



**Sailor and Family
Deployment Guide and
Check List**

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Getting Ready



Things to Talk About

- Power of Attorney/Will: Up to date?
- Car: Insurance, maintenance: Up to date?
- Important papers (Deeds, Insurance, Titles, etc.): Accessible?
- Bank Account: Information correct, how to access?
- Family members' ID Cards: Current? How to replace lost?
DBIDS up to date (Update DBIDS at FAST or Main gate)?
- AMCROSS: Does your family back home know how to use it?
- Navy/Marine Corps Relief Pre-Authorization: Completed?
- FAST Locator Card: Completed?
- Record of Emergency Data: Is page 2 verified?
- SGLI Beneficiary: Correct?
- Allotments/Direct Deposit: On line?
- Budget: Planned?
- Family emergency leave plans: Discussed?
- NEO package and preparation: Completed? Plan if required to evacuate?
- Family Communication Plan?



The Family Meeting

A "family meeting" can be one of the best ways to prepare the whole family for the coming separation. A family meeting helps children understand what is going to happen so they can deal with it better emotionally. A family that has discussed the deployment and has explained each person's roles is better prepared for the experience of separation.

Young children might not understand what separation means. They may need to have it explained again. But the family meeting will help children adjust and accept this change. Pick a time when the whole family can be together in a positive setting where distractions are at a minimum.

Before the family meeting takes place it is best for mother and father to make sure they agree on what they are going to say, maybe even hold a "rehearsal." Disagreement between parents in the family meeting would be awkward and would send the wrong message to the children. You may want to discuss the following issues.

- **Explain why** deployments happen. When children understand that their parent has to be gone to make the world a safer place, the separation is easier to accept.
- **Use a calendar** to explain the length of the deployment. Explain what dates you will miss (like birthdays or holidays) and when you will return.
- **Use a map** to show the part of the world where the deployment will take place. This may help children accept the separation more easily.
- **Communication** will still take place. Even though there are a lot of miles between children and their parent, they can still keep in touch and think of each other. E-mail, letters, Facebook and phone calls all great ways to communicate.

*** Understand that e-mail or internet access from the ship can be limited at times due to operational concerns or equipment problems. The ship will not always be able to notify the family when communications from the ship will be down, but the ship will make the best effort possible. ***

- **Discipline and rules** are in place during the deployment. One parent may be gone but family rules are not suspended. Assure kids that mom and dad support each other's rules.
- **Plan for homecoming.** Discuss some fun things the family can do when the ship returns. This will give the children something positive to look forward to.
- **Encourage discussion.** Let the children talk about their feelings and ask any questions that may be on their mind. Answer them as honestly as you are able.

- **What issues are unique to your families?** Each family is different. Your family situation may require you to talk about other topics. Why not do this now?



Family Data

This record is designed to provide a summary of information for the sponsor and the spouse as well as other family members. In order to have this information handy, a completed copy should be kept at home with other important family documents and a copy kept by the sponsor in their personal papers on the ship. If information for your spouse is different than yours, you may want to copy the following pages before you fill it out so that your spouse can also fill out one.

Sponsor's Name _____

Rate / Rank _____

SSN / DoD ID # _____

Command _____

Spouse's Name _____

Spouse's SSN / DoD ID # _____

Mailing Address _____

Physical Address _____

Sponsor's Parents	Father	Mother
	_____	_____

Spouse's Parents	Father	Mother
	_____	_____

Children	Name	Date and Place of Birth	SSN

Friend who can be contacted during an emergency situation _____

Secondary Dependents _____



IMPORTANT RECORDS

Document

Location

NEO Package	_____
Passports	_____
Birth Certificates	_____
Naturalization Papers	_____
Marriage Certificates	_____
Divorce Papers	_____
Will	_____
Adoption Papers	_____
Employment Records	_____
Military Service Records	_____
Power of Attorney	_____
VRO Paperwork	_____
School Transcripts and Records	_____
Income Tax Returns	_____
Life Insurance (Company, Policy Number)	_____
Auto Insurance (Company, Policy Number)	_____
Home Insurance (Company, Policy Number)	_____
Death Certificates	_____



Official/Legal Documents

If a sponsor fails to prepare or update certain documents, difficulties may be created for the family members. Do not wait until the last minute to verify or obtain the documents listed. Either the sponsor's spouse or FAST should have the following:

- Copy of PCS orders to Japan, with all endorsements and modifications
- Copy of Family Entry Approval (FEA/DEA) / Command Sponsorship
- Emergency Locator Card
- EML Authorization Card
- Completed NEO package
- If living off base, copy of map/directions to your off base residence
- NMCRS Pre-authorization form
- Copy of the Record of Emergency Data (Page 2). Ensure this form is correct, it documents for the Navy exactly where the next-of-kin may be located in the event of the sponsor's death. It also states to whom the member desires payment to be made if sponsor is missing in action and determines upon death who shall receive unpaid pay, allowances and death gratuity. Page 2 may also be used to verify sponsor or family member's relationship to a deceased or dying family member for funded emergency leave. Addresses and phone numbers of primary and secondary next-of-kin are now required entries on this document.
- Copy of Servicemen's Group Life Insurance (SGLI). This is separate from the Record of Emergency Record of Emergency Data and designates who will receive SGLI payment (up to \$400,000) upon the death of the member. Update your SGLI whenever your Page 2 is updated.
- Power of Attorney: General or Special Power of Attorney, as desired, can be drafted by the base legal office. They are required if the sponsor is at sea when the spouse will receive household goods shipment, sell/purchase a car, rent an off-base house, submit TLA/OHA/MIHA documents, accepts government housing, or file joint income taxes.
- Wills: A Will is a good idea whether the member is married or single. The Legal Assistance Office will prepare Wills, "Living Wills," and Power of Attorney.

Bank Accounts

Savings Account

Name _____
Branch _____
Account Number _____

Checking Account

Name _____
Branch _____
Account Number _____

Other Accounts

Name _____
Account Number _____
Name _____
Account Number _____

Mutual Funds & Bonds

Company _____
Fund Name _____
Company _____
Fund Name _____

Safe Deposit Box

Name of the bank _____
Branch _____
Box number _____
Key Location _____



Family Budget

Every family needs to have some sort of basic financial plan or budget. It is important to know what the average monthly bills will be and what amount will be left. The following "Do It Yourself" budget plan may be helpful in making ends meet. Your command financial specialist can provide more detailed budget assistance, or if needed refer you to NMCRS or FFSC.

What we spend each month: (Where It All Goes)

Savings	\$ _____
Food	\$ _____
Housing	\$ _____
Clothing	\$ _____
Laundry	\$ _____
Utilities: Gas	\$ _____
Electricity	\$ _____
Telephone	\$ _____
Water	\$ _____
Transportation	\$ _____
Entertainment	\$ _____
Personal Grooming	\$ _____
Home Repairs	\$ _____
Home Upkeep	\$ _____
Insurance	\$ _____
Taxes	\$ _____
Total Expenses:	\$ _____
Other Bills:	\$ _____
Car Payment	\$ _____
Loans	\$ _____
Credit Cards	\$ _____
Other	\$ _____
Total Other	\$ _____
Grand Total:	\$ _____

What we earn each month: (Take Home Pay)

Military Pay	\$ _____
Social Security	\$ _____
Interest	_____
Dividends	\$ _____
Insurance	\$ _____
Rental Income	\$ _____
Other Employment	\$ _____
Total Monthly Income	\$ _____
Subtract Your Total Expenses From Your Income	
Total Income	\$ _____
Total Expenses	\$ _____
Surplus or Deficit???	\$ _____



Automobile Checklist

If the sponsor is at sea, the responsibility of automobile maintenance may fall to someone unfamiliar with these procedures. Use the following checklist as a guide to help alleviate potential problems.

Check the Basics (Expiration dates)

- _____ Japanese Compulsory Insurance (JCI)
- _____ Personal Liability Insurance
- _____ Registration
- _____ Safety Inspection
- _____ Japanese Road Tax (March/April)

Check the fluid levels:

- _____ Engine Oil
- _____ Radiator
- _____ Master brake cylinder
- _____ Windshield washer
- _____ Transmission
- _____ Battery

Check the operating of:

- _____ Headlights
- _____ Parking Lights
- _____ Brake Lights
- _____ Interior Lights
- _____ Power Steering
- _____ Horn
- _____ Windshield Wipers
- _____ Panel gauges and warning Lights

Check the condition of:

- _____ Radiator and heater hoses
- _____ Seat Belts
- _____ Engine vacuum lines
- _____ Shocks
- _____ Fuel lines
- _____ Engine Belts
- _____ Brake lines
- _____ Brake lining, discs and pads
- _____ Air filter
- _____ Battery cables
- _____ Tires (spare too)

Be sure the family knows

- _____ How to change tire
- _____ How to check tire pressure
- _____ How to check oil and fluids



HOME MAINTENANCE

Home Maintenance is just as important as automobile upkeep. Where do you call for help if you do not live in government housing? The home should be made safe prior to deployment. Do you have an adequate fire plan in case of fire? Do you have an earthquake plan? Do you own a fire extinguisher? Are smoke alarms properly installed in the right location? These questions prepare your home while you are away.

