

What is a deployment?

A deployment is a military duty away from home. It may be short as overnight or as long as an unaccompanied tour. The purpose of these deployments or separations is to keep our military forces at the highest state of readiness and to meet our global military commitments. Your spouse may deploy at any time, although most separations are scheduled well in advance. The nature of the military makes it extremely important to have your family affairs in order so that you will be able to take care of unexpected situations that may come up during a deployment or separation. Do not assume that you will have time to prepare for deployment after the alert or deployment is announced. While preparations for a unit move usually takes a few days, soldiers may also be deployed individually, and may have to leave within 24 hours of getting the notice. This handbook has been developed to help you and your family in preparing for deployment, unaccompanied tours and extended temporary duty. Within these pages are helpful suggestions, pertinent information about post agencies, and those tasks which are essential for your family's welfare. As with any separation, **preparation is the key to success.**

Handling Emergencies

What if deployed spouse has an emergency?

If your spouse develops a serious problem while deployed, i.e. sickness, injury, etc., the Company Commander or Rear Detachment Commander, a commander's representative, a member of the Family Readiness Group, and/or the Battalion Chaplain will contact you. If someone else calls you to report an injury to your spouse, call the Company/Rear Detachment Commander immediately to verify it! What if you have an emergency?

If you develop a serious problem while your spouse is deployed, contact one of the following immediately:

Company or Rear Detachment Commander
Chaplain or On-call Chaplain Red Cross

An emergency may involve the death, critical illness or injury of an immediate family member (spouse, parents or children.) The military defines an emergency as follows: An EMERGENCY is the DEATH, CRITICAL ILLNESS or INJURY to an

IMMEDIATE family. CRITICALLY ILL or INJURED means the possibility of death or permanent disability.

IMMEDIATE family is defined as wife/husband, parents, children, grandparents (who raised you or your spouse in place of parents), or guardian.

The Commander may approve other situations, not listed above, as emergency in nature. The Commander/Rear Detachment Commander will maintain contact with the unit on a regular basis and can pass urgent messages to the unit for relay to your spouse. If your spouse's presence is necessary and appropriate military professionals (Doctor, Red Cross, etc.) confirm it, we will get your deployed spouse home. As soon as the emergency passes, your spouse may return to his/her unit.

Who do I call?

Fill in the proper phone numbers below for your unit or the soldier's unit Do it now; before you need it!

Contact Person	Phone Number
Brigade EOC	(502) 626-2129 ____
Brigade Chaplain	(502) 3379-0371 ____
Brigade Commander	(502) 626-2119
Brigade XO	(502) 626-2119
Sergeant Major Company	(502) 626-2119 ____ ;

EMERGENCY PHONE NUMBERS

Military Police	911
On-Call Chaplain/Chapel Officer	(502) 624-5255
	(502) 624-2707
Red Cross, Bldg. 2626	(502) 624-2163
Hospital-Appts/call in service/cancellations	1-877-874-2273
Legal Assistance	(502) 624-2271
Array Community Service	(502) 624-6291
Army Emergency Relief	(502) 624-6291
Emergency Room	(502) 624-9000

Where do I go for help?

The following agencies may be helpful in the event of an emergency or a problem during a deployment:

ARMY COMMUNITY SERVICE (ACS) CENTER

The ACS Center, located in Bldg. 77, on Binter St, is a multi-service organization designed to assist soldiers and family members by providing education and training programs that will enhance their ability to deal with day-to-day issues. It is the first place to go to obtain answers to your questions. The ACS Center reflects the Army tradition of caring for its own and encouraging self-help. For more information, call (502-624-6291

How can ACS help?

