

# Combat Aviation Brigade Soldier & Family Member Resource Guide



**Combat Aviation Brigade**

**BLDG 804 Marshall Army Airfield**

**Fort Riley, KS 66442**

**(785)239-6565**

**5/7/2013**



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## **Rear Detachment Personnel**

While the unit is making final preparations for deployment and while the unit is forward, the command will rely on the Rear Detachment to handle issues and operations at Fort Riley. The Rear Detachment Cadre was hand-selected by the Brigade Commander, Battalion Commander and Command Sergeant Majors at the onset of pre-deployment preparations. These Soldiers were chosen for their knowledge base, professionalism, and ability to interact with Soldiers as well as Family Members.

- The Rear Detachment will be led by an officer called the Rear Detachment Commander (RDC) whom the Battalion Commander has chosen as his representative and will act as the signing authority for the Battalion as well as their voice back here at Fort Riley. The “Rear D” will also have a non-commissioned officer (NCOIC) who will represent the Command Sergeant Major and handle Soldier related issues and training.
- Each company in the Battalion will have an NCO Representative who will take care of Company-specific issues, property, and operations. These individuals will be representing the Rear D at FRG Meetings and are a first line contact for FRG Leadership.
- Also part of the Rear D Cadre is the Family Readiness Support Assistant (FRSA). The FRSA works with the Rear D Cadre to provide direct logistical and operational support of Family Readiness Programs. This person is the liaison between the Commander, FRG Leadership, and Family Members.

Good communication of accurate information is essential to the successful forward mission. Therefore, keep in mind that the OFFICIAL information will be relayed ONLY through Rear Detachment Channels. The Rear Detachment represents the Commander and is instructed on what official information there is to relay and when to put it out to Family Members.

If you aren't sure if something you are hearing through the grapevine or on the Internet is true or not, your first move is to ask your Rear Detachment. **A good rule of thumb to use is if you didn't hear it from Rear Detachment then it isn't official.**



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, COMBAT AVIATION BRIGADE  
1<sup>ST</sup> INFANTRY DIVISION  
FORT RILEY, KANSAS 66442

AFZN-BF

27 June 13

MEMORANDUM FOR All CAB, IID Soldiers, Civilians, and their Families

SUBJECT: CAB Soldier and Family Member Resource Guide

1. Family readiness is critical to our ability to successfully complete our mission while our Soldiers serve away from home. It helps keep our Soldiers focused on their military duties and alleviates concerns during challenges that may arise while they aren't home. Likewise, the love and encouragement our Soldiers receive from their Families is immeasurable and helps provide a foundation of high morale and motivation during the toils of service in hostile areas.
2. Our Family Readiness Groups are an important part of our effort to support strong, ready, and resilient Families within the brigade. They are command-supported organizations that start at the company-level and form a network of Families that provide information and assistance to all of our Families within the brigade regardless of where they may be living during the deployment. They are assisted by our Family Readiness Staff Assistants (FRSA) and led by volunteers who serve as our FRG advisors.
3. The purpose of this resource guide is to provide a consolidated document with information and points of contact to help Soldiers and their Families deal with the extra stress from deployments. It is a guide that we will supplement with updated information that comes out through a variety of means (email, phone calls, web-based information, and social media) by the FRG chain of concern.
4. As the Commander of this Brigade, I am committed to providing as many avenues of communication with Family members as possible in order to share ideas, distribute information, and receive feedback so we can best to meet the needs of our Families and improve their quality of life. I hope this guide provides a first step of helping keeping our Soldiers and their Families strong, ready, and resilient. Duty First!

MATTHEW R. LEWIS  
COL, AV  
Commanding

# **COMBAT AVIATION BRIGADE**

## **Rear Detachment Points of Contact**



**Questions or Concerns- please contact:**

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**Jane White, CAB Family Readiness Support Assistant (FRSA)**

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785-477-2764

### **Family Readiness Group Leadership Contact Information**

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--

<p><b>FRG Advisor</b> <b>Brenda Werner</b> 785-709-0202 bwerner@allegiance.tv</p>
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**CH (CPT) Kevin M. Daul, CAB Rear Detachment Chaplain**

Email: kevin.m.daul.mil@mail.mil  
785-223-3914

**Combat Aviation Brigade Staff Duty (24 hour desk)**

785-239-6565

**Chaplain Help Line:** After Duty Hours, call -785-239-HELP (4347)

**Military & Family Life Consultant (MFLC)**

Cell: 785-250-3300

Like and Follow us on Facebook: <http://www.facebook.com/DemonBrigade> Follow us on Twitter: Command  
Twitter: CAB, 1ID Demons@Demon\_Command

# **HHC, COMBAT AVIATION BRIGADE**

## **Rear Detachment Points of Contact**



### **Questions or Concerns- please contact:**

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580-919-0161

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**Jane White, CAB Family Readiness Support Assistant (FRSA)**

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**CH (CPT) Kevin M. Daul, CAB Rear Detachment Chaplain**

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785-223-3914

**Staff Duty Desk: 785-239-0449**

**Chaplain Help Line: 785-239-HELP (4347)**

**Military & Family Life Consultant (MFLC): 785-250-3300**

## *Commander's Comments*



26 June 2013

Gunfighter families,

Our Families are the most critical part of our Soldiers' support, and their well-being allows us to focus on our missions. We must ensure our Families are prepared, strong and resilient as we face our challenges, both in garrison and deployed. This booklet provides the necessary information to assist our Families throughout the deployment, for any hardships they face, as well as for day to day requirements. It serves to help empower our Gunfighter Families and helps connect each of you to the community here at Fort Riley. I trust our Family members to use the resources at hand and to execute their own missions, allowing our serving Soldiers to successfully execute theirs. Please keep this guide in an easily accessible location and keep it updated. This booklet is simply a tool to help proactive Families stay informed and get access to help as needed. Thank you all for the love, care and support you give to our great Soldiers.

LTC Parker Frawley  
Battalion Commander  
Gunfighter 6

# **1-1 ATTACK RECONNAISSANCE BATTALION**

## **Rear Detachment Points of Contact**



**Questions or Concerns- please contact:**

**CPT Nick Parsai, Rear Detachment Commander**

Email: anthony.n.parsai.mil@mail.mil  
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**Lisa Jackson, Family Readiness Support Assistant (FRSA)**

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<p><b>A Co:</b> <b>Hayley Collins</b> 407-739-2129 hayley.e.collins@us.army.mil</p>	<p><b>C Co:</b> <b>Katie Harkness</b> 816-686-6330 charliecoghostriders@yahoo.com</p>	<p><b>F Co:</b> <b>Kim Navedo</b> 910-578-7544 kimknavedo@gmail.com</p>
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**Staff Duty Desk:** 785-239-6565

**Chaplain Help Line:** 785-239-HELP (4347)

**Military & Family Life Consultant (MFLC):** 785-250-3300

**FACEBOOK Info:** <https://www.facebook.com/pages/Gunfighters/>

## *Commander's Comments*



28 May 2013

Dear Families of the Fighting Eagle Battalion,

Every one of you makes up the foundation of strength and resiliency for this Task Force. The stability and support you provide to your Soldier and this unit is what makes us successful.

As a Task Force, we have challenges ahead of us. While the challenges in Afghanistan are many, so will be the challenges back here at Fort Riley. The overwhelming professionalism, commitment, and enthusiasm which our Soldiers and families bring to this outstanding unit are unequalled. Thank You to each and every one of you for helping to prepare your Soldier for our upcoming deployment.

The Army has dedicated an abundant amount of resources over the last 12 years of conflict to ensure families of deployed Soldiers have every resource available in order to assist them with any situation that may arise while their Soldier is deployed. This handbook and reference guide is designed to help you find your way around important offices, agencies, and information sources that will help ease this time of separation. The numbers and offices are current and specific to Fort Riley. I would ask that you please use this guide as a tool for any questions you may have or any help you may need.

Thank You again for everything you do to support your Soldier, Task Force Fighting Eagles, and this great country. I am humbled by your sacrifices and support to this great Nation, our Army, and the Soldiers. Continuously support your Soldier and we will be home soon.

Warmest Regards,  
LTC Randy Spell  
Battalion Commander  
Fighting Eagle 06

# **2-1 GENERAL AVIATION SUPPORT BATTALION**

## **Rear Detachment Points of Contact**



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**SFC John Sheldon, Rear Detachment NCOIC**

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(785) 307-9392

**Rae Waller, Family Readiness Support Assistant (FRSA)**

Email: [rae.l.waller.civ@mail.mil](mailto:rae.l.waller.civ@mail.mil)  
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### **Family Readiness Group Leadership Contact Information**

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**Staff Duty Desk:** 785-239-6565

**Chaplain Help Line:** 785-239-HELP (4347)

**Military & Family Life Consultant (MFLC):** 785-250-3300

**FACEBOOK Info:** [www.facebook.com/#!/pages/2-1-Fighting-Eagles](http://www.facebook.com/#!/pages/2-1-Fighting-Eagles)

## Commander's Comments



### Nightmares Families,

*The Strength of our Nation is our Army, The Strength of our Army is our Soldiers and the Strength of our Soldiers is our Families! Family readiness is critical to unit preparedness regardless if we are deployed or at our home. Maintenance and Family are two of our four competency pillars (Safety and Operations are the other two). The more information you and your Soldier have to take care of yourselves can make all the difference in the outcome of an unfortunate situation. This booklet serves as a tool to help empower Nightmares Families and connect each of you to each other and to your community here on Fort Riley. Keep this guide in an easily accessible location and update it regularly. By doing so, you are contributing to readiness because your Soldier knows you are armed with the tools to care for yourself and your family; he/she is better able to focus, without worry, on their military mission.*

*Assault!*

*FRED J. DUFAULT  
LTC, AV  
Commanding*

# **3-1 ASSAULT HELICOPTER BATTALION**

## **REAR DETACHMENT POINTS OF CONTACT**



**Questions or Concerns- please contact:**

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### **Family Readiness Group Leadership Contact Information**

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**Staff Duty Desk: 785-239-0449**

**Chaplain Help Line: 785-239-HELP (4347)**

**Military & Family Life Consultant (MFLC): 785-250-3300**

Facebook Info: <https://www.facebook.com/31AHB#!/31AHB>

## *Commander's Comments*



To the Families of 1-6 Cav,

I'm immensely proud of the service, dedication, and sacrifice of our Troopers and families. We are so fortunate to have Americans, willing to serve away from their families for long periods. We know that deployment is not easy. It takes a special family to endure the hardships and separation of a deployment. There are a number of services, resources and support agencies that can assist you during our separation. When you need help, I encourage you to reach out seek these resources, especially when it appears that a problem is rapidly growing out of your control. There are people and agencies willing and able to assist you.

I also encourage you to take advantage of the separation to become familiar with our FRG, its leaders, and the great support it provides. In addition to relationships, camaraderie, and shared experiences, I think that you'll find welcoming leaders and volunteers, who genuinely care about you and your family. Though these exceptional people will help you, regardless of interaction, it will be much easier to solve problems when you build a positive relationship with them before you experience a problem. We know that problems will come up, but it's hard to predict when that will happen.

I want to thank you for supporting your Troopers, who will deploy and support the United States of America in its endeavor in Afghanistan. It is a noble cause. Like our forefathers, we will write our own history in this great struggle. God bless you, your Troopers, and our great nation.

LTC MATTHEW R. WEINSHEL  
SABER 6  
Air Cav!

# **1-6 CAVALRY REGIMENT**

## **REAR DETACHMENT POINTS OF CONTACT**



### **Questions or Concerns- please contact:**

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**FRG Advisor**  
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**CH (CPT) Kevin M. Daul, CAB Rear Detachment Chaplain**

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785-223-3914

**Combat Aviation Brigade Staff Duty (24 hour desk)**

785-239-6565

**Military & Family Life Consultant (MFLC): 785-250-3300**

Follow us on Facebook: <https://www.facebook.com/1.6.cavalry.squadron>

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## *Commander's Comments*



*-“Morale is the state of mind. It is steadfastness and courage and hope. It is confidence and zeal and loyalty. It is élan, esprit de corps and determination.”- GEN George C. Marshall*

While it is easy to see that GEN Marshall was talking about the Soldier in the field, this quote has meaning to the families that carry on at home. A family member’s ability to handle the burdens of “home life” and keeping their own morale high is absolutely critical to our morale and mission success in Afghanistan.

This guide is designed to provide you with basic information about common issues related to deployments and to give you the contact information you will need to begin getting help. It is not all inclusive and there are many areas or situations that may not be covered. However, this guide should help provide a sense of confidence and hope that help is never far away.

Beyond this booklet, the most important resource to help prepare families for a deployment is the Family Readiness Group (FRG). The 601<sup>st</sup> ASB Family Readiness Groups are command sponsored organizations of Family members, Soldiers, retirees, and civilian employees, who together provide an avenue of mutual support and assistance and a network of communication. The FRG is a means to assist in providing Family members with the tool necessary to educate, enable and empower them so that they are self-sufficient. In the end, the FRG is a key way to help boost the morale of Soldiers and Family members preparing for deployments, during deployments, and the redeployments.

If you have specific questions not covered in this book or need assistance and do not know where to go please contact your Family Readiness Group leader or Rear Detachment Chain of Command. Additionally, I encourage all of you to get active in your respective FRGs to share your experiences with others in an effort to help them and foster the sense of community and family that is so important during a deployment. Together we are all “Guardians”, standing ready to “do that which others cannot do for themselves!!”

**GUARDIANS!**

Richard A. Martin  
LTC, AV  
Commanding

# **601<sup>st</sup> AVIATION SUPPORT BATTALION**

## **REAR DETACHMENT POINTS OF CONTACT**



### **Questions or Concerns- please contact:**

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### **Family Readiness Group Leadership Contact Information:**

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**Staff Duty Desk:** 785-239-0449  
**Chaplain Help Line:** 785-239-HELP (4347)  
**Military & Family Life Consultant (MFLC):** 785-250-3300  
Follow us on Facebook: <https://www.facebook.com/601stASBGuardians>

## **Family Readiness Groups**

### ***What is a Family Readiness Group?***

The Department of the Army (DA) has a long definition for this:

*“The Family Readiness Group (FRG) is a Command sponsored organization of all assigned Soldiers (married and single), DA civilians, volunteers and their Families (immediate and extended) that together provide mutual support and assistance, and a network of communications between Family Members, the Chain of Command, and community resources. While all of these individuals are automatically considered to be members of the FRG, participation is voluntary.”—AR 608-1, Appendix J, Family Readiness Group Operations 11 SEPT 2010*

This is a long definition to take in! The short of it is that the FRG is your resource and support network. Family Readiness Groups allow Soldiers and Family Members to connect, network, and provide mutual support to one another. When people approach challenges they often find that knowing others in the same situation with the same set of challenges encourages and supports them.