1. Rental agent/mortgage company _____
Phone _____
2. Plumbing repairs _____
Phone _____
3. Electrical repairs _____
Phone _____
4. Appliance repairs _____
Phone _____
5. Television repairs _____
Phone _____
6. Home Insurance _____
Phone _____
7. Household effects insurance _____
Phone _____
8. Heating/air conditioning _____
Phone _____
9. Smoke alarms installed? Operational? Change Batteries? _____
10. Fire Extinguisher charged? _____ Do you have a fire escape plan? _____
11. All safety hazards identified and repaired in the house? _____



EMOTIONAL CYCLE OF DEPLOYMENT

Note: The following information is targeted to ship with predictable deployment cycles. As a forward deployed unit, FITZGERALD, does not fit that schedule. However, Sailors and their families will still experience the Emotional Cycle of Deployment. The purpose of this information is to inform you that you are not alone in the emotional cycle you experience as a result of deployment. Every individual and family will react differently to deployment but trends exist. Study this information and use it as a basis for conversation in your family.

DENIAL. This starts the minute you hear about the deployment. It is a long time away and things change. Don't worry about it. Or in the words of Scarlet O'Hara in the movie, "Gone with the Wind", "O fiddle-de-de, I will worry about that tomorrow, if I think about it today, I'll just die."

Then the pre-deployment briefs are announced. The ship is spending more time underway and the pace at work is picking up. You still don't want to believe your spouse is going anywhere, but it never hurts to be prepared. You find that you are busy thinking about everything that needs to be taken care of before your spouse leaves. Both you and your spouse are excited, intimidated and a bit worried about how you will manage.

About 3 to 4 weeks before they leave you start to get mad. The member might really go. This is when you start to distance yourself from your spouse and he/she will be doing the same thing. You may discover that you are irritated with each other more often. There could be the occasional disagreement. This is normal and even necessary. It is easier to say good-bye to someone when there is some distance and it hurts less.

Then your spouse gets on that ship and it leaves! The reality of the separation hits home and the second stage of the deployment cycle begins. **DESPAIR!** For the first day or so after separation, you may feel like a robot, just going through the motions; in a state of shock. You might just want to stay home or not want anyone around. You may feel depressed and have no energy. It's normal to wonder if it was easy for them to leave; after all, they seemed excited about going to sea. The amount of new responsibilities you are facing may cause feelings of anxiety.

The feelings above will begin to fade and after about 6 weeks you will find that you can handle the separation. This stage is called **ACCEPTANCE.** You find that you are settling down into a pattern, a routine. If you don't find some comfortable pattern and continue to feel upset, call the Ombudsman or the nearest Fleet and Family Support Center and get some professional help in order to get you over the hurdle.

The new pattern of your life while your spouse is away may find you a little more subdued and certainly lonely. Sleep may come a little more easily than in the first few weeks after your spouse left. Food may finally begin to taste less like sawdust. You may find from your spouse's letters that he/she is just as lonely and misses you just as much as you miss him/her.

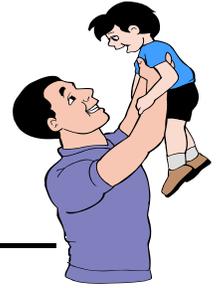
You are O.K. You have a routine. Things aren't going perfectly but you are handling everything that comes along. Or sometimes you might fall into despair again like when your son flushes the cat down the toilet or the car blows up. That happens and it will pass.

The last stage of the cycle is called **ANTICIPATION**. You find yourself planning and preparing for the big day. There are some nagging worries. Will my spouse have changed? Will he/she still love me? Will my spouse approve of how I have handled things, the decisions I have made? Will he/she approve of the changes in me? Will we have the same close relationship that we had before?

As the time draws nearer, you will probably get more and more excited. You may sleep a little less, launch into a frenzy of house cleaning. In your mind you play over and over again various versions of the homecoming.

The last few days finds you caught up in many different emotions. Butterflies keep you awake at night. You should be happy that your spouse is returning – and you are – but you are also apprehensive. For the past several months, you have had the bedroom and the bathroom all to yourself and you've taken care of the families' finances. Maybe you feel like your hard-earned independence is at stake. Could it be you resent your spouse for making you feel this way? You are proud of surviving and thriving while he/she has been gone. You missed your spouse terribly, but you have also learned you can manage quite well when he/she is away. You want your spouse to be proud of you and how you have managed while he/she has been at sea.

Understand that your spouse is apprehensive about the homecoming too. Like you, your spouse wants it to be perfect. Your spouse maybe a little unsure and may wonder if you have learned to do without him/her so well, that he/she is not needed or wanted anymore. You know that your spouse is wanted and needed. And you should tell him/her again and again, because your spouse will be telling you the same thing.



