VP-9
World Famous Golden Eagles
Arabian Gulf / Indian Ocean
2004:
Diego Garcia
Bahrain

Deployment Information Guide

DEPLOYMENT GUIDE

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SECTION I:

GENERAL DEPLOYMENT INFORMATION

MESSAGE FROM THE COMMANDING OFFICER

It soon will be that time again to say farewell to your "Golden Eagle" as Patrol Squadron NINE embarks on another challenging six-month deployment. I would like to say that I am extremely proud of the men and women of VP-9 for the continued dedication they have demonstrated and the numerous accomplishments they achieved during this at-home cycle. We have trained and worked extremely hard over these past months to prepare the squadron for its deployment to Bahrain, Diego Garcia and other areas around the globe. I can tell you with the utmost confidence that the "Golden Eagles" are ready to meet all the demanding challenges of this upcoming deployment. I know that our superb readiness is due in large part to the love, support and understanding of our spouses, families and friends. I would like to say a big "Mahalo," and ask for your continued patience and support in the months to come. Experience has shown me that deployments are as demanding (or more so) on the family members and friends remaining at home as it will be on us. Therefore, we have developed this VP-9 Deployment Guide to assist you and your family to prepare for our upcoming deployment.

Please take some time to review this guide and the other important data contained in the appendices. This guide along with the information from our Pre-Deployment Brief should provide you a comprehensive resource to consult as situations arise during the squadron's deployment. I would like to highlight the checklists contained in the guide. These tools are quite useful, and completing them now will help you tie up loose ends and will pay big dividends in your peace of mind for deployment.

Although this guide provides a wealth of information from how you can contact your deployed "Golden Eagle" to numbers for Family Support Services, you still might need additional assistance. The Command Ombudsmen are valuable resources also at your disposal to lend you a helping hand. The VP-9 Ombudsmen are Mrs. Lida Atkinson and Mrs. Kendra Phelps, and their contact information can be found on the next page of this guide. Their purpose is to provide assistance in solving problems and to help you meet your needs. In addition, the Ombudsmen are key points of contact when those inevitable rumors about the squadron's operational activities begin to spread. I encourage you to communicate with the Ombudsmen often as they will have the most accurate information that is available to family members.

I know we will be separated by great distances this deployment, but through preparation, communication, and mutual support we will be able to resolve most problems before they arise. Again, thank you for being such an instrumental part of the "Golden Eagle" family. You can be justifiably proud of your contributions to our past and future successes. May God bless you, VP-9, the U.S. Navy, and this great Nation.

RODNEY M. URBANO
CDR USN

Golden Eagle Ombudsmen

When you have a question or a problem and aren't sure where to turn, contact your ombudsman. An ombudsman is a spouse of one of the command's active duty members. Ombudsmen are the tool for passing along information, such as the command's schedule, deployment program information, messages sent from deployed commands, resources available in the civilian or military community, and an understanding of the military lifestyle.

The ombudsman is not a mediator and does not get involved in chain-of-command matters. They are also not babysitters or taxi drivers. Ombudsmen are not to be considered the middle man between your sponsor and the command. The ombudsman's role is to direct you to the right resource to provide help with your concerns.

I Am An Ombudsman – I am not a crutch, but I can support you. I am not a counselor, but I know one. I am not a taxi driver, but I can steer you in the right direction. I am not a rescuer, but I can help save lives. I am not a baby-sitter, but I can refer you to a caregiver. I am not a gossiper, but I am a great listener. I am not an enabler, but I can provide tools to empower you. I am not a master of anything, but I can provide tools to empower you. I am not a Recreation or Health Specialist, but I am concerned about your Morale, Welfare and Health. I am not a busybody as I've been called, but I am an official command representative. **I am a Navy Family Ombudsman and I am of service to you: The Navy Family**

The Ombudsmen for Patrol Squadron 9 are:

Kendra Phelps	**(C) 728-8916 (H) 254-3301**
Lida Atkinson	**(C) 265-5454 (H) 833-7717**

Kendra Elizabeth Phelps

Welcome to the wonderful world of the P-3 Orion and the VP-9 Golden Eagles. At this command we hold the families of our sailors at the top of the list.

My name is Kendra Phelps and I am one of your Command Ombudsmen and I have held this position since October 2002. My husband and I have been married for 7 ½ years and we have 3 children; Kourtney who is 12 ½, Katlan who is 7, and Brandon who is going to be 3.

I have been associated with the military for over 15 years. My personal experience consists of 8 years as an active duty Hospital Corpsman/Pharmacy Technician in the U. S. Navy, having been stationed at the Naval Hospital in Beaufort, South Carolina for 5 years working with the Marine's of Parris Island Marine Corps Recruit Depot and the Marine Corps Air Station and at the Naval Hospital in Sigonella, Sicily for 2 years. After meeting my husband in Sigonella, we were off to my home town of Jacksonville, FL and VP-30 for 3 years. After leaving Jacksonville in 2002, we arrived here in Hawaii.

With great hopes for this deployment, I wish that if at any time you feel that there may be a concern you just are not sure about or where to go for assistance that you would not hesitate to call on one of us.

Together we can make this a great deployment.

Lida Atkinson

Aloha! Welcome to Patrol Squadron Nine. Let me take this opportunity to introduce myself. My name is Lida Atkinson, and I have been appointed as one of your command's Ombudsmen. My husband and I have been a military family for 17 years. I served the Navy for four years, from 1987 to 1991 and became an ombudsman in 1993.

As many of you probably already know, an Ombudsman's primary duty is to assist Navy families. We act as a liaison between the command and the command families. We will also communicate information about command and community resources to families.

Please feel free to call me if I can be of any assistance to you. Your questions, comments, complaints, concerns, etc. are very important and will be held in the strictest of confidence, with the guidelines defined in OPNAVINST 1750.1D-the Navy Family Ombudsman instruction. I am available 24 hours a day for any questions. My phone number is 833-7717. My cell number is 265-5454. I am a full-time student so I am not always available to answer the phone *but* please if you are unable to reach me please email me at atkinsonl003@hawaii.rr.com. I do check my email at least twice a day. I will return your call as soon as possible.

Aloha,
Lida Atkinson
VP-9 Ombudsman

KEY POINTS OF CONTACT

CO: CDR Rod Urbano

XO: CDR Perry Yaw

CMC: CMDCM Deb Davidson

ADMIN OFFICER:
LCDR Jim Wucher

COMMAND SERVICES OFFICER:
LCDR Mark Melson

Official VP-9 Webpage: http://www.navy.mil/homepages/vp9/

DUTY NUMBERS

VP-9 Duty Office Diego Garcia: 011-246-370-2898 / 315-370-2898
VP-9 Beach Det Office Kaneohe Bay: 808-257-0509 x8264 / 315-457-0509 x8264
(CPRW-2 Bldg. RM#116)

OMBUDSMAN

1. Lida Atkinson (C)265-5454 (H)833-7717 atkinsonl003@hawaii.rr.com
2. Kendra Phelps (C)728-8916 (H)254-3301 phelpskool@hawaii.rr.com

Official Ombudsmen e-mail: vp9ombudsman@yahoo.com

ENLISTED SPOUSES SUPPORT & INFORMATION GROUP (ESSIG)

1. Rebecca Martin 455-1469 martin1994@earthlink.net
2. April Hile 253-0352 aprilfrogs@hawaii.rr.com
3. LeAnn Baker 422-6227 lr5912@aol.com

Official VP-9 ESSIG Webpage: http://www.geocities.com/vp9enlistedspouses/
Official VP-9 ESSIG e-mail: vp9enlistedspouses@yahoo.com

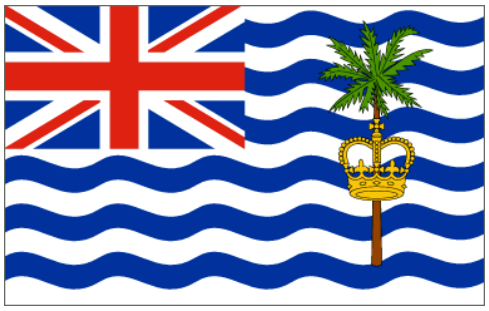
DEPLOYMENT TIME TABLE

Hawaii	Diego	Masirah	Bahrain	Pacific	Mountain	Central	Eastern
1:00 AM	5:00 PM	3:00 PM	2:00 PM	3:00 AM	4:00 AM	5:00 AM	6:00 AM
2:00 AM	6:00 PM	4:00 PM	3:00 PM	4:00 AM	5:00 AM	6:00 AM	7:00 AM
3:00 AM	7:00 PM	5:00 PM	4:00 PM	5:00 AM	6:00 AM	7:00 AM	8:00 AM
4:00 AM	8:00 PM	6:00 PM	5:00 PM	6:00 AM	7:00 AM	8:00 AM	9:00 AM
5:00 AM	9:00 PM	7:00 PM	6:00 PM	7:00 AM	8:00 AM	9:00 AM	10:00 AM
6:00 AM	10:00 PM	8:00 PM	7:00 PM	8:00 AM	9:00 AM	10:00 AM	11:00 AM
7:00 AM	11:00 PM	9:00 PM	8:00 PM	9:00 AM	10:00 AM	11:00 AM	NOON
8:00 AM	12:00 AM	10:00 PM	9:00 PM	10:00 AM	11:00 AM	NOON	1:00 PM
9:00 AM	1:00 AM	11:00 PM	10:00 PM	11:00 AM	NOON	1:00 PM	2:00 PM
10:00 AM	2:00 AM	12:00 AM	11:00 PM	NOON	1:00 PM	2:00 PM	3:00 PM
11:00 AM	3:00 AM	1:00 AM	12:00 AM	1:00 PM	2:00 PM	3:00 PM	4:00 PM
NOON	4:00 AM	2:00 AM	1:00 AM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
1:00 PM	5:00 AM	3:00 AM	2:00 AM	3:00 PM	4:00 PM	5:00 PM	6:00 PM
2:00 PM	6:00 AM	4:00 AM	3:00 AM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
3:00 PM	7:00 AM	5:00 AM	4:00 AM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
4:00 PM	8:00 AM	6:00 AM	5:00 AM	6:00 PM	7:00 PM	8:00 PM	9:00 PM
5:00 PM	9:00 AM	7:00 AM	6:00 AM	7:00 PM	8:00 PM	9:00 PM	10:00 PM
6:00 PM	10:00 AM	8:00 AM	7:00 AM	8:00 PM	9:00 PM	10:00 PM	11:00 PM
7:00 PM	11:00 AM	9:00 AM	8:00 AM	9:00 PM	10:00 PM	11:00 PM	12:00 AM
8:00 PM	NOON	10:00 AM	9:00 AM	10:00 PM	11:00 PM	12:00 AM	1:00 AM
9:00 PM	1:00 PM	11:00 AM	10:00 AM	11:00 PM	12:00 AM	1:00 AM	2:00 AM
10:00 PM	2:00 PM	NOON	11:00 AM	12:00 AM	1:00 AM	2:00 AM	3:00 AM
11:00 PM	3:00 PM	1:00 PM	NOON	1:00 AM	2:00 AM	3:00 AM	4:00 AM
12:00 AM	4:00 PM	2:00 PM	1:00 PM	2:00 AM	3:00 AM	4:00 AM	5:00 AM

Prior to calling your spouse, consult this table to see what time it is at their location. To use, first check what time it is at your location (Hawaii is the first column) and then move over to the column of your spouse's location. That will be the current time at their location. Be aware that this table is in Standard Time. Daylight Savings Time starts on 04 Apr 2004. After this date, you must subtract an hour from the converted time if converting from **Eastern, Central, Mountain or Pacific** time only.

Example: NOON PST = 2AM in Diego Garcia during Standard Time

NOON PST = 1AM in Diego Garcia during Daylight Savings Time



B.I.O.T Diego Garcia

Location: Diego Garcia, British Indian Ocean Territory is located at 7 Degrees South Latitude, off the tip of India.

Major Commands: Naval Support Facilities, Diego Garcia, Air Mobility Support Squadron APRON 4.

Primary Weapon Systems: P-3C Orion, Transient Air Force aircraft

Mission: To protect U.S. interests by providing forward presence, deployable forces, and quality mission support. US Navy, Air Force, Army, Merchant Seaman, Civilian, Contract employees, and UK military, working in unison to support the strategically essential missions of our deployed units, the readiness of our organic strategic deterrence capabilities, and the needs of our sailors, soldiers, airmen, marines, merchant seaman, and civilian contract employees.

Telephone Access: DSN 315-370-xxxx. Hickam MWR line number is 430-0111. When using commercial phone lines to call Diego Garcia from the United States, dial 011-246-370- then the last four digits of the "370" DSN number.

Web Page: For comprehensive information about the base one can access Diego Garcia's Home Page on the internet at www.dg.navy.mil.

General Information: Diego Garcia is exclusively a military reservation located on a small host country atoll in the Chagos Archipelago. From the air, Diego Garcia takes on the rough outline of a footprint on the ocean surface -- thus its nickname "Footprint of Freedom". The island stretches 15 miles, north to south, and about 35 miles from tip to tip of its horseshoe shape. The interior lagoon is 13 miles in length and 6.5 miles at its widest point. The island has an area of 6,720 acres (roughly 10.5 square miles) with an average natural elevation of four feet above sea level. Lagoon depths vary from 60 to 100 feet with coral heads in all areas.

BAHRAIN

Location: Bahrain is a group of 33 islands, with an area of 707 square kilometers, situated in the Arabian Gulf, off the east coast of Saudi Arabia.

Major Commands: COMUSNAVCENT / COMFIFTHFLT, AND NSA Bahrain

Primary Weapon Systems: P-3C Orion, Aries

Mission: United States Naval Forces Central Command and United States Fifth Fleet help ensure peace and stability and protect America's vital interests in a 7.5 million square mile region. Its usual configuration includes a Carrier Battle Group, Amphibious Ready Group, and other ships and aircraft with about 15,000 people serving afloat and 1,000 support personnel ashore. Whether launching combat aircraft from a carrier, landing 2,000 Marines ashore, firing cruise missiles at targets hundreds of miles away, or completing a myriad of other missions, it remains the world's premier naval force and America's "force of choice."