Each commander has his or her own philosophy and expectation of what the FRG is and is not. However, in general these are items that are characteristics of good FRGs all over the Army:

- Empowers Families to become more knowledgeable and self-reliant
- Promotes more efficient use of community resources
- Reduces Soldier and Family Member stress
- Increases the Soldier’s ability to devote his or her full attention to the mission by offering reassurance that Family Members have close, reliable and friendly support
- Care for each other
- Provides a helping hand when needed
- Provides answers to questions
- Gives moral support
- Establishes a sense of Family within the Unit
- Provides access to information and resources to help Family Members solve problems
- Provides effective means of gaining information, support and control during the entire deployment cycle
- Helps Family Members develop a positive attitude toward themselves, the Unit, the mission, and the Army
- Increases morale
- Fosters increased levels of cohesion and confidence for Family Members and deployed Soldiers
- Utilizes other Family programs designed to improve the quality of Army life

While FRGs are in place for mutual support, they are not enablers. “Family Readiness” means just that—readiness. The more knowledgeable, resourceful and connected you are to a network the more ready and self-reliant you will be.

Your FRG is **NOT**:

- Part of the casualty notification process—this will be explained later
- A babysitting service—however, your FRG can point you to babysitting resources!
- A surrogate parent
- A social work/psychologist—there are resources for this.
- A taxi, bus, or chauffeur service
- A bank or loan company
- All things to all people—volunteers are the primary personnel who run FRGs and are Family Members just like everyone else!

## ***Everyone is Welcome!***

The Family Support Groups of days past were more reflective of a wives' club. This is not the case today!

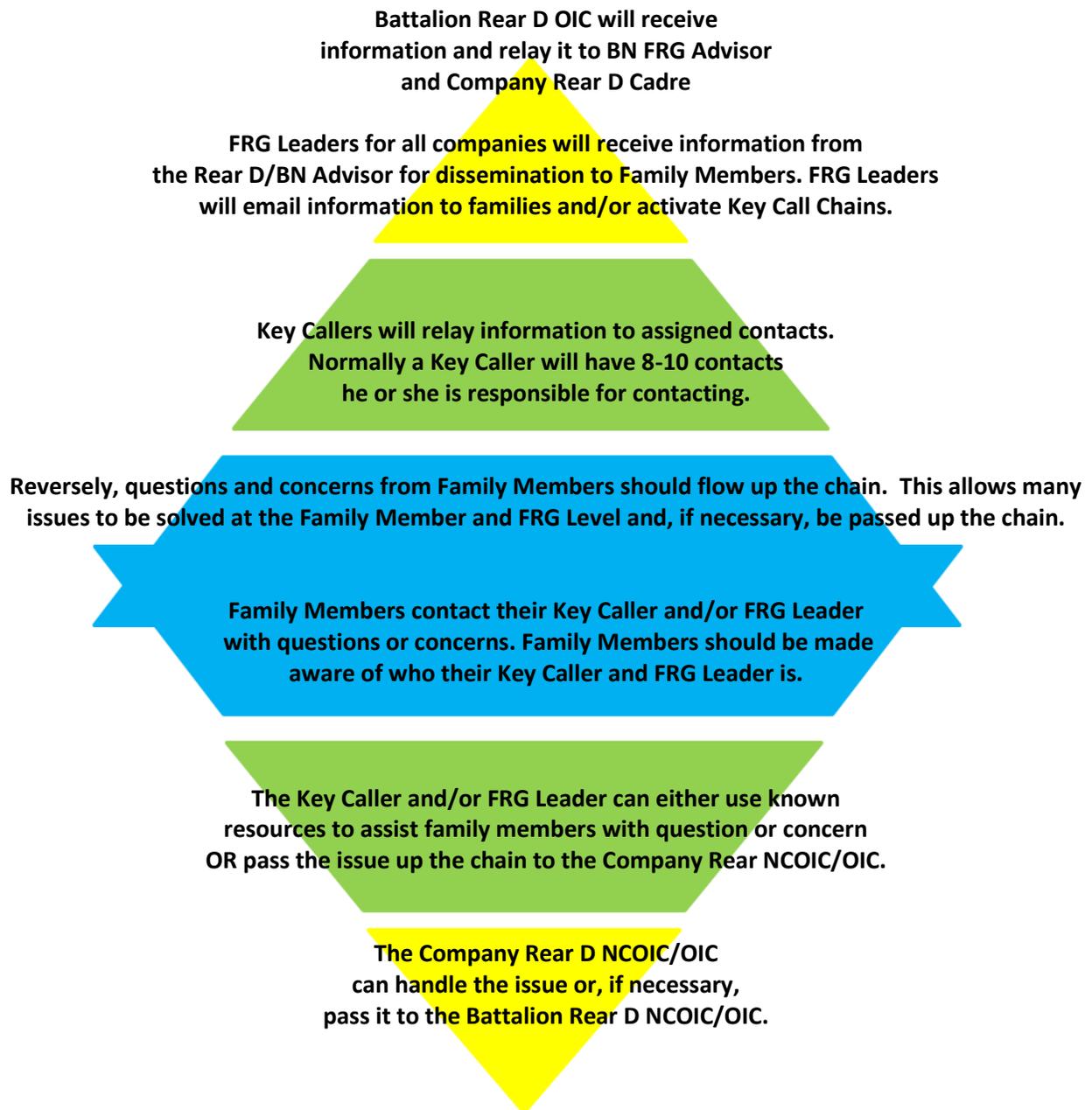
- ❖ **There is NO RANK in the FRG!** When Soldiers enlisted or commissioned into the Army, it was the Soldier who raised his or her right hand and pledged the oath of service. It was the Soldier who signed the contract and the Soldier who is sworn to uphold the mission of the US Army. Spouses and Family members are primary supporters of these Soldiers, but they do not have any rank according to the Army. Regardless of what a Soldier's role is in the unit, the FRG is a support and resource network for EVERY member. After all, you are all in this together!
- ❖ **It isn't just for spouses anymore!** In the evolution of FRGs it was finally realized that Single Soldiers have Families that care just as much about them as the Married Soldiers have. We encourage moms, dads, siblings, grandparents, fiancés/fiancées, and whoever the Soldier wishes to belong to take an active role! We have a variety of communication tools to relay information to virtually anywhere in the world.
- ❖ **Everyone can play in the role of the FRGs success!** The role you play in your FRG is your choice. You are welcome to participate as much or as little as you would like. There are many volunteer positions in the FRG that are important to its success. However, if you wish to just attend meetings or just receive information that is perfectly fine also. You will get from your FRG what you want from it and what you put into it.

Some of the volunteer positions that are essential to making an FRG successful are:

- FRG Leader/ Co-Leader                      Hospitality Chair                      Newsletter Editor
- Key Caller (aka Point of Contact)                      Fundraising Chair
- Funds Custodian/ Alternate Funds Custodian
- Secretary
- And many more! If you have a large, successful FRG there may be many positions available!

## ***Chain of Concern***

Very similar to the Soldier Chain of Command, FRGs are set up with what is known as a “Chain of Concern.” While there is no rank within an FRG, in order to keep information flowing in an organized and effective fashion a chain of concern is necessary. During the deployment, this is how the Chain of Concern will function:



- ❖ Please note that FRG Leaders ARE NOT PAID. They are volunteers who have stepped up to be the go-to person for your company's FRG. They are, in many instances, the spouses of other Soldiers in your company and are dealing with their own families. Therefore, we ask that when contacting your FRG Leader you try to contact him or her prior to 2100 (9:00 PM) unless it is urgent. Of course, if it is an emergency contacting your Rear Detachment will get you the quickest response.

## **Updating Contact Information**

### **Keep Us In The Loop!**

The importance of updating your contact information with the unit cannot be expressed enough! Even simple things such as the time and date of an FRG meeting will not get to you if we do not have your information correct, let alone major events that we must pass along to you. Don't be that person who misses that special moment because you didn't drop your Rear Detachment an e-mail letting them know your current contact information!

*Do I have to let Rear Detachment know every time I leave the area? I am just going for the weekend to my mother's.*

Absolutely! Your Rear Detachment is not trying to pry into your business. There may be an emergency and the unit will need to contact you. Getting important information to you in a timely manner can be most difficult if we don't have an up-to-date contact number or address. When leaving the area please fill out a Family Member Leave Form (see Annex) and return the form to your FRSA.

*What if I don't want my FRG to know where I am? I am very private.*

We will always recommend Family Members make contact with their FRG as they are your network and support channel. However, we understand that many people have reasons for feeling an invasion of their privacy. For your convenience, you will find a Departure Notification Form in the back of this guide. You can fill this out and return it to any of the Rear Detachment personnel or FRSA either by postal mail or e-mail and we will keep track of it at Battalion. This will alleviate any tension you may feel about giving your personal information to your FRG.

## ***Leaving the Fort Riley Area for the Duration of the Deployment***

### **Spouse Leave Information**

Voluntary information is required to assist the individual and his/her Family members. Failure to provide the required information could result in a delay in providing assistance/information to the individual and/or Family members.

This leave information sheet is strictly used as a means to quickly contact spouses in the event of an emergency; it is not used as a "tracking device" and should not be seen as an invasion of privacy, but as a critical tool for the Rear-D to be able to contact you in a timely manner in the event of an emergency.

If you leave the Fort Riley, Kansas area for any reason:

1. It is important that the Rear Detachment Commander know where you are. There may be an emergency, either in the field or during deployment, and the unit will need to contact you. If they cannot find you, this may delay the notification process for your family as well as for other

families in the event of an emergency. This is true whether you leave the state permanently, leave for a short visit, or go to visit friends.

2. If you cannot contact the unit to provide your location, please fill out the form below and mail or drop it off at the unit.
3. Ensure that you and other family members are enrolled in TRICARE and DEERS. If you leave the area during the deployment and you need non-emergency medical care, you must have it approved through TRICARE first.
4. Patient Representative Office at Irwin Army Hospital: 785-239-7739.
5. TRICARE: 785-239-3627 or 1-888-239-DOCS
6. [www.triwest.com](http://www.triwest.com)

#### **What to do before departing on a trip:**

If you leave the Fort Riley area for any reason (weekend trip or long term) it is important that your Rear Detachment Commander know where you are going. There may be an emergency in which the unit will need to contact you. Attached is a Departure Notification Form for you to complete prior to your departure.

#### **Additional Tips before you travel:**

- ❖ **Keys:** Leave a house key with someone you trust to check on your house at regular intervals while you are gone. Those in On-Post Corvias Living can register with their neighborhood office for the House Watch Program. Also, if you live on post you can request the Military Police to do random drive-by welfare checks of your home.
- ❖ **Pets:** If you are leaving your pets, please be certain that the Key Custodian understands the schedule and needs of your pets prior to you leaving. If you cannot take your pet and you do not have someone able to come to your home, please board your pet at a local kennel for the period of time away. Pets are not able to take care of themselves for long periods of time.
- ❖ **Newspapers/Mail:** Discontinue newspaper delivery and have your mail held (for shorter periods away) or forwarded (for extended periods away)
- ❖ **Lights:** Ask your Key Custodian to turn on a light in a different room every time they do a check. This gives the appearance of an occupied home and is a major deterrent to criminals
- ❖ **Lawns:** Make arrangements to have someone mow your lawn regularly. Tall grass and little activity around a house are visible signs your house is empty. Those living in On-Post Corvias Living do not have to worry about this unless you have opted out of lawn care.
- ❖ **Thermostat:** Be sure to set your thermostat before you leave to ensure your pipes do not freeze in the cold weather. Temperatures at Fort Riley in January and February can reach negative values for days at a time. The minimum temperature for home is 65°F

#### **Overseas travel:**

Passports are required for overseas travel. All required fees, including cost of photographs, must be provided at your own expense. You will need the following items.

Application fee for **Age 16 and older**: The passport fee is \$75; execution fee is \$25; for total of **\$100**.

**Under Age 16**: The passport fee is \$60; execution fee is \$25 for total of **\$85**.

- ❖ Recommend payment by check (personal, certified, travelers"), major credit card (Visa, MC, AE, Discover), money order (U.S. Postal, international, currency exchange)
- ❖ Primary Evidence of US citizenship (i.e. birth certificate, naturalization certificate, etc.)
- ❖ Identification (i.e. military ID card, driver's license, expired passport, etc.)
- ❖ Two passport pictures. 2x2 inches in size - Color - Identical - Taken within the past 6 months, showing current appearance - Full face, front view with a plain white or off-white background

Questions relating to specific passport issues are best answered by visiting the State Department website at [www.travel.state.gov](http://www.travel.state.gov) or by calling the **National Passport Information Center (NPIC)** at 1-877-4USA-PPT (1-877-487-2778).

### **On-Post Housing Residents:**

On post housing residents should contact their Neighborhood Corvias Military Living Office for notification of extended absence from quarters.

House Watch Program: The Fort Riley Police Department offers a voluntary home security program for residents of Fort Riley. The Fort Riley Police will conduct daily after hours physical checks of the quarters as a crime prevention effort. Residents can sign up for House Watch when they go on leave or for other periods when their quarters will be vacant. Fort Riley Police Department is located in building 221 on Main Post. For additional information call 239-MPMP (6767) 24 hours 7 days a week.

**Notification of Departure from Local Area Form**

FOR OFFICIAL USE ONLY

**SPOUSE LEAVE INFORMATION**

**AUTHORITY:** 5 U.S.C. 301, 10 U.S.C. Section 3013 and 4301, Secretary of the Army, Army Regulation 25-1, Army Information Management, Army Regulation 380-19, Information Systems, E.O. 9397 (SSN).

**PRINCIPLE PURPOSE (S):** To assist the Rear Detachment Commander/NCOIC/CFS/FRG and Army Agencies in their mission of providing care and assistance to families of Service members who are required to be away from their home station.

**ROUTINE USES:** (1) To identify the families who will be out of the Ft Riley area for a given time in order to have proper contact information. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON**

**INDIVIDUAL NOT PROVIDING INFORMATION:** Voluntary information is required to assist the individual and his/her Family members. Failure to provide the required information could result in a delay in providing assistance/information to the individual and/or Family members. This leave information sheet is strictly used as a means to quickly contact spouses in the event of an emergency; it is not used as a "tracking device".

Name: \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_

Date(s) that you and your Family will be gone: \_\_\_\_\_

Address that you will be at: \_\_\_\_\_

Means of travel to destination: \_\_\_\_\_

Nearest military installation (if known): \_\_\_\_\_

Phone number that you can be reached at: \_\_\_\_\_

Secondary phone number: \_\_\_\_\_

The above information is correct. If I should deviate from my plans I will contact my FRG leader or the Rear Detachment Command to update my contact information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Every Family must make decisions that will best impact their lives while the Soldier is deployed. While the Battalion and Companies encourage everyone to get involved in their Family Readiness Group and remain in the Fort Riley area, there are cases where this may not be the best option for that Family's particular situation. If you do plan to leave the Fort Riley area, please DO NOT sever that contact with your FRG and Rear Detachment! Those resources are absolutely vital to you staying informed about the unit, its mission, and important information that you need to know. Utilize the many options we have available for information about what is going on in the unit:

**Facebook®:** We have fan pages on Facebook. Become our fan at:

**1st CAB** - <http://www.facebook.com/DemonBrigade>

**1-1 ARB** – <http://www.facebook.com/pages/Gunfighters/113862645304342>

**2-1 GSAB** - <https://www.facebook.com/#!/pages/2-1-Fighting-Eagles>

**3-1** - <https://www.facebook.com/31AHB#!/31AHB>

**1/6** - <https://www.facebook.com/1.6.cavalry.squadron?fref=ts>

**601<sup>st</sup>** - <https://www.facebook.com/601stASBGuardians?fref=ts>

These sites are open to the public and do not require a separate password to gain access. It is a great place to see pictures, interact with others in the unit, receive information about events and programs, and show support for Soldiers in the Battalion. However, these sites are NOT secure websites. There are a few guidelines that all members must adhere to in order to post on the sites:

1. We do not allow graphic, obscene, explicit or racial comments or submissions, nor do we allow comments that are abusive, hateful or intended to defame anyone or any organization.
2. We do not allow solicitations or advertisements. This includes promotion or endorsement of any financial, commercial or non-governmental agency. Similarly, we do not allow attempts to defame or defraud any financial, commercial or non-governmental agency.
3. We do not allow comments that suggest or encourage illegal activity.
4. You participate at your own risk, taking personal responsibility for your comments, your username and any information provided.
5. Please remember the safety of Soldiers. Those who wish to harm us also use these same websites and methods of gaining information. Posting information such as locations, dates, flight information, and other similar information can endanger your Soldier. This is why we will not use Facebook® to communicate official information.

