



REPLY TO
ATTENTION OF

DEPARTMENT **OF THE ARMY**
HEADQUARTERS AND HEADQUARTERS COMPANY
4TH INFANTRY BRIGADE COMBAT TEAM (AIRBORNE),
25TH INFANTRY DIVISION
724 POSTAL SERVICE LOOP #9600
JOINT BASE ELMENDORF-RICHARDSON, AK 99505

APVR-ABN-CDR

06 May 2014

MEMORANDUM FOR: 4/25 "Spartan" Infantry Brigade Combat Team (Airborne) Members

SUBJECT: Family Readiness Handbook

1. Fellow Spartans, one of the principle roles of the Family Readiness Group (FRG) is to assist its members in solving problems through referrals to support agencies. To assist with this task, the FRG has put together a Family Readiness Handbook (FRH) that includes helpful information about the many resources available on Joint Base Elmendorf-Richardson. Please take a moment to look through it. We hope you and your family will find it helpful.
2. The FRH was designed by our Paratroopers and Spartan Family Members. It is meant to be a guide to help you locate resources when your loved one is deployed overseas in support of our great nation. As you look through it, if improvements to the guide come to mind, pass them along to your FRG leader so we can incorporate your thoughts into the next update of the book. We welcome your suggestions.
3. As a member of the Spartan Brigade, you and your family are an integral part of our team. We sincerely appreciate all of the sacrifices you make in support of our brigade and our country.

Arctic Warriors!
Sparta Lives!

MATTHEW W. MCFARLANE
Spartan 6

FRANK E. HACKER
Spartan 7

Table of Contents

<i>Subject</i>	<i>Page</i>
Summary of Changes	3
The Family Readiness Group	4
About the Spartan Brigade	6
Traveling to Alaska	7
Driving the Alaskan Highway	7
Sponsorship	8
Base Housing on JBER	8
JBER Support for new arrivals	8
What is a deployment?.	9
Problem Solving Flow Chart	10
Important Telephone Numbers	11
Emergency Telephone Numbers	11
JBER-Richardson “Quick” Reference Numbers	11
JBER-Elmendorf “Quick” Reference Numbers	14
Dealing with Emergencies	14
673 rd Medical Group Wing (Hospital)	15
Clinic Telephone Numbers	16
Armed Services YMCA Teddy Watch	16
Other helpful resources	17
Army Community Services	17
Family Support	19
Legal Assistance	20
JBER Religious Support	21
Religious Service Schedule	22
Helpful Websites	23
Operational Security	24
Home Security and Crime Prevention	25
Travel	26
Finances	28
Social Media	28
Notification Process	29
Preparing for Winter	30
Appendix A (Pre-Deployment Checklist)	33
Appendix B (Family Deployment Checklist)	34
Appendix C (Emergency Information Form)	37
Appendix D (Red Cross Notification Form)	38
Appendix E (Family Budget Worksheet)	39
Appendix F (Notification of Departure from the Area Form)	41
Appendix G (FRG Information Form)	42
Appendix H (Notification Information Flow Model)	43
Appendix I (Important Unit Phone Numbers Worksheet)	44
Appendix J (Battalion Family Readiness Group Standard Operating Procedure Example)	45

Summary of Changes

Below is a list of changes to the BDE FRG Handbook

Page 2	Abbreviate Family Readiness Handbook to FRH in subsequent use
Page 5	Add “FRG is not a driveway shoveling service”
Page 6	Change six Airborne BCTs to five
Page 7	Change April to May
Page 10	Change Sky Soldier to Spartan Update as of date
Page 14	Change Appendix D to Appendix C Change Appendix E to Appendix O Add JBER Hospital address
Page 16	Change EAFB to JBER
Page 25	Add name of form for Appendix F
Page 26	Remove Appendix H – information is listed below
Page 29	Add non serious injury or illness guidance
Page 30	Add snow pants for children at recess
Acronyms	FRSA – Family Readiness Support Advisor FRG- Family Readiness Group FRH- Family Readiness Handbook BCT – Brigade Combat Team JBER – Joint Base Elmendorf - Richardson POC – Point of contact ABN - Airborne POA – Power of Attorney TDY – Temporary Duty

As of 07 May 2014

Introduction

The FRG Guide

We hope you will use this handbook to assist your family. You will discover there are many areas of concern that go unnoticed until it is your family facing an unexpected situation. Please take time to fill in the information on the following page. Challenges and stresses accompany every deployment, even if it is a short training exercise. Being prepared can minimize the stress you may encounter.



The Family Readiness Group

The How:

The concept of Family Readiness Groups (more commonly referred to as FRGs) is relatively new to our Army. While Army spouses have always supported each other, commanders of deployed units discovered that while their unit is highly trained to fight, little if anything was done to train and prepare families to better cope with the stresses and unique problems that often arise during extended, and often times, unexpected deployment of their Soldiers. Some type of organization was needed within each unit to address this serious shortcoming so that in a time of crisis, families would be better able to care for themselves. The concept of the Family Readiness Group was born. FRGs have proven invaluable in informing families during deployments.

The What:

A Family Readiness Group is an organization of mutual support, assistance, and a network of communication among the family members' chain of command and community resources.

Family Readiness Groups will differ between units, depending upon the commander, the leader, the number of families involved, and available resources. All FRGs throughout the Army share the same purpose; to empower Army families and make them independent rather than dependent.

The role you play in your FRG is your choice. You are welcome to participate as much as you would like to or are able to. There are many projects to become involved in and each of them is important in their purpose.

FAMILY READINESS GROUPS:

- Provide an effective way of gaining information, support, and control during deployment.
- Empower families to become more knowledgeable and self-reliant
- Promote more efficient use of community resources
- Reduce Soldier and family member stress
- Increase the Soldier's ability to devote his or her full attention to the mission by offering reassurance that the family members have close, reliable, and friendly support
- Care for each other
- Provide a helping hand when needed
- Are there to answer questions
- Give moral support
- Want to establish a sense of family within the unit
- Access information and resources to help you solve problems
- Help family members develop a more positive attitude toward themselves, the unit, the deployment, and the Army
- Increase morale
- Foster increased levels of cohesion and confidence for family members and Soldiers
- Unite other family programs designed to improve the quality of life

FAMILY READINESS GROUPS ARE NOT:

- Part of the casualty notification process
- A babysitting service
- A surrogate parent
- A social worker or counseling service
- A taxi or bus service
- A money loan agency
- A lending service
- A welfare agency
- A lawn mowing service
- A driveway shoveling service
- A moving company
- An auto repair service
- A "club"
- All things to all people.

About the Spartan Brigade

The 3,800 Paratroopers of the 4th Infantry Brigade Combat Team (Airborne), 25th Infantry Division are part of the Army's only Arctic Airborne Infantry Brigade Combat Team, and one of only five Airborne BCTs. This unit has served the nation proudly in Iraq and Afghanistan over three combat deployments in its short history. We are combat-tested, and Pacific-focused, ready to answer the nation's call to provide defense and humanitarian support anywhere in the Pacific Rim, anytime.

The brigade is composed of six battalions, each one with its own history and culture.

4th Infantry Brigade Combat Team (Airborne), 25th Infantry Division



We welcome you to the Spartan Team, the only one like it in the Army!

Traveling to Alaska

There are three ways to travel to Alaska – fly, drive, or ferry, or a combination. Winters in Alaska can start as early as September and last through May. It is advised to fly during this time of year unless you are experienced in driving in severe winter conditions (blizzards, extreme cold temperatures to minus 50 degrees Fahrenheit, black ice, long dark days). If you decide to drive we recommend The Mile Post magazine as a tool to help you with maps, motels, gas stations, etc.

The Army will authorize shipping one car. It usually takes 3-4 weeks for cars to arrive from the East Coast. There are many rental car and taxi services as well as new and used car dealerships in Anchorage.

Installation Shuttle Service. There is a shuttle service provided on the JBER-Elmendorf side of the installation, contact the Vehicle Operations Control Center, 907-552-4475 for route/times. There is no authorized shuttle on JBER-Richardson however, there is limited service provided by the Armed Services YMCA, 907-384-3733.

To find the Richardson Welcome Center, take the Glenn Highway and exit at Fort Richardson. Present your ID at the checkpoint (or stop at the visitors center and request a map). You are currently on D Street. Follow D Street until you get to 6th Street. Turn left at 6th Street. Continue to the large public parking lot on the right; just before the 4-way intersection. The Welcome Center, is located in Building 600; report to Room 103 for in-processing.

