

Guidelines

for

Navy Reserve

Families

Printable Packet

CHECKLIST FOR HELPING KIDS COPE AND STAY CONNECTED TO THEIR DEPLOYED PARENT

- Encourage your child to talk with the parent who is deploying to share feelings and worries.
- Make a “date” with your child to do something special together—with the deploying parent before he or she goes, and then at least once a month to have “special time” together at home. Let your child select the activity.
- Take a picture of your children with the deploying parent. Make two copies—one for your child and the other for the deploying parent.
- Encourage your child to make something special for the parent—a craft from a craft store (a small painted wooden box, a picture, a weaving). This can be part of the first care package.
- Encourage your child to write letters, send pictures, send special school assignments, sports team updates, etc.
- Get into the kitchen with your child and bake cookies to send (just wrap and pack them well!).
- Encourage your child to keep a journal or scrapbook to share when the parent comes home. This last tip is especially useful for children who are very sad or worried. Writing down their thoughts and feelings can help them cope a little better.

SERVICE MEMBER INFORMATION WORKSHEET

Work with your Sailor to complete the items listed below. This information will be necessary should you need to send a Red Cross message or request support during a deployment.

Full Name: _____

Rank/Rate: _____

Social Security Number: _____

Date of Birth: _____

Unit Assigned: _____

Unit Address: _____

Unit Commanding Officer: _____

NAVY OPERATIONAL SUPPORT CENTER (NOSC)

NOSC Location: _____

NOSC Address: _____

NOSC Contact Number: _____

COMMAND OMBUDSMAN

Ombudsman Name: _____

Ombudsman Contact Number: _____

Ombudsman Email Address: _____

COMMAND INDIVIDUAL AUGMENTEE COORDINATOR (CIAC)

CIAC Name: _____

CIAC Contact Number: _____

CIAC Email Address: _____

HOUSEHOLD CONTACTS

NAME

PHONE NUMBER

Accountant: _____

Appliance Repair: _____

Attorney: _____

Banker/Broker: _____

Electric Company: _____

Electrician: _____

Executor of Will: _____

Family Dentist: _____

Family Physician: _____

Gas Company: _____

Handyman: _____

Heat/AC Repair Company: _____

Insurance Agent: _____

Landlord: _____

Plumber: _____

Telephone Service: _____

Television/Cable Service: _____

PRE-DEPLOYMENT CHECKLIST

The following checklist is designed to help service members and their families prepare their administrative and legal affairs prior to a deployment. For Military and Family Documents, Insurance Policies, and Property Documents, place a check mark in the box on the left once both the service member and spouse have discussed where the following documents are located. In the space provided to the right, write the location of these documents to serve as a reference for the family. If an item does not apply, cross it out to avoid any future confusion.

MILITARY AND FAMILY DOCUMENTS

LOCATION

- | | |
|--|-------|
| <input type="checkbox"/> Birth certificates | _____ |
| <input type="checkbox"/> Marriage certificate | _____ |
| <input type="checkbox"/> Divorce decrees/separation agreements | _____ |
| <input type="checkbox"/> Death certificates for deceased family members | _____ |
| <input type="checkbox"/> Naturalization or citizenship papers | _____ |
| <input type="checkbox"/> Current Record of Emergency Data | _____ |
| <input type="checkbox"/> Military records | _____ |
| <input type="checkbox"/> Court orders pertaining to support and custody of legal dependents | _____ |
| <input type="checkbox"/> Legal papers/adoption papers | _____ |
| <input type="checkbox"/> Social security cards for all family members | _____ |
| <input type="checkbox"/> Social security numbers | |
| Service member: | _____ |
| Spouse: | _____ |
| Children: | _____ |
| <input type="checkbox"/> Up to date wills | _____ |
| <input type="checkbox"/> Power of attorney | _____ |
| <input type="checkbox"/> Advance medical directive (living will) | _____ |
| <input type="checkbox"/> Executor appointment | _____ |
| <input type="checkbox"/> Medical power of attorney for children | _____ |
| <input type="checkbox"/> Updated beneficiary for SGLI | _____ |
| <input type="checkbox"/> Completed family care plan | _____ |
| <input type="checkbox"/> Up to date ID cards for all family members, valid through the service member's return | _____ |
| <input type="checkbox"/> Current passports | _____ |

INSURANCE POLICIES**LOCATION**

Life insurance policies

Agent: _____

Telephone: _____

Household insurance policies

Agent: _____

Telephone: _____

Automotive insurance policies

Agent: _____

Telephone: _____

PROPERTY DOCUMENTS**LOCATION**

Deeds

Mortgage information

Lease agreements

Automotive title (or loan papers)

ADDITIONAL QUESTIONS

Are all eligible family members enrolled in DEERS?

Is the family's TRICARE enrollment current?

Do family members know where to go for legal assistance?

Contact number for legal assistance: _____

Do family members know where and how to obtain new ID cards?

Are administrative and legal documents stored in a safe location?

ADDITIONAL LEGAL READINESS ISSUES FOR NEWLYWEDS

Has the service member gone to the Personnel Office with all official documents and changed his or her official records to show that he or she is married, listing the spouse as next-of-kin on the Record of Emergency Data?

Has the service member, at his or her discretion, listed his or her spouse as beneficiary for government and civilian insurance policies? If so, has the service member checked with the Personnel Office to confirm?

Has the service member applied for a Dependent's Identification and Privilege Card and enrolled his or her spouse in DEERS at the Personnel Office?

