

# Minot Air Force Base Personal and Family Readiness Pamphlet



**Family Support Center  
22 Peacekeeper Place Unit 1  
Minot AFB, ND 58705  
(701) 723-3950**

**Monday-Friday  
7:30-4:30**



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 5TH BOMB WING (ACC)  
MINOT AIR FORCE BASE, NORTH DAKOTA

MEMORANDUM FOR MINOT AFB PERSONNEL AND FAMILIES

FROM: 5 BW/CC

SUBJECT: Readiness Pamphlet

1. Successful deployments and remote assignments require planning, preparation, gathering resource information, understanding, commitment, and dedication. This pamphlet has been carefully assembled to help you deal with the practical aspects of separations with emphasis on the emotional hardships and challenges families experience. I encourage each of you to complete the checklists and store this pamphlet in a well-known safe place. Keep in mind that with our present operations tempo and Air Force commitments around the globe, deployments can occur as planned or short notice.
2. The Family Support Center and other base agencies (Chapel, Family Advocacy, Life Skills Support Center, Legal, Military Civilian Personnel, Comptroller, Red Cross, Child Development Center, etc) are available to provide you with personal or group assistance in various areas. If you are not sure where to call, the Family Support Center, 22 Peacekeeper Place, 723-2950, is your first stop.

RICHARD Y. NEWTON III, Colonel, USAF  
Commander

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## Section 1



### Deployment

#### 1.1 Preparing For Deployment

You are America's warriors. Hence, Readiness is a way of life for every airman and their family members. Here at Minot Air Force Base, readiness to answer our nation's call is job one! Here are two distinctly different definitions for the word readiness.

Random House College Dictionary

**Readiness** *noun*

1. The condition of being ready. 2. Ready action or movement; promptness; quickness; ease; facility. 3. Willingness; inclination; cheerful consent.

United States Air Force

**Readiness** *state of mind*

1. Prepared to be recalled in a moment's notice.
2. A3 bags, family, bills, and obligations

Readiness includes the person and all aspects of our lives. Your personal and professional obligations must be in order just as if a war would start tomorrow. Are you ready? This pamphlet will assist you and your family to be ready when that call comes for you to employ Aerospace power; anytime, anywhere.

#### 1.2 Plan Ahead.

Personal and family preparedness is the key to a successful deployment. Whether the separation is long or short, there's a lot to do at work and at home. Planning will significantly reduce a sense of abandonment for the spouse and worry on part of the service member. Family does not mean just those who are in the same state but also where you call home.

The best time to review and practice your plan is during your formal pre-deployment/pre-TDY briefing. AFI 36-3009 ACC Supplement 1, 3.1.4 ensures DoD personnel and families are aware of the steps necessary to accomplish personal readiness tasks for deployment or extended TDY (30+ days). In addition, 3.1.5 states all deploying personnel will be briefed by the FSC

prior to deployment unless unique circumstances preclude such briefings (i.e. short notice deployment). Every effort should be made to also brief family members on deployment issues and available support services. If you have not been to a pre-deployment briefing this past year, plan on attending the next one. Topic discussions are informative from the cycles of deployment to whom to contact if your allotment or LES is late.

### **1.3 Handling Emergencies**

If your spouse develops a serious problem while deployed, i.e. sickness, injury, etc. the Squadron Commander or First Sergeant will contact you. If someone else calls you to report an injury to your spouse, call the Squadron Commander for verification! If you have a serious problem while your spouse is deployed, contact one of the following immediately:

Squadron Commander  
First Sergeant  
Chaplain  
Red Cross

An emergency may involve a death, critical illness or injury of an immediate family member (spouse, parent, children). The military defines an emergency as follows: An **emergency** is the death, critical illness or injury to 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 as if parents), or guardian. The commander may approve other situations, not listed above, by nature of the emergency. If your spouse's presence is necessary and is confirmed by appropriate military professionals (Doctor, Red Cross, etc.), your deployed spouse may return home. As soon as the emergency passes, your spouse will return to their deployed unit.

### **1.4 Read This Handbook.**

Note and highlight passages you find particularly interesting or helpful. Some information you may want to review or post on the refrigerator in case of an emergency.

