initiate quality, sustainable programs to meet these challenges. Programs through MCEC serve active duty, National Guard and reserve service members and their families.

[Mission Youth Outreach](#) is a service-sponsored youth outreach initiative provided in collaboration with the Boys and Girls Clubs of America. The program allows geographically dispersed military youth to attend a local Boys and Girls Club at no cost to the family. Access to Boys and Girls Clubs allows military youth to take advantage of nationally recognized programs such as character and education programs, education and career programs, health and life skills programs, art programs and sports, fitness and recreation programs.

[National Military Family Association](#) provides resources, news and publications concerning deployment topics for service members and their families. The NMFA is an independent, nonprofit association dedicated to serving the families and survivors of the uniformed services by providing education, information and advocacy.

[Operation Military Kids](#) is a collaborative effort between America's communities, the Land Grant University Extension system and the U.S. Army to support military children and youth impacted by deployment. The initiative, funded by the Army and the Office of the Secretary of Defense, focuses on serving geographically dispersed children and youth, primarily those of National Guard and reserve

members, who do not have access to installation-based support programs. Efforts include Hero Packs, Mobile Technology Labs, Speak Out For Military Kids and Ready, Set, Go Community Training. Additionally, OMK offers a number of camping opportunities including day camps, weekend events, special focus camps (for example, computer, conservation, leadership), school break retreats and residential experiences of varying lengths. Youth of active duty, National Guard and reserve service members are eligible for OMK.

[Tutor.com](#) is a 24/7 online tutoring and homework help program provided by the DoD. Eligible service members and their families around the world can work with certified tutors on homework, essay writing and test prep. Students and tutors use chat, interactive whiteboards and file-sharing in a secure online classroom. Sessions can be replayed, emailed and printed. In the ProofPoint Real-Time Writing Center, students get help with reports, essays and writing projects, including resume help for the adult student. The SkillsCenter Resource Library offers worksheets, videos and links to standardized exams in all 50 states. The service is available for all active duty service members and their families, for National Guard and reserve personnel who are deployed to of Operation New Dawn/Operation Enduring Freedom and their dependents and for DoD civilians who are deployed to OND/OEF and their dependents.

[Sesame Workshop](#) and the DoD began their partnership in 2006 with the Talk, Listen, Connect initiative, a military outreach program that provided resources for military families with young children experiencing the effects of deployment. The TLC multimedia kits include materials that help families with young children cope with challenges related to deployment and are available for order through [Military OneSource](#) or may be downloaded from the [Sesame Workshop](#). In addition to the TLC initiative, the Sesame Street Experience for Military Families is a partnership between Sesame Workshop and the [United Service Organizations](#), which has provided a traveling tour of the Sesame Street Muppets to more than 40 installations worldwide. The Sesame Workshop Room-In-a-Box initiative provided materials to “Sesamize” rooms at more than 20 military installations, making the rooms bright and comforting places for children. A new Sesame Workshop website, “Family Connections,” provides an online space for families to communicate and connect. Sesame Workshop has also partnered with the Public Broadcasting System to create primetime specials that share the stories of military families who have experienced the challenges of deployment.

### ***Emergency financial assistance***

[American Red Cross Financial Assistance](#) works under partnership agreements with the AER, NMCRS, AFAS and the CGMA to provide quality, reliable financial assistance to eligible applicants for emergency travel, burial of a loved one, assistance to avoid privation, etc. Through the Armed Forces Casualty Travel Assistance Program, the American Red Cross can provide a one-time grant available for up to two immediate family members who are not on Invitation Travel Orders or government-funded. The CTAP provides assistance for travel, lodging and food expenses to help make it possible for family members to travel to the bedside of a service member injured in a combat zone in the U.S. Central Command area of responsibility who is hospitalized in the United States and for family members traveling to the funeral or memorial service for a service member killed in action in the USCENTCOM area of responsibility.

[Armed Services YMCA Family Emergency Supplies Program](#) provides assistance for families experiencing financial distress, as does the Food for Families Program.

[United Services Organization](#) is a private, nonprofit organization supporting service members and their families by providing morale, welfare and recreation-type services. The USO centers offer housing and financial information and support to military families during emergencies.

***Employment assistance***

[Military Spouse Corporate Career Network](#) is a nonprofit agency that assists military spouses in locating career opportunities. It is a service that works in conjunction with military and family support centers to provide employment and career opportunities for military spouses.

[National Military Family Association](#) is an independent, nonprofit association dedicated to serving the families and survivors of uniformed services members by providing education, information and advocacy. Included on the NFMA website is a section providing spouse employment information and resources.

***Child and youth programs***

[The ASYMCA](#) is a nonprofit national member association of the Young Men’s Christian Association that works with the DoD. Included in the many programs offered through the ASYMCA are parenting workshops, “Daddy & Me Playmornings,” “Mommy & Me Playmornings” and the “Mom and Tots Time” program.

[National Association of Child Care Resource and Referral Agencies](#) works with more than 700 state and local child care resource and referral agencies nationwide to help ensure that families in the United States have access to high-quality, affordable child care. Through several civilian/military partnerships, NACCRRRA and child care resource and referral agencies work to build the quality and capacity of child care throughout the country for service members and their families:

- [Military Child Care in Your Neighborhood](#) is a DoD program operated in partnership with NACCRRRA designed to help service members stationed in communities without military installations (such as recruiters, Reserve Officer Training Corps instructors, Military Entrance Processing personnel and service members on independent duty) find affordable, high-quality child care in communities by providing reduced fees for the care of their children
- [Operation Military Child Care](#) provides child care fee assistance for deployed active duty members (Army, Marine Corps, Navy and Air Force) and National Guard and reserve service members who are activated or deployed whose children are enrolled in non-DoD licensed child care programs.
- [Army Child Care in Your Neighborhood](#) pilot sites help Army families find high-quality child care programs at a cost comparable to those on the installation through fee assistance. Pilot sites include Fort Carson, Fort Stewart/Hunter Army Airfield, Fort Riley, Fort Campbell, Fort Bragg, Fort Drum, Fort Bliss, Fort Sam Houston, Fort Lewis and U.S. Southern Command.



- [Army School-Age Program in Your Neighborhood](#) helps Army families to find ASPYN approved providers in their community and fee assistance to help cover the cost of care.
- [Child Care Assistance for Severely Injured Military Members](#) is a partnership between NACCRRRA and the services to provide families of severely injured military members with assistance finding and paying for safe, licensed child care services for a period of six months during the period of recuperation. Extensions beyond the six-month period will be considered based upon physician reassessment. The program is available nationwide wherever the injured member is receiving either in-patient or out-patient medical care.
- [Enhanced Child Care Referral Service](#) helps military families when the service member is deployed, the active duty service member lives away from a military installation or the active duty service member lives near a military installation where on installation care is unavailable. It helps families find child care options that meet their needs by providing them with a higher level of service and linking them to their local participating child care resource and referral (available to Army, Navy, and Marine Corps families).
- [The NACCRRRA Exceptional Family Member Program Respite Care for Navy Families](#) is specifically designed for Navy families with exceptional family members children, category IV or V. This includes exceptional family members whose medical condition requires assignment near major medical facilities in the continental United States or whose needs are complex and specialized, requiring continuity of care.
- [U.S. Air Force EFMP Respite Care](#) is specially designed for Air Force families who have children diagnosed with moderate or severe special needs under the EFMP. This includes exceptional family member children whose medical conditions require assignment near major medical facilities in the continental United States or whose needs are complex and require specialized continuity of care.
- [The ASYMCA DoD Military Outreach Program](#) offers respite child care services for children whose parent or guardian needs temporary respite from their role as primary caregiver in the absence of a deployed spouse. Respite child care is offered at select locations and may be provided for children up to age 12 at participating YMCA locations for up to 16 hours of respite child care per month, per child.

## Pre-Deployment Health Care Benefits Websites

### TRICARE Regions and Areas

[TRICARE North Region](#) includes Connecticut, Delaware, the District of Columbia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Wisconsin and portions of Iowa (Rock Island Arsenal area), Missouri (St. Louis area) and Tennessee (Fort Campbell area).

[TRICARE South Region](#) includes Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, South Carolina, Tennessee (excluding the Fort Campbell area) and Texas (excluding the El Paso area).

[TRICARE West Region](#) includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa (excluding Rock Island Arsenal area), Kansas, Minnesota, Missouri (except the St. Louis area), Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Texas (the southwestern corner, including El Paso), Utah, Washington and Wyoming.

[TRICARE Overseas Region, Eurasia-Africa Area](#) includes Europe and Africa, all Middle Eastern countries, Pakistan, Russia and several former Soviet Republics including the Baltic States, Ukraine, Georgia, Kazakhstan, Kyrgyzstan and Uzbekistan.

[TRICARE Overseas Region, Latin America and Canada Area](#) includes Central and South America, the Caribbean Basin, Canada, Puerto Rico and the Virgin Islands.

[TRICARE Overseas Region, Pacific Area](#) includes Guam, Asia, New Zealand, India and Western Pacific remote countries.

## **TRICARE Medical, Dental and Pharmacy Plans**

[TRICARE Prime](#) is a managed care option that provides service members and their families with affordable and comprehensive coverage. Active duty service members are required to enroll in TRICARE Prime or TRICARE Prime Remote. TRICARE Prime is available in areas near military treatment facilities and in locations where regional contractors have established TRICARE Prime networks.

[TRICARE Prime Remote](#) is a managed care option similar to TRICARE Prime for active duty service members and their eligible family members when they live in areas outside of a prime service area, designated as “remote areas.” Active duty service members who reside and work outside of a prime service area are required to participate in TRICARE Prime Remote. Family members have the option to either enroll in TRICARE Prime Remote or use TRICARE Standard and Extra.

[TRICARE Standard and Extra](#) is a fee-for-service plan available to all non-active duty beneficiaries throughout the United States. Enrollment is not required. Coverage is automatic as long as your information is current in the Defense Enrollment Eligibility Reporting System.

[United States Family Health Plan](#) is an additional TRICARE Prime option available through networks of community-based, not-for-profit health care systems in six areas of the United States. Beneficiaries must be enrolled in DEERS and live in one of the designated USFHP service areas to enroll.

[TRICARE Prime Overseas](#) is a managed care plan for active duty service members and their eligible family members residing together in overseas locations in which TRICARE Prime Overseas is available. As with TRICARE Prime, the majority of care is provided through a primary care manager who refers beneficiaries to health care specialists as necessary.

[TRICARE Prime Remote Overseas](#) is a managed care option in designated remote overseas locations for active duty service members and their command-sponsored families TRICARE has partnered with International SOS to identify the best local providers and facilities and develop a network of licensed, qualified physicians in remote overseas areas.

[TRICARE Standard Overseas](#) provides family members with greater flexibility in choosing their health care provider in overseas locations than TRICARE Prime Overseas, but costs more in out-of-pocket fees. Family members are allowed to choose any qualified host nation health care provider. The TRICARE Extra option is not available in overseas locations.

[TRICARE Dental Program](#) is a voluntary, premium-based dental insurance plan administered by MetLife. For enrollees, the TDP covers a wide range of diagnostic, preventive and restorative services through a network of more than 64,000 participating dentists or through a nonparticipating dentist at an additional cost. The TDP is available to active duty family members, members of the National Guard and reserve and family members of National Guard and reserve service members.

[TRICARE Pharmacy Program](#) provides a world-class pharmacy benefit through TRICARE to all eligible uniformed service members, retirees and family members, including beneficiaries age 65 and older. The TRICARE Pharmacy Program provides outpatient prescription drugs to more than 9.5 million beneficiaries.

## Deployment Phase Websites

### Coping with Separation Websites

#### *Government and military websites*

[Department of Defense Yellow Ribbon Program](#) provides National Guard and reserve members and their families with information, services, referrals and proactive outreach opportunities throughout the deployment cycle.

[Military OneSource](#) provides service members and their families with non-medical counseling sessions. Military OneSource consultants are available 24 hours a day, seven days a week by phone, online or by email offering personalized support to any service member or family member. Military OneSource can connect individuals with a trained, state-licensed behavioral health professional for confidential/private

counseling. Military OneSource offers 12 counseling sessions per person, per issue that are short-term, solution-focused and address a variety of topics such as improving relationships at home and at work, financial issues, marital issues, grief and loss issues (normal reactions that would benefit from short-term support), adjusting to a change in situation (such as a return from deployment or permanent change of duty station) and other issues that are non-medical in nature.

[TRICARE Mental Health](#) provides service members, family members and retirees who are TRICARE beneficiaries and are experiencing symptoms of stress, depression, grief or anxiety outpatient behavioral health care services. TRICARE covers outpatient psychotherapy at a maximum of two sessions per week in any combination of individual, family, collateral or group sessions.

[Military Pathways](#) provides anonymous behavioral health and alcohol self-assessments for family members and service members in all branches including the National Guard and reserve. Military Pathways is available online, over the phone and at special events held at installations worldwide. Self-assessments include a series of questions that when linked together, help create a picture of how an individual is feeling and whether he or she could benefit from talking to a health professional.

[Army Family Readiness Group](#) provides a direct link from family members to the command for units, ensuring that family members are aware of relevant information and resources for their unit. Family members may use the installation FRG or the virtual FRG, an Internet-based system that provides all the functionality of a traditional FRG but allows geographically dispersed units and family members to access information about their unit.

[Army OneSource](#) is the website of Army Community Services, the organization that provides family programs and services to members of the Army. This website offers a variety of information, links, services and resources for soldiers, family members, staff and civilians. The website includes information on managing deployments, home and family life and personal financial management. The ACS centers located on almost all Army installations provide comprehensive pre-deployment support to service members and their families.

[Marine Corps Family Team Building](#) is an integral part of a Marine Corps unit family readiness program. It provides educational resources and services to foster personal growth and enhance the readiness of Marine Corps families.

[Unit, Personal and Family Readiness Program](#) provides resource information and training in addition to support services to enhance a Marine personal and family readiness. A Marine must ensure their personal and family affairs are in order so that they will remain fully focused on the mission, whether in garrison or in combat.

[Navy Ombudsman](#) is a volunteer, appointed by the commanding officer to serve as an information link between command leadership and Navy families. Ombudsmen are trained to disseminate information

both up and down the chain of command, including official Department of the Navy and command information, command climate issues, local quality of life improvement opportunities and “good deals” around the community. An ombudsman also provides resource referrals when needed and helps resolve family issues whenever possible without involving command.

[The U.S. Navy Reserve Ombudsman Online](#) provides information for activated and mobilized reserve sailors including topics pertaining to child care for deployed sailors. The Navy Ombudsman program can help Navy reserve service members find information related to child care and child care resources in their local communities.

[Air Force Reserve Command Family Readiness](#) provides families of deployed reserve service members with services including video telephones, crisis intervention assistance, volunteer opportunities, reunion activities, information and referral services to appropriate support agencies, assistance with financial questions and concerns, telephone tree roster for communication to the families from the unit, family support groups, morale calls, letter-writing kits for children and access to email.

[Air Force Heart Link](#) training strengthens Air Force families through knowledge about military programs, agencies and the mission.