Telephone Access: DSN 318-439-xxxx. Hickam MWR line number is 430-0111. When using commercial phone lines to call Bahrain from the United States, dial 011-973-94x- then the last four digits of the “439” DSN number.

Web Page: For comprehensive information about the base one can access NSA Bahrain’s Home Page on the internet at www.nsa.bahrain.navy.mil.

General Information: The state takes its name from the largest island Bahrain, which is 586.5 square kilometers. It is linked by causeways to Muharraq (international airport) and Sitra (industrial area and tank-farm). There are numerous other tiny islands, but they are mainly uninhabited and are best known for the variety of migrating birds which pass through in spring and autumn. Arabic is the official language, although English is widely understood and it's used by most businesses. The climate is hot in summer and mild in winter. From November to April is very pleasant, with temperatures from 59 to 75 degrees. Temperatures are coolest between December and March when northerly winds prevail. From July to September temperatures average 97 degrees with high humidity.

SECTION II:

PRE-DEPLOYMENT

PRE-DEPLOYMENT

LEGAL PLANNING

GENERAL

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

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

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

POWERS OF ATTORNEY

One of the most important matters to consider during pre-deployment planning is a Power of Attorney. A Legal Assistance officer should be contacted to help you prepare one. They come in two forms:

- **General Power of Attorney** allows the holder of that legal document the right to sell personal property, and to use the grantor's credit. A General Power of Attorney grants virtually unlimited ability to act for another person. **General Powers of Attorney often create more difficulties than they cure and are generally not advised.** It is an extremely powerful legal instrument and can be a dangerous instrument in the hands of someone inexperienced in business matters, a person of unstable temperament, or a spouse when the marriage relationship is in a state of discord. A General Power of Attorney should not be executed unless the individual making it is fully aware of the risks associated with such a document. Always consider whether a Special Power of Attorney would serve the immediate purpose.

- **Special Power of Attorney** allows the holder of that legal document to act for the grantor only when conducting business that is delineated in the document. This power of attorney will list in writing the actions you want conducted on your behalf. A Special Power of Attorney can be very useful for such matters as moving of household goods, settling of insurance claims, and managing financial accounts or funds not jointly held. Care should be taken in determining who will hold the power of attorney and what actions will be authorized in the document. Remember without the Power of Attorney, the spouse at home could be significantly hampered in dealing with matters that may arise during deployment.

WILLS

This document is very important for every sailor, particularly those with family members. The primary purpose of a will is to ensure that minor children are cared for and property distributed as the writer desires. Without a will, state laws decide how personal property is distributed and, if there are children involved, they can become wards of the state. The state's wishes generally do not follow those of the deceased. It is important that an individual's will reflect his/her current state of affairs so keeping it up to date it critical. Overlooking the execution of this important document could directly affect the security of your family. Your banking institution or a responsible adult should be named executor of your will. A will does not cover life insurance distribution. Insurance is a separate contract between the insured and the insurance company. Verify that your beneficiary designations on insurance policies are accurate and current.

The Legal Office at Pearl Harbor will assists both military personnel and their family members in the preparations of Wills. Will workshops are given every Tuesday at 0900. After the completion of the workshop, the work sheet is filled in and then legal prepares the will. The turn around time will usually be a week from the preparation till signing. If any of the following have changed since you have had your last will drawn up you need to obtain a new will:

- You've married, divorced, or widowed
- You've had children, or have adopted children
- All of your children have reached adulthood
- You've changed your State of legal residence
- A person named in your will has died
- It has been more than three years since you made out your last will

A WILL IS THE MOST IMPORTANT LEGAL DOCUMENT THAT YOU NEED TO OBTAIN PRIOR TO DEPLOYMENT!

Check your wills and make sure they're current. If not, on another piece of paper, not on your wills, write down all of the changes and make an appointment with a military lawyer to have new wills drawn up. Keep your present wills intact and safe until new ones are signed and properly witnessed. Then put the new wills away.

IN LOCO PARENTIS

This phrase means standing in place of parents. If children are in the care of someone other than a parent or legal guardian, that person is considered "*in loco parentis.*" Some states will appoint children as wards of the state when the parents are injured and/or unconscious unless there is an **original notarized document** authorizing a specific person to act as guardian. It is possible that children in the care of someone other than the legal guardians or parents will not be seen for medical emergencies without this original notarized form. A separate form must be filled out and notarized for every person caring for the child or children and there should be a form in your vehicle that can be easily accessed. For more information, DEERS dependency information is available from the MCCS web site at
http://www.usmc-mccs.org/.

NOTORIZATION

Notary public service is available at the Legal Assistance Office, most banks and credit unions, and usually through the Family Service Center. There may be a small fee for the service depending upon where it is obtained.

TAXES

Federal and State Tax returns (when required) must be filed even though the service member is deployed, unless an extension is granted. Problems in preparing and submitting tax forms or improper tax assessment may be directed to the Legal Assistance Office. Naval installations will normally have a VITA (Volunteer Income Tax Assistance) office to assist with preparing a return. The Internal Revenue Service (IRS) refund check will generally require the signatures of both parties in a jointly filed form. Electronic filing will require payment via direct deposit to joint account. A special power of attorney is recommended to facilitate filing and access to refunds. The required filing time period for Federal Income Tax is between January 1 and April 15 of the year following the taxable year. If you are outside the continental United States (CONUS) on April 15th, you have until June 15th to file provided you are on official orders (not on leave). You can extend the June 15th filing date up to two more months after your return to CONUS if you file an IRS Form 4868 prior to June 15th. Detailed information may be obtained from the IRS toll-free from the hours of 0815 to 1615 at 1-800-829-1040.

LEGAL ASSISTANCE (257-0074)

A Navy lawyer cannot plead a Navy family member's case in court, but can advise and assist Navy personnel and their family members who have personal legal problems. All such problems are treated confidentially by the Legal Assistance Officer, and he may not be lawfully ordered to disclose such information by any superior Naval authority.

Legal services, which can be provided, include drawing of wills, power of attorney, deeds, affidavits and many other documents. Legal Officers also deal with cases of transfer of property, questions of marriage, divorce, adoption of children, administration of estates, insurance, citizenship, insanity, taxation, personal injury and various cases in which the Soldiers and Sailors Civil Relief Act may be invoked for the protection of service personnel or their families.

Legal Officers are not permitted to accept any fee, act as a collection agency, or lend aid to defeat fair collection, or legal enforcement of any just debt or obligation. The military lawyer stationed at the Navy Legal Service Office, at 850 Willamette St., Pearl Harbor Hawaii, takes clients on an appointment basis, but anyone having an emergency can usually be seen the same day that they contact the legal office at 473-5982 or 473-1312. Walk-ins are available on Monday's and Wednesday's from 0900-1100.

FINANCIAL PLANNING

The Sailor and spouse should review family financial procedures and ensure all financial matters are resolved prior to departure. There should be a good understanding of the roles and responsibilities of each spouse concerning allocation of pay, payment of bills and a household budget. The Financial Specialist with the Personal Services Financial Management Program, the Navy Marine Corps Relief Society, and many credit unions and banks can provide assistance with budget planning. Our unit also has several command financial specialists. The Sailor should ensure the family has enough money each pay period for basic living expenses such as rent, food and utilities. Included in Appendix A is a Family Budget Form to assist with planning a family budget.

MILITARY PAY AND ALLOWANCES

http://www.dfas.mil This website shows your pay and allowance entitlements.

BASE PAY

There will be no changes to the base pay unless there is a promotion, reduction, or entering a new year bracket (i.e. over 2 years, 3 years, etc.).

BAH

Personnel receiving *BAH* for residing off-base will continue to receive these allowances while deployed provided they maintain their place of residence. For those in government quarters, there will be no changes. For members that elect to relocate dependents at their own expense back to the mainland, you must notify the Personnel Office of this action so that your VHA entitlements may be readjusted. Any changes to the rental/mortgage amount or lease renewal is the responsibility of the Sailor and must be submitted to the Personnel Office to prevent unnecessary financial hardships at a later date.

BAS/COMRATS

There will be no change to your COMRATS rate while deployed to the Fifth Fleet AOR.

FSA

Personnel who are married and not legally separated, or those who retain legal custody of dependents if divorced will receive a Family Separation Allowance (FSA) in the amount of $100.00 a month. This is not authorized until after the 31st day of separation, at which time retroactive payments will be made.

COLA

Entitlement to Cost of Living Allowance (COLA) which is made on a day by day basis will not be affected unless one of the following occurs:

- Dependent(s) leave the island for over 30 days i.e., Sailor relocates his dependents due to deployment, for either a part of the deployment or the duration. If a service member relocates his dependents at all, he must notify the Personnel Office!
- Promotion
- Reduction
- Longevity increase (i.e., over 2 years, 3 years, etc.)
- Confinement
- Change in COLA rates
- Addition or loss of dependent

PER DIEM

All squadron members will receive per diem on deployment. Those members who remain in Diego Garcia and Bahrain for the entire month, will receive the government rate for meals. Members who travel away from DG/Bahrain will be reimbursed for lodging and meals. Per diem is intended to cover the living expenses of the squadron member while he/she is on deployment. Current per diem rates for meals and incidental expenses are:

Diego Garcia $20.00/day Bahrain $80.00/day

OTHER PAY

Other possible additions to pay are Imminent Danger Pay, Family Separation Pay and tax free status. Specific pay issues will be dependent upon the type, length and location of the deployment.

PAY PROBLEMS

If you perceive a pay problem while your spouse is deployed, first attempt to contact your spouse. If due to detachments or exercises, you cannot contact your spouse, contact the VP-4 Admin office or the Customer Service Detachment (CSD) at Kaneohe. CSD will only accept powers of attorneys that contain the following phrase: "authorized to start, stop, change allotments, and receive LES and other pay/personnel information." A General Power of Attorney will not do. (Note: the current pay system in use by the Navy takes anywhere from several days to possibly weeks to correct a problem, once identified. If a financial difficulty requires immediate funds, Navy Relief or Red Cross are usually much more responsive to the urgent needs of a dependent).

PAY DISTRIBUTION

DIRECT DEPOSIT DISTRIBUTION

Direct Deposit to a joint account can lead to confusion and problems if both spouses are writing checks and making withdrawals on the same account. Bounced checks and letters of indebtedness can result. Most banks will set up separate accounts and distribute the direct deposit funds between the accounts as requested. Transfer of funds between accounts can easily be made if one person falls short of cash. Contact your bank or credit union for more information.

SPLIT PAY

This option allows Sailors enrolled in the Direct Deposit Program to receive a portion of their pay at their duty locality each payday. This requested split pay amount must be a whole dollar amount less than or equal to your normal pay. The remainder of pay will be transmitted to your financial institution.

ALLOTMENTS

"D" ALLOTMENT

The Sailor can initiate an allotment to family members to cover basic living expenses. All or part of a Sailor's basic pay or BAH can be allotted. Only the Sailor, not the spouse, can start, stop, or change an allotment. Should an allotment need to be changed, you can change it through the unit Dispersing Clerk or the DFAS My Pay Website: http://mypay.dfas.mil, phone: 1-877-363-3677. The LES (Leave and Earnings Statement) can also be viewed on the My Pay web site with a user PIN (personal identification number). It can take up to 45 days (three pay periods) for the implementation of an allotment. Once the squadron is deployed, there can be up to a 60-day lag.

A Sailor may allot part or all of his pay, with the exception of COMRATS (commuted rations) and Clothing Allowance. When individuals start an allotment, it is wise to have money set aside, particularly if allotting a large amount of total pay. The money for an allotment is taken out of both checks, the first and 15th of the month. The first allotment check is issued on the first of the following month. If there is a pressing need for the funds when an allotment is started or delayed, Navy/Marine Corps Relief Society (NMCRS) can often assist with an interest-free loan until the money arrives. A Sailor can sign a pre-authorization form at NMCRS to enable his/her family members to receive assistance. If the family member is not pre-authorized, permission from the service member to assist is required. Obtaining this permission via Red Cross message can be a long process. A General Power of Attorney can also be used as authorization for assistance from NMCRS.

Get one established as soon as possible!!! This will give you and your spouse time to work-out any problems and adjust to the new financial situation together. Your family will have enough to cope with once you are deployed without having to change the family spending patterns. DO NOT STOP THE ALLOTMENT! Once your family is used to managing the finances with an allotment, the adjustment for future deployments and separations will be much easier.

ADVANCE PAY FOR PRE-DEPLOYMENT TYPE "D" ALLOTMENT

Service members deploying for at least a month outside the United States may receive advance pay when they either register a pre-deployment "D" allotment or increase a present "D" allotment. The purpose of this advance payment is to allow a member to be paid the amount of the monthly allotment. The advance payment will be deducted over a period of up to six months. The allotment cannot be registered, nor advance pay received, more than 60 days before the scheduled deployment date. Example of a Pre-deployment "D" allotment:

A service member's deployment date is 3 June. He registered a $600 pre-deployment "D" allotment on 10 April. The allotment will start being deducted from the service member's pay in May. The $600 advance pay is paid to the member on 10 April and the service member's wife received her allotment on or about 1 June (check dated 30 May). Beginning 15 May and for 11 more paydays (for 6 Months), the service member's pay is deducted $50 for repayment of the advance pay. Commencing in June, the $600 allotment (Non-advance allotment) will also be deducted. Reference: Military Pay Advisory (MPA) 44/80, effective 9/1/80.

Be sure you can live with payments being deducted from the your pay during the pay back period.

WOMEN, INFANTS & CHILDREN (W.I.C.)

What is WIC?

WIC gives you and your children healthy foods when you need them the most.

