

Corrected Copy
Personal Affairs

Soldier and Family Readiness Guide

History. This supersedes III Corps and Fort Hood Pamphlet 608-3, 1 April 1998. This correction changes the authentication block

Summary. This pamphlet explains family services available during deployment.

Applicability. Active duty military assigned to Fort Hood and their family members can use this pamphlet as a reference guide to assist with problems that may arise during deployment.

Changes. Changes to this pamphlet are not official unless authenticated by the Directorate of Information Management (DOIM).

Suggest Improvements. The proponent of the pamphlet is the Directorate of Community Activities, Army Community Service. Send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-CA-ACS-S&FRB, Fort Hood, Texas 76544

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IAW FH Form 1853, S

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OVERVIEW

1

Purpose

The purpose of this pamphlet is to provide the following:

- Information to prepare for deployments, and more efficiently deal with them.
- Reference material for available support services.

For further information or assistance, contact Army Community Service (ACS).

- Duty hours for 287-4ACS (4227) are 0730 to 1630 Monday through Friday.
- After duty hours, call 287-CHAP (2427), the Chaplains' 24-hour crisis line.

1a

References

References required and related publications and referenced forms are listed in Appendix A.

1b

Abbreviations and Terms

Abbreviations and special terms used in this pamphlet are explained in the glossary.

1c

Summary Of Change

The goals for this update of Fort Hood Pamphlet 608-3 were to condense, clarify and update the reference.

The title for Fort Hood Pamphlet 608-3 was changed from "Family Support Guide to Deployment" to "Soldier and Family Readiness Guide".

Changes include:

- Double spacing was eliminated where possible.
- Font size was increased from 10 to 12.
- Explanation on Chain of Concern was reduced.
- Definition of Deployment was expanded.
- Financial information on Separate Rations was updated to BAS.
- Financial information of BAQ was updated to BAH.
- PRIMUS clinic information was updated to read Family Care Clinic.
- Information on starting a Family Readiness Group was reduced.

Telephone numbers were removed with the exception of those permanent type phone numbers, such as: 287-BOSS, 288-INFO, 287-CHAP, 288-RENT, 287-CITY, etc. Due to frequent change in phone numbers, helpful phone numbers listings will be made available to soldiers and families as a supplement for this PAM in a format that will speed corrections and dissemination.

SUPPORT INFORMATION

2

Unit Information

In addition to the information contained in the guide, it is important that the unit commander provide family members with:

- Command Financial Specialist's (CFS) name, location, and telephone number.
- Dates of deployment, if not classified.
- Mailing address for deployed soldiers.
- Emergency phone numbers for the unit.
- Rear detachment commander information.
- Family Readiness Group (FRG) information and telephone tree.
- Unit chaplain information.
- Information and procedures for family members to obtain leave and earnings statements (LES's) during deployment.

2a**PRE-DEPLOYMENT**

3***Personal and Family Readiness Planning***

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.

Personal and Family Readiness Planning (continued)

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.
- Career changes at retirement.

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 helping agencies to assist families in coping 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 problems.

3a

DEPLOYMENT

4

What is Deployment

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

- Short-term training.
 - Extended temporary duty (TDY) of 4 to 6 months.
 - Unaccompanied tours (12 months).
 - Combat operations.
-

What is Deployment (continued)

- Stability or support operations to various areas of the world, such as:
 - Kuwait.
 - Bosnia.
-

4a

Unaccompanied Tours

Your spouse may be assigned to a location to which family members are not allowed to accompany their spouses. You can ease the burden of this major separation by:

- Attending outbound briefings with your spouse for important information.
 - Communicating and participating with your spouse's former unit and FRG. They will remain your point of contact (POC) for support and information during your spouse's unaccompanied tour.
-

4b

Dual Parent Deployment/Single Parent

Families with both parents on active duty must carefully plan for their children.