The ACS Center provides free assistance for soldiers and their families in the following areas:

- Army Family Team Building
- Information and Referral
- Deployment Readiness Materials
- Emergency Food Assistance
- Financial Counseling
- Exceptional Family Member Program
- Family Member Employment
- Installation Volunteer Coordinator
- Volunteer Opportunities
- Army Emergency Relief
- Family Advocacy Program
 - Emergency Shelter
 - Emergency Respite Care
 - Parenting Classes
 - Couples Classes/Workshops
 - Victim Advocacy

ARMY EMERGENCY RELIEF (AER)

AER provides interest-free loans and grants for active duty or retired families who find themselves in unexpected emergency financial situations, such as:

- Initial rent and deposit, or rent to prevent eviction.
- Emergency travel expenses caused by crisis in the family
- Utilities
- Repair of essential POV
- Funeral expenses

In order to provide assistance for your family in your absence, AER must be able to contact you for permission. Since this is not always possible, make sure that your family has a valid power of attorney that gives permission to receive AER assistance.

If you have a rear detachment at Fort Knox, your family should process the AER application through the rear detachment commander. Otherwise, the family may call the ACS Center directly for help at (502) 624-6291.

ARMY FAMILY TEAM BUILDING (AFTB)

AFTB is a training program designed to teach individuals and families how to be more independent with minimal outside support when their spouse deploys. There are three AFTB training tracks for family members, military, and civilian employees, which address the issues from an individual and leadership perspective. Topics include preparing one's own family for deployment and building unit support networks and programs. Contact (502) 624-8300 for more information.

AMERICAN RED CROSS (ARC)

The ARC provides 24-hour services to active duty military personnel and their families. ARC will assist with medical reports, birth notice, and emergency notification of your spouse during separation, as well as verification of emergency leave. Call the Red Cross Armed Forces Emergency Service Center at 1 (877) 272-7337 or (502) 624-2163

BUDGET/FINANCIAL COUNSELING

Contact the ACS Center for assistance in working out a budget. Remember that some allowances may start or stop due to deployment and mobilization, causing a change in your total take-home pay. Call (502) 624-6291 for assistance.

CHAPLAIN FAMILY LIFE CENTER

The Family Life Center provides opportunities for marriage and family enrichment through counseling and education. Families can find insights and practical advice on active parenting, coping with stress, managing anger, and many other family issues. The center also provides support groups to spouses of deployed and returning soldiers and parents of Exceptional Family Members. Phone (502) 624-5255 for more information.

CHAPLAIN SUPPORT

Post On-Call Chaplain:
(502) 624-2707

Chaplains are available to assist you with personal problems and counseling. They are a valuable source of information about where to go for help, and should be your first stop for personal counseling.

The Chapel Program is available to serve you. You are invited to join any of the worship services and activities. In addition, you are encouraged to take care of the spiritual dimension of your life. (502) 624-5255.

DEPLOYMENT AND MOBILIZATION READINESS

The ACS Center provides deployment and mobilization assistance to National Guard, Reservists, civilians, and their family members. The ACS Family Advocacy Program (FAP) Training Specialist is the central point of contact for all pre-deployment briefings. Family Readiness Group (FRG) Leaders may also schedule briefings through the FAP Training Specialist at (502) 624-6291

FAMILY READINESS GROUP (FRG) COORDINATOR

The FRG Coordinator at the ACS Center provides information on family readiness to commanders and FRG leaders, especially during mobilization and deployment. Call (502) 626-2113 for more information.

LEGAL ASSISTANCE

Judge Adjutant General Legal Assistance personnel can assist with: *Debtor/creditor relations

- *Contracts
- *Landlord/tenant relations
- *Notarizations *Domestic relations
- *Wills and powers of attorney
- *Immigration and naturalization
- *Consumer affairs
- *Tax information
- *Insurance

For more information call (502) 624-2771

LEGAL ASSISTANCE PERSONNEL CANNOT ASSIST WITH:

- Private income-producing activities
- Representation in civilian courts
- Representation concerning prosecution under UCMJ.

THEY CAN ASSIST WITH:

Before deploying, you and your spouse should have a current will, and your spouse will need a valid power of attorney. Legal assistance can assist with preparation of these documents. Rather than wait until deployment, have the documents prepared now; you will just need to review them before deployment.