Driving the Alaskan Highway

Driving is not command restricted but is not advised during the November to April time frames without in-depth research of the route and associated planning. Gas stations and motels along the ALCAN can be seasonal (closing for the winter) or even temporarily closed due to weather (forcing you to wait). Cell, and even in places, satellite phones, will not have a signal.

You will be driving through Canada unless you reserve passage on the ferry into Whittier.

Pets require health certificates and there are restrictions on certain animals and foodstuffs.

Notify auto insurance and the lien holder on your vehicle to see if they have any restrictions or specific guidance for your travel through Canada.

Legal issues (misdemeanors, DUIs), step-children & firearms: Canada has stipulations and restrictions on what you can transport and the requirements to cross. For more information, visit http://travel.state.gov/travel/cis_pa_tw/cis/cis_1082.html.

Sponsorship

Alaska is considered an Overseas/OCONUS assignment. It is a requirement that all family members obtain an Exceptional Family Member Program (EFMP) screening prior to Soldiers approval for family travel to Alaska. Contact the EFMP manager at your losing installation to initiate the screening process.

Soldiers can request the paperwork from the losing installation Levy section of Military Personnel or S1 section. Upon completion, each family member's name will be amended to your orders and travel/transportation/housing arrangements can be made. To prepare for your move attend your Levy Briefing six months out.

Each new arrival to the Spartan Brigade will be assigned a unit sponsor, someone who can answer questions and assist you during the transition to Alaska. To request a sponsor, go to <http://www.usarak.army.mil/main/sponsorship.asp>, or simply go to the brigade Facebook site and click on "Request a Sponsor."

Base Housing on JBER

The JBER-Richardson Housing office is located in the Welcome Center, Building 600, on the corner of Richardson Drive and 5th Street, across the street from the Post Theater & Starbucks. Please make sure you stop by the housing office before signing a lease. When signing such a document, please ensure that there is a **Military Clause** in your lease agreement or bring it by the legal office, Building 600 (same building as ACS) on the Third Floor. This allows you a legal avenue to break your lease if you need to relocate for a PCS or deployment. The housing office will inform you of the status of on post housing availability.

Aurora Housing is the provider for Privatized Housing (1 April 2011), contact 907-552-4439/907-753-1023 or www.auroramilitaryhousing.com.

There are three primary areas to look for off post housing: Anchorage (visit Municipality of Anchorage), Eagle River (visit: Eagle River area), or Mat-su Valley (visit: Mat-su Valley area).

Cost of Living Allowance (COLA) is based on number of Command Sponsored dependents you have with you in Alaska or whether you live in the barracks. To determine your COLA visit the Defense Travel Per Diem website: <http://www.defensetravel.dod.mil/site/colaCalc.cfm>.

JBER Support for New Arrivals

The ACS Relocation Readiness Program (RRP) Lending Closet provides small kitchen appliances and kitchen items for temporary loan. Driving maps and community information and other ACS services/support is also available. There is a Newcomers

(Military & spouses) Orientation - mandatory for Soldiers, *the First and Third Wednesday each month* from **0900-1700** in the JBER-Richardson Education Center, Building 7 (across from Burger King). **Spouses are highly encouraged to attend and FREE childcare is available by calling CYSS, 907-384-7483 – one week prior to your Newcomers Orientation.**

The Richardson Thrift Shop *E4 and Below Warrior Program* offers a \$25.00 monthly clothing allowance program, good for all clothing, shoes, uniforms, and outer wear. The Thrift Shop is located in building 724 Quartermaster Rd. Door #8, near the Richardson Post Office. It is open 10:00 a.m. – 2:00 p.m. Monday through Thursday, and the first and third Saturday of each month from 11:00 a.m. – 2:00 p.m. For more information, call (907) 384-7000, or e-mail ftrichgiftshop@gmail.com.

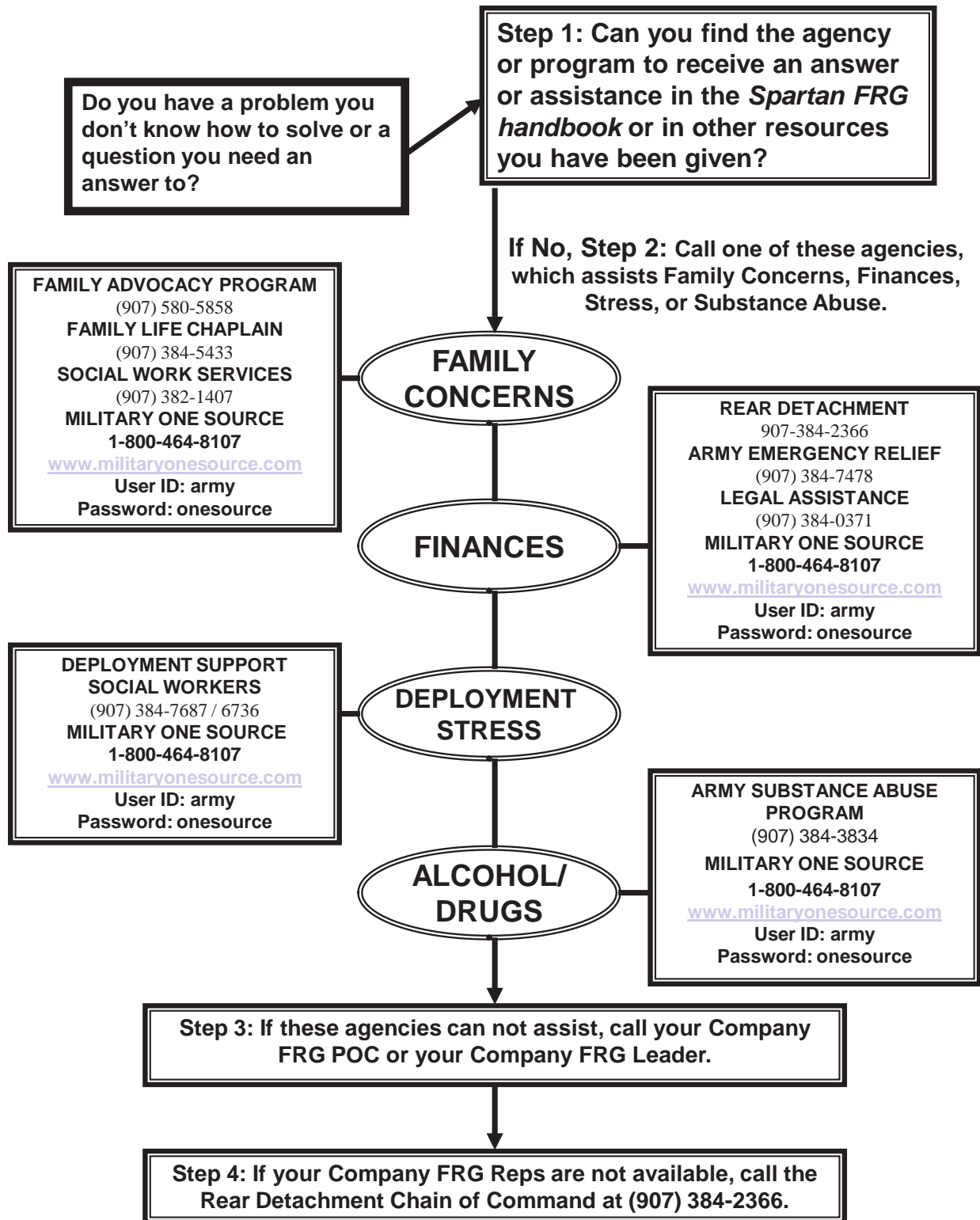
What is a Deployment?

A deployment is any military duty away from home. It may be as short as an overnight exercise, or as long as an unaccompanied tour. The purpose of a deployment is to keep our military forces at the highest state of readiness possible and to meet our global military commitments.

Your spouse may deploy at any time; although, most deployments are scheduled well in advance. Decisions and tasking often happen with short notices in the military, so it is very important to have your family affairs in order. By planning ahead now, you will handle unexpected situations that may come up during a deployment with more confidence, and have valuable tools to work with during the deployment.

This handbook has been developed to help you and your family prepare for deployment, unaccompanied tours and extended temporary duty. Within these pages you will find helpful suggestions, pertinent information about post agencies, and suggested actions to take that are essential to your family's welfare. As with any separation, preparation is the key to success.