### **1.5 Communication.**

Spend time with your spouse, children, co-workers, and significant others to discuss the deployment and what it means to each person involved. Sharing information on family finances, discussing how to get in touch with the service member should a family emergency arise, and ensuring all I.D. cards are current are just some of the preparations that need to be completed BEFORE the service member departs.

### **1.6 Complete Checklist.**

It is very easy to fool ourselves into complacency for a deployment if we have done it a time or two. Every deployment is different. We are at various stages of our lives during each tour and it is best to be prepared. It is easy to prepare for deployments to cold installations but are you ready for the rainy season or 100

plus degree weather? You not only have to prepare yourself but your personal property and family. Go through the checklists with family members; fill in the blanks, use demonstrations, and practical applications where possible (i.e. checking the air in the tires, oil levels, starting and operating lawn mover or snow blower, locating fuse boxes and important papers, balancing the checkbook, and other routine and perhaps not so routine tasks).

The Personal and Family Readiness Handbook is a tool to help you and your family fit the pieces of the readiness puzzle together. Much will depend on your advance preparations. The more you can learn and accomplish before the deployment, the more confident all concerned will be when parting comes.

## Section 2



### Pre-Deployment Preparation Checklists

#### 2.1 Single Military Member Preparation

- ☒ ☒ Researched the location of my assignment? What are the religious customs? What can/cannot do as a visitor to this country? What can/cannot take with me?
- ☒ ☒ Prepared girlfriend/boyfriend or fiancé/fiancée for deployment?
- ☒ ☒ Have I discussed emergency contact procedures with my relatives?
- ☒ ☒ Have I given my relatives my deployment/TDY address?
- ☒ ☒ Do my relatives know to contact the American Red Cross first in case of a family emergency?
- ☒ ☒ Have a list of important telephone numbers, home and e-mail addresses with me (i.e. family members, bills, etc.)?
- ☒ ☒ Choose to take sheets, towels, wash clothes, sleeping bag, etc. to be more comfortable?
- ☒ ☒ Sufficient supply of shampoo, soap, cologne? Where can I purchase these items at my deployment?
- ☒ ☒ What will I do with my spare time? What goal can I reach while I am gone? Read the best sellers, lose your last 10 pounds, volunteer on base, see more of the world, study CDC's, or work on completing higher education?
- ☒ ☒ Notify school of TDY if enrolled in a program? Can I get an extension on courses? Incomplete instead of failing course?
- ☒ ☒ Notify organizations unable to fulfill commitments (i.e. bowling team, volunteering, etc.)?
- ☒ ☒ If I have difficulties where do I get help?

#### Medical

- ☒ ☒ Prescriptions filled to last through the deployment? Availability of refill?
- ☒ ☒ Completed annual preventive health assessment?
- ☒ ☒ Fit tested gas mask?
- ☒ ☒ Have gas mask spectacle inserts?
- ☒ ☒ Current immunizations?

## **Automobile**

- ☞☞ Will my car need to be re-licensed?
- Have I found someone to look after my car periodically, (i.e. check the antifreeze, start it, check for vandalism, etc)? Do I need to put it in a bonded storage area? Will doing this reduce my collision insurance?

## **Finance**

- ☞☞ Detailed listings of monthly bills to be made with financial institution and date of payment, including account numbers, addresses, phone numbers for all of the following:
  - House Payment/Rent
  - Car(s) Payment
  - Telephone (Local & Long Distance)
  - Water
  - Trash Collection
  - Newspaper
  - Heating Fuel
  - Electricity
  - Insurance (Renters & Car)
- ☞☞ Arrangements for obligations to be paid during deployment (i.e. car payments, insurance, finance companies, DPP, loan companies, etc.)? Finance will allow six discretionary allotments.
- ☞☞ Will allotment be in effect in time to avoid late charges?
- ☞☞ Backup plan if allotment or payment is late?
- ☞☞ What type of gifts can I afford to bring back to family and friends? Can I afford this? How much will I spend?

## **Housing**

- ☞☞ Secured storage of valuables (i.e. CD's, clothes, jewelry, etc.)?
- ☞☞ Secured phone line? Placed phone on vacation rate? Long distance turned off?
- ☞☞ Arrangements for mail to be forwarded or picked up?
- ☞☞ Made arrangements with Rental Management to check on apartment in your absence? Do they have a way to contact you or your agent?

