



INDIVIDUAL AUGMENTEE

Family Handbook



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Introduction

Experienced Navy families say readiness and familiarity with resources are the keys to successful deployments. Sailors and their families must always be ready for deployment. This handbook provides basic information to help families better prepare for a unique kind of deployment, the individual deployment.

What is an Individual Augmentee?

In contrast to Sailors who deploy with a ship, squadron or unit, those who leave their assigned commands to deploy individually or with a small group are known as individual augmentees (IAs). The term “individual augmentee” refers to any Sailor deployed on individual orders in response to IA tasking from the executive agent for IAs.

IAs are deployed worldwide. Although many serve in the Middle East or Africa, there are also IAs supporting U.S. Southern Command, U.S. Special Operations Command and U.S. Pacific Command. Currently, most Navy IAs are drawn from the Reserve component.

IA Sailors work in their skill sets to provide combat support and combat service support. IA Sailors do not replace infantry or front-line combat soldiers.

Individual Augmentee Manpower Management (IAMM) Sailors may be assigned to an individual deployment or may have volunteered for IA requirements that were issued to their commands. Sailors who would like Overseas Contingency Operation Support Assignment (OSA) (enlisted) and Global Support Assignments (GSA) (officer) orders negotiate them with their detailers. Reserve commands receive information about upcoming personnel requirements. Reserve Sailors can be assigned to, or may volunteer for, a set of mobilization orders.

Parent commands are the commands that Sailors leave for temporary additional duty (TAD), or detach from, for their IA deployments. Parent commands, ombudsmen and Command Individual Augmentee Coordinators (CIACs) retain the IA and family support responsibilities throughout the deployment cycle. The Expeditionary Combat Readiness Center (ECRC) does not act as a parent command but provides administrative support, training and transportation for GSA and mobilized Reserve Sailors.

Common IA Taskings

IAMM - Individual Augmentee Manpower Management assignments

GSA - Global Support Assignments

OSA - Overseas Contingency Operation Support Assignments

RC MOB - Reserve component mobilized (including unit augment personnel)

HSAP - Health Services Augmentation Program



Types of IA Assignments

There are several types of IA assignments. The following is a brief overview of the different types of orders your IA Sailor may receive.

Active Component

Individual Augmentee Manpower Management (IAMM): Active component Sailors are given temporary duty (TDY) orders from their parent command. Upon completion of the IA assignment, Sailors return to their parent command. Sailors remain attached to the parent command.

Overseas Contingency Operations Support Assignment (OSA): Enlisted active component Sailors may complete IA assignments as part of the normal permanent change of station (PCS) process. IA Sailors on OSA orders are assigned to either temporary additional duty (temadd) or indeterminate temporary duty (ITDY), both of which affect benefits and entitlements. Sailors remain attached to the parent command but make a PCS transfer shortly after their return.

Global Support Assignment (GSA): Active component officers may volunteer for an IA assignment through their detailer. Officers complete IA assignments through an ECRC by TEMADD or TDY. Officers do not return to their parent commands on completion of the IA assignment, they transfer to their next duty station. The parent commands track the IA and provide a CIAC.

For detailed descriptions of IA assignments, go to the IA website at www.ia.navy.mil.

Reserve Component

Reserve Component Mobilization (RC MOB): Reserve component Sailors mobilize for their IA assignments through their Navy Operational Support Center (NOSC). Reserve component Sailors are provided all CIAC services related to the IA assignment through the NOSC and not their individual Reserve unit.

IA Process

A Sailor should have at least 60 days to prepare for an IA assignment. Pre-deployment preparation information is available on the Navy IA website, www.ia.navy.mil.

Every Sailor must complete the following pre-deployment steps:

- ▶ Complete the expeditionary screening checklist, found at www.ia.navy.mil.
- ▶ Complete Navy e-Learning courses as directed in orders.
- ▶ Complete personal and family readiness, including wills, powers of attorney, family-care plans, identification cards, etc.
- ▶ Update personal and family contact information in the Navy Family Accountability and Assessment System (NFAAS), found at <https://navyfamily.navy.mil>.

IA Timeline

1

SAILOR IS SELECTED

A Sailor is notified that he/she has been selected to fill a billet.

2

CIAC REVIEWS ORDERS

The Sailor and the CIAC review the orders and complete required preparation. IA orders always contain a Noble Eagle number (example: NE-1234-5678).

3

REPORT TO ECRC

Sailors report to the ECRC processing site designated in their orders. IA Sailors will remain there approximately one week to ensure all requirements are complete and that they qualify for IA orders.

ECRC will also provide the Sailors with the required uniforms. Families cannot accompany Sailors to ECRC and are not allowed to be with them from this point forward.

4

BASIC COMBAT SKILLS TRAINING

Sailors travel to the Army training site designated in their orders for basic combat skills training. This training lasts approximately three weeks. Any uniform items or gear that was not issued at ECRC is issued at the training site.

5

MISSION-SPECIFIC TRAINING

Some Sailors may require additional mission-specific training. The location and length of the training is specified in their orders.

Sailors spend approximately one week at the Warrior Transition Program (WTP) to begin reintegration into life in a non-combat environment. They attend briefs and turn in their issued gear. Sailors who do not transition through the WTP in theater return to the United States by the route directed in their orders and begin reintegration at that location.

6

ADDITIONAL TRAINING

After completing training in the United States, some IAs will receive additional training in theater before reporting to their assigned mission locations.

7

WARRIOR TRANSITION PROGRAM

After completing their missions and before returning home, most Sailors participate in the Warrior Transition Program (WTP) in Sembach, Germany.

Sailors spend approximately one week at the WTP to begin reintegration into life in a non-combat environment. They attend briefs and turn in their issued gear. Sailors who do not transition through the WTP in theater return to the United States by the route directed in their orders and begin reintegration at that location.

8

ALL IAS WILL RETURN THROUGH ECRC AND THEN:

- IAMM Sailors and mobilized Reservists will report to their parent commands.
- OSA Sailors will report to their parent commands for 60 days and then go to their gaining commands.
- GSA Sailors will make a PCS move to their gaining commands.

The parent commands, in coordination with the Personnel Support Detachment (PSD), should ensure that all pay, leave, personnel records, evaluations, awards and advancement exam information are updated, correct and reflect the Sailor's honorable service.

Command Individual Augmentee Coordinator's Role

The CIAC (pronounced "kayak") serves as the link between the parent command and the IA Sailor and their family. All Navy commands with Sailors departing on IA assignments, currently on an IA assignment or having returned from an IA assignment within the past nine months have CIACs.

NOSCs have a designated CIAC for full-time support and active component staff assigned to the NOSC as well as mobilized Reserve component Sailors and their families.

Key points about the role of the CIAC:

- The CIAC does not replace the command ombudsman but instead acts in liaison with the ombudsman in supporting the command's IA Sailors and their families.
- The CIAC should be the first point of contact for the IA Sailor and their family if there are questions or issues at any time during an IA deployment.
- The CIAC is the command's subject-matter expert on all matters relating to IAs and ensures their IA Sailors are prepared for deployment, supported throughout the deployment cycle and welcomed back home.

Family Support

The Navy provides the following to reach and support IA families:

- ▶ The Navy IA website, www.ia.navy.mil, provides official information for commands, Sailors and families. It is a one-stop shop for Navy families to link with information, events, training, updates and support throughout the IA deployment cycle.
- ▶ Social media links can be found at the bottom of the [Navy IA](#) website. These include mobile apps and Facebook.

Support provided by Navy commands:

- ▶ Parent commands provide a CIAC, ombudsman and Family Readiness Groups (FRGs). Ensure that you have the command's contact information before your Sailor's departure. It is important to maintain two-way communication with the parent command representatives throughout the deployment.
- ▶ ECRC provides a family hotline at (877) 364-4302 and the family email help desk at ecrc.fs.fct@navy.mil. Both are monitored around the clock.

Fleet and Family Support Deployment Programs

The Deployment Support Program strengthens commands, Sailors and their families by ensuring readiness and preparedness to meet the challenges posed by increased OPTEMPO, ongoing deployments and Individual Augmentee assignments. Equally important, it addresses the need for family and community resiliency with access to relevant prevention and enrichment programs to get to and stay in Operational Stress Control (OSC) mission-ready green.



IA Sailor, Spouse and Family Member Support

- ▶ The Individual Deployment Support (IDS) Program provides support, information and referral services to IA Sailors and their families through outreach calls and discussion groups.
- ▶ Individual deployment support specialist (IDSS) – support IAs and their families throughout the deployment cycle and for a minimum of 180 days post-deployment.
- ▶ The *Family Connection Newsletter* for families of deployed Sailors provides current resources and information. Produced monthly, the electronic publication is disseminated via the Fleet and Family Support Program (FFSP) [website](#), [Facebook](#), email and the FFSCs.

Pre-Deployment and Deployment Support

- ▶ Pre-deployment support focuses on the months before a deployment begins. FFSCs offer pre-deployment briefs, including Pre-Deployment Preparation for Singles/Couples, Financial Planning for Deployment, Parent/Child Pre-deployment Brief, Deployment Planning for Kids and Communication During Deployment.
- ▶ FRG leadership training is available at FFSCs. The *Family Readiness Group Handbook* and related resources are available via the [FFSP website](#).

Post-Deployment and Reintegration Support

- ▶ FFSCs: Work and Family Life (WFL) program areas include homecoming/reintegration, life skills education, personal financial management and clinical counseling.
 - Homecoming/reintegration programs assist families in renegotiating roles and responsibilities, communicating with children and maintaining resiliency and balance. Programs include: Reintegration, Strong Navy Couples Workshop and the Family and Friends Homecoming Program.
 - Return and Reunion (R&R) programs are shipboard presentations conducted while the ship is in transit to its homeport after deployment. R&R programs assist Sailors in renegotiating roles and responsibilities, communicating with children and maintaining resiliency and balance. Programs include: Couples Homecoming, Singles Homecoming, Returning to Children, New Parents, Consumer Awareness and Car-buying Strategies.
 - Life Skills Education provides techniques to communicate, interact and problem-solve for positive change for parenting, stress, anger and conflict management and communication skills to assist families to get to and stay in mission-ready green (OSC).
 - Personal Financial Management educates families in gaining financial stability.

Technology-based Deployment Support

- ▶ FFSP offers deployment support via web-based resources, such as the FFSP [webpage](#), [Facebook](#), [Twitter](#) and [NFAAS](#).
- ▶ NFAAS offers a mobile app that contains information and resources for Sailors and family members. Download the NFAAS app on Google Play or the Apple App Store.