- Always have your approved Family Care Plan ready.
 - Give the person who is caring for your child a Power of Attorney (POA) for medical care.
 - Make financial arrangements for all the extra child-related expenses.
 - Make sure that the rear detachment commander has up-to-date information, such as your current address, phone number and Family Care Plan.
-

4c

Commanders

Commanders are responsible for:

- Establishing an atmosphere of care and concern for the families of unit soldiers.
- Anticipating and addressing the needs of unit soldiers and their families through:
 - Orientation programs.
 - Newsletters.
 - Pre-deployment briefings and letters.
 - Social functions.
- Referral to Army Family Team Building Training Programs, Mobilization and Deployment, FRG Training, and Rear Detachment Officer Course.
- Organizing systems of mutual assistance and a network of communication prior to and during separation, which includes the FRG chain of concern.
- Actively sanctioning the FRG and officially appointing key FRG representatives. (Refer to DA PAM 608-47)

4d**Rear Detachment**

The rear detachment staff consists of unit military members that stay on post during deployment. They are responsible for the remaining personnel and equipment, and for providing assistance to families of deployed soldiers.

They will:

- Coordinate with on and off-post agencies to assist families.
 - Work with the FRG to plan family briefings, share information, and communicate with the deployed unit.
-

Rear Detachment (continued)

- Encourage family members to keep the FRG and rear detachment informed of any address or telephone number changes, which includes, if they go out of town.
- Family member checklist is listed in Appendix A.
- Encourage family members to attend pre-deployment briefings and FRG meetings to get information.

4e***Preparing for Deployment***

Work to resolve family problems before the separation; otherwise, they may be worse at the reunion.

- Express your feelings and encourage others to do the same (such as, “I love you”, “I’ll miss you” and “I’m frightened”).
- Recognize that anger is okay, but 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 the Family Member Checklist (Appendix A) to cut down on potential household management problems.
- Set personal goals to meet during deployment.
- Attend the unit pre-deployment briefing.

4f***Stages of Separation***

Families may experience:

- Depression, intense sadness, fatigue, loss of appetite and withdrawal from normal daily routine.
 - Acceptance, realizing the situation, resolving to continue on positively, confidence in handling day-to-day living, awareness of increase in self-esteem and personal abilities.
-

Stages of Separation (continued)

- *Note:* Know that these feelings are normal and help families cope.

These stages usually occur in a universal order, however a number of causes can trigger setbacks to previous stages. Individual situations and types of deployments can influence the intensity and duration of each stage.

4g***How to Manage Separation***

Be sure to:

- Take good care of yourself.
 - Make sure you eat right.
 - Shop and cook for nutrition.
 - Get enough rest.
 - Make time for physical exercise. Walk daily, join an aerobic class, jog, bowl, etc.
 - Treat yourself to a special outing but stay within your budget.
 - 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, Mobilization and Deployment and Family Readiness Training.
 - Contact family, friends, neighbors and spouses of other deployed soldiers whenever you need practical or emotional support.
 - Set goals.
 - Get involved in a hobby, project, church or volunteer in the community. Volunteers may receive 50 hours of free childcare per month while performing their volunteer service.
-

How to Manage Separation (continued)

Try to hang in there when the going gets rough. Returning to your parent's home is only a temporary solution and can be expensive!

Talk about your feelings, doubts, and fears with a trusted friend, neighbor, co-worker, etc.

Seek professional help if you feel overwhelmed by your emotions or if you suspect that someone in the family is having an emotional problem.

4h

Children and Separation

Children experience similar psychological patterns as their parents because of their own feelings of loss and their awareness of the overall emotional situation.

Children often test parents to find out if they can bend the rules while the spouse is away, particularly at the time of departure and again at the reunion.

Some spouses overcompensate for their mate's absence by becoming permissive or overprotective with their children.

Keep discipline consistent. Children need stability.

Some decisions are harder to make alone but look at it this way: if one of the two most important people in your life were constantly coming and going, here 2 weeks, gone 4 to 8 months, home 2 days, wouldn't your security be shaken? Imagine what it does to children.

Insecurity, loss of status, and change in routine can add up to two complex emotions: hurt and anger, which are often directed at the returning parent.

Children express their feelings in different ways:

- Their outward behavior is not always a good reflection of what is going on emotionally.
- Some children cover up their true feelings while others are more open.

4i

Helping Children Cope with a Parent's Absence

Communicate with children – How long will the parent be gone? Why? Where? With whom?

- Sit down with the whole family and talk about feelings and concerns such as, “what will happen while the parent is gone?” and “how will it be different when the parent returns?”
- Let older children share their experience of previous deployments with younger children and how they felt.
- The departing parent should spend time individually with each child – just the two of them.
- Take a picture of each child with the deploying parent.
- Consider enrolling youth in activities such as scouting, bowling, arts and crafts classes, youth sports, tours, etc.