[The Air Force Key Spouse Program](#) is an official unit/family program designed to enhance readiness and establish a sense of Air Force community. It is a commander’s program that promotes partnerships with unit leadership, volunteer Key Spouses appointed by the commander, families, the Airman and Family Readiness Center and other community and helping agencies.

[Coast Guard Ombudsmen](#) are appointed by their respective commands, support command policy and efficiently work with command and the active duty Coast Guard service members and their families.

***Community-based websites***

[The 4-H Military Partnership](#) is supported by the National 4-H Headquarters, Air Force Services Family Member Programs, Army Child, Youth and School Services and Navy Child and Youth Program. The 4-H Military Partnership is dedicated to providing positive education and life skills training programs to military children. The website includes curriculum materials such as downloadable publications on starting a 4-H club, maintaining good health and helping military children through deployments.

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[Tutor.com](#) is a 24/7 online tutoring and homework help program provided by the DoD. Eligible service members and their families around the world can work with certified tutors on homework, essay writing and test prep. Students and tutors use chat, interactive whiteboards and file-sharing in a secure online classroom. Sessions can be replayed, emailed and printed. In the ProofPoint Real-Time Writing Center, students get help with reports, essays and writing projects, including resume help for the adult student. The SkillsCenter Resource Library offers worksheets, videos and links to standardized exams in all 50 states. The service is available for all active duty service members and their families, for National Guard and reserve personnel who are deployed to of Operation New Dawn/Operation Enduring Freedom and their dependents and for DoD civilians who are deployed to OND/OEF and their dependents.

[Sesame Workshop](#) and the DoD began their partnership 2006 with the Talk, Listen, Connect initiative, a military outreach program that provided resources for military families with young children experiencing the effects of deployment. The TLC multimedia kits include materials that help families with young children cope with challenges related to deployment and are available for order through [Military OneSource](#) or may be downloaded from the [Sesame Workshop](#). In addition to the TLC initiative, the Sesame Street Experience for Military Families is a partnership between Sesame Workshop and the [United Service Organizations](#), which has provided a traveling tour of the Sesame Street Muppets to more than 40 installations worldwide. The Sesame Workshop Room-In-a-Box initiative provided materials to “Sesamize” rooms at more than 20 military installations, making the rooms bright and comforting places for children. A new Sesame Workshop website, “Family Connections,” provides an online space for families to communicate and connect. Sesame Workshop has also partnered with the Public Broadcasting System to create primetime specials that share the stories of military families who have experienced the challenges of deployment.

## Emergencies during a Deployment Websites

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#### ***Community-based websites***

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[American Red Cross Armed Forces Emergency Services](#) relays urgent messages 24 hours a day, 365 days a year, containing accurate, factual, complete and verified descriptions of the emergency to service members stationed anywhere in the world, including on ships at sea and at embassies and remote locations. American Red Cross emergency communication services keep military personnel in touch with their families following the death or serious illness of an immediate family member, the birth of a service member's child or grandchild or when a family faces other emergencies.

[Armed Forces Foundation Family Assistance](#) provides emergency financial assistance, vehicle modifications, laptops, housing assistance, tickets to recreation events, phone cards and transportation assistance. The Armed Forces Foundation can provide financial assistance for rent/mortgage costs, utility bills, housing or airfare involved in transporting a family member to assist a service member following surgery, car payments and car insurance.



[Armed Services Young Men's Christian Association Family Emergency Supplies Program](#) provides assistance for families experiencing financial distress, as does the Food for Families Program.

[United Service Organization](#) is a private, nonprofit organization supporting service members and their families by providing morale, welfare and recreation-type services. The USO centers offer housing and financial information and support to military families during emergencies.

[USA Cares Basic Needs Program](#) provides financial and advocacy assistance to post-9/11 active duty military service personnel, veterans and their families. USA Cares assists all branches of service, all ranks and components at no cost to the service member.

## Leave during a Deployment Websites

### *Government and military websites*

[U.S. Central Command Rest and Recuperation Leave Program](#) was implemented to provide eligible members of all services and DoD civilians who are serving within the USCENTCOM area of responsibility an opportunity for rest and recuperation as well as aid with temporary family reintegration.

United States Army Europe R&R Leave Program provides soldiers and Department of the Army civilians who are serving within in the Kosovo area of operation a period of chargeable leave away from the area of operation.

## Communicating during a Deployment Websites

### *Government and military websites*

[Military Postal Service Agency](#) promotes the efficient, economical transportation of mail by ensuring the effective operation of military post offices and by providing sound management of the official mail program. The MPSA is the single DoD point of contact with the U.S. Postal Service, providing movement of military mail into over 85 countries.

[The U.S. Postal Service](#) works with the MPSA to deliver mail to service members stationed abroad and while on deployments. The USPS website provides addressing tips, packaging tips, information on mailing restrictions and other resources for troops and families.

[Army Family Readiness Group](#) provides a direct link from family members to the command for units, ensuring that family members are aware of relevant information and resources for their unit. Family members may use the installation FRG or the virtual FRG, an Internet-based system that provides all the functionality of a traditional FRG but allows geographically dispersed units and family members to access information about their unit.

[Army OneSource](#) is the website of Army Community Services, the organization that provides family programs and services to members of the Army. This website offers a variety of information, links, services and resources for soldiers, family members, staff and civilians. The website includes information on managing deployments, home and family life and personal financial management. The ACS centers located on almost all Army installations provide comprehensive pre-deployment support to service members and their families.

[U.S. Army Military Affiliate Radio System](#) is a DoD-sponsored program consisting of licensed amateur radio operators who are interested in military communications on a local, national and international basis as an adjunct to normal communications.

[Marine Corps Family Team Building](#) is an integral part of a Marine Corps unit family readiness program. It provides educational resources and services to foster personal growth and enhance the readiness of Marine Corps families.

[Marine Corps Motivational Mail System](#) is a free service that provides a discreet and secure way of sending letters to deployed Marines through the Internet. MotoMail is currently available to most forward deployed Marines in Iraq and Afghanistan as well as Army, Navy and Air Force personnel who are co-located with deployed Marines.

[Navy Ombudsman](#) is a volunteer, appointed by the commanding officer to serve as an information link between command leadership and Navy families. Ombudsmen are trained to disseminate information both up and down the chain of command, including official Department of the Navy and command information, command climate issues, local quality of life improvement opportunities and “good deals” around the community. An ombudsman also provides resource referrals when needed and helps resolve family issues whenever possible without involving command.

[The U.S. Navy Reserve Ombudsman Online](#) provides information for activated and mobilized reserve sailors including topics pertaining to child care for deployed sailors. The Navy Ombudsman program can help Navy reserve service members find information related to child care and child care resources in their local communities.

[Navy-Marine Corps-Coast Guard MARS](#) is a DoD-sponsored program consisting of licensed amateur radio operators who are interested in military communications on a local, national and international basis as an adjunct to normal communications.

[Air Force Reserve Command Family Readiness](#) provides families of deployed reserve service members with services including video telephones, crisis intervention assistance, volunteer opportunities, reunion activities, information and referral services to appropriate support agencies, assistance with financial questions and concerns, telephone tree roster for communication to the families from the unit, family support groups, morale calls, letter-writing kits for children and access to email.

[Air Force Heart Link](#) training strengthens Air Force families through knowledge about military programs, agencies and the mission.

[The Air Force Key Spouse Program](#) is an official unit/family program designed to enhance readiness and establish a sense of Air Force community. It is a commander's program that promotes partnerships with unit leadership, volunteer Key Spouses appointed by the commander, families, the Airman and Family Readiness Center and other community and helping agencies.

[Air Force MARS TRANSCON Digital Network](#) is a DoD-sponsored program consisting of licensed amateur radio operators who are interested in military communications on a local, national and international basis as an adjunct to normal communications.

[Coast Guard Ombudsmen](#) are appointed by their respective commands, support command policy and efficiently work with command and the active duty Coast Guard service members and their families.

*Community-based program websites*

[American Red Cross Armed Forces Emergency Services](#) relays urgent messages 24 hours a day, 365 days a year, containing accurate, factual, complete and verified descriptions of the emergency to service members stationed anywhere in the world, including on ships at sea and at embassies and remote locations. American Red Cross emergency communication services keep military personnel in touch with their families following the death or serious illness of an immediate family member, the birth of a service member's child or grandchild or when a family faces other emergencies.

[Operation Uplink](#) is a program administered by the Veterans of Foreign Wars of the United States to provide free phone cards to deployed service members and hospitalized veterans.

## **Replacing Identification Cards during a Deployment Websites**

[The Defense Enrollment Eligibility Reporting System](#) includes over 23 million records pertaining to active duty and reserve military and their family members, military retired, DoD civil service personnel and DoD contractors. The DEERS system provides accurate and timely information for supporting DoD Identification cards. The Real-time Automated Personnel Identification System application provides on-line access to information in the DEERS database. Eligible persons may be issued their ID cards at over 900 RAPIDS sites in 23 different countries.

# Post Deployment Phase Websites

## Return and Reunion Websites

### *Government and military websites*

[Department of Defense Yellow Ribbon Program](#) provides National Guard and reserve members and their families with information, services, referrals and proactive outreach opportunities throughout the deployment cycle.

[After Deployment](#), a jointly developed website by the DoD and the Department of Veterans Affairs, is a behavioral health web portal focused on post deployment health problems. The website's intended outreach includes active duty service members, veterans and their families. It also presents particular advantages for National Guard and reserve units not located near a military treatment facility or otherwise located in areas lacking providers who are knowledgeable about military-related adjustment concerns.

[Project Families Overcoming Under Stress](#) is designed to help service members and families address the impact of multiple deployments, combat stress and high operational tempo on children and families. The program has received extremely positive feedback from commanders, program managers, members and families and has shown significant positive impacts on reduction of conflict behaviors and emotional symptoms in children and has also resulted in an increase in their positive behaviors. At the installation level, Project FOCUS is considered another service within the overall family support umbrella continuum of care, typically provided through the installation military and family support center. Project FOCUS is currently available only on select Marine Corps and Navy installations.

[Military OneSource](#) provides information and resources to help balance work and family life. Available deployment support materials include explanations of military benefits, managing stress associated with deployment, coping with deployments and reunions and deployment topics for single service members.

[MilitaryINSTALLATIONS](#) is a searchable directory of worldwide installation and state-related military information, programs and services. It provides easy access to fast facts, articles, website resource directories, photos, contact information, major units, weather and maps. With this resource, users can quickly find relevant information about any installation or military resources in their state. Contact information for installation chapels can be found under the program or service "Chapels."

[Yellow Ribbon America](#) unites Americans, motivating and assisting America's communities to give direct support to their local military members and their families. Yellow Ribbon America provides the national framework to organize America's cities and towns, delivering immediate and direct support to

America's deployed and returning military personnel and their families. The Deployed Military Members & Family Support Program organizes community outreach events to help communities welcome home military members and thank their families for their sacrifices.

[Army Family Readiness Group](#) provides a direct link from family members to the command for units, ensuring that family members are aware of relevant information and resources for their unit. Family members may use the installation FRG or the virtual FRG, an Internet-based system that provides all the functionality of a traditional FRG but allows geographically dispersed units and family members to access information about their unit.

[Army Chaplaincy](#) provides spiritual and religious support to soldiers and their families across the active and reserve components of the Army. Army chaplains provide families with counseling and family readiness programs, such as the Strong Bonds program, to help strengthen their resiliency.

[Marine Corps Family Team Building](#) is an integral part of a Marine Corps unit family readiness program. It provides educational resources and services to foster personal growth and enhance the readiness of Marine Corps families.

[Navy Ombudsman](#) is a volunteer, appointed by the commanding officer to serve as an information link between command leadership and Navy families. Ombudsmen are trained to disseminate information both up and down the chain of command, including official Department of the Navy and command information, command climate issues, local quality of life improvement opportunities and "good deals" around the community. An ombudsman also provides resource referrals when needed and helps resolve family issues whenever possible without involving command.

[The U.S. Navy Reserve Ombudsman Online](#) provides information for activated and mobilized reserve sailors including topics pertaining to child care for deployed sailors. The Navy Ombudsman program can help Navy reserve service members find information related to child care and child care resources in their local communities.

[Navy Chaplain Care](#) provides religious ministry and pastoral care to sailors, Marines and their families to maintain spiritual, moral and ethical readiness.

[Air Force Reserve Command Family Readiness](#) provides families of deployed reserve service members with services including video telephones, crisis intervention assistance, volunteer opportunities, reunion activities, information and referral services to appropriate support agencies, assistance with financial questions and concerns, telephone tree roster for communication to the families from the unit, family support groups, morale calls, letter-writing kits for children and access to email.

[Air Force Chaplain Corps](#) provides pastoral care to airmen, their families and other authorized personnel to exercise their constitutional right to the free exercise of religion.

[Coast Guard Ombudsmen](#) are appointed by their respective commands, support command policy and efficiently work with command and the active duty Coast Guard service members and their families.

[Headquarters and Deputy Chaplain of the Coast Guard](#) provides pastoral care to members of the Coast Guard family. Chaplain services can provide spiritual guidance for Coast Guard members and their families and help to strengthen family bonds.

#### *Community-based websites*

[The American Red Cross](#) is the nation's premier emergency response organization. The American Red Cross offers confidential services to all military personnel (active duty, National Guard and reserves) and their families. Counseling, guidance, information, referrals and other social services are available through its worldwide network of chapters and offices on military installations.

[The Armed Services Young Men's Christian Association](#) is a nonprofit national member association of the YMCA that works with the DoD. Included in the many programs offered through the ASYMCA are home visit counseling and crisis counseling.

## **Post Deployment Affairs Websites**

### **Revisitation of Administrative Affairs Websites**

#### *Government and military websites*

[The Defense Enrollment Eligibility Reporting System](#) includes over 23 million records pertaining to active duty and reserve military and their family members, military retired, DoD civil service personnel and DoD contractors. The DEERS system provides accurate and timely information for supporting DoD identification cards. The Real-time Automated Personnel Identification System application provides on-line access to information in the DEERS database. Eligible persons may be issued their ID cards at over 900 RAPIDS sites in 23 different countries.

[Servicemembers' Group Life Insurance](#) provides an overview of the program, coverage amounts, cost and additional information.

### **Revisitation of Legal Affairs Websites**

#### *Government and military websites*

[The Armed Forces Legal Assistance](#) is a joint effort of the legal assistance divisions of the Judge Advocate Generals' Corps of the Army, Marine Corps, Navy, Air Force and Coast Guard. The AFLA website provides service members and their families with an overview of legal assistance topics and

an online tool for locating the nearest Legal Assistance office for consultation with a Legal Assistance attorney.

[U.S. Court of Appeals for the Armed Forces](#) exercises appellate jurisdiction over service members on active duty as well as any other person who is subject to the Uniform Code of Military Justice. The Court addresses a wide range of legal topics relating to service members including constitutional law, administrative law, criminal law, ethics and national security law.

[Army Legal Services](#) provides general information, legal planning and toolkits and answers to frequently asked questions for soldiers, family members and other eligible clients.

[Legal Assistance Branch, Staff Judge Advocate to the Commandant of the Marine Corps](#) provides links to various legal topics (for example, advisories, scams, citizenship/immigration information, etc.).