Violations of any of the above guidelines will result in the removal of your post and/or removal from the website. Please remember this site is for all of our Soldiers and Family members and is a privilege that can be taken away at any time by the DoD.

**E-mail Distribution List:** The FRG/FRSA from your unit will send regular emails to everyone whose Soldier has provide an email address for their spouse or family members. This information will come from your assigned FRG's official email address. If you would like to receive information, to include official information, via e-mail and you are not already doing so, please e-mail or call your assigned FRSA or FRG so we can add you to our e-mail distribution list. Make sure your spam blocker allows e-mails from us by adjusting your e-mail settings. In the event that we have an important update from the Command Group, we will identify that e-mail with the following subject line *"Important Information from Rear Detachment Commander."* Please make sure you read these e-mails as they may contain information that is time sensitive or provide updates/changes to the current mission.

Please be assured that your information will not be sold or used for any reason other than Unit and Family Readiness Group information. We are bound by the Privacy Act of 1974 which prohibits the use of your information for any reason other than what is intended.

**Key Caller Contact:** Every Company has a phone tree system in place which is intended to put out official and unofficial information via phone. Please make certain that your phone contact information is up-to-date so that you receive phone calls from your Key Caller. If you have not received a phone call or know who your key caller is, contact your FRG Leader and he or she will connect you with your Key Caller.

## **Emergency Information**

***An emergency is the death, critical illness or injury to immediate Family members:***

- Spouse
- Parents
- Children
- Anyone that can be legally defined as a *Loco Parentis*—someone who served the role as a parent or guardian and has legal identification to prove this connection.

The medical definition of critically ill or injured means the possibility of death or permanent disability. The commander may approve other situations not listed above as “emergency” in nature. The birth of a child does not normally constitute a medical emergency UNLESS the child or mother is in a life-threatening situation.

If it’s a medical emergency, fire, or law enforcement emergency that requires immediate attention, always dial 911. You should report the situation to the Rear-D as soon as possible after the initial situation is under control.

### **Emergency Leaves**

Emergency leave is strictly controlled during deployments and will only be approved for severe, life threatening emergencies of immediate family members – spouse, child, parents, and siblings, to include in-laws, step, and in loco parentis. In loco parentis is defined as a person who stood in place of a parent to the Soldier or Soldier’s spouse for 24 hours a day, for at least 5 years prior to turning 21. In loco parentis must be declared by the Soldier prior to the deployment and before the emergency occurs.

Emergency leave will be approved on a case by case basis by no lower than the Battalion Commander, and only after the emergency has been confirmed through the American Red Cross.

If emergency leave is approved, the Soldier is eligible for up to 14 days of leave, and transportation will be coordinated as quickly as possible at no expense to the Soldier.

### **American Red Cross:**

The American Red Cross has many functions, one of which is to relay emergency information to Soldiers during deployments. Many times, this is the fastest, most efficient way of getting information to your Soldier. It is also required if an emergency leave is being requested or needed.

Make sure your Family members understand how and when to notify the American Red Cross. The American Red Cross will need as much of the following items of information as possible to expedite the delivery of information to your Soldier and his or her Chain of Command:

**The following is information that you will need to provide to the local American Red Cross for them to contact your Soldier:**

Soldier's Full Name: \_\_\_\_\_  
 Soldier's Rank and Pay Grade: \_\_\_\_\_  
 Soldier's Social Security Number: \_\_\_\_\_  
 Soldier's Date of Birth: \_\_\_\_\_  
 Soldier's Unit Address: \_\_\_\_\_  
 Name of Deployment Soldier is on: \_\_\_\_\_  
 Full Name of Ill/Injured/Deceased Person: \_\_\_\_\_  
 Relationship of person to Soldier: \_\_\_\_\_  
 What hospital or funeral home is person in: \_\_\_\_\_  
 Who is the Doctor treating the person: \_\_\_\_\_  
 Family Member who can provide more info: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Family/Doctor wants Soldier: Notified only: \_\_\_\_ Sent Home \_\_\_\_  
 Leave Address Soldier should go to: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number of Leave Address: \_\_\_\_\_  
 The Soldier will NEED about \_\_\_\_\_ days to resolve the problem

In order for a Soldier to be released from deployment, the American Red Cross must verify the emergency as life or limb threatening to an immediate Family member. In addition, you may also wish to contact Rear Detachment. The Rear Detachment Commander is in contact with the deployed unit on a regular basis and can press for urgent messages to be relayed to the Soldier.

If it is determined that the Soldier's presence is absolutely necessary by the American Red Cross and Chain of Command, the Soldier is sent home on emergency leave, usually for a period of 14 days. As soon as the emergency is over the Soldier will return to the deployed unit.

**To contact the Fort Riley American Red Cross, call:**

**(785) 239-1887**

**To reach the American Red Cross 24 hours a day, 7 days a week, call toll-free: 1-877-272-7337**



## **Casualty Notification**

We are a nation at war, and unfortunately one of the consequences of this is the potential for casualties to occur. This is a very sensitive issue for all, and it is extremely important that Family Members understand how casualty notification works and who is involved in the process.

### ***An important disclaimer before we begin...***

**Family Readiness Groups (FRGs) are NOT part of the official notification process!**

There is a very defined and regulated process for casualty notification, published in Army Regulation 600-8-1. This process must take place and must adhere to the timelines and procedures in the regulation.

Things to remember from the start:

- ❖ If you receive information from your Soldier or another Family member of an incident, DO NOT start making calls to others. Any contact made to Family Members should be made by Rear Detachment ONLY.
- ❖ Once Rear Detachment has verified that the Next of Kin (NOK) have been contacted and the news is officially able to be released, it will be released. Help control rumors, not start them!

Once a Casualty Report is received from the Department of the Army (DA), official notification to the Soldier's Primary NOK and Secondary NOK will start. Procedures are different depending on the incident:

Casualty notification is a very uncomfortable topic to discuss, but it is extremely important that everyone understands the procedures that will take place should this unfortunate event occur. The military takes casualty notification very seriously and the exact procedures to be followed are strictly regulated by the Department of Defense to honor the fallen Soldier and their family.

### **If a Soldier is killed:**

1. Their Primary Next of Kin (PNOK)\* will be notified within 4 hours of the Fort Riley Casualty Assistance Office and the Brigade Rear Detachment receiving the casualty report.
2. A military officer or senior Noncommissioned Officer will serve as the Casualty Notification Officer (CNO) and will conduct the notification **IN PERSON**, in Class A Uniform (coat and tie), between 6:00am and 10:00pm local time.
3. A chaplain will accompany the Casualty Notification Officer.
4. After the official notification of the PNOK, a negative notification will be delivered telephonically or emailed to other families not directly affected. No other individuals or agencies (FRG, Red Cross, etc) will participate in the official notification process.
5. Immediately following the notification, a Care Team comprised of a few members of the FRG and Rear-D as well as a Casualty Assistance Officer (CAO) and Chaplain will be made available and can be utilized at the request of the family. They are there to assist with immediate needs, coordinate meals, help with telephone calls, and support the family until relatives arrive. The CAO can help coordinate benefits and other official requirements.

\*Primary Next of Kin (PNOK) is defined as the person listed by the Soldier on his or her DD Form 93, Record of Emergency Data. Only the PNOK will be informed in person by the military.

**If a Soldier is Very Seriously Injured or Seriously Injured:**

1. **Depending on the seriousness of the injury**, if a Soldier is Very Seriously Injured (VSI) or Seriously Injured (SI) the PNOK will be notified either in person **or** by phone by a Rear Detachment Officer or Noncommissioned Officer.
2. If it is in person, the Soldier will be in Army Combat Uniform (ACU's – green digital camouflage uniform), not Dress Uniform.
3. If it is by phone, be aware that you may receive a phone call from your Soldier directly as well as a phone call from the Rear Detachment.
4. Depending on the seriousness of the injury, the PNOK, plus two other members, may receive invitational travel at the government's expense to the Soldier's location for 15 to 30 days. It will be a faster process if you already have a passport.

**BEWARE!!** There have been many SCAMs reported recently of individuals trying to falsely report fatalities or injuries to military family members in an attempt to steal personal information and ultimately their identity. An individual will call on the telephone and state they are with the Red Cross, US Army, or other agency and that their Soldier has been injured or killed. They will claim they need some important information to help expedite procedures. Be aware that nobody will try to solicit any personal information from you about you or your Soldier over the phone.

This is NOT how the notification process works. You will be contacted either in person by a uniformed military member or by phone, but you will never be asked for personal information about you or your Soldier. Should someone call you on the telephone as described above, get a name and a call back number and contact your Rear Detachment immediately.

**\*\*For more information about passports, visit [www.usps.com/passport/welcome](http://www.usps.com/passport/welcome)**

**\*\*For more information about Casualty Notification Procedures, contact the Ft. Riley Operation Center (FROC) at 239-2222 or your unit Chaplain.**

***Bottom Line...***

This process takes time to organize and implement. The longest part of the process is receiving the Casualty Report from DA. Keep in mind there could be multiple casualties which can make the process even more time consuming. This is why we ask that until official notification has been made and Rear Detachment has notified members of the affected unit, please do not make calls, use social media, or use other means of communication to talk about potential casualties. Just think, what if your Soldier was the one injured and you found out about it "through the grapevine" as opposed to the official and accurate way?

## ***Family Care Teams***

The purpose of a Family Care Team (FCT) is to assist Families in the event of a death or serious injury of their Service Member. Upon the notification to the NOK, the Casualty Notification Officer will ask the Family member if he or she wishes to have assistance from the unit's FCT. The Family member does not have to have the FCT if it is not desired. However, if the Family member does elect to have the FCT come, the Rear Detachment Commander will be notified to initiate the Care Team plan.

The FCT mission is to support Families immediately after casualty notification for a period of approximately 72 hours to two weeks. The level of support will vary depending on how much other support the Family has. Responsibilities of a Family Care Team could include providing comfort to the affected Family, coordinating/making meals, child-care, screening phone calls, and any other needs the Family may have.

FCT members are hand-picked by the Battalion Commander to carry out the sensitive responsibilities of a Care Team and are chosen based on level of maturity, professionalism, and experience. These individuals receive specific training dealing with resources, confidentiality, and the Casualty Notification/Assistance process. When an affected Family is provided the option of having a FCT come into the home, they should feel reassured that if that FCT does come in the team will be professional and maintain their privacy.

## **Are You Ready???**

Once Soldiers have deployed, it is often too late to think about things that will require the Soldier's signature or what tasks will have to be done in order to handle the affairs of that Soldier. Thinking about these things too late often results in difficulties handling important issues for the Soldier or the inability of handling them at all. The best thing Soldiers, both Single and Married, can do before they deploy is work with Family members and/or those handling things for them to be prepared for any issue that may come up.

In the next few pages you will find "checklists" which are designed to help Soldiers and Family Members create, locate, and plan for any event that may come up. These are examples and may not be specific to your Soldier's individual needs; however, they are good starting places for you to develop plans of action.

Being organized, knowing where important documents are, and taking care of tasks before deployments happen will better your chances of having a manageable deployment experience. Remember, once the Soldier has been deployed forward, the responsibility for any issues that may be left in the hands of the person designated to handle the Soldier's affairs falls to that person, be it spouse or other Family Members. That designee is responsible for knowing the rights, privileges, and resources available to them.

### ***Pre-Deployment Considerations***

#### **Personal and Family Readiness**

Being a military Family can afford pride in serving one's country and provide many rich and new experiences. Military Families may experience special challenges related to their unique lifestyle. Pressures and frustrations often result from:

- ❖ Lengthy separations or deployments
- ❖ Single parenting during a spouse's absence
- ❖ Separation from friends and Families
- ❖ A strained Family budget
- ❖ Constant adjustment to varying duty schedules

Nearly every military Family has difficulty coping with problems from time to time. Pressures may become so great that they affect many areas of life. The military provides a number of agencies to assist Families to cope with the stresses unique to their lifestyle. Asking for help is not a sign of weakness. It shows that you care about your Family and are willing to take action to solve any problems.

### What Is Deployment?

Deployment is the movement of a unit or individual from home base to an area for training or an actual mission. This can include:

- ❖ OIF / OEF
- ❖ Stability or support operations to various areas of the world
- ❖ Unaccompanied tours (12 months)
- ❖ Extended temporary duty (TDY) of four to six months
- ❖ Short-term training

### Prepare for Deployment Now

Resolve Family problems before the separation; otherwise, they may be worse at reunion. Work out any differences you may have with each other. Time does not heal all wounds or necessarily make the heart grow fonder.

- ❖ Express your feelings and encourage others to do the same
- ❖ Recognize that anger is okay; however, do not take your anger out on your spouse or your children.
- ❖ Plan a Family activity or a special Family time without distractions.
- ❖ Work through and complete the Soldier's Checklist and Spouse's Checklist (located in the Resources Section of this handbook) to reduce potential household management problems.
- ❖ Establish personal goals to meet during the deployment.
- ❖ Attend the unit Pre-Deployment Briefing.
- ❖ Complete a calendar with important dates written in it, such as birth dates, holidays, anniversaries, vehicle safety inspection renewal dates, vehicle tag renewal dates, date for filing taxes, payment due dates and amounts, etc. (Each of you retain a copy.)
- ❖ Discuss how you plan to keep in contact during the deployment.
- ❖ Order flowers or gifts in advance to arrive on special dates or make arrangements with a friend to deliver gifts on special occasions/holidays.
- ❖ Ensure important documents and information are in order and accessible.
- ❖ Make arrangements for childcare during your work hours, or if you are military, during duty hours or emergencies. Does the person caring for your child have a Power of Attorney to assure necessary medical care?
- ❖ Unless you have better financial and emotional support in your home town, you may best deal with the stress of deployment by remaining in your home, maintaining familiar routines, and not moving to another location to stay with relatives. Moving could be more costly, disrupt the children's schooling and their emotional stability, and take the Family away from their military support and problem-solving network.

## Prepare the Children

Communication is necessary to help children cope with their parent's absence during deployment.