Operational Stress Control

Stress is a fact of life for Navy families. Deployments, reintegration and relocation can cause stress for the entire family. In addition to the stressors unique to military life, Navy families must cope with common stressors like work, school, managing finances and raising children. The OSC Program offers tools and resources to help Sailors and families navigate stress and build resilience.

Additional information about operational stress can be found on the [OSC website](#).

Stress Continuum

Use the stress continuum below to identify your stress zone and take the necessary action to help manage your reactions to stress.

	READY	REACTING	INJURED	ILL
INDIVIDUALS	<ul style="list-style-type: none"> • Good sleep habits • Good fitness habits • Healthy eating • Sense of humor • Positive attitude • Productive and focused • Socially connected • Calm and confident • Effective communication • Moderation and balance • Able to relax • Sense of purpose • Feel on top of things 	<ul style="list-style-type: none"> • Impatient or irritable • Worried • Trouble sleeping • Appetite change • Apathetic • Withdrawing socially • Cutting corners • Reduced concentration • Increased use of alcohol • Increased use of tobacco • Muscle tension/fatigue • Excessive escape mechanisms (TV, internet, gambling, etc.) 	<ul style="list-style-type: none"> • Cannot fall asleep or stay asleep • Weight changes • Persistent, vivid nightmares • Intense emotions • Loss of interest in activities • Social isolation • Loss of moral bearing • Suicidal/homicidal ideas • Confusion/disorientation • Episodes of rage or panic • Numbness • Loss of control • Substance abuse 	<ul style="list-style-type: none"> • Symptoms persist, worsen, or return with more severity • Persistent trouble functioning
FAMILIES	<ul style="list-style-type: none"> • Children well-adjusted and secure • Regular routines • Good communication • Clean/organized home 	<ul style="list-style-type: none"> • Children acting out or insecure • Dropping routines • Difficult communication • Increased clutter and disorder • Reduced intimacy 	<ul style="list-style-type: none"> • Major behavior issues • Feeling of chaos • Constant fighting • Silence, severe lack of communication • Loss of intimacy • Verbal or physical abuse 	<ul style="list-style-type: none"> • Symptoms persist, worsen, or return with more severity • Persistent trouble functioning

ACTIONS FOR INDIVIDUALS AND FAMILIES			
READY	<ul style="list-style-type: none"> • Maintain physical fitness/healthy eating • Get adequate rest 	<ul style="list-style-type: none"> • Use alcohol in moderation, if at all • Practice core values 	<ul style="list-style-type: none"> • Build strong relationships • Resolve conflicts effectively
REACTING	<p>Includes all actions above and...</p> <ul style="list-style-type: none"> • Be self-aware • Rest, eat and stay hydrated 	<ul style="list-style-type: none"> • Talk with shipmate and/or family • Scale back from excesses 	<ul style="list-style-type: none"> • Practice relaxation • Stress first aid
INJURED	<p>Includes all actions above and...</p> <ul style="list-style-type: none"> • Talk with leaders 	<ul style="list-style-type: none"> • Seek guidance (chaplains, counselors, medical professionals) 	<ul style="list-style-type: none"> • Build social support • Set goals to get to green
ILL	<p>Includes all actions above and...</p> <ul style="list-style-type: none"> • Seek medical treatment 	<ul style="list-style-type: none"> • Follow the treatment plan 	

Deployment Documents

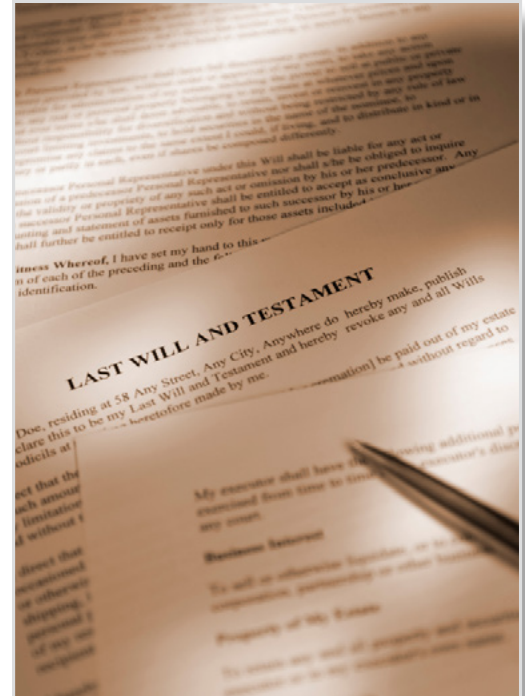
It is important to review, update and organize several important documents before deployment. These documents include the following:

Wills

A will is a legal expression or declaration of an individual's wishes upon his or her death. For couples with children, it is important to include who you would want to care for your children should something happen to both you and your spouse. To ensure your estate is distributed the way you wish, you should have a current will and your loved ones should know its location. It is recommended that both the service member and spouse have a will. Your Region Legal Service Office (RLSO) will assist you at no cost in making a will. To find the office nearest you, go to the [RLSO locator](#).

Power of Attorney

Powers of attorney can be useful when you need someone else to conduct personal business and you cannot be present. They can also be dangerous documents, because they allow someone to act on your behalf, with or without your authorization. You may need different types of powers of attorney for different tasks. For example, you may need a special power of attorney to file your taxes or for you to buy or sell a big-ticket item, such as a vehicle or condominium. It is important to know in advance what type of power of attorney will be accepted by the institution with which you want to do business. Not all agencies will accept a general power of attorney. Your RLSO can discuss options and draw up a power of attorney for free. To find the nearest office, use the [RLSO locator](#).



Servicemembers' Group Life Insurance

Active-duty service members and members of the Reserve and Guard who are paid for monthly drills are eligible to be insured under SGLI up to a maximum of \$400,000 in increments of \$50,000. Before deployment, service members should verify who is designated as a beneficiary and make changes as necessary. A will does not affect life insurance beneficiaries. To make changes, the *Servicemembers' Group Life Insurance Election and Certificate* (VA Form SGLV-8286) must be completed. For more information on SGLI, visit the Department of Veterans Affairs Group Life Insurance [information page](#).

Traumatic Injury Insurance Protection (TSGLI) for Hospitalized Troops and Veterans

Those covered by Servicemembers' Group Life Insurance (SGLI) as of Dec. 1, 2005, are automatically covered by the Servicemembers' Group Life Insurance Traumatic Injury Protection program (TSGLI). TSGLI covers on- and off-duty injuries. Active-duty and Reserve component members who are hospitalized for 15 or more consecutive days due to an injury that occurred on or after Oct. 7, 2001, may be eligible for a \$25,000 payment. Active-duty members can apply for the hospitalization benefit even if they have been discharged or received TSGLI benefits for other losses. For more information about the [TSGLI benefit](#).

Record of Emergency Data Form (Page 2)

The emergency data form is more commonly referred to as the "Page 2" or Record of Emergency Data (RED) page of a Sailor's service record. The form indicates who should be contacted when the service member becomes ill or is injured, killed or missing. Any time your family moves or contact information changes, this form should be updated through the administration department at the command or through your local Personnel Support Detachment (PSD).

Defense Enrollment Eligibility Reporting System

The Defense Enrollment Eligibility System (DEERS) is a worldwide, computerized database of uniformed service members (called "sponsors"), their family members and others who are eligible for military benefits, including TRICARE. DEERS registration is the key to establishing and maintaining TRICARE benefits eligibility. DEERS is the DoD's family-member database and the primary way to keep track of a Sailor's entitlements. For more information, go to [DEERS](#).

Navy Family Accountability and Assessment System

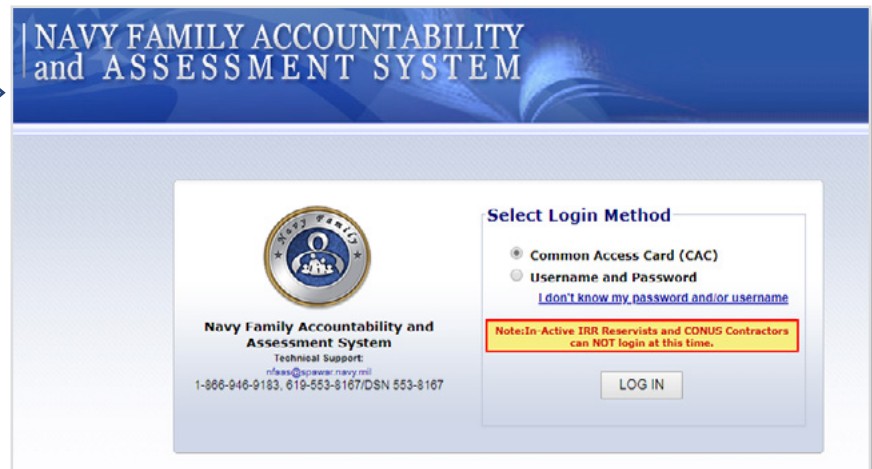
The Navy Family Accountability and Assessment System (NFAAS) is a database used to document service and support provided to IA Sailors and their families. NFAAS also provides the means for assisting the family in the event of a natural disaster. It is important that both the sailor and family members contact information is kept current. This allows both the CIAC and IDSS to maintain contact and ensure support is provided throughout the entire deployment process.

1 Log on to NFAAS at <https://navyfamily.navy.mil>.

2 Click the "Click Here" button under "Navy Military, Civilians, OCONUS Contractors, and their Families."

3 Log in via user name and password or common access card (CAC).

4 Update contact information under the "MY INFO" tab. Enter contact information for your family member or designated point of contact to receive support services during your IA deployment.



Important Documents

If you do not already have one, it is a good idea to invest in a small, fireproof safe or to rent a safe-deposit box at a bank or credit union to store your family's important documents. Many of these documents are hard to replace. Even though you do not need them often, when you do need them, they are critical. Do you know where each of the following documents is located?

- ▶ Birth certificates.
- ▶ Marriage licenses.
- ▶ Divorce decrees.
- ▶ Death certificates.
- ▶ Medical records for each family member.
- ▶ Dental records for each family member.
- ▶ Veterinary records for each pet.
- ▶ Adoption papers.
- ▶ Citizenship/naturalization papers.
- ▶ Passports/visas.
- ▶ Insurance policies (life, health, home, vehicle, flood).
- ▶ Real estate documents (lease, deed, first and second mortgages).
- ▶ Car title, registration and inspection.
- ▶ Most recent leave and earnings statement (LES).
- ▶ Social Security number of each family member.
- ▶ Current address and phone number of immediate family members of both spouses.
- ▶ Power of attorney.
- ▶ Will.
- ▶ Copy of orders.
- ▶ Passwords for NFAAS, myPay and bank accounts.