A will is needed to dispose of property and provide for minor children's care in the event of your death or the death of your spouse. Everyone needs a will, even single soldiers with little or no property and no dependent children.

POWERS OF ATTORNEY

A Power of Attorney (POA) is a document with which the soldier authorizes another person (husband, wife or parent) to act on the soldier's behalf.

- A General POA grants authority, over all of the soldier's affairs.
- Soldiers being deployed may only need a Special POA, which will authorize a person to take possession, operate, and/or register a vehicle.
- Authorize hospitalization or medical care for depended children.
- Receive and cash pay checks.
- Apply for and receive AER assistance.

IMPORTANT DOCUMENTS

It is very important that a military spouse has certain documents in his/her possession. Please sit down with your spouse and gather this information and these documents. Keep the following documents in a special container that you can find immediately!!!

- Marriage Certificate
- Birth Certificates for all family members
- Shot records (up-to-date) for all family members, including pets
- Citizenship papers, if any
- Adoption papers, if any
- Armed Forces ID Card for all members (10 years or older)
- Sponsor's Social Security Number
- All government and civilian life insurance policies
- Last LES (Leave and Earnings Statement)
- Power of Attorney (have several copies)
- Copies of wills for both you and your spouse. (It is important for your protection that both parties have a will.)
- Always have several copies of your sponsor's TDY and/or PCS orders.
- Current addresses and telephone numbers of members of both immediate families - yours and your spouse's father, mother, children, brothers, sisters).

FINANCES/ BUDGET

DIRECT DEPOSITS: Open a JOINT checking account, if you do not already have one. Then go to your PAC and complete paperwork that will send your paycheck directly to the bank. "This is the easiest, fastest, and safest way to get your money." All married soldiers are strongly recommended to have a joint checking account with their spouses. However, if the soldier is going on a long-term TDY or

unaccompanied tour and will need some spending money, consider opening a separate checking account. **CREDIT CARDS:** Keep plastic money to a minimum. It gives you a false sense of wealth where there really isn't any money available. Assemble a list of all credit cards, the account numbers, and the numbers to call in case of loss or theft. Mark the list to show which cards are carried by you and your spouse. Both of you should have a list. **ALLOTMENTS:** This guarantees that a certain amount of money will always be deposited in your account. If you have to take a casual pay for any reason, such as emergency leave, your allotment will still be secure. This may eliminate a surprise shortfall in money to your family. **INSURANCE:** Review current life insurance coverage to ensure that policies, other than SGLI, do not contain a war clause. This ensures that beneficiaries for all policies are correct and that premiums are covered during the sponsor's absence.

HOME SECURITY/CRIME PREVENTION

Crime and fear of crime are big problems that influence how you live. The most important resources we have in reducing these problems are neighbors working together to prevent crime. This makes it harder for crime to happen and reduces the chance for criminals to victimize you and your family members.

Crime is a local problem and can best be deterred through locally organized groups of neighbors and residents within housing areas. Many communities have active "Neighborhood Watch" type mutual protection programs, where neighbors look out for one another's property and safety. Check with your military police to see if your community has such a program. If so,

join! If not, start one. Get together with neighbors on your block, in surrounding streets, or in your building (if in quarters, check with your Community Life Officer).

Start by sharing crime prevention information. Exchange work and home telephone numbers with your closest neighbors. Keep close neighbors posted on your daily and vacation schedule and let them know about scheduled repairs or deliveries. If they spot suspicious people or vehicles around your home while you are gone, they will know something is wrong and call the military police or the local police.

COMMUNITY MENTAL HEALTH

Life is full of stressful situations, challenges, and emergencies. Mental health is one resource that can help you address those concerns when they affect your ability to cope on a day-to-day basis. All active duty personnel, as well as their family members, are seen at Martin Army Community Hospital (MACH) for mental health services. Mental health is located on the 4th floor of MACH, and the phone number is (502) 624-9670.