PROBLEM SOLVING FLOW CHART



As of: 06 May 2014

Important Telephone Numbers

4/25 IBCT (ABN) REAR DETACHMENT

QUICK REFERENCE EMERGENCY INFORMATION

Please tear this page from the book and keep it near your telephone. (Duplicate in Appendix I)

Soldier's Full Name: _____

Soldier's Rank: _____ Soldier's Social Security Number: _____

Soldier's Date of Birth: _____ Soldier's Place of Birth: _____

Soldier's Unit: _____

24-hour Chaplain: (907) 384-6666

Company Commander: _____

Soldier's Rear Detachment Battalion Commander: _____

Rear Detachment Commander's Phone: _____

Family Readiness Group Leader: _____

Family Readiness Group Leader's Phone: _____

Family Readiness Group Leader E-mail: _____

Family Readiness Group Key Caller: _____

Family Readiness Group Key Caller's Phone: _____

Family Readiness Group Key Caller's E-mail address: _____

Brigade Chaplain & Phone: (907) 384-0381/792-9060

Brigade Staff Duty Desk: (907) 384-2366

Battalion Staff Duty Phone: _____

Soldier's Mailing Address: _____

Emergency Telephone Numbers

Ambulance, Fire, Military Police	911
Army Emergency Relief (AER)	(907) 384-7478
American Red Cross (JBER office)	(907) 552-5253
TRICARE Advice Nurse (24 Hour)	(907) 212-4900
Hospital Emergency Room	(907) 580-5555
Poison Control	(800) 222-1222
Department of Public Works, Work Orders-Weekday (0700-1700)	(907) 384-3664

JBER-Richardson “Quick” Reference Numbers

DPW on Weekends and Holidays	(907) 384-0778
Housing Maintenance	(907) 753-1051
Alaska Road / Weather Information	511
Army Community Service (ACS)	(907) 384-1517
Base Locator (Elmendorf)	(907) 552-1110
Base Locator (Richardson)	(907) 384-1110
Chaplain (Family Life)	(907) 384-5433
Chaplain (Garrison)	(907) 384-1461
Child Central Registration / Outreach Services	(907) 384-7483
Child Development Center (Talkeetna CDC/Richardson)	(907) 384-0686
Child Development Center (Denali CDC/Elmendorf)	(907) 552-8304
Child Development Center (Katmai CDC/Elmendorf)	(907) 552-5113
Child Development Center (Sitka CDC/Elmendorf)	(907) 552-6403
Child Pre-School Part Day program / Hourly Care	(907) 384-1510
Child Youth Services – Coordinator / Administration	(907) 384-1508
Dental (for Family Members)-United Concordia West Region	(877) 988-9378
Dental (for Soldiers)	(907) 384-2483
Exceptional Family Member Program (EFMP) – Bldg. 600	(907) 384-0225/0503
Family Advocacy Manager	(907) 580-5858
Family Housing-Chief	(907) 384-0133
Family Housing-General Information	(907) 384-3907
Family Housing – Manager	(907) 384-7656
Family Housing Maintenance	(907) 753-1051
Family Life Center	(907) 384-5433
ID Cards (Military/Civilian)	(907) 384-0332
Legal Assistance	(907) 384-0371
Lodging (Elmendorf)	(907) 552-2454
Lodging (Richardson)	(907) 384-5660
Military & Family Life Consultants	(907) 384-1534
Military & Family Life Consultants (Off Post)	(907) 382-1407/0597
Military One Source – JBER- Richardson Consultant	(907) 384-0804
Military One Source	(800) 342-9647
School Age Services (SAS)	(907) 384-1508

School Liaison Officer	(907) 384-7500 / 1505
Ursa Major (Main Office)	(907) 742-1600

JBER-Richardson “Quick” Reference Numbers

Ursa Minor (Main Office)	(907) 428-1350
Armed Services YMCA of Alaska (Elmendorf)	(907) 552-9622
Armed Services YMCA of Alaska (Richardson)	(907) 384-9622
Arts & Crafts Center	(907) 384-3717
Automotive Skills Center	(907) 384-3718
Buckner Gym / Physical Fitness Center	(907) 384-1308
Dyea Ski Slope & Ski Rental (907) 428-1309	
Education Center	(907) 384-0970
Library	(907) 384-1640
Main Gate / Visitors Center	(907) 384-2916
Main Gate / Visitors Center (Richardson)	(907) 384-2937
Main Gate / Visitors Center (Elmendorf/Boniface)	(907) 552-1449
Otter Lake Lodge - Boat Rental (May-Sept)	(907) 384-6245
Outdoor Recreation Center, JBER-Elmendorf (907) 552-2023	
Outdoor Recreation, JBER-Richardson (907) 384-1475	
Outdoor Recreation, Alternate (907) 384-1476	
Otter Lake Lodge Reservations	(907) 384-1475
Quartermaster (Laundry and Dry Cleaning)	(907) 384-0850
Recreation Equipment Issue (907) 384-1475	
Religious Information Center, JBER-Elmendorf	(907) 552-4422
Religious Information Center, JBER-Richardson	(907) 384-1461
Sato Travel	(907) 428-1224
Self Help, Air Force Troops (907) 552-5779	
Self Help, Army Troops	(907) 552-4857
Seward Recreation Resort – Reservations	(907) 224-2659
Seward Recreation Resort – Toll Free	(800) 770-1858
Shoppette, JBER-Elmendorf	(907) 753-0323
Shoppette, JBER-Elmendorf	(907) 753-1291
Shoppette, JBER-Elmendorf	(907) 753-1210
Shoppette, JBER-Richardson	(907) 428-3190
Swimming Pool (recorded schedule)	(907) 384-1302
Thrift Store	(907) 384-7000
Tri-Care Appointments	(907) 580-2778
Veterinary Treatment	(907) 384-2865
Warrior Zone	(907) 384-9006
AWEC	(907) 552-3298
Youth Services (YS)	(907) 384-1508

JBER-Elmendorf Numbers

AMC – MAC Flight Terminal Information	(907) 552-8588
Arctic Oasis	(907) 552-8529
Commissary	(907) 580-5575
Hillberg Ski Area	(907) 552-4838
Joint Military Mall (Hours, Depts., Mgrs, Food Court)	(907) 753-4420
Leisure Travel – Information Ticketing and Travel (ITT)	(907) 753-2378
PX (Main Exchange Admin)	(907) 753-0232

Dealing with Emergencies

What if YOUR deployed spouse has an emergency?



If your spouse develops a serious problem while deployed, sickness, injury, etc., the Rear Detachment Commander or a commander's representative will contact you. If someone else calls you to report an injury to your spouse, call the Rear Detachment Commander immediately to verify the information!!! i.e.

What if you have an emergency?

If a serious problem develops while your spouse is deployed, contact one of the following individuals or agencies immediately:

- 911
- Rear Detachment Commander/ NCOIC, or Chaplain
- Family Readiness Group (FRG) Point of Contact
- Family Advocacy Program or Army Community Services (ACS)

An emergency may involve the death, injury or critical illness of an immediate family member (spouse, parent/s or children.)

The military defines an emergency as follows: An EMERGENCY is the DEATH of, INJURY to or CRITICAL ILLNESS of an IMMEDIATE family member. CRITICAL INJURY or CRITICAL ILLNESS is defined as potentially causing permanent disability or death.

IMMEDIATE family is defined as: wife, husband, parent/s, children, grandparent/s-who raised you or your spouse in place of parents, or guardian/s. The commander may determine that other individuals qualify as IMMEDIATE family members, depending on the nature of the emergency.

Rear Detachment Commanders will maintain continuous contact with the unit and will pass on urgent messages to the unit for delivery to your spouse. If your spouse's presence is required at home and it is confirmed by an appropriate military professional (Doctor, Red Cross etc.), we will expedite getting your deployed spouse home to you.

As soon as the emergency passes, your spouse may be required to return to his or her unit.

To assist you in providing essential information necessary when determining the extent of an emergency, an **Emergency Notification Form - Appendix C** and a **Red Cross Notification Form - Appendix O** are included in this document.

673d Medical Group (Hospital)

Hospital Emergency Room:	(907) 580-5554 / 5555 / 5556
TRICARE Advice Nurse (24 Hour):	(907) 212-4900
Hospital Information:	(907) 580-6260
Tri-Care Appointments:	(907) 580-2778 / 1-800-255-2778
Advisory Help Line:	1(800) 805-3377
Patient Advocate:	(907) 580-3128
Mental Health Services:	1(888) 874-9378
Admissions	(907) 580-6423
Hospital Chaplain	(907) 580-6200
Behavioral Health	(907) 384-0405

Behavioral Health offers assistance during those times when the bottom seems to fall out of your life. These services can be of great help when things get difficult. Take advantage of them, they are here to help you.