Pre-Deployment Checklist

Preparation is key to a successful deployment. This checklist includes important tasks to complete before deployment.

Tasks	Resource	Completion Date
ID cards: Ensure that everyone in your family has a current identification card so they can access military facilities and receive military benefits.	DEERS Database MilConnect	
Power of attorney: Allows you to act on a service member's behalf during their absence.	Region Legal Service Office Legal Services Locator	
Service member's full address: Communication varies based on the deployment location, but regular mail is usually accessible to everyone. Be sure you know how to contact your service member in case of emergency.	Service Member	
NFAAS: Maintains your family information, ensures all family members are accounted for and assesses your needs, especially in an emergency.	NFAAS Website https://navyfamily.navy.mil	
Beneficiary information (SGLI): Make sure your service member's beneficiary information is accurate, especially if there has been a change in your family.	U.S. Department of Veterans Affairs www.benefits.va.gov/insurance/sgli.asp	
Command ombudsman: A military spouse appointed by the commanding officer (CO) to serve as a liaison between the command and family members. The ombudsman is a great first stop for information. If you move or leave the area for an extended period, provide your ombudsman with your current contact information.	Ombudsman Ombudsman locator	
Page 2 (Record of Emergency Data): Ensure the contact information for your primary and secondary next of kin is current. The person listed will be contacted in an emergency.	Service Member	
Spending plan: There are many pay changes that occur before, during and after a deployment. Creating or updating your spending plan will help you manage these changes so that you stay on track with your financial goals	FFSC Financial Counselor FFSC Locator	
Will: A legal document that outlines the wishes of a person upon their death, including what they want to have happen to their property and other assets. If you have children, it is important to include who you and your partner want to care for your child(ren) should something happen to you both.	Region Legal Service Office Legal Services Locator	
Support system: The person(s) you will turn to when you need assistance during the deployment. The go-to person for family members may be a relative, a best friend, the ombudsman or a support group such as the FRG.	Relatives, friends, ombudsman, FRG	

Finances

Discussing the family budget, banking, taxes and other important financial decisions may not seem exciting, especially just before a deployment. However, organizing your financial affairs and establishing a spending plan can ensure that financial issues will be minimized during deployment.

Spending Plan

Setting up a spending plan, or budget, is one of the smartest things you can do. A spending plan allows you to see where your money is going and to adjust as needed to meet your financial goals. If you have a spouse or partner, it is a good idea to complete a spending plan together so you both understand your finances and agree on how they will be handled during the deployment.

A spending plan can be as simple as documenting income and expenses, or it can be much more elaborate. When setting up or updating your spending plan before deployment, look at possible changes to income:

- ▶ Will there be any additional income for family separation allowance, or special and incentive pays?
- ▶ Is there a chance for a promotion during deployment?
- ▶ Will a re-enlistment bonus be received during deployment?
- ▶ Will you lose income due to the loss of a job? Or will you gain income because you move in with family during deployment?
- ▶ Will some pay be tax-exempt?

Before deployment, ensure that:

- ▶ Pay distribution is set up appropriately. Are direct deposits, allotments or automatic check drafts established?
- ▶ You decide how ongoing bills will be paid, and by whom.
- ▶ You have discussed how you will manage joint bank accounts.
- ▶ You have overdraft protection for your checking accounts — just in case.
- ▶ You are prepared for recurring, but not monthly, expenses such as tuition payments, car and home insurance.
- ▶ The expectations for using a credit card during deployment are defined.



Entitlements

Service members may be entitled to additional financial incentives during an IA assignment. Most IA assignment-related entitlements start at the mobilization processing site. It is important to remember that these entitlements can take up to two pay cycles before the money appears in the service member's pay. Additional pays may include:

- ▶ Hostile Fire Pay/Imminent Danger Pay (HFP/IDP) (where applicable).
- ▶ Combat Zone Tax Exclusion (where applicable). Tax-free pay for enlisted/warrant officers. Officers get tax-free pay up to an allowable limit. Note: Social Security and Medicare taxes are deducted.
- ▶ Savings Deposit Program (SDP). Allows service members deployed to combat zones to earn 10 percent interest on deposits earned while in a combat zone, up to \$10,000.
- ▶ Hardship Duty Pay.
- ▶ Incidental expenses. This is a per diem paid when lodging and meals are provided and in addition to full Basic Allowance for Subsistence. Monthly travel claims are required for payment.
- ▶ Family separation allowance (FSA).

Pay Changes to Monitor

Service members may see some of their pay changed — either reduced, increased or stopped entirely. Some of these changes include:

- ▶ Career sea pay
 - Not eligible after 31st day of IA assignment. Sea pay will stop.
 - Sea counter stopped with the stop of sea pay.
 - Special detailing considered for credit of IA assignment.
- ▶ Meal deduction
 - No meal deduction during the IA assignment.
- ▶ Special Duty Assignment Pay (SDAP) for Enlisted Members
 - Eligibility can continue up to the first 90 days of an IA assignment.
 - If command transfers the special duty assignment to another qualified command member, SDAP can be stopped on the first day of IA assignment.



Tax-Free Savings Incentive

The tax-free savings advantage can be significant during an IA assignment. The Thrift Savings Plan (TSP) is a retirement savings plan for civilians who are employed by the U.S. government and for members of the uniformed services. TSP allows Sailors to contribute 100 percent of their pay and bonuses, tax-exempt, up to an IRS limit of \$45,000. This provides a great opportunity to prepare for retirement. For further information, go to www.tsp.gov.

The Savings Deposit Program

SDP is available to those serving in designated combat zones. Military members deployed in combat zones, qualified hazardous duty areas or certain contingency operations may be eligible to deposit all or part of their unallotted pay—up to \$10,000 during a single deployment—into a DoD savings account. Interest accrues at an annual rate of 10 percent and compounds quarterly. Interest accrued on earnings deposited in the SDP is taxable.

To be eligible for SDP, a service member must be receiving HFP/IDP and serving in a designated combat zone or in direct support of a combat zone for more than 30 consecutive days or for at least one day for each of three consecutive months. Service members may begin making deposits on their 31st consecutive day in the designated area. All deposits must be made in \$5 increments, and deposits may be discontinued at any time. The account will stop accruing interest 90 days after a member returns from the combat zone. To learn more about SDP, visit the Defense Finance and Accounting Service (DFAS) at <https://www.dfas.mil/militarymembers/payentitlements/sdp.html>.

Blended Retirement System

The Blended Retirement System (BRS) combines the existing annuity provision for those who retire after 20 or more years of service, plus the Thrift Savings Plan (TSP). The TSP is a government-run 401(k) retirement account that allows members to invest their own money in stocks or government securities and receive a contribution to that account from their employer.

Active-duty Member Eligibility: Current members who have less than 12 total years of service before Jan. 1, 2018, will be able to switch over to the new system. There is no back pay, but matching contributions begin on enrollment.

If you joined active duty:

- ▶ Before Jan. 1, 2006: remain in your current retirement system.
- ▶ After Dec. 31, 2005, but before Jan. 1, 2018: choose either your current retirement system or the BRS.
- ▶ After Dec. 31, 2017: enrolled in the BRS.

The opt-in/election period for the BRS began Jan. 1, 2018. It concludes Dec. 31, 2018.

Reserve Component Member Eligibility: Reserve component members with more than 4,320 retirement points will remain under their current retirement system. Reserve component members with less than 4,320 retirement points as of Dec. 31, 2017, have the choice of opting in to the BRS or remaining in the legacy retirement system. New accessions after Jan. 1, 2018, are automatically enrolled in the BRS. The opt-in period for the BRS is Jan. 1, 2018, to Dec. 31, 2018.

The mid-career continuation pay for Reserve component members is 0.5 times monthly basic pay (of active duty).

For more information about the BRS, go to www.militarypay.defense.gov/BlendedRetirement.



Financial Challenges

You may experience financial challenges while your Sailor is deployed. A family emergency, an unexpected repair or an error in pay can strain your family budget.

- ▶ Do you have money saved in case of a financial emergency? A preauthorization form with Navy-Marine Corps Relief Society can be signed before deployment, if savings are minimal.
- ▶ Who is authorized to use the DFAS myPay account?

Taxes

- ▶ Will your Sailor be deployed during tax season? If you file jointly, you will need to get a special power of attorney for filing taxes or depositing a refund.
- ▶ Do you need an extension of the filing deadline?
- ▶ Do you need to file state income tax returns?

Contact the Internal Revenue Service at www.irs.gov for more information.

Financial Goals

Many find deployments provide a good opportunity to save money. What are your financial goals? Are you saving for emergencies, a new car, a house or a vacation? Are you enrolled in the TSP? If you have credit card balances, are you working to pay them off?

Contact your local command financial specialist, FFSC, Navy-Marine Corps Relief Society, credit union or Military OneSource if you would like to develop a spending plan to help achieve your financial goals.



Servicemembers Civil Relief Act

The Servicemembers Civil Relief Act (SCRA) is a law that protects service members on active duty.

Major provisions include:

- ▶ **Termination of residential leases.** Individuals can break a lease when they go on active duty if the lease was entered into before going on active duty. Additionally, the act allows a service member to terminate a residential lease entered into while in the military if the member receives PCS orders or orders to deploy for a period of not less than 90 days.
- ▶ **Automobile leases.** If a service member leases an automobile before going on active duty, the member has the right to terminate the lease and return the vehicle when going on active duty. However, the Sailor must be on active duty for at least 180 continuous days. Military members making a PCS move from the 48 contiguous states to overseas, or from any state outside the contiguous United States (Alaska, Hawaii or a commonwealth, territory or possession of the United States) to any place outside that state, or who deploy for 180 days or longer, have a right to terminate such leases.
- ▶ **Evictions from leased housing.** Service members may seek protection from eviction under SCRA. The rented/leased property must be occupied by the service member or his/her dependents and the rent cannot exceed a specified amount that is adjusted each year. The service member or dependent who has received notice of an eviction must submit a request to the court for protection under SCRA. If the court finds that the service member's military duties have materially affected the ability to pay rent, the judge may order a stay or postponement of the eviction proceeding for up to three months or make any other just order.
- ▶ **Installment contracts.** SCRA gives certain protections against repossessions for installment contracts. If the contract was signed before going on active duty and at least one payment was made before that time, the creditor cannot repossess the property while the member is on active duty, nor can the creditor terminate the contract for breach without a court order.
- ▶ **Six percent interest rate.** If a service member's military obligation has affected his/her ability to pay on financial obligations such as credit cards, loans, mortgages, etc., the service member has the right to have the interest rate capped at 6 percent for the duration of the service member's military obligation. Qualifying debts are debts that were incurred by the service member, or jointly by the service member and spouse, before coming on active duty. Debts created after going on active duty are not protected.
- ▶ **Court proceedings.** If a service member is a defendant in a civil court proceeding, the court may grant a 90-day delay in the proceedings. The provision applies to civil lawsuits, paternity suits, child-custody suits, bankruptcy debtor/creditor meetings and administrative proceedings. Your RLSO can assist in securing a delay.
- ▶ **Enforcement of obligations, liabilities and taxes.** A service member or dependent may, at any time during military service, or within six months thereafter, apply to a court for relief of any obligation or liability incurred by the service member or dependent before active duty, or with respect to any tax or assessment whether falling before or during the service member's active military service. The court may grant stays of enforcement during which time no fine or penalty can accrue.
- ▶ Additionally, SCRA protects service members from a form of double taxation that can occur when a spouse works and is taxed in a state other than the state in which the Sailor and family maintain their permanent legal residence. The law prevents states from using the income earned by a service member in determining the spouse's tax rate when that person does not maintain a permanent legal residence in that state.