Helping Children Cope

Children want and need stability in their lives. There are certain things that you can do to help them feel more secure while a parent is on deployment. Here are a few hints from "deployment veterans" to make a parent's absence easier on children.

- **A calendar and a map** at home which shows where the ship has been and learning about those different ports.
- **A tour of the ship and parent's work space** before deployment lets children know where their parent will be during the absence and makes it easier to say "Good-bye."
- **Personal letters** from the deployed parent to children will help them feel more special. Make sure that these special letters are written equally to all the children.
- **A checklist of chores** that the children do every day or every week gives them the needed structure. Have rewards for the successful completion of these chores.
- **A child's behavior** may change because of a parent's absence. If children act inappropriately, it may be their way to cope. Discipline may need to be adjusted.
- **Video/DVDs/CDs** that include the deployed parent help the children remember the one they love and miss.
- **Wearing the deployed parent's organizational cap** or t-shirts for pajamas are a fun way to stay connected. Just make sure there are enough to go around for all the kids.
- **Have a picture of the deployed parent** by each child's bed. This will help children feel more connected during the separation of deployment.
- **Say nightly prayers as part of the family life** and include the deployed parent in prayers. This can help the children feel more secure as they learn to trust.
- **Keep the children busy with structured activities** like youth sports, music lessons, or chapel related activities. The time investment on your part will pay dividends in happy children.



Letter Writing/E-mail Guide

Here are a few ideas to help you communicate better with each other by letter or e-mail:

1. Write with your spouse's picture in front of you as though you were talking directly to him/her.
2. Answer all questions your spouse asks in his/her letter or E-mail.
3. Ask advice when needed.
4. Explain problems clearly. Vaguely presented issues will cause your spouse to worry unnecessarily. If you have resolved the problem let him/her know.
5. Involve your spouse in the day-to-day life of the family. Tell of daily activities in an amusing and interesting way.
6. Remember the importance of expressions of affection. Assure your spouse that you still care. Your spouse needs to hear it often.
7. Share your feelings as openly and freely as you can without indulging in self-pity. Let your spouse know that you want to hear about what he/she is feeling.
8. Express yourself clearly and unequivocally, so your spouse won't have to think "now what did he/she mean by that." Don't try to interpret what your spouse says, read between the lines or distort meanings. If you don't understand, ask questions. Otherwise take it at face value.
9. Comment on the last letter, e-mail, or tape you received from your spouse. Let him/her know that you appreciated it.
10. If you have children and they can write, have them enclose notes in your letter or e-mail. Better yet, encourage your children to write a letter or e-mail to Dad or Mom. Send pictures of home, friends, and family.
11. Give news about the neighborhood, friends, and family.
12. ABOVE ALL, WRITE OR E-MAIL OFTEN. Don't compare the number of letters or e-mails written to the number of letters or e-mails sent. Number your letters so he will know what order they were written in. The mail doesn't always arrive in the same order you sent it out.
13. BE PATIENT, ESPECIALLY WHEN WRITING. The mail will be slow. Just because you do not hear from your spouse/son/mother/father/fiancée over a long period of time doesn't mean he/she has forgotten you. Most likely it means that it has been awhile since we had mail service.



Force Protection In Regards to Anti-Terrorism

Recent events caused heightened security awareness around the globe. A Commanding Officer's number one priority is ensuring their Sailors and family members stay safe and secure. Note the following definitions:

- Terrorism – the calculated use of violence or threat of violence to inculcate fear, intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious or ideological.
- Force Protection – a program designed to protect ALL personnel, facilities, and equipment under all situations and at any location.

The Navy has mandatory standards designed to enhance an individual command's overall anti-terrorism/force protection program. In addition to these standards, ship security is accomplished through several methods: Security watchstanding, training, intelligence, technology upgrades, and planning. Individual security is conducted through awareness training, security practices, and individual force protection plans. You can achieve a heightened awareness of your own.

- 1) Before opening your vehicle door, walk completely around, look under your vehicle, and if you suspect any foul play, step away from the vehicle and telephone security.
- 2) Before traveling abroad, check the U.S. Department of State website (www.state.gov).
- 3) Family training should include area customs, culture and geography; emergency phrases, phrase cards, and/or picture/symbol cards.
- 4) Family security measures include checking in with each other or checking in with a neighbor, keep emergency contact phone numbers next to the telephone, identify/know safe havens (police/fire stations, hospitals, shopping malls, etc.), know/practice your emergency procedures, and DO NOT admit strangers.
- 5) Family OPSEC includes screening trash for personal information, removing your families name from the answering machine, and being aware of phone conversations (do not divulge ship or personal information over the telephone).
Be mindful of the information you post on Social Media – Facebook, Twitter, Instagram, etc.
- 6) Overcome your ROUTINE by varying: route to/from work, workout times, and departure/arrival times between work and home.
- 7) Always try to maintain a low profile by blending in with the environment, do not wear offensive clothing or clothing that easily identifies you as American.