Pharmacy: A comprehensive pharmacy service is provided by the 673d Medical Group at Outpatient Prescriptions. The main pharmacy is located on the first floor of the JBER Hospital. (5955 Zeamer Ave, Anchorage, AK 99506)

Call: (907) 580-3012 Hours: Monday through Friday 0730 - 1730

The 673rd Medical Group Squadron also operates a satellite pharmacy at the Joint Military Mall.

Call: (907) 580-5526 Hours: Monday through Friday 0900 - 1800
Saturday 0900 - 1300

Clinic Telephone Numbers

Allergy/Immunization	(907) 580-5812
Audiology	(907) 580-5804
Cardiopulmonary	(907) 580-2060
Dermatology	(907) 580-5804
ENT Audiology	(907) 580-5804
Family Advocacy	(907) 580-5858
Family Practice	(907) 580-8303
Intensive Care	(907) 580-2804
Internal Medicine	(907) 580-2500
Labor and Delivery	(907) 580-4595
Mental Health	(907) 580-2181
Neurology	(907) 580-2546
OB/GYN hotline	(907) 580-1305
Occupational Therapy	(907) 580-1701
Pediatrics	(907) 580-2900
Physical Therapy	(907) 580-1700
Post-Partum	(907) 580-1401
Urology	(907) 580-1240
Women's Health	(907) 580-1305

Armed Services YMCA Teddy's Watch

For military parents, it can often be difficult to focus on their own health and well-being when their attention is divided between their care provider and their children. Teddy's Child Watch is a free child care program that provides a safe, nurturing environment for children while their parents attend medical appointments at the JBER Hospital, or at the Bassett Army Community Hospital on Ft. Wainwright.

Serving families from all branches of military, including Coast Guard, National Guard, and Reserves, Teddy's Child Watch is one of the most popular programs offered by the Armed Services YMCA of Alaska. In an average year, Teddy's Child Watch provides free child care for more than 4,200 children!

Joint Base Elmendorf-Richardson (JBER) Hours of Operation:

Providing care for children ages 6 weeks through 12 years

Monday – Thursday, 0745 – 1500

Friday, 0745 – 1400

Call for an appointment: (907) 580-6455

Other Helpful Resources

American Red Cross (ARC)

The American Red Cross on Joint Base Elmendorf-Richardson provides 24-hour support to active duty military personnel and their families. Services provided include emergency communications, counseling for personal and/or family problems, financial assistance and referrals to other agencies. ARC will assist with medical reports, birth notices, and emergency notifications to your spouse during separations, as well as verification of emergency leave.

JBER Office-Duty hours: (907) 552-5253
Emergency Message & After Duty Hours: (877) 272-7337

Army Emergency Relief (AER) (907) 384-7478 / After Hours (907) 384-2099

Army Emergency Relief (AER) provides interest free loans and grants for active duty or retired families who find themselves in unexpected emergency financial situations. AER can assist with the following:

- Initial rent and deposit
- Rent money to prevent eviction
- Utility money to prevent cut-off of services
- Fire and other disasters
- Emergency travel expenses due to crisis in Family



Army Community Service

www.elmendorf-richardson.com
600 Richardson Drive, JBER-Richardson, Alaska 99505-4800
Phone: (907) 384-1517 Fax: (907) 384-0282

ACS is a multi-service organization designed to assist Soldiers and Family members. Its programs enhance the quality of life. You can go to ACS for advice and answers. ACS reflects the Army traditions of caring for its own and teaching self help to Army families.

Army Family Team Building

Bldg 600, Room A32

(907) 384-1513

- Reduce stress, build self-reliant families
- Present issues & concerns, offer solutions
- Three levels, with promotion points

Army Volunteer Corps Program

Bldg 600, Room A112

(907) 384-6716

- Centralized bank of volunteer opportunities
- Track volunteer hours & accomplishments
- Program referral & follow-up

Exceptional Family Member Program

Bldg 600, Room A130

(907) 384-0225

- Provide support to families with special needs
- Special education and training
- Parent Support Groups

Employment Readiness Program

Bldg 600, Room A112

(907) 384-6716

- Career planning, resume, & job application help
- Current "Help Wanted" postings
- Spousal Preference
- Priority Placement

Family Readiness, Mobilization & Deployment Readiness Program

Bldg 600, Room A135

(907) 384-7687 / 6736

- Family Readiness Group training
- FRG Leader Liaison
- Rear Detachment Operations training
- Mobilization & Deployment briefs/training
- Individual & Family assessment & assistance

Soldier & Family Assistance Center

Bldg 4986

(907) 580-0670

Tailored integrated support services for:

- WTU Soldiers & Families
- Education Counseling
- Transition Assistance
- Information & Referral
- Social Services Coordination

Financial Readiness Program

Bldg 600, Room A117

(907) 384-7509

- First term financial classes
- Financial counseling
- Budgeting & check writing classes
- Family Supplemental Subsistence Allowance

Info, Referral, & Follow-Up

Bldg 600, Rooms A138 & A139

(907) 384-1517 / 1518

- Community resources
- Outreach services
- Program referral & follow-up

Joint Army Family Action Plan

Bldg 600, Room A34

(907) 384-1513

Joint Service Family Support Network

(907) 384-0804

- Army One Source Coordinator
- Career planning, resume, & job application help
- Current "Help Wanted" postings

Relocation Readiness Program

(907) 384-1515/ 7485

- Newcomer's Orientation
- Military Homefront/ Welcome packet
- Sponsorship training
- Lending Closet

Employment for Family Members:

Army Community Service Employment
Readiness Program Manager, Mike

Spann, 907-384-6716

mike.spann@elmendorf.af.mil

DEERS / ID Cards – (907) 384-0332

Make sure the ID cards for all family members will not expire prior to the Soldier returning from Deployment. To be on the safe side, you may want to get a special Power of Attorney, giving the spouse authority to obtain an ID card for themselves and their children. If anyone loses their ID card, contact the Rear Detachment Commander immediately.

Family Support

Family Advocacy Program

Bldg 600 & Elmendorf Hospital
(907) 580-5858
JBER Elmendorf (907) 580-5858

New Parent Support Program

Bldg 600 & Elmendorf Hospital
JBER-Richardson (907) 384-6717

Survivor Outreach Services

(907) 384-0272 / 0188

Sexual Assault Response Coordinator

(907) 384-7272 24hrs / 7days

Victim Advocate

(907) 384-7272

Military & Family Life Consultant:

Military & Family Life Consultants are civilian-contracted social workers, psychologists, or other mental health professionals. This free service is available to all Soldiers, civilian employees, and their families. It is completely confidential and no records will be kept. Consultants are mandated to report only in cases of threat of harm to self, others, or in cases of child and spouse abuse. Office hours are Monday-Friday from 0730-1630. Counseling available after hours. Located on the first floor of Building 600. Military & Family Life Consultants (24 Hours) – (907) 382-1407.

Family Care Plan

It is extremely important for Families with child(ren) to plan and execute a Family Care Plan in case of emergencies. Families should have a Will and POA for the Soldier, Spouse and child(ren), designating a trusted and responsible local friend or neighbor to care for the child(ren) with a Guardian POA, in the event the spouse has an emergency and needs immediate medical care while the Soldier is deployed or TDY.

A Guardian POA would assign the designee to make decisions for the children on the parent's behalf until the Soldier arrives home or family members are contacted and arrive to assist. The care plan should list school information and phone numbers. A POA and instructions for the children should be left with the school administrative office. In addition, any special needs or medical conditions and prescriptions should be listed and attached with a Medical POA.

Families should also create a phone tree listing the family emergency contacts- complete name, address, telephone numbers and relationship to have on hand and available for the local contact if needed for an emergency.

Legal Assistance

To reach the Legal Assistance Office, use the following telephone numbers:
(Legal Assistance) **(907) 384-0371**
(Claims) **(907) 384-0330**

Question: What services can the Legal Assistance Office provide?

Answer: The Legal Assistance Office can assist with the following:
Debtor/Creditor relations
Contracts
Landlord/Tenant relations
Documents Notarized
Domestic relations
Wills
Immigration and Naturalization
Consumer Affairs
Tax information
Insurance
Powers of Attorney



Question: Are there any services that Legal Assistance Office cannot provide?

Answer: The Legal Assistance Office cannot assist with the following:

- Private income-producing activities
- Representation in civilian courts
- Representation concerning prosecution under the Uniform Code of Military Justice (UCMJ)

Question: What about preparing a will prior to deployment?