- ❖ Spend time talking with your child about the deployment. Explain why Dad/Mom are gone, where, with whom, and for how long. Do this at your Child's level of understanding.
- ❖ Sit down with the entire Family and talk about feelings. Let each member of the Family express how they feel about the separation.
- ❖ Discuss the rules of the house. Make them House Rules rather than Mom's or Dad's Rules.
- ❖ Encourage the older children to talk with the younger ones about previous deployments. How long it seemed, what they did, how they felt while Dad/Mom was away and when he/she returned.
- ❖ Encourage Dad/Mom to spend time individually with each child: play a game, go for a walk, or go out for an ice cream cone. Just the two of you.
- ❖ Take pictures of each child with Dad/Mom, and display the pictures at your child's eye level.
- ❖ Record Dad/Mom reading stories and talking to the children.
- ❖ List who will care for your children should you become ill or be involved in an accident, and how to reach that person. Post this in a place that your FRG leader or the Rear Detachment Commander can easily find it. Near your telephone or on your refrigerator, for example.

## Dual Military and Single Parent Deployments

Dual military and single parent Families on active duty must carefully plan for their children.

- ❖ Always have your approved Family Care Plan ready.
- ❖ Provide the person caring for your child with a Power of Attorney for medical care.
- ❖ Make financial arrangements for all the extra child-related expenses.
- ❖ Make sure the Rear Detachment Commander has up-to-date information such as your current address, phone number, and Family Care Plan.
- ❖ Keep in touch with teachers. Work together to evaluate and avoid or redirect behaviors resulting from Dad/Mom's absence.
- ❖ Inform your children's teachers, daycare providers, and youth leaders.
- ❖ Children's reactions to a parent's absence are just as complicated as adults. Because of their limited ability to understand what they are experiencing, it may be distressing
  - Accept all of children's reactions and emotions as valid
  - Help children identify their feelings
  - Encourage them to express and control feelings in acceptable ways
- ❖ Children's behavior can span from withdrawal to acting out to regressing to younger behavior.
  - They may be angry or sad.
  - They may test the limits of rules and discipline or be reluctant to stray from the remaining parent or caregiver's side.
- ❖ Help your children stay in contact with the absent parent.

- 
- Each child needs his/her own separate, special, individual letters and other contact from the deployed parent
  - Play the audio and videotapes.
  - ❖ Keep in touch with teachers and other youth leaders to identify and help with changed behavior or problems.
  - ❖ Encourage new activities and opportunities for growth and development.
    - Start a new Family adventure, routine, or outing.
    - Try a new activity.
    - Have each child choose one of Dad/Mom's usual chores as a special contribution to the Family.
    - Contact CCYS about youth support groups, where children talk with and support each other.

## **Pre-Deployment Checklist for Single Soldiers**

### **GENERAL**

ITEM	YES	NO	N/A	Remarks
Is your emergency data card up-to-date with the names & telephone numbers of parents, other Family Members, and/or friends?				
Have you generated a Power of Attorney for trusted Family Members or a friend to handle your personal affairs while you are deployed? Who has it?				
If you have pets, have you made arrangements for their care? Have you provided that person with medication, shot records, appointments, and the veterinarian's telephone number? Who has the pets?				
Do you have addresses for Family and friends you intend to stay in touch with, and do they know how to reach you?				
Do you have enough uniforms to last for the time you are gone?				
Do you have an AKO account? Do you know how to access it?				
Does your Family:				
Have your complete mailing and e-mail address?				
Know your unit information?				
Know the name and telephone number of your Rear Detachment Commander?				
Know how to use the Red Cross in case of an emergency?				
Have you thought about your homecoming/return and do you know who you want to meet you when you get back?				
What kind of support and information will your parent/sibling/friend need or want in your absence? Have you given their contact information to the Family Readiness Group (FRG)?				
Will any promotion or other military boards take place during your deployment that you will be eligible for? Have you updated your ERB/ORB, DA Photo, OMPF and other important files in anticipation?				

## Single Soldier Pre-Deployment Check list Continued...

### FINANCE

ITEM	YES	NO	N/A	REMARKS
Do you have a MyPay Account and do you know how to access it?				
Do you know how you are going to pay your bills?				
Have you made plans to save money while you are deployed?				
Have you set up electronic bank transfers, automatic bill payments, or allotments to pay your bills or provide money to others during your deployment?				
Are all of your credit cards accounted for? Are numbers logged and kept in a safe place? Do you have the bank address or phone number to notify them in case of loss and do you know how to contact them if you have any billing inquiries?				
Do you have all of your bank account information in one location for easy reference?				
Are you taking a checkbook and/or ATM/Debit card with you to access cash/pay bills during your deployment?				

### AUTOMOBILE

ITEM	YES	NO	N/A	REMARKS
If you have a vehicle, have you arranged for continued payments, safekeeping of keys and paperwork and vehicle storage or location of vehicle?				
Is your car registered and inspected for the duration of the deployment?				
Did you check to see if you could save on car insurance if your car is in storage?				
Did you contact your insurance company to notify them if someone will be driving your vehicle while you are deployed or that it will be stored in your absence?				
Is your civilian driver's license current through the end of your deployment?				
Have you removed all high value items from your automobile?				
Are you taking your civilian driver's license with you to use on R&R or for reference purposes during your deployment? Also, in case of loss of military ID card a civilian driver's license is an appropriate 2 <sup>nd</sup> form of ID. ( you cannot get a new ID card without a 2 <sup>nd</sup> form of identification)				

## Single Soldier Pre-Deployment Check list Continued...

**HOUSING**

ITEM	YES	NO	N/A	REMARKS
Have you notified your landlord of your absence during your deployment?				
Is your house/apartment/condominium secure?				
Is your phone disconnected?				
Have you turned off the utilities or had the accounts suspended until you return (internet provider, cable, cell phone)				
Is your stereo equipment, computer and bicycle secure and insured? Location of these items?				
Have you done a high dollar value inventory documenting your household goods during your absence to include serial numbers? Who has this documentation?				
Have you photographed or videotaped the contents of your home? Where are the pictures/videos?				

**LEGAL**

ITEM	YES	NO	N/A	REMARKS
Do you need a general or special Power of Attorney to give permission to someone (parent, sibling, or friend) to handle your bills or any issues that arise?				
Do you need a special medical directive regarding organ donation or the use of heroic measures?				
Do you own property or other assets that would need to be covered in a will or would be a will by-law disposition be adequate for dissolving your estate?				
Do you have adequate life insurance coverage? Have you stored the insurance papers in a safe location where your next-of-kin can find them? Where are they located?				
Do you have copies of your Federal and State Tax records?				
Do you know how to get tax assistance while deployed?				
Have you registered to vote in your State of residence?				
Have you collected all of your important documents into a secure, safe and fireproof location? Does your Family know how to access them? Location?				

**Single Soldier Pre-Deployment Check list Continued...**

Is your military ID card valid until after you return from your deployment? Remember you must have 2 forms of ID to get a new ID card.				
If you have children, are they registered in DEERS? Does their caregiver have access to their ID card for benefits purposes?				
If you are a single parent, do you have a Family Care Plan in place for your children? Do these individuals have Powers of Attorney to handle matters and issues related to your children?				

**ADDITIONAL NOTES:**


## **Pre-Deployment Checklist for Married Soldiers**

### **GENERAL**

<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>REMARKS</b>
Have you given your Spouse a list of important phone numbers and points of contact? (Rear Detachment and FRG Leaders)				
Do you, your Spouse, and all of your eligible Family Members have current ID cards and are they valid until after you return?				
Does your Family know how to obtain a new ID card if one needs to be replaced?				
Does your Unit and Rear Detachment Commander have a complete list of current address, telephone number, and e-mail address for your Family, along with the names, addresses and telephone numbers of one or two relatives, neighbors or friends who will know where your Family is living?				
If your Spouse does not speak English, do you have an interpreter to help your Spouse in an emergency?				
Have you placed a copy of each of the following documents in a safe deposit box or a fireproof box? Where is the box located?				
Marriage Certificate				
Birth Certificates of all Family Members				
Insurance Policies (life, home, auto, other) – check whether you need a Power of Attorney to file a claim during a Soldier’s deployment				
Social Security cards for all Family Members				
Deeds and/or mortgage papers				
Rental or lease papers				
School registration papers				
Proof of Soldier’s service documents				
Copies of Soldier’s orders and all endorsements				
Shipping documents and/or households goods inventory				
Court orders for support and custody of legal dependents				
Power of Attorney (if needed)				
Passports (if needed)				
Naturalization papers				
Divorce decrees and separation agreements				
Adoption papers				
Death Certificates				

**Married Soldier Pre-Deployment Checklist continued...****FINANCE**

ITEM	YES	NO	N/A	REMARKS
Are bank and/or credit union accounts in both names with an “or” rather than an “and” between both names (checking, savings and any other accounts)?				
Does your Spouse have your account numbers, bank books, checkbooks, ATM cards? Locations?				
Does your Spouse have the credit cards, bills, information on amounts due, and does she/he know when and how to report lost cards? Locations?				
Does your Spouse know the amounts due on loans, monthly payments dates, addresses and phone numbers of loan companies? If not, how to access and find them?				
Is your Spouse aware of savings bonds and securities owned, where they are, and how to gain access to them if needed? Location?				
Does your Spouse have a signed release so that he/she may pick up or access a copy of your LES?				
Does your Spouse know how to access MyPay and have you provided the appropriate access level?				
Is your Spouse aware of all bills that need to be paid routinely, with address and telephone number for each?				
Does your Spouse have a list of automatic deposits and withdrawals or payments made to financial accounts?				
Does your Spouse have access to copies of State and Federal Income Tax returns for the last five years; the name, address, and telephone number of the person or company who helped you with your return last year, along with information, forms, and tax deductible receipts for the current year? Location?				
Does your Spouse know where to go for financial assistance in times of crisis: Army Community Service, Army Emergency Relief, and Rear Detachment?				

**Married Soldier Pre-Deployment Checklist continued...****MEDICAL**

ITEM	YES	NO	N/A	REMARKS
Are all Family Members enrolled in DEERS (Defense Eligibility Enrollment Reporting System)				
Does your Spouse have Family medical and dental cards and does he/she know how to get the Family medical records? Location?				
Does your Spouse know the medications and allergies of all Family members?				
Does your Spouse have all prescriptions (medical, optical) readily available?				
Does your Rear Detachment Officer/ACS know of your Family member with special needs (Exceptional Family Member Program-EFMP, or chronic medical condition)?				
Does your Spouse have the phone numbers for medical and dental services? (Emergency care, outpatient and inpatient medical care, pharmacy, routine or emergency dental care, health benefits advisor for assistance with TRICARE)?				

**HOUSING**

ITEM	YES	NO	N/A	REMARKS
Does your Spouse know the name and phone number of the housing office, landlord, or mortgage company; electrician; plumber?				
Does your Spouse and older children know the location of the:				
Water control valve and how to shut off the water in case of broken or leaking pipes?				
Gas control valve and how to shut off the gas in the case of a fire or leaking gas?				
Electrical control box and how to replace a fuse or reset a circuit breaker if necessary?				
If you are on the list for on-post housing, have you provided the housing office with a telephone number where your Spouse can be reached should quarters become available during your absence?				

**Married Soldier Pre-Deployment Checklist continued...****AUTOMOBILE**

ITEM	YES	NO	N/A	REMARKS
Does your Spouse have all of the necessary automotive papers (title, registration, insurance policy, warranties, battery guarantee, and road service card)? Location?				
Is your vehicle registered on-post and is it valid until you return from your deployment? If not does he/she have a POA to get your vehicle registered?				
Is the periodic maintenance on your vehicle up-to-date (oil change, lubrication, tune-up, fluid levels)?				
Is the insurance policy adequate (liability, medical, uninsured motorists, damage to automobile)?				
Are the vehicle registration/license (on post and state) and renewal dates current/known?				
Is the State annual safety inspection current and renewal date known?				
Do you have a road service policy that includes coverage for your Spouse (if desired; provides assistance with flats, lock-outs, and other emergencies)?				
Is your Spouse's driver's license current and renewal date known?				
If the Family car is out of service or your Spouse does not know how to drive, do you have alternate transportation arrangements?				
Does your Spouse know:				
The correct tire pressure and how to inflate and check tires?				
How to check the oil and add oil if needed?				
What gasoline to use?				
Where to go for maintenance and repair services?				
How to get emergency road service?				
Where car keys and spares are located?				

**Married Soldier Pre-Deployment Checklist continued...****LEGAL**

ITEM	YES	NO	N/A	REMARKS
Do you have the necessary Powers of Attorney so that action can be taken on important Family matters during the deployment? Does everyone know where they are kept? Location?				
Does your Spouse have the name, address, and telephone number of your private or military attorney or legal advisor?				
Do you and your Spouse have current wills to specify how you want your property handled and distributed in the case of the death of either? Location?				
Does your Spouse have appointed someone to take care of your children should he/she become incapacitated while you are deployed? Is this designation in writing and a Power of Attorney in place for this person?				
If needed, does your Spouse have a Power of Attorney giving him/her the right to sign your name and do the things you could do if you were actually present? Is this a general or does the Power of Attorney cover special circumstances? Location?				
Does your Spouse have copies of all insurance policies, along with the name and telephone number of your insurance agents? Location?				
Does your Spouse have information on where to go for legal assistance: Legal Assistance Office, Rear Detachment Commander, and Family Attorney?				

**SECURITY/SAFETY**

ITEM	YES	NO	N/A	REMARKS
Does your Spouse, Family Member(s) know how to reach the police, MPs, fire department, ambulance, poison control center, chaplains, help line? Are these numbers located close to the phone?				
Have you had a military or local police crime prevention survey conducted of your quarters/home?				
Does your home or apartment have at least a front door "peephole" and are there adequate locks on all doors and windows?				
Is your Family's name on the Military Police Quarters Checklist, Corvias House Watch Program, or local police checklist?				

Is your smoke detector/carbon monoxide detector working, and does it have a new battery?				
Are your fire extinguishers charged and are they in good working condition? Do your Family members know where they are and how to use them? Location?				
Do your Family Members know what alternate exits they can use to leave the home from each room in case of fire or other emergency?				
Do your Spouse and older children know how to turn off the electricity, water, and gas in case of an emergency?				
Do you have a working weather radio and emergency kit ready in the event of severe weather?				
Do your Family Members know the location of your safe room and/or local severe weather shelter in case of a tornado?				
Are all of your outside lights in good working condition with new bulbs?				
Is there a good snow shovel and supply of ice melt available to your Family Members in case of significant winter weather? If your Family Member cannot clear a drive/walk way during winter weather is there someone that he/she can contact to take care of it?				

**Keep these checklists  
someplace readily accessible  
for reference!!**

## **Managing Separation**

Whether a Soldier is married or single, there will be feelings of separation on either end that may be difficult to deal with at times during the deployment of the Soldier. However, with good communication and coping strategies, both Soldiers and loved ones can manage separations successfully.