RELIGIOUS ACTIVITIES / SERVICES

PROTESTANT SERVICES

Service	Day/ Time	Location
Worship– Protestant	Sun 8 a.m.	Cavalry Chapel
Worship– Contemporary	Sun 9 a.m.	Prichard Place Chapel
Worship– Episcopal	Sun 9 a.m.	O'Neill Chapel
Worship– Protestant	Sun 10:30 a.m.	O'Neill Chapel
Worship– Traditional	Sun 10:45 a.m.	Main Post Chapel

Sunday school	Sun 10:30-11:30 a.m.	Religious Education Center
Worship– Lutheran	Sun 11 a.m.	Cavalry Chapel
Worship– Gospel	Sun 12:15 p.m.	Prichard Place Chapel
Worship– Protestant	Sun 1 p.m.	Cavalry Chapel
Worship– Protestant	Sun 1 p.m.	O'Neill Chapel
Service	Day/ Time	Location
Mass	Sat 5 p.m.	Main Post Chapel
Mass	Sun 7:30 a.m.	O'Neill Chapel
Mass	Sun 9:30 a.m.	Cavalry Chapel
Mass	Sun 10:40 a.m.	Prichard Place Chapel
Religious Education	Sun 9:15 a.m.	Religious Education Center

CWOC (Catholic Women of the Chapel)	Wed 9 a.m.	Prichard Place Chapel
Catholic Youth of the Chapel	1st & 3rd Thur 6:30 p.m.	Religious Education Center
Sacrament of Reconciliation (Confession)	30 minutes before each service or by appointment	
Baptisms	Prior interviews and classes required (502-624-8551)	
Marriage	Marriage preparation classes required (502-624-8551)	

Weekday Activities		
PWOC (Protestant Women of the Chapel)	Tues 9 a.m.	Prichard Place Chapel
Worship– Protestant	Wed 12 p.m.	Ireland Hospital Chapel
Officer Christian Fellowship OCF Gospel.com	Tue 7 p.m.	270-351-4066
Mass	Mon-Fri 12 p.m.	Main Post Chapel
Adoration	First Friday of the Month 8 p.m.	Ireland Hospital Chapel

CRIME PREVENTION TIPS....

If your spouse is deployed, don't advertise it. This alerts everyone that your spouse will be away for an extended period of time.

ALWAYS lock your doors, even if you are only going out for just a few minutes. In addition to the front and rear doors, keep your garage, cellar, patio, storage areas, and maid rooms locked. Periodically check them.

If you leave the area, ask a neighbor to collect any mail, flyers, and newspapers, so they won't pile up outside your box or in your mailbox. Stop deliveries until you return.

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

Keep telephone numbers of the military police, city police, and ambulance next to your phone.

Familiarize yourself with unit, community, and local emergency reporting procedures, such as: calling for police assistance, obtaining emergency medical help (especially the times to call the proper medical help), 911, etc.

Report suspicious persons or activities immediately to military police or local police authorities. Be extra cautious during special activities in your neighborhood.

Tell your children to never admit being home alone on the telephone or to someone at the door. Teach them to say: "Mom or Dad can't come to the phone and will call back." Teach children how to contact the police or a neighbor; make sure they know their home address and telephone number.

Screen repairpersons and solicitors to ensure their visit is legitimate. If possible, install a peephole in your door; if not, use a window to see who is at the door before opening.

Remember, disguises and uniforms are easily obtained. Before you let workers into your home, make sure there is a legitimate need and check their credentials. Call the

firm organization they claim to represent to verify their identities.

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

OVERSEAS TRAVEL

Passports are required for overseas travel. A regular passport is issued for unofficial travel. You must provide all required fees, including cost of photographs, at your own expense. You can obtain information about Applications for new or renewal of expiring passports by calling 545-3644. You must be a United States citizen to apply. You will need the following items:

- Application fee (\$65.00) cashier check/money order)
- Certified copy of birth certificate (for new passports)
- Identification (Military ID card, driver's license, or expired passports)
- Two passport pictures
- Current immunization record.