## **Legal**

- ☞☞ Do you have a family care plan? Will or power of attorney? Are they up-to-date? Have you written out any special bequests?
- ☞☞ Who is caring for non-custodial children? Do they know where I can be reached?
- ☞☞ Person handling your matters provided the necessary powers of attorney and access to bank accounts?
- ☞☞ Who will care for my pet while I am gone? Have I provided them with a medical power of attorney? How will I file and pay income tax? Do I need to file an extension? Am I exempt while TDY?

- ✍✍ How do I vote by absentee ballot? How far ahead do I need to request in my state of residence?

## **Return**

- ✍✍ When I return am I prepared for the changes in my life? Work environment, responsibilities, relationships, and friends?

## **2.2 Family Checklist (Married or Single Parent)**

### **Preparation**

- ✍✍ Researched the location of the assignment? What are the religious customs? What can/cannot do as a visitor to this country? What can/cannot take with me?
- ✍✍ Prepared family for the deployment?
- ✍✍ Have I discussed emergency contact procedures with family?
- ✍✍ Family have deployment/TDY address?
- ✍✍ Family knows to contact the American Red Cross first in case of a family emergency?
- ✍✍ Have a list of important telephone numbers, home and e-mail addresses with me (i.e. family members, bills, etc.)?
- ✍✍ Choose to take sheets, towels, wash clothes, sleeping bag, etc. to be more comfortable?
- ✍✍ Sufficient supply of shampoo, soap, cologne? Where can I purchase these items at my deployment?
- ✍✍ What will I do with my spare time? What goal can I reach while I am gone? Read the best sellers, lose your last 10 pounds, volunteer on base, see more of the world, study CDC's, or work on completing higher education?
- ✍✍ Notify school of TDY if enrolled in a program? Can I get an extension on courses? Incomplete instead of failing course?
- ✍✍ Notify organizations unable to fulfill commitments (i.e. bowling team, volunteering, etc.)?
- ✍✍ If I have difficulties where do I get help?

### **Medical**

- ✍✍ Completed annual preventive health assessment?
- ✍✍ Fit tested gas mask?
- ✍✍ Have gas mask spectacle inserts?
- ✍✍ Current immunizations for self and family?
- ✍✍ Location of shot records?
- ✍✍ Phone numbers of medical assistance agencies, if needed?
- ✍✍ Reliable baby-sitter for medical emergencies? Contingency plan?
- ✍✍ Family chooses to leave the area how does TRICARE apply?

## Finance

- ☒☒ Balance, type, names and addresses of banks, credit unions, etc. Where accounts are located?
- ☒☒ Location of bank records, i.e., checking, savings, etc.?
- ☒☒ Safe deposit box? Name, address and location of keys and box?
- ☒☒ All credit cards accounted for? Numbers logged and kept in safe place? Company address, and how to notify credit card company immediately if lost?
- ☒☒ Prepare spouse to take charge of household account (checking account), know the balance at all times, and never write a check unless certain of sufficient funds in the bank?
- ☒☒ Established a travel account (checking account) for deployed member to use while away? Amount of money to be deposited each month into account?
- ☒☒ Have a special power of attorney in order to change the address to which my spouse's allotment is mailed or inquire about their pay statement?
- ☒☒ Detailed listings of monthly bills to be made with the whom and when, including account numbers, addresses, phone numbers for all of the following:
  - House Payment/Rent
  - Car(s) Payment
  - Telephone (Local & Long Distance)
  - Water
  - Trash Collection
  - Newspaper
  - Heating Fuel
  - Electricity
  - Insurance (Renters & Car)

## Housing

- ☒☒ Duplicate set of keys for the house?
- ☒☒ Location and proper use of:
  - Electrical control box (fuse/circuit breakers), to include provisions for replacing fuses when required?
  - Water control valve for shutting off in case of emergencies such as broken or leaking pipes?
  - Gas control valve for shutting off gas in case of emergencies such as leaking gas, fire, etc?
  - Care and replacement of furnace filters?
  - Name and number of electrician, plumber, or housing maintenance to notify in case repairs are needed?
- ☒☒ Seasonal preparations completed:
  - Drain gas from lawn mower
  - Tune-up lawn mower
  - Furnace cleaned

- Air conditioning unit removed from window
- Gutters cleaned
- Storm windows or screens mounted
- Disconnected and drained water hoses
- ⚡⚡ List of repair people; a how-to-fix-it manual or a Minot AFB housing pamphlet?
- ⚡⚡ Alerted Housing Office of intent to leave the area? Completed quarters watch form at housing office with name of individual responsible for checking house and taking care of quarters?