Answer: Your Legal Assistance Office can assist you in preparing a will. Please See a representative PRIOR to your spouse's deployment. A will is needed to dispose of property and provide for the support of your minor children in the event of your death or the death of your spouse.

Question: What is a Power of Attorney (POA)?

Answer: A Power of Attorney is a legal document that authorizes another person (Soldier, spouse, parent) to act on the Soldier's behalf.

Question: Are there different types of POA's?

Answer: Yes. There are Military Special Affairs, General, Medical, Special and Guardian POA's.

- A **Military Special Affairs POA** is recommended for Families on JBER, granting authority for post related affairs related to finance, legal, housing, ID Cards/Deers, Tri-Care, etc.

- A **General POA** grants authority over all of a Soldier's personal affairs. **NOTE: Not accepted for most financial transactions.**
- A **Medical POA** grants authority enabling the holder to obtain medical care for family members under 18 Years of age.
- A **Special POA** grants authority over specific areas of a Soldier's personal affairs.
 - It can authorize another person to take possession, operate, and/or register a person's vehicle
 - It can authorize hospital or medical care for the Soldier's dependent children
 - It can authorize the disposal of certain property, as specifically instructed
 - It can authorize the spouse to receive and cash pay checks
 - It can authorize the spouse to terminate government quarters

A **Guardian POA** grants the designee authority to make decisions for the children on the parent's behalf until the Soldier arrives home or family members are contacted and arrive to assist.

Question: Do I need a POA for a deployment?

Answer: Yes. You may need several **POAs** to ensure that your family's needs are met while you (the soldier) are deployed.

JBER Religious Support

Post Chapel – (907) 384-1461 / 1460, Post Chaplain's Assistant – (907) 384-1462

JBER- Richardson

On-Call Duty Chaplain (after hours) Call Center Duty Officer at: (907) 384-6666

Request the Duty Chaplain and state nature of the emergency, the Duty Chaplain will then call you.

Chaplain Family Life Center – (907) 384-LIFE (5433)

The Family Life Center provides for marriage and family enrichment through counseling and education. Families can also find insights and practical advice on positive parenting, coping with stress, managing anger and many others subjects.

Chapel Services and Worship Opportunities

The Chapel programs are here to serve you. You are invited to participate in the worship services and activities of your choice. You are encouraged to strengthen the spiritual dimension of your life. For more information on any chapel activities, please call the Installation Chaplain's Office at (907) 384-1461.

Religious Services Schedule

Protestant Services (Collective Christian Services)

Day	Time	JBER- Richardson Soldier's Chapel, (907) 384-1461
Sundays	1100	Contemporary

Day	Time	JBER-Elmendorf Chapel Center, (907) 552-4422
Sundays	0900	Liturgical, Chapel Two
Sundays	0900	Traditional, Chapel One
Sundays	1200	Gospel, Chapel One
Sundays	1700	Contemporary, Chapel One

Catholic Mass

Day	Time	JBER- Richardson Soldier's Chapel, (907) 384-1461
Sundays	0900	Catholic Mass
Sundays	1700	Catholic Mass, winter months
Sundays	1900	Catholic Mass, summer months
Daily	1140	Catholic Mass, Monday-Friday

Day	Time	JBER-Elmendorf Chapel Center, (907) 552-4422
Sundays	1030	Chapel One
Daily	1130	Chapel Center, Mon-Wed & Fri
Daily	1130	Hospital Chapel, Thursday

***Please call the Chapel Center at (907) 552-4422 for information about off-post faith activities.**

Helpful websites

4-25th IBC (ABN), 25th ID Websites:

<http://www.usarak.army.mil/4bde25th/>

<https://www.facebook.com/pages/4th-Brigade-Combat-Team-Airborne-25th-Infantry-Division/185124454857165>

JBER E-Welcome Packet

http://www.elmendorf-richardson.com/ACS/docs/e-Welcome%20Packet_JBER-Richardson_March%202011.pdf

Exceptional Family Member Program

<http://www.jber.af.mil/units/673dmissionsupportgroup/militaryandfamilyreadiness/exceptionalfamilymemberprogram.asp>

<http://www.usarak.army.mil/crisisassistance/ExceptionalFamilyMembers.asp>

<http://www.military.com/base-guide/joint-base-elmendorf-richardson/contact/efmp-family-support/5394>

WIC <http://www.muni.org/Departments/health/community/Pages/wic.aspx>

Command Sponsorship

<http://www.jber.af.mil/shared/media/document/AFD-110209-031.pdf>

JBER Phonebook link

<http://www.jber.af.mil/phonebook/>

CYS/Youth Services/CDCs/Central Registration

<http://www.elmendorf-richardson.com/Youth/index.php?f=60>

Employment Support

http://www.militaryonesource.mil/12038/Plan%20My%20Move/eWelcome%20Packet_JBER-Richardson_March%202011.pdf

<http://www.careeronestop.org/militaryspouse/>

<http://cpol.army.mil>

<http://armycivilianservice.com>

<http://www.usajobs.gov>

Military-One-Source:

www.militaryonesource.com

Call stateside at 1 (800) 342-9647

JBER-Richardson Consultant (907) 428-6680

This is a free service available to all Soldiers, Family members and Department of Defense (DOD) civilians. Online and telephone resources are available 24/7/365. Military One Source is available to host topics to include parenting, children's resources, and education, assistance with interpreters, health habits, relocation and legal matters.

Military Installations: Your official DoD source for Installation and State Resources available to members of the military, and their families.

www.militaryinstallations.dod.mil

Military Spouse Resource Center: <http://www.careeronestop.org/militaryspouse/>

Provides information, resources and opportunities related to education, training, and employment.

OPSEC Operational Security

Operational Security is the practice of keeping important information from our adversaries. Military Family members often have information about the unit mission, capabilities, and intentions; this is called critical information and you must know how to protect it. Families may be targeted for intimidation, identity theft, and other crimes or for exploitive information collection. Please never repeat rumors, best guesses, or speculation because your relation to the Army gives credit to this misinformation.

Use caution when using landlines, cell phones, or wireless phones. Email cannot be retrieved once sent, and may be forwarded any number of times. Be suspicious of strangers that seem overly interested in operational information.

Please do not post personal information on BLOG's or Web Pages. You may become a target for activist, criminal, or enemy hate speech for intimidation.

The following guidelines should be observed for maintaining OPSEC:

1. Don't give Soldiers location, except in general terms.
2. Don't supply movement information. No dates or times.
3. Don't give information on training, weapon systems or numbers of troops or equipment.
4. No countdown of days left on mission or deployment time.
5. No direct contact information. Provide Family member with Rear-D contact information to answer questions or concerns.
6. No discussion of accidents, injuries or incidents while situation is under an investigation.
7. No rumors, guesses, speculation.
8. NEVER GIVE ANY CASUALTY NOTIFICATION INFORMATION.

Home Security and Crime Prevention

Crime Prevention Tips

Crime is a local problem and is best deterred through locally organized groups of neighbors and residents within housing areas. Many communities have active Neighborhood Watch protection programs, where neighbors look out for each other's property and safety. Check with your military or local police to see if your community has such a program and join up. If there isn't one, help start one.

Get together with the neighbors on your block, surrounding streets, or in your building. If you live on post, check with your building coordinator or village mayor. Share crime prevention information. Exchange work and home telephone numbers with your closest neighbors. Keep each other posted on daily schedules and when you are away. Let your neighbors know about scheduled repairs or deliveries. Information and awareness can prevent crime in your neighborhood watch area.

If your spouse is deployed, don't advertise it.

ALWAYS lock your doors, even if you are only going out for a few minutes. Also make sure that you keep the garage, basement, patio, and storage areas locked. Check all areas periodically.

Ask a neighbor to collect all mail, flyers and newspapers while you are away. You do not want these materials piling up outside your door or in your mailbox. Stop all mail and parcel deliveries until you return.

Be cautious of door-to-door sales people and solicitors. If possible, conduct the conversation at the door. Be careful of whom you invite into your house. If you invite a solicitor in, DO NOT leave him/her unattended in your home.

Instruct your children in how to answer the telephone or door. Teach them to say: "Mom or Dad can't come to the phone. I'll have them call you back."

Report suspicious individuals or activities immediately to the military police or local police authorities (911). Be especially cautious during special events or celebrations in your neighborhood.

Teach children how to call the police or a neighbor. Make sure they know their own home address and telephone number.