4j

Ideas for Managing Children

Dealing with these problems requires the honest expression of feelings in the family. Even if there are no apparent conflicts, the following can make separation easier.

- Talk about feelings.
- Keep busy during the separation.
- Maintain the same rules for the children, they need the stability of unbroken routines.
- Encourage letter writing and sending of photos, artwork and school work.
- The absent parent should write separate letters to each child. Each child needs direct communication.
- Plan special outings regularly for something to look forward to.
- Keep in touch with teachers and other youth leaders to monitor changes in behavior or developing problems.
- Contact Child and Youth Services (CYS) about youth support groups, where children talk with and support each other.

4k

Safety and Security

Do not make it public knowledge that your spouse is deployed. Tell the children to do the same.

- Discuss what they should say on the telephone.
- Keep emergency telephone numbers close to the telephone at all times.
- Seek help when you need it! Know your neighbors; you may need their help during an emergency.
- Contact the police or security force for additional suggestions or at the first sign of suspicious activity.
- The Fort Hood Military Police, Crime Prevention Section:
 - Is the point of contact for anyone needing information concerning home security.
 - Can give your on-post quarters a security check before your spouse deploys.

4|

When the Media Calls

Families of deployed soldiers may find themselves approached by local and national news media representatives for interviews. Here are some tips about coping with the media.

Know your rights:

- It is your choice whether or not to speak to reporters.
- If you choose to speak, remember it is your right to stop at any time.
- A public affairs representative must accompany media persons on post.

Know the role and purpose of the media:

- They are doing a job vital to democracy.
 - Understand that it is not harassment when they call you at home or stop you at the supermarket asking for an interview.
 - Only when they persist after having been told “no” does it become harassment.
-

When the Media Calls (continued)

Know who will hear you:

- Thanks to technology, the enemy can have access to what you say the moment you say it.
- Family members may well have information useful to opposing forces.
- On the other hand, when you are enthusiastic about your spouse's mission, your response can build morale and show American resolve.

Know your limits:

- It is best not to talk about anything of which you do not have first hand knowledge.
- There is nothing wrong with saying "I don't know" in response to questions for which you have no answer.
- Don't speculate.
- If your spouse calls home with information about the unit's return or with news about how the mission is going, remember to keep it to yourself. Combat and training exercises spawn rumors, and some of what they tell you could be sensitive, subject to change, or simply incorrect.

4m**FAMILY CONCERNS**

5***Mail***

Deployed soldiers receive mail during exercises, and they have the opportunity to mail letters to you.

- Letters from home boost morale and provide assurance of the family's welfare.
 - Use any post office or the soldier's unit mailroom to mail letters to your spouse.
 - Address letters correctly, include:
-

Mail (continued)

- Rank, name.
- Unit identification number.
- Zip code / APO.

5a**Mail Release**

Any family member holding an identification (ID) card can pick up mail addressed to deployed soldiers at the unit mailroom when:

- The soldier completes the written release in Appendix C and delivers the release to the unit mailroom.
- The soldier has given the family member a POA.
- The soldier may elect to have their mail forwarded to the family member during a deployment.

5b**Child and Youth Services (CYS)**

- The CYS program maintains a regular schedule during deployments and field exercises.
- Free childcare may be available through CYS under certain circumstances. Please contact CYS for more information.

5c**Babysitting List**

- CYS provides a list of baby-sitters who have completed the American Red Cross (ARC) babysitting training and Cardiopulmonary Resuscitation (CPR) training.
- Request referrals in person at the CYS Central Registration Office, Building 9001.

5d

Emergency Child Care

Family Advocacy Program (FAP) maintains a Crisis Parent File with CYS.

- Request short term care (1 to 7 days) by contacting the FAP Manager at 287-CARE.

5e

Child Abuse and Neglect 287-CARE (2273)

Unfortunately, we anticipate some increase in child abuse during times of deployment. The added stress on a parent, when the soldier is not available to help with children, can mount to the breaking point quickly. Reach out for support, call the Family Advocacy Program.