When…You are pregnant or breast-feeding

You have very young children

If… You have a limited income

You or your children are shown to have a nutritional need

It's easy to apply for WIC:

Call or visit your local WIC program office. **233-5470 or 888-820-6425**

You will be helped to apply and can make an appointment to find out if you are eligible.

Income guidelines are generous and include working families on tight budget as well as welfare or disability families.

If eligible you will receive:

Monthly checks to buy healthy foods.

Information on nutrition and health.

Health care services, which are provided by the WIC agency and help in getting other services you may need.

WIC foods include:

Cereals high in iron

Eggs and peanut butter

Fruit Juices high in vitamin C

Milk and cheese

For infants:

Iron-fortified baby formula

Iron-fortified infant cereal

Fruit juice fortified with Vitamin C

Income Guidelines:

Call us if your monthly family income before taxes is at or below this level (excluding BAH)

Family of 1 – $1593

Family of 2 – $2150

Family of 3 – $2706

Family of 4 – $3263

PRE-DEPLOYMENT CHECKLIST

****

The Service Member and Spouse, together, should complete the following checklist as far in advance of the departure date as is possible. Additionally make a "To Do List" of things this list brings up as needing to be done.

****

☐ Spouse and service member have reviewed the Family Information Handbook

☐ Generate a *list of* or copy the emergency phone numbers from the appendix and keep it near the phone or where every family member can find it quickly.

PAY MATTERS

Paychecks and Financial Readiness

☐ Have you and your spouse discussed and prepared a budget using the Budget Planning Guide in Part Two of this chapter?

☐ Have arrangements been made for spouse to have access to adequate funds during deployment?

☐ Is Direct Deposit in effect?

☐ Has an allotment been started? (See advice in Part Two of this chapter)

☐ Does the spouse know expected pay dates?

☐ Does the spouse know how much of each paycheck is available to him/her?_____

☐ Is the spouse aware of upcoming pay changes due to advancement, gain or loss of government housing, longevity ? _____

☐ What is the effective date of pay changes?_____

☐ What is the amount of change and the reason? _____

Banking and Investments

☐ Does the spouse have information about checking account(s): account number and bank's address and phone number? _____

☐ Does the spouse have information about savings account(s): account number and bank's address and phone number? _____

☐ Does spouse have access to and know how to use all accounts?

☐ Does spouse know how to balance accounts when statements are received?

☐ Does spouse know about investments that must be managed: Money market funds, mutual funds, savings certificates, etc. ? _____

☐ Does spouse know what payment should be made to IRA(s)? _____

☐ Does spouse know where financial documents are kept? _____

☐ Does spouse have list of actions on investments needed during deployment?

_____

☐ Does spouse have account number, company name, address, and phone number of companies with which investments are placed? _____

☐ Does spouse have information on all credit accounts, especially bankcards, including: Name of creditor, account number, phone number, address, and latest statement with account balance due. _____

☐ Does spouse know about any safety deposit boxes? Where it/they are located? Location of key (s)?_____

Taxes

☐ Does spouse know how to prepare taxes or what preparer to go to for tax preparation?

_____

☐ Does spouse know how to acquire necessary tax information and forms for Federal, State and county taxes, as applicable? _____

☐ Does spouse have adequate funds to cover the cost of tax preparation, if necessary? _____

☐ Have service member and spouse talked thoroughly about using extensions to ease the preparation of taxes? _____

☐ Do estimated state/federal income taxes need to be paid? _____

Emergency Financial Resources

☐ Does spouse know what emergency financial assistance is available through Navy/Marine Corps Relief Society, Red Cross, etc. ? _____

☐ Does spouse know contact information for agencies which provide emergency assistance?

_____

☐ Does spouse know that budget counseling and referrals are available through Family Service Center and Navy/Marine Corps Relief Society? _____

☐ Have you filled out a loan Preauthorization Form for the Navy / Marine Corps Relief Society?

_____

INSURANCE MATTERS

Life Insurance

☐ Does spouse know location of policy(ies)? _____

☐ Are beneficiaries up-to-date on policy(ies)? _____

☐ Are annual, semi-annual, or quarterly premiums due during deployment? If yes, when? ____

_____

☐ Does spouse understand benefits from policy(ies)? _____

☐ Will renewal or changes be necessary during deployment? If yes, what should be done and when?_____

☐ Does spouse know name, address, phone number, and account numbers for carrier(s)? ____

_____

Medical Insurance

☐ Does spouse know location of policy(ies)?_____

☐ Are names of eligible family members up-to-date on policy(ies)?

☐ Are annual, semi-annual, or quarterly premiums due during deployment? If yes, when? ____

_____

☐ Does spouse understand payment method on policy(ies)? _____

☐ Does spouse understand coverage included in policy(ies)? _____

☐ Will renewal or changes be necessary during deployment? If yes, what should be done and when?_____

☐ Does spouse know the name, address, phone number, and account numbers of carrier(s)? _

_____

Homeowners/Renters Insurance

☐ Does spouse know location of policy(ies)? _____

☐ Are coverage amounts up-to-date and adequate on all policies?_____

☐ Are annual, semi-annual, or quarterly premiums due during deployment? If yes, when? ___

_____

☐ Does spouse understand payment method on policy(ies)? _____

☐ Does spouse understand all coverage included in policy(ies)? _____

☐ Is the deductible set where you want it? _____

☐ Does spouse understand what deductible is and are adequate funds available to cover it?__

_____

☐ Will renewal or changes be necessary during deployment? If yes, what should be done and when?_____

☐ Does spouse know the name, address, phone number, and account number for carrier(s)? _

_____

Automobile Insurance

☐ Does spouse know location of policy(ies)?_____

☐ Is auto insurance in compliance with Hawaii's requirement for No-Fault insurance?

☐ Is coverage up-to-date and adequate on policy(ies)? _____

☐ Is deductible set where you want it? _____

☐ Does spouse understand what deductible is and are there adequate funds available to cover it? _____

☐ Are annual, semi-annual, or quarterly premiums due during deployment? If yes, when?

_____

☐ Does spouse understand payment method on policy(ies)? _____

- ☐ Will renewal or changes be necessary during deployment? If yes, what should be done and when? _____
- ☐ Does spouse know the company name, address, phone number, and account number for policy(ies)?_____
- ☐ Does policy have a towing clause? If not, does spouse have adequate funds to cover this expense? _____
- ☐ Does policy have a rent-a-car clause? If not, does spouse have adequate funds to cover this expense?_____
- ☐ Does spouse know what information to gather and what to do in the event of an accident with another vehicle? _____

TRANSPORTAION

Inspect The Condition Of

- ☐ Radiator and heater hoses
- ☐ Engine vacuum lines
- ☐ Fuel lines
- ☐ Brake linings, discs, pads, brake lines
- ☐ Engine drive belts, fan, alternator
- ☐ Air filters Oil filters

General

☐ Do you both have a current driver's license? _____

☐ Who will help with transportation in an emergency? _____

☐ Does spouse know how to drive? If not, can he/she learn and receive a license before deployment?

☐ Do you have adequate transportation available?

☐ If the answer to the above questions is *"No"*, how will spouse get groceries, get to doctor's office, get to work, etc. ? _____

MAKE SURE SPOUSE KNOWS:

☐ Location of spare bulbs/fuses _____

☐ How to check oil and other fluid levels in the car:_____

☐ How to check tire pressure:_____

☐ How to change a tire:_____

☐ Draw up a preventive maintenance checklist for your vehicle(s): cars, trucks, motorcycles.

☐ Are your vehicles under warranty? If yes, what does the warranties cover? _____

_____

☐ Does spouse have to do anything to keep the warranties? If so, what? _____

_____

☐ When is the next tune-up due on your vehicle?_____

☐ Where should your spouse take the vehicle to have it worked on? _____

☐ What kind of gasoline is used in the vehicle(s)? _____

☐ Who should the spouse call if the vehicle won't start? _____

☐ Are the tires in good shape? If they must be replaced during deployment, what brand and size? _____

☐ Do you belong to an auto club? If yes, does your spouse know what the membership name and number are? What services will the club provide? Are there any additional costs above the membership fees for those services? _____

_____

☐ Has the radiator been checked for coolant/antifreeze? Has the air conditioning system been charged recently?_____

☐ When is the next oil change, filter change, and lube job due? Where should the spouse get the work done?_____

☐ Any other maintenance coming due during the deployment? If yes, where should it be done?

_____

☐ What will spouse do in the case of an accident or breakdown? _____

_____

VEHICLE(S)_REGISTRATION AND OTHER DOCUMENTS

☐ Location of papers: (registration, title, insurance)_____

☐ Do you have the title? Where is it located?_____

☐ Who holds the lien? _____

☐ Will vehicle registration(s) need renewing during deployment? _____

☐ Will vehicle safety inspection(s) need renewing during deployment?_____

☐ Does spouse know where to go for these, how much they cost, what paperwork is needed, etc.?_____

☐ Does spouse know what a Non-Residency Affidavit Form (DF-L 50) is? Where and how to get one?_____

☐ Does spouse have a specific Power of attorney from service member that covers registering cars, etc. ? _____

☐ Does the base registration of the vehicle(s) expire during deployment? If yes, can service member renew before deployment? If unable to renew prior to deployment, does spouse know where to go and how to apply for base registration? _____

_____

☐ Is(are) the current insurance ID card in the appropriate vehicle(s)? If so, where? If not place them there as required by law. _____

_____

☐ Does spouse know where to go for financial assistance in case of unexpected vehicle repair costs? _____

☐ Does spouse have an extra set of keys for vehicle(s) and know where the extra keys are? ___

_____

PERSONAL READINESS AND SUPPORT

☐ Have children been included in the discussions on where the service member is going, when he/she is expected home, and why he/she is going? _____

☐ Does spouse know service member's social security number? _____

☐ Does spouse know the location and phone number of the Family Service Center? _____

_____

☐ Does spouse know the Ombudsmen's telephone numbers? _____

_____

☐ Does spouse know which wing the squadron will be attached to? _____

☐ Does spouse know service member's complete official mailing address, including FPO and Zip code? _____

☐ Does spouse know the name of and *how* to reach the MCBH Chaplain? _____

☐ If spouse is leaving the area during deployment does the Ombudsman squadron, or group know how to reach him/her? _____

☐ If an emergency arises, does your spouse know who to contact to get the word to the service member? _____

☐ Have you made arrangements for the care of your children in the event that something should happen to your spouse while you are deployed?_____

☐ Is the service member's Record of Emergency Data (Page 2 of Enlisted Service Record) verified to be correct and current? _____

☐ Does service member's Page 2 reflect spouse's address during deployment if he/she intends to leave the area for more than half of the deployment? _____

☐ Will spouse's or other family member's I D card(s) need to be renewed during the deployment? If yes, has the service member filled out an Application for Dependent Identification Card (00 1172) for each one needing renewal -prior to deployment? _____

☐ Does spouse know how to get **ID** cards replaced if lost or stolen? _____

☐ Has service member made note of all birthdays, anniversaries, holidays, etc. that will be celebrated during deployment and is service member prepared to send gifts, cards, etc.? _____

_____

☐ Is the service member's family photo album updated and ready to take along, as a reminder of the family? _____

☐ Has spouse made plans for a baby-sitter once in awhile during deployment to get out and "de-stress?" _____

☐ Have you and your spouse made plans to get a babysitter (if needed) to spend some special time together before deployment? _____

HOUSING

Government Housing

☐ Are you on the waiting list for quarters? If yes what is your latest status? _____

_____

☐ Does the Housing Office know how to contact the spouse while service member is deployed?

_____

☐ Does spouse know how to arrange the move into quarters if they become available during deployment? _____

☐ Does spouse have a Specific Power of Attorney to cover acceptance of quarters? _____

_____

☐ If in government quarters, does spouse know how and when to contact the housing maintenance office for repairs? _____

☐ Does spouse have a Housing Handbook?_____

Renters

☐ Does spouse know the name of and how to contact the landlord? _____

☐ Does spouse know when to contact the landlord for repairs?_____

☐ Does lease or rental agreement expire during deployment? _____

☐ Does spouse have Power of Attorney to renew lease or rental agreement, if necessary?

_____

Homeowners

☐ Does spouse know what is required for maintenance? _____

☐ Does spouse know who to call for electrical, plumbing, roofing, carpentry, and painting needs?

_____

☐ Does spouse know the details of your real estate taxes: how much, when due? _____

_____

☐ Does spouse know where mortgage papers and other important documents are kept? _____

_____

Miscellaneous

☐ Do all doors and windows have good locks?_____

☐ Does spouse have extra house keys and know where they are? _____

☐ Does spouse know where the electrical circuit breaker box is located? Is it labeled? Does spouse know how to use the main circuit breaker? _____

☐ Does spouse know where the valve for the water main is, and how to operate it? _____

_____

☐ Does spouse know how and where the gas line is turned off? _____

☐ Are all major appliances in good working order? _____

☐ Who will spouse call if an appliance needs repair? _____

☐ Do you have appliance maintenance agreements or warranties, and does spouse understand them? Where are they located?_____

☐ Have you had a recent fire safety inspection? _____

☐ Do you have an escape plan in case of fire? _____

☐ Are smoke detectors and fire extinguishers working? _____

☐ Does spouse know how to check and use them? _____

☐ Where are the flashlights and candles? Are there fresh batteries? _____

☐ Where are basic hand tools (hammer, pliers, screw drivers, etc.) kept? _____

☐ Where do you keep important papers concerning the home? _____

☐ Do you have a plan for the yard work (mowing, tree trimming, etc.)? _____

☐ Are yard tools (lawn mower, edger, string trimmer, etc.) in good working order? _____

_____

☐ Does spouse know how to operate the yard tools safely? _____

Medical Preparation

☐ Are all family members enrolled in DEERS? _____

☐ Are all family members enrolled in Dependents Dental Plan (DDP), also known as Delta Dental? _____

☐ Are there any dependent's in the service member's family eligible for medical care that are not enrolled in DEERS? _____

☐ Does the spouse know where the family's medical records are held? _____

☐ Are the family's immunizations and check-ups up-to-date? _____

☐ Have you and your family made an election about which CHAMPUS/TRICARE program you will participate in? _____

☐ Is spouse familiar with your CHAMPUS/TRICARE program , how it functions, and where to get information?_____

☐ Where are your TRICARE cards located?_____

☐ If you are pregnant, who will care for your children while you deliver?_____

☐ Does anyone else have or need a Medical Power of Attorney for your children?_____

_____

SCHOOLS

☐ If your child(ren) are in school, do you know where he/she attends?_____

_____

_____

☐ Who is your child's teacher?_____

☐ Do you know how and when to register children for school? _____

LEGAL READINESS

☐ Do you and your spouse have a will?