A VISA is permission granted by the government of a country for a non-citizen to enter that country and remain for a specified period of time. Each country you plan to visit may require visas. Apply for visas through your travel agent or at the various consulates well in advance of your departure date.

Family Member Passport telephone: 545-3644 (Bldg. 2627, Soldiers' Plaza). Hours of Operation: 8:00 a.m. to 4:30 p.m., Monday, Tuesday, Thursday, and Friday; closed Wednesday and Federal Holidays.

It is important that you notify your chain of concern POC or FRG representative of your travel plans prior to departure.

Also, notify the rear detachment commander of your travel plans in case there is an emergency. Please use the form located in this booklet.

WORKSHEETS, FORMS, AND CHECKLISTS

Please complete the following pages as appropriate. Make sure that the awaiting spouse has access to the information and knows what to do with it.

PRE-DEPLOYMENT CHECKLIST

Prepare prior to deployment

DOES YOUR SPOUSE HAVE THE FOLLOWING?

- _____ A current ID Card?
- _____ A current Passport?
- _____ Access to a checking account?
 - Account number _____ :
 - Financial Institution _____
 - Phone Number _____
- _____ Enough money to manage household while you are deployed?
- _____ A current power of attorney?
- _____ Current ID cards for children (In good condition)?
- _____ A driver's license?
- _____ Up-to-date car registration/insurance?
- _____ Up-to-date shot records for children/pets?
- _____ Current chain of concern phone roster?
- _____ Phone numbers of battalion rear detachment commander?
- _____ Phone number of chaplain?
- _____ Phone number of Army Community Service Center?
- _____ Service Members Leave and Earnings Statement?
- _____ Account numbers for credit card accounts? Phone numbers?
 - Financial Institutions?
 - Mortgage/Rent?
 - Utilities?

FAMILY DEPLOYMENT CHECKLIST

Although extended deployments are never easy on the family, the hardships need not be increased by failure to plan ahead. A carefully prepared and executed pre-deployment checklist can save you and your family from giant headaches in the future.

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

_____ Marriage certificate

_____ Birth certificates of all family members:

_____ Wife

_____ Husband

_____ Children

Divorce papers

Death certificates

Shot records of all family members (including pets) :

Citizenship/Naturalization papers

Adoption papers

Passports, Visas (Remove only when needed for international travel)

Insurance policies (Note: company, policy #, and amount of payment)

Real estate documents (Leases, mortgages, deeds, or promissory notes)

Copies of installment contracts and loan papers

Current list of immediate next of kin, personal lawyer, trusted friends

(Include phone # and address)

Car title

Last LES (Leave and Earning Statement)

Discharge papers (DD Form 214)

Allotments (Updated with correct amount, name, address, account number)

Social Security Number of each family member

Current address and telephone numbers of immediate family members of both spouses.

The Following Should Be Completed Prior to Deployment

Next of kin informed of rights, benefits, assistance available

Family budget and business arranged (See Financial Section for Budget Worksheet)

Emergency Data Card updated in Military Personnel Record

Joint checking/savings account arranged (List all account numbers)

Parents informed of how to make contact in case of emergency (See Appendixes D, E)

Armed Forces ID Cards (Renew if ID card expires within 3 months)
(Rear detachment commander can sign for ID Replacement after soldier deploys)

Emergency services explained and located:

- Red Cross
- Army Emergency Relief (AER)
- Medical facilities/CHAMPUS
- Army Community Service (ACS) Center
- Legal Assistance Office

Security check on house

Problems with cars, household, and appliances identified and resolved

Powers of attorney

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

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

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

- Wills for both spouses
- Orders
- Copy of Emergency DataCard
- List of all credit cards and account numbers
- AAFES Deferred Payment Plan (DPP)

(To use, spouse must be listed as an authorized user or hold sponsor's General Power of Attorney)

- Federal and State Income Tax Returns (last 5 years)

RECORD OF PERSONAL AFFAIRS

If you take the time to fill out this section you will have at your fingertips most of the personal information and data that would be helpful, not only in routine situations, but in emergency situations which might arise during your spouse's absence. *The* ready availability of this information in various situations could mean the difference between the timely provision of assistance or delayed problem resolution.