Security

Operations Security

Operations Security (OPSEC) keeps potential adversaries from discovering sensitive DoD information. As the name suggests, it protects U.S. operations — those planned, in progress and completed. Success depends on secrecy and surprise, so the military can accomplish the mission faster and with less risk. Enemies want this information, and they see Sailors and their families as potential information sources.

Types of sensitive information include:

- ▶ Unit mission or the number of personnel assigned.
- ▶ Locations and times of deployments.
- ▶ Unit morale or personnel problems.
- ▶ Security procedures.
- ▶ Troop movement.
- ▶ Military intentions, capabilities or operations.

Respect OPSEC. Do not:

- ▶ Talk about sensitive information in public settings, such as at the club, commissary, Navy Exchange or in the community.
- ▶ Talk about sensitive information over the telephone.
- ▶ Post pictures or information on websites, including social media sites.
- ▶ Include sensitive information in emails or attachments.
- ▶ Write about sensitive information in newsletters or blogs.
- ▶ Try to talk around classified information. It is extremely difficult to outsmart experienced intelligence analysts.



Personal Security

In addition to OPSEC, military families need to follow safe personal security (PERSEC) practices. You must take steps to ensure the safety of yourself and your loved ones, because you cannot know who is reading your Instagram posts, Facebook status updates or tweets.

The following are some basic rules for practicing PERSEC:

- ▶ Always assume that what you post is public. Even when your security settings are made private or to be viewed by friends only, remember that nothing is absolutely secure.
- ▶ Turn off default location settings on your devices. Think about your current life situation. Do you want someone to be able to locate you when your spouse is deployed?
- ▶ Protect the identities of yourself and your children. Do not share personal information. If you are using social media to stay connected with loved ones, they already have this information.

Communication

Communication can be a challenge during an IA deployment because your Sailor may not be near a telephone or computer. At times, mail service can take weeks. Do not let this deter you from writing letters and emails. Any Sailor will tell you there is not a better brightener of a day than hearing from loved ones back home.

When you do not hear from your Sailor, try not to worry. No news is often good news. It means your Sailor is hard at work. Know that if your loved one is ever seriously injured or missing from duty, a uniformed Navy representative with ID will contact you in person to inform you. Beware of phone or email scams claiming your Sailor is injured and asking you for personal information about your Sailor.

Social Media

Messaging apps like Facebook Messenger or Google Hangouts can be a great way to stay in touch during a deployment. These apps allow you to have a real-time conversation without the inconvenience of breaking it into emails. If you are using your phone, you can even take a picture and include it in the chat.

Limit the personal information you post about yourself (e.g., names, addresses, birth dates, birthplace, local towns, schools) or your Sailor (e.g., deployment status, addresses, telephone number, location information, schedules).

Family members should be careful about who they connect with on social media and who follows them. Not everyone who wants to be your friend or follower is necessarily who they claim to be. Only allow people you know into your social circles.

You can find more information about the safe use of social media in the [Navy Social Media Handbook](#).

Email

Email is great for staying in touch during a deployment. Discuss email expectations with your Sailor before deploying:

- ▶ Will email be readily available?
- ▶ If so, how often will you send emails?
- ▶ What address will you use?
- ▶ What is the availability of instant messaging?
- ▶ What effect will the time differences have on email response?

Your IA's Navy.mil account will usually be inactive. Military email addresses and mailing addresses are not assigned until the IA reaches the assigned unit. Sailors should ensure that they have a personal email account to use during the deployment.

Number your emails in the body of the message; they do not always arrive in the same order they were sent, especially if communications have been taken down and your Sailor is using an in-theater email address. Attachments may need to be screened, and nothing overly personal should be sent as an attachment in an email.

Caution!

Email is not an ideal form of communication when you are angry or upset. If you must get your feelings off your chest, write the email but save sending it for 24 hours and reread it before (or if) you send it. It is usually best to communicate strong feelings over the phone when you cannot do it in person. Also, remember that emails are not confidential and may be seen by others. Be careful what you write.

Letters

Letters take longer in transit but are a more personal way to communicate. Many couples save their love letters from a deployment. It is a good idea to number the letters because they do not always arrive in the order they are written. You may want to create a mail kit with cards, interesting stationery, pens, stickers, stamps, etc., to make letter writing easy and enjoyable.

Letters do not have to be long. Do not worry about grammar or spelling. Write letters about your daily activities, your plans and your thoughts and feelings to help maintain your emotional connection and make it easier to reunite at homecoming.

Care Packages

Care packages can be a great way to send a little piece of home to deployed service members. When packing a care package, consider the limits on your service member's storage space and privacy. Items that take up little space or can be consumed or shared are generally the most appreciated. You may want to ask your service member for a list of items that are not available to them on deployment. Some items to include in care packages are:

- ▶ Pictures (home, family, friends, pets).
- ▶ Home-baked goodies.
- ▶ Nonperishable foods.
- ▶ Books/magazines.
- ▶ Children's artwork.

Packages sent to an APO or FPO will generally need completed customs forms. More information on customs regulations and required forms can be found on the U.S. Postal Service (USPS) Customs Forms website. For a detailed list of restrictions by country, go to the USPS Shipping Restrictions webpage.

The USPS offers free packing materials to families of military members deployed overseas. Call (800) 610-8734. The USPS does not provide free postage. Additional information about USPS services for military members can be found at <https://www.usps.com/ship/apo-fpo-dpo.htm>.

Online Ordering

The ease of ordering goods online has reduced the need for family members to send packages to deployed Sailors. Some service members may find it simpler to order what they need without asking their loved ones to send items from home. Families may also choose to place orders online and have the items shipped directly to their Sailor.

Although your Sailor may not need you to send care packages for items he/she can order online, you may wish to send personal items and special treats that are not available online.

Care Package Ideas

Sorry I'm Cheesy (I miss you)

- ▶ Cheez-It crackers
- ▶ Cheez Whiz
- ▶ Assortment of cheese dips/crackers

I'm Nuts About You

- ▶ Assortment of nuts
- ▶ Seeds
- ▶ Nut cookies

Birthday in a Box

- ▶ Cards from loved ones
- ▶ Noisemakers
- ▶ Party hats
- ▶ Favorite treats

"Whine" & Cheese Pack

- ▶ Recording of you/kids whining
- ▶ Assortment of cheeses
- ▶ Assortment of sausages
- ▶ Assortment of crackers

Good Sport Pack

- ▶ Sports magazines
- ▶ Popcorn and peanuts
- ▶ Pennants
- ▶ Favorite team T-shirt or cap
- ▶ Video of a local game or your kid's games



Telephone Calls

Telephone calls can bring the greatest emotional highs as well as the worst emotional lows. It is wonderful to hear your loved one's voice and talk in the here and now, but sadness can briefly overwhelm you when you hang up and realize how much you will miss your loved one. Make the most of your telephone conversations:

- ▶ Keep a written list of topics you want to discuss.
- ▶ Try to stay positive and upbeat. Try to end each call on a positive note.
- ▶ Talk about your daily activities to make it easier to reconnect at homecoming.
- ▶ Suggest to older children that they keep a list of events or activities to tell their parent about when they call.
- ▶ If you share bad news, make sure someone is available to provide emotional support to your loved one.
- ▶ Talk about plans for homecoming and future activities.
- ▶ Discuss problems and solutions, but do not spend the entire call talking about them.
- ▶ Keep in mind that it may be difficult to have a completely private phone call.
- ▶ Tell your loved one you love them and appreciate their sacrifices.

Pictures, Video Recordings and Video Teleconferencing

While letters and emails are nice, there is nothing better than seeing your loved ones. If your Sailor has access to a DVD player, make recordings of daily life and ask your Sailor to do the same for you. Or make video recordings using your cellphone or tablet computer and share them using a free cloud-based sharing tool (i.e., Google Drive, iCloud or Dropbox).

Whichever method you use to share pictures and videos, remember that privacy is at a premium. Be discreet when sending videos and pictures to Navy units.

Send pictures of yourself, family members, colleagues, your work environment, any new items you purchase or the new furniture arrangement. If you have children or are an expectant parent, pictures are even more important, because children grow and change so quickly.

If you can conduct video teleconferencing or if you have a webcam, it is helpful to jot down a few topics you would like to talk about. You may want to have the children sing a song or do a funny skit. It is not so much what you say, but the fact that you cared enough to put effort into brightening your loved one's day that will be appreciated.

Tips for video chat

- Speak cautiously. While your conversation may not be monitored, your Sailor probably has a roommate who can hear what you are saying.
- Act natural. Being you is always best, even if that includes a tear or a complaint from time to time.
- Focus. Do not get distracted. Turn off the television or any other distractions.
- Embrace secrecy. Your Sailor cannot tell you details over FaceTime.
- The screen will most likely freeze a few times. Maintain your composure when it happens. Just try to reconnect, and if you cannot, do not panic. The internet connection may be unreliable.
- It is not personal. Your Sailor may not want to talk for hours on end. It may have a lot more to do with your Sailor being in "deployment mode" than anything else.

Personal Video Conferencing

Video apps like Skype and FaceTime can help you stay connected to your Sailor during a deployment. It is a great way for kids to connect with their deployed parent, because they can see them and interact with the screen. However, these apps can only be used on personal electronic devices, and will require Wi-Fi, which is not always an option. Also, the frustration of technology is real. Half of military Skype calls may be spent repeating yourself to a fuzzy blob on the screen.