☐ Are the wills up-to-date?

☐ Are wills kept in a secure and convenient place? _____

☐ Does spouse know where the wills are kept and how to get them? _____

☐ Has service member given spouse adequate Power(s) of Attorney for all anticipated needs?

_____

☐ Does the spouse know the location of Power(s) of Attorney? _____

☐ Are there other legal matters to which the spouse must attend during the deployment?

_____

MILITARY MATTERS

☐ Is service member due for orders during deployment?

☐ If yes, does spouse know how to arrange the move (household goods, vehicle shipment, etc.)?

☐ Does spouse have Power of Attorney to enable him/her to arrange the move?

COMMUNICATION READINESS

☐ Does spouse know the various ways to communicate with service member?

☐ Does the spouse know who the Ombudsman are?_____

☐ Does spouse know the full and correct address for deployed service member? _____

_____

☐ Does spouse know where to turn for help in sending communications to service member?

_____

_____

_____

EMERGENCY PLANS

☐ Have you and your spouse discussed the following possible emergencies that the family may face while service member is deployed? What are some possible solutions?

Auto breakdown _____

Auto accident _____

Appliance breakdown _____

Loss of heat, power, water_____

Flooding in the home _____

Critical illness or death in the family_____

Obscene/harassing phone calls _____

CAN YOU LIST MORE ? _____

_____

_____

_____

CHECKLIST OF IMPORTANT PAPERS

Be sure you know the location of and how to use the following papers:

☐ Bank account passbooks and/or loan payment coupons _____

☐ Insurance policies _____

☐ Automobile lien papers _____

☐ Wills _____

☐ Birth Certificates _____

☐ Divorce decree(s) _____

☐ Adoption papers _____

☐ Tax documents _____

☐ Payment receipts_____

☐ Warranties_____

☐ Checkbook Investment documents _____

☐ Automobile title(s) _____

☐ Auto registration(s) _____

☐ Power(s) of Attorney _____

- ☐ Marriage Certificate Custody papers _____
- ☐ Credit agreements _____
- ☐ Immunization records _____
- ☐ Canceled checks _____
- ☐ Mortgage (lease) agreement _____
- ☐ Have you completed the forms enclosed in appendix B?

EMOTIONAL CYCLES OF DEPLOYMENT

Getting ready for deployment starts long before our spouses actually walk out of the door. There are seven basic stages we go through prior to, during, and after our spouses' deployment is completed.

In conjunction with these stages, you may experience a 'roller coaster' of emotions. Some of these emotional fluctuations can be frightening, overwhelming, and counterproductive. If the patterns of the emotional roller coaster are filled with highs, and lows, and not enough plateaus, may be a sign that professional intervention and assistance are necessary.

Stage One– Begins with the anticipation of loss
This can occur from 4 to 6 weeks prior to deployment. It is hard to accept that our spouse is going to leave. It is not unusual to find yourself crying at inconvenient times, feeling anger, or experiencing total frustration.

Stage Two– Detachment and withdrawal
This stage comes into play several days or weeks prior to departure. You and your souse may strive to complete the last minute details, but each may often feel a lack of energy and fatigue. At this point, both partners must make a special effort to nurture each other and communicate honestly and openly.

DEPARTURE

Stage Three– Emotional disorganization
This is not uncommon when taking into account all that is being dealt with in a short span of time. How many times have you asked yourself, "If I really love the, why am I relieved that they are gone?" You may find yourself questioning your competence in being able to deal with all that is ahead.

Stage Four– Recovery and stabilization
The time comes when you realize you are doing okay. New patterns have been established.

Stage Four– Recovery and stabilization

The time comes when you realize you are doing okay. New patterns have been established. Broken arms have mended, lawn mowers have been fixed, and possibly you may have learned you can accomplish certain tasks you previously thought you could not.

ANTICIPATION OF HOMECOMING

Stage Five– With the anticipation of Homecoming

Approximately 4 to 6 weeks before the squadron is due back; spouses often find themselves saying, "They are coming home and I am not ready!" The pace escalates.

There is often a feeling of joy and excitement. It is important at this time to take extra special care to get enough rest and keep expectation in perspective.

THE HOMECOMING

Stage Six– Renegotiating of the marriage contract

This stage is one in which you and your spouse are together physically but not necessarily emotionally. Some of you will sense a loss of freedom and independence and some of you will be content to return to the way things were before your spouse left.

Stage Seven– Reintegration and stabilization

Sometimes within 4 to 6 weeks after the homecoming, you will notice that you have stopped referring to the car, house and bedroom as 'my' and have started using 'our' and 'we'. New routines have been established.

As with all other aspects of our lives, variations exist. It takes time to work through each stage; if you encounter them at all. People's emotions cannot be forced to fit the squadron's schedules.

If you find you are uncomfortable dealing with the emotional roller-coaster, call a friend or relative, someone who has been through this before, or your Ombudsman.

LOVING AND LEAVING

A NAVY WIFE'S VIEW POINT

When your husband deploys, a piece of you goes too; but that's what you want, for part of you to be with him. You find that you also keep him present with you. You may sleep with his picture on your night stand, or you may leave a pair of his shoes by the front door .

When your husband leaves, you will go through a whole series of different emotions. About six to eight weeks before he leaves you begin to "psyche up" for his leaving, and you both will get very busy thinking about details that need to be tended to before he goes. You both may feel excited, intimidated, and maybe a little worried about how you will manage. About three to four weeks before he leaves you will begin to put distance between the two of you, building a few walls, maybe withdrawing from each other. You may become irritated with each other, and you may even have a fight. This distancing reaches a peak about two to three days before he leaves when you both think he should be gone so that you both can begin counting down to the reunion, which may seem an eternity away! This "distancing" is normal and allows you to allow this person who is so very important to you to go away for awhile.

When "The Day" arrives, you may take your husband to work and be thinking that some way or something will keep him home. Whatever you say to each other seems awkward and not quite right; and afterward, when you reflect back on not seeing each other for a half year or more, you may wonder why you couldn't have had a more romantic, more "right" goodbye. You are normal.

For the first day or so after he leaves, you may feel like a robot, just going through the moves, almost like you are in shock. You might just want to stay home. You may want no one around you. You may feel depressed and have no energy. You may wonder if it was easy for him to leave; after all, he seemed to be excited about going overseas. You may be feeling overwhelmed by all the responsibilities you are facing.

You will eventually find you can handle the separation. You'll probably find yourself, within a few weeks, beginning to settle into a pattern. If you don't find some comfortable pattern and continue to feel upset, call our Squadron Ombudsman or the Family Service Center to get some assistance over the hurdle.

The new pattern of your life while your husband is gone may find you a little more subdued and certainly lonely. Sleep may come a little more easily than in the first few weeks of the separation, but probably not as easily as when he is home. Food may finally begin to taste less like sawdust. You may find from your spouse's letters that he isn't angry with you, just lonely and missing you. If you find a routine that works while he is gone, stay with it! That regularity, that ritual, is very comforting!

Six to eight weeks before he comes home from deployment, you may begin planning for the homecoming. There are decorations to make, special meals to plan, a long-deferred diet to begin. A hairdo? A new hair color? There are nagging worries: Will he have changed? Will he still love me? Will he approve of the changes in me? Will we have the same closeness we had before?

As the time grows nearer, you will probably get more and more excited, may sleep less and less, and launch into a frenzy of housecleaning (at least some of us do)! In your mind, you play over and over again various versions of the homecoming. You see the reunion all in slow motion, like in the movies: with sunlight and fields of flowers and the two of you as the only people in the world.

It is the last few days and you seem to find yourself caught up in many different emotions. Butterflies keep you awake at night. You should be happy that he is returning and you are, but you are also apprehensive. For the past six-plus months you have been the head of the house and you really haven't had to answer to anyone for where and when you go, or what you spend money on. You have had the bedroom all to yourself, and you've taken care of the family's finances. Maybe you feel like your hard-earned independence is at stake. Could it be that you resent him for making you feel this way? You are proud of surviving, and maybe even thriving while he has been gone. You've missed him terribly, but you've also learned you can manage quite well while he's away.

The big day arrives and you've probably not slept well at all (he's not slept either) and you've spent hours trying to look your best. You finally have that reunion. There may be rain-drops instead of sunlight and, instead of fields of flowers, there are fields of people at the hanger.

He says he's proud of the way you kept the home fires burning, and that he doesn't mind that you didn't save more money, and you want to believe him; but there's maybe something in his face, perhaps a hitch in his voice.

Understand that he, too, is apprehensive about the homecoming. He also wants it to be very right.

HOW TO SURVIVE SEPARATIONS

1. Set goals for yourself, then pursue your self-development program whether or not your spouse is home.
2. Get involved in some activity. It might be volunteer work. It might be a full or part-time job.
3. Take up a new hobby or return to one you may have given up for lack of time.
4. Know at least three of your neighbors. You may need their help in an emergency, and they can offer day-to-day support.
5. Make sure you are financially secure before your spouse leaves. Do you have enough money to cover an unexpected bill?
6. Don’t feel guilty about going out with friends and leaving children with a babysitter. That's the cheapest way to ensure your continued sanity.
7. Keep a journal of your thoughts and activities while your spouse is away to help you "catch up" when they return on what you have been doing and thinking. Include in this journal snapshots of you and the children taken while he/she was away.
8. If you and your spouse have some differences, try to work them out before they leave. They'll get bigger and bigger if you don't.
9. Find a buddy, another person whose spouse is away if possible, whom you can call when you feel blue. Even if he / she is someone you have just met, chances are they will understand your problems.
10. Little things can help a lot: Cook a special dish that you enjoy but that your spouse hates, start a small sewing project, play the piano, do some physical labor or start a great physical fitness program.
11. Take the kids on an outing. Go to the museum, to the library or to the mountains for a hike.
12. Break up the week with special activities: a Friday night movie, a Tuesday morning shopping trip.
13. On weekends get a group of spouses and kids together and go to the beach, go roller skating, have a picnic.
14. Continue your education.

CHILDREN AND DEPLOYMENT

1. Children often mirror their parents' feelings. If the parents are indicating an inability to cope with deployment, children will pick up on these feelings and act on them. If, for example, parents become hysterical, children will mimic their parents and express themselves accordingly.

2. While children of deployed parents have certain stresses that other children may not have, there is a tendency to treat such children as "special." This kind of handling can bring on more problems than it resolves by becoming a self-fulfilling prophecy (e.g., "All this special attention means that there must be something wrong with me, so I guess I will act up.").

3. We should be honest in answering children's questions, but often we give more than what is requested. If, for example, a child is asking where they came from, a full explanation of the facts of life may not be what is being sought. The child may only be asking about their birthplace. So, when a child asks about Daddy, sometimes a simple answer suffices.

4. Honesty with our feelings before children is important. If you hide your feelings or excuse them, children think this is what they are to do and consequently may feel guilty for not being able to handle them. In a recent instance, a deployed father felt it difficult to hold back his tears before leaving, yet he managed to do so because he didn't want to upset his children. His six-year-old son has had problems understanding this, and now believes two things: first, that Dad doesn't miss him and that he left because he wanted to; and second that it's not OK to cry. Instead he has internalized a lot of anger that has been directed towards his sister.

5. Teens are a special category altogether. They are not inclined to open up to parents, but to single them out will inevitably incite embarrassment, e.g., the school teacher who asks, "How many students here have deployed fathers?" Teens often do not open up to parents, but they will dump on their peers behind closed doors. Try to provide that opportunity and encourage it. Teens function best in groups and rally around projects, e.g., yellow ribbon sales, string bracelets, baking Christmas cookies, etc.

6. It is important to get Dad or Mom to write to every family member. Often fathers write collectively to their children, which makes children feel left out. Providing the children their own stationery is one way to encourage writing.

7. Tell the kids, particularly the sons, that they don't have to play the man of the house. Often parents feel that saying, 'take care of Mommy for me" to children will foster a feeling of importance. The result, unfortunately, is the opposite. Children see the Mother breaking down and falling apart and feeling that if they don't do something quick to fix the situation, they have fallen down on the job.

8. Reactions in children vary with age. Older ones clam up and fail to talk. Younger ones often act out their feelings through aberrant behavior. Sometimes children take on irrational beliefs; e.g., "Daddy left because I did not clean my room." While this reaction seems almost comical, it is often symbolic of a child's tendency to blame themselves for Dad's absence. It is important to talk to children about these feelings.

9. Sometimes children will take on the father's role – for example, becoming bossy to the other brothers and sisters. The implication is clear; --"Now that Dad is gone, I'm taking over." Providing a punching bag is one alternative to enable kids to take out their aggression and anger.

10. Children mirror their parent's coping mechanisms. If the parents cope well with the deployment, the children usually do as well.

11. Set up an atmosphere for sharing at school. Children often don't feel comfortable with sharing their feelings at home about the deployment. This may be due to their parents' discomfort with sharing their own feelings, or because their parents have emotionally isolated themselves from their children. Therefore, it is important to establish an atmosphere of sharing. This can be created by:

Weaving a deployment map into the geography lesson
Writing stories about deployment in English composition
Encouraging drawings about deployment in art class
Extending an invitation to talk about feelings in private
Send packages with local school paper articles, homework assignments, etc.