(Last Name, First Name, MI)

(Social Security Number)

(Rank/Grade)

COMPLETE UNIT/LOCAL ADDRESS

COMPLETE PERMANENT ADDRESS

1. PERSONAL DATA:

1. Date of birth/Location: _____

2. Naturalization (if applicable) on _____ By: _____

3. Parents: (Father, Name/Address) _____ . _____
(Mother, Name/Address) _____

(Spouse, (include Maiden Name) _____

4. Marriage: Date/Location: _____

5. Children: (Full Names, Date of birth)

Full Name _____ Date of Birth _____

6. Personal lawyer or trusted friend who may be consulted regarding my personal and/or business affairs.

7. Family members other than immediate family:

INSURANCE:

1. Life: _____
(Company) (Policy #) (Payment)

(Company) (Policy #) (Payment)

2. Property: _____

3. Medical: _____

4. Other: _____

SOCIAL SECURITY:

Wife: _____ Husband: _____

Child: _____ Child: _____

Child: _____ Child: _____

PASSPORTS/VISAS:

Wife: _____ Husband: _____

Child: _____ Child: _____

Child: _____ Child: _____

PROPERTY:

1. Real Estate consisting of: _____

Located: _____

Encumbered by: _____

Held by: _____

2. Automobile: _____

(Make, Model, Year, State Registration)

Location: _____

Insured with:

Automobile papers located at:

3. Other Personal Property: _____

IX. BANK ACCOUNTS: (Number, Bank, and Location)

Checking: _____

Savings: _____

Other (Specify): _____

X. SAFE DEPOSIT BOX (Institution and Location with full address and telephone #)

XI. BONDS, SECURITIES, INVESTMENTS:

1. Located at:

2. Beneficiary: _____

3. Document Serial Numbers:

XII. DESIGNATED BENEFICIARY: Names and addresses of persons designated on soldier's official record of emergency data form to receive settlement of unpaid pay and allowances in the event of death:

XII. DEBTS AND PAYMENTS:

(Agency, Company, Address, Amount Due, Date Payment Due)

XIII. FIRMS OR PERSONS INDEBTED TO YOU: (Name, Address, and Amount)

HOME SAFETY CHECKLIST

Take a 10-minute walk through your house. Carry this checklist to help you truly see your home. The idea behind this walk is to look for fire hazards. You don't have any? Are you sure? Perhaps this list will change your mind.

- KITCHEN:** YES/NO
- > Are curtains, dish towels, or paper items kept away from stove? _____
 - > Is stove's exhaust hood and ductwork clean of grease? _____
 - > Do you have a working fire extinguisher close at hand? _____

- LIVING ROOM/DINING ROOM/BEDROOMS:**
- > Is fireplace spark screen always closed? _____
 - > Are electrical wiring/circuits/outlets adequate to handle load? _____
 - > Is there sufficient space for air circulation around TV/stereo? _____
 - > Are ashtrays available in home occupied by smokers? _____
 - > Are matches and lighters out of reach of children? _____

- ATTIC/CLOSETS/STORAGE ROOM:**
- > Do you keep oily cleaning rags in tight metal containers? _____
 - > Are you using only nonflammable cleaning fluids? _____
 - > Do you avoid accumulations of paper and combustible materials? _____

- WORKSHOP/LAUNDRY ROOM:**
- > Are combustible materials kept away from heat sources? _____
 - > Are paint thinners, paints, and solvents kept in their original containers for identification purposes? _____
 - > Are the furnace, heaters, vents, and chimneys inspected and serviced regularly? _____
 - > Are fuses of the proper size for the circuits they protect? _____
 - > Are the dryer lint trap and vent kept clean? _____