Communication Blackouts

Even in well-equipped locations, there are occasional blackout periods called "River City," when the unit shuts down all outgoing communication. This means no phone calls, no email and no messages. This is for troop safety in case of an unplanned event or a sensitive operation. It does not always represent bad news or danger. River City is often just part of a training plan. Spouses back home have no way of knowing when River City will happen. If you suddenly do not receive emails or phone calls for a while, that could be why. It usually only lasts a few days. Once the condition has been lifted, the troops are free to communicate again. It can be frustrating waiting for a call and not knowing how long it will be. Try to stay calm and focus on the things you can control. Your loved one will contact you as soon as it is allowed.

Contacting a Deployed Service Member

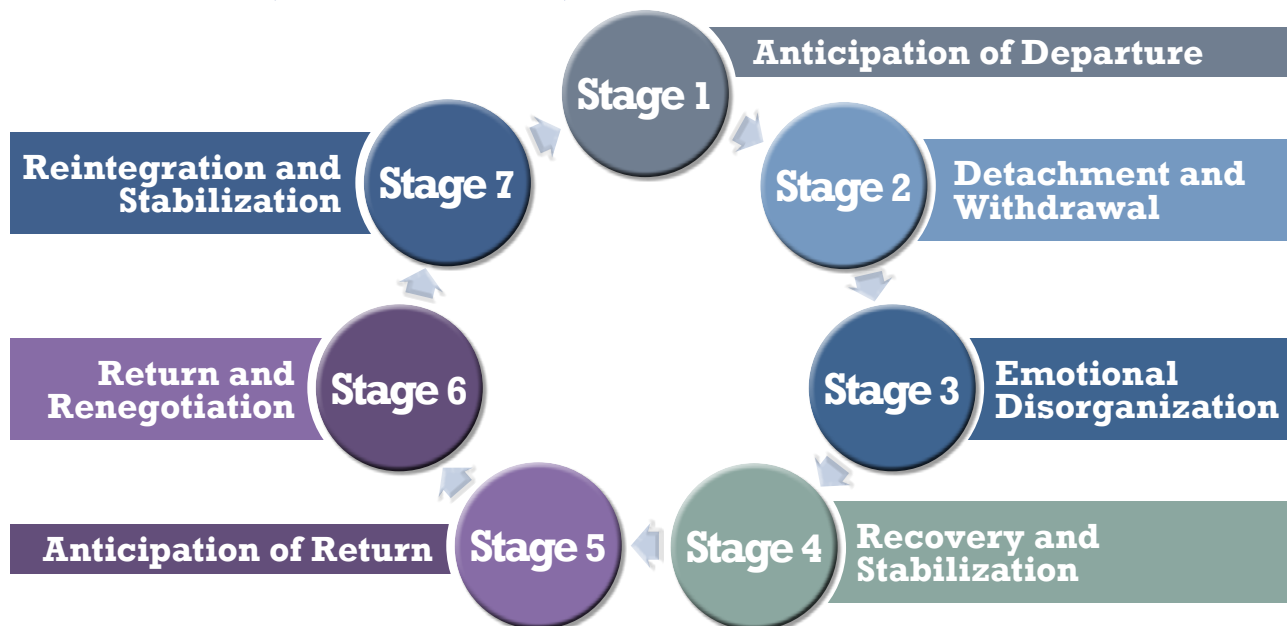
In a true emergency when you need to reach your deployed spouse, none of these communication options is effective. If there is a medical emergency, a death in the family or a true financial crisis, then you will need a way to communicate with your Sailor right away. There are three ways to communicate with an IA Sailor in an emergency:

- ▶ Contact your command ombudsman. They have a direct line to command leadership, so they can get in touch with your spouse even during a communication blackout period.
- ▶ Send a message through the American Red Cross. These are typically used to announce births, serious illnesses or deaths in a family. The American Red Cross Emergency Communications Center is available to help seven days a week, 24 hours a day, 365 days a year. Call (877) 272-7337 for more information.
- ▶ Contact your CIAC. The CIAC can assist you in communicating with your deployed Sailor in an emergency. If you do not have the contact information for your CIAC, you can get it by contacting U.S. Fleet Forces at (757) 836-2327.

Coping with Deployment

The Emotional Cycle of Deployment describes the emotional and behavioral changes that may occur during a deployment. Understanding this cycle and the common emotions for each stage can help service members and their families adjust to the changes they will experience during deployment.

Emotional Cycle of Deployment



TIP: Remember that these emotions are normal. Be sure to take the time to talk with your loved ones about the emotions you are experiencing so that you can work through them together. If, at any stage, emotions escalate or become unmanageable, you can take advantage of the free, confidential counseling services available through the FFSC, Military OneSource or any military installation's family support center.

Individual Augmentee Family Handbook

Stage	Characteristics	Family	Service Member
Stage 1 Anticipation of Departure	Spouses may alternately feel denial and anticipation of loss. Arguments and bickering are common. This can be a useful way for a couple to distance themselves emotionally in preparation for the separation.	Physically drained Emotionally numb or tired Mentally separating Anger, resentment Denial	Physically drained Emotionally numb or tired Mentally separating Guilt
Stage 2 Detachment and Withdrawal	Sadness and anger occur as couples attempt to protect themselves from the hurt of separation. Although physically together, they may have separated emotionally. Often, the non-deploying spouses will think, "If you have to go, go." Their Sailors will think, "Let's get on with it!"	Overwhelmed or tired Hurt, rejected Sad or lonely Nervous about responsibilities Worried	Ready to get started Guilty about leaving Sad or lonely Excited to perform Worried
Stage 3 Emotional Disorganization	The non-deploying partner may feel an initial sense of relief followed by guilt. Many feel disorganized, depressed or restless. Some are stuck in this stage, which can cause problems throughout the remainder of the deployment.	Disorganized and unfocused Overwhelmed Emptiness, loss Worried Can get stuck in this stage	Relief followed by guilt Mission-focused Sad or lonely Worried
Stage 4 Recovery and Stabilization	Those at home have begun to feel more comfortable with their new roles and responsibilities. They also may develop increased confidence and a positive outlook.	Increased confidence Independent More positive outlook Lonely but coping	Settled into routine Accomplishing tasks Focused on mission
Stage 5 Anticipation of Return	Spouses or partners who remained at home realize that they have not finished everything they wanted to during the separation. There is a feeling of joy and excitement in anticipation of being together again. Feelings of apprehension surface that the service member may not like some of the decisions made during their absence. Service members are excited and anxious, wondering whether they will be accepted or needed by their families and whether their children will remember them.	Excited Happy Increased energy Anxious Relieved	Excited Happy Worried Anxious
Stage 6 Return and Renegotiation	During this stage, couples must make major adjustments in their roles and responsibilities; relationships may not be the same as before the deployment. Each partner has had new experiences and has grown in different ways, and these changes must be accommodated. Being aware of each other's needs is crucial at this point.	Increased tension Loss of independence Happiness Anxiety Excitement	Increased tension Stranger at home Adjusting to changes Happiness Frustration
Stage 7 Reintegration and Stabilization	There is a renewed sense of being a couple and a family. They are back on the same track emotionally and can enjoy the warmth and closeness of being a couple again.	Relaxed Comfortable Renewed sense of family Enjoy being a couple again	Relaxed Comfortable Renewed sense of family Enjoy being a couple again

Tips for Deployment Success



Communicate.

Regular, honest, open communication with a variety of people is the norm for successful deployers and their families.

Ask for help.

Successful deployers and their families are aware of the vast resources available to military families and do not hesitate to ask for help when they need it.



Manage stress.

Stress is unavoidable. Successful service members and their families manage stress. They generally eat a balanced diet, exercise, avoid excessive alcohol and drugs and have some type of spirituality or belief system.

Prepare.

Successful Navy families prepare for deployments. They ensure identification cards do not expire, update their Record of Emergency Data (Page 2), life insurance, wills and powers of attorney.



Have a positive attitude.

You may not have control of many things in your life, but you do have control of your attitude. Successful service members and their families are optimistic that they can cope with deployment. While they allow themselves to worry or occasionally experience self-doubt, they usually give themselves positive internal self-talk and maintain a can-do attitude.

Set goals.

Successful military personnel and their families have long-term goals and set goals to accomplish during deployment: increase job proficiency, go back to school, save money, lose weight, read more, get in shape.



Have fun.

Successful military families do not put life on hold during a deployment. They make time for fun and do the things they enjoy. They also celebrate personal successes as well as successes of friends and family.

Get involved.

Successful service members and their families participate in FRGs, community groups, sports, volunteer events, attend classes and stay busy. They often focus on helping others as a way to deal with deployment loneliness.



Form friendships.

Successful people initiate friendships and do not wait for someone to approach them. They reach out to others in need and, therefore, others reach out to them when needed.

Trust.

Successful service members and their families rely on others to do the right thing. They are not naïve but believe in others.



Stay in touch.

Service members should make every effort to maintain communications with loved ones. Frequent contact with family members helps service members feel connected to home, whether that contact comes via letters, email, phone, video teleconference or social media chat, when available.

Children and Deployment

Do not assume that your children are aware and understand that a parent is deploying. Tell your children about the upcoming deployment and reassure them that they will be cared for while Mom or Dad is away. Encourage them to ask any questions they might have.

Allow children to miss their parent and to feel sad about their absence. Encourage communication with your children and allow them to express any feelings they may have. Children are often confused, angry, worried and insecure. It is important that you maintain your child's daily routine and be consistent in discipline.

Most Navy kids are resilient. If your child is struggling, do not hesitate to contact their school counselor or the school liaison officer, the FFSC, a chaplain or Military OneSource for assistance.

Coping with Separation for Children





Reactions to separation from a parent can vary depending on your child's personality, age and experience with separation. The following are some ways you can help your child cope with separation:

- ▶ Be aware of available support systems. Take advantage of the programs available to help you with the separation. On installations, programs that offer support include: deployment readiness programs, command ombudsmen, FRGs, Key Spouse groups, chaplains, and children and youth programs.
- ▶ Keep the adults in children's lives involved. Make sure your children's teachers, coaches, day care providers and community leaders are aware of the deployment.
- ▶ Plan new activities. Do not confuse consistency with rigidity. Some change may be beneficial to you and your children. Make time to talk, cuddle or add new outings to your routine. Plan activities that give your children something to anticipate and help pass the time. Family activities, such as walks, bike rides, visits to the library or craft projects at home may provide much-needed distractions.
- ▶ Be aware of any changes that may interfere with your children's usual routine and activities. Do not hesitate to ask for assistance.