Screen repair-persons and all solicitors to make sure they are legitimate. Check to make sure a repair visit or an appointment is scheduled. If possible, install a peep-hole in your door. If you cannot install one, use a window to observe who is at your door.

Remember, disguises and uniforms are easily obtained. Before you let workers into your home, make sure there is a legitimate need and check their credentials. Call the firm or organization they claim to represent to verify their identity.

If you suspect or detect someone observing your home, your activities or those of your neighbors, report it immediately to the police.

Travel

Be sure to notify your chain of concern, POC Rear Detachment and FRG representative, about your travel plans prior to departure. It is extremely important to notify the Rear Detachment Commander in case there is an emergency. Submit a form with names of family members traveling, location, dates of departure and return and emergency contact information in case you need to be contacted for an emergency. ***Please use the form found in Appendix F. (Notification of Departure from the Area Form)***

Official Passports – (907) 384-0907

The USARAK DCSPER Passport Office only issues Official and “No-Fee” passports for Official Government Business to include Family members PCS’ing overseas. Contact the Passport Office for more information.

Tourist Passports/Visas – (800) 688-9889

A Tourist Passport is issued for unofficial or vacation travel. Passports are required for overseas travel, **including travel through Canada**. All minors regardless of age, including newborns and infants, **must** have their own passport when traveling internationally. You are responsible to pay all required fees, including the cost of application and photographs. You must be a United States citizen to apply for a passport. Personnel desiring tourist passports for leaves, vacations, & other unofficial travel must apply at the United States Post Office. Additional information regarding processing procedures can be obtained by calling toll free **1 (800) 688-9889**.

Postal locations in the area which process passports:

USPO: The Downtown Station USPO: Eagle River
344 W. 3d Ave (Corner of 3rd & C St) 11471 Business Blvd
Anchorage, AK 99501 Eagle River, AK 99577
Hours of operation are: Hours of operation are:
Monday-Friday, 1000 - 1500 Monday-Friday, 1000 - 1500
(877) 889-2457 (907) 694-2732

A VISA is an official document issued by a country's government, granting permission for an alien to enter that country and remain for a specified period of time. Before traveling, check to see to if a Visa is required. Visa fees vary for each country.

For the most current passport and visa information please visit <http://travel.state.gov>

Important Documents and Information

As a military spouse, it is very important for you to have certain documents in your possession. If you are required to take full responsibility for your family due to a deployment, these documents will assist you.

You and your spouse need to collect the below listed documents and information and store them in a safe, easily accessible place.

Marriage Certificate

Birth Certificates for all family members

Sponsor's Social Security Number

Immunization records (keep them up to date!)

All family members and pets

Citizenship papers, if any

Adoption papers, if any

Armed Forces ID Cards for all family members (10 years or older)

All government and civilian life insurance policies

Last LES (Leave and Earnings Statement)

Power of Attorney (Have several copies) each of General, Special, Military Affairs, and if applicable: Medical and Guardian

Copies of Wills - both you and your spouse (A Will for each spouse is essential!)

Several copies of your spouse's TDY and / or PCS orders

Current addresses and telephone numbers for all immediate family members





Finances



DIRECT DEPOSIT TO THE BANK: Open a joint checking account if you do not already have one. All married soldiers are strongly encouraged to maintain a joint checking account with their spouses. The soldier then needs to go to PAC and fill out the paperwork necessary to ensure that his paycheck is direct-deposited into this joint bank account. This is the safest, fastest and easiest way to make sure dependents have access to the financial resources needed during deployment.

CREDIT CARDS: Keep plastic money to a minimum. Credit cards can give you a false sense of wealth. You can quickly get into deep financial difficulty if credit cards are not used with care.

ALLOTMENTS: They guarantee that a certain amount of money will always be deposited into accounts of your choosing. If you need to take casual pay for any reason - such as emergency leave - your allotment will remain secure. Allotments will safeguard funds needed by your family.

INSURANCE: Review your current life insurance coverage and make sure that none of your policies (other than SGLI) contain a war clause. This ensures that the beneficiaries for all policies are correct, and that the premiums will cover the intended family members during the Soldier's absence.

Budgeting and Financial Counseling

Army Community Services (ACS) offers budgeting classes and financial counseling. They can assist you in working out a family budget plan. Call: (907) 384-1517 for an appointment. In addition, www.militaryonesource.com offers financial counseling and has financial calculators to assist with planning your budget.

For a Family Budget Worksheet, see Appendix E.

Social Media

Social Media is a great tool to get information out quickly to a large number of people. There are many helpful Facebook pages within 4/25 IBCT (ABN) and the JBER Installation. These are all open organization pages, meaning you do not need to have a Facebook account in order to view them. Please remember OPSEC (Operational Security) when posting pictures and comments on social media sites like Facebook. Here is a listing of organizations on JBER that have Facebook sites. We encourage you to "like" them to help stay updated on events happening in the military community.

4/25 IBCT (ABN): 4th Brigade Combat Team (Airborne), 25th Infantry Division

425 BSTB (A): 425th BSTB (ABN) "Warrior"

725 BSB(A): 725 Brigade Support Battalion

1-501 IN (A): 1st Battalion, 501st Parachute Infantry Regiment FRG

3-509 IN (A): 3509 Geronimo

2-377 PFAR (A): 2-377 PFAR, Ft. Richardson, AK

1-40 CAV (A): 1st Squadron, 40th Cavalry

US Army Alaska: US Army Alaska

JBER: Joint Base Elmendorf-Richardson JBER (official)

673d Force Support Squadron: 673FSS

673d Medical Group: AFMS-Joint Base Elmendorf-Richardson-673d Medical Group

JBER School Liaison Services: JBER (Joint Base Elmendorf-Richardson) School Liaison Services

ASYMCA: Armed Services YMCA of Alaska

Arctic Oasis: Arctic Oasis Community Center

Aurora Housing: Aurora Military Housing

Notification Process

There are different kinds of notifications that take place in the Army. The purpose of this section is to give a brief overview of the different types of notifications. It is **VERY** important that Soldiers update their next of kin contact information with their unit, especially prior to an exercise or deployment.

Soldiers who are Deceased, Missing, or DUSTWUN (Duty Status Whereabouts Unknown):

- In person notification to the Primary Next of Kin.
- In person notification is conducted between the hours of 0500-2400 (exceptions approved by the Casualty and Mortuary Affairs Operations Center).

Soldiers who are Injured or ill: (Not Seriously Injured/ill)

- Telephonic notification to the Primary Next of Kin listed on the Soldier's DD Form 93 (Record of Emergency Data).
- Telephonic notification is conducted between the hours of 0500-2400 (exceptions approved by the Casualty and Mortuary Affairs Operation Center).
- Next of Kin will be provided with the circumstances, prognosis and diagnosis from the casualty report.

Soldiers who are Not Very Seriously Injured or Not Very Seriously ill:

- Telephonic notification to the Primary Next of Kin / Secondary Next of Kin.

- Soldier will have the first opportunity to contact Primary Next of Kin to provide circumstances and information including any possible coordination that may need to be conducted

Soldiers who are Very Seriously Injured or Very Seriously ill: (immediate notification)

- Telephonic notification to the Primary Next of Kin / Secondary Next of Kin.
- Next of Kin will be provided with the circumstances, prognosis and diagnosis from the casualty report.

A toll free phone number will be provided to the Next of Kin for updates on their Soldier.

The bottom line is that if you have not been notified that your Paratrooper is injured, it is because there is nothing to report.

Preparing for Winter

Safety Tips to prepare your Family and vehicle.

For more information, go to: <http://www.usarak.army.mil/main/Getting-to-Alaska.asp>

Prepare Children for outdoor play and walking to school:

- Warm socks.
- Long sleeve shirt, with sleeves snug at the wrist.
- Hat.
- Snow pants- children will have recess for temperatures from -10 degrees Fahrenheit and above
- A scarf or knit mask to cover their face and mouth.
- Mittens or gloves.
- Water-resistant coat.
- Water-resistant shoes or boots.
- Several layers of loose-fitting clothing (Remove a layer if too warm-excess perspiration will increase heat loss. Parents should advise children to remove extra layers of clothing whenever they feel too warm).
- Parents should make sure the outer layer of children's clothing is tightly woven and wind resistant to reduce body heat loss caused by wind. Wool, silk or polypropylene inner layers of clothing will hold more body heat than cotton.

Signs of frostbite:

- A white or grayish-yellow skin area.