Report suspected cases of child abuse or neglect to the proper agency. In the state of Texas and on Fort Hood, failure to report abuse or neglect is a punishable crime. Contact 287-CARE or 287-CHAP to report abuse or neglect.

5f

Housing Problems

Family members residing in housing may leave the Fort Hood area for up to 6 months without losing their quarters if they make prior arrangements with the Fort Hood Family Housing Office.

Leave a Special Power of Attorney with someone in case of an emergency and notify the military police of the absence. Remember to let your FRG and Rear Detachment know your temporary telephone number and address.

If a soldier is on the list for housing and the family member decides to leave Fort Hood during deployment, the family member must leave a telephone number where he/she can be reached if their name comes up.

If at this time, the family member decides not to accept housing, his/her name will be placed on the bottom of the list.

Call 287-RENT for more information.

5g

Possible Eviction

When landlords threaten to evict:

Contact the unit Command Financial Specialist.

Talk to the landlord.

Explain the situation.

Ask if he/she is willing to wait for the rent or accept partial payment.

The Soldier's and Sailors' Civil Relief Act, as amended in 1990, may provide eviction protection.

5h

Leases

Call the legal assistance office, as indicated in paragraph 7, for appointments to answer questions concerning leases.

Before breaking a lease, or entering into a new lease, soldiers and family members should seek legal advice from the Legal Assistance Division, Office of the Staff Judge Advocate.

Termination notices:

- Give a written notice.
- The majority of leases require a 30-day written notice of intent to vacate the premises.

Security deposits:

- Texas law requires that within 30 days after you vacate the premises, the landlord must return your security deposit if you leave the premises in good order without damage and provide a forwarding address. The landlord must also give written notice of deductions from your security deposit.

Military Clauses:

- Any written lease you sign should contain a military clause.
- A military clause permits you to move pursuant to orders without incurring liability for the entire period remaining on the lease.
- Generally, military clauses only apply to permanent change of station (PCS) or expiration term of service (ETS), not TDY situations.

5i

House

Before soldiers leave, family members need to know the location of and how to use the following:

- Circuit breaker switch box.
- Water control valve to shut off water in an emergency.
- Gas control valves to shut off gas in an emergency.

5j**FINANCES**

6***Finance and Accounting Office (FAO)***

The Finance and Accounting Office (FAO) provides information concerning a soldier's pay to the rear detachment.

If a problem with pay arises, such as a non-deposit of funds at the bank, contact the rear detachment commander.

In planning a budget, remember that separate rations may be taken from the soldier's pay for the duration of the deployment.

6a***Financial Difficulties***

If financial difficulties arise while the spouse is away, contact the rear detachment and the unit Command Financial Specialist (CFS).

6b***Financial Support for Spouses***

Some options for providing financial support to spouses during deployment are:

- Soldiers can establish a joint checking or savings direct deposit account that the spouse maintains. Beware; due to distance and difficulty or communication, a check overdraft may occur if both soldier and spouse write checks drawn on the same account.
 - Consider opening a separate checking account in addition to the joint account.
-

Financial Support for Spouses (continued)

- 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 a household.
- Establish a deployment budget with predetermined dollar amount for the deployed soldier's expenses.
- Specific questions concerning military pay should be directed to the unit CFS.

6c***Basic Allowance for Subsistence (BAS)***

BAS may terminate for the period of deployment; the soldier's pay decreases accordingly.

6d***Separation Allowance***

If deployed or on TDY for more than 30 days, a soldier with qualified dependents receives separation allowance.

Upon his/her return, the soldier should apply for the separation allowance through the unit Personnel and Administration Center.

In case of an actual wartime deployment, a separation allowance begins during the soldier's deployment.

6e***Family Members' Information***

Family Members:

- Should contact the rear detachment or the CFS for information on pay.
- Should contact the CFS if problems arise, to seek help from Army Emergency Relief (AER) or the ARC. You cannot receive casual pay.

6f

LEGAL ASSISTANCE

7

Obtaining Legal Assistance (Phone numbers)

You can obtain legal assistance by calling your servicing legal assistance office for an appointment. No legal advice can be provided by telephone or email.

- 1st Calvary Division units: call 287-6060.
- 4th Infantry Division units: call 287-1850/1855.
- All non-divisional units: call 287-7901.