You should become familiar with the more common reactions and watch for more serious symptoms to determine whether your child may need additional support or professional help. The following chart provides some tips on what to expect from your child:

Ages and Stages

Age	What to Expect	Ways to Help
<p>Infants and Toddlers</p> 	<p>They may seem fussier, clingy, may eat less and have trouble sleeping.</p>	<p>Have your spouse/child's caregiver:</p> <ul style="list-style-type: none"> • Record stories on audio or video. • Post pictures of the deployed parent. • Provide extra hugs and cuddles. • Maintain your child's routine. • Take care of themselves to be better able to care for the children.
<p>Preschoolers</p> 	<p>May believe their behavior caused their parent to leave.</p> <p>May become more fearful/irritable.</p> <p>May regress in potty training, thumb sucking, etc.</p> <p>May have trouble sleeping.</p>	<p>Have your spouse/child's caregiver:</p> <ul style="list-style-type: none"> • Record stories on audio or video. • Create a waterproof photo album or picture book of deployed parent and child doing things together. • Provide extra hugs and cuddles. • Maintain a routine. • Move your child back to their bed a few weeks before your Sailor's expected return. Do not get too concerned if your child wants to sleep in Mom and Dad's bed while you are gone. It often provides a sense of security.
<p>School-Age</p> 	<p>May see a decline in school performance.</p> <p>More irritable and/or moody.</p> <p>May worry about the deployed parent's safety.</p>	<ul style="list-style-type: none"> • Have a family discussion before the deployment. • Involve teachers, religious community, neighbors. Enroll in a Big Brothers Big Sisters program. • Communicate regularly. • Reassure your child about safety training/drills/equipment. • Play games via email and regular mail. <p>Have your spouse/child's caregiver:</p> <ul style="list-style-type: none"> • Schedule fun activities. • Help your child compile care packages to send to the deployed parent. • Limit viewing of TV news about war. • Assist your child to send care packages, letters and cards to their parent and others who may be serving.
<p>Teens</p> 	<p>May be ambivalent.</p> <p>May be moody/withdrawn.</p> <p>May test rules.</p>	<ul style="list-style-type: none"> • Communicate regularly. • Do not expect your teen to take on your household responsibilities. • Ask your spouse/caretaker to maintain rules, curfews and discipline as much as possible.

Deployment Activities for Kids

Below are sample activities to help make deployments and separation easier for children.

Paper Chain	<p>This chain is made with strips of construction paper, glued into cylinders and linked together. Children tear off a link for each day (or one for each week) until homecoming day, when the last "link" is left. This helps children mark the passage of time.</p> <p>The paper chain can also be used as a journal. As each link is removed, the children can write something that happened that day (or week) and mail it to the deployed parent or share it when the deployed parent returns.</p> <p>Or, each day/week, a link can be added to build a chain, including an activity done during that day/week written on the link. When the service member returns, he/she can read what was accomplished during the deployment.</p>
Command Gear	<p>These items can be given to children to wear while separated from the deployed parent. School-age children wear them as a sign of pride in the deployed parent and to feel closer to that parent.</p>
Deployment "Grab Bag"	<p>Fill any type of bag with scraps of paper that have activities written on them, such as go to the zoo, whisper all day, read a book, take a walk, etc.</p> <p>Draw an item from the bag and do the activity with your child.</p> <p>Send a picture of you and your child doing the activity to the deployed parent.</p>
Deployment Journal	<p>This can be any type of notebook, scrapbook, diary, etc., used by the child or parent to write letters, thoughts or to share feelings with one another.</p> <p>Adding memorabilia, such as a baseball game ticket, ballet program, postcard, etc., along with thoughts or feelings at the time, can make the event come alive. Remembering events and special occasions help make the deployed parent feel more involved.</p> <p>This is especially useful if mail will be slow.</p>
Calendar Pages	<p>This can be a purchased calendar, one created on a computer or with hand-drawn pages. Mark off the passing days of a deployment.</p> <p>Use the calendar as a journal to write in daily activities.</p> <p>Each page can be mailed or reviewed at the end of the deployment.</p>
Leaf Letters	<p>Help your child create a tree trunk using construction paper. Cut out about 10 leaves (more or less, as you choose).</p> <p>Explain to the child the importance of writing and how everyone likes to receive mail.</p> <p>Have the child put the tree trunk someplace where she/he will see it (i.e., on the refrigerator). The child can decorate the leaf and put a message on it for their deployed parent.</p> <p>The child can then send it to their deployed parent, who will write a message on the back, and return the leaf to the child.</p> <p>When the child receives the leaf in the mail, they can paste or tape it to the tree trunk.</p> <p>Make sure that there are enough leaves to make a full green tree by the end of deployment. When the deployed member returns, they can discuss the messages together.</p>

Emergency Preparedness

Dealing with an emergency is challenging, but IA families have the support of their CIAC, ombudsman, IDSS, emergency case manager, parent command, FFSC and ECRC 24/7 family hotline. Please do not hesitate to ask for help. Your support system is standing by.

Disaster Preparedness

Be informed: The American Red Cross and Ready Navy suggest some basic steps to ensure your safety in an emergency:

- ▶ Discuss how to prepare for and respond to emergencies that are most likely to happen where you live, learn, work and play.
- ▶ Plan what to do in case you are separated during an emergency.
- ▶ Choose two places to meet:
 - Outside your home in case of a sudden emergency, such as a fire.
 - Outside your neighborhood, in case you cannot return home or are asked to evacuate.
- ▶ Plan ahead for your pets.

Tip: Disaster preparedness requires planning. Keep your contact information current, create a disaster kit and prepare a plan with your family to reduce the stress and uncertainty caused by a disaster.

Make a plan: Your family may not always be together when emergencies happen; you should have plans for making sure you are able to contact and find one another. If your family decides to remain in your home during a disaster, you should:

- ▶ Identify a safe room in the house.
- ▶ Contact the command or ombudsman and inform them that you are not evacuating.
- ▶ Dispose of perishable food in the refrigerator and freezer except for a small amount you can keep in a cooler with ice.
- ▶ Fill bathtubs and additional coolers with water to flush toilets, bathe, cook and clean.

If your family decides to evacuate, you should:

- ▶ Pack and take all relevant supplies from the basic disaster supply kit.
- ▶ Notify the command or ombudsman that you will be leaving.
- ▶ Secure your home inside and out. Turn off electricity, water and gas at a main connection.

Build a kit: Being prepared means being equipped with the proper supplies you may need in the event of an emergency or disaster. Your kit should include the basic supplies listed below:

- ▶ Water: 1 gallon per person per day (three-day supply for evacuation, two weeks for home).
- ▶ Flashlight and extra batteries.
- ▶ Food: nonperishable, easy-to-prepare items (three-day supply for evacuation, two weeks for home).
- ▶ First-aid kit.



Tip: If your community has experienced a disaster, register on the American Red Cross Safe and Well website to let your family and friends know you are safe, or call 1-800-RED CROSS (1-800-733-2767) and select the prompt for "Disaster" to register your family.

Individual Augmentee Family Handbook

For detailed emergency preparedness checklists and kits, go to:

- ▶ [Ready Navy](#)
- ▶ [American Red Cross Prepare Your Family](#)
- ▶ [Ready.gov Build a Kit](#)
- ▶ [Ready Navy Fact and Activity Sheets](#)

Service Member Casualty

If a service member is seriously injured or killed, the primary next of kin will be notified by a uniformed service member and, typically, a chaplain. Notifications are made in person. Primary next of kin are those individuals identified by the service member on an emergency data form or Page 2 of their personnel record. That is why it is so important to ensure the information on the Page 2 stays current. If a family member is leaving the area for an extended time during the deployment, it is a good idea to alert the command ombudsman and provide temporary contact information, as well as update NFAAS with the contact information. Ensure your personal email address is noted in NFAAS.



Navy Wounded Warrior

Navy Wounded Warrior is the Navy's organization for coordinating the nonmedical care of seriously wounded, ill and injured Sailors, Coast Guardsmen and their families. Through proactive leadership, the program provides a lifetime of individually tailored assistance designed to optimize the success of shipmates' recovery, rehabilitation, and reintegration activities.

Supported Population

- ▶ All seriously wounded, ill or injured Sailors, Coast Guardsmen and their families.
- ▶ Operation Iraqi Freedom and Operation Enduring Freedom casualties.
- ▶ Shipboard accidents.
- ▶ Liberty accidents (e.g., automobile and motorcycle accidents).
- ▶ Serious medical and psychological conditions (e.g., cancer, severe post-traumatic stress disorder [PTSD]).
- ▶ High-risk, non-seriously wounded, ill or injured Sailors, Coast Guardsmen and their families (on a case-by-case basis).

Supported Services

- ▶ Respite care for enrollees and their families.
- ▶ Warrior weekends.
- ▶ Financial and legal support.
- ▶ Travel expenses.
- ▶ Court costs.
- ▶ Housing/rental support.
- ▶ Support of transition from recovery/rehabilitation.
- ▶ Family support (e.g., Christmas gifts, family camps).
- ▶ Adaptive athletics.
- ▶ Housing modifications.
- ▶ Vehicle modifications.
- ▶ Specialized equipment.
- ▶ Public awareness.
- ▶ PTSD/combat stress support and education.

For more information, visit <https://www.navywoundedwarrior.com>

Phone: 855-NAVY-WWP (628-9997)

Navy Family Accountability and Assessment System

After a major disaster, such as a hurricane, flood or terrorist incident, the Navy must account for the location of all affected personnel and family members to ensure their safety and help those in need. NFAAS is a web-based tool used by the Navy to account for, assess, manage and monitor the recovery process of personnel and their families affected by a widespread catastrophic event. It is important to update NFAAS every time your home address changes so the Navy will know whether you are in a disaster area and will be able to account for and provide assistance to you and your family.



Update NFAAS:

Whenever your contact information (e.g., home address, phone number) changes, go to navyfamily.navy.mil, log in, click on the "My Info" tab and update your and your family member's contact information.



Muster:

During or following a widespread disaster, the Navy will require you to muster or report your whereabouts with your command to ensure all members are safe and accounted for. To muster, log in to NFAAS to account for yourself and your family members. If a computer is not available, call the Navy Personnel Command (NPC) Emergency Coordination Center at 1-877-414-5358.



Recover:

If a disaster affects you or your family and you need assistance, log in to NFAAS to complete a Needs Assessment Survey to report your needs (e.g., housing, finance, legal, transportation). Once you submit the survey, an FFSC representative will contact you to assist.

NFAAS is available for:

Active duty, Reservists, Navy civilian employees, non-appropriated funds, Navy Exchange employees and their family members, as well as overseas contractors.

Disaster Preparedness Resources

Ready Navy:

<https://www.ready.navy.mil>

Emergency planning tools for all Navy personnel.