### **Legal/Administrative**

- ⚡⚡ Wills are up-to-date? Location?
- ⚡⚡ ID cards are up-to-date and valid until after spouse returns? Know how and where to obtain new cards if expired while military member is deployed?
- ⚡⚡ Sponsor has left a power of attorney necessary to take action on important family matters? Location of power of attorney?
- ⚡⚡ Birth certificate for family members including self?
- ⚡⚡ Copy of marriage certificate? Location?
- ⚡⚡ Copy of adoption papers? Location?
- ⚡⚡ Social security cards for each family member?
- ⚡⚡ Copies of federal and state taxes?
- ⚡⚡ Location of insurance papers?
- ⚡⚡ Where stocks, bonds, or securities are kept?
- ⚡⚡ Location of deeds?
- ⚡⚡ All-important papers safeguarded? Divorce paper, medical alert ID, care provider for children, etc.
- ⚡⚡ Understand the following regarding contracts?
  - Never sign a contract without reading.
  - Ask for assistance in interpreting terms of the contract.
  - Never believe or take action on oral promises, which are not written into the contract.
  - Never buy on credit if purchase can be obtained through a loan at a cheaper rate.
  - Be prudent and careful in spending money, especially with the use of a power of attorney.
- ⚡⚡ Completed Emergency Information and Red Cross Notification completed?

### **Automobile and Transportation**

- ⚡⚡ Car in good working condition and know where to go for repair work?
- ⚡⚡ Responsible person(s) driving automobile knowledgeable of car maintenance schedule to include oil change, flush antifreeze, tire pressure, etc.
- ⚡⚡ Name and address of company holding lien?
- ⚡⚡ Location of vehicle title(s)?

- ⚡ Vehicle registration and insurance cards in car? Location of insurance policy and its terms and conditions?
- ⚡ Renewal date for license plate(s)/base stickers?
- ⚡ Valid North Dakota driver's license for spouse? When does it expire? Where to obtain a new one if needed?
- ⚡ When unable to drive, have transportation available as necessary?

## **Return**

- ⚡ When I return am I prepared for the changes in my life? Work environment, responsibilities, relationships, and friends?

## **2.3 Important Document File**

It is very important for a military family to have copies of important documents and other valuable information in a secure file. It is equally important that the wife and husband jointly organize the file in order to know how and where to find the documents when they are needed. As a minimum, the following documents should be included for all members of the family:

- ⚡ Military ID cards for all family members
- ⚡ TDY/Deployment or PCS orders
- ⚡ Housing inventory
- ⚡ Marriage certificate
- ⚡ Birth certificates
- ⚡ Adoption papers
- ⚡ Citizenship papers
- ⚡ Social security numbers
- ⚡ Up-to-date inoculation records
- ⚡ Powers of attorney
- ⚡ Will
- ⚡ Deeds
- ⚡ Installment contracts
- ⚡ Real estate documents
- ⚡ Leases/storage units
- ⚡ Mortgage and promissory notes
- ⚡ Insurance policies
  - Name, address, phone number of company, and agent's name
  - Types of coverage
- ⚡ Credit card company names, addresses, phone numbers and account numbers
- ⚡ Bonds, stocks, and location of certificates
- ⚡ Court orders relating to divorce, child support or child custody
- ⚡ Automobile titles
- ⚡ Immediate family names and phone numbers
- ⚡ Bank account lists, types of accounts, and account numbers
- ⚡ Prior year tax returns, both state and federal



**American  
Red Cross**

**RED CROSS NOTIFICATION**

*(To be filled out and given to parents, spouses, and individuals handling matters while you are away))*

In the event my presence is needed at home, contact the American Red Cross (ARC). A message from the American Red Cross is required before documents necessary for leave authorization, transportation on military aircraft and/or commercial aircraft can occur. This information is necessary for the American Red Cross to contact me:

- ~~///~~ Social Security Number: \_\_\_\_\_
- ~~///~~ Full Name: \_\_\_\_\_
- ~~///~~ Rank: \_\_\_\_\_
- ~~///~~ TDY or Remote Address: \_\_\_\_\_
- ~~///~~ Duty Station: \_\_\_\_\_
- ~~///~~ Duty Telephone: \_\_\_\_\_
- ~~///~~ Minot or MAFB Address: \_\_\_\_\_
- ~~///~~ Home Telephone Number: \_\_\_\_\_

Family will contact their local Red Cross Office with the above information. Red Cross will need the following detailed information.