### ***Two Way Communication***

The need for two-way communication is essential even though you are separated by distance. Here are some good tips that will help you and your loved one maintain communication:

- ❖ **Letter Writing—you know, that old fashioned way of communicating? It still works!!**
  - Write with your Soldier’s picture in front of you as though you are talking directly to him or her. Let your Soldier know how much you appreciate letters, videos, pictures, etc. In communication, mention one or two things that make you feel especially close to him or her.
  - Remember that the need to express affection does not diminish with distance; in fact it most likely will increase. “I Love You” means just as much when it is written during a deployment as it does when spoken in person.
  - Share your feelings as openly as you can without indulging in self-pity. Let your Soldier know that you would like him/her to share his/her feelings with you. Try to communicate the feelings of love and appreciation that you feel, and let your Soldier know how and why you love them.
  - Express yourself clearly so he/she won’t have to think “I wonder what she/he meant by that?” On the other hand, don’t try to read between the lines or interpret a puzzling remark. If you don’t understand, ask questions in your next letter.
  - Some Soldiers and Family Members number their letters to eliminate confusion. This can be quite useful since the APO mail system can sometimes be unpredictable in its delivery service.
  - Have dad/mom send separate letters to each child in the Family. It will help maintain and strengthen their relationships. Children love to receive their own mail.
  - Try to send photographs.
  - Let children make recordings to send to the Soldier.
  - Play calendar tag, which involves a small fold over calendar back and forth in letters so the deployed parent and child can take turns marking off the days.
  
- ❖ **Telephone calls**
  - Telephone calls are a quick way to communicate. Remember, however, long distance and overseas calls can be very expensive. Soldiers should have access to Defense Switched Network (DSN) phones which are paid for by the government or other military-friendly carriers which have very reasonable rates. Once your Soldier arrives in theater, they can check out their options and contact you.

- Google also offers phone service including free phone calls through Google Voice. For more information or to set up an account, visit <http://www.military.com/googlevoice/>.

**NOTE:** Please understand that depending on Soldier's individual location within Afghanistan, not all Soldiers will have access to the same telephone or internet services. There may be times when other spouses have more contact with their Soldier than you do. Additionally, as missions change and services dwindle as troops leave Afghanistan in 2013 access to telephone and internet services may be impacted.

Something to keep in mind with phone calls is that they do occur in real time, which means time difference may interfere with your ability to communicate regularly via phone. The time difference between Fort Riley, which is in the Central Time Zone (CT) and Afghanistan, is approximately 9.5 hours. What may be a convenient time for the Soldier may be the middle of the night for the Spouse who would be sleeping or may have small children. Below is a chart listing time differences for your reference:

KOREA	HAWAII	PACIFIC STD TIME	MOUNTAIN STD TIME	CENTRAL STD TIME	EASTERN STD TIME	GREENWICH MEAN TIME (GMT)	GERMANY	SW ASIA (IRAQ)	AFGHANI -STAN
0100	0600	0800	0900	1000	1100	1600	1700	1900	1930
0200	0700	0900	1000	1100	1200	1700	1800	2000	2030
0300	0800	1000	1100	1200	1300	1800	1900	2100	2130
0400	0900	1100	1200	1300	1400	1900	2000	2200	2230
0500	1000	1200	1300	1400	1500	2000	2100	2300	2330
0600	1100	1300	1400	1500	1600	2100	2200	2400	0030
0700	1200	1400	1500	1600	1700	2200	2300	0100	0130
0800	1300	1500	1600	1700	1800	2300	2400	0200	0230
0900	1400	1600	1800	1800	1900	2400	0100	0300	0330
1000	1500	1700	1900	1900	2000	0100	0200	0400	0430
1100	1600	1800	2000	2000	2100	0200	0300	0500	0530
1200	1700	1900	2100	2100	2200	0300	0400	0600	0630
1300	1800	2000	2200	2200	2300	0400	0500	0700	0730
1400	1900	2100	2300	2300	2400	0500	0600	0800	0830
1500	2000	2200	2400	2400	0100	0600	0700	0900	0930
1600	2100	2300	0100	0100	0200	0700	0800	1000	1030
1700	2200	2400	0200	0200	0300	0800	0900	1100	1130
1800	2300	0100	0300	0300	0400	0900	1000	1200	1230
1900	2400	0200	0400	0400	0500	1000	1100	1300	1330
2000	0100	0300	0500	0500	0600	1100	1200	1400	1430
2100	0200	0400	0600	0600	0700	1200	1300	1500	1530
2200	0300	0500	0700	0700	0800	1300	1400	1600	1630
2300	0400	0600	0800	0800	0900	1400	1500	1700	1730
2400	0500	0700	0900	0900	1000	1500	1600	1800	1830

- Note that this time difference will be different when Daylight Savings Time becomes effective in the spring and summer months.

- **E-Mail**

E-Mail is probably the most popular method of quick communication. It's very inexpensive and versatile. However, it can also enable bad news to travel at the speed of light. Be careful of using this method of communication for an emotionally based message. It's better to compose it, save it for a few hours, review it for clarity and kindness, and then send it. It still can't replace the letter for personal and romantic communication. And remember, e-mail is not a secure method of communication; it can be read by anyone who uses the computer.

- **SKYPE**

Depending on the internet access available at your Soldiers location, they may be able to have face-to-face conversations with family members via SKYPE or other online video calling service. To find out more about SKYPE's free video calling service, visit them online at [www.skype.com](http://www.skype.com).

- **Video**

Videos of Family interacting can easily be made these days and mailed or sent digitally to Soldiers. Also, before moms and dads deploy, they can video themselves reading stories and talking to their children which can be a great tool during the deployment.

- **Mail**

Letters from home boost morale and provide assurance of the Family's welfare. Care packages are great pick-me-ups for lonely Soldiers. You can receive tips and pointers on sending care packages and order FREE shipping supplies at <http://www.usps.com>.

## ***How Can I Manage Separation?***

### **Stages of Separation**

There is no denying that the military lifestyle, especially repeated deployments, can disrupt the Family unit. Feelings associated with separation commonly come in stages. As Soldiers prepare to deploy and leave, military Families may experience:

- Denial, shock, disbelief, and numbness
- Anger, frustration with preparation demands, feelings of guilt about the spouse's departure, and resentment of the military, spouse, and job
- Guilt for NOT saying or doing more before deployment
- Children may feel they caused departure
- Depression, intense sadness, fatigue, loss of appetite, and withdrawal from routine
- Acceptance, realizing and accepting the situation, resolving to continue on positively, confidence in handling day-to-day living, awareness of increased self-esteem and personal abilities.

Knowing these feelings are normal can help Families cope. These stages occur in a universal order; however, a number of causes can trigger setbacks to previous stages. Individual situations and types of deployment can influence the intensity and duration of each stage.

## ***How to Manage Separation***

### **To manage separation:**

- Take good care of yourself
- Make sure you eat right
- Shop and cook for nutrition
- Get plenty of rest
- Make time for physical exercise. Walk daily; join an aerobics class, jog, bowl, etc.
- Try to set aside time to do something you enjoy everyday
- Avoid trying to do everything yourself
- Take advantage of military community support
- Participate in programs such as Army Family Team Building (AFTB); Family Readiness Group; and other deployed social networking programs
- Contact Family, friends, neighbors, and spouses of other deployed Soldiers whenever you need practical and emotional support
- If you feel overwhelmed by your emotions or if you suspect that someone in the Family is having emotional problems, talk about your feelings with a trusted friend, neighbor, coworker, or seek out the Chaplain or Military Family Life Consultant (MFLC).
- Know at least three of your neighbors. You may need their help during an emergency. They can also be a source for day-to-day support.
- Stay busy during the separation with church, school, sports, volunteering, and friends by getting involved.
- Get up earlier to allow yourself more time before starting the day.
- Prioritize what is critical, then pace yourself according to your own understanding of the way and the time you function at your best. Be realistic and kind to yourself.
- If you are under great stress, plan with your limitations in mind. There is no fault in making choices about what you can and can't handle.
- Find another military spouse in similar circumstances. Time passes much faster with a friend.
- Anticipate stress and prepare for it.
- Simplify your life and learn about your acceptable/comfortable stress level. Some stress is normal and necessary.

## *Children and Separations*

Children experience the same psychological patterns as their parents due to their own feelings of loss and their awareness of the overall emotional situation. They often test parents to find out if they bend more when the spouse is gone, particularly at the time of the departure and again upon return. Some spouses overcompensate for their mate's absence by becoming permissive or overprotective of their children.

Keep discipline consistent. Some decisions are harder to make alone, but children need stability. Look at it this way: if one of the two most important people in your life were constantly coming and going—here two weeks, gone four to eight months, home two days—wouldn't your security be shaken? Imagine what it does to children! Insecurity, loss of status, and change of routine all add up to two complex emotions—hurt and anger. Unfortunately, these emotions can and are usually directed at parents.

Children express their feelings in different ways. Their outward behavior is not always a good reflection of what is going on emotionally, and some children cover up their true feelings while others are more open. The best course of action you can take concerning your children is to prepare them prior to separation.

The unit will have several publications available to you, as well as books and learning toys to help you prepare your child for deployment. Go through these items with your children. Many of these materials list resources and include activities to help you understand and deal with your child's actions and reactions.

Things you can do:

- Use suggested activities in publications and resources to prepare for deployment.
- Talk to you children openly—
  - About where, when, and for how long the deployed parent will be away. Make sure you take into account age appropriateness and use words they will understand
  - About feelings, yours and theirs. It is ok to let your child know you are feeling some sadness as well.
  - About how things will change and what will stay the same. Set the ground rules now.
- Spend some special time as a Family and alone with each child.
- Soldiers should leave something with their children:
  - Take pictures with child
  - Make videotapes
  - A special stuffed animal or memento of a special time together
- Inform your child's teachers, daycare providers, and youth leaders about the upcoming deployment so they are aware of any behavior or mood changes.
- A great resource available on Fort Riley and free of charge is the Parent to Parent Program. You can find more information at: <http://www.militarychild.org/parents-and-students/programs/parent-to-parent>

Children's reactions to a parent's absence are just as complicated as adults but are more distressing because of their limited ability to understand what they are experiencing.

- Accept all of your child's reactions and emotions as valid
- Help your child identify his or her feelings
- Encourage them to express and control feelings in acceptable ways.

Children's behavior may run the gamut from withdrawal to acting out to regressing to younger behavior. They may be angry or sad, and they may test the limits of rules and discipline or be reluctant to stray from the remaining parent or caregiver's side. To cope with this, it is best to keep discipline, routine and rules as consistent as possible. However, don't confuse consistency with rigidity. Some changes, like taking more time to talk, hug; cuddle and reassure may be necessary and useful.

Whether or not your children seem to be having difficulty with separation, here are some helpful tips to make separations manageable for all of you:

- Keep talking about your feelings, yours and theirs
- Keep busy—there is a lot to do if you seek it out
- Help your children stay in contact with the absent parent
  - Each child needs his/her own separate, special, individual letters and other contact from the deployed parent
  - Play video messages and record messages back and forth.
- Encourage new activities and opportunities for growth and development.
  - Start a new Family adventure, routine or outing like a weekly hike, monthly trip to the museum, building a birdfeeder, and watching the birds.
  - Try something new like scouting, bowling, arts and crafts classes, youth sports, tours, etc.
  - Have each child choose one of dad/mom's usual chores and a special contribution to the Family
  - Contact Child, Youth and School Services (CYSS) about youth support groups, where children talk and support each other.

## **OPERATIONAL SECURITY (OPSEC)**

While the information provided in this handbook and through other means during the deployment will all be unclassified, much of the information will be sensitive in nature. We all have a responsibility to protect this information from being obtained by people outside our unit who do not have a need to know. Information such as unit location, movement timelines, activities, reporting procedures, or contact information can be pieced together to develop a clearer picture of events or used to disrupt or sabotage operations at home or abroad. Be extremely conscious of this when talking to friends, sending e-mails, conversing on the telephone, or storing or disposing of material with sensitive information on it. If you suspect that someone might be gathering information about the unit contact the Rear Detachment Chain of Command immediately.

**Definition:** Operation Security (OPSEC) is a process used to deny potential adversary information- generally unclassified- concerning our intentions and capabilities. As the name suggests, it protects our operations – planned, in progress and those completed. Success depends on secrecy and surprise, so the military can accomplish the mission quicker and with less risk. Enemies of freedom want our information, and they're not just after the military member to get it. They want you, the Family member, too!!

### ***Why is it important that we learn about OPSEC?***

The information used against us is not classified information – it is information that is openly available to anyone who knows where to look and what to ask. Our work is information, and not all of it is classified. What we don't always realize is how much we are giving away by our predictable behavior, casual conversations, routine acquisitions and other Internet information. We must be careful of what we reveal - Failure to do so could provide our adversaries with the information they need for additional terrorist acts.

### ***Who is the adversary?***

Let's not focus strictly on terrorists right now. Remember that there are other adversaries – for example, foreign intelligence services that continue to collect information on us that could be used to hurt us in the future. Even closer to home is the adversary that can most severely impact our Families – the criminal.

Consider this...A young wife of SPC Smith is asked for an interview by the local, small-town newspaper. Seems harmless right? Although well intentioned, the paper prints their name and discussed the fact that Mrs. Smith feels very alone at home with their small baby while her husband is off with his deployed unit. Additionally, the paper mentions Mrs. Jones, whose husband is in the same unit, and how she has gone to live with her mother while he is deployed.

What's wrong with that, you ask? That article revealed:

- The unit and some of its members who were deployed.
- The name of a young wife and her child living alone while her husband is away.
- A name to a home that has been left empty for an extended period of time.

This is all information that is valuable to both foreign intelligence services and criminals alike.

### ***What can you do?***

We have to ask ourselves every day – “What could someone learn from what I am doing or saying?” It's possible and not unprecedented for spouses and Family members of U.S. Military personnel to be targeted from intelligence collection. Even here in America! What can you do?

**Be Alert.** View yourself as an adversary would. For example, what can be gained by observing your actions or reading what you place on a website?

**Be Careful.** Do not reveal certain information such as flight schedules, specific locations, and unit activities, just to name a few. Something as simple as discussing over the phone where your spouse is deploying can be very useful to a potential adversary.

**Be Smart.** Our goal is to provide you with a greater understanding of what OPSEC is and to promote Family awareness of your concerns. This information should not make you paranoid or suspect everyone you meet. But, stay alert and never underestimate the importance of information you pass around.

If you should receive a phone call, interview, or have any questions regarding something that clearly violates OPSEC, contact a Public Affairs Official or the Rear Detachment for further guidance.

## **Legal Information**

### ***Wills: What Are They? Do You Need One?***

- ❖ **What is a will?**
  - A Will is a legal document that allows you to determine what will happen to your property (estate) at the event of your death. In a will, you may choose someone to distribute your property according to your wishes, i.e. an executor; nominate someone to care for your minor children, i.e. guardian; and appoint someone to look after the assets you leave your minor children, i.e. trustee.
- ❖ **What cannot be accomplished through a will?**
  - A Soldier's Will cannot name a beneficiary who will receive your Servicemembers' Group Life Insurance (SGLI) distribution. The Soldier must make this selection on his or her SGLI beneficiary form.
  - A Will cannot be used to disinherit a spouse or cut off allowances for minor children.
  - A Will cannot pass property held as "joint tenants with right of survivorship," such as jointly owned real property by a married couple if the spouse is surviving.
- ❖ **Do I need a Will?**
  - This is a decision that is entirely yours and must be made based on your individual situation. Without a Will, however, there is no guarantee that your property will be divided as you wish or that your children will be cared for by whom and how you would like. Without a Will, a court using state laws makes these decisions. If you are married, have children, or both, and you do not have a will you need to speak with a Legal Assistance Attorney who can assist you in the preparation of your Will. ***It is very important that both husband and wife have an up-to-date Will in their possession prior to any deployment.***

### ***Powers-of-Attorney: A Must Have Group of Documents!!***

- ❖ **What is a Power-of-Attorney?**
  - A Power-of-Attorney (POA) is a legal document that gives a person whom you name, a.k.a. your agent, the power to manage your legal affairs on your behalf. The POA allows your agent to act in your place, and their acts and decisions are legally binding. Choosing an agent is a personal process and must be done with a lot of planning, thought, and communication with the person that is chosen so that your wishes, legal matters, and instructions are followed as you wish them to be just as you were taking care of these matters yourself.