OPERATIONAL SECURITY



IT'S EVERYBODY'S BUSINESS

Operational Security is protection of information that can harm the members or mission of FITZGERALD. Service members and family members both have a responsibility not to share or request information that could jeopardize lives.

Important things to remember:

1. Just because information is not classified doesn't mean that it is not CRITICAL information for our enemies.
2. Our number one enemy is not a traditional enemy and does not use conventional methods to fight their war against us, that enemy being TERRORISTS.
Information they are looking for:
 - a. Ships' schedules
 - b. Personnel on each class of ship (numbers, job types, work schedules, etc.)
 - c. Personal information they can use (your address, number of dependents, relatives INCONUS and OCONUS)
 - d. Cell phone numbers
3. Our enemies collect one piece at a time (they are very patient and use every small bit of info to build a picture for their plans).
4. Collection methods:
 - a. Cell phone intercepts
 - b. Email intercepts
 - c. Internet – Social Media sites (Facebook, Twitter, Instagram, Linked-In)
 - d. Blackmail
 - e. Just listening and reading the papers
 - f. Trash
5. Greatest problems for OPSEC violations are:
 - a. #1 – WORDS – PEOPLE JUST TALKING (ESPECIALLY AROUND LOCALS, BECAUSE WE FEEL SAFE)
 - b. #2 -- FACEBOOK
 - c. #3 – EMAIL – EASILY INTERCEPTED AND MONITORED

REMEMBER EVEN THOUGH IT MAY NOT BE CLASSIFIED IT MAY STILL BE CRITICAL. DON'T PROVIDE A PIECE OF THE PUZZLE. LIVES ARE IN THE BALANCE!

Emergency Leave

During longer at-sea periods, service members cannot normally take leave to return to CONUS or to Yokosuka, except in an emergency situation. If emergency leave is granted by the Commanding Officer, then the sponsor and/or family member may be granted funded emergency leave. Funded emergency leave provides a round trip ticket to the nearest port of debarkation in the country where the emergency exists. Follow-on transportation is the responsibility of the member. Emergency leave can be granted whenever the circumstances warrant, based on the judgment of the Commanding Officer and the desires of the member. When the military situation permits, emergency leave may be authorized under the following circumstances:

- *When the dying patients (when an immediate family member) welfare would be improved by a visit;*
- *Upon the death of an immediate family member;*
- *When an accident or serious illness occurs to the immediate family of the sponsor and/or a family member which may result in a serious family problem and imposes important responsibilities on the member which must be met immediately and which cannot be accomplished by any other individual or means;*
- *When failure of the sponsor to return home would create severe and unusual hardship on either the sponsor or the sponsor's family.*
- *Immediate family member is defined as the service member's spouse, children, parents, or persons standing in loco-parentis (i.e., guardian or person who acted in place of the natural parents for at least five years prior to member's 21st birthday), siblings or only living relative.*
- *Similar relatives of the sponsor's spouse are also considered immediate family. Be sure your Service Record Page 2 is correct. It may be used to determine eligibility for funded emergency leave.*

Something to think about: Emergencies are best handled through preparation. Have you updated your Emergency Locator Card with FAST? Do you have a pre-authorized loan form with Navy-Marine Corps Relief Society (NMCRS)? Have you discussed emergency leave plans if the ship is deployed? It gets tricky. Will your spouse and children take off as soon as approval is received and meet the sponsor at the emergency leave address? Will the sponsor return to Yokosuka and the whole family proceed together? What if the emergency does not constitute funded emergency leave? Do you have an emergency fund set aside for tickets to CONUS? Can you use space available (Space "A") emergency leave requests or EML orders? These are some of the questions that should be discussed before underway periods. Having a basic plan in case of emergency will allow FAST to assist you with greater efficiency.

Note: Service members should ensure that they have their passport with them because not all countries we visit have a Status of Forces Agreement with the United States, thus requiring passports for members who need to leave that country.

Verification is the sponsor/family's responsibility, which means you or your stateside relatives must contact and provide **Red Cross** with the information needed for verification. In most cases, an "AMCROSS Message" is required before funded emergency leave is approved. If an AMCROSS message or other appropriate information is en route, notify FAST, and as soon as possible, provide them with the message. Once emergency leave has been granted, the family member in Yokosuka will be able to proceed directly to Navy Passenger Transportation Office (NAVPTO) for tickets. NAVPTO is located on the first floor of PSD Bldg. 1555, phone: 243-8489/7898/9844.