[Navy Legal Service Office](#) provides legal assistance services for active duty service members, their family members, certain reserve service members and retirees. In addition to legal assistance, the individual NLSO regions often provide legal-related services, such as defense/personal representation, claims processing and income tax-related services.

[Judge Advocate General U.S. Air Force](#) is responsible for all legal matters for the U.S. Air Force including legal assistance services for service members, their families, certain reserve service members and retirees.

[Coast Guard Legal Assistance](#) provides information on various legal assistance topics including consumer and contract matters, creditor and debtor relations, family law and wills and estate planning.

### *Community-based websites*

[American Bar Association Standing Committee on Legal Assistance for Military Personnel](#) manages Operation Enduring LAMP, a consortium of state and local bar associations that recruit volunteer attorneys to assist military Legal Assistance attorneys with civil law cases affecting service members.

[The National Veterans Legal Services Program](#) is an independent, nonprofit, charitable organization acting to ensure that the U.S. government honors the pact made with its veterans. Along with advocacy, education and training, the NVLSP oversees a consortium of four organizations, which provide pro bono legal representation for veterans appealing the Department of Veterans Affairs decision to deny benefits.

## **Revisitation of Financial Affairs Websites**

### *Government and military websites*

[Defense Finance Accounting Service](#) delivers accounting and finance services to the military services, as well as those who support war fighters defending the country. The DFAS administers military and retirement pay for service members and the Survivor Benefit Plan.

[Military Spouse Career Advancement Accounts](#) program provides a lifetime benefit of up to \$4,000 of financial assistance for spouses married to active duty or activated National Guard and reserve members in pay grades E1-E5, W1-W2 and O1-O2 who are pursuing an associate's degree, a license or a credential necessary for a portable career employment. Service members must be on Title 10 military orders for the spouse to receive this benefit.

[MyPay](#) is an automated online system that allows service members to access their current and certain past leave and earnings statements 24 hours a day, seven days a week. Using MyPay, service members can also view tax statements and change certain discretionary pay data items, such as direct deposit allotments, without using paper forms.

[Military OneSource](#) provides information and resources to help balance work and family life. Consultants are available 24 hours a day, seven days a week by phone, online or by email. Military OneSource provides up to 12 financial counseling sessions per issue and per calendar year and per eligible client. Eligible clients include active duty service members, National Guard and reserve service members (regardless of activation status) and their families.

[TurboTAP](#), a DoD-sponsored website, provides active duty, National Guard and reserve service members and their families with the resources and assistance they need when transitioning on and off of active duty. TurboTAP provides a wealth of information in three basic topic areas: money, benefits and jobs.

[Beneficiary Financial Counseling Service](#) is an additional benefit offered to beneficiaries of SGLI and Veterans' Group Life Insurance policies, as well as Servicemembers' Group Life Insurance Traumatic Injury Protection claimants. Beneficiaries or claimants can take advantage of free professional financial advice provided by FinancialPoint®.

[Army OneSource Financial Readiness](#) assists soldiers, civilians and their families by providing budgeting and planning calculators, financial news, links to information on retirement planning, online financial training and a link to an Internet tool designed to graphically display a visitor's financial profile.

[MyArmyBenefits](#) is the official Army benefits website, providing information and links to federal and state benefits information, deployment and post deployment financial calculators and access to retirement and disability calculators for those with an AKO account.

[National Guard Financial Support](#) provides financial education for soldiers, civilians and their families through classes, training or information.

[Army Reserve Family Programs Financial Readiness](#) provides information and assistance to members of the Army reserve on a variety of family programs and services. The website provides information on financial planning, financial readiness training, the Thrift Savings Plan and taxes.



[Army Emergency Relief](#) is a nonprofit organization that assists soldiers and their family members, including spouses of deployed soldiers, by providing emergency financial assistance when there is a valid need. The organization provides interest-free loans, grants or combinations of the two.

[Marine Corps Personal Financial Management](#) provides eligible personnel with education, training, counseling, information and referral for personal financial issues.

[Navy Personal Financial Management Program](#) provides information, classes, training and counseling to combat financial mismanagement and to provide proactive training to prepare sailors and their families for potential financial issues in the future.

[Navy-Marine Corps Relief Society](#) is a private, nonprofit organization that provides financial, educational and other assistance to members of the Navy and Marine Corps, eligible family members and survivors when a valid need exists. The organization provides interest-free loans and grants to sailors, Marines and their families to meet emergency financial needs.

[The Air Force Personal Financial Readiness](#) website provides information and links on a number of financial readiness topics including credit and money management, home and car buying, personal finance and investing, tax information and emergency financial assistance.

[Air Force Aid Society](#) is a private, nonprofit organization that provides emergency financial assistance to airmen and their family members. The organization provides grants and interest-free loans to airmen and their families who demonstrate an emergency financial need related to basic living expenses, medical care, funeral expenses, respite care, vehicle repairs, assistance with other emergencies, pay/allotment problems and disaster relief. The organization also provides assistance to surviving dependents.

[The Coast Guard Financial Management Program](#) provides members of Team Coast Guard (active duty, reserve, retirees, family members, civil service employees and exchange system and morale, welfare and recreation employees) with practical information and financial planning tools.

[Coast Guard Mutual Assistance](#) is a private, nonprofit organization that provides financial assistance to members of the Coast Guard community during times of need. The organization provides assistance to persons associated with the Coast Guard who demonstrate a financial need, through interest-free loans, personal grants and confidential financial counseling and referral services.

#### ***Community-based websites***

[The American Red Cross](#) works under partnership agreements with the AER, NMCRS, AFAS and CGMA to provide quality, reliable financial assistance to eligible applicants for emergency travel, burial of a loved one, assistance to avoid privation, etc.

[The Armed Services Young Men's Christian Association Family Emergency Supplies Program](#) provides assistance for families experiencing financial distress, as does the Food for Families Program.

[The United Service Organizations](#) is a private, nonprofit organization supporting service members and their families by providing morale, welfare and recreation-type services. The USO centers offer housing and financial information and support to military families during emergencies.

## Revisitation of Employment Affairs Websites

### *Government and military websites*

[Employer Support of the Guard and Reserve](#) is a DoD organization operated through a network of volunteers in local ESGR committees in each state, the District of Columbia, Guam, Puerto Rico and the Virgin Islands. The organization works to educate civilian employers and communities about the National Guard and reserve through a comprehensive outreach program known as the Civilian Employment Information initiative. The ESGR works with employers and communities to promote the development of personnel policies designed to accommodate members of the uniformed services and assists military units in promoting and maintaining positive relationships between employers and National Guard and reserve employees. The organization educates service members about their obligations to their employers and their rights under the Uniformed Services Employment and Reemployment Rights Act. The organization also assists them in preventing, resolving or reducing employer/employee problems and misunderstandings related to USERRA through mediation and ombudsman services.

[Department of Labor Veterans' Employment and Training Service](#) provides assistance to persons with respect to employment and reemployment rights and benefits under USERRA including outreach activities, USERRA briefings, the USERRA advisor, the e-VETS Resource Advisor and other web-based materials.

[DoD Military Spouse Career Advancement Accounts](#) program provides a lifetime benefit of up to \$4,000 of financial assistance for spouses married to active duty or activated National Guard and reserve members in pay grades E1-E5, W1-W2 and O1-O2 who are pursuing an associate's degree, a license or a credential necessary for a portable career employment. Service members must be on Title 10 military orders for the spouse to receive this benefit.

[Merit Systems Protection Board](#) is an independent, quasi-judicial agency in the Executive branch that serves as the guardian of federal merit systems.

[U.S. Office of Special Counsel](#) has authority to prosecute USERRA claims involving federal executive agencies before the MSPB under certain conditions. For a USERRA complaint to reach OSC, the person must have filed a complaint with DOL VETS, the complaint must involve a federal executive agency, the person must have received notice from DOL VETS that it investigated the complaint and was unable to resolve it and the person must make a request to DOL VETS that the complaint be referred to OSC for possible legal representation before the MSPB.

[The Small Business Administration](#) administers the Military Reservist Economic Injury Disaster Loan program to provide funds to eligible small businesses to meet their ordinary and necessary operating expenses that they could have met, but were unable to meet, because an essential employee was “called-up” to active duty in their role as a National Guard or reserve service member.

## Post Deployment Benefits Websites

### Post Deployment Health Benefits Websites

#### *Government and military websites*

[TRICARE Transitional Assistance Management Program](#) provides 180 days of transitional health care benefits to members of the military and their families when the service member meets certain eligibility requirements.

[TRICARE Reserve Select](#) is a premium-based health plan that qualified National Guard and reserve service members may purchase. TRICARE Reserve Select requires a monthly premium and offers coverage similar to TRICARE Standard and Extra. TRICARE Reserve Select applies to National Guard and reserve service members and their families when not on active duty.

[The Continued Health Care Benefit Program](#) is a premium-based health care program that offers temporary transitional health coverage (typically for 18 or 36 months) after eligibility for TRICARE ends, acting as a bridge between military health benefits and civilian health plans. The CHCBP provides a conversion plan similar to TRICARE Standard and requires that eligible service members or their families enroll within 60 days of separation from active duty or loss of eligibility under TRICARE-TAMP.

[TRICARE Dental Program](#) is a voluntary, premium-based dental insurance plan administered by MetLife. For enrollees, the TDP covers a wide range of diagnostic, preventive and restorative services through a network of more than 64,000 participating dentists or through a nonparticipating dentist at an additional cost. The TDP is available to active duty family members, members of the National Guard and reserve and family members of National Guard and reserve service members.

[TRICARE Pharmacy Program](#) provides a world-class pharmacy benefit through TRICARE to all eligible uniformed service members, retirees and family members, including beneficiaries age 65 and older. The TRICARE Pharmacy Program provides outpatient prescription drugs to more than 9.5 million beneficiaries.

[Department of Veterans Affairs Health Care](#) provides information on the various health care programs administered by the VA including descriptions of the programs, eligibility requirements, benefits for family members and co-pay information.

[Civilian Health and Medical Program of the VA](#) provides an overview of the program, eligibility requirements, description of the benefits and general exclusions from the program.

## Education and Training Benefits Websites

### *Government and military websites*

[DoD Voluntary Education Program](#) provides an overview of the program and links to service-level education programs, policy and other military education-related services.

[Defense Activity for Non-Traditional Education Support](#) supports the off-duty voluntary education programs of the DoD by helping eligible service members and their families pursue their education goals. The DANTES provides programs and services in certification, counselor support, distance learning and examinations and manages the Tuition Assistance Reimbursement Program.

[Servicemembers Opportunity Colleges](#) is a network of universities and colleges that provides education opportunities for service members and their families. Included in the SOC degree network system are SOC Army, SOC Marine Corps, SOC Navy, SOC Coast Guard and SOC National Guard.

[The DoD Education Activity](#) is a field activity of the Office of the Secretary of Defense. Schools in the DoDEA system include Department of Defense Schools - Europe, Department of Defense Schools - Pacific/Domestic Dependent Elementary and Secondary Schools - Guam and the Domestic Dependent Elementary and Secondary Schools.

[Sure Start](#) is a DoDEA program for command-sponsored children stationed at overseas installations. Sure Start is based on the Department of Health and Human Services' Head Start model. The Sure Start program assists qualified preschool-age military children by providing education, health and social services based on income and need guidelines. The services provided by the Sure Start program are designed to involve the children, their families, schools and communities to ensure a comprehensive, coordinated approach to early childhood education.

[Military Spouse Career Advancement Accounts](#) program provides a lifetime benefit of up to \$4,000 of financial assistance for spouses of junior active duty or activated National Guard and reserve members pursuing an associate's degree or a license or credential necessary for a portable career

[Montgomery GI Bill – Active Duty](#) provides information on the benefit including eligibility requirements, application procedures, a listing of educational programs covered by the MGIB and payment procedures and time limits for the benefit.

[Montgomery GI Bill–Selected Reserve](#) provides eligibility requirements for the benefit, application procedures, a listing of educational programs covered by the MGIB–SR and payment procedures and time limits for the benefit.

[Reserve Educational Assistance Program](#) provides questions and answers on eligibility for the program, the current monthly benefits, time limitations on the benefit and other general questions and answers.

[Veterans Education Assistance Program](#) provides a general description of the program including eligibility requirements and application procedures.

[Survivors' and Dependents' Educational Assistance Program](#) provides a general overview of the program including eligibility requirements, period of eligibility and application procedures.

[Post-9/11 GI Bill](#) provides increased educational benefits for service members pursuing training on or after August 1, 2009. The benefit provides up to 36 months of financial assistance for degree programs, certificate or correspondence courses, cooperative training, independent study programs, apprenticeship/on-the-job training, vocational flight training programs and remedial, refresher and deficiency training under certain circumstances. Upon completion of eligible military service, service members have 15 years to use the benefit.

[eBenefits](#), available through the VA, is a one-stop shop for benefits-related online tools and information for wounded warriors, veterans, service members, family members and those who care for them.

[The Army Continuing Education System](#) website provides information on education programs and services offered to soldiers and their families.

[GoArmyEd](#) provides access to quality education for soldiers around the globe, helping them further their professional and personal goals. GoArmyEd brings together approximately 148 programs from 28 different educational institutions offering a broad range of education opportunities. Through GoArmyEd, soldiers can earn a certificate, associate's, bachelor's or master's degree from a home institution. Soldiers may also take classes from multiple colleges and universities through web-based courses that can be completed anytime and anywhere.

[The Marine Corps Lifelong Learning Program](#) provides personal and professional learning opportunities for Marines regardless of duty station through the Voluntary Education Program and Marine Corps Libraries.

[The Navy College Program](#) provides opportunities for sailors to earn college degrees by providing academic credit for Navy training, work experience and off-duty education. The NCP website lists links to education counselors, financial grants and loans. It also provides information on the SOCNAV.

[The Community College of the Air Force](#) is the largest multi-campus community college in the world. The CCAF is an accredited institution that provides transcript services to Air Force personnel as well as associate degrees in applied science.

[The United States Coast Guard Institute](#) provides information on education opportunities, services and financial aid for members of the Coast Guard and their families.

## Wounded Warrior Benefits Websites

### *Government and military websites*

[Defense Finance Accounting Service](#) delivers accounting and finance services to the military services, as well as those who support war fighters defending the country. The DFAS administers military and retirement pay for service members and the Survivor Benefit Plan. Included on the DFAS website are sections detailing [Wounded Warrior Pay](#) and information on [disability retirement pay](#).

[Computer/Electronic Accommodations Program](#) provides assistive technology and services to people with disabilities, federal managers, supervisors, IT professionals and wounded services members free of charge.

[TRICARE Health Benefits for Injured Active Duty Service Members](#) provides an overview of the various health care benefits wounded warriors may become eligible to receive through TRICARE.

[Warrior Care](#) is the DoD's official website for wounded warrior care. The website serves as a portal to various resources.