Fleet and Family Support Center:

www.ffsp.navy.mil

Programs and services to support sustained mission and Navy readiness.

American Red Cross:

www.redcross.org

Guides and information for home, school, work and community.

Ready.Gov :

www.ready.gov

Information, checklists and printable forms to educate and empower Americans to prepare for emergencies.

FEMA:

www.fema.gov/plan

Offers information on the range of natural and manmade disasters and guidance for protecting families and property.

Homecoming

Preparing for homecoming is an exciting time, but it also can be stressful. You may experience a wide range of emotions as you work to finalize homecoming preparations. Once your service member has returned home, you will need to talk about your expectations and find ways to establish a new “normal” for your family.

Expectations Leading Up to the Reunion

If you do not discuss your expectations about homecoming, you will be left making a lot of assumptions. Save yourselves time and hardship by having a conversation about realistic expectations, instead of hoping you will hit the mark. When it comes to homecoming expectations, here are some points to consider:

- ▶ Do not expect this reunion to be just like others you have experienced.
- ▶ Do not expect everyone to acclimate at the same rate.
- ▶ Expect there to be an adjustment period for just about everything.
- ▶ Expect that some things about your partner and your home will be different.



The Reality of a Reunion

As homecoming day approaches, it is important to remember that everyone in the family has changed during the deployment. All family members will need to make adjustments and allow for the changes that have taken place. Encourage everyone to be flexible during this time.

Tips for Planning for the Reunion

Be aware that homecoming plans can change. While you can never prepare for every possibility, the following tips can help make homecoming go smoothly:

- ▶ Communicate before the reunion. Service members should keep family members updated on any changes in the schedule. They should also describe their preferences for the reunion.
- ▶ Budget for the reunion. Control costs by creating a spending plan for your reunion. Homecoming expenses can escalate quickly, so consider cost when making your reunion plans.
- ▶ Involve children in the planning. Have children participate in planning by having them make a welcome home banner, small gift or help prepare the homecoming meal.
- ▶ Decide who will be part of the reunion. Who does your service member want at homecoming? Some service members want to see only immediate family, while others may enjoy having extended family and friends.
- ▶ Get enough rest the night before the reunion. The excitement and anticipation of reunion may make it hard to rest, but homecoming day is likely to be long and tiring. Try to get as much sleep as possible the night before homecoming.

Hints for a Happy Homecoming

Reuniting after a long deployment is fun, exciting and one of the best things about Navy life. Enjoy homecoming and be prepared to renegotiate your relationship as you reconnect.



You may not be accustomed to reading your partner's nonverbal signals. "What did he mean by that sigh?" "Did she roll her eyes when I said that?" Watch for those nonverbal signals and calmly ask if you are unsure what is being said.

Those at home may have to help their service member catch up with missed experiences. Sailors may have to clean up their language and social skills. You may have to adjust to different access to privacy than was experienced during deployment.

Tips from Experienced Navy Couples

- ▶ Be careful not to get caught in the “who had it worse” game.
- ▶ Plan time together as a couple.
- ▶ Share your feelings. It is natural to have mixed emotions — excitement and happiness combined with nervousness and insecurity.
- ▶ Be realistic. The perfect reunion fantasy is just that: a fantasy.
- ▶ Expect to be more tired than you think. With all of the excitement and preparations, fatigue is a common homecoming reaction for everyone.
- ▶ Intimacy involves emotional as well as physical closeness. Talk about each other’s expectations for reconnecting physically.
- ▶ Communicating openly and honestly with your partner about your feelings, expectations, needs and worries is a sure way to help make this homecoming the best it can be.



Children and Homecoming

Reunion is a time of excitement, joy and readjustment. Younger children take their cues about homecoming from you, their caregiver. Older children may have feelings similar to yours. They will be excited and happy but may feel anxious if they believe they did not live up to their deployed parent’s expectations.

The parent who has been at home may be reluctant to share the responsibility of parenting. It is important for children to see both parents in the caregiving role. It also allows the returning parent to experience the joy that caring for their children can provide.

Just as parents need time to re-establish relationships, so do children. It is best for the returning parent not to make drastic changes to their children’s routine, rules and responsibilities immediately. For the first few days after their deployed parent’s return, children will likely go to the parent who has remained at home with them for permission and assistance.

If possible, plan a few days for a family vacation at home. Do fun activities as a family. Limit house cleaning and chores to the essentials. Talk, play, listen and enjoy being a family again.

Duty nights can be challenging after an extended deployment because young children may worry that their parent has left again. Older children are usually delighted that their family is reunited, even though they may, at times, resent the discipline enforced by having two parents at home.

Resources

Get to know the following organizations that provide helpful services and programs to military families.



American Red Cross

American Red Cross

www.redcross.org or toll-free hotline at (877) 272-7337

The American Red Cross provides emergency communications and verifications to enable COs to make informed decisions about granting emergency leave. Additionally, the Red Cross provides emergency financial assistance for families who are not near a Navy-Marine Corps Relief Society office. The following information must be provided when calling the Red Cross hotline in an emergency: the Sailor's full name, rank/rate, Social Security number, date of birth, APO and, if possible, DSN phone number, the nature of the emergency, the name of the person affected and how to verify the incident (doctor or funeral home and telephone contact numbers). After a case number is received from the Red Cross, families may call ECRC at (877) 364-4302. ECRC will notify the action officer for the Sailor's mission.



Armed Services YMCA

www.asymca.org

The Armed Services YMCA offers programs for spouses of junior enlisted. Programs vary by location but typically include:

- ▶ Spouses' morning/night/day out.
- ▶ Sign language classes.
- ▶ Craft groups.
- ▶ Parenting workshops.
- ▶ Holiday dinners and dances.



IA Sailor Chaplain Support

www.public.navy.mil/IA/Pages/X_X_CHAPS.aspx

Chaplains play a vital role in helping fellow sea-service personnel and family members during crucial moments in their lives and are experts in faith and religious practice. Chaplains assist Navy personnel and families in dealing with the challenges of Navy life – including IAs – through counseling, advice and pastoral care.

Support is available through all phases of the IA deployment cycle: pre-deployment, deployment and reintegration. Communications with a chaplain are confidential unless the person communicating directs otherwise. Local unit chaplains stand ready 24/7 to provide IA, personal and religious ministry support. Core areas of service are:

- ▶ Confidential counseling. Essential during personal, family and professional distress.
- ▶ Information and referral. Chaplains are a rich resource as well as an advocate for Sailors and family members.
- ▶ Religious accommodation. Chaplains help in locating worship opportunities or with other religious needs.
- ▶ Facilitating communication. Chaplains help families and deployed Sailors in contacting each other.
- ▶ Emergency response. While your initial action may be to phone 911 or visit a medical treatment facility, a duty chaplain is available to assist you in dealing with suicide, sexual assault, domestic violence, substance abuse or operational stress.

Individual Augmentee Family Handbook

An excellent resource for IAs and their dependent family members also can be found in the Chaplain Religious Enrichment Development Operation (CREDO) retreats. These are free weekend retreats and workshops for families, couples and individuals. There are 10 CREDO centers located in fleet concentration areas. Please contact your local chaplain about how to attend a CREDO retreat.



Family Readiness Group

https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/deployment_readiness/family_readiness_groups.html

A Family Readiness Group (FRG) coordinates fun and informational activities for family members of Sailors serving within the sponsoring command. In addition to spouses, some groups may also include parents, children, fiancées and partners as determined by the CO.

Some installations have created IA family support groups, where you can meet other family members experiencing similar assignments. Getting involved with an FRG is a great way to get to know other families, to learn more about the Navy and to support your Sailor. To learn about your command's FRG, contact your command ombudsman. You may also contact the ombudsman coordinator at your FFSC for further information.



Command Ombudsmen

https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/ombudsman_program.html

Ombudsmen are volunteers, appointed by a CO, who serve as official information channels between the command leadership and Navy families. They are not professional counselors, but they are trained to listen to questions or problems and to refer Sailors and their families to professionals who can help.

Most ombudsmen publish a newsletter. Some also have a Careline, which is a recorded message that is regularly updated with news about the command, FRG activities, and local military and community information. The parent command, CIAC or the local FFSC can provide you with contact information for your ombudsman. You may also contact your ombudsman using the "Contact Your Ombudsman" feature at <https://ombudsmanregistry.cnic.navy.mil>.



Defense Finance and Accounting Service

www.dfas.mil

DFAS ensures that service members are paid. MyPay is a useful feature of the DFAS website, allowing service members (and their families if they have a PIN) to get real-time information about their pay accounts, start and stop allotments, sign up for the TSP, change their withholding and much more.



Expeditionary Combat Readiness Center

www.ecrc.navy.mil or ECRC 24-hour toll-free family hotline: (877) 364-4302.

ECRC IA Family Helpdesk: ecrc.fs.fct@navy.mil.

Family assistance, information and resource referrals.



Fleet and Family Support Center

https://www.cnic.navy.mil/ffr/family_readiness.html

FFSCs provide programs and services for deploying families:

- ▶ Family Connection Newsletter.
- ▶ Deployment preparation briefs. Briefs are a facilitated discussion that cover practical and emotional preparation for deployment and resources for assistance. Facilitators allow time to address participants' questions and concerns.
- ▶ Homecoming briefs. Briefs are a facilitated discussion and cover possible reactions at homecoming and suggestions for ways to successfully reintegrate.

Many other programs and services are provided by FFSC, including:

- ▶ Clinical Counseling.
- ▶ Family Advocacy Program (FAP).
- ▶ Family Employment Readiness Program (FERP).
- ▶ Information and Referral (I&R).
- ▶ New Parent Support Home Visitation Program (NPSHVP).
- ▶ Personal Financial Management (PFM).
- ▶ Relocation Assistance Program (RAP).
- ▶ Sexual Assault Prevention and Response (SAPR).
- ▶ Transition Assistance Program (TAP).
- ▶ Transition Goals Plans Success (TGPS).
- ▶ Volunteer Assistance Program.

Free Space A Flights for Families of Deployed

www.amc.af.mil/Home/AMC-Travel-Site

Spouses and children of personnel deployed 120 days or longer can use military transport, provided they have a verification letter from the service member's commander. Family members, regardless of where they are based, may travel unaccompanied an unlimited number of times during the deployment, when seats are available. Children under the age of 18 must be accompanied by an eligible parent or legal guardian. Space A travel is also available to National Guard and Reserve families, as well as to Navy families whose military sponsor is assigned to a deployed ship with PCS orders.