- ❖ *When the message involves a family member in Japan, FAST can send a message to the ship.*
- ❖ *When the emergency involves a family member in a country where American Red Cross can't make the verification, the member must provide the equivalent information:*
 - *Name of person involved in the emergency*
 - *Relationship to sponsor or spouse*
 - *Nature of emergency*

In case of medical emergency, please provide:

- *Name and phone number of attending physician, or*
- *Name and phone number of the hospital*

In case of death, please provide:

- *Name and phone number of funeral director*

Or your family can **FAX** a copy of the death certificate or other pertinent information to FAST at the following phone number: 011-81-311-743-7671.

Resources



Chaplains

Chaplains are available for pastoral counseling in a variety of areas including family life and marriage, marriage preparation, grief, and spiritual and religious issues. The Chaplain is a resource available to you and your family.

The chapels in Yokosuka and Atsugi provide a variety of religious services, social activities and educational opportunities. All of these can serve as a support network for the sponsor and family members. You are encouraged to become acquainted with one of our chapel congregations and to enjoy the benefits of that religious community.

Chaplains are available at the following locations:

Chapel of Hope, Yokosuka Naval Base - 243-6773 / 6774
Pastoral Care Department, USNH Yokosuka -243-7040
Atsugi Chapel - 264-3202





Ombudsman

The Command Family Ombudsman serves as the primary link between the families and the command and as such, they are the primary communicators of information between the command and the families. They receive updates on the ship's schedule and activities through Family Grams, which they share with the families through the electronic bulletin board they maintain in the Base Post Office. Please send your e-mail address to your Ombudsman as soon as possible.

Your OMBUDSMAN:

Erinn Saburn

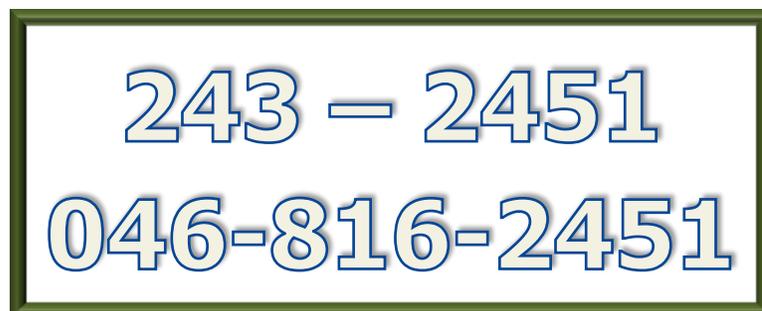
Home Phone DSN:

From off-base: 090-6161-1488

From US: 011-81-90-6161-1488

E-Mail: USSFitzgeraldOmbudsman@gmail.com

Care Line





Family Readiness Group

Meeting is every third Wednesday. Location varies, so stay tuned to Facebook for the latest location and time.

Follow on Facebook at:

<http://tinyurl.com/FTZ-FRG>

Sign up for Facebook access at:

<http://tinyurl.com/new-FRG>

What we can do for you:

- Prepare members for Deployments and Homecoming
- Provide family support during deployments
- Help families adjust to challenges
- Welcome/mentor members new to the Navy lifestyle
- Coordinate Social Events

Contact:

FRG President: Erin Clause

E-mail: USSFitzgeraldFRG@gmail.com



NAVY-MARINE CORPS RELIEF SOCIETY

Fleet and Family Service Center B3365 – 3rd Floor

Phone: 243-7905 / 4450

Hours: 0800 – 1600 Monday – Friday

EMAIL: christina.sexstella@nmcrs.org

VISIT: www.nmcrs.org

QUICK FACTS

The Navy-Marine Corps Relief Society (NMCRS) is a private, non-profit organization whose purpose is to assist Navy and Marine Corps personnel and their families in time of financial need. The Society's principle activity is the disbursement of interest-free loans and grants to military families to meet their immediate needs. Repayment of loans is usually done by allotment. Money for these services is provided by fellow Navy and Marine Corps personnel through donations.

Navy and Marine Corps personnel and their dependents enjoy reciprocal services from other relief service agencies. Eligible clients can obtain assistance, when traveling or where there is no NMCRS activity, from Army Emergency Relief, Air Force Society, and Coast Guard Mutual Assistance, as well as from American Red Cross.

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NMCRS YOKOSUKA OFFERS

- Assistance with Emergency Leave
- Budget Counseling
- Spouse Tuition Assistance
- Layette Program
- Other Assistance

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EMERGENCY LEAVE – We are interested in getting you to your loved ones in a timely manner during an emergency situation. We can assist with travel expenses due to the serious illness or death of an immediate family member or grandparent. No appointment is needed. We need to see your emergency leave/annual leave papers and require verification of the emergency. After-hour emergencies are handled by contacting Security at 243-7650 and requesting a NMCRS after-hours caseworker.