[The Wounded Warrior Resource Center](#) is a DoD website providing wounded service members, their families and caregivers with information they need on military facilities, health care services and benefits. It supports access to the Wounded Warrior Resource call center and trained specialists who are available 24 hours a day, seven days a week by phone at 800-342-9647 or by email at [wwrc@militaryonesource.com](mailto:wwrc@militaryonesource.com). The website lists specific dialing information for other countries.

[Yellow Ribbon America](#) provides the national framework to organize America's cities and towns, delivering immediate and direct support to America's deployed and returning military personnel and their families. The Welcome Home Project/Military Injured Support provides a welcome home ceremony for injured service members and provides returning wounded service members with gift baskets to thank them for their service.

[National Resource Directory](#), a partnership among the DoD, Department of Labor and VA, is a website for wounded, ill and injured service members, veterans, their families and those who support them. It provides access to services and resources at the national, state and local levels to support recovery, rehabilitation and community reintegration. Topics on the site address benefits and compensation, education and training, employment, family and caregiver support, health, homeless assistance, housing, transportation and travel and other services and resources.

[Department of Veterans Affairs Disability Compensation](#) is a tax-free benefit paid to a veteran because of injuries or diseases that happened while on active duty or were made worse by active military service. It is also paid to certain veterans disabled from VA health care. The benefits are tax-free.

[Servicemembers' Group Life Insurance Traumatic Injury Protection](#) provides answers to frequently asked questions, a list of contacts for TSGLI, a schedule of payments for traumatic loss, information on obtaining a TSGLI form and the TSGLI procedures guide.

[The VA Vet Center](#) program is designed to provide readjustment counseling to veterans exposed to the uniquely stressful conditions of military service in a combat theatre of operations.

[Social Security Administration Disability Benefits for Wounded Warriors](#) provides an overview of the benefits available to wounded warriors including expedited processing of disability claims for military service members. Benefits available through SSA are different than those from the VA and require a separate application. The expedited process is used for military service members who become disabled while on active military service on or after October 1, 2001, regardless of where the disability occurs.

[Army Wounded Warrior Program](#) assists and advocates for severely wounded, ill and injured soldiers and their families by supporting and advising them throughout medical treatment, rehabilitation and transition back into the Army or the civilian community.

[Always a Soldier Program](#) is sponsored by the Army Materiel Command and is designed to help wounded veterans find jobs or internships. Soldiers can use the website to complete an employment information form, which will be reviewed by an Always a Soldier program coordinator.

[Warrior Transition Command](#) provides strategic direction and develops, integrates, synchronizes and assesses plans, policy, capabilities and resources for warrior care initiatives and programs dedicated to the support, care and healing of wounded, ill and injured soldiers, their families and caregivers.

[Marine Corps Wounded Warrior Regiment](#) provides and facilitates assistance to wounded, injured and/or ill Marines, sailors attached to or in support of Marine units and their family members throughout the phases of recovery.

[Navy Safe Harbor–Severely Injured Support Program](#) provides personalized support and assistance to injured sailors and their families by providing educational information on injuries, assistance with home accommodations, transportation accommodations, workplace accommodations, education and job training, personal and family counseling, child care information and information and assistance for financial and benefit issues.

[Air Force Wounded Warrior Program](#) provides support for airmen that have a combat or hostile-related injury or illness requiring long-term care. The program works hand-in-hand with the Air Force Survivor Assistance Program and Airman and Family Readiness Centers to ensure airmen receive professional support and care from the point of injury to no less than five years after separation or retirement.

[National Guard Bureau Warrior Support](#) serves those who served America by providing a Transition Assistance Advisor in each state and territory to help National Guard members and their families with accessing VA benefits and filing claims, TRICARE, state benefits and access to community resources.

### ***Community-based websites***

[American Legion](#) is a large, nonprofit veteran service organization that supports the needs of military personnel who have sustained severe injuries as they prepare to return to local communities. The American Legion operates worldwide through over 15,000 American Legion Posts.

[Disabled American Veterans](#) provides free assistance for transition, homeless issues, disaster relief grants for natural disasters and other emergencies and general assistance and advocacy.

[Fisher House](#) provides airline tickets, using donated frequent flyer miles, to family and friends of service members who were hospitalized as a result of their service in Operation Enduring Freedom/Operation

New Dawn. The Fisher House Foundation also provides temporary lodging and transportation support for these family members and friends.

[Heroes to Hometowns](#) is a transition program for severely injured service members returning home from Operation Enduring Freedom/Operation Iraqi Freedom. Heroes to Hometowns establishes a support network and coordinates resources for those service members.

[Operation Warfighter Program](#), sponsored by the DoD, is a temporary assignment or internship program for service members who are undergoing therapy at military treatment facilities in the United States. Operation Warfighter is designed to provide recuperating service members with meaningful activity outside of the hospital environment that assists in their wellness and offers a formal means of transition back to the military or civilian workforce.

[Veterans of Foreign Wars of the United States](#) provides public outreach, youth education and other community support. The VFW website provides news and updates and assistance on accessing benefits and entitlements provided by the VA.

[Wounded Warrior Project](#) assists those men and women of the military services who have been severely injured during the conflicts in Iraq, Afghanistan and other locations around the world. The WWP website provides advocacy, coping services, family support and other programs and services to assist wounded warriors in returning to civilian life.



## Survivor Benefits Websites

### *Government and military websites*

The [DFAS](#) delivers accounting and finance services to the military services, as well as those who support war fighters defending the country. The DFAS administers military and retirement pay for service members and the [SBP](#) and [Reserve Component SBP](#).

[National Cemetery Administration](#) provides information on burial benefits for members of the U.S. military and operates government cemeteries across the country.

[Military Funeral Honors](#) are available through DoD to family members of eligible veterans of the uniformed services. The core elements of military funeral honors include flag folding, flag presentation and the playing of Taps.

[Department of Veterans Affairs Survivors Benefits](#) provides an overview of the various benefits provided to survivors of service members who die while in service and after their service is complete.

[The VA Vet Center](#) program is designed to provide readjustment counseling to veterans exposed to the uniquely stressful conditions of military service in a combat theatre of operations. Bereavement counseling is offered to parents, spouses and children of military personnel who died in the service of their country. Family members of National Guard and reserve service members who die while on duty are also eligible. Bereavement counseling is available at no cost and is provided at community-based Vet Centers.

[Servicemembers' Group Life Insurance](#) provides an overview of the program, coverage amounts, cost and additional information.

[Family Servicemembers' Group Life Insurance](#) provides answers to frequently asked questions, information on the FSGLI premium rates, a link to the FSGLI handbook and the FSGLI procedures guide.

[Veterans' Group Life Insurance](#) provides an overview of the program, coverage amounts, cost, policy conversion information and additional information.

[Dependency and Indemnity Compensation](#) provides information on the program, a link to a DIC fact sheet and instructions on applying for the benefit. The DIC website also provides application instructions for the Parent(s) DIC benefit.

[Survivor's Pension](#) provides an overview of the benefit, eligibility requirements, information on the income restriction and application instructions.

[Survivor's and Dependents Educational Assistance](#) provides an overview of the benefit, eligibility requirements, period of eligibility and instructions for applying for the benefit.

[Social Security Administration Survivors Benefits](#) allows beneficiaries to apply for certain kinds of benefits, find local Social Security offices, request Social Security-related documents and receive copies of SSA publications. Surviving spouses, former spouses, dependent children and dependent parents may be eligible for Social Security Survivor Insurance upon the death of a worker who has paid Social Security benefits.

[Army Casualty](#) provides casualty assistance resources for family members to assist them through their bereavement. Operated by the Army Casualty and Mortuary Affairs Operations Center, the Army Casualty site contains links to publications, laws, forms, benefits, terms, acronyms and the Survivor's Casualty Assistance Guide.

[Army Survivor Outreach Services](#) provides family members of fallen warriors access to support, information and services at a location where they reside and for as long as the family members desire.

[The Army National Guard Casualty Notification/Casualty Assistance](#) assists the Army CMAOC and Casualty Assistance Centers with the mission of assigning Casualty Notification and Casualty Assistance Officers to help families during their time of need.

[Marine Corps Casualty Assistance](#) provides assistance to Marine Corps families with compassion, dignity and honor.

[Navy Casualty Assistance Division](#) provides family members of fallen sailors with information and assistance during their time of need. The website provides several links to forms and publications and a downloadable survivor's guide.

[Armed Forces Crossroads Casualty and Loss](#) provides links and information on loss, the grieving process, support groups and benefits.

[Air Force Personnel Center Casualty Services](#) website provides links and documents for service members and their families including contact information, forms and death benefit information. Rather than being subject-oriented, the site uses a question and answer format to address a wide range of topics.

[Air Force Mortuary Affairs Operations Center](#) assists family members by coordinating all available resources to support family needs following an unexpected loss of life.

[Coast Guard Decedent Affairs](#) assists the family of deceased Coast Guard service members in making funeral arrangements and helping the next of kin obtain any compensation or entitlements they may be due.

***Community-based websites***

[Armed Forces Foundation's Bereavement Program](#) offers family retreats, provides for professional grief counseling in an attempt to help families cope with their loss and helps to offset funeral costs and travel arrangements for military families in times of mourning.

[American Red Cross Casualty Travel Assistance Program](#) provides travel assistance for two immediate family members to attend a memorial or funeral service for a service member killed on active duty in a combat zone and to travel to the bedside of a service member wounded in a combat zone. Assistance includes funding for roundtrip airfare, lodging costs and food and incidentals. The American Red Cross also provides assistance and information in preparing, developing and obtaining sufficient evidence to support applicants' claims for veterans' benefits.

[Children's Grief Education Association](#) is a nonprofit organization dedicated to serving the needs of grieving children and families and to providing education and support to those who serve them. Included on the CGEA website are specific coping mechanisms targeted to children of military families.

[Comfort Zone Camp](#) is a bereavement camp for children started by West Point alumni. The camp's program is designed to mirror the way a child grieves. Developed by grief therapists, it combines activities such as arts, crafts and games with quieter periods of reflection, allowing children to heal through play, smiles, tears and memories. Each child is matched with a "Big Buddy," a trained adult volunteer who spends the entire weekend with that child to provide support and encouragement. Additionally, the children participate in Healing Circles led by experienced grief professionals.

[Families United for Troops and Their Mission](#) is a nonprofit organization. They are a grassroots coalition of Gold Star and Blue Star families that provides a means for Gold Star Families, who have lost loved ones in the defense of the United States, to find solace in each other's company.

[Gold Star Wives of America](#) is an organization of widows and widowers whose spouses died while on active duty in the military or as the result of a military service-connected cause. The primary mission of GSW is to provide service, support and friendship to others who have suffered a similar loss.

[Tragedy Assistance Program for Survivors, Inc.](#) is a national, nonprofit organization made up of and providing services to all those who have lost a service member. The organization provides surviving family members with assistance through peer support, crisis intervention, casework, grief and trauma resources and other services through the TAPS support network.

# Reintegration Phase Websites

## Reintegrating to Normal Life Websites

### *Government and military websites*

[Department of Defense Yellow Ribbon Program](#) provides National Guard and reserve members and their families with information, services, referrals and proactive outreach opportunities throughout the deployment cycle.

[After Deployment](#), a jointly developed website by the DoD and the Department of Veterans Affairs, is a behavioral health web portal focused on post deployment health problems. The website's intended outreach includes active duty service members, veterans and their families. It also presents particular advantages for National Guard and reserve units not located near a military treatment facility or otherwise located in areas lacking providers who are knowledgeable about military-related adjustment concerns. The website's 12 programs focus on adjusting to war memories, dealing with depression, handling stress, improving relationships, succeeding at work, overcoming anger, sleeping better, controlling alcohol and drugs, helping kids deal with deployment, seeking spiritual fitness, living with physical injuries and balancing your life.

[Project Families Overcoming Under Stress](#) is designed to help service members and families address the impact of multiple deployments, combat stress and high operational tempo on children and families. The program has received extremely positive feedback from commanders, program managers, members and families and has shown significant positive impacts on reduction of conflict behaviors and emotional symptoms in children and has also resulted in an increase in their positive behaviors. At the installation level, Project FOCUS is considered another service within the overall family support umbrella continuum of care, typically provided through the installation military and family support center. Project FOCUS is currently available only on select Marine Corps and Navy installations.

[Military OneSource](#) provides information and resources to help balance work and family life. Consultants are available 24 hours a day, seven days a week by phone, online or by email. Military OneSource also offers face-to-face counseling services for short-term, non-medical concerns such as improving relationships at home and at work, marital issues, grief and loss issues (normal reactions that would benefit from short-term support) and adjusting to a change in situation (such as a return from deployment or permanent change of duty station).

[MilitaryINSTALLATIONS](#) is a searchable directory of worldwide installation and state-related military information, programs and services. It provides easy access to fast facts, articles, website resource directories, photos, contact information, major units, weather and maps. With this resource, users can

quickly find relevant information about any installation or military resources in their state. Contact information for installation chapels can be found under the program or service “Chapels.” Contact information for installation family centers can be found under the program or service “Family Center.”

[Yellow Ribbon America](#) unites Americans, motivating and assisting America’s communities to give direct support to their local military members and their families. Yellow Ribbon America provides the national framework to organize America’s cities and towns, delivering immediate and direct support to America’s deployed and returning military personnel and their families. The Deployed Military Members & Family Support Program organizes community outreach events to help communities welcome home military members and thank their families for their sacrifices.

[Department of Defense Yellow Ribbon Program](#) is a DoD-wide deployment support and reintegration program for National Guard and reserve service members and their families to help them connect with local resources before, during and after deployments. Yellow Ribbon events provide information, services, referrals and proactive outreach opportunities throughout the deployment cycle to help minimize the stress of a deployment and family separation.

[Employer Support of the Guard and Reserve](#) is a DoD organization operated through a network of volunteers in local ESGR committees in each state, the District of Columbia, Guam, Puerto Rico and the Virgin Islands. The ESGR assists service members in preventing, resolving or reducing employer/employee problems and misunderstandings related to USERRA through mediation and ombudsman services.

[Department of Veterans Affairs Readjustment Counseling](#) is available to service members who served in any combat zone and their family members through Vet Centers across the country. The VA provides a wide range of services including individual counseling, group counseling, marital and family counseling, bereavement counseling, medical referrals, assistance in applying for VA Benefits, employment counseling, guidance and referral, alcohol/drug assessments, information and referral to community resources, military sexual trauma counseling and referral and outreach and community education.

[Army OneSource](#) provides Army families with accurate and up-to-date articles and information on various topics including customs, home and personal safety, managing deployment and understanding military pay.

[The National Guard’s Family Readiness Program](#) provides National Guard service members and their families with information and assistance to help ensure they are prepared for whatever may be ahead of them. To aid families in navigating through military life, the National Guard has developed Six Steps to Family Readiness, addressing challenges, victories and support networks available to National Guard service members and their families.

[Army Reserve Family Programs](#) provides information and assistance to members of the U.S. Army Reserve on a variety of family programs and services.

[Army Chaplaincy](#) provides spiritual and religious support to soldiers and their families across the active and reserve components of the Army. Army chaplains provide families with counseling and family readiness programs, such as the Strong Bonds program, to help strengthen their resiliency.