- GARAGE/GROUNDS:**
- > Is gasoline for the mower stored in a safety can? _____
 - > Have you removed accumulations of trash and paper? _____
 - > Are oil-soaked rags in tight metal containers to prevent combustion? _____

THROUGHOUT THE HOUSE:

Buy a battery-operated smoke detector. It is one of the best and most inexpensive forms of fire insurance. It will not prevent a fire from starting, but it may save your life! Be sure to check the smoke detector on a regular basis. Replace batteries twice a year. You should have at least one detector, but two will give some insurance in case one fails. Also, bedrooms should have their own detector if the door is closed while sleeping.

HOME TOOL KIT

- | | |
|---|-----------------------------|
| _____ Flashlight and extra batteries | _____ Hammer |
| _____ Assorted nails, screws, and tacks | _____ Screwdrivers |
| _____ Masking tape | _____ Scissors and/or knife |
| _____ Pliers | _____ Wrench |
| _____ Furnace filters | _____ Extra light bulbs |

CAR MAINTENANCE

The family car is an important part of family life. The sudden and unexpected loss of the use of your car can be a real burden. During deployment, not knowing how to cope with car problems is just more aggravation your spouse must endure. Please take the time to fill in and go over the following information checklist. Discuss what problems may happen to the car and become familiar with the periodic checks that are a part of routine operations.

FAMILY DRIVERS LICENSE INFORMATION:

NAME	LICENSE NUMBER	EXPIRATION DATE
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AUTO DATA AND SERVICE INFORMATION:

Make: _____ Model: _____ Year: _____ Vehicle ID #: _____

Warranty: YES NO Location: _____ Car title: YES NO Location: _____

Car Registration: YES NO Expiration Date: _____

License Plate *ft*: _____ Expiration Date: _____

Inspection Slicker Expiration Date: _____

Auto Insurance: YES NO Policy Number: _____

Auto Insurance Company: _____

Spare Keys: YES NO Location: _____

Battery Type: _____ Make/Brand: _____ Warranty: YES NO

Tires: Make Brand _____ Size: _____ Pressure _____ Warranty: YES NO

Oil Brand: _____ Weight: _____

MAINTENANCE SCHEDULE:

Name/Address/Phone number of service station: _____

Appl. Required: YES NO

Oil. filter change, lubrication: Next scheduled date: _____

Tune Up: Next scheduled date: _____ Approx. Mileage: _____

Special Instructions: _____

Tire Balance/Rotation/Front End Alignment: Next scheduled date: _____

Approximated Mileage: _____

Special Instructions: _____

RED CROSS NOTIFICATION

(To be filled out by service member and sent home)

In the event you need to contact me quickly or need my presence at home, you must contact the American Red Cross (ARC) before I can receive permission to come home. A message from ARC is required before I can get the documents for transportation on military aircraft and/or commercial aircraft, and for leave authorization. The following is the information that you should provide the local ARC to contact me:

- . My Social Security Number: _____
- . My full name: _____
- . My rank is: _____
- . My mailing address is: _____
- . My duty station is: _____
- . My duty telephone is: _____ - _____
- . My residence address is: _____
- . My home telephone number is: _____

In addition, they will request some detailed information as to the nature of the emergency. As a minimum, you will need to know the name and address of the doctor, hospital, plus a statement as to why I am needed. I realize in case of death or critical illness in the family that you would want to call me directly, but you must also contact the Red Cross to authorize and expedite travel arrangements. You can contact the Red Cross 24-hours a day and there is no charge for this service. The toll free number is 1-877-272-7337 or (502) 624-2163

Please place this document in the telephone book so that you can easily find it in case you need to contact me. This procedure applies regardless if I am deployed or at my home duty station. You might want to take some time to write down the local ARC chapter in our community so that in an emergency you will not have to look it up.