*Injury or Illness:* Name of family member, doctor’s name, address, and phone number, hospital, plus a statement as to why presence is required.

*Death:* Name of family member, hospital or funeral home name, address, phone number, city, state, and zip code

The following is a list of procedures for military personnel assigned to Minot AFB and their spouses:

- Active Duty– contact First Sergeant then ARC at Fort Sill
- Spouses living on-base (Stationed at Minot or TDY)- First Sergeant then ARC at Fort Sill
- Spouses living off-base- First Sergeant then Mid-Dakota Chapter of ARC
- Remote- (Married) Mid-Dakota Chapter

**American Red Cross Locations and Phone Numbers**

Fort Sill, toll-free number 1-877-272-7337 24 hours a day

Mid-Dakota Chapter      2021 4<sup>th</sup> Ave. NW  
Minot, ND  
(701) 852-2828

Signed: \_\_\_\_\_

**EMERGENCY INFORMATION FORM**

Complete this form and leave behind with spouse or person with power of attorney.

Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_

**STATESIDE INFORMATION**

Squadron: \_\_\_\_\_  
Orderly Room Phone Number: \_\_\_\_\_

Squadron Commander: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

First Sergeant: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Family Support Center Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Chaplain: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**DEPLOYMENT INFORMATION**

Location: \_\_\_\_\_  
Squadron: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Squadron Commander: \_\_\_\_\_  
First Sergeant: \_\_\_\_\_  
Chaplain: \_\_\_\_\_

**USEFUL INFORMATION**

Spouse's Squadron: \_\_\_\_\_

Duty Section: \_\_\_\_\_

OIC/NCOIC Name: \_\_\_\_\_

Orderly Room Phone Number: \_\_\_\_\_

Section Commander's Name: \_\_\_\_\_

First Sergeant's Name: \_\_\_\_\_

Spouse's TDY location (if releasable): \_\_\_\_\_

Spouse's TDY Address: \_\_\_\_\_

Commercial Phone Number TDY location: \_\_\_\_\_

Names and Numbers of Friends:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY PHONE NUMBERS**

Security Police.....723-3096  
Off Base.....911

Fire Reporting for Base.....723-2461  
Off Base.....911

Ambulance Non Emergency.....723-5627  
Emergency.....911

Names and numbers of children's schools, grades, teachers, bus times:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE KEEP THIS IN A PACKET BY YOUR PHONE FOR CONVENIENCE OR  
USE AS A TEAR-OUT PAGE, IN CASE OF EMERGENCY.**

## Section 3



### The Deployment Cycle

#### 3.1 Stages Of Deployment

When the day finally arrives you'll notice specific emotional changes. You are likely to experience the following stages and patterns during separation:

##### Pre-Deployment

- ☞ Anticipation of loss (6-8 weeks)
- ☞ Denial
- ☞ Increase in family and work stress
- ☞ Change in ability to cope
- ☞ Experience selfish, tense, unpatriotic, or guilty feelings
- ☞ Distancing (3-4 weeks)
- ☞ Increase in physical and mental exhaustion
- ☞ Detachment and withdrawal (up to 7 days)

##### Separation (Excitement)

- ☞ Shock (first 72 hours)
- ☞ Emotional disorganization, withdrawal, anger, frustration, confusion, delayed stress reaction in some instances (first 6 weeks)
- ☞ Recovery and stabilization (midpoint)
- ☞ May experience guilt because you do not miss spouse any longer
- ☞ Anticipation of homecoming- excitement, worry, fear (lasts 6 to 8 weeks)

##### Reunion (Survival and Growth)

- ☞ Renegotiation of relationships and work roles (first 4 weeks)
- ☞ Personality and physical changes in spouse and children
- ☞ Financial changes
- ☞ Goal changes
- ☞ Reintegration and stabilization (4-8 weeks)

#### 3.2 Stages Of Emotional Changes

Feelings of guilt and remorse are often experienced when our carefully thought-out plans for separation and homecoming do not unfold as we anticipate. There are seven stages we go through when faced with a separation. Your awareness of these emotional stages may help you recognize and manage the changes that are inevitable.