[Marine Corps Community Services](#) serves Marines and their families by providing programs and services for social and recreational opportunities, prevention and intervention programs, programs designed to strengthen families and business programs such as the Marine Corps Exchange.

[Navy Fleet and Family Support Program](#) provides unified, customer-focused, consistent and efficient programs and services to support sustained mission and Navy readiness.

[Navy Chaplain Care](#) provides religious ministry and pastoral care to sailors, Marines and their families to maintain spiritual, moral and ethical readiness.

[Air Force Services](#) provides information on resources to help airmen and their families adapt to Air Force life.

[Armed Forces Crossroads](#) serves as an information repository for a variety of airmen and family programs including deployment support, education, financial readiness, health and wellness, relocation and teens and youth.

[Air Force Chaplain Corps](#) provides spiritual care and the opportunity for airmen, their families and other authorized personnel to exercise their constitutional right to the free exercise of religion.

[Headquarters and Deputy Chaplain of the Coast Guard](#) provides pastoral care to members of the Coast Guard family. Chaplain services can provide spiritual guidance for Coast Guard members and their families and help to strengthen family bonds.

[The Joint Family Support Assistance Program](#) delivers high-quality, mobile family support and services to families facing the same deployment-related challenges as installation-based families but whose access to support is more challenging. The JFSAP teams have been stood up at all National Guard state joint force headquarters and operate in collaboration with existing family support resources, augmenting their activities and filling gaps where they exist. The teams provide information and referrals to community services and support, non-medical counseling and education to individuals, families and groups, child and youth services, financial education and counseling, on-demand support for deployment events such as reunion ceremonies and pre-deployment meetings and community capacity building to support families' access to local resources and support.

[Project Youth Extension Service](#) expands JFSAP resources by engaging college students across the country for a year-long voluntary service opportunity supporting military families. College students are trained in relevant curriculum and deployed to different states to provide programming and support for children and youth. Project YES offers educational programming (curriculum and/or activities) that is relevant, engaging, hands-on and fun for children or youth.

### *Community-based websites*

[Armed Services Young Men's Christian Association](#) works with the DoD to provide a number of programs and services, including home visit counseling and crisis counseling.

[American Red Cross](#) offers confidential counseling, guidance, information, referrals and other social services to all military personnel (active duty, National Guard and reserves) and their families.

## **Behavioral Health and Suicide Prevention Websites**

### *Government and military websites*

[Department of Veterans Affairs Readjustment Counseling](#) is available to service members who served in any combat zone and their family members through Vet Centers across the country. The VA provides a wide range of services including individual counseling, group counseling, marital and family counseling, bereavement counseling, medical referrals, assistance in applying for VA Benefits, employment counseling, guidance and referral, alcohol/drug assessments, information and referral to community resources, military sexual trauma counseling and referral and outreach and community education.

[Office of Mental Health Services, VA](#), maintains and improves the health and well-being of veterans through excellence in health care, social services, education and research. Included in the Office of Mental Health services are the VA efforts for suicide prevention.

[Mental Health Self-Assessment Program](#) allows service members or family members to perform a behavioral health self-assessment anonymously either by phone or online. Self-assessments are provided for depression, bipolar disorder, alcohol use, posttraumatic stress disorder and generalized anxiety disorder. The program provides immediate results, referrals and relevant resources at the end of each assessment.

[The Defense Centers of Excellence for Psychological Health and Traumatic Brain Injury Outreach Center](#) provides information and resources about psychological health, PTSD and TBI to service members, families, friends, military leaders, clinicians, educators, support personnel, clergy, researchers and deployed government civilians. The DCoE Outreach Center provides in-depth information and resources related to the spectrum of PH matters and TBI and assists service members, veterans and their families by connecting them with the resources they need to promote their resilience, recovery and reintegration. The DCoE Outreach Center is staffed by health consultants and nurses with background expertise in PH and TBI. The DCoE Outreach Center is available 24 hours a day and can be contacted by phone at 866-966-1020 or by email at [resources@dcoeoutreach.org](mailto:resources@dcoeoutreach.org).

[Military treatment facilities](#) are available throughout the military and offer counseling services on site by military behavioral health professionals and doctors. Service members exhibiting high levels of distress, emotional or behavioral symptoms interfering with everyday functioning or threatening harm

to themselves or others should be immediately referred to the MTF for a psychological evaluation. The nearest MTF can be found through the TRICARE MTF locator.

[Military OneSource](#) provides information and resources to help balance work and family life. Consultants are available 24 hours a day, seven days a week by phone, online or by email. For individuals who need professional assistance for suicide, Military OneSource can provide an assessment and can provide referrals for counseling and other services. Military OneSource can be contacted through their website or by phone stateside at 800-342-9647. The website lists specific dialing information for other countries.

[TRICARE Mental Health](#) provides service members, family members and retirees who are TRICARE beneficiaries and are experiencing symptoms of stress, depression, grief or anxiety with outpatient behavioral health care services. TRICARE covers outpatient psychotherapy at a maximum of two sessions per week in any combination of individual, family, collateral or group sessions.

[Military Pathways](#) provides no cost anonymous behavioral health and alcohol self-assessments for family members and service members in all branches including the National Guard and reserve. Military Pathways is available online, over the phone and at special events held at installations worldwide. Self-assessments include a series of questions that, when linked together, help create a picture of how an individual is feeling and whether he or she could benefit from talking to a health professional.

[National Suicide Prevention Initiative](#) is an effort launched by the Substance Abuse and Mental Health Services Administration Center for Mental Health Services. The NSPI is a collaborative, multiproject initiative designed to incorporate best practices and research toward reducing the incidence of suicide nationwide. Several SAMHSA suicide prevention programs currently are underway under NSPI including the National Suicide Prevention Lifeline, the Suicide Prevention Resource Center and the National Strategy for Suicide Prevention.

[The National Suicide Prevention Lifeline](#), 800-273-TALK (8255), is a 24 hour, toll-free, confidential suicide prevention hotline available to anyone in suicidal crisis or emotional distress. By dialing 800-273-TALK, the call is routed to the nearest crisis center in a national network of more than 140 crisis centers. The Lifeline's national network of local crisis centers provide crisis counseling and behavioral health referrals day and night.

[The Suicide Prevention Resource Center](#) promotes the implementation of the National Strategy for Suicide Prevention and enhances the nation's behavioral health infrastructure by providing states, government agencies, private organizations, colleges and universities and suicide survivor and behavioral health consumer groups with access to the science and experience that can support their efforts to develop programs, implement interventions and promote policies to prevent suicide. The SPRC website also includes information on state and local prevention resources. State and local resources are available on the SPRC website.



[Army Behavioral Health](#) provides well-being information for service members and families, including a number of helpful frequently asked questions regarding behavioral health concerns and resources, including information specific to [combat and operational stress](#). The site has a section on suicide prevention that includes an article on Army suicide data, the VA suicide hotline number and material about suicide prevention.

[Army Public Health Command](#) implements preventive medicine and public health and wellness services under the Directorate of Health Promotion and Wellness. The Army Public Health Command website offers a podcast that discusses suicide prevention as well as a suicide prevention presentation for soldiers.

[Army Suicide Prevention Program](#) strives to improve readiness through the development and enhancement of the suicide prevention policies designed to minimize suicide behavior, thereby preserving mission effectiveness through individual readiness for soldiers, their families and Department of the Army civilians.

[Army OneSource](#) provides Army families with accurate and up-to-date articles and information on various topics including customs, home and personal safety, managing deployment and understanding military pay.

[The National Guard's Family Readiness Program](#) provides National Guard service members and their families with information and assistance to help ensure they are prepared for whatever may be ahead of them. To aid families in navigating through military life, the National Guard has developed Six Steps to Family Readiness, addressing challenges, victories and support networks available to National Guard service members and their families.

[Army Reserve Family Programs](#) provides information and assistance to members of the U.S. Army Reserve on a variety of family programs and services.

[Army Chaplaincy](#) provides spiritual and religious support to soldiers and their families across the active and reserve components of the Army. Army chaplains provide families with counseling and family readiness programs, such as the Strong Bonds program, to help strengthen their resiliency.

[Marine Corps Suicide Prevention and Response](#) builds resiliency and promotes early help-seeking behavior in Marines by furthering effective suicide prevention through collaborative activities and information sharing in order to save lives.

[Combat Operational Stress Control](#), encompasses all policies and programs to prevent, identify and holistically treat mental injuries caused by combat or other operations. The COSC website provides information, references, links and other resources concerning combat/operational stress.

[Marine Forces Reserve COSC](#) program provides training for leaders, units, and families throughout the entire deployment cycle. The MARFORRES COSC website provides information, deployment briefs, videos, resources, references and testimonials related to combat/operational stress.

[The Marine and Family Programs Division](#) is responsible for providing service policy and resources to support commanders in executing quality Marine and family programs which enhance the operational readiness, war fighting capabilities and life quality of Marines, their families, retirees and civilians. Marine and Family Programs Division formulates plans and policy for family readiness, personal and professional development, family care, behavioral health and military personnel services programs.

[Navy and Marine Corps Public Health Center](#) provides information on disease prevention and health promotion to ensure mission readiness. The website addresses many aspects of health and wellness, including suicide warning signs and risk factors, stress, nutrition, behavioral health, substance abuse, physical fitness and tobacco cessation.

[Navy Reserve Psychological Outreach Program](#) A resource management program for service members and families that provides a comprehensive behavioral health screening. It connects service members to the service provider most able to meet their needs, taking into consideration the behavioral health screening and other factors like location.

[Navy Suicide Prevention Program](#) provides information on suicide warning signs, myths and truths and how to help.

[Naval Center Combat and Operational Stress Control](#) coordinates DoD and Navy Bureau of Medicine and Surgery policies and programs for Psychological Health and TBI, mindful of DoD's guiding strategic goals of access to care, quality, transition and coordination of care, surveillance and resilience promotion.

[Navy Fleet and Family Support Program](#) provides unified, customer-focused, consistent and efficient programs and services to support sustained mission and Navy readiness.

[Navy Chaplain Care](#) provides religious ministry and pastoral care to sailors, Marines and their families to maintain spiritual, moral and ethical readiness.

[The Navy Reserve Homeport](#) features Navy reserve resources such as the Ready Now Strategic Plan, family readiness information, voting assistance and information on the Employer Support of the Guard and Reserve.

[Air Force Suicide Prevention Program](#) provides information and tools to members of the Air Force community (Suicide Prevention Program Managers, commanders, gatekeepers, etc.) in their efforts to help reduce Air Force suicides.

[Air Force Services](#) provides information on resources to help airmen and their families adapt to Air Force life.

[Armed Forces Crossroads](#) serves as an information repository for a variety of airmen and family programs including deployment support, education, financial readiness, health and wellness, relocation and teens and youth.

[Air Force Chaplain Corps](#) provides spiritual care and the opportunity for airmen, their families and other authorized personnel to exercise their constitutional right to the free exercise of religion.

[Coast Guard Suicide Prevention Program](#) provides policy and procedures and assigns responsibilities for the Coast Guard's Suicide Prevention Program.

[Headquarters and Deputy Chaplain of the Coast Guard](#) provides pastoral care to members of the Coast Guard family. Chaplain services can provide spiritual guidance for Coast Guard members and their families and help to strengthen family bonds.

[The Joint Family Support Assistance Program](#) delivers high-quality, mobile family support and services to families facing the same deployment-related challenges as installation-based families, but whose access to support is more challenging. The JFSAP teams have been stood up at all National Guard state joint force headquarters and operate in collaboration with existing family support resources, augmenting their activities and filling gaps where they exist. Teams provide information and referrals to community services and support, non-medical counseling and education to individuals, families and groups, child and youth services, financial education and counseling, on-demand support for deployment events such as reunion ceremonies and pre-deployment meetings and community capacity building to support families' access to local resources and support.

[Project Youth Extension Service](#) expands JFSAP resources by engaging college students across the country for a year-long voluntary service opportunity supporting military families. College students are trained in relevant curriculum and deployed to different states to provide programming and support for children and youth. Project YES offers educational programming (curriculum and activities) that is relevant, engaging, hands-on and fun for children or youth.

#### ***Community-based websites***

[Armed Services Young Men's Christian Association](#) works with the DoD to provide a number of programs and services, including home visit counseling and crisis counseling.

[The American Red Cross](#) offers confidential counseling, guidance, information, referrals and other social services to all military personnel (active duty, National Guard and reserves) and their families.

## Appendix C Related Publications



The following publications can provide service members and their families additional information on the topics addressed in this guide.

### Deployment Overview Publications

#### *Government and military publications*

[Mobilization and Deployment Information and Resources Guide](#), published by The Office of the Assistant Secretary of Defense, Reserve Affairs, provides National Guard and reserve service members with information assisting them in performing their military duties.

[U.S. Army Family Readiness Group Leader's Handbook](#) is part of the Operation Ready training program and is designed to be used by FRG family readiness group leaders for the active duty, National Guard and reserve.

[U.S. Army Family Readiness Support Assistant: FRSA Resource Guide](#) is part of the Operation Ready training program and is designed primarily to inform FRSAs about their roles and responsibilities in the ARFORGEN cycle process.

[U.S. Army Rear Detachment Commander's Handbook](#) is part of the Operation Ready training program and describes how leadership and FRGs individually and in partnership support soldiers and family members through the ARFORGEN cycle process.

[U.S. Army Deployment Cycle Readiness: Soldier's and Family Member's Handbook](#) is part of the Operation Ready training program and helps families prepare for the phases of the ARFORGEN cycle, providing tips, ideas and resources.

[U.S. Army RESET Guide for Professionals](#) is part of the Operation Ready training program and provides reintegration guidance for professionals when dealing with soldiers and family members.

[U.S. Army RESET Handbook for Soldiers, Civilians and Family Members](#) is part of the Operation Ready training program and provides reintegration tips, ideas and resources for soldier, civilians and family members.

[U.S. Army RESET Guide for Leaders](#) is part of the Operation Ready training program and provides leaders a menu of recommendations to guide and motivate soldiers/civilians and their family members through the reset process.

[U.S. Army Leader’s Handbook: Trauma in the Unit](#) is part of the Operation Ready training program and provides information and guidance to leaders on how to help soldiers, families and military units understand and respond when traumatic events occur.

[U.S. Army Care Team Handbook](#) is part of the Operation Ready training program and provides guidance for care team volunteers to understand the care team’s role and to learn how to support families effectively.

[U.S. Army Deployment Support Handbook: Children and Youth](#) is part of the Operation Ready training program and is designed for professionals to learn about the deployment readiness process and the effects on children and youth.

[U.S. Army Deployment Readiness Handbook for Department of the Army Civilians and Family Members](#) is part of the Operation Ready training program and includes tips on preparing for deployment, managing separation and reintegration and provides information on programs and resources available to assist civilians and their families.

[Operation Ready Smart Book](#) provides supplemental information, regulations, policy guidance and other key information. Note: the linked Smart Book does not have downloadable resources; resources listed in the Smart Book can be accessed through the [Army OneSource website](#).