Space A, which is based on availability, often involves waiting to obtain space on a flight (the government does not cover meals, lodging or other associated costs of traveling to see your Sailor). You are not guaranteed availability on Space A flights, but for those who can take the time, the opportunity to fly for free can be a morale-booster and a money-saver.

Further information on air transportation eligibility, including category information, phone numbers and sample letters for the command, is available on the website.

Individual Augmentee U.S. Fleet Forces

www.ia.navy.mil

Identifies resources and provides support to the IA Sailor, family and command throughout the IA deployment cycle.



Joint Knowledge Online

jko.jten.mil

Joint Knowledge Online (JKO) provides service members and their families access to online training on many topics, including preparing for and coping with deployment. To log in to JKO, you must have an active user account. DoD military and government civilians who have been issued a CAC may register for a JKO account. Individuals without a CAC may request a sponsored account. A link with instructions for requesting a sponsored account is provided on the JKO login page.



Joint Services Support

www.jointservicesupport.org

Extensive information on resources and programs for geographically dispersed Guard or Reserve families. Links are provided to sister-services support programs as well as local events and activities for families of deployed service members.



Military OneSource

www.militaryonesource.mil

Military OneSource is a 24/7, real-time information-and-referral service funded by the DoD. All services are free and are available to active-duty, Guard and Reserve personnel and their immediate family members, regardless of activation status. Military OneSource is a “virtual extension of existing installation service.” Besides helping with referrals, Military OneSource also maintains a library of more than 3,000 educational materials, such as CDs, DVDs and booklets on many topics. They also offer interpretation and translation services in more than 140 languages. Through Military OneSource, you may participate in up to six in-person or telephone nonmedical counseling sessions per issue with a licensed counselor.



Navy Family Accountability and Assessment System

<https://navyfamily.navy.mil>

NFAAS allows Navy personnel to manage the recovery process for families affected by a widespread catastrophic event. It also provides commands with information to support IA family members while their sponsors are deployed overseas. It is important that Navy families log in to NFAAS and verify that their contact information is up-to-date. If you relocate during deployment or must evacuate during a disaster, once you have arrived at your new location, log in and update NFAAS so your CIAC emergency case manager, ombudsman and IDSS can maintain contact with you and provide deployment and/or disaster support services as needed.

Navy Fitness Program

www.navyfitness.org

The goal of the Navy Fitness Program is to create “Fitness for Life” for the entire Navy population, including active-duty Sailors, family members, retirees and DoD civilians. Navy Fitness offers state-of-art fitness facilities staffed with highly trained and motivated fitness professionals who provide programming including fitness, sports and aquatics to meet the needs of every customer. From family fitness to command physical fitness, Navy Fitness is actively engaged in and committed to the enhancement of the health and wellness for the entire Navy family.



Navy-Marine Corps Relief Society

www.nmcrs.org

NMCRS is a volunteer-based, not-for-profit private 501(c)(3) organization sponsored by the Department of the Navy (DoN). No financial assistance is received from the DoN to conduct the society's programs. The society provides interest-free loans or grants to help with emergency needs such as:

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

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

Loans are made to the service member. During deployments, in the absence of the service member, an eligible family member may seek assistance with a valid power of attorney, or an NMCRS preauthorization form can be placed on file at the NMCRS office before deployment. If neither is available, the service member will be contacted to provide authorization and to agree to repayment terms.



Navy Morale, Welfare and Recreation

navymwr.org

The Navy Morale, Welfare and Recreation (MWR) Division provides a varied program of recreation, social and community support activities on Navy facilities worldwide. Programs provide active-duty, Reserve and retired Navy personnel and their families with sports, physical fitness activities, entertainment and dining.



Navy Operational Support Center

Navy Operational Support Centers (NOSCs) are located in all 50 states and two U.S. territories. Families who do not live near a military installation but near a NOSC can receive support from the NOSC. The NOSC can assist families with resources in the local area, with identification cards and with DEERS enrollment. To locate a NOSC, contact the Family Support Program administrator at the Reserve Component Command in your region.

- ▶ Mid-Atlantic – RCC Great Lakes (847) 688-4916 x205
- ▶ Mid-Atlantic – RCC Norfolk (757) 341-5891
- ▶ Northwest – RCC Everett (425) 304-3829
- ▶ Southeast – RCC Fort Worth (817) 782-1660
- ▶ Southeast – RCC Jacksonville (904) 542-3429
- ▶ Southwest – RCC San Diego (619) 532-4274

Individual Augmentee Family Handbook



Naval Services FamilyLine

www.nsfamilyline.org

Naval Services FamilyLine is an all-volunteer, nonprofit organization dedicated to empowering sea service families to meet the challenges of the military lifestyle. They coordinate the Compass Program, which is a program for new military spouses that covers topics including deployment preparation, finances and military customs and traditions. They also offer a range of free publications as well as information-and-referral assistance.



Operation: Military Child Care

www.childcareaware.org

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

This initiative helps eligible military families locate and subsidize affordable child care in local communities. Military families who are using licensed/legally operated, community-based child care programs and providers pay reduced fees.

Child care costs often increase when your Sailor is deployed. This subsidy program can be used by spouses who are employed or looking for work, going to school or have special medical needs. For more information, contact the National Association of Child Care Resource and Referral Agencies at (800) 424-2246, or visit www.naccrra.org.



Operational Stress Control

www.public.navy.mil/bupers-npc/support/21st_century_sailor/osc/pages/default.aspx

Operational Stress Control (OSC) helps Sailors and families recognize the signs of chronic stress and offer actions to improve psychological health. Further information and links to 24-hour hotlines are available at:

- ▶ PDHealth.mil (www.pdhealth.mil) offers Information on post-deployment health care.
- ▶ Defense Centers of Excellence (www.dcoe.health.mil) provides information and programs on psychological health and traumatic brain injury.

Personnel Support Detachment

www.public.navy.mil/bupers-npc/psd/Pages/default.aspx

The Navy's Personnel Support Detachment (PSD) is the agency that provides administrative, personnel, pay and transportation support including:

- ▶ DEERS.
- ▶ Family and service member identification cards.
- ▶ Transportation services.
- ▶ Travel claims processing.
- ▶ Transition processing.

Each installation has a PSD. Visit the website above for more information and to locate your PSD. Family members may need a general or specific power of attorney to receive some services from PSD. Your CIAC is your advocate when working with the PSD.



Region Legal Service Office

www.jag.navy.mil

Free attorney assistance is available at local Region Legal Service Offices (RLSOs) for service members and family members with military identification cards. Services may include adoption advice, domestic relations, immigration and naturalization, Servicemembers Civil Relief Act, powers of attorney, wills and notary services. RLSO is also the clearinghouse for personal property claims for damages that result from a PCS move.

To find the office nearest you, go to the RLSO locator at www.jag.navy.mil/legal_services/legal_services_locator_rls.htm.

Returning Warrior Workshop

www.public.navy.mil/IA/Pages/R3_FM_RWW.aspx

The Returning Warrior Workshop (RWW) is available to Reserve and active component Sailors who served as IAs. In the workshop, participants learn how to overcome the battles they face back home — the struggles that come from the dramatic transition from combat life to civilian life.

Qualifying participants include Reserve and active component Sailors who have served as IAs and their guest (i.e., a spouse, significant other, close family member or friend).

Workshops are comprised of group presentations, small-group breakout sessions, vendor informational sessions and one-on-one counseling in a conference-style setting. Facilitators are carefully selected and trained to guide participants through potentially sensitive and emotional discussions. Facilitators include senior officer and enlisted personnel in the Nurse Corps, medical and social work fields and chaplains.

View the workshop schedule on the RWW web page to reserve your spot for this valuable workshop for you and your guest.

For active component Sailors:

- ▶ To register for an upcoming event, use the following link:
<https://www.yellowribbonevents.org>.
- ▶ If your command is unable to fund your transportation to a scheduled RWW, contact usff.ia.fct@navy.mil (subject: "Returning Warrior Workshops") to request a funding source and provide the following:
 - Full name
 - Rank
 - Command
 - Email
 - Phone



TRICARE

www.tricare.mil

TRICARE is the health care program for Sailors and their families. Reservists and Guardsmen are also eligible for TRICARE coverage when they are on active duty, pre- and post-mobilization.

TRICARE provides a dental benefit, a pharmacy program and TRICARE for Life for most Medicare-eligible uniformed service retirees. There is also a Program for Persons with Disabilities that can help with some of the costs associated with specialized medical equipment and services. In addition, mental health services are available.

Each TRICARE program has its own eligibility and enrollment requirements. Individuals must be registered in DEERS to be eligible for any TRICARE benefits. Enrollment for TRICARE coverage is subject to location, eligibility category and the specific program requirements. Costs and enrollment fees also differ by program.

Health benefits advisers are available at local TRICARE Service Centers or medical treatment facilities to help with questions regarding health care services, or go to the website listed above.



Yellow Ribbon Reintegration Program

<https://www.jointservicesupport.org/YRRP/YRRPEvents.aspx>

Yellow Ribbon Reintegration Program events are designed to inform service members, family members and designated representatives about the assistance and services available to them during deployment. Members of the Navy Reserve and their families/designated representatives who have executed or been identified for mobilization are eligible to attend Yellow Ribbon training events, primarily Deployment Readiness Training (DRT) and Returning Warrior Workshops (RWWs).

DRTs are mandatory events for all Navy Reserve Sailors who have been notified of mobilization and have not attended a pre-deployment event within the preceding 18 calendar months. Family members, designated representatives and children of deployed Sailors are invited to attend. This event will provide a better understanding of all available support programs and what to expect in each phase of deployment.



United Service Organizations

www.uso.org

The USO's mission is to support service members and their families. There are 160 centers worldwide whose programs and services include:

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

Deployment Readiness Assessment

Conduct a brief self-assessment to determine your deployment readiness:

	Do you have your Sailor's phone number, mailing address and personal email address? Remember: Your IA's mailing address and military email address will not be assigned until they reach their destination.
	Do you have your Sailor's Noble Eagle number?
	Do you have contact information for your CIAC?
	Do you have contact information for your ombudsman and IDSS?
	Do you have copies of your Sailor's orders?
	Is your contact information current in DEERS, NFAAS, at your Sailor's command and with the command ombudsman?
	Do you have a will and a power of attorney?
	Have you attended a deployment readiness briefing offered by the FFSC?
	Do you have access to myPay, bank accounts, allotments and safe-deposit boxes?
	Will your identification card be current throughout the deployment?
	Did your Sailor update his or her Record of Emergency Data (Page 2)?
	Did your Sailor update the beneficiary information on their SGLI policy?
	Do you have a communication plan with each other?