7a***Power of Attorney (POA)***

- A General POA authorizes your designee to transact almost any business as if you were there in person.
- A Special POA authorizes the designee to take specific actions such as moving household goods or selling a car.
- There are no requirements for businesses, or individuals, to honor the POA. A bank may refuse to cash a check even though the presenter has a POA authorizing the presenter to endorse and cash the check.

7b***Wills***

Wills are highly recommended and are prepared free of charge in the Legal Assistance Office.

7c**IDENTIFICATION (ID) CARDS**

8

Replacement ID Cards

The Division Adjutant General Customer Service Section can verify family members status and complete the DD Form 1172 (Application for Uniformed Services Identification and Privilege Card).

Replacement ID Cards (continued)

Bring copies of each of the following:

- Marriage license.
- A picture ID (driver's license, passport or someone with a military ID who can identify the spouse).
- Child's birth certificate, if applying for an ID card for the child.

When verified, the forms are taken to the ID Card Section to have the ID card issued.

8a

Temporary ID Cards

If the required documents are not available for verification, a temporary ID card may be issued. Temporary ID card requests are considered on a case-by-case basis, and valid for 30 days.

8b

MEDICAL

9

Darnall Army Community Hospital (DACH)

- Information 288-8000.
- Patient Appointment System (DACH):
 - Monday through Friday, 288-8888.
 - Weekends 0730-1030, 288-8888.
- Patient Representative, 288-8156
- Pharmacy Service, 288-8100
- Bennett Health Clinic, 31st St. & Battalion Ave, 618-8039
- Monroe Health Clinic, 73rd St. & Battalion Ave, 287-5082
- Darnall Family Care Clinic, 288-8281

9a

CHAPLAIN ASSISTANCE

10

Chaplain Services

Fort Hood chaplains provide multi-faceted, ongoing services. Services include but are not limited to:

- Marital counseling.
- Individual counseling.
- Pastoral care.

Crisis intervention support is available 24 hours a day by dialing 287-CHAP (2427).

Unit chaplains are available to assist families during time of uncertainty and distress.

10a***Chaplain Family Life Center***

Classes are available in such areas as:

- Couple communication.
- Stress management.
- Active parenting.
- Single parenting issues.

Call 287-6310/1852 for more information.

10b**EMERGENCY RESOURCES**

11

Military Medical Emergency

"What if I have a medical emergency?"

The military defines an emergency as:

- The death, critical illness or injury of an immediate family member.
-

Military Medical Emergency (continued)

- "Critically ill" or "injured" is defined as the possibility of death or disability.

Immediate family members are:

- Spouse
- Parents
- Children
- Someone serving in a "Loco Parentis" status (provided care for the soldier or spouse 24 hours a day, 7 days a week, for a minimum of 5 years.)

11a

Army Emergency Relief (AER)

AER can provide emergency financial assistance to soldiers and their family members with legitimate financial emergencies, such as:

- Rent to prevent eviction.
- Utilities to prevent shut-off.
- Emergency travel.
- Food.

AER considers other emergencies on a case-by-case basis.

For assistance:

- Contact your unit CFS.
 - Complete a DA Form 1103 (Application for Army Emergency Relief (AER) Financial Assistance).
 - The rear detachment commander must sign.
 - Provide appropriate documentation.
-

Army Emergency Relief (AER) (continued)

If family members:

- Have a POA, a loan can be made after approval by the AER officer.
- Do not have a POA, the soldier must be contacted.

For emergency food, contact unit CFS.

11b

American Red Cross (ARC)

The ARC may be able to assist family members that need emergency financial assistance for emergency transportation; for example, the death or illness of an immediate family member, upon verification.

The ARC tries to contact the soldier before a loan is made (this may be difficult during deployment).

If the ARC is not able to assist, the family member will be referred to AER.

11c

FAMILY READINESS GROUP (FRG)

12

Family Readiness Group Goal

The goals of an FRG are to:

- Reduce social isolation and provide mutual support.
- Assist in disseminating information and identifying resources.
- Enhance feelings of belonging and a sense of community.

For more information, call 288-2794/5155/5156.

12a

REUNION

13

Readjustment

Reunion is a time of readjustment after separation, whether long or short, planned or unplanned.

Reunion can be both joyful and stressful because it is a big change that affects everyone.