[Navy Individual Augmentee Sailor Handbook](#) provides sailors a resource for explaining the individual augmentee process and includes sections on the Expeditionary Combat Readiness Center, Navy mobilization processing sites, basic combat skills information, warrior transition program, deployment readiness, travel, documents, medical/dental issues, finances, property, family and friends, children and deployment, active duty single parents, Fleet and Family Support Centers, communication, additional assistance while deployed, homecoming, redeployment gear inventory and operational stress.

[Navy Individual Augmentee Family Handbook](#) provides family members of IA sailors a resource for explaining the process and includes sections on important documents, financial topics, home preparations, emergency preparedness, communication, emotions, family, children and deployment, deployment activities for children, Rest and Recuperation leave and tips, homecoming, assistance while a sailor is deployed and a deployment readiness assessment.

## Pre-Deployment Phase Publications

### Preparing Personal Affairs for Deployment Publications

#### Administrative Affairs Preparations Publications

##### *Government and military publications*

[Servicemembers' and Veterans' Group Life Insurance Handbook](#) provides information on the Servicemembers' Group Life Insurance, the Veterans' Group Life Insurance, servicemembers' Group Life Insurance Traumatic Injury Protection and Family Servicemembers' Group Life Insurance. The handbook provides overviews of these insurance policies; procedures for terminating, reducing, restoring or requesting coverage; procedures for designating beneficiaries; procedures for filing death claims and the required forms for each plan.

#### Legal Affairs Preparations Publications

##### *Government and military publications*

[Taking Care of the Families of America's Armed Forces](#) is a comprehensive guide published by the Office of the Assistant Secretary of Defense (Reserve Affairs) for National Guard and reserve service members and their families. In addition to other topics, the guide provides information on medical benefits for family members, dental health benefits for family members, legal assistance, life insurance options, military aid societies, the American Red Cross, veterans' assistance benefits, education benefits, small business assistance, Uniformed Services Employment and Reemployment Rights Act (USERRA) features, family readiness programs, Military OneSource and useful websites.

[Servicemembers Civil Relief Act Guide](#), published by the Judge Advocate General, U.S. Army, provides summaries of the law, guidance and sample documents for common issues associated with the law. Although the primary purpose of the guide is to assist Legal Assistance attorneys, it can also provide military clients with a better understanding for their rights under the act.

[The Servicemembers Civil Relief Act](#) is an article published by Military OneSource that provides a review of the financial and legal protections provided to service members under the SCRA. The article includes sections on who is covered by the SCRA, key parts of the SCRA, waivers of rights under the SCRA and locating assistance regarding the SCRA.

[Leaders Guide for Managing Marines in Distress](#) is an interactive guide published by Marine Corps Community services that provides information for leaders on combat and operational stress, financial problems, legal problems, grief and loss, suicidal behavior and behavioral health problems.

## Financial Affairs Preparations Publications

### *Government and military publications*

[Taking Care of the Families of America's Armed Forces](#) is a comprehensive guide published by the Office of the Assistant Secretary of Defense (Reserve Affairs) for National Guard and reserve service members and their families. In addition to other topics, the guide provides information on medical benefits for family members, dental health benefits for family members, legal assistance, life insurance options, military aid societies, the American Red Cross, veterans' assistance benefits, education benefits, small business assistance, USERRA features, family readiness programs, Military OneSource and useful websites.

[Servicemembers Civil Relief Act Guide](#), published by the JAG, U.S. Army, provides summaries of the law, guidance and sample documents for common issues associated with the law. Although the primary purpose of the guide is to assist Legal Assistance attorneys, it can also provide military clients with a better understanding of their rights under the act.

[American Red Cross Services for Military Families](#) is an article by Military OneSource that describes programs and services available to service members and their families, lists eligibility requirements, information on accessing assistance, volunteer opportunities and health and safety training.

[The Servicemembers Civil Relief Act](#) is an article published by Military OneSource that provides a review of the financial and legal protections provided to service members under the SCRA. The article includes sections on who is covered by the SCRA, key parts of the SCRA, waivers of rights under the SCRA and locating assistance regarding the SCRA.

[How to Read an Active Duty Army Leave and Earnings Statement](#), provided by the Defense Finance Accounting Service, lists the various fields found on an active duty Army leave and earnings statement and describes the meaning of each field.

[Leaders Guide for Managing Marines in Distress](#) is an interactive guide published by MCCS that provides information for leaders on combat and operational stress, financial problems, legal problems, grief and loss, suicidal behavior and behavioral health problems.

[How to Read and Active Duty Navy Leave and Earnings Statement](#), provided by DFAS, lists the various fields found on an active duty Navy LES and describes the meaning of each field.

[How to Read and Active Duty Air Force Leave and Earnings Statement](#), provided by DFAS, lists the various fields found on an active duty Air Force LES and describes the meaning of each field.

[Air Force Aid Society Assistance Guide, Commanders, First Sergeants and Supervisors, August 2012](#) provides Air Force leaders with an understanding of the AFAS organization to educate them on identifying instances when the AFAS can help to assure the financial and emotional well-being of their airmen and family members.

[Coast Guard Mutual Assistance Operating Manual, July 2010](#), consolidates and presents in an easily referenced fashion CGMA operating guidelines, policies and procedures.

[How to Read a Reserve and National Guard Leave and Earning Statement](#), provided by DFAS, lists the various fields found on an Army or Air National Guard, Army Reserve, Navy Reserve or Air Force Reserve LES and describes the meaning of each field.

#### *Community-based publications*

[American Red Cross Guide to Services](#) provides an overview of the assistance provided by the American Red Cross including service to military members and their families.

## **Employment Affairs Preparations Publications**

#### *Government and military publications*

[Taking Care of the Families of America's Armed Forces](#) is a comprehensive guide published by the Office of the Assistant Secretary of Defense (Reserve Affairs) for National Guard and reserve service members and their families. In addition to other topics, the guide provides information on medical benefits for family members, dental health benefits for family members, legal assistance, life insurance options, military aid societies, the American Red Cross, veterans' assistance benefits, education benefits, small business assistance, USERRA features, family readiness programs, Military OneSource and useful websites.

[A Non-Technical Resource Guide to the Uniformed Services Employment and Reemployment Rights Act](#), March 2003, provided by the Department of Labor Veterans' Employment and Training service, presents an overview of USERRA and answers to frequently asked questions in a clear and simple manner.

[The Employment Law Guide, Uniformed Service Members](#), published by the DOL, provides plain language explanations of labor-related regulations and answers to frequently asked questions for employers and employees, including an entire chapter dedicated to USERRA.



[Employer Resource Guide](#) published by the National Committee for Employer Support of the Guard and Reserve, assists civilian employers in understanding employment and reemployment rights covered by USERRA. It provides tips for civilian employers, descriptions of ESGR and the ESGR ombudsman services, information on USERRA and points of contact within DOL VETS.

[The Uniformed Services Employment and Reemployment Rights Act](#) is an article published by Military OneSource that provides an overview of how the USERRA protects a service member's right to reemployment following a deployment. The article includes individual sections regarding who is covered by the USERRA's protections, what service members must do to be eligible for the USERRA's protections, what protections are provided by the USERRA, what protections are not provided by the USERRA and where to go if a service member feels that they are not being treated fairly.

## Preparing Families for Deployment Publications

### *Government and military publications*

[Mobilization and Deployment Information and Resources Guide](#), published by The Office of the Assistant Secretary of Defense, Reserve Affairs, provides National Guard and reserve service members with information assisting them in performing their military duties.

[Commander's Family Readiness Toolkit](#) published by the Office of the Secretary of Defense for Reserve Affairs, provides a wealth of information for National Guard and reserve service members to help prepare them and their families for potential deployments.

[Our Sons, Our Daughters: A National Guard Parent's Guidebook to Deployment](#) features information about the history of the National Guard, family readiness groups, the Employer Support of the Guard and Reserve, raising grandchildren, emergency notification and posttraumatic stress disorder.

[Preparing for Deployment: The Home Side](#), developed by Military OneSource, provides tips for preparing for a deployment including emotional preparations, preparing your home and life for deployment and how to help children prepare for deployment.

[Renting Your Home during Deployment](#), developed by Military OneSource, provides information on what to know about renting out a home or arranging for a house sitter during deployment. The article includes sections addressing the benefits of having someone in the home, deciding whether to charge rent, finding a tenant or house sitter and what to do before leaving.

[Staying or Moving When Your Service Member Is Deployed](#), developed by Military OneSource, provides a comparison of the pros and cons of staying near the installation or moving closer to family when a spouse is deployed.

[The U.S. Army Deployment Cycle Readiness: Soldier's and Family Member's Handbook](#) helps families of active duty, National Guard and U.S. Army Reserve soldiers prepare for the various stages within the deployment cycle providing tips, ideas and resources.

[The Army's Welcome to the Army Family: A First Guide for Army Spouses and Family Members](#) introduces new Army spouses and family members to military family life. It contains information on aspects of Army life from military benefits to recreation. It also includes a glossary of Army terms and abbreviations as well as a list of useful websites.

[Soldier and Family Problem Solving Guide](#), provided as part of the Army's Operation READY, provides answers to many common problems families face prior to deployment through a flow chart method.

[U.S. Army Europe Family-Focused Deployment Guide](#) provides family members with information on chaplains, safety, financial preparations, legal preparations, medical preparations and other deployment-related topics.

[Deployment and Reunion Guide for Children Ages Three to Six](#) provides an overview of the deployment process and provides recommendations for explaining deployment to children between the ages of three and six.

[Deployment and Reunion Guide for Children Ages Seven to 12](#) provides an overview of the deployment process and provides recommendations for explaining deployment to children between the ages of seven and 12.

[Army Brat Pack: See how the Army Brat Pack Handles Deployment](#) provides an overview of the deployment process and provides recommendations for explaining deployment to children over the age of 13.

[California National Guard Family Readiness Handbook](#), October 2012, provides information and resources for deploying National Guard and reserve service members to ensure that their families are prepared for their deployment.

[Pre-Deployment Handbook: Readiness and Deployment Support Training](#) provides relevant deployment information, checklists for the Marine and his or her family as well as the resources available to the Marine and his or her family.

[Navy Deployment](#) provides information to help active duty and reserve sailors and their families prepare for a deployment. The guide contains separate sections on deployment documents, finances, communication, emotional ups and downs, children and deployment, emergency preparedness, helpful organizations and children and homecoming. The guide also includes checklists for all types of personnel affected by the deployment, including couples, singles, single parents, individual augmentee sailors, reserve sailors and children.

[Guidelines for Navy Reserve Families](#) provides information for mobilized and activated U.S. Navy Reserve sailors and their families to help prepare for a deployment. The guide contains sections detailing an overview of the mobilization process and information on important documents, entitlements, allowances, TRICARE benefits, survivor benefits, making the best of a mobilization and homecoming.

[Air Force Readiness EDGE: A Guide to Support Family Members with the Services of the Air Force Integrated Delivery System](#) is designed to support family members whose sponsors are involved in deployment and mobilization. This guide provides checklists identifying potential family stressors, explains specific behaviors and concerns related to deployment and post deployment and provides links to additional websites.

## **Pre-Deployment Health Care Benefits Publications**

### ***Government and military publications***

[TRICARE Prime and Prime Remote Handbook: Your Guide to Program Benefits](#), April 2013, provides an overview of TRICARE Prime and TRICARE Prime Remote including sections covering eligibility and enrollment, how to get care, covered services, claims, life events and information and assistance.

[TRICARE Standard Handbook: Your Guide to Program Benefits](#), April 2013, provides an overview of TRICARE Standard, TRICAR Extra, TRICARE Reserve Select, TRICARE Retired Reserve and TRICARE Young Adult Standard.

[TRICARE Overseas Program Handbook: Your Guide to Program Benefits in the TRICARE Overseas Program](#), April 2013, provides an overview of the TRICARE Overseas Program Prime, TRICARE Overseas Program Prime Remote, TRICARE Overseas Program Standard and other overseas TRICARE programs.

[TRICARE Choices: At a Glance Brochure](#) provides an overview of the TRICARE options for eligible beneficiaries. The guide identifies available program options, gives details about each plan and compares the different benefits. The guide also provides information about how to enroll in TRICARE's premier programs: TRICARE Prime, TRICARE Prime Remote and TRICARE Prime Remote for Active Duty Family Members.

[TRICARE Dental Program Benefit Booklet: For Active Duty Family Members and National Guard and Reserve Members and their Families](#), September 2012, provides an overview of TRICARE Dental including sections on geographical areas of service, eligibility and enrollment, information for National Guard and reserve service members, traveling and moving with the plan, costs and fees, choosing a dentist, filing claims, benefits and exclusions, orthodontic services, procedures for appeals and grievances and a directory of TRICARE Dental programs. Additionally, a four-page supplement featuring updated information and expanded details about the TDP benefit was published April 2013.

[TRICARE Pharmacy Program Handbook: A Guide to Understanding your Pharmacy Benefit](#), April 2013, provides information about pharmacy options, cost-shares and contact information for assistance with the program.

## Deployment Phase Publications

### Coping with Separation Publications

#### *Government and military publications*

[The Department of Defense Guide for Helping Children and Youth Cope with Separation](#) was created for parents, relatives, teachers, service members and community members to help children and youth cope with separation from a parent due to military deployment.

[Coping with a Deployment Extension](#), developed by Military OneSource, explains how family members may be feeling, how to cope as a family, how to handle practical matters and how family members can support their service members.

[When Your Guard or Reserve Service Member is Called to Active Duty](#), developed by Military OneSource, provides information for families of National Guard and reserve service members to help find support during an activation or mobilization.

[Helping Your Preschooler Deal with Your Deployment](#), developed by Military OneSource, provides information on what preschoolers may be feeling at each stage of the deployment cycle and how parents can offer support.

[Helping Your School-Age Child Deal with Your Deployment](#), developed by Military OneSource, provides information on what school-age children may be feeling at each stage of the deployment cycle and how parents can offer support.

[Managing Your Emotions When Your Spouse is Deployed](#), developed by Military OneSource, provides information on ways to cope before, during and after the deployment.

[Our Sons, Our Daughters: A National Guard Parent's Guidebook to Deployment](#) features information about the history of the National Guard, family readiness groups, the Employer Support of the Guard and Reserve, raising grandchildren, emergency notification and posttraumatic stress disorder.

[Quick Tips for Keeping a Strong Relationship During Deployment](#), developed by Military OneSource, provides recommendations for nurturing relationships throughout a deployment.

[Single Parenting While Your Spouse Is Deployed](#), developed by Military OneSource, provides an overview of how to adjust to life as a single parent while your spouse is deployed. The article contains sections on preparing for what’s ahead, adjusting emotionally, helping children adjust and tips for making the adjustment easier.

[Staying Involved in Your Child’s or Teenager’s Life When You’re Deployed](#), developed by Military OneSource, provides recommendations for staying connected with children and teenagers during a service member’s deployment. The article contains sections addressing what service members can do before deployment, how to stay involved while deployed, how spouses can help and additional resources.

[Teenagers and Deployment](#), developed by Military OneSource, provides recommendations to help teenagers cope with a family member’s deployment. The article includes sections addressing emotions and the stages of deployment, when a deployment is extended, seeking outside help and other resources.