### **Anticipation Of Loss**

*(6 to 8 weeks before departure)*

Crying, depression, anger, and then guilt at feeling this way characterize this stage. There is also frustration from your awareness of how many household and family business chores must be handled before he/she goes, and a bona fide physical as well as mental exhaustion for both partners. Everyone is on edge, and slight irritations can grow to major proportions.

### **Detachment**

*(3-4 weeks before departure)*

This stage may be characterized by feelings of hopelessness; how will I cope, how will the children react? Sometimes the personal intimacy you are accustomed to enjoying may be unsatisfying due to the high degree of stress. THIS IS A NORMAL REACTION.

Feeling guilty about arguing right before departure adds to everyone's unhappiness. This is nature's way of making it temporarily easy to say good-bye. Get all the necessary mechanical things out of the way as quickly as possible. The goal is to keep "panic" out of the day (or week with advanced notice) with family being the only focus. Do all the things you have always wanted to do together: run through the sprinkler with the children, go camping with the family—have your relationship in the best possible shape.

### **Emotional Disorganization**

*(6 weeks after departure)*

This stage is characterized by irritability; sleep disturbance, and feelings of aloneness and emptiness. You may find it hard to complete tasks, concentrate, and in general, you may feel "out of the routine." DON'T GET STUCK HERE!!!!

### **Stabilization**

*(4-6 weeks after departure)*

This is the stage where you will spend most of your time. Patterns are formed and become routines. You relax a little. You discover that you can deal with the everyday things and even work through major challenges without your partner. This is the stage of personal growth. Challenge yourself. Get involved with a support group, take classes, volunteer, work, or seek opportunities for new responsibilities. There may be times of mild depression or sadness, but don't dwell on it.

### **Anticipation Of Homecoming**

*(6 weeks before arrival)*

Excitement, joy, and relief that it's almost over characterize this stage. Many spouses go into a physical frenzy cleaning every inch of the house, and getting all the projects completed. The spouse at home has few apprehensions but the spouse returning has many.

Will the kids know me? Has my spouse become too independent?

### **3.3 Homecoming**

A range of emotions may be experienced during this event from ecstatic to disappointment. Everyone is on a nervous high. The family member(s) may be exhausted from the preparations. The spouse may be exhausted from the trip. Everyone wants the returning spouse's attention. When it's not given, we often feel hurt and rejected. There may be tearful moments prompted by joy or sadness. Expect minimal conversation initially. The returning spouse may sleep a lot and their energy level is normally low for days. Unwinding from the emotional high takes its toll on everyone.

Families, who have experienced the excitement of several returns, urge that reunions be downplayed and expectations minimized, thereby lessening the disappointment in the event of a delayed arrival or other unforeseen glitches.

#### **Renegotiation**

*(6 weeks to 3 months)*

The returning spouse may find a more independent family or work role and responsibilities changed that trigger feelings of anger, depression, and guilt. Family members and co-workers are not the same; they often mature with new levels of challenges and become more confident. The children seem to depend more on the partner they stayed with, forgetting to seek help from the returning spouse. The emotional intimacy as well as the physical intimacy may be a little strained. This stage requires clear communication of needs and wants. It's time to re-focus and re-organize. Everyone feels the loss of individual freedom.

Many divorces occur during this stage. The returning spouse boldly marches in to recapture his/her kingdom. The family members want to retain their routine and the spouse who stayed may not want to give up the measure of independence, decision-making, and private freedom he/she experienced during the separation.

## Section 4



### Coping With Separation

#### 4.1 How Is Your Attitude?

Changes in the home and family are the most stressful and make you vulnerable to excessive stress unless you can find adequate ways of coping with these changes. While talent is important and knowledge is essential, the key to success is your state of mind!