12. Some points on children's fears about parents' safety:

Encourage kids to share feelings by letting them know that fear and pride are normal.
Counteract fear by emphasizing that they are good at what they do.

13. Resilient children pick out authority figures to enable them to handle difficult situations. Allow them to know you.

BEING A “TEMPORARY SINGLE PARENT"

While your spouse is gone, he/she may do his best to be a long distance parent, but pertaining to the things that matter from day to day, you are a single parent.

It is your responsibility to keep your spouse informed of what's going on with the children. Generally he/she needs to know "the good, the bad, and the ugly." Sometimes you will have to use your personal judgment as to when certain things don't have to be shared (Does Dad/Mom have to know I did that?). Every small detail of every tiny thing that happens doesn't necessarily need to be related immediately.

You will be in charge of discipline in your household. Perhaps you are the disciplinarian normally. If not, you will have to decide how to handle certain circumstances in his/her absence. If there are major changes in your method of discipline (whether more or less strict), the other parent needs to know this so that when he/she returns home, there won't be an abrupt change that may be confusing to both the children and the parent .

Try not to use "*Just* wait until your father gets home" as the ultimate threat. You want your children to look forward to their parent’s return home with joy and affection **not dread**. The homecoming period should be a time of jubilation, not a time of punishment for all the "wrongs" of the past several months!

Try to keep everything as constant as possible. Don't change bedtimes, sleeping arrangements, etc. just because Dad/Mom is gone. Sometimes it's easier to let them sit up later than normal because you're lonesome and your spouse is gone. Often they want to sleep with you because they can sleep in "Dad's/Mom’s place." They may say things to you that they would never say if the other parent were home. Just be careful of how much you change things, especially if they will have to be changed back. While there may be nothing wrong with a child sharing your bed, it may be frustrating when the child thinks it's to be assumed that he or she will get to "sleep in the middle" when your spouse returns! Children may blame the parent if things have to be changed back when he/she returns. Children are normally more comfortable when things remain the same. You may find that spending a little extra time with them at bedtime or putting a night light in the hall for everyone, etc. gives all of you some reassurance.

Some children may have problems in school with a parent being gone. It's a good idea if your child's teacher knows that one of the parents has gone away. Often they will notice changes in behavior or schoolwork that you are unaware of. If the teacher is aware of the situation, they will be more likely to contact you. You can talk with your child or set up a session with the teachers and/or school counselors to find a way to help your child with problems. Some schools have groups your child can attend if he or she has a deployed parent.

Let your children know they are making a valuable contribution by asking which chores they would like to do. Assign specific chores to be completed at a specific time of day. Many families find it helpful to mark the days off a calendar in a daily ritual. Try to find some visual way to let children count the days until their parent comes home. A suggested activity: Make a chain of paper links, one for each day of the deployment. Each day, remove one link from the chain. This allows children to see the time (chain) actually growing shorter by the day.

Encourage each child to send his/her own letters, pictures, schoolwork, etc. The deployed parent should communicate with the children individually with stationery , stickers and colorful postcards that are age appropriate. Cassette tapes can be used to send children messages or read them a story . As the deployed parent, don't forget to acknowledge birthdays and other special occasions with cards, letters or small gifts.

Talk about the deployed parent in daily conversation and think of ways to keep the connection with him/her. Let children know it's okay to be sad, teach them how to recover and move on. Post a large world map and help the children track were Dad/Mom's travels take them. The children can also do special jobs such as tracking a favorite sports team or television show and reporting in their letters.

DO'S AND DON'TS FOR PARENTS

- Do reassure young children that they didn't make daddy or mommy go away - he/she went because it was their job.
- Do interpret and tone down any statements that might have been made to children, for example "take care of mom" and "be the man of the family." Children need to be children and if they think they are responsible for adults they will feel guilt-ridden and over-burdened. You might say, "What dad (mom) meant by that was to maybe do an extra chore, but mom (dad) can take care of herself/himself."
- Do encourage young children to make drawings and artwork to send mom or dad. Encourage letter writing for older children.
- Do acknowledge your child's feelings and listen to what they're saying.
- Do develop a plan for crisis and share it with your child. This provides a secure and safe feeling.
- Do seek help if needed.
- Do develop a support system for yourself. The better you cope, the more children will feel secure.
- Do try to answer kid 's questions about the deployment and realize that there are no perfect answers. Let younger children set the pace regarding questions. They don't need as much information as older children. Older children can be asked, "What do you want to know about this or that?"
- Don't pretend that this isn't a crisis. Be honest with kids in order to maintain their trust.
- Don't avoid questions. If you don't know how to answer a question, acknowledge it's a good question, you want to think about and will try to answer it later.
- Don't seek emotional support from your children. They need your support and are not equipped with the ability to take care of you. Don't tell children not to worry. Listen to their fears.

SECTION III:

DURING DEPLOYMENT

COMMUNICATION

CONTACTING YOUR SPOUSE IN AN EMERGENCY

Your first point of contact in an Emergency should be the Squadron Duty Office in Diego Garcia. This duty office will be manned 24 hours a day and will be able to contact your spouse if he/she is on a detachment or in Bahrain. The number is included on the previous page.

The second point of contact in an emergency is either Ombudsmen. One of the Ombudsmen will be able to contact the squadron and notify them of the emergency situation.

ROUTINE COMMUNICATION

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

OPERATIONAL SECURITY

As you communicate from home, it is crucial that you remember the importance of operational security. Operational security consists of measures taken to ensure that sensitive information is not compromised. Ensuring the security of the unit and unit families is of the utmost importance. Deployment areas and times, remote detachment sites, upcoming exercises, location of spouses and families during the deployment, any special pre-deployment training and the planned return dates are all information that is sensitive. **Avoid discussing operational information in public places, over the telephone or with members of the media**.

CALLING CARDS

A variety of telephone cards are available through many different sources. Most phone companies issue cards and bill for charges monthly. Be sure to research hours, rates, and service charges that will accrue when this card is used. Also, check the calling area covered by the rates. The rates quoted may not be applicable from areas other than your home phone or local calling area.

Prepaid phone cards are based on the number of minutes. It is a good idea to research the rules of the card before purchasing. There are many different brands and denominations of cards and the expense may vary greatly. Be sure to educate yourself about the rules of phone cards purchased at retail outlets before you buy.

MORALE CALLS

During 1981, the Secretary of Defense authorized the military services to use the AUTO-VON (now Defense Switching Network/DSN) system to allow servicemen who are deployed overseas in remote areas to contact family members. These call will normally be made from a DSN line in Diego Garcia to a stateside military base and than phone patched to your family. This privilege is available for one overseas morale call every 30 days using the DSN system.

HOW TO CALL DIEGO GARCIA:

CALLS FROM DIEGO GARCIA can be made 24/7 through Cable and Wireless Diego Garcia telephone exchange. Calling time must be paid for in advance by buying a calling card with a set number of minutes.

CALLS TO DIEGO GARCIA can be made one of two ways.

(I) Commercially:

1. Using any long distance provider and dial: 011-246-370-XXXX (where XXXX is the four digit extension). This option is expensive. AT&T long distance charges $1.50 per minute on a Residential Plan.
2. Using the internet, log onto http://www.calldiegogarcia.com/ and purchase a pre-paid calling card. This calling card allows for calling time to be purchased at 40¢ per minute.

(II) Through Hawaii Non-Priority DSN:

1. Dial <474-9931> and wait for the dial tone
2. Dial <*95> (you will hear a stuttering dial tone)
3. Dial one of the following PIN numbers and wait for a dial tone:

   A. 061374445

   B. 732074445

   C. 288074445

   D. 879074445

   E. 44815871

   F. 44488428

4. Dial <370-XXXX> (where XXXX is the four digit extension), this will connect you directly to any number on Diego Garcia. Please see the page XX for a list of official phone numbers.

HOW TO CALL BAHRAIN:

CALLS FROM BAHRAIN can be made 24/7 through any number of means. With the buildup of forces in Bahrain over the last few years, the telephone infrastructure has been vastly improved. Calling time can be paid for in advance by buying a calling card with a set number of minutes.

CALLS TO BAHRAIN can be made one of two ways.

(I) Commercially:

1. Using any long distance provider and dial:
   - A. If the last four digits of the number start with "9", use the 82 prefix (Duty Office)
   - B. If the last four digits of the number start with "4", use the 72 prefix (BOQ/BEQ)
   - C. If the last four digits of the number start with "3", use the 74 prefix
   - D. Examples:

Operator	011-973-72-4000
Watch Office	011-973-82-9768
BOQ/BEQ	011-973-72-4716

   - E. AT&T charges 78¢ per minute on a Residential Plan.
2. Purchase a pre-paid calling card from any vendor and follow the directions on the back. Normally an Operator will be available to assist you if you need are having problems.

(II) Through Hawaii Non-Priority DSN:

1. Dial <474-9931> and wait for the dial tone
2. Dial <318> and pause momentarily
3. Dial one of the numbers or the room extension (if known).

Operator	439-4000
Watch Office	439-9768
BOQ/BEQ	439-4716

MAIL

The official squadron address during deployment will remain:

RANK/RATE LASTNAME
DEPT / DIV OR AIRCREW ##
PATROL SQUADRON 9
UNIT 25447
FPO AP 96601-5905

The service member's work center or crew number should follow his/her name to facilitate more expeditious handling at the local level. His/her address should look somewhat like the following examples:

AM2 JOHN DOE	**LT W.T. DOOR**
AIRFRAMES/WC120	**CREW #**
PATROL SQUADRON 9	**PATROL SQUADRON 9**
UNIT 25447	**UNIT 25447**
FPO AP 96601-5905	**FPO AP 96601-5905**

If your mail is currently coming to the squadron address, it will simply be re-routed through the Fleet Post Office (FPO) to Diego Garcia when we deploy. If your mail goes to an off-base address, and you wish for it to be sent to Diego Garcia (single sailors in particular), submit a change of address order to your local Postmaster. Cards for this purpose (DOD Form 3575 or OP-NAV Form 2700/5) are available from the postal clerk. They should be stamped "change due to official orders" to save forwarding postage on newspapers and magazines. It takes from 14 to 21 days for mail to reach its destination both from Hawaii and from Diego Garcia.

First Class mail can be forwarded by crossing out your home address, writing the forwarding address on the face of the letter and dropping it in the mailbox.

LETTERS

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

CARE PACKAGES

A 'care package' is exactly what it sounds like – a little bit of home that says, "I love you; I'm thinking about you." With just a little planning, they can be a great link over the distances. Care packages are also morale builders during a deployment. Speculation and excitement run through out an entire squadron when just one package arrives. When you get your first 'thank you' letter, you will be eager to start your next package. Be careful of what you send. It will undoubtedly be seen by other members of the squadron.

CARE PACKAGE IDEAS

Cookies (be sure to pack them tightly)	Favorite Coffee
Home movies	Magazines
Newspaper Clippings	Pictures
Puzzle books	Recorded letters
Blank tapes	Dice
Hand held video games	Nuts
Playing cards	Nerf balls
Stamps	Disposable razors
Taped TV shows	

FROM THE KIDS

Art	Report cards
Recorded messages	School work

Macaroni necklace (make sure mom or dad wears it off the plane when they get home)

Painted pillow case or tee shirt (hand and foot prints are great for little ones)

MAILING TIPS

- UPS will not accept packages addressed to FPO address
- DO NOT throw away your money on next day or second day air. If you do you will guarantee delivery to San Francisco only – not the ultimate destination. Once the mail gets to San Francisco it gets shipped on a space available basis. Put an extra address card INSIDE the package. IF the box is damaged, and neither address can be read, it will be opened by the post office. The package will go to the dead-letter bin if no address is found.
- You may need to use customs forms. Check with your local post office.

E-MAIL

The best thing that a family can do to maintain close contact with their deployed loved one is to set up an e-mail account through some Internet Service Provider (ISP). Although all members of VP-9 will be provided e-mail accounts in Diego Garcia, access in other areas while on detachment will most likely be limited. Your member's e-mail address will be:lastnameFI@dg.navy.mil (i.e. smithj@dg.navy.mil). There are numerous services available, most running about $20-$30/month. Although VP-9 does not endorse any particular service as being better than the others: AT&T, America Online (AOL), Hotmail, and Yahoo! provide services in our deploying area.

Remember operational security and never discuss operational details such as crew's mission, or scheduling of specific flights. Read the contents before you send it. As you are reading ask yourself some questions. Is this negative and depressing? Does it contain personal matters that should not be read by others? Will my spouse or I be embarrassed if others read this? If your answers are "yes" you may want to reconsider sending it. Rarely will your spouse have an exclusive computer terminal for personal use. Computers are often shared by several unit members or by an entire shop.

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

HELPFUL PACKAGING HINTS

- If cookies are not packed tightly or well cushioned, you might get a letter about the lovely crumbs you sent.
- Put an extra address card INSIDE before you seal the package.
- Don't send things that are highly perishable. Although a 2-3 week space between mailing and receiving a package is about normal, it could take as long as 6 to 8 weeks.
- If you are sending a package for a special occasion, be sure to mail it early so it has plenty of time to arrive. Better a little early than to let him think you have forgotten him.
- Don't send aerosols or liquids in glass containers.
- Wrap each item (even candy) individually as if it were a very expensive gift. Let there be a little celebration in every package you send.
- Include some photographs, not only of the children, but of yourself as well, and anywhere you may have gone for an outing.
- Record dinner one evening, complete with the fussing and bickering (better to keep it a secret if you want it to be spontaneous) so he can almost feel like he is there with you.
- Send tapes. Especially if you have children, hearing their parent's voice will keep them closer to the kids. For him/her, it's more fun to tell them about losing a tooth, hitting a home run or going out on a first date when they can hear a voice. Putting it on paper can't always convey the enthusiasm a tape can.
- Mark any packages that contain recorded messages, music, or VCR tapes with the words "Magnetic Recorded Tape."