[When Your Son or Daughter Deploys](#), developed by Military OneSource, provides parents of deployed service members with tips on preparing for deployment, managing emotions, remaining in contact with the service member and how to prepare for the return of their child.

[When Your Service Member Experiences Multiple Deployments](#), developed by Military OneSource, provides recommendations for helping service members’ families stay strong through repeated deployments.

[From Colorado State University, “Babies, Toddlers and Coping with Military Deployments: Ensuring emotional security and remaining emotionally available”](#) highlights issues for the age group zero to three concerning deployments. It also addresses diverse family structures, including intact, divorced and repartnered stepfamilies.

[Welcome to the Army Family: A First Guide for Army Spouses and Family Members](#) introduces new Army spouses and family members to military family life. It contains information on a number of topics ranging from military benefits to recreation. It also includes a glossary of Army terms and abbreviations as well as a list of useful websites.

[Soldier and Family Problem Solving Guide](#), provided as part of the Army’s Operation READY, provides answers to many common problems families face prior to deployment through a flow chart method.

[U.S. Army Europe Deployment and Reunion Guide for Children Ages Three to Six](#) provides an overview of the deployment process and recommendations for explaining deployment to children between the ages of three and six.

[Deployment and Reunion Guide for Children Ages Seven to 12](#) provides an overview of the deployment process and provides recommendations for explaining deployment to children between the ages of seven and 12. This document must be ordered through the unit publications officer.

## Emergencies during a Deployment Publications

### *Government and military publications*

[American Red Cross Services for Military Families](#), developed by Military OneSource, provides an overview of programs and services available to service members and their families, lists eligibility requirements, information on accessing assistance, volunteer opportunities and health and safety training.

[Air Force Aid Society Assistance Guide, Commanders, First Sergeants and Supervisors](#), August 2012, provides Air Force leaders with an overview of the AFAS organization to better prepare them to identify when AFAS can help to assure the financial and emotional well-being of their airmen and family members.

[Coast Guard Mutual Assistance Operating Manual](#), July 2010, consolidates and presents CGMA operating guidelines, policies and procedures.

### *Community-based publications*

[American Red Cross Guide to Services](#) provides an overview of the assistance provided by the American Red Cross, including service to military members and their families.

## Leave during a Deployment Publications

### *Government and military publications*

[U.S. Central Command Rest and Recuperation Leave Program](#), March 2007, provides an overview of the USCENTCOM R&R program and information on the mission of the program, personnel strength and redeployment activities.

## Communicating during a Deployment Publications

### *Government and military publications*

[Quick Tips for Communicating During Deployment](#), developed by Military OneSource, provides recommendations for family members to consider when communicating with their deployed service member.

[Staying in Touch When Your Service Member Is Deployed](#), developed by Military OneSource, provides information on various ways to communicate when a family member has been deployed. The article covers communicating in general, information for when family members are sending letters and packages, information for when family members are using email and the Internet, information to help children communicate and ways to keep in touch without an email or post address.

[International Mail Manual](#), November 2012, provides the official prices and standards for all international mailing services through the United States Postal Service. Many mailers find it helpful to reference these standards as they prepare and deposit their mail. Included in the IMM are the prohibitions, restrictions, observations and a description of the Customs forms required to send mail into various countries around the world.

[U.S. Army Rear Detachment Commander's Handbook](#) is part of the Operation Ready training program and describes how leadership and family readiness groups individually and in partnership support soldiers and family members through the ARFORGEN cycle process.

[The Navy Family Ombudsman Program Manual](#) provides an introduction to the Navy Ombudsman Program as well as the command and family services that Ombudsmen provide.

[Commandant Instruction 1750.4D, Ombudsman Program](#), January 14, 2013, provides policy and program guidance applicable to all Coast Guard units for the Ombudsman Program.

#### *Community-based publications*

[American Red Cross Guide to Services](#) provides an overview of the assistance provided by the American Red Cross, including service to military members and their families.

## Post Deployment Phase Publications

### Return and Reunion Publications

#### *Government and military publications*

[Preparing Yourself and Your Children for the Deployed Parent's Return](#) is a tip sheet provided by Military OneSource that provides recommendations for the parent who stayed at home to help prepare them and their children for the deployed parent's return.

[Quick Tips for Single Service Members Returning Home](#) is a tip sheet provided by Military OneSource that lists recommendations for single service members who are returning home following a deployment to help ease the transition back into their normal life.

[Quick Tips for Spouses of Service Members Coming Home](#) is a tip sheet provided by Military OneSource that lists recommendations for spouses of returning service members to help ease the transition back to normal life with their spouse at home.

[Returning Home from Deployment as a New Father](#) is an article published by Military OneSource to help ease the transition when a service member returns home from deployment to a new baby. The article includes sections covering what to expect, how service members may feel, ways to ease the transition and resources.

[Teenagers and Deployment](#) is an article published by Military OneSource that provides recommendations to help teenagers cope with a family member's deployment. The article includes sections detailing the emotions and the stages of deployment, when a deployment is extended, seeking outside help and includes recommendations for teenagers for the post deployment period.

[The Army's Welcome to the Army Family: A First Guide for Army Spouses and Family Members](#) introduces new Army spouses and family members to military family life. It contains information on aspects of Army life from military benefits to recreation. It also includes a glossary of Army terms and abbreviations as well as a list of useful websites.

[Return and Reunion Homecoming Handbook for Spouses and Significant Others](#) provides Marines and their spouses/significant others information and resources to help facilitate a smooth transition back into home, work and social life.

[Return and Reunion Homecoming Handbook: Parents and Kids](#) provides Marines and their children information and resources to help facilitate a smooth transition back into home, work and social life.

[Return and Reunion Homecoming Handbook: Parents and Extended Family](#) provides Marines and their families information and resources to help facilitate a smooth transition back into home, work and social life.

## **Post Deployment Affairs Publications**

### **Revisitation of Administrative Affairs Publications**

#### *Government and military publications*

[Servicemembers' and Veterans' Group Life Insurance Handbook](#) provides information on the Servicemembers' Group Life Insurance, the Veterans' Group Life Insurance, Servicemembers' Group Life Insurance Traumatic Injury Protection and Family Servicemembers' Group Life Insurance. The handbook provides overviews of these insurance policies; procedures for terminating, reducing, restoring or requesting coverage; procedures for designating beneficiaries; procedures for filing death claims; and the required forms for each plan.



## Revisitation of Legal Affairs Publications

### *Government and military publications*

[Taking Care of the Families of America's Armed Forces](#) is a comprehensive guide published by the Office of the Assistant Secretary of Defense (Reserve Affairs) for National Guard and reserve service members and their families. In addition to other topics, the guide provides information on medical benefits for family members, dental health benefits for family members, legal assistance, life insurance options, military aid societies, the American Red Cross, veterans' assistance benefits, education benefits, small business assistance, Uniformed Services Employment and Reemployment Rights Act features, family readiness programs, Military OneSource and useful websites.

[Servicemembers Civil Relief Act Guide](#), published by the Judge Advocate General, U.S. Army, provides summaries of the law, guidance and sample documents for common issues associated with the law. Although the primary purpose of the guide is to assist Legal Assistance attorneys, it can also provide military clients with a better understanding for their rights under the act.

[The Servicemembers Civil Relief Act](#) is an article published by Military OneSource that provides a review of the financial and legal protections provided to service members under the SCRA. The article includes sections on who is covered by the SCRA, key parts of the SCRA, waivers of rights under the SCRA and locating assistance regarding the SCRA.

[Leaders Guide for Managing Marines in Distress](#) is an interactive guide published by Marine Corps Community services that provides information for leaders on combat and operational stress, financial problems, legal problems, grief and loss, suicidal behavior and behavioral health problems.

## Revisitation of Financial Affairs Publications

### *Government and military publications*

[Taking Care of the Families of America's Armed Forces](#) is a comprehensive guide published by the Office of the Assistant Secretary of Defense (Reserve Affairs) for National Guard and reserve service members and their families. In addition to other topics, the guide provides information on medical benefits for family members, dental health benefits for family members, legal assistance, life insurance options, military aid societies, the American Red Cross, veterans' assistance benefits, education benefits, small business assistance, USERRA features, family readiness programs, Military OneSource and useful websites.

[Servicemembers Civil Relief Act Guide](#), published by the JAG, U.S. Army, provides summaries of the law, guidance and sample documents for common issues associated with the law. Although the primary purpose of the guide is to assist Legal Assistance attorneys, it can also provide military clients with a better understanding for their rights under the act.

[American Red Cross Services for Military Families](#) is an article by Military OneSource that describes programs and services available to service members and their families, lists eligibility requirements, information on accessing assistance, volunteer opportunities and health and safety training.

[The Servicemembers Civil Relief Act](#) is an article published by Military OneSource that provides a review of the financial and legal protections provided to service members under the SCRA. The article includes sections on who is covered by the SCRA, key parts of the SCRA, waivers of rights under the SCRA and locating assistance regarding the SCRA.

[How to Read an Active Duty Army Leave and Earnings Statement](#), provided by the Defense Finance Accounting Service, lists the various fields found on an active duty Army leave and earnings statement and describes the meaning of each field.

[Leaders Guide for Managing Marines in Distress](#) is an interactive guide published by MCCA that provides information for leaders on combat and operational stress, financial problems, legal problems, grief and loss, suicidal behavior and behavioral health problems.

[How to Read an Active Duty Navy Leave and Earnings Statement](#), provided by DFAS, lists the various fields found on an active duty Navy LES and describes the meaning of each field.

[How to Read an Active Duty Air Force Leave and Earnings Statement](#), provided by DFAS, lists the various fields found on an active duty Air Force LES and describes the meaning of each field.

[Air Force Aid Society Assistance Guide, Commanders, First Sergeants and Supervisors, August 2012](#), provides Air Force leaders with an understanding of the AFAS organization to educate them on identifying instances when the AFAS can help to assure the financial and emotional well-being of their airmen and family members.

[Coast Guard Mutual Assistance Operating Manual, July 2010](#), consolidates and presents in an easily referenced fashion CGMA operating guidelines, policies and procedures.

[How to Read a Reserve and National Guard Leave and Earning Statement](#), provided by DFAS, lists the various fields found on an Army or Air National Guard, U.S. Army Reserve, U.S. Navy Reserve or U.S. Air Force Reserve LES and describes the meaning of each field.

### ***Community-based publications***

[American Red Cross Guide to Services](#) provides an overview of the assistance provided by the American Red Cross, including service to military members and their families.

## Revisitation of Employment Affairs Publications

### *Government and military publications*

[Taking Care of the Families of America's Armed Forces](#) is a comprehensive guide published by the Office of the Assistant Secretary of Defense (Reserve Affairs) for National Guard and reserve service members and their families. In addition to other topics, the guide provides information on medical benefits for family members, dental health benefits for family members, legal assistance, life insurance options, military aid societies, the American Red Cross, veterans' assistance benefits, education benefits, small business assistance, USERRA features, family readiness programs, Military OneSource and useful websites.

[A Non-Technical Resource Guide to the Uniformed Services Employment and Reemployment Rights Act](#), March 2003, provided by the Department of Labor Veterans' Employment and Training service, presents an overview of USERRA and answers to frequently asked questions in a clear and simple manner.

[The Employment Law Guide, Uniformed Service Members](#), published by the DOL, provides plain language explanations of labor-related regulations and answers to frequently asked questions for employers and employees, including an entire chapter dedicated to USERRA.

[Employer Resource Guide](#) published by the National Committee for Employer Support of the Guard and Reserve, assists civilian employers in understanding employment and reemployment rights covered by USERRA. It provides tips for civilian employers, descriptions of ESGR and the ESGR ombudsman services, information on USERRA and points of contact within DOL VETS.

[The Uniformed Services Employment and Reemployment Rights Act](#) is an article published by Military OneSource that provides an overview of how the USERRA protects a service member's right to reemployment following a deployment. The article includes individual sections regarding who is covered by the USERRA's protections, what service members must do to be eligible for the USERRA's protections, what protections are provided by the USERRA, what protections are not provided by the USERRA and where to go if a service member feels that they are not being treated fairly.

## Post Deployment Benefits Publications

### Post Deployment Health Benefits Publications

#### *Government and military publications*

[How the Post Deployment Health Reassessment Program Safeguards Our Service Members](#) is an article published by Military OneSource that provides basic information about the PDHRA program including the mission of the program, when the reassessment takes place, how to take the reassessment and additional resources.

[Transitional Assistance Management Program Fact Sheet](#) is a three-page fact sheet that describes the Transitional Assistance Management Program, a 180-day health care benefit available to certain service members and their families during their transition to civilian life. The fact sheet includes information on eligibility and coverage, care for service-related conditions and dental coverage during TAMP. Details are provided about enrolling in TRICARE Prime during TAMP and purchasing TRICARE Reserve Select, TRICARE Retired Reserve, the Continued Health Care Benefit Program and TRICARE Young Adult.

[TRICARE Standard Handbook: Your Guide to Program Benefits](#), August 2012, provides an overview of TRICARE Standard, TRICAR Extra, TRICARE Reserve Select, TRICARE Retired Reserve and TRICARE Young Adult Standard.

[TRICARE Choices: At a Glance Brochure](#) provides an overview of the TRICARE options for eligible beneficiaries. The guide identifies available program options, gives details about each plan and compares the different benefits. The guide also provides information about how to enroll in TRICARE's premier programs: TRICARE Prime, TRICARE Prime Remote and TRICARE Prime Remote for Active Duty Family Members.

[TRICARE Dental Program Benefit Booklet: For Active Duty Family Members and National Guard and Reserve Members and their Families](#), September 2012, provides an overview of TRICARE Dental including sections on geographical areas of service, eligibility and enrollment, information for National Guard and reserve service members, traveling and moving with the plan, costs and fees, choosing a dentist, filing claims, benefits and exclusions, orthodontic services, procedures for appeals and grievances and a directory of TRICARE Dental programs. Additionally, a four-page supplement featuring updated information and expanded details about the TDP benefit was published April 2013.

[TRICARE Pharmacy Program Handbook: A Guide to Understanding your Pharmacy Benefit](#), April 2013, provides information about pharmacy options, cost-shares and contact information for assistance with the program.

[Federal Benefits for Veterans, Dependents and Survivors](#), 2012 Edition, provides an overview of the various benefits that veterans and their family members may be eligible to receive from the Department of Veterans Affairs including health care, benefits for service-connected disabilities, pensions, education and training, home loan guaranty, life insurance, burial and memorial benefits and National Guard and reserve benefits.

[Overview of VA Benefits](#) is an article published by Military OneSource that provides an overview of the benefits available to service members, veterans and their families through the VA. These benefits include education benefits, medical care, life insurance, disability compensation, home-loan guaranties, vocational rehabilitation, burial and memorial benefits and survivor's benefits.

[Civilian Health and Medical Program of VA Handbook](#) provides information on the CHAMPVA program including eligibility requirements, obtaining medical care, benefit information, costs, other health insurance, instructions for filing a claim, appeal requests and where to go for assistance.