BUDGET COUNSELING – NMCRS offers free and confidential budget counseling for service members and families who are looking to get a better grip on their finances. We have several tools to ensure that you have you complete financial story. For those who need in depth financial counseling, our own Personal Financial Educator provides one-on- one counseling as well as classes on Basic Budgeting, Managing Credit and Checkbook Management.

SPOUSE TUITION ASSISTANCE – In overseas locations, this service is available to spouses of active-duty who take college courses at institutions offering on-base programs. NMCRS can provide interest free loans and grants range from \$500 to \$3,000 per academic year. Assistance is based on need as determined by the family budget. There are also other programs available for dependent children and spouses through our Headquarters. Please call or stop by for more information.

LAYETTE PROGRAM – This is a gift to all military personnel! The reusable tote bag includes a handmade item, child-care book, clothes, towels, socks and sheets! A budget is done through either an individual interview with a caseworker or our Budget for Baby Class. This is to show you your financial picture now and after the baby arrives. Please call for an appointment and bring your current LES!!

OTHER – Vehicle repair, medical, dental, funeral, basic living, and household setup expenses and assistance to retirees may be covered.

APPOINTMENTS ARE ENCOURAGED!

Please bring your current LES and copies of any relevant documents (i.e., repair estimates, power of attorney, pre-authorization forms, rent book, etc.). During your appointment you will meet with a caseworker for about one hour and a budget will be done in order for your needs to be accurately determined.

If you need a helping hand, please give us a call at **243-4450**.

***Navy & Marine Corps Relief
Society***

Make us your first resource...
not your last resort.

American Red Cross (AMCROSS)



AMCROSS assists with personal, financial and health issues (such as classes for new mothers). In an emergency involving sponsors or their family members, AMCROSS provides a means by which families can communicate with service members at sea. To ensure messages are received promptly, please provide your families, including those in CONUS, with the sponsor's rate/rank, full name, social security number, and department/division. In cases of serious injury or death in the immediate family, family members should promptly request AMCROSS assistance in notifying the sponsor.

The Yokosuka AMCROSS chapter is located on the third floor of the Fleet and Family Service Center (Bldg. 3365), phone: 243-7490 / 5291. **After normal working hours**, holidays and weekends, contact the Yokota chapter at **225-2536**.

Fleet and Family Support Center (FFSC)

The purpose of the FFSC is to provide a one-stop office staffed with well-informed, professionally trained people.

There are more programs offered at the FFSC that are listed below. They exist to help you! Everyone is encouraged to take advantage of these programs. FFSC is located across from the Commissary, Bldg 3365, phone 243-3372.



Fleet & Family Support Center (FFSC) contact info:

Yokosuka Fleet and Family Support Center:

DSN: 243-3372 / 6716

FAX: 243-9604

From Off-base/Cell Phone: 046-816-3372 / 6716

Commercial from the US: 011-81-46-816-3372 / 6716

Ikego Fleet and Family Support Center

DSN: 246-8052

From Off-base/Cell Phone: 046-806-8052

Commercial from the US: 011-81-46-806-8052

Services and Programs

Area Orientation Briefings (AOB)
Newcomer's Support Group
EML and Space "A" Travel Workshop
Foreign Born Spouse Support
Intercultural Relations (ICR)
House Hunting Tips
Stress Management Workshop
How to Take Care of Your Japanese Home

Newcomers Brief Workshop
Commissary Curiosities
Anger Management Workshop
FFSC Home Visitor Program
Newcomers' Survival Series
Preparing for PCS Workshop
Spouse Employment Program
Sound Financial Planning

Family Assistance Support Team (FAST)

CFAY FFSC/FAST provides support and limited assistance to SEVENTH FLEET Sailors and Marines and their families, particularly during underway periods. The FAST office is located in the FFSC building on the second deck. Contact LtJg Chris Wallace, phone 243-7878, christopher.wallace3@fe.navy.mil for more information.

Services

Transportation is provided to all fleet, shore and DOD civilian personnel and families arriving and departing Narita International Airport and Yokota Air Terminal. Call 243-7777 or email cfaybus@navy.mil for a complete schedule. FAST vans will be provided to fleet personnel if traveling on funded orders outside the Narita bus hours, traveling with pets or if other than Narita and Yokota Air Terminal.