- Skin that feels unusually firm or waxy.
- Numbness.
- A victim is often unaware of frostbite until someone else points it out because the frozen tissues are numb. If a person suspects frostbite, they are advised to:
 - Seek medical care immediately.
 - Get into a warm room as soon as possible.
 - Unless absolutely necessary, do not walk on frostbitten feet or toes-this increases damage.
 - Immerse the affected area in warm-not hot-water. The temperature should be comfortable to the touch for unaffected parts of the body.
 - Do not rub or massage the affected area-may cause more tissue damage.
 - Do not use heating pad, heat lamp or the heat of a stove, fireplace or radiator-affected areas are numb and may burn.

Winter Driving Preparation:

- Before leaving home, make sure that you have enough fuel (keeping the gas tank full keeps the gas lines from freezing).
- Check the tire pressure. Use snow tires or all-season radials tires in good condition, check the tire pressure. All four tires should have same tread pattern for even traction.
- Check your radiator & cap, water pump and thermostat work properly. Test the strength of the anti-freeze using a 50-50 mix of water and antifreeze.
- Fill the windshield wiper container with *winter* washer fluid.
- Keep headlights on while driving.
- Test the functioning of the heater and defroster.
- Let someone know where you plan to travel and the route you are taking so that, if necessary, a search can be successful.
- Listen to your radio for current and future weather conditions.
- Make sure battery connections are corrosion-free and battery has enough water.
- Schedule a complete maintenance check to include all lights and brakes, making sure the wires, hoses and belts are in good condition.

Winter car survival kit:

- Ax or hatchet, shovel, and knife.
- Blanket (special 'survival' blankets are best)/sleeping bags/poncho liner.
- Bright/neon material to attach to antennae for visibility if broke down or stranded.
- Cloth or roll of paper towels.
- Compass.
- Deicer (methyl hydrate) de-icer for fuel line and windshield.
- Emergency food pack.
- Extra, warm clothing, gloves & footwear and glove/sock insert warmer packets.
- Fire extinguisher.
- First Aid kit.

- Flashlight with extra batteries.
- Ice scraper and brush.
- Jumper cables.
- Water-proof matches and a 'survival' candle in a deep can (to warm hands, heat a drink or use as an emergency light).
- Non-perishable, high-energy foods and water containers.
- Road maps.
- Sand, salt or cat litter.
- Spare tire with air in it.
- Tire chains, tire gauge, and tire changing equipment, can of aerosol tire inflator.
- Traction mats.
- Tool kit.
- Warning light or road flares, call police sign (neon).
- Whistle, to draw attention or make contact.

Pre-Deployment Checklist

Turn in to Unit prior to deployment

DOES YOUR SPOUSE HAVE THE FOLLOWING PAPERWORK?

_____ A current ID card?

_____ A current passport?

_____ Access to a checking account?

_____ Enough money to manage the household while you are gone?

_____ Power of Attorney? _____ General _____ Special _____ Military Affairs

_____ Medical _____ Guardian

_____ Current ID cards for children? If they expire while Soldier is deployed, update prior to deploying.

_____ A driver's license? _____ Up-to-date car registration? _____

_____ Up-to-date immunization records for Family? _____ For Pets?

_____ Current FRG phone roster?

_____ Phone numbers of Brigade and Battalion Rear Detachment Commander?

_____ Family Care Plan for Emergency Contacts?

_____ Special family medical problems?

_____ Is your wife pregnant? When is she due? _____

PLEASE CHECK ALL QUESTIONS, SIGN AND DATE

Soldier full name: _____

Rank: _____ Last 4 SSN: _____

Company: _____ Section: _____

Soldier signature: _____ Date: _____

Family Deployment Checklist

Although extended deployments are never easy on the family, you can minimize the difficulties by planning ahead. A carefully prepared and executed pre-deployment checklist will save you and your family many headaches during the deployment.

It is very important for you, as a military family, to have certain documents in your possession. Military spouses are often required to take over the family during the Soldier's absence. Therefore, it is important that both of you take the time to gather the information and documents named in this checklist. You are encouraged to keep originals and copies of all listed documents in a special container (safety deposit box) in a location you can both find immediately.

The following should be completed and safely stored prior to every deployment

- _____ Marriage Certificate
- _____ Birth Certificates of all family members:
 - _____ Soldier
 - _____ Spouse
 - _____ Children _____
- _____ Adoption Papers
- _____ Social Security Number for each family member
- _____ Immunization records of all family members (include the pets)
- _____ Citizenship/Naturalization papers
- _____ Power of Attorney

GENERAL: Allows holder to act in all matters on sponsor's behalf

SPECIAL: Allows holder to act on sponsor's behalf in special transactions

MILITARY AFFAIRS: Allows holder to act in areas related to post (housing, finance, ID cards, tri-care/deers, Tri-Care, etc)

MEDICAL: Authorizes holder to obtain medical care for family members under 18 years of age

GUARDIAN: Authorizes designee to care for children until Soldier or family member arrives in case spouse has accident or medical emergency

_____ **New DD93 Form explained, discussed and completed with spouse**

_____ Wills for Soldier, spouse and children

Family Deployment Checklist (continued)

- _____ Emergency Data Card updated in Military Personnel Record
- _____ Current list of all immediate family members for both the Soldier and spouse to contact in an emergency (with complete information on names, addresses, telephone numbers and email)
- _____ Next of kin informed of rights, benefits, assistance available
- _____ Red Cross/ Army Emergency Relief (AER) Forms
- _____ Soldier's and spouse's parents informed of how to make contact in case of emergency, (See Appendices E and F)
- _____ Personal lawyer
- _____ Trusted friends (Include complete information w/ phone numbers and addresses)
- _____ Insurance policies (Note: Policy numbers and payment amount requirements)
- _____ Copies of orders (at least 3 copies)
- _____ Passports, Visas (remove only when needed for international travel)
- _____ Real Estate documents (leases, mortgages, deeds, promissory notes)
- _____ Copies of installment contracts and loan papers
- _____ Divorce papers
- _____ Death Certificates
- _____ Car Title
- _____ Car registration (should be kept in the car)
- _____ Last LES (Leave Earning Statement)
- _____ Discharge papers (DD Form 214)
- _____ Copy of Emergency Data Card

Family Deployment Checklist (continued)

- _____ Allotments (updated with correct amount, name, address, account number)
- _____ Family budget and business arranged
(See Financial section for Budget Worksheet)
- _____ Joint checking/savings account arranged (List-all account numbers)
- _____ Armed Forces ID Cards (Renew if ID Card expires within next 3 months)
*Rear Detachment Commander can sign for ID Replacement after Soldier deploys
- _____ Medical facilities / TRICARE
- _____ Army Community Service (ACS)
- _____ Legal Assistance Office
- _____ Security check on house
- _____ Problems with cars, household, and appliances identified and resolved
- _____ List of all credit cards and account numbers
- _____ AAFES Deferred Payment Plan - DPP/Military Star Card
(to use this account the spouse must be listed as an authorized user)
- _____ Federal and State Income Tax Returns (last 5 years)

Emergency Information Form

(Soldier should leave a copy of this form with the spouse. Soldier should send a copy of this form to parents and family prior to every deployment)

Soldier's Full Name: _____ DOB: _____

Soldier's Last 4 of SSN: _____ Rank: _____ Email: _____

STATESIDE INFORMATION

Unit/Company: _____ Section/Platoon: _____

Unit Staff Duty Telephone Number: _____

Unit Commander: _____ Unit CSM: _____

Co Commander: _____ 1SG: _____

Platoon Sgt: _____ Platoon Ldr _____

FRG Leader: _____ Email: _____

Phone: Home: _____ Cell: _____ Work: _____

Chaplain: _____ Phone Number: _____

DEPLOYMENT INFORMATION

Location: _____ Unit/Section: _____

Soldier E-mail: _____

Mailing Address: _____

Co Commander: _____ 1SG: _____

Officer in Charge: _____ NCO in Charge: _____

Team Leader: _____ Chaplain: _____

Red Cross Notification Form

(Soldier should leave a copy of this form with his spouse. Soldier should send a copy of this form to parents and family prior to every deployment)

Dear family in the United States:

If you need to contact me quickly or require my presence at home, you must contact the American Red Cross (ARC) at **1 (877) 272-7337** before I can receive permission to come home. A message from the ARC is required for me to get the necessary documents for transport on military aircraft and/or commercial aircraft, and for leave authorization.