[Department of Veterans Affairs Benefits for Active Duty Service Members](#) is an article published by Military OneSource that provides an overview of the VA services and benefits available for active-duty service members and their families. The article includes discussion on education benefits, home-loan guaranties, life insurance, benefits for service members with disabilities and transition assistance benefits.

[VA Benefits for Operation Enduring Freedom and Operation New Dawn Transitioning Service Members](#) is an article published by Military OneSource that describes the VA benefits available for service members returning from OEF or OND. The article contains sections detailing transition assistance benefits, medical services, other VA benefits and services, services for veterans with disabilities and other resources.

## **Post Deployment Education and Training Benefits Publications**

### ***Government and military publications***

[VA Pamphlet 22-90-2, The Montgomery GI Bill–Active Duty](#), February 2012, provides information on eligibility requirements, entitlements, allowable training, procedures for receiving benefits and where to go for assistance related to the GI Bill program for active duty service members.

[VA Pamphlet 22-90-3, The Montgomery GI Bill–Selected Reserve](#), January 2007, provides information on eligibility requirements, entitlements, allowable training, procedures for receiving benefits and where to go for assistance related to the GI Bill program for the selected reserve.

[VA Pamphlet 22-05-1, Reserve Educational Assistance Program](#), September 2008, provides an overview of the program, eligibility requirements, length of time the benefit will be available, allowable types of training and information on how to apply for the benefit.

[VA Pamphlet 22-79-1, Summary of Educational Benefits under the Post-Vietnam Era Veterans Educational Assistance Program and the Educational Assistance Pilot Program](#), December 2001, provides information on eligibility requirements, allowable training, receiving payments and where to go for help related to the Veterans Educational Assistance Program.

[VA Pamphlet 22-73-3, Dependents' Educational Assistance Program](#), April 2010, provides an overview of the benefit and information on eligibility requirements, allowable training, receiving payments and where to go for additional assistance related to the DEA.

[Taking Care of the Families of America's Armed Forces](#) is a comprehensive guide published by the Office of the Assistant Secretary of Defense (Reserve Affairs) for National Guard and reserve service members and their families. In addition to other topics, the guide provides information on medical benefits for family members, dental health benefits for family members, legal assistance, life insurance options, military aid societies, the American Red Cross, veterans' assistance benefits, education benefits, small business assistance, USERRA features, family readiness programs, Military OneSource and useful websites.

[Overview of VA Benefits](#) is an article published by Military OneSource that provides an overview of the benefits available to service members, veterans and their families through the VA. These benefits include education benefits, medical care, life insurance, disability compensation, home-loan guaranties, vocational rehabilitation, burial and memorial benefits and survivor's benefits.

[Department of Veterans Affairs Benefits for Active Duty Service Members](#) is an article published by Military OneSource that provides an overview of the VA services and benefits available for active-duty service members and their families. The article includes discussion on education benefits, home-loan guaranties, life insurance, benefits for service members with disabilities and transition assistance benefits.

[VA Benefits for Operation Enduring Freedom and Operation New Dawn Transitioning Service Members](#) is an article published by Military OneSource that describes the VA benefits available for service members returning from OEF or OND. The article contains sections detailing transition assistance benefits, medical services, other VA benefits and services, services for veterans with disabilities and other resources.

[VA Benefits for National Guard and Reserve Members](#) is an article published by Military OneSource that provides an overview of the VA services and benefits available for National Guard and reserve service members and their families. The article includes discussion on education benefits, home-loan guaranties, life insurance and other VA benefits.

## Wounded Warrior Benefits Publications

### *Government and military publications*

[Traumatic Servicemembers' Group Life Insurance](#) is an article published by Military OneSource that provides an overview of the TSGLI program. The article includes sections on the amount of coverage, what losses are covered, how to submit a claim for TSGLI, where to get more information and service-specific resources.

[Understanding the Military Medical Evaluation Process](#) is an article published by Military OneSource that provides an understanding of the medical evaluation process including information regarding the medical board, the Physical Evaluation Board, service-specific support and other resources.

[Overview of VA Benefits](#) is an article published by Military OneSource that provides an overview of the benefits available to service members, veterans and their families through the VA. These benefits include education benefits, medical care, life insurance, disability compensation, home-loan guaranties, vocational rehabilitation, burial and memorial benefits and survivor's benefits.

[Department of Veterans Affairs Benefits for Active Duty Service Members](#) is an article published by Military OneSource that provides an overview of the VA services and benefits available for active-duty service members and their families. The article includes discussion on education benefits, home-loan guaranties, life insurance, benefits for service members with disabilities and transition assistance benefits.

[VA Benefits for National Guard and Reserve Members](#) is an article published by Military OneSource that provides an overview of the VA services and benefits available for National Guard and reserve service members and their families. The article includes discussion on education benefits, home-loan guaranties, life insurance and other VA benefits.

[VA Benefits for Operation Enduring Freedom and Operation New Dawn Transitioning Service Members](#) is an article published by Military OneSource that describes the VA benefits available for service members returning from OEF or OND. The article contains sections detailing transition assistance benefits, medical services, other VA benefits and services, services for veterans with disabilities and other resources.

[VA Benefits for Disabled Veterans and Service Members](#) is an article published by Military OneSource that provides a description of VA benefits and services for disabled veterans and service members including medical care, disability compensation, transition and employment services, home and car adaptation, life insurance, other VA benefits and other resources.

[Understanding Traumatic Brain Injury](#) is an article published by Military OneSource that provides information on TBI including symptoms, assessment, treatment and rehabilitation, what family members can do to help and additional resources.

[When Your Spouse Has a Traumatic Brain Injury](#) is an article published by Military OneSource that provides information for spouses caring for service members with serious brain injuries.

[Adapting a Home to Make It Accessible: Department of Veterans Affairs Programs](#) is an article published by Military OneSource that provides information on support available to help injured service members make home modifications.

[When You Become Your Spouse’s Caregiver](#) is an article published by Military OneSource that provides ways to cope and find support when a spouse becomes the caregiver for a service member. The article includes sections describing how spouses may be feeling, when to seek help, learning about the service member’s condition and available resources, having the spouse take care of themselves and other resources.

## **Survivor Benefits Publications**

### *Government and military publications*

[Taking Care of the Families of America’s Armed Forces](#) is a comprehensive guide published by the Office of the Assistant Secretary of Defense (Reserve Affairs) for National Guard and reserve service members and their families. In addition to other topics, the guide provides information on medical benefits for family members, dental health benefits for family members, legal assistance, life insurance options, military aid societies, the American Red Cross, veterans’ assistance benefits, education benefits, small business assistance, Uniformed Services Employment and Reemployment Rights Act features, family readiness programs, Military OneSource and useful websites.

[VA-NCA-IS-1, Interments in VA National Cemeteries](#) provides an overview of burial in national and state VA cemeteries including information on the burials, eligibility requirements, ineligibility and lists of national cemeteries.

[A Survivor’s Guide to Benefits: Taking Care of Our Own](#), October 7, 2009, published by the DoD, provides information on casualty assistance officers, funeral and memorial services, financial matters and additional resources for family members of deceased service members.

[Servicemembers’ and Veterans’ Group Life Insurance Handbook](#) provides information on the SGLI, the VGLI, TSGLI and FSGLI. The handbook provides overviews of these insurance policies; procedures for terminating, reducing, restoring or requesting coverage; procedures for designating beneficiaries; procedures for filing death claims; and the required forms for each plan.

[VA Pamphlet 22-73-3, Dependents’ Educational Assistance Program](#), April 2010, provides an overview of the benefit and information on eligibility requirements, allowable training, receiving payments, other important information and where to go for additional assistance.



[Social Security Survivors Benefits](#), published by the Social Security Administration, provides an overview of social security survivor benefits.

[Overview of VA Benefits](#) is an article published by Military OneSource that provides an overview of the benefits available to service members, veterans and their families through the VA. These benefits include education benefits, medical care, life insurance, disability compensation, home-loan guaranties, vocational rehabilitation, burial and memorial benefits and survivor's benefits.

[Department of Veterans Affairs Benefits for Active Duty Service Members](#) is an article published by Military OneSource that provides an overview of the VA services and benefits available for active duty service members and their families. The article includes discussion on education benefits, home-loan guaranties, life insurance, benefits for service members with disabilities and transition assistance benefits.

[VA Benefits for National Guard and Reserve Members](#) is an article published by Military OneSource that provides an overview of the VA services and benefits available for National Guard and reserve service members and their families. The article includes discussion on education benefits, home-loan guaranties, life insurance and other VA benefits.

[Grieving the Death of a Service Member](#) is an article provided by Military OneSource that provides information on the grieving process including detail on common emotions, some ways to cope and finding support.

[Leaders Guide for Managing Marines in Distress](#) is an interactive guide published by MCCS that provides information for leaders on combat and operational stress, financial problems, legal problems, grief and loss, suicidal behavior and behavioral health problems.

# Reintegration Phase Publications

## Reintegrating to Normal Life Publications

### *Government and military publications*

[Adjusting to Civilian Life After Combat Duty with the Guard or Reserve](#) is an article published by Military OneSource that provides an overview on returning to civilian life after combat duty with the National Guard or reserve. The article includes sections addressing allowing sufficient time to readjust, reestablishing relationships with family and friends, reconnecting on the job, understanding combat stress reactions, finding a place in your community and counseling and support resources.

[Becoming a New Father While You're Deployed](#) is a tip sheet published by Military OneSource that provides recommendations for service members who become fathers while they are deployed.

[Driving Safely at Home after Combat Driving](#) is an article published by Military OneSource that provides information and recommendations for returning service members who drove during combat missions on their deployment. The article contains separate sections detailing offensive versus defensive driving, other issues that raise driving risk and additional resources.

[Federal Civil Service Employment for Transitioning Service Members](#) is an article published by Military OneSource that provides recommendations for finding a civilian job with the federal government, including sections regarding the benefits of a federal job, understanding federal job preferences, searching for federal jobs, creating a federal resume and other resources.

[Returning to Family Life after Deployment](#) is an article published by Military OneSource that provides recommendations to limit the stresses of return and reunion after deployment.

[Returning to Single Life After Deployment](#) is an article published by Military OneSource that provides information on what to expect, settling back in, reconnecting with friends and family, finding support and additional resources.

[When a Co-Worker Returns to Work from Military Duty](#) is an article published by Military OneSource written directly to coworkers of returning National Guard and reserve service members that provides recommendations for how to support a coworker returning from active military duty. The article includes sections helping coworkers to understand how the returning employee feels, what to say, ways to offer support and additional resources.

[Leaders Guide for Managing Marines in Distress](#) is an interactive guide published by Marine Corps Community services that provides information for leaders on combat and operational stress, financial problems, legal problems, grief and loss, suicidal behavior and behavioral health problems.

*Community-based publications*

[Pre-Separation Guide: Active Component](#) provides information on the many services, benefits and resources available to service members as they prepare to transition to civilian life. It is designed to help service members make informed decisions by providing planning considerations, facts and advice and by identifying helpful resources. The Pre-Separation Guide consists of five chapters including information on education and training, employment and career goals, financial security, health and wellbeing, relocation and housing.

[Pre-Separation Guide: Reserve Component](#), provides information on the many services, benefits and resources available as National Guard and reserve service members prepare to transition to civilian life. It is designed to help service members make informed decisions by providing planning considerations, facts and advice and by identifying helpful resources. The guide is tailored for all National Guard and reserve members who are being released from active duty and transitioning back to civilian life.

## **Behavioral Health and Suicide Prevention Publications**

*Government and military publications*

[Information and Support After a Suicide Attempt: A Department of Veterans Affairs Resource Guide for Family Members of Veterans Who are Coping with Suicidality](#) provides veterans and their families with resources that can serve as sources of information and support. The guide contains information on self-care, care for others (particularly children) and care for the suicide attempt survivor.

Department of Veterans Affairs ACE Card and Brochure helps veterans and their family members and friends learn that they can take the necessary steps to get help. The acronym ACE (Ask, Care, Escort) summarizes the steps needed to take an active and valuable role in suicide prevention. The [VA ACE Card](#) is a pocket guide, supported by the [VA ACE Brochure](#) that provides more in depth information.

[The Suicide Risk Assessment Guide](#), published by the VA's Office of Mental Health services, contains information on warning signs, factors that may increase risk, factors that may decrease risk and tips on how to respond.

[TRICARE Behavioral Health Care Services Brochure](#) provides information on TRICARE's behavioral health program. Included in the guide are sections addressing covered outpatient services, covered inpatient services, substance use disorders, excursions and information on getting care and costs.

[After an Attempt: A Guide for Taking Care of Yourself After Your Treatment in the Emergency Department](#) is a guide published by the Substance Abuse and Mental Health Services Administration to help survivors of a suicide attempt as they begin to work through the challenges that led them to attempt to take their life. It offers information about moving ahead after treatment in the emergency department and provides resources for more information about suicide and mental illnesses.

[After an Attempt: A Guide for Taking Care of Your Family Member After Treatment in the Emergency Department](#) is a guide published by the SAMHSA to give family members some important points on how to take care of themselves and their family member following a suicide attempt and it provides resources to help move forward.

[The National Suicide Prevention Lifeline Brochure](#) provides information on suicide warning signs and how to get help through the National Suicide Prevention Lifeline.

[Counseling Options for Service Members and Their Families](#) is an article published by Military OneSource that provides information on how military service members and their families can take advantage of the counseling services offered throughout the military community.

[Adjusting to Civilian Life after Combat Duty with the Guard or Reserve](#) is an article published by Military OneSource that provides an overview returning to civilian life after combat duty with the National Guard or reserve. The article include sections addressing allowing sufficient time to readjust, reestablishing relationships with family and friends, reconnecting on the job, understanding combat stress reactions, finding a place in your community and counseling and support resources.

[Combat Stress Resources for Military Families](#) is a list of programs, websites, books and organizations provided by Military OneSource to help military families affected by combat stress or posttraumatic stress disorder.

[Dealing with Combat and Operational Stress](#) is an article published by Military OneSource that provides information on how early identification and treatment of combat and operational stress greatly improves chances for full recovery. The article includes sections detailing the definition of combat and operational stress, signs of combat and operational stress, risk factors for stress injuries, delayed stress reactions, recommendations on how to help oneself and the surrounding people, when to seek professional help, resources for online information on stress injury and resources for evaluation, referral and treatment.

[Finding Help for Depression](#) is an article published by Military OneSource that provides information on the symptoms of depression and ways to find help for depression.

[Recognizing Depression in Children and Adolescents](#) is a tip sheet published by Military OneSource that provides information on recognizing the symptoms of depression and ways to find help.

[When a Service Member May Be at Risk of Suicide](#) is an article published by Military OneSource that provides information on what to do when someone you care about may be at risk for suicide. The article contains information on understanding suicide risk factors, acting on warning signs, giving support, keeping the service member safe, crisis support resources and other resources.

[When Someone You Know May Be At Risk for Suicide](#) is an article published by Military OneSource that provides information to help recognize suicide risk factors in others as well as recommendations for what to do to help.

[Leaders Guide for Managing Marines in Distress](#) is an interactive guide published by MCCS that provides information for leaders on combat and operational stress, financial problems, legal problems, grief and loss, suicidal behavior and behavioral health problems.