13a

Ideas for Family Members

To ease readjustment:

- Avoid tight schedules.
- Understand one another's discomfort and exhaustion.
- Allow time to adjust.
- Stick to your budget.
- Expect unusual feelings.

13b

Make it Easier for Children

Make reunions easier for children by:

- Giving them time.
- Expecting them to test limits.
- Planning family time.
- Planning individual time with the returning parent.
- Staying involved with school, activities and special interests/hobbies of the child.

13c

Preparing for Reunion

Reunion is an exciting event, but like separation, it requires making adjustments.

Help make the adjustments easier by considering:

- Expectations:
- Do not expect things to be perfect after a reunion.
- Allow time.
- Be understanding and enjoy each other's company as much as possible.
- Remember, open and honest communication can help solve problems or conflicts.
- Role changes:
- Roles and responsibilities may never return to "pre-deployment" status; people grow and change as time passes.
- Discuss responsibilities until roles are clearly defined again.
- Budget changes:
- Reunions add expenses to your budget, such as higher food bills, greater transportation costs, etc., so plan carefully.
- Draft a "reunion budget" to help define new spending limits.

13d

Make Reunions Joyful

Make reunions a joyful time by:

- Creating reasonable expectations.
- Asking for time to readjust.
- Communicating your feelings.

13e

Tips to Make Reunion Day Joyful

Expect the unexpected:

- The soldier's arrival may reveal surprises to all.
- Try to avoid making judgments.

Go slowly:

- Set aside family time during the first few days rather than planning a busy schedule of events.

Think before you spend. There may be a natural tendency to shower each other with expensive gifts and fancy meals. Unless you can afford such luxuries, it is important to try to stick to your budget.

Although reunion is exciting, it can be stressful as well.

13f

Post Deployment Stress

The homecoming and reunion of soldiers, friends, and family has its own stress. The following techniques may help restore a sense of belonging and control:

- Talk openly about problems.
- Find people who can help with emotional support and day-to-day problem solving (friends, chaplain, social worker).
- Cut big problems into smaller parts and use the step-by-step approach – look for solutions.
- Join social activities.
- Accept some setbacks (emotional, financial, physical or job-related).
- Avoid excessive self-blame for readjustment problems.
- Do not use alcohol and drugs to escape, or forget, problems. That will only lead to more problems.

13g

APPENDIX A

Family Member Checklist

Family Management Checklists

Spouses manage the family during their soldier’s absence, therefore, it is important that both of you sit down together to answer and discuss the questions in this checklist.

Prepare personal financial and business files for important documents.

Organize your important papers to make handling family affairs easier.

Before deployment, soldiers should review and renew family member’s ID cards that will expire during the deployment.

Remember: Review this list annually; make sure that all documents are up-to-date.

Medical Checklist

Table A-1. Medical Checklist

	Yes	No
Are all family members enrolled in DEERS?		
Can you easily find all health and dental records for each family member?		
Are you familiar with your family dental care plan?		
Are you familiar with all medication/allergies of family members?		
Are all immunizations (shots) for each family member up-to-date?		
Do you have family members with special needs (for example; disability, pregnant, broken bones, etc.)? If so, have you informed the unit commander of these needs?		

Legend

DEERS – Defense Eligibility Enrollment Reporting System

Finance Checklist

Table A-2. Finance Checklist

To avoid a financial burden during a deployment, the spouse should have access to sufficient funds in order to handle the family's financial affairs.

Name of Bank _____ Telephone _____

Address/Locations _____

Checking Account# _____ Savings Account # _____

Ensure you have sufficient funds in your checking account to avoid the penalties of a returned check.

Remember all payments that must be made, to whom and when. For example:

PAYMENT	AMOUNT	DATE DUE	MAIL TO/ DROP OFF
Rent			
Mortgage			
Automobile Payments Automobile 1	_____	_____	_____
Automobile 2	_____	_____	_____
Electricity			
Gas			
Transportation			
Water			
Child Care			
Telephone			
Insurance Automobile 1	_____	_____	_____
Automobile 2	_____	_____	_____
Life	_____	_____	_____
Fire/Homeowner	_____	_____	_____

Finance Checklist (continued)

Table A-2. Finance Checklist (continued)