BASIC EMERGENCY SUPPLY KIT CHECKLIST

Additional checklists for portable, workplace, and vehicle emergency kits can be found in *Are You Ready? Guidelines for Navy Family Emergency Preparedness* located at www.nsfamilyline.org.

- Water—at least one gallon per person per day for at least three days
- Food—nonperishable food for at least three days (canned soup, meats, fruits and vegetables; canned/boxed juices, milk, and soup; powdered milk and beverages; dried fruits and nuts, granola bars, peanut butter, jelly, and crackers.) Select foods that are low in sodium and sugar. Meals Ready To Eat (MREs) may be purchased at many commissaries. If not available, they can be ordered.
- Manual can opener and small cooking stove with fuel
- First aid kit and manual (Items might include: sterile gauze, bandages, safety pins, scissors, antiseptic wipes, alcohol, peroxide, cold pack, tweezers, thermometer, hand wipes, latex-free gloves, hand sanitizer, antibacterial ointment, sunscreen, and insect repellent)
- Special items—prescription medications, eye glasses, contact lens solutions, hearing aid batteries
- Dust masks and heavy duty gloves
- Personal sanitation supplies such as moist towelettes, basic household bleach (not scented or color safe), sponges, bar soap, toilet paper, toothbrushes, toothpaste, shampoo, deodorants, razor, shaving cream, brush, comb, feminine supplies, garbage bags, and plastic ties
- Flashlight and extra batteries
- Portable, battery-powered or hand-crank radio or television and extra batteries
- All hazards NOAA (National Oceanic and Atmospheric Administration) weather radio
- Extra batteries
- Money—Cash (in small denominations), coins and credit card
- Wrench or pliers for turning off utilities
- Local maps and your Family Emergency Plan
- Your command muster information
- Any important documents, stored in a waterproof container or bag
- Cell phone and charger (Consider obtaining an extra battery.)
- Whistle
- Service Member Information Worksheet

EMERGENCY PREPAREDNESS RESOURCES

Organization	Website	Telephone	Services Offered
Ready Navy	www.ready.navy.mil readynavy@navy.mil	1-202-433-9348 DSN: 288-9348	Ready Navy is the Navy's Emergency Preparedness Program that provides information, tools, and resources to empower the Navy Family to more aptly prepare for, react, and recover when faced with any emergency, with or without advanced warning.
American Red Cross	www.redcross.org	Disaster Assistance 1-800-733-2767 Armed Forces Emergency Service Center 1-877-272-7337 or local chapter	Family Locator Assistance, basic needs, etc. See Tools and Resources to explore the Disaster and Safety Library
Command Chaplain	Name: _____ Email Address: _____	Contact Number: _____	Offer counseling to those in need
Center for Disease Control and Prevention (CDC)	www.cdc.gov and www.emergency.cdc.gov	1-800-233-4636	Gateway of information on agents, diseases, and other threats. See Emergency Preparedness and Response information.
Command Ombudsman	Name: _____ Email Address: _____	Contact Number: _____	Command-appointed individuals trained to assist command families with information and referrals

Organization	Website	Telephone	Services Offered
Commander, Navy Installations Command (CNIC)	www.cnic.navy.mil		See Emergency Management to prepare and respond to emergency situations.
Federal Emergency Management Agency (FEMA)	www.fema.gov or www.ready.gov	1-800-621-3363 1800-462-785 (TTY)	See Plan, Prepare and Mitigate for information about natural and man-made disasters and guidance to protect your family and property.
Fleet and Family Support Program (FFSP)	www.ffsp.navy.mil		Offers a variety of resources in emergency preparation and response. FFSCs often become the coordination point for management of community-wide, command-wide or personal crisis.
Military OneSource	www.militaryonesource.mil	1-800-342-9647 1-866-607-6794 (TTY/TDD)	Available 24/7 to active duty, reserve members and families. Provides info and makes referrals on child care, personal finances, emotional support and more.
National Weather Service (NWS)	www.weather.gov		Provides forecasts and warnings in the U.S., its territories, adjacent waters and ocean areas.
Navy Casualty Assistance Division	http://www.public.navy.mil/bupers-npc/support/casualty/pages/default2.aspx	1-800-368-3202 DSN: 882-2501	Provides timely and first class casualty assistance to Navy families when a Sailor is seriously ill or injured, duty status whereabouts unknown, is missing, or dies.

Organization	Website	Telephone	Services Offered
Navy Family Accountability and Assessment System (NFAAS)	https://navyfamily.navy.mil	Emergency Call Center 1-877-414-5358 1-866-297-1971 (TDD)	NFAAS is a standardized system to account, manage, and monitor the recovery process for Navy personnel and their families affected by a catastrophic event.
Navy-Marine Corps Relief Society (NMCRS)	www.nmcrs.org	1-800-654-8364	Provides financial, educational and other assistance to members of the Naval Services, eligible family members and survivors when in need.
Navy Personnel Command (NPC)	http://www.npc.navy.mil	1-866-U-ASK-NPC 1-866-827-5672 DSN: 882-5672	NPC Customer Service Center
Navy Reserve	www.navyreserve.navy.mil		Click on Sailors for information on deployment, resources, and benefits.
Naval Services FamilyLine	www.nsfamilyline.org	1-877-673-7773 1-202-433-2333	Visit our website to download publications, Family Emergency Plan forms and Emergency Contact Cards.
TRICARE	www.tricare.mil	1-877-874-2273 North 1-800-444-5445 South 1-877-988-9374 West	For all emergency care, be sure to notify them within 24 hours, so on-going care and proper authorization is obtained.
US Department of Homeland Security	www.dhs.gov	202-282-8000	Educates and empowers Americans to prepare for emergencies.