Administrative assistance and liaison in the following areas:

- Housing liaison and administrative assistance
- Obtaining a driver's license for a privately owned vehicle for E5 and above
- Forms processing
 - LETTERS of Dependency
 - Temporary Lodging Allowance (TLA)
 - Advance Overseas Housing Allowance (OHA)
 - Moving In Housing Allowance (MIHA)
 - Navy Lodge extensions
 - ID cards
 - Command sponsorship assistance
 - Funded emergency leave travel orders (must have accounting data from the command)
 - Houseguest passes

Environmental and Morale Leave (EML) travel orders (PSD)

- Command-approved early return of family members when requested by sponsor (approval authority is Commanding Officer)
- In cases of emergency or other legitimate need for voice communications, FAST will provide access to the Defense Switched Network (DSN)

➤ **IMPORTANT**

- When you visit the FAST Office, we recommend you bring the following documents with you in order to complete a family file.
 - Copy of PCS orders to Japan with all endorsements and modifications
 - Copy of Family Entry Approval or Command Sponsorship Approval
 - Copy of Power of Attorney** (See note below)
 - Copy of passports with exit/entry stamps

- Emergency Locator Card
- EML Authorization Card
- Copy of the Record of Emergency Data (Page 2). Ensure this form is correct, it documents for the Navy exactly where the next-of-kin may be located in the event of the sponsor's death. It also states to whom the member desires payment to be made if sponsor is missing in action and determines upon death who shall receive unpaid pay, allowances and death gratuity. Page 2 may also be used to verify sponsor or family member's relationship to a deceased or dying family member for funded emergency leave. Addresses and phone numbers of primary and secondary next-of-kin are now required entries on this document.

** **Power of Attorney**: General or Special Power of Attorney as desired can be drafted by the base legal office. They are required if the sponsor is at sea when the spouse will receive household goods shipment, sell/purchase a car, rent an off-base house, submit TLA/OHA/MIHA documents, accepts government housing, or file joint income taxes.

REMEMBER – POWERS OF ATTORNEY ARE USUALLY ONLY VALID FOR ONE YEAR.

Important Phone Numbers

Ambulance (Off Base)	046-827-1040
Ambulance (On Base)	116
American Embassy, Tokyo	224-5000
American Red Cross	243-7490
After Hours (Yokota)	225-6802 / 7522
Off Base	(0425) 52-2510 ext 2536
Base Information	113
Base Operator	243-1110 or 046-816-1110
Base Security (Routine)	243-5000 / 5001
Dial Direct from off-Base	046-816-6220
Chapel of Hope	243-6773 / 6774
<u>Command Quarterdeck:</u>	243-2460
<u>Command Master Chief:</u>	
CMDCM Brice Baldwin	243-2457
cmc@ddg62.navy.mil	
<u>Command Ombudsman:</u>	090-6161-1488
Erinn Saburn	243-2451 (Care Line)
USSFitzgeraldOmbudsman@gmail.com	
<u>Family Readiness Group (FRG):</u>	
USSFitzgeraldFRG@gmail.com	
Fleet and Family Support Center	243-FFSC/3372
NMCRS	243-4450
Navy Legal Service	243-8901
FAST	243-7878
Fire (On and Off Base)	911 / 119
Military Police (Emergency)	110
Car Accident:	046-816-2300
U.S. Navy Hospital Information	243-7144 / 5247
Central Appointment	243-5352
Nearest neighbor	_____
Parents	_____
Landlord	_____
Gas / Electric Company	_____

USS FITZGERALD Quick Reference Page

Command Master Chief

CMDCM(SW/AW/IDW) Brice Baldwin, USN
Inport DSN: 315-243-2457 / Off-base: 0468-16-2457
Inport from U.S.: 011-81-468-162-457
At-sea DSN: 312-735-3282
At-sea from U.S.: (619) 545-3282
Email: cmc@ddg62.navy.mil

USS FITZGERALD Admin Office

Inport DSN: 315-243-2455 / Off-base: 046-816-2455
Inport from U.S.: 011-81-468-16-2455
At-sea DSN: 312-735-3149
At-sea from US: (619) 545-3149
Email: cpc@ddg62.navy.mil

USS FITZGERALD Command Duty Officer/Quarterdeck (24 hours)

Inport DSN: 315-243-2460 / Off-base: 046-816-2460
Inport from U.S.: 011-81-468-16-2460

USS FITZGERALD Command Ombudsman

Erinn Saburn

- E-Mail: USSFitzgeraldOmbudsman@gmail.com

USS FITZGERALD Family Readiness Group

Erin Clause

- E-Mail: USSFitzgeraldFRG@gmail.com
- Facebook: <http://tinyurl.com/FTZ-FRG>
- Meeting Day: Third Wed of the Month – check Facebook for time and location

Mailing Address

Sailor Name
Rate / Dept / Division
USS FITZGERALD (DDG 62)
FPO, AP 96665-1280

Military OneSource – 1-800-342-9647

<http://www.militaryonesource.com>