PAYMENT	AMOUNT	DATE DUE	MAIL TO/DROP OFF
Garbage Collector			
Debt Repayments			
Bank Loans			
Finance Companies			
Small Loan Co.			
Merchants			
Club Bills			
Auto License Fee			
Taxes			
Credit Cards	_____	_____	_____
Credit Card	_____	_____	_____
Credit Card	_____	_____	_____
Credit Card	_____	_____	_____
Other			
Cable TV			
Furniture			
Other			
Deployed Soldier's Expenses			

Safeguards Checklist

Table A-3. Remember to Properly Safeguard Checklist

DOCUMENT	LOCATION
Three copies of general (POA).	
Birth Certificates for: <ul style="list-style-type: none"> • Soldier • Spouse • Children 	<hr/> <hr/> <hr/>
Marriage Certificate	
Divorce Decree	
Adoption Papers	
Social Security Cards	
State & Federal Tax Records	
All insurance Policies: <ul style="list-style-type: none"> • Life • Auto • Fire/Homeowner/Renters • Other 	<hr/> <hr/> <hr/> <hr/>
US Savings Bonds, Stocks, Securities	
Deeds or Mortgages	
Car Registration	
Car Title	
School Registration Forms	

Automobile/Transportation Checklist

Table A-4. Automobile/Transportation Checklist

Question	YES	NO
Does each adult family member have a valid state driver's license? When do they expire?		
Have you made arrangements, if not licensed to drive, to have transportation available? Budgeted for taxi and bus?		
Are adult family members insured to drive?		
Do you have a duplicate for all keys? Where?		
Is your automobile in good operating condition and do you know where to go for repairs? (Answer below in Notes section.)		
Do you know what repairs are covered by warranties?		
Can you make emergency repairs on the car if the situation arises (overheating, flat tire, dead battery, etc.)?		

NOTES:

Housing

Table A-5. Housing

Ensure Family Members Know Location of:	LOCATION
Electrical control box (fuse or circuit breakers)	
Water control valve to shut off excess water in case of emergencies (broken or leaking pipes, freezing weather)	
Gas control valve to shut off gas in case of emergencies (leaking gas, fire, etc.)	
Name and telephone number of: <ul style="list-style-type: none"> • Electrician • Plumber • Housing Office or Landlord 	_____ _____ _____ _____ _____ _____
Set of duplicate keys for: <ul style="list-style-type: none"> • Home • Automobile 	_____ _____ _____ _____ _____

Ensure that the sponsor fills out the necessary paperwork authorizing the spouse to sign for on-post housing, should it become available during the sponsor's absence.

Notes:

Appendix B

Mail Release

MAIL RELEASE
(Please Print)

I _____, assigned to _____
(rank/name) (unit)

authorize _____ to pick up mail addressed to me
(spouse's name)

at the unit mail room during the period _____
(first day)

though _____.
(last day)

Signature

Appendix C

Useful Telephone Numbers

Name	Phone
Rear Detachment Commander	_____
Rear Detachment 1SG/NCOIC	_____
Platoon Leader/SGT's Spouse	_____
Unit Commander/1SGT's Spouse	_____

FAMILY PHONE GUIDE

Spouse's Social Security Number _____

Unit/Company _____

Battalion/Brigade _____

Spouse's Company Commander _____

NCO in Charge _____ Phone # _____

Rear Detachment Commander _____ Phone # _____

Family Readiness Group Contact _____ Phone # _____

Unit Chaplain _____ Phone # _____

NOTES:

Appendix D.

References

Section I. Required Publications

DA PAM 608-47 – A Guide to Establishing Family Support Groups.

Section II. Referenced Forms

DA Form 1103, cited in: para 11b, page 23

DD Form 1172, cited in: para 8a, page 21

Appendix E

Section I.

Abbreviations

ACS

Army Community Service

AER

Army Emergency Relief

ARC

American Red Cross

BAS

Basic Allowance for Subsistence

CFS

Command Financial Specialist

CPR

Cardiopulmonary Resuscitation

CYS

Child and Youth Services

ETS

Expiration term of service

FAP

Family Advocacy Program

FAO

Finance and Accounting Office

FRG

Family readiness group

ID

Identification

LES

Leave and earnings statement

POA

Power of Attorney

PCS

Permanent change of station

POC

Point of contact

TDY

Extended temporary duty

Section II.

Terms

This section is not used.