### ❖ Which kind of POA do I need? Do I just need one or do I need several?

- The type of POA you need depends on your individual situation and is not a cut and dry decision. However, here are guidelines on the most common types:
  - **General POA:** This POA gives the agent unlimited control over your legal affairs. The holder can withdraw funds from your bank account, sign contracts in your name, and perform many other legal transactions on your behalf. If you desire your agent to pay your bills by check during deployment and that person is NOT named on your bank account, you must check with your bank to see whether they will accept a General POA. Every bank has its own set of legal policies and may not accept a General POA, so it is best to check with your bank's legal department to find out exactly what is needed for your agent to bank on your behalf. Also, in some states, a General POA is not acceptable for many other types of transactions. This is where a Special POA is needed.
  - **Special POA:** This type of POA gives the agent the power to legally bind you in specific ways. For example, you may give a Special POA for the sale of a car or house. Because of their limited nature, Special POAs are less vulnerable to abuse than a General POA. You will need to appoint an agent as your Special POA prior to deployment if you intend for your agent to do the following:
    - Sign for or clear military quarters
    - Stop, start, or change allotments
    - Ship or sell vehicles, or remove one from storage
    - Sell real property, i.e. house, land, etc.
    - File a claim with the JAG claims office
    - Anything dealing with TRICARE, DFAS, or DEERS such as getting a military ID card.
  - **Something to keep in mind:** What needs to be covered by a Special POA varies from state to state. In the State of Kansas, especially if your spouse or your children's caregiver is staying in the Fort Riley area, a specific Special POA is required for many things. For example, Corvias Military Living requires that a POA relating to Corvias Military Living specifically be used; General POAs and other Special POAs are not honored. The best advice for any Soldier or Soldier's Family is to contact the Division Legal Assistance Office to talk about your individual needs and what POAs will be needed.
  - Make sure that each POA is held by the person it is entitled to! If the Soldier is holding all of your POAs with him/her, they are not helping the person designated to take care of matters for that Soldier!

- ❖ General and Special POAs may be obtained on a walk-in basis from 0900-1700, Monday through Thursday and 0900 – 1600 on Friday, at the Legal Assistance Office, BLDG 216 Custer Avenue. Exceptions to hours are closures for training holidays and Garrison Resiliency Days. Also, Soldiers can speak with a Legal Assistance Representative during Soldier Readiness Processing (SRP). For more information, contact Legal Assistance at (785) 239-3117.

***Document Storage: Keep it safe; make it known to those who need to know!***

Important documents such as your will, insurance policies, property titles, and other financial paperwork must be safeguarded during deployment. Anyone who intends to put important papers in a safety deposit box should check with the bank first to determine what the bank's lock down policy is and who may access the safety deposit box. Ensure your spouse or designated agent can access the deposit box. Regardless of where you decide to store your documents, you should inform both the primary and alternate agents name in your will where the will is located. They will need to be able to find it should something happen. If they cannot find it or gain access to it, your desires for your property will not be met.

## **Finance**

### ***Deployment Entitlements***

Upon deployment in support of the mission in Afghanistan, Soldiers will be entitled to many or all of the following pay categories, depending on mission requirements on that particular Soldier:

**Combat Zone Tax Exemption (CZTE):** If you are a Service Member serving in a combat zone (any area the President of the United States designates by Executive Order as an area in which the U.S. Armed Forces are engaging or have engaged in combat), you are able to exclude portions of your income from federal and state taxation. This does not mean the Service Member will not owe any taxes. While the federal government excludes all military pay from being taxed, some states allow only partial exclusion or none at all. If you serve in a combat zone for one or more days during a particular month, you are entitled to an exclusion for that entire month. However, social security and Medicare taxes are still deducted.

- ❖ If you are an enlisted member, warrant officer, or commissioned officer and you serve in a combat zone during any part of a month, all of your military pay for that month is excluded from your taxable income.
- ❖ If you are a commissioned officer (other than a commissioned warrant officer), exemption is limited to an amount equal to the base pay of the Sergeant Major of the Army plus Hostile Fire/Imminent Danger Pay. For 2012, this amount was \$7,609.50 per month. Income earned above this amount is fully taxable.
  - Military pay earned while hospitalized as a result of wounds, disease, or injury incurred in the combat zone is also excluded from taxable income. The exclusion of military pay while hospitalized does not apply to any month that begins more than 12 months after the end of combat activities in that combat zone. Hospitalization does not have to be in the combat zone.

**Basic Allowance for Sustenance (BAS) and Separate Rations:** All Soldiers who deploy under Temporary Duty (TDY), Temporary Change of Station (TCS) or Permanent Change of Station (PCS) orders will retain their separate rations and will not have meal deductions on their Leave and Earning Statement (LES) while in theater; this includes Soldiers residing in the barracks.

#### **Hardship Duty Pay—**

- ❖ **Hardship Duty Pay Missions (HDP-M)** is paid for specific missions. It is payable to both officers and enlisted personnel of the active and reserve component, at the full monthly rate whenever any part of the month is served fulfilling a specific mission. **(pertains to certain personnel only)**

- ❖ **HDP for location assignments (HDP-L)** is payable to officers and enlisted personnel in a designated area. Varies from \$50.00 to \$150.00 a month. HDP-L is prorated on a 30 day basis at \$3.33 a day. HDP is \$100.00 for Afghanistan and Iraq. Entitlement starts upon arrival and terminates upon departure.

**Hostile Fire Pay/Imminent Danger Pay (HFP/IDP):** A member of a uniformed service may be paid special pay at the rate of \$225 and is now prorated at \$7.50 a day. A member is entitled to IDP upon arrival and terminates upon departure of designated IDP area. To see which areas are designated as IDP areas, view figure 10-1 in the DOD Financial Management Regulation (See Appendix). The commander determines HFP based on whether a member is:

- Subject to hostile fire or mine explosions
- In an area near hostile fire or mine explosions which endanger the member
- Killed, injured, or wounded by hostile fire, mines, or any hostile action.

❖ **Special Situations:** Three special situations affect HFP/IDP. These apply to members who are:

- Captured or missing
- Hospitalized as a result of hostile action
- Otherwise entitled to HFP/IDP but are missing from the area for an entire calendar month

**Family Separation Allowance (FSA):** Paid when Soldiers are involuntarily separated from their legal dependents for more than 30 days. The entitlement is \$250 per month; it is prorated on a 30 day basis at \$8.33 a day. Legal dependents DO NOT include any child(ren) for whom the Soldier pays child support and DO NOT have court ordered primary custody arrangement. Soldier must have primary custody of legal dependents prior to deployment to receive this entitlement. Dual Military couples without children must have resided together prior to deployment to receive FSA. Only one Soldier can receive FSA per family unit. If Soldier is claiming FSA for their parents, the parents must have resided with the Soldier before the deployment. Entitlement will be paid after the 31st day of separation and will be retroactive to the first day of separation. Soldiers who acquire dependents after TCS orders, i.e. get married, are also entitled to FSA.

**Incidental Portion of the Per Diem Rate:** Soldiers in a TCS status will be entitled to a \$3.50 per day incidental expenses payment and must file a TDY voucher (DD 1351-2) upon redeployment. Soldiers will take care of filing this paperwork while going through the reintegration process. The full amount of the per diem is paid on the final travel voucher.

**Savings Deposit Program (SDP):** Individuals may deposit amounts **not to exceed** their un-allotted current pay and allowances (their net pay after all deductions and allotments are subtracted). SDP is initiated by the Soldier in theater. Money may be deposited in the SDP by cash, personal check, money order or allotment. Only Active Component Soldier's are authorized allotments. **Allotments must stop prior to closing the account or departing the combat zone.** Deposits may be discontinued or withdrawn at any time. **USAR/NG Soldiers are not authorized to start allotments.**

This program earns 10% interest per year, compounded quarterly (2.5% per quarter). The maximum amount that may accrue interest is \$10,000.00. Once per quarter, individuals may request the money in their account in excess of \$10,000.00. **SDP interest is taxable.**

**SDP money must be withdrawn 90 days after leaving the designated area.** Interest will accrue for 90 days after the end of the deployment. Once you have permanently departed the designated area, you may close the account and receive all funds in the account. The preferred method to receive funds is via the SDP link in My Pay. You will receive a confirmation e-mail 2-3 days after your request is made. Funds will be disbursed in 10-14 business days. If the link does not work, submit a letter/e-mail/fax to request the funds with your full name, social security number, and date departed combat zone, mailing address or bank account information (routing number, account number, account type) to:

DFAS Cleveland Center (DFAS-CL)	Commercial Phone: 216-522-5096; fax 5060
ATTN: SDP	DSN: 580-5096
Special Claims	Email: CCL-SDP@dfas.mil
1240 E. 9 <sup>th</sup> Street	Toll Free: 1-888-332-7411
Cleveland, OH 44199-2055	POC: Mr. Robertson

## ***Financial Need-To-Know Items***

### **LEAVE AND EARNINGS STATEMENT (LES)**

LES(s) and Net Pay Advice(s) will be sent to Soldiers at the deployment site. In the event a duplicate LES is required; a spouse may use a General Power of Attorney authorizing LES pick up at the Unit's Rear Detachment.

**Payment of Bills:** Soldiers and/or spouses should make the arrangements necessary to pay the household monthly bills during deployment. This also goes for Single Soldiers. If you are Single, you should notify your creditors that you will be out of the country on military assignment. Make sure that your bills are mailed to the agent you have designated to be responsible for paying them during your deployment. Do NOT expect your creditors to forgive your debts, put your financial obligations on hold, or accept late payments as a result of your deployment. Failure to pay your debts and bills in a timely manner will result in adverse information being reported on your credit report and can hinder future efforts to borrow money for a car or home. Being too far in debt with a delinquent payment history can also jeopardize a Soldier's security clearance, something that could have adverse effects on the Soldier's career.

### **Kansas Bad Check and Post-Dated Check Laws:**

- ❖ Would you pay \$500 for a \$10 pizza? Obviously not, but you will pay \$500 and even more if you write a bad check in the state of Kansas and fail to pay off the amount and service charges before the case goes to court. Kansas law allows the creditor to recover all court costs (about \$100), attorney's fees (\$300 or more), and an amount equal to three times the amount of the check or \$100, whichever is greater.

- ❖ If you write a post-date check to a creditor, that creditor can legally attempt to cash the check at the bank. If you do not have funds in your bank account to cover the check amount, you have just written a bad check. If you do not “cover” the bounced check you subject yourself to the consequences listed above. You should ask your bank for overdraft protection to prevent a check from bouncing.

## ***Financial Support for Spouses***

Ways of providing financial support and education to spouses during deployment are:

- ❖ Soldiers should establish a joint checking or savings direct deposit account that their spouse maintains.
- ❖ Beware—due to distance and communication issues, the possibility of overdrawing an account is increased, especially if the Soldier and spouse both write checks and use debit cards on the same account. An alternative is to open a separate checking account for either the Soldier or the Spouse with money set aside specifically for that person’s needs.
- ❖ The Soldier may elect to start an allotment to the separate checking account or have the spouse make monthly deposits to the account.
- ❖ Send an allotment to the spouse. Ensure the allotment covers all the expenses necessary to maintain the household.
- ❖ Establish a deployment budget with a predetermined dollar amount for the deployed Soldier’s expenses.
- ❖ Direct questions concerning military pay to the unit Command Financial Non-Commissioned Officer (CFNCO), the Company Rear Detachment Representative, or the Rear Detachment Commander.

If Family members would like to learn more on how better to manage finances during the deployment, the Financial Readiness Program at Army Community Services has instructional programs and certified financial counselors on staff to assist Soldiers and Family members on financial issues. Also, Military One Source is an excellent resource for financial and benefits information and is available 24 hours a day, 7 days a week.

**FOR ADDITIONAL INFORMATION**

Speak with the Unit Rear Detachment or the Finance Customer Service Section at 239-6188/6189. USAR and ARNG can call the Reserve Pay Section at 239-6287.



**Army Community Service  
BLDG 7264 Normandy Drive, Custer Hill  
Fort Riley, Kansas 66442**

ACS Web Page: <http://www.rileymwr.com/web-content/pages/acs.html>

***(785)239-9435 for all programs***

**Mobilization/Deployment Program: (785)239-9435**

**Financial Readiness Program/Army Emergency Relief (AER): (785)239-5032**

**Exceptional Family Member Program (EFMP): (785)239-9435**

**Family Advocacy Program (FAP): (785)239-9435**

# Resources and Phone Directory



## **Important Phone Numbers**

### ***On-Post Services***

AAFES Personnel Office (785) 784-4430

#### **Alcohol & Drug Abuse:**

Army Substance Abuse Program Front Desk (785) 240-6223

Army Substance Abuse Program (ASAP) Treatment (785) 239-7311

Ambulance/IACH (9-11) (785) 239-SAVE (7283)

American Red Cross-Fort Riley Chapter (785) 784-1887

Toll Free National Hotline (24 hrs/7 days) 1-877-272-7337

Armed Forces Bank (24 hrs/& days)

1-888-929-2265

Army Career and Alumni Program (ACAP) (785) 239-2248/2278

Army Community Service (ACS) (785) 239-9435

Army Emergency Relief (AER) (785) 239-9450

Army Family Action Plan (AFAP) (785) 239-9435

Army Family Team Building (AFTB) (785) 239-9435

Arts & Crafts Center (785) 239-9205

Automobile Skills Center (785)239-9764

Bowling: Custer Hill Lanes (785) 239-4366

Cable TV/Allegiance Communications (785) 784-2020

Child, Youth, and School Services (CYSS) Parent Central (785) 239-9885/4847

#### **Chapels:**

Installation Chaplain's Office (785) 239-3359

Hospital Chapel (785) 239-7871

Kapaun Chapel (785) 239-4818

Main Post Chapel (785) 239-6597

Morris Hill Chapel (785) 239-4814

Normandy Chapel (785) 239-5711

St. Mary's Chapel (785) 239-6597

Chaplain 24/7 Help Line (785) 239-HELP (4357)

#### **Child Development Centers (CDC):**

1st Division CDC (785) 239-9011

Warren Road CDC (785) 239-4744

Warren Road East CDC (Hourly Care and Special Openings) (785) 239-4510

Normandy Drive CDC (785) 240-2368

Forsyth CDC (785) 239-4846

Forsyth East CDC (785) 239-5820

Whitside CDC (785) 239-4978

Civilian Personnel Advisory Center (CPAC) (785) 239-6004

Claims Office (Legal Assistance)	(785) 239-3830
Club Beyond Youth Ministry	(785) 239-2452
Commissary	(785) 239-6621
Community Mental Health Services (IACH)	(785) 239-7208
Credit Union 1 Federal Credit Union	(785) 784-3100
Custer Hill Golf Course and Pro Shop	(785) 239-5893
Deployment Cycle Care Management Program	(785) 239-7208
Directorate of Family, Morale, Welfare and Recreation (DFMWR)	(785) 239-3467
Garrison Safety Office	(785) 239-8467