NOTE: U.S. Postal regulations prohibit the shipment of poisons, explosives, flammable material and alcoholic beverages. Additionally, the following items cannot be mailed to military post offices: securities and currencies, precious metals, cigarettes and other tobacco products and living plants. If in doubt about mailing an article, consult your local post office.

A PARENT'S GUIDE TO AGE-APPROPRIATE COMMUNICATION

Letters are a very powerful way to convey your love to children. When you can't be there in person, you can still be there through letters. A letter provides a child with a physical reminder of you that lasts forever. Watch any child receive mail from a parent or loved one, and you know they have received a treasure. Here are some great letter writing tips that will help you and your child stay in touch:

- Write regularly! Frequent, short notes and letters are much better than an occasional lengthy letter to show a child that he is loved and valued. Whether it's every week, two weeks, or every month choose a schedule and stick to it.
- Describe your living quarters, your work environment, and your geographic environment. Talk about the food you eat. Explain the weather conditions. Briefly describe your daily routine.
- Write to each child separately. It tells a child "You are important; I value you." Even very young children recognize mail addressed to them as a symbol of your love and attention. If you are writing to older siblings and not addressing a two or three year-old because they can't read or write, think again. They may feel left out, so at least send a postcard.
- Children love to draw, ask them to draw pictures. Young children especially will be able to write back to you with a picture. Offer suggestions like, "Draw me a picture of you with grandparents, a pet, family members, best friend, favorite sports figure," etc. Or, have them draw the two of you fishing, swimming, skiing, or on a picnic. And don't be bashful about drawing pictures in return. Kids love art and silliness, especially if it comes from you.
- Send a souvenir (foreign postcards, pictures, brochures, etc.) or letter to your child's teacher for discussion at school. "Look what Johnny's dad sent." That gesture can fill a child with pride.
- When talking about the time, let your child know what time it is in both locations. "When I'm having breakfast, you're going to bed. I always think about you getting ready for school. Do you still ride the bus?"
- Have a list of topics handy when you phone home. It will help your phone calls flow. Mention how much their letters mean to you.
- Use audio tapes to record bedtime stories or Bible passages. Even if you can't be there, they can hear your voice. Then ask your child to draw a picture or write about the tape.

- Mark important dates before you are deployed so you can remember them after you are away. Birthdays and anniversaries are important.
- Save your child's letters, and then show her that you've saved them. Let her know how much you enjoyed reading them and what they mean to you. It will build terrific self-esteem and demonstrate your commitment to keeping in touch.

FAMILY READINESS

Family Readiness is key to surviving the deployments you and your spouse will face while stationed with Patrol Squadron 47. Following is a listing of a few of the tools and resources that will help you prepare and survive.

L.I.N.K.S. 257-2368

Lifestyle, Insights, Networking, Knowledge, & Skills (L.I.N.K.S.) is a spouse-to-spouse mentoring program that aids in family readiness.

Volunteer mentors cover topics and answer questions about benefits:

Services

Facilities aboard K-Bay

Tips on moving and relocating

Financial awareness

How to read an LES

Dealing with separation and deployment

Preparing your children for parent's departure

A chaplain discusses effective communication with your neighbor.

American Red Cross 257-8848

Can assist you with passing urgent or emergency messages to your spouse while deployed.

http://www.redcross.org

Emergency Telephone Number 1-877-272-7337

Provides disaster assistance, health and safety instructions, and babysitting and volunteer youth opportunities. Assists with emergency communication and financial assistance.

PERSONAL SERVICES/MCCS 257-7786/7

Personal Services encompasses those programs focusing upon the needs of the individual concerning education, prevention and intervention /treatment programs. Departments housed in this area will include Retired Activities, Transition Assistance Program, Lifelong Learning Education Programs, Libraries, Child, Youth and Teen Programs, New Parent Support, Exceptional Family Member Program, Information Referral, Suicide Awareness, Intervention and Treatment, and auxiliary programs such as the Armed Services YMCA and Navy/Marine Corps Relief Society.

ARMED SERVICES YMCA 254-4719 (ASYMCA)

Various services and classes offered to assist you while stationed in Hawaii.

MCBH FSC COUNSELING 257-7780

Offers workshops, treatment groups and intervention services as well as individual, marital and family counseling.

MCBH EXCEPTIONAL FAMILY MEMBER PROGRAM 257-7783

TRIPLER EFMP COORDINATOR 433-9655

Information, referral, assistance and enrollment in the EFMP for those families in which there is a special medical, medically related, or special education need. Enrollment in the EFMP is MANDATORY.

MCBH INFORMATION AND REFERRAL 257-7786/7787

Provides information and referral assistance for services aboard MCBH, in the community and nationally.

NAVY-MARINE CORPS RELIEF SOCIETY 257-1327/1328

Charitable organization which provides financial, educational and other assistance to service members and survivors in time of need.

SUBSTANCE ABUSE COUNSELING CENTER 257-3900

Provides alcohol and drug education courses, outreach training, outpatient treatment and referral services.

PERSONAL FINANCIAL MANAGEMENT PROGRAM 257-7783/7787

Provides one-on-one support and workshops on personal budget management, car buying strategies, investment basics and tackling debt.

PEARL HARBOR FLEET AND FAMILY SUPPORT CENTER 473-4222

If you do not live in the Kaneohe area or prefer to deal with the Pearl Harbor Fleet and Family Support Center, contact them using this number. There is a yellow pamphlet enclosed in the deployment folder that details their services or go to their website at:

http://www.pearlharbor.navy.mil/FFSC/

NAVY/MARINE CORPS RELIEF SOCIETY

The purpose of the Navy/Marine Corps Relief Society is to provide assistance in times of need to members of the Navy, Marine Corps, their dependents, and dependents of deceased members.

Navy men and women are normally independent, self-reliant, and self-supporting. However, the nature of service life sometimes presents unforeseen problems; the Navy Relief Society stands ready to assist. Financial aid may be offered, such as loans with interest charged, direct grants, or a combination of both utilizing the forms provided in the back of this manual. Other help may include services of a Navy/Marine Corps Relief Nurse, assistance with transportation, housing, hospitality kits, providing information on dependents benefits, allowances, pensions, and government insurance, locating and communicating with Navy personnel, and budget counseling.

The Navy/Marine Corps Relief Office at Pearl Harbor and Kaneohe are available from 0800-1600, Monday through Friday. All service members are strongly encouraged to fill in the blanks and sign the release form attached to the back of this document. This form must be certified by the command (bring the form to Admin.) Failure to fill out this form before you leave may cause considerable difficulty for your dependents in the event they require assistance from the Navy/Marine Corps Relief Society.

Pearl Harbor	423-1314	Hours 0800-1600	Mon – Fri
Kaneohe MCBH	254-1327	Hours 0830-1400	Mon - Fri

Navy-Marine Corps Relief Society
Pre-Authorization Form

From: _____
(Service Member Last Name, First Name, and Middle Initial)

Social Security #: _____ Rate/Rank: _____ EAS: _____

Military Address: _____

_____

_____

To: _____ Navy-Marine Corps Relief Society
(NMCRS Office Location)

Subj: Authorization for Assistance to Dependents

1. During the period I am deployed I authorize my spouse, _____, and my dependents to receive necessary financial assistance without my specific approval.

Authorization valid between_____ and _____
(not to exceed 12 months)

Amount authorized: _____
(not to exceed $2,500.00)

2. I understand that I will be responsible for repayment, if warranted, of such assistance. Further, if the assistance is provided as a no-interest loan, I authorize Navy-Marine Corps Relief Society (NMCRS) to start an allotment for the amount of the loan. Allotment terms are based on the best information available to NMCRS at the time of the loan. Further, I understand that it will be the responsibility of the family member using this Pre- Authorization to provide me with notification concerning any assistance provided based on it, along with information pertaining to the terms of any allotment started.

3. I understand that any assistance to my dependents will depend on the merits of the situation and the policies of the Navy-Marine Corps Relief Society. I also understand that this authorization does not establish a line of credit at the Navy-Marine Corps Relief Society for my dependents.

Date: _____ Signed: _____

Witness: _____

NMCRS 217 (August 2001)

AMERICAN RED CROSS

Emergency Communication **257-8848**

In the event of an emergency, critical accident, illness or death in a service member's immediate family, the Red Cross is equipped to verify the situation and relay an emergency leave request, if necessary, to the proper military authorities. It is then up the service member's Commanding Officer to determine if emergency leave can be granted. THE RED CROSS CANNOT GRANT EMERGENCY LEAVE.

Red Cross messages are sent to two ways:

By phone to the local commands, or to other Red Cross offices.

The Red Cross office sends the message to our Emergency Communication headquarters in Washington, D.C. It is here that messages are screened and then forwarded to deployed units.

Important information to have on hand before calling:

- Services member's identifying information: Full name, rank and Social Security number, military address, nature of the emergency, persons involved, their location and phone numbers.

Also, name of hospital, doctors, funeral homes and local point of contact. Having this information available when calling to initiate an emergency communication will expedite the verification and notification process.

24 Hour Service **877-272-7337**

The Red Cross is available to serve you 24-hours a day. However, after regular business hours they only handle critical emergencies.

Emergency Financial Assistance

When an emergency arises that requires the presence of the service member or their family, the Red Cross may provide an interest free loan or grant to travel expenses based on the review of their monthly budget. These funds, which may be authorized for other emergencies as well, are disbursed on the basis of need.

Health and Welfare Inquires

Regular communication between service members and their families is ordinarily not a problem. Sometimes however, an unusually long time with no word can be worrisome. The Red Cross can help by using its worldwide communications network to contact the ship or installation where the service member is stationed, and provide a report to the family regarding his or her welfare. Service members may also request this same service to contact their family back home.

CHAPEL SERVICES

Chapel Bldg 1090	257-3552
CREDO	257-1941/0408
Catholic Services	
Daily Mass T-F	1145
Saturday Mass	1700
Sunday Mass	0930
Holy Day of Obligation	1145 & 1800

Confraternity of Christian Doctrine (CCD)

Grades Preschool thru 12 each Sunday at 1045-1215 at Mokapu Elementary School September thru May

Protestant Services	
Sunday Worship	
Liturgical Communion	0800
Contemporary Service w/Children's Church	1100
Sunday school at ASYMCA	
1st Grade – Adult	0930
Evangelical Bible Study	
At ASYMCA – Adult Only	0930
Tuesday Bible Study	1900
Choir Rehearsal Thursday	1830
Jewish Services	
Aloha Jewish Chapel at Pearl Harbor	
Friday Service	1930
Saturday Service	0915
For more info on services call	473-3974

MEDICAL SERVICES

Ambulance MCBH (only)	257-9111
Kaneohe Bay Branch Medical Clinic	257-5041
Acute Care Clinic	257-5041x103
(Walk-in care for acute illness/minor injuries)	
Mon-Fri (0715-1600)	
Sat (0800-1400)	
Sun/Hol. (0800-1200)	
Family Practice	257-5041x416
Immunizations (walk-ins only)	257-5041x318
M, T, W, F (0715-1130/1300-1530),	
Th (0715-1200)	
Pediatric Clinic	257-5041x401
Medical Records	257-5041x117
Pharmacy	257-5041x106/107
24 hour refills (TAMC)	433-6962
Family Appointments	257-2131/2155
Mon-Fri (0715-1200)	
(1300-1800)	
Weekend Family Appointments	257-3365 x118
Sat, Sun (0715-1200 PRIME ONLY)	

Pearl Harbor Makalapa Branch Medical Clinic

Central Appointments	473-0247

Tricare

Health Care Benefits Advisor	257-3365
Mon-Fri (0715-1600)	257-3365x251
24 hours	800-242-6788
Queens Tricare Representative @ MCBH	233-2246
Dental Active Duty	257-3100
United Concordia	800-866-8499

Healthcare Information Line 800-611-2883

24 hour a day professional nurse available to answer healthcare questions and concerns.

Tripler Army Medical Center –

MAIN NUMBER/Info Line	433-2778
Ears, Nose and Throat (ENT)	433-5370
Family Practice	433-3300
After Hours Physician on Duty	433-2500
Immunizations	
Adults	433-6334
Children	433-6234
Pediatric Clinic	433-6697
After Hours Physician on Duty	433-9226
Medical Records	433-3330
OBGYN	433-5234
After Hours Physician on Duty	433-9026
Pharmacy	433-6962
24 hour refills (TAMC)	(800)778-7534
Family Appointments	433-2778 (APPT)
Mon-Fri (0730-1630)	

Children's Waiting Room at Tripler Hospital—Free! 833-1185
M, T & TH (0800-1200) Call for more information.

ID CARDS and DEERS

DEPENDENT ID CARDS/DEERS

For those dependents remaining on the island of Oahu during the upcoming deployment, the following procedures apply:

a. ID Card. If a dependent should lose their ID card and it is an EMERGENCY, first attempt to resolve the situation by contacting VP-9'S Det Office. In the unlikely event that the Det Office is unable to assist, contact the DEERS office directly at 257-9510.

b. Should the birth of a child occur during deployment, follow the same procedures as above for entering the child into DEERS (this will ensure that any medical expenses are covered). However, regardless of which office is involved with enrolling the new dependent in DEERS, you should still send your spouse a copy of the birth documentation as soon as possible.

For those dependents not remaining on the island of Oahu, notify your spouse as soon as possible of a lost ID card or birth of a child. The Sailor should then report the incident our Personnel Office, and applicable action will be taken, ultimately resulting in the dependent receiving the necessary documentation through the mail and proceeding to the nearest military facility for issuance of a new ID card or adding a new dependent in DEERS.

MORALE WELFARE AND RECREATION

GOOD TO GO (254-7518)

Facilities available through MWR are many and varied. MWR runs many activities throughout the year such as softball, football, golf tournaments and racquetball tournaments. MWR also offers, bowling alley, fitness center, gymnasium, golf, and movies. At the fitness center you can check out camping gear and various sports equipment.