Local American Red Cross Telephone Number: (502) 624-2163

Signed:

EMERGENCY NOTIFICATION INFORMATION

Soldier's Correct Full Name: _____

Soldier's Rank and Pay Grade: _____

Soldier's Social Security Number: _____

Soldier's Unit: _____

Soldier's Unit Address: _____

Name of exercise soldier is on: _____ ^ _____

Full name of ill, injured, or deceased person: _____

What hospital or funeral home is person in: _____

Who is the doctor treating the person: _____

Family member who can provide additional information: _____

Telephone number: _____

Family/Doctor wants soldier to: Be notified only: _____ Come home: _____

Leave address soldier should go to:

Name: _____ , _____

Address: _____

City/State/Zip: _____

Phone number: _____

The soldier will need about _____ days to resolve the problem.

THE ABOVE INFORMATION MAY HELP SPEED THE SOLDIER'S RETURN AS YOU CONTACT THE RED CROSS OFFICE. BE SPECIFIC!

NOTIFICATION OF DEPARTURE FROM THE AREA

(FAMILY MEMBER SHOULD COMPLETE AND RETURN TO UNIT FAMILY READINESS GROUP
COORDINATOR IF DEPARTING THE AREA)

If you leave the area permanently, leave for a short visit, or go out of town to visit friends or family, it is important that the Rear Detachment Commander knows where you are. If there is an emergency, either on the field or during deployment, the unit needs to contact you. If you cannot contact the unit to provide your location, please fill out the form below and mail to the unit or leave it with a neighbor to deliver to your unit.

"This is to inform you that I have left the community. I can be reached at the following location in case of an emergency."

NAME :

C/O:

ADDRESS :

TELEPHONE :

I EXPECT TO RETURN ON OR ABOUT :

SPONSOR'S NAME :

FAMILY READINESS GROUP TELEPHONE TREE

GROUP LEADER'S NAME:

TELEPHONE NUMBER:

MY TELEPHONE NOTIFICATION GROUP:

NAME:

TELEPHONE NUMBER:

1.

2.

3.

4.

5.

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7.

8.

9.

10.

**ARMY COMMUNITY SERVICE CENTER
QUICK REFERENCE RESOURCE GUIDE
FORT BENNING, GEORGIA 31905-4599**

ARMY COMMUNITY SERVICE (ACS) CENTER: - (502) 624-6291
Army Emergency Relief (AER) -Army Family Team
Building (AFTB) -Deployment Readiness Program -
Employment Readiness Program (ERP) -Exceptional
Family Member Program (EFMP) -Family Advocacy
Program (FAP) -Family Assistance Center (FAC)Family
Readiness Group (FRG) Coordinator -Financial
Readiness Program,(FRP) -Family Subsistence
Supplemental Assistance (FSSA) -Information, Referral
& Follow-Up (IRF) -Installation Volunteer Coordinator
(I VC) -Relocation Readiness Program (RRP)

AAFES (Post Exchange) (502) 942-0067

ADJUTANT GENERAL (AG) (502) 624-2771

AMERICAN RED CROSS (502) 624-2163

(502)545-5194

CHAPLAIN FAMILY LIFE CENTER -

COMMISSARY (502) 624-5355

CHILD & YOUTH SERVICES (CYS):

Child Development Center	624-6700
Family Child Care	624-6706
Instructional Programs	624-3126
Middle School & Teen Programs	624-6904
Outreach Services	624-6703
School Age Services	624-6903
School Liaison	624-2305
Youth Services (Devers)	624-6442
Youth Sports & Fitness	624-4747

FAMILY ASSISTANCE CENTER (FAC):

(502) 624-6291

ACS Center has implemented a FAC to provide information, referral, and follow-up to meet the immediate needs of family members.

(502) 624-8546

(502) 624-1871

(502) 624-7747

1(800)375-5283

(502) 624-6847

FEDERAL CREDIT UNION (TIC)

FINANCE:

Military Pay Customer Service

Military Pay Inquiries (In/Out Processing Only)

INSPECTOR GENERAL (IG)

IMMIGRATION & NATURALIZATION

POV REGISTRATION