The following is information the local American Red Cross will need to contact me:

- My full name: _____
- My rank: _____ My Social Security Number: _____
- My duty station: _____ My staff duty telephone: _____
- My mailing address: _____
- My residence address: _____
- My home telephone number: _____ My E-mail address: _____
- Rear Detachment name and phone: _____

The American Red Cross will also request detailed information on the nature of the emergency. You need to know the name and address of the doctor and the hospital. A statement signed by the doctor detailing why I am needed at home must be written. I realize in case of a death or critical illness in the family you will want to call me directly, but you must also contact the ARC to authorize and expedite my travel arrangements. You can call the ARC 24 hours a day. There is no charge for this service.

Please place this document in your telephone book so you can find it easily in case you need to contact me. This procedure applies whether I am deployed or at my home duty station. Please write down the local American Red Cross chapter location and telephone number in your community so it will be available in an emergency.

Local American Red Cross address: _____

Local American Red Cross telephone number: _____

Family Budget Worksheet

MONTHLY EXPENSES PLANNING GUIDE

1. Housing

Rent/Mort _____
 Insurance _____
 Furniture _____
 Taxes _____
 Other _____
 Other _____

Total _____

2. Utilities

Electrical _____
 Heat-A/C _____
 Prop/Gas _____
 Telephone _____
 Cable _____
 Other _____

Total _____

3. Credit Accts

Mast Card _____
 Visa _____
 Sears _____
 Store Acct _____
 Other _____
 Other _____
 Other _____

Total _____

4. Car Expenses

Loan _____
 Insurance _____
 Reg/Insp _____
 Gas/Oil _____
 Repairs _____
 Other _____

Total _____

5. Food/Supplies

Groceries _____
 Sch Lunch _____
 Sch Supp _____
 Dine Out _____
 Other _____
 Other _____

Total _____

6. Personal & Hygiene

Clothes _____
 Hair Care _____
 Hlth/Beaut _____
 Laun/Dr Cl _____
 Toiletries _____
 Other _____
 Other _____

Total _____

7. Savings

Banking _____
 Banking _____
 Invest. _____
 Invest. _____
 Other _____
 Other _____

Total _____

8. Misc/Other

Books/Mag _____
 Contrib _____
 Hobbies _____
 Recreation _____
 Child Supp _____
 Other _____

Total _____

Family Budget Worksheet (continued)

TOTAL MONTHLY EXPENSES:

Housing _____

Utilities _____

Credit Accounts _____

Car Expenses _____

Food & Supplies _____

Personal & Hygiene _____

Savings _____

Misc/Other _____

Total _____

TOTAL MONTHLY INCOME:

Military net income _____

Spouse net income _____

Child support _____

Investments _____

Rental properties _____

Reimbursements _____

Gifts _____

Other income _____

Total _____

COMPARE THE TWO TOTALS TO EVALUATE YOUR FAMILY BUDGET.

Total expenses: _____

Total income: _____

Subtract the **TOTAL FOR MONTHLY EXPENSES** from the **TOTAL MONTHLY INCOME**. If the **EXPENSES** are greater than the **INCOME**, go back to the **MONTHLY PLANNING GUIDE** and re-work the figures until your **EXPENSES** are less than your **INCOME**. If you are having financial difficulties, contact the **ARMY COMMUNITY SERVICES** at: **(907) 384-1517**.

ACS has financial counselors available to help you with all of your budgeting needs. If you are having financial difficulties, please ask for help immediately. Do not wait. The problem will only grow. There is help available, and almost any money problem can be solved. The sooner you ask for help, the sooner your problem can be resolved.

Notification of Departure from the Area

If you leave the JBER/Anchorage area for any reason, it is important that you notify the Rear Detachment Commander, your FRG representative, Housing and TriCare.

If there is an emergency with the Soldier, either in the field or during deployment, the Unit will need to contact you.

Please complete the form below and turn in to your unit Rear Detachment Commander. You will also want to make a copy of this information to submit to housing and TRICARE.

TO: Commander / Rear Detachment Commander
4/25 IBCT (ABN), JBER, Alaska 99505

This is to inform you that I have left the JBER/Anchorage area.

Spouse's full name: _____

Soldier's full name & last 4 of SSN: _____

Soldier's rank, unit, & section: _____

Spouse can be reached at the following location:

Complete address:

Telephone w/ area code: Cell: _____ Other: _____

E-mail address: _____

Departure date: _____ Return date: _____

Relative or friend to contact in an emergency:

Full name: _____ Relationship: _____

Complete address: _____

Phone: Cell: _____ Home: _____ Work: _____

4/25 IBCT (ABN) Family Readiness Group Information Form

Print Clearly

Soldier's full name: _____
 Last 4 SSN: _____ Rank: _____ Section, platoon, troop: _____
 Email: _____ Cell Phone: _____
 Live in barracks: _____ Mailing address: _____
 or residential address: _____
 Home phone: _____ Single: _____ Married: _____

Spouse full name: _____
 Email: _____ Spouse's work phone: _____

Name of local friend or neighbor: _____
 Phone: Home: _____ Cell: _____ Work: _____

In an emergency, who would you notify other than your Wife or Husband?

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____ Country: _____
 Phone: Home: _____ Cell: _____ Work: _____
 E-mail: _____ Relationship: _____

SPECIAL FAMILY SITUATIONS: Mark (X) in appropriate spaces

_____ Spouse has no driver's license. _____ Medical problems
 _____ No Car _____ Exceptional Family Member
 _____ Spouse doesn't speak english. Speaks: _____
 _____ Wife is pregnant - Due date: _____
 _____ Other - Please explain: _____

CHILDREN:

Name: _____ Age: _____ Name: _____ Age: _____
 Name: _____ Age: _____ Name: _____ Age: _____

PRIVACY ACT STATEMENT: Authority U-S.C. 522a. and Para 3-5, AR 340-2 1; Para 2-8a. AR 210-7. Principal purpose is to gather data on family members of assigned soldier. Primary use of this information is to facilitate volunteers in providing command information to family members concerning unit events and in emergencies. I understand that my phone number will be published on the Unit's FRG roster that is available to FRG Spouse's and the battalion chain of concern.

Notification Procedures

The Army takes casualty notification very seriously. If your loved one is injured in theater, rest assured that you will be notified as soon as possible. If you don't hear anything, then your loved one is fine and just unable to communicate due to mission requirements. In the event that there is an injury, or death, during a deployment, the following process describes the notification procedures that would be used to notify all immediate Next-of-Kins (NOKs).

Injury (Theater)

1. Casualty Report is generated by unit and processed by forward Casualty Assistance Center (CAC).
2. Forward CAC processes report and sends to Casualty and Mortuary Affairs Operations Center (CMAOC).
3. CMAOC processes and sends to Home Station CAC (JBER).
4. JBER CAC notifies Battalion Rear Detachment Commander/1SG, provides a copy of the Casualty Report and leadership will make Telephonic Notification to NOK.

KIA (Theater Death)

1. Casualty Report is generated by unit and processed by forward Casualty Assistance Center (CAC).
2. Forward CAC processes report and sends to Casualty and Mortuary Affairs Operations Center (CMAOC).
3. CMAOC processes and sends to Home Station CAC (JBER).
4. JBER CAC notifies Brigade Rear Detachment that a Notification Team is required. Notification Officer and Chaplain get briefing from JBER CAC and go to the home of Next of Kin for official notification.
5. If NOK is outside of Alaska, the CAC closest to the Family will provide the Notification Team.
6. Within two hours of the notification to NOK a Casualty Assistance Officer (CAO) will call the family to set up their first meeting. The CAO will walk with the family through the entire process of financial disbursements, funeral planning (if Soldier elected spouse as the person authorized to coordinate funeral arrangements), and receiving of remains and personal items.

Important Telephone Numbers

4/25 IBCT (ABN) REAR DETACHMENT

QUICK REFERENCE EMERGENCY INFORMATION

Soldier's Full Name: _____

Soldier's Rank: _____ Soldier's Social Security Number: _____

Soldier's Date of Birth: _____ Soldier's Place of Birth: _____

Soldier's Unit: _____

24-hour Chaplain: (907) 384-6666

Company Commander: _____

Soldier's Rear Detachment Battalion Commander: _____

Rear Detachment Commander's Phone: _____

Family Readiness Group Leader: _____

Family Readiness Group Leader's Phone: _____

Family Readiness Group Leader E-mail: _____

Family Readiness Group Key Caller: _____

Family Readiness Group Key Caller's Phone: _____

Family Readiness Group Key Caller's E-mail address: _____

Brigade Chaplain & Phone: (907) 384-0381/792-9060

Brigade Staff Duty Desk: (907) 384-2366

Battalion Staff Duty Phone: _____

Soldier's Mailing Address: _____