Kaneohe MCBH numbers:

Bowling alley 254-7663
Golf course 254-1745
All hands pool 254-7655
Tennis Pro shop 254-7597
Library 254-7623
Fitness center 254-7597

EDUCATIONAL ACTIVITIES

NAVY CAMPUS (257-1232)

Navy Campus exists to provide information and counseling on off-duty educational programs to not only active duty but also their dependents. The Navy Campus Kaneohe MCBH Office is located in Bldg. 221.

1. College Programs:
   a. Chaminade and Embry-Riddle Aeronautical University offer classes on-base. Chaminade offers liberal arts and business courses. Chaminade offers accelerated evening course programs also. Embry-Riddle offers aeronautical classes.
   b. Leeward Community College offers Associates Degrees in Arts and Science. Active duty military and dependents are eligible for resident tuition rates.
   c. West Oahu College is located on the Leeward Community College campus. It is a liberal arts upper division college.
2. Graduate Programs
   a. Call Navy Campus for more information.

Financial aid is quite limited. There are some local scholarships available from various institutions. For more information call the Financial Aid Department at the school you are interested in attending.

Chaminade University	254-1256
HPU	254-2687
Embry-Riddle University	254-2106

SECTION IV:

POST DEPLOYMENT

HOMECOMING

TIPS FOR A SUCCESSFUL HOMECOMING

Your Sailor may have a picture in his/her mind about homecoming. The family runs to meet him, showering him with love and affection, everything is exactly as he left it when the squadron deployed. The spouse is the same, the kids are the same, the Sailor's role in the household is the same. All of that is possible, but it is highly unlikely. Things have changed in the absence of a parent or partner. The spouse has taken on a new role and learned new skills. Your friends have made new friends. The kids have grown and home repairs may have been completed in a way the Sailor wouldn't have done them. There may be new furniture, new clothes, new haircuts, new toys and new items on the menu. The best advice for everyone is to be flexible, be prepared for change and be patient with the readjustment process.

Expect face-to-face communication with your spouse or loved ones to feel awkward at first One thing you can count on is that things will not be the same as when your Sailor left, for either of you. Take the time to listen to each other and acknowledge the great job you both have done communicating during the deployment. It is a good idea to take time and review the deployment. Discussing issues such as preparedness, lessons learned and any other areas of concern can help build your relationship and coping skills for the next deployment. Some of the questions to ask are:

- How well were we prepared for the deployment?
- Did the frequency of communication (mail, care packages, phone calls) meet the expectations of each?
- What were the successes and failures with the children?
- How can we improve the adjustment process on both ends of the deployment?
- How did the financial setup work for each spouse? What should we do differently next time?

Don't expect a "Change of Command" at the door. Transitions take time and patience. The family members at home may be seeing the Sailor's return as the solution to all problems. For the Sailor, don't expect to solve them all within the first day of your return. Remember to trust that your partner made the best possible decisions during the deployment. You may not have always agreed with those decisions, but that doesn't make them bad ones.

Respect how your partner handled things while you were gone and remember that we all need reassurance of love and commitment. During the deployment, the Sailor was either giving or receiving orders. The Sailor needs to remember that his/her spouse and kids will not respond well to demands and orders. The spouse needs to remember that he/she needs time to readjust to the home environment. Avoid the "Who had it worse" game as the separation

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

Reunion is a special time for everyone. Even though a parent's long absence may be a source of emotional strain for the children as well as the parent, it's possible to work together to rebuild that special relationship. In addition to the information presented earlier in the section about Children and Deployment, here are some helpful hints for children and deployed parents.

- Encourage children to express their feelings about the return. This may be a mix of excitement, worry and fear. For instance, the child may be concerned that the new lifestyle will change for the worse once the absent parent is home.
- Involve them in homecoming plans and activities such as planning special outings, making small gifts or helping cook the homecoming meal.
- Plan for each child to have special time with each parent. They will be less apt to feel rejected when Mom and Dad want special time alone together, too.
- Plan to spend time together as a family to help reestablish family bonds. Children will feel more secure once these bonds are more secure.
- Discipline should be a shared responsibility between parents; however, readjustment will be easier if the returning parent supports existing rules and takes a back seat for the first few weeks. Don't make the returning parent the "heavy."
- Children change quickly. For example, a preteen may have ignored the opposite sex before you left, but now considers them a top priority. Encourage children to talk about how things have changed.
- Infants are often afraid of the returning parent. Don't worry; it takes time and patience for the new face to become part of the family.

The returning parent can bring gifts for each of the children. It is not necessary for the gifts to be elaborate. Even as small a gift as a special postcard shows that you thought of them while away. Be sure to tell each of your children how proud you are of his/her accomplishments. Express appreciation for the help they have provided during the deployment. Children are not mature adults. Don't be surprised if they do childish things. They need your love and attention more than ever. Be patient and treat them with respect. They may reject you at first, but time will ease the readjustment. With a little preparation you can make your homecoming a memorable experience and an opportunity to improve your relationship with your loved ones.

THE TEN COMMANDMENTS OF HOMECOMING FOR MARRIED SAILORS

This is an adaptation of material written by CDR Bryan J. Weaver, CHC, USN, Chaplain 24th MEU (SOC) and LCDR Richard Saul, Command Chaplain, USS KEARSARGE (LHD 3).

I. Thou shalt expect your homecoming to be stressful. Stress is any reaction to change. Even positive changes can produce stress in personal relationships. Spouses are already preparing for our return. Aside from official homecoming activities, your spouse is probably trying quickly to look her /his best, find an arrival outfit, experiment with new hairstyles, plan special menus, and prepare the children for Dad/Mom's return to the home. On board, our excitement level goes up as our homecoming date draws closer and with each passing day, we have to fight the "laissez faire" attitude that creeps into our lives. Both of us are idealizing our return and reunion. Out of our hardships and separation come our dreams. On one hand, we dream about our houses, home-cooked meals, hobbies, driving our cars or trucks, spending time with our children, and intimacy. On the other hand, our spouses may be dreaming of help around the house, time away from the kids, support, encouragement and spending quality time together. Even though we both have experienced separation, the nature of our hardships may be different. Recognize that either marriage partner may not immediately meet expectations.

II. Thou shalt enjoy being an invited guest in your own home. As difficult as it may be sound, our spouses and children have managed without their Sailor. Our spouses may have become more independent running the household as a single parent. In some cases, Sailors feel threatened by their spouse's newfound autonomy and they feel unwanted in their own home upon their return from sea duty. Please try to remember that personal growth has probably taken place and things are not the same. When you first return, allow the family to continue functioning as they have for the last 6 months. Experience their agenda for your reunion. Remember, they have been planning for your homecoming for a long time.

III. Thou shalt not criticize your spouse upon your return. Chances are that your spouse has done the very best job possible given the circumstances. Considering the fast-paced schedule of a deployed squadron, she/he's going to have to continue using those coping skills. Provide encouragement, praise, and thanks. Don't be a Scrooge in showing your appreciation for what your spouse has done in your absence. A judgmental, critical, "know it all" attitude will come across as though you do not appreciate what has been accomplished during your absence. Your spouse is the glue that has held the family together .

IV. Thou shalt change. Change in life is inevitable. It is a fact of life; deployments force us out of our "comfort zones". The way things used to be often makes us comfortable because we always knew what to expect. Although it takes energy to adjust to change, the result can be positive. Where a marriage has little personal and mutual growth, it has a tendency to wither on the vine. When you see changes, remember Commandments I through III.

V. Thou shalt spend quality time with your children. Children equate love with time spent with them. Period. Arguments about meeting your own needs and wanting to see your old friends do not carry weight with your children who have not seen you for six months. Spend time with your children as a group and with each one on an individual basis. Each child has a need to be loved and feel special. Children have a tendency to idolize their parents. You are a hero at home. During times of change, children's behavior may become unruly. Allow your spouse to continue to be the primary disciplinarian in the home. Support your spouse's efforts and gradually take over this important role as a parent. Tell your children that you love them and back it up with your affection and time.

VI. Thou shalt not treat your spouse like a one-night stand. Both you and your spouse have been looking forward to your reunion for a long time. Treat your spouse with honest, care, and respect. Sexual intimacy is a wonderful blessing in a marriage; treat your spouse with lots of tenderness, compassion, and helpfulness. Kindness and respect go a long way toward kindling the spark of romance.

VII. Thou shalt compromise your social activities for the first few weeks. Your spouse may have met new friends who provided support during the deployment and naturally wants you to meet them. You may want to do the same. Resist the urge to pack the first couple of weeks after a reunion with a full social calendar that leaves both of you exhausted. Spend time with each other and your children.

VIII. Thou shalt watch your finances. The best liberty port is where your family resides, making it tempting to go out and celebrate with spending sprees. Expensive restaurants, a new wardrobe, and new toys for the children subtract quickly from available funds. Plan ahead how much you can afford to spend. Avoid overspending. Watch your credit limits closely. Remember, "today's buying is tomorrow's crying."

IX. Thou shalt confess to a chaplain and not to a spouse. While honesty is always the best policy, timing and discretion are essential. While you may feel the urge to dump on your spouse all that happened during the deployment, it rarely helps a marriage. An ounce of prevention is worth a pound of cure. If something is weighing heavy on your heart or mind, see a chaplain, civilian clergy, or a counselor .

X. Thou shalt give your time, talents, and treasures to your family. Often during deployments, many households have separate accounts to manage the finances during the long months of separation. You may have become accustomed to separate accounts and budgets and it may take some time for family finances to flow smoothly. Accordingly, make a conscientious effort to integrate available funds toward the needs of the household. Your greatest asset is yourself; so don't forget to share your time with your loved ones. It will pay huge dividends for a long time.

SECTION V:

APPENDICIES

APPENDIX A: FAMILY BUDGET FORM

MONTHLY EXPENSES

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

PAYMENT FOR	PAY TO	AMOUNT 1ST PAYDAY	15TH PAYDAY
HOUSING	_____	$_____	$_____
FOOD	_____	$_____	$_____
ELECTRIC	_____	$_____	$_____
WATER	_____	$_____	$_____
CLOTHING	_____	$_____	$_____
GASOLINE	_____	$_____	$_____
TELEPHONE	_____	$_____	$_____
HOUSEHOLD SUPPLIES	_____	$_____	$_____
SCHOOL SUPPLIES (LUNCHES, ETC.)	_____	$_____	$_____
CAR LOAN (1)_____		$_____	$_____
CAR LOAN (2)_____		$_____	$_____
OTHER LOANS_____		$_____	$_____
_____		$_____	$_____
_____		$_____	$_____
ENTERTAINMENT_____		$_____	$_____
CREDIT CARDS_____		$_____	$_____
_____		$_____	$_____
_____		$_____	$_____
POSTAGE/MAILING		$_____	$_____
INSURANCE:			
LIFE_____		$_____	$_____
HOMEOWNER'S_____		$_____	$_____
VEHICLE_____		$_____	$_____
OTHER EXPENSES (SPECIFY)			
_____		$_____	$_____
_____		$_____	$_____
_____		$_____	$_____
_____		$_____	$_____
TOTAL EXPENSES NOT PAID BY ALLOTMENT		$_____	$_____

********(List here monthly expenses paid by allotment)**********

PAYMENT FOR	PAY TO	AMOUNT 1ST. PAYDAY	15TH PAYDAY
ALLOTMENT FOR_____		$_____	$_____
ALLOTMENT FOR_____		$_____	$_____
ALLOTMENT FOR_____		$_____	$_____
ALLOTMENT FOR_____		$_____	$_____
ALLOTMENT FOR_____		$_____	$_____
TOTAL EXPENSES PAID BY ALLOTMENT		$_____	(+)$_____
		(=) $_____	
TOTAL EXPENSES NOT PAID BY ALLOTMENT		$_____	(+)$_____
*(See previous page for amounts)			
		(=) $_____	
TOTAL MONTHLY EXPENSES		(=) $_____	

*(Add total expenses not paid by allotment with total expenses paid by allotment to arrive at total monthly expenses).

MONTHLY INCOME

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

APPENDIX B: SPOUSE EMERGENCY DATA SHEET

We ask that all spouses complete this Emergency Data Sheet. These sheets will be confidential and will only be utilized if a mishap or other emergency occurs and we need to find you. They will be held confidentially by the Commanding Officer. The sheets are relatively simple to fill out. If you have any questions, please call the unit Family Readiness Officer. When complete, put the form in a sealed envelope with your name on the outside and marked "Confidential for CO's eyes only." You can either place the sealed envelope in the CO's mailbox at the unit or mail it to:

INSERT UNIT CO ADDRESS HERE

Emergency Data Form TODAY'S DATE:		
Your Name:	Home Phone:	
Address:		
City, State, Zip:		
Your Employer and Address:		
Work phone:	Work Days:	Work Hours:
Volunteer organizations you work with, their phone numbers and the days/hours you volunteer:		

CHILDREN		
Name:	DOB:	School:
Name:	DOB:	School:
Name:	DOB:	School:
Name:	DOB:	School:
Who is authorized to pick up your children?		
Name:	Phone:	
Address:		

Do they have power of attorney if your child needs medical treatment? YES: NO:	
Sitter's Name:	Phone:
Doctor's Name:	Phone:
Spouses Name / Rank:	
Specific office/ workplace	SSN:

IN CASE OF EMERGENCY INVOLVING YOUR SPOUSE

Name of a friend or relative you would like with you:		
Name:	Phone:	
Name of a Clergyman you would like with you:		
Do you want your parents notified? Yes: No:		By Whom:
In order of preference, please list local friends you would like notified.		
Would you want these people notified, personally? Yes: No:		
Name #1:	Phone:	
Address:		
Name #2:	Phone:	
Address:		
Name #3:	Phone:	
Address:		
In case of an emergency involving your spouse, please give us any information you think might be relevant.		
In order of preference, who should care for your children? (If name, address and phone number were not listed earlier in this form, please include this information. Also, please indicate if these people have power of attorney for medical treatment.)		
Are these people aware you have given their names to care for your children? yes: no:		

Do you have any pets that need to be cared for if something were to happen to you or your spouse?	yes: no:	Pet's name:
Please indicate who you would like to care for your pet.		
Name:		Phone:
Address:	Any special instructions for feeding, walking, etc.	
Is the pet on any medications? No: Yes: If yes, give details:		

I give my permission allowing the Key Volunteer Coordinator or the Key Volunteer Advisor to utilize this information should an emergency occur involving my spouse or involving myself when my spouse is away.