**Education Services:**

Academic Resource Center	(785) 240-3617
Administration Office	(785) 239-6481
Counselors	(785) 239-6481
Employment Readiness Program (ERP)	(785) 239-9435
Equal Employment Opportunity	(785) 239-2595
Exceptional Family Member Program (EFMP)	(785) 239-9435
Family Advocacy Program (FAP)	(785) 239-9435
Family Child Care (FCC)	(785) 239-4313
Family Life Ministries Center	(785) 239-3436
Family Readiness Program/Mobilization and Deployment	(785) 239-9435
Family Subsistence Supplemental Allowance Program (FSSA)	(785) 239-9450
Fort Riley Operations Center (FROC)	(785) 239-2222
Finance and Accounting Office	(785) 239-5064
Financial Readiness Program (FRP)	(785) 239-9450
FIRE	(911) or (785) 239-4257
FORSCOM Family Readiness Program Coordinator	(785) 240-1251
Game Warden/Wildlife	(785) 239-8940

**Gyms/Fitness Centers:**

Craig Fitness Center	(785) 239-5831
King Field House Sports Office	(785) 239-4158
King Field House Fitness Center	(785) 239-3868
Leonard Fitness Center	(785) 239-5771
Long Fitness Center and Pool	(785) 239-4683
Robinson Fitness Center	(785) 239-4480
Home School of Fish	(785) 239-9441

**Hospital:**

Irwin Army Community Hospital (Information)	(785) 239-7000/7667
Appointment Line (All Appointments)	(785) 239-DOCS (3627)
Toll Free Appointment Line	1-888-239-3627
Allergy Clinic	(785) 239-7441
Alcohol & Substance Abuse Program (ASAP)	(785) 239-7311
Audiology/Optomety	(785) 239-7875
Brace Shop	(785) 239-7462

Correspondence	(785) 239-7716
Chaplain	(785) 239-7871
Dental Clinic #1	(785) 239-7955
Dental Clinic #2	(785) 240-7410
Dental Clinic #3	(785) 239-4261
Dermatology	(785) 239-7163
Emergency Room	(785) 239-7777/7778
Immunization Clinic	(785) 240-5629
Labor & Delivery	(785) 239-7164
Nurse Advice Line	(785) 239-3627 (option 4)
Nutritional Care	(785) 239-7644
OBGYN Clinic	(785) 239-7794
Orthopedic/Podiatry	(785) 239-7678
Occupational Therapy	(785) 239-7863
Patient Representative	(785) 239-7739
Pathology/Lab	(785) 239-7648
Poison Control	1-800-332-6633
Public Health	(785) 239-7323
Radiology	(785) 239-7754
Respiratory Therapy (PFT/EKG Clinic)	(785) 239-7159
Social Services/Behavioral Health	(785) 239-7208
Surgery Clinic	(785) 239-7163
Well Baby Clinic	(785) 239-7972
House Watch (MP)	(785) 239-MPMP (6767)
Household Goods (Personal Property Work Center)	(785) 239-6683
Housing – Corvias Military Living Main Office	(785) 717-2200
ID Cards/DEERS	(785) 239-3654
Immigration and Naturalization (Legal Assistance)	(785) 239-3117
Information Line (Fort Riley)	(785) 239-3911
Information, Ticketing and Registration (ITR)	(785) 239-5614
Inspector General’s Office (IG)	(785)-239-9314
Installation Volunteer Program	(785) 239-9435
Kansas State University Research and Extension Program-Fort Riley	(785) 239-9974
Legal Assistance/JAG	(785) 239-3830
Lending Closet	(785) 239-9435
Leisure Travel	(785) 239-4415
Library, Fort Riley	(785) 239-5305
Locator, Fort Riley	(785) 239-9867
Lodging Office	(785) 239-2830
Military and Family Life Consultants (MFLC)	(785) 239-9435
CAB Imbedded MFLC	(785) 250-9148
Military Police (MP)	(785) 239-6767
New Parent Support Program (NPSP)	(785) 239-5693/5777
Newspaper-1st Infantry Division Post	(785) 239-8854
Outdoor Recreation Center	(785) 239-2363
CYSS Parent Advisory Council	(785) 239-9850
Physical Security Office	(785) 239-2598

**Pools:**

Forsyth Neighborhood Pool (Corvias Residents only)	(785) 717-2260
McClellan Neighborhood Pool (Corvias Residents only)	(785) 717-2243
Eyster Indoor Pool	(785) 239-4854
Long Indoor Pool	(785) 239-4684
Main Post Outdoor Pool	(785) 239-6972
Custer Hill Outdoor Pool	(785) 239-5860

**Post Exchange:**

Main Exchange (PX)	(785) 784-2026
Furniture Store/Class Six/Military Clothing and Sales	(785) 784-4445
	(785) 784-3744
	(785) 784-6187
IACH PX	(785) 784-3600
Main Post Shoppette/Pizza Hut/Class Six	(785) 784-2493
Firestone Automotive Care	(785) 784-2493
Custer Hill Shoppette	(785) 784-6037
Troop Store 3/Domino's Pizza	(785) 784-4380
	(785) 761-2700
Forsyth Shoppette/Class Six	(785) 784-2993/4900
Post Office-Fort Riley Branch	(785) 784-2865
Provost Marshall Office	(785) 239-3055
Public Affairs Office (PAO)	(785) 239-2022
Rally Point Bingo Hall	(785) 784-5434
Recycle Center	(785) 239-2094
Refuse Contractor	(785) 784-5308
Relocation Readiness (RELO)	(785) 239-9435
Riley's Conference Center	(785) 784-1000
Sexual Assault Response Coordinator (SARC)	(785) 239-2991
School Age Services (SAS)	(785) 239-9220
School Liaison Office (SLO)	(785) 239-1648
	(785) 240-3260/3261
Social Work Services (SWS)—On Post	(785) 239-7291
Soldier and Family Assistance Center/Warrior Transition BN	(785) 239-9438
Staff Judge Advocate (SJA)	(785) 239-2217
TRICARE Services	(785) 239-3627
Tax Services—Off Season	(785) 239-3117
Tax Center—15 JAN through 20 APR	(785) 239-1040
Teen Center	(785) 239-9222
Thrift Shop	(785) 784-3874
United Services Organization (USO)	(785) 240-5326
Vehicle Registration/Welcome Center	(785) 239-3884/3426
Veterinary Services and Stray/Adoption Facility	(785) 239-3886/2732
Victim Advocate/Sexual Assault 24 hour hotline	(785) 307-1373
Victim Advocate Program	(785) 230-9435
Women, Infants, and Children (WIC)	(785) 239-5730 (On-Post)

## *Off Post Services*

### **Children and Family Services:**

#### **Geary County**

American Red Cross-Junction City Chapter	(785) 238-3163
Big Brothers Big Sisters	(785) 238-1650
Community Access Program	(785) 238-3103 ext 151/152
Flint Hills Legal Services	1-800-723-6953
Flint Hills Resource and Referral - Kansas Association of Child Care Resources and Referral Agencies	(785) 532-7197 1-800-227-3578 (Toll Free)
Geary County Ministerial Alliance	(785) 238-1583
Goodwill Store	(785) 238-8920
Job Corp	(785) 537-7222
Legal Aid	1-800-362-9009 (Toll Free)
Manpower	(785) 762-5500
Open Door	(785) 238-3599
Salvation Army	(785) 238-7875
SRS Junction City Office	(785) 762-5445
The Crisis Center	(785) 762-8835 1-800-727-2785 (Toll Free)
Women, Infant, and Children (WIC)	(785) 762-5682
Work Force Center	(785) 762-8870

#### **Riley County**

Legal Aid	1-800-362-9009 (Toll Free)
SRS Manhattan Office	(785) 776-4011
The Crisis Center	(785) 539-2785 1-800-727-2785 (Toll Free)
Women, Infant, and Children (WIC)	(785) 776-4779

#### **Dickinson County**

Women, Infant, and Children (WIC)	(785) 263-4179 ext 606
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### **Counseling Services:**

#### **Geary County**

Family Care Center	(785) 762-4210
Konza Prairie Community Health Center	(785) 238-4711
Pawnee Mental Health Center	(785) 762-5250
Regional Alcohol and Drug Abuse Centers	1-800-281-0029 (Toll Free)

**Disability Services:****Geary County**

Pawnee Mental Health Services	(785) 762-5250
Kansas Client Assistance Program/Disability Rights Center of Kansas	(785) 273-9661 1-877-335-3725 (Toll Free)
Kansas Commission for the Deaf and Hard of Hearing	(785) 267-6100 (V/TTY) 1-800-432-0698 (V/TTY)

**Riley County**

Big Lakes Developmental Center	(785) 776-9201
Kansas Client Assistance Program/Disability Rights Center of Kansas	(785) 273-9661 1-877-335-3725 (Toll Free)
Kansas Commission for the Deaf and Hard of Hearing	(785) 267-6100 (V/TTY) 1-800-432-0698 (V/TTY)
Three Rivers Independent Living Resource Center	(785) 537-8565

**Education Services:****Geary County**

Adult Learning Center	(785) 587-2820
Cloud County Community College-Geary Campus	(785) 238-8010
County Extension Office	(785) 238-4161
Geary County Head Start	(785) 238-1042
Geary County Learning Center	(785) 223-6691
Hague Alternative Education Center	(785) 238-3698

**Riley County**

County Extension Office	(785) 537-6350
Kansas State University	(785) 532-6011

**Food Pantries:****Geary County**

Food Pantry of Geary County	(785) 762-8830
Open Door	(785) 238-3599
Heartland Shares	(785) 238-2897
Summer Food Program	(785) 717-4000
Boys & Girls Club	(785) 238-7529

**Riley County**

Flint Hills Breadbasket	(785) 537-0730
Ogden Friendship House	(785) 539-1791
Riley Presbyterian Church	(785) 485-2697
UFM Community Learning Center	(785) 539-8763
Ogden School/Community Garden	(785) 537-2080
Lee Elementary School	(785) 587-2050
Northview Elementary School	(785) 587-2070

Manhattan Emergency Shelter Inc. (MESI)

(785) 537-3113

## Health Care:

### Geary County

Geary Community Hospital

(785) 238-4131

Geary County Health Council

(785) 238-3103 ext 151

Geary County Health Department

(785) 762-5788

SRS Junction City Office

(785) 762-5445

### Shelter/Housing:

American Red Cross—Junction City

(785) 238-3163

HUD

1-800-432-2703

Junction City Housing Authority

(785) 238-5882

Manhattan Emergency Shelter

(785) 537-3113

## National Resources

Military One Source (24hr/7day)

1-800-342-9647 (Toll Free)

National Suicide Prevention Hotline (24/7)

1-800-273-TALK (8255)

## TRICARE :

HealthNet Federal Services, LLC (North Region)

1-877-874-2273 (Toll Free)

Humana Military Health Care Services, Inc. (South Region)

1-800-444-5445 (Toll Free)

TriWest Healthcare Alliance (West Region)—FORT RILEY SOLDIERS

1-888-874-9378 (Toll Free)

TRICARE Dental Program (MetLife)

1-855-638-8371 (Toll Free)

TRICARE Pharmacy Program

1-877-363-1303 (Toll Free)

TRICARE Area Office-Eurasia/Africa

(Families living in Europe and Middle East)

011-49-6302-67-6314

TRICARE Area Office-Pacific

(Families living in Korea, Japan and Pacific Islands)

011-81-6117-43-2036

TRICARE Area Office-Latin America and Canada

(Families living in Puerto Rico, Canada, Central and South America)

1-703-588-1848

TRICARE Dental Program Overseas

1-888-418-0466

U.S. Department of Veterans Affairs (VA)

1-800-905-4675 (Toll Free)

Veterans of Foreign Wars (VFW)

(202) 543-2239

**ARMY ACRONYMS:**

AAFES - Army and Air Force Exchange Service

ACAP - Army Career and Alumni Program

ACS - Army Community Service (provides a variety of Family support services to Soldiers, retirees, civilian employees, and their Families; located on garrison)

AD - Active Duty

AER - Army Emergency Relief

AFAP - Army Family Action Plan

AFTB - Army Family Team Building (a classroom and online training course for Families)

AKO - Army Knowledge Online

AO - Area of Operations

APF - Appropriated Fund

APO - Army Post Office

AR - Army Regulation

ARC - American Red Cross

ASAP - As Soon As Possible

AUSA - Association of the United States Army

AVC - Army Volunteer Corps

AVCC - Army Volunteer Corps Coordinator

AW2 - Army Wounded Warrior Program

AWOL - Absent Without Leave

BAH - Basic Allowance for Housing

BAS - Basic Allowance for Subsistence

BCT - Brigade Combat Team

BDE - Brigade

BN - Battalion

CAC - Casualty Assistance Center

CAO - Casualty Assistance Officer

CDC - Child Development Center

CDR - Commander

CDS - Child Development Services

CFS - Command Financial Specialist

CG - Commanding General

CNO - Casualty Notification Officer Company

CO - Commanding Officer

COLA - Cost of Living Allowance

CONUS - Continental United States

CYS - Child and Youth Services

DA - Department of the Army

DCS - Deployment Cycle Support

DECA - Defense Commissary Agency

CAB – Soldier & Family Resource Guide

DEERS - Defense Eligibility Enrollment Reporting System  
DFAS - Defense Finance and Accounting System  
DFMWR - Director, Family, Morale, Welfare and Recreation  
DOB - Date of Birth  
DoD - Department of Defense  
DOR - Date of Rank  
DUSTWUN - Duty Status Whereabouts Unknown (casualty code)  
EDS - Education Services  
EFMP - Exceptional Family Member Program  
ERP - Employment Readiness Program  
ETS - Expiration of Term of Service  
FAC - Family Assistance Center (a centralized location for all Family resources that are needed when there is a large deployment or mass casualty, may operate 24 hours/day, 7 days/week)  
FAP - Family Advocacy Program (assists with child and spousal abuse issues)  
FCC - Family Childcare  
FCP - Family Care Plan (a plan drawn up by the Soldier and approved by the unit commander to outline care of children when a parent is not available)  
FM - Family Member or Field Manual  
FMWRC - Family Morale Welfare Recreation Command  
FP - Family Program  
FORSCOM - Forces Command  
FRG - Family Readiness Group  
FRL - Family Readiness Liaison  
FRSA - Family Readiness Support Assistant  
FTX - Field Training Exercise  
FY - Fiscal Year  
FYI - For Your Information  
GO - General Officer  
GWOT - Global War on Terrorism (the action commenced after 9/11/2001 to fight terrorism)  
HHC/HHD - Headquarters & Headquarters Company/Detachment  
HQ - Headquarters  
HQDA - Headquarters, Department of the Army  
HRC - Human Resources Command  
IG - Inspector General  
JAG - Judge Advocate General (the military's attorneys)  
LES - Leave and Earnings Statement  
KIA - Killed in Action  
MEDFAC - Medical Family Assistance Center  
MFLC - Military Family Life Consultants  
MIA - Missing in Action (casualty code for a Soldier who is not known to have been killed but is unaccounted for)  
MOS - Military Occupational Specialty