#### 4.2 How Does Stress Affect You?

People who respond positively to stress find that they:

- ?? have more energy than usual
- ?? have full concentration
- ?? respond quickly to the demands you face
- ?? feel excited by what they are doing
- ?? are mentally and physically active

If you respond negatively to stress, however, you are likely to experience some of the following reactions:

- ?? easily irritated
- ?? feel lethargic and generally under the weather
- ?? erratic eating habits
- ?? sleep badly
- ?? drink and smoke more
- ?? unable to unwind
- ?? panic attacks
- ?? worry about trivial things
- ?? accident prone
- ?? difficulty in concentrating

#### 4.3 How Do You React?

- A. Ignore the stress. If you ignore it, you will almost certainly fall prey to some kind of adverse reaction in your mental or physical health, or in your performance at work or home.
- B. Try to run away from it. Run away from it by taking days off, retreating into a world of your own, it will still be there when you come back.

- C. Fight it. You may find yourself being over-stretched by taking on too much, by being hasty, by taking too many risks.
- D. Control its effects on you. The balanced way to cope with stress is to learn how you can control it and its effect on you.

#### **4.4 Exercising Control**

The first element of control comes from examining your lifestyle and noting the general areas where it is out of balance. The balance to strive for is:

1. Develop healthy eating habits.  
Just because he/she is gone doesn't mean you don't cook for yourself. Snacking is not good. Fix a meal and refrigerate the rest for another day. The kids still have to eat nutritious too.
2. Do not let work dominate your life to the detriment of family and relaxation. It is very easy to lose yourself in your work or school. Take time for yourself. Utilize Give Parents A Break if you have children. This is available to you twice a month if your spouse is deployed or TDY for 14 days or more. Call the FSC for further information; 723-3950.
3. Look after your general health. That ache in your leg seems to be more consistent but not that bad. If you get ill who will take care of you? How about the kids? Utilize your medical benefits.
4. Express your feelings rather than bottle them up inside.  
Family Support Center, friends, family, neighbors, STARR, First Sergeant, Squadron Commanders are all here to assist you during this process. Remember assistance is a phone call away.
5. Create a network for emotional support.  
We all need family members or friends who can be there for us when we need emotional support. Identify those people in your circle and use their help.

Events like deployments, schools, training, or TDY's are out of your control, and emotions such as anger, sorrow, jealousy, and guilt can be detrimental to your relationship. Instead of collapsing emotionally, try thinking of the practical steps you can take to improve the situation.

Controlling the following aspects of your life will enhance and encourage a positive outlook on the deployment:

- eat properly and regularly
- have adequate rest
- exercise for physical fitness
- avoid unnecessary physical strain (if you need help around the house with mowing or snow removal contact the squadron's first shirt and work through your chain of command)
- stay in contact with your social network
- see the bottle as half full instead of half empty (in other words interpret situations positively rather than negatively)
- think every day about your good points

- try to praise others instead of criticizing them
- set achievable goals for yourself while he/she is gone
- enjoy the positive aspects of the separation
- avoid the company of people who make you feel bad
- don't pin your hopes of personal happiness on other people.

## Section 5



### Children and Separation

#### 5.1 Introduction

All military families at sometime in their careers face separation. The frequency and duration of these separations may vary depending on the service member's job, but many of the emotional issues are the same for all families.

The deployment cycle helps us understand the emotional stages that many military families go through in adjusting to family separations and reunions. The time it takes for individuals to move through the various stages of this cycle varies.

The stress of separation may be lessened if the service member is able to write, e-mail, phone, or utilize Video Teleconferencing (VTC) on a regular basis.

Dual military parents and single parents may face even greater challenges during times of deployment. Finding reliable, long-term childcare can be difficult, and cost for this kind of extended care during deployments can be very high. Up-to-date Family Care Plans are a must.

Studies show that healthy families share many characteristics and that adaptability, flexibility, and clarity of family rules are important. All three characteristics are present in military families that successfully manage separations. These families are often referred to as "accordion families". They stretch out and expand to let the military member in after a deployment, and they compress and condense when the member deploys. During all this activity the accordion families, like the instrument, maintain harmony and make music, seldom dropping a note or missing a beat. But this astonishing feat might not be accomplished without the help of the friends, family, squadron or the Family Support Center.

#### 5.2 Strengths

Many children make significant developmental gains during family separations. Positive impacts include:

- a. Fosters maturity-children have broader and more varied experiences than non-military children.