Signature:	Date:

YOUR PARENTS OR CLOSEST RELATIVE

Name #1:	Relationship:
Address:	Home phone:
City, State, Zip	Work phone:
Name #2:	Relationship:
Address:	Home phone:
City, State, Zip	Work phone:

SPOUSE'S PARENTS OR CLOSEST RELATIVE

Name #1:	Relationship:
Address:	Home phone:
City, State, Zip	Work phone
Name #2:	Relationship:
Address:	Home phone:
City, State, Zip	Work phone:

FRIEND IN AREA WHO KNOWS YOUR DAILY ROUTINE

Name:	Phone:
Address:	
City, State, Zip	

ADDITIONAL INFORMATION

Special needs, health problems involving you, your spouse or your children, allergies, pregnant, etc.

WRITE DIRECTIONS OR DRAW DETAILED MAP

In the space provided below, give clear directions to your house so that we can find you in case of an emergency.

APPENDIX C: VITAL STATISTICS RECORD

The following pages are provided to gather all of the medical information that may be used during an emergency or if the need arises.

SERVICE MEMBER

I. VITAL STATISTICS

Age: ____ Height: __ Weight: _____ Hair Color: _____Eye Color: _____

Distinguishing Marks/Physical Characteristics:_____

_____

II. MEDICAL INFORMATION

Blood Type : _____

Vision in both eyes: Yes / No

Must wear glasses/contact lenses: Yes If "yes" give details _____

_____

Hearing in both ears: Yes / No

Must wear hearing aid: Yes If "yes" give details _____

_____

Regular Prescribed Medications Being Taken (if any) _____

_____

Name: Dosage: Condition/Illness being treated:_____

_____

Allergies (if any) : _____

Adverse drug reactions (if any) _____

Treating Physician and contact phone:_____

Any Religious information or considerations, which would have a bearing on medical treatment:_____

_____

Other Pertinent Medical Data: _____

_____

_____

III. IMMUNIZATION INFORMATION

Type of Shots, Date Received, Reaction/Remarks:_____

_____

_____

SPOUSE

I. VITAL STATISTICS

Age: ____ Height: __ Weight: _____ Hair Color: _____Eye Color: _____

Distinguishing Marks/Physical Characteristics:_____

_____

II. MEDICAL INFORMATION

Blood Type : _____

Vision in both eyes: Yes / No

Must wear glasses/contact lenses: Yes If "yes" give details _____

_____

Hearing in both ears: Yes / No

Must wear hearing aid: Yes If "yes" give details _____

_____

Regular Prescribed Medications Being Taken (if any) _____

_____

Name: Dosage: Condition/Illness being treated:_____

_____

Allergies (if any) : _____

Adverse drug reactions (if any) _____

Treating Physician and contact phone:_____

Any Religious information or considerations, which would have a bearing on

medical treatment:_____

_____

Other Pertinent Medical Data: _____

_____

_____

III. IMMUNIZATION INFORMATION

Type of Shots, Date Received, Reaction/Remarks:_____

_____

_____

_____

_____

_____

_____

CHILD

I. VITAL STATISTICS

Age: ____ Height: __ Weight: _____ Hair Color: _____Eye Color: _____

Distinguishing Marks/Physical Characteristics:_____

_____

II. MEDICAL INFORMATION

Blood Type : _____

Vision in both eyes: Yes / No

Must wear glasses/contact lenses: Yes If "yes" give details _____

_____

Hearing in both ears: Yes / No

Must wear hearing aid: Yes If "yes" give details _____

_____

Regular Prescribed Medications Being Taken (if any) _____

_____

Name: Dosage: Condition/Illness being treated:_____

_____

Allergies (if any) : _____

Adverse drug reactions (if any) _____

Treating Physician and contact phone:_____

Any Religious information or considerations, which would have a bearing on

medical treatment:_____

_____

Other Pertinent Medical Data: _____

_____

_____

III. IMMUNIZATION INFORMATION

Type of Shots, Date Received, Reaction/Remarks:_____

_____

_____

_____

_____

_____

_____

CHILD

I. VITAL STATISTICS

Age: ____ Height: __ Weight: _____ Hair Color: _____Eye Color: _____

Distinguishing Marks/Physical Characteristics:_____

_____

II. MEDICAL INFORMATION

Blood Type : _____

Vision in both eyes: Yes / No

Must wear glasses/contact lenses: Yes If "yes" give details _____

_____

Hearing in both ears: Yes / No

Must wear hearing aid: Yes If "yes" give details _____

_____

Regular Prescribed Medications Being Taken (if any) _____

_____

Name: Dosage: Condition/Illness being treated:_____

_____

Allergies (if any) : _____

Adverse drug reactions (if any) _____

Treating Physician and contact phone:_____

Any Religious information or considerations, which would have a bearing on

medical treatment:_____

_____

Other Pertinent Medical Data: _____

_____

_____

III. IMMUNIZATION INFORMATION

Type of Shots, Date Received, Reaction/Remarks:_____

_____

_____

_____

_____

_____

_____

CHILD

I. VITAL STATISTICS

Age: ____ Height: __ Weight: _____ Hair Color: _____Eye Color: _____

Distinguishing Marks/Physical Characteristics:_____

_____

II. MEDICAL INFORMATION

Blood Type : _____

Vision in both eyes: Yes / No

Must wear glasses/contact lenses: Yes If "yes" give details _____

_____

Hearing in both ears: Yes / No

Must wear hearing aid: Yes If "yes" give details _____

_____

Regular Prescribed Medications Being Taken (if any) _____

_____

Name: Dosage: Condition/Illness being treated:_____

_____

Allergies (if any) : _____

Adverse drug reactions (if any) _____

Treating Physician and contact phone:_____

Any Religious information or considerations, which would have a bearing on

medical treatment:_____

_____

Other Pertinent Medical Data: _____

_____

_____

III. IMMUNIZATION INFORMATION

Type of Shots, Date Received, Reaction/Remarks:_____

_____

_____

_____

_____

_____

_____

APPENDIX D: PHONE NUMBERS

EMERGENCY NUMBERS

Base Security Kaneohe 257-7114
Honolulu Police Department 911
Crime Stoppers 955-8300/257-2123

Fire Department Kaneohe 257-9111
Fire Department Off-Base 911

Ambulance Kaneohe 257-9111
Ambulance Off-Base 911
Ambulance Pearl Harbor 257-7116
Dental Emergencies 471-3911
Medical Emergency Pearl Harbor 471-7117
Medical Emergency Tripler 433-6629
Poison Control Center 941-4411/800-362-3585

American Red Cross Pearl/After Hours 473-3155
American Red Cross Kaneohe 257-8848
American Red Cross Hickam 449-1488
American Red Cross Emergency 877-272-7337

Abuse Treatment Center 524-7273
Child Protective Services 832-5282
Missing Child Center 753-9797
Sexual Abuse Hotline 524-7273
Suicide and Crisis Center 521-4555

COMMON USE NUMBERS

Animal Care Clinic	257-3643
Armed Services YMCA "OUTREACH"	254-4719
Athletic Office	254-7591
Auto Hobby Shop	254-7674
Auto Registration (State)	532-7700
Automobile Pass and ID	257-2047
Bank of Hawaii	254-1551
Barber Shop	254-6588
Base Action Committee	257-5318
Better Business Bureau (BBB) of Hawaii	942-2355
Beach Cottages	254-2806
BEQ	257-8339
BOQ	257-2409
Bowling Lanes	254-7693
Campgrounds	254-7666
Chapel	257-3552
Chaplain	257-2734
Child Development Center	257-1388/1593
City and County of Honolulu Board of Water Supply	527-6184
CLAIMS HHG	473-4497
Commissary	257-1452
Consumer Complaints	587-3222
Landlord Tenant Code	586-2634
Credit Bureau of the Pacific	800-685-1111
DEERS Office	257-3800
DEERS Info Hotline	800-527-5602
Dental Clinic Kaneohe	257-3110
Dental (Emergencies) Pearl Harbor	473-3385
Disbursing	257-0654
Early Childhood Education	257-7430
Education Center	254-1232
Enlisted Club, Bldg. 1629	254-7660
Enterprise Rent-A-Car	254-0808
Exchange	254-3890
Exchange Annex	254-7616

Facilities Trouble Desk (Housing) 257-2380
Fairways Golf Club, Bldg. 3088 254-5592
Family Child Care 257-7030/5525
Family Service Center (FSC) Kaneohe 257-7787
FSC Info 257-7781
FSC Family Advocacy 257-7781
FSC Financial Counseling 257-7783
FSC Transition Assistance 257-7790
FSC Family Readiness 257-7781
FSC Victim Advocates 257-7781
Firestone 254-2258
Fitness Center 254-7597
First Hawaiian Bank (Hickam) 422-2781
Gas Station 254-7609
Golf Course 254-2107
Hawaiian Electric 548-7311
Hawaiian Telephone 643-3456
Housing Office 257-2705
Housing Trouble Desk 257-2171
ID Cards 257-0654
Information (Oahu Military Bases 449-7110
ITT Tickets 254-7563
Joint Personal Property Shipping Office (JPPSO 473-4497
JPPSO Claims 471-9742
Legal Office 257-0074
Lending Locker 257-9922
Library 254-7624
Main Gate 257-2047
Marina 254-7666
MCBH Hot1ine 257-3290

MEDICAL

Health Care Info Line 800-611-2883

MCBH Kaneohe

24 Hour Health Information Line 257-2145
Acute Care 257-3133/1699
Appointments 257-2131/2145
Clinic 257-2145/3133
Dental 257-3100
Family Practice 257-2131
Health Benefits Advisor 257-5022
Immunization 257-4560
Outpatient Records 257-5049
Pharmacy 257-3365
Pediatrics 257-5041

Tripler Army Medical Center

Appointments 433-2778
Cancer Detection Center 433-6643
Emergency Room 433-6620
Intensive Care 433-5723
Information Desk 433-6661
Opthamology 433-6026
Orthopedics 433-6727
OBGYN 433-2778 X4
Pediatrics 433-2778 X3
Radiology 433-6669
MWR Kaneohe 254-7574/7633
MWR Pearl Harbor 471-0792
MWR Schofield Barracks 655-9971
MWR Hickam 449-1550
MWR Wheeler 655-1663
MWR Camp Smith 477-5143
Navy /Marine Corps Relief Society Pearl Harbor 423-1314
Navy /Marine Corps Relief Society Kaneohe 254-1327
Navy Campus 257-1232
Navy Federal Credit Union 254-6455
Navy Federal Credit Union (Pearl Harbor 423-3508

New Parents Support Program 257-8803
Oceanic Cablevision 625-8123
Officer's Club, Bldg. 502 254-7649

Ombudsman:

Lida Atkinson 265-5454
Kendra Phelps 254-3301
Outdoor Recreation Equipment Rentals 254-7666
Pass & ID 257-2047
Pearl Harbor Federal Credit Union 423-1331
Pet Information 946-2187
Pets Outbound 483-7171
POV Processing Center 471-7086/848-8383
Pools 254-7677
Post Office 257-2881
Pre-Teen Center 257-7611
PSD (Customer Service Detachment 257-0654
PWC Federal Credit Union 422-0577
Red Cross Kaneohe 257-3150
Red Cross Pearl 473-3155
Resource and Referral 257-7786
SATO 423-8770
Teen Center 254-7611
Temporary Lodging Facility 254-2716
The Bus (Oahu Transit System) 848-5555
Theater 254-7642
Transition Assistance 257-7790
TRICARE PRIME 800-242-6788
TRW Credit Data Services 973-5160
United Concordia 800-866-8499
Vehicle Registration (Base Decal) 257-2123
VP-4 Duty Office 257-0554
VP-4 Admin 257-0612
VP-4 Personnel 257-0612
VP-4 Sponsor Officer 257-0612
Windward Federal Credit Union 254-3566

APPENDIX E: HELPFUL WEB LINKS

VP-9 Homepage	http://www.navy.mil/homepages/vp9/
Director Patrol and Reconnaissance Group Pacific	http://www.cprfp.navy.mil/
Marine Corps Base Hawaii	http://www.mcbh.usmc.mil/
Navy Region Hawaii	http://www.hawaii.navy.mil/
Military Pay	http://www.dfas.mil/
Personal Finance Made Easy	http://www.financcenter.com/
Consumer Credit Counseling	http://www.cccsdc.org/
Tricare Military Health Care	http://www.tricare.osd.mil/
Navy/Marine Corps Relief Society	http://www.nmcrs.org/
Marine Corps Community Services (HQMC)	http://www.usmc-mccs.org/
Marine Corps Community Services (K-BAY)	http://www.mccshawaii.org/
Life Lines Services Network	http://www.lifelines2000.org/
Operation Enduring Freedom	http://www.mfrc-dodqol.org/Enduring_Freedom/
Readiness and Military Deployment	http://deploymentlink.osd.mil/
U.S. Navy Diego Garcia	http://www.dg.navy.mil/
U.S. Navy Support Facility Bahrain	http://www.nsa.bahrain.navy.mil/
Customs	http://www.uscustoms.gov/

IMPROVEMENTS/SUGGESTIONS

This handbook was written to help you to prepare for deployment and for life during a deployment. If there are any areas that were not covered in enough detail, or that you think could be added or improved upon, please let us know. Your comments will ensure an even better product for the next deployment.

Please return our comment sheets to VP-9 Command Services Department:

Commanding Officer

Attn: CSD

Patrol Squadron Nine

UNIT 25447

FPO AP 96601-5905