MOS - Military One Source (web site)  
MP - Military Police  
MRE - Meals Ready to Eat  
MTF - Military Treatment Facility  
MWR - Morale, Welfare and Recreation  
NAF - Non-Appropriated Funds  
NCO - Noncommissioned Officer; any Soldier in the grade of E-5 through E-9  
NCOIC - Noncommissioned Officer In Charge; usually the senior ranking Soldier in a group  
NEO - Noncombatant Evacuation Operation  
NLT - Not Later Than  
NSI - Not Seriously Injured (casualty code)  
OCONUS - Outside Continental United States  
OMK - Operation Military Kids  
OPSEC - Operational Security  
PAO - Public Affairs Officer (responsible for clearing all interaction with the media)  
PAC - Personnel Administration Center  
PCS - Permanent Change of Station  
PLT - Platoon  
PM - Provost Marshal (police chief)  
PMO - Provost Marshal Office  
PNOK - Primary Next Of Kin  
POA - Power of Attorney  
POC - Point of Contact  
POV - Privately Owned Vehicle  
POW - Prisoner of War  
PT - Physical Training  
PTS - Post-Traumatic Stress  
PTSD - Post-Traumatic Stress Disorder  
PX - Post Exchange  
QTRS - Quarters (living area)  
R&R - Rest and Recuperation (a period of time given to Soldiers who are in a combat area; they may be permitted to return to the U.S. or another designated area)  
RD - Rear Detachment  
RDC - Rear Detachment Commander (an officer appointed and assigned on orders to act as the commander at home station during a deployment)  
RDF - Rapid Deployment Force  
RDOIC - Rear Detachment Officer in Charge  
REG - Regulation  
RFO - Request for Orders  
SBP - Survivor Benefit Plan  
SDO - Staff Duty Officer  
SFAC - Soldier and Family Assistance Center

CAB – Soldier & Family Resource Guide

SGLI - Servicemen's Group Life Insurance

SLO - School Liaison Officer

SJA - Staff Judge Advocate

SI - Seriously Injured (casualty code)

SNOK - Secondary Next of Kin

SOP - Standing Operating Procedure/Standard Operating Procedure (a written document specifying how certain actions are accomplished; unique to each unit/installation)

SQD - Squad, a unit within a platoon

SRP - Soldier Readiness Processing (a process which begins when a unit is notified of pending deployment; consists of personnel, finance, medical and dental records review and examinations for Soldiers only)

SSN - Social Security Number

STACC - Short-Term Alternative Child Care (paid child care during unit-/FRG-sponsored events)

TDY - Temporary Duty

TRADOC - Training and Doctrine Command

TRICARE - Military Medical Health Plan

UCMJ - Uniform Code of Military Justice

UMT - Unit Ministry Team

USO - United Service Organization (a service organization that provides travel and other services for Soldiers, retirees, and Family members)

vFRG - Virtual Family Readiness Group (web site)

vSFAC - Virtual Soldier Family Assistance Center (web site)

VA - Department of Veterans Affairs (administers and adjudicates all VA benefit claims; responsible for operation of VA Medical Centers; provides rehabilitation services for wounded Soldiers and bereavement counseling)

VCCUS - Volunteer Child Care in the Unit Setting (child care provided during unit-/FRG-sponsored events without pay)

VPW - Veterans of Foreign Wars

VHA - Variable Housing Allowance; an additional amount given to Soldiers to offset the high cost of housing when living in non-military-supported duty locations (e.g., recruiters)

VSI - Very Seriously Injured (casualty code)

WIA - Wounded in Action

WIC - Women, Infants and Children program

**KEY TERMS:**

Accompanied Tour of duty with Family members

Active Army Soldiers on continuous active duty

Alert Emergency call to be ready for further action

Augmentee - A Soldier who is assigned to one unit but temporarily attached to another unit during an emergency, exercise, or actual deployment

Battalion Care Team - A small group of trained volunteers who provide emotional support and practical assistance to a Family on short term basis

Caregiver - A person who takes care of one who cannot take care of themselves; may or may not be a Family member

Chain of Command - Leadership Structure

Chain of Concern - An informal self-help channel for Family members and others in an organization or unit.

Chaplain - Military minister, priest, rabbi, or pastor

Commissary - Grocery Store for military

Danger Pay/Hostile Fire Pay - Extra pay for duty in a hostile area

Deployment - Soldier or civilian employee sent on a mission without Family members

Direct Deposit/Sure Pay - Soldier's or Civilian employee's guaranteed check to bank

Family Care Plan (FCP) - A written document that must be prepared by each dual-military Family and single parent and kept on file at the unit. The Family care plan specifies who has been designated to care for Family members when parents are mobilized or deployed, and includes necessary powers of attorney and other required authorization forms

Family Readiness Plan (FRP) - A written plan prepared by the company, battery, or troop unit commanders. Battalion commanders and above will be responsible for coordinating unit Family readiness plans in their commands

FRG Key Caller - FRG volunteers responsible for calling a small group of assigned Families to relay information from command, notify about FRG activities, and call periodically to check on Family's welfare

Hardship Tour - Unaccompanied tour of duty

Leave Approved - time away from duty (vacation)

Power of Attorney - Legal document permitting a person to act on behalf of another

Privacy Act - Privacy Act Law protects personal information. It defines when Federal Agencies can collect, store and release personal information, and requires Federal Agencies to inform people when their information will be collected, and for what use.

Separation Pay - Pay for unaccompanied duty

Telephone Tree - A roster of unit personnel, their adult Family members, and their telephone numbers. The tree "*branches out*" to other personnel.

## **Resources on the Web**

**1<sup>st</sup> Combat Aviation Brigade** - For routine questions and issues from Soldiers and Family members please use the following resources:

- FRSA- Jane White email: [laura.j.white34.civ@mail.mil](mailto:laura.j.white34.civ@mail.mil)
- Facebook: <http://www.facebook.com/DemonBrigade>

### **HHC, CAB-**

- FRSA- Jane White: [laura.j.white34.civ@mail.mil](mailto:laura.j.white34.civ@mail.mil)
- Company FRG Leader email: [archangelsfrg@gmail.com](mailto:archangelsfrg@gmail.com)

**1-1 ARB** – For routine questions and issues from Soldiers and Family members please use the following resources:

- FRSA- Lisa Jackson email: [lisa.m.jackson3.civ@mail.mil](mailto:lisa.m.jackson3.civ@mail.mil)
- Facebook: <http://www.facebook.com/pages/Gunfighters/113862645304342>
- **Contact your company's FRG leader**

**2-1 GSAB** – For routine questions and issues from Soldiers and Family members please use the following resources:

- FRSA- Rae Waller email: [rae.l.waller.civ@mail.mil](mailto:rae.l.waller.civ@mail.mil)
- Facebook: <https://www.facebook.com/pages/2-1-Fighting-Eagles/176569045703396>
- **your company's FRG leader**

**3-1 AHB** – For routine questions and issues from Soldiers and Family members please use the following resources:

- FRSA -Patti Webb email: [patricia.d.webb.civ@mail.mil](mailto:patricia.d.webb.civ@mail.mil)
- Facebook: [https://www.facebook.com/31AHB?fref=pb&hc\\_location=profile\\_browser](https://www.facebook.com/31AHB?fref=pb&hc_location=profile_browser)
- **Contact your company's FRG leader**

**1-6 Cav-** For routine questions and issues from Soldiers and Family members please use the following resources:

- **FRSA- Mike Hurd email:** [michael.r.hurd3.civ@mail.mil](mailto:michael.r.hurd3.civ@mail.mil)
- Facebook: <https://www.facebook.com/1.6.cavalry.squadron?fref=ts>
- **Contact your company's FRG leader**

**601<sup>st</sup> ASB-** For routine questions and issues from Soldiers and Family members please use the following resources:

- **FRSA- Jane White email:** [laura.j.white33.civ@mail.mil](mailto:laura.j.white33.civ@mail.mil)
- Facebook: <https://www.facebook.com/601stASBGuardians?fref=ts>
- **Contact your company's FRG leader**

**1<sup>st</sup> Infantry Division and Fort Riley Official Website**—Information about the post, the Division, and links to resources in the Fort Riley area [www.riley.army.mil](http://www.riley.army.mil)

- Fort Riley Garrison on Facebook®-- <http://www.facebook.com/FortRiley>

**Fort Riley MWR**—link to everything pertaining to Morale, Welfare, and Recreation programs on Fort Riley [www.rileymwr.com](http://www.rileymwr.com)

- Fort Riley MWR on Facebook: <http://www.facebook.com/rileymwr>

**K-State Research and Extension Office/Fort Riley** – The K-State Research & Extension - Ft. Riley office is dedicated to the education and welfare of the Soldiers, Families and civilian work force on Ft. Riley. Our staff can provide information and programming to individuals or groups, large or small. We collaborate with existing ACS programs as well as other entities on Ft. Riley such as CYSS, Ft. Riley Schools, and Irwin Army Hospital. We also provide specialized programming for you specific needs. All programming is free and we COME to you. Whether you are a Family member, FRG, civic group, civilian, retiree, or a soldier, we welcome the opportunity to provide interactive, fun, research-based educational programming that meets your needs. Please stop by for a visit and meet the Staff. We would love to connect and interact with you and your family. [www.fortriley.ksu.edu](http://www.fortriley.ksu.edu)

**Army One Source**—A resource for online learning, FRG Training, and tracking volunteer hours. An extension of Military One Source, you can also complete Army Family Team Building classes at this site. [www.myarmyonesource.com](http://www.myarmyonesource.com)

**Military One Source**- Your one-stop shop to information, tools, online learning, and everything else related to being affiliated with the military! [www.militaryonesource.com](http://www.militaryonesource.com)

**Operation Homefront**--provides emergency financial and other assistance to the families of our service members and wounded warriors. [www.operationhomefront.net](http://www.operationhomefront.net)

**National Military Family Association (NMFA)**—NMFA’s mission is to fight for benefits and programs that strengthen and protect uniformed services families and reflect the Nation’s respect for their Service. [www.militaryfamily.org](http://www.militaryfamily.org)

**Operation We Are Here\***—Operation We Are Here’s mission is to create an awareness of the challenges of families/loved ones of deployed military personnel; to offer practical suggestions to churches, communities and individuals on how to support and encourage the military home front; to provide a comprehensive list of resources for families/loved ones of deployed military personnel. *\*Please Note: This site has Christian affiliation. It is not the intention of this handbook to advocate for any one religious group but instead offering a variety of resources to everyone.* [www.operationwearehere.com](http://www.operationwearehere.com)

**Military Child Education Coalition (MCEC)**—The mission of MCEC is to ensure inclusive, quality educational experiences for all military children affected by mobility, family separation, and transition. A wonderful resource for dealing with schools and the educational needs of military kids. [www.militarychild.org](http://www.militarychild.org)

## **Resources in Print**

1. Today's Military Wife by Lydia Sloan Cline
2. Military Spouse Magazine, [www.militaryspousemagazine.com](http://www.militaryspousemagazine.com)
3. Driving by Moonlight by Kristin Henderson
4. The Heart of a Soldier: A True Love Story of Love, War and Sacrifice by Kate Blaise & Dana White
5. Chicken Soup for the Military Wife's Soul by Jack Canfield, et al
6. The Army Wife Handbook by Ann Crossley & Carol Keller
7. Shop, Save, Share by Ellie Kay
8. Service Etiquette by Oretha D. Swartz
9. Home Fires Burning: Married to the Military for Better or Worse by Karen Houppert
10. Campfollowing: A History of the Military Wife by Betty Alt & Bonnie Stone
11. Heroes at Home: Help and Hope for America's Military Families by Ellie Kay
12. "I'm Already Home...Again" by Elaine Gray Dumler
13. Surviving Deployment: A Guide for Military Families by Karen Pavlicin
14. Today's Military Wife: Meeting the Challenges of Service Life (5<sup>th</sup> Edition) by Lydia Sloan Cline
15. While You Are Away (Children's Book) by Eileen Spinelli

# *Appendix of Forms*





# Combat Aviation Brigade Emergency Information Form



**Place this form somewhere close to your phone so that you can refer to it quickly in case of an emergency!**

<b>Soldier's Correct Full Name:</b>	
<b>Soldier's Rank and Pay Grade:</b>	
<b>Soldier's Social Security Number:</b>	
<b>Soldier's Unit:</b>	
<b>Soldier's Unit Address:</b>	
<b>Name of Exercise/Deployment Soldier is part of:</b>	
<b>Full Name of ill, injured or deceased person:</b>	
<b>Relationship of Person to Soldier</b>	
<b>What hospital or funeral home is the Person in:</b>	
<b>Who is the Doctor treating the Person:</b>	
<b>Family Member who can provide additional information:</b>	
<b>Telephone Number:</b>	
<b>Family/Doctor wants the Soldier to:</b>	<b>Be Notified Only:</b> _____ <b>Come Home:</b> _____
<b>Address Soldier usually resides at:</b>	
	<b>Address:</b>
	<b>City/State/Zip:</b>
	<b>Phone Number:</b>
<b>Address Soldier should go to: (Where emergency is)</b>	<b>Name:</b>
	<b>Address:</b>
	<b>City/State/Zip:</b>
	<b>Phone Number:</b>
<b>Additional Notes:</b>	



# Combat Aviation Brigade Family Member Leave Form



## FOR OFFICIAL USE ONLY

AUTHORITY 5 U.S.C. 301, 10 U.S.C. Section 3013 and 4301, Secretary of the Army, Army Regulation 25-1, Army Information Management, Army Regulation 380-19, Information Systems, E.O. 9397 (SSN).

PRINCIPLE PURPOSE (S): To assist the Rear Detachment Commander/NCOIC/CFS/FRG and Army Agencies in their mission of providing care and assistance to families of Service Members who are required to be away from their home station.

ROUTINE USES: (1) To identify the families who will be out of the Fort Riley area for a given time in order to have proper contact information.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT OF INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary information required to assist the individual and his/her family. Failure to provide the required information could result in a delay in providing assistance information to the individual and/or family members.

**This leave information sheet is strictly used as a means to quickly contact spouses in the event of an emergency; it is not used as a “tracking device”.**

1. Name: \_\_\_\_\_
2. Sponsor's Name: \_\_\_\_\_
3. Date(s) that you and your family will be gone: \_\_\_\_\_
4. Address that you will be at: \_\_\_\_\_
5. Means of travel to destination: \_\_\_\_\_
6. Nearest military installation (if known): \_\_\_\_\_
7. Phone number that you can be reached at: \_\_\_\_\_
8. Secondary phone number: \_\_\_\_\_

**The above information is correct. If I should deviate from my plans I will contact the Rear Detachment Commander or FRG Leader to update my contact information.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Sources for this Guide**

- ❖ Fort Riley Army Community Services
- ❖ AR 608-1 Appendix J, Family Readiness Group Operations, 12 March 2013
- ❖ Operation READY Soldier and Family Member Handbook, 2010
- ❖ Military One Source, [www.militaryonesource.com](http://www.militaryonesource.com)
- ❖ 1<sup>st</sup> Infantry Division and Fort Riley Official Website, [www.riley.army.mil](http://www.riley.army.mil)
- ❖ Department of Finance and Accounting Services (DFAS) Official Website, [www.dfas.mil](http://www.dfas.mil)

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