- b. Growth inducing-- children learn more about the world and how to function within a community at an earlier age. Assuming age-appropriate responsibilities in the service member's absence provides a chance to develop new skills and develop hidden interests.
- c. Encourages independence-- children tend to be more resourceful and self-starters.
- d. Encourages flexibility-- in an ever-changing environment, children often learn the importance of flexibility in dealing with day-to-day life.
- e. Builds skills for adjusting to separations and losses faced later in life. In a lifestyle filled with good-byes and hellos, military children learn not only how to say good-bye, but how to begin new friendships.
- f. Strengthens family bonds-- military families make emotional adjustments during separations and relocations that often lead to the discovery of new sources of strength and support among themselves.

### 5.3 Stressors

A deployment can range anywhere in length from two weeks to over a year. Children's reactions to an impending separation will vary with their personalities and ages. Change is puzzling to children, and they may be worried, angry, or moody. Parents are concerned about how the separation will affect their children, as well as their role as parents. If you were to talk to a military family in the early stages of the deployment cycle, these are some of the issues you might hear.

### 5.4 Deploying Parents

- ?? Worried about losing touch with children
- ?? Concerned about whether they'll be remembered by children when they return (especially for infants and toddlers).
- ?? Worried about changes that may occur in children during deployment.
- ?? Concerned about their ability to be a good parent when deployed.

### 5.5 Non-Deploying Parents

- ?? Concerned about the heavier workload and increased responsibility.
- ?? Worried about their ability to maintain consistent discipline practices.
- ?? Concerned about their ability to fill the role of both parents.

### 5.6 Children

- ?? *"Why must my parent go away?"*  
Young children may not fully understand the reasons behind the military member's departure. In their minds, he/she may be choosing to go away. They can feel abandoned.
- ?? *"My parent is going away because of something I did."*  
Young children may feel the military member is going away because of something they did. They could feel guilty.
- ?? *"If I was really good enough, my parent would stay."*

These feelings may be reflected in anger, hostility, a desire for revenge, or a desire to be punished for having such feelings. Children can feel unlovable or worthless.

?? *“Go away-see if I care. We (the family) can get along just fine without you.”*

Children may experience resentment toward the military member or a desire to take the parent’s place, in addition to guilt for feeling that way.

?? *“I don’t have to listen if I don’t want to!”*

Sensing a loss of continuity, children may continually “test” the non-deployed parent to find his/her limits; to see what’s changed with the non-deployed parent at the helm. Now that the family structure has undergone some change, children may feel insecure.

Children from separated military families experience many of the same effects as children of divorce. They worry about what will happen to them. Will the non-deployed parent leave, too? Who will take care of them? This is especially so if the family has trouble with mail deliveries or pay allotments, which is frequently the case in the early days of separation. They may worry about whether they will have enough to eat, to play with, and a place to live. All these fears may consciously or subconsciously trouble the child.

However, one of the most influential factors affecting children’s attitude toward deployment is the non-deployed parent’s attitudes toward deployment. If the parent maintains a positive attitude and models effective coping skills, the child(ren) will do the same.

## **5.7 Strategies**

Deployments cause a number of changes in children’s lives. Change is puzzling to children, and as a result they may show signs of separation anxiety. Listed below are some of the reactions that parents and teachers might observe in children when a parent is deployed. It is very helpful when teachers and counselors contact parents of military students experiencing separation anxiety. These students may be showing similar signs at home.

In preschool or kindergarten children, you may see:

- ?? Clinging to people or favorite toy, blanket, etc.
- ?? Unexplained crying or tearfulness.
- ?? Change in relationship with same-age friends.
- ?? Choosing adults over same-age friends.
- ?? Increased acts of aggression toward people or things.
- ?? Shrinking away from people or things.
- ?? Sleep difficulties (nightmares, frequent waking).
- ?? Regressing such as toileting accidents, thumb sucking, etc.
- ?? Eating difficulties.
- ?? Fear of new people or situations.

In school-age children you may see:

- ?? Any of the signs exhibited by younger children, PLUS
- ?? A rise in complaints about stomach aches, headaches, or other illnesses when nothing seems to be wrong.
- ?? More irritability or crabbiness.
- ?? Increase in school problems such as a drop in grades, an unwillingness to attend school, or odd complaints about school and/or teachers.
- ?? Behavior changes.

### **5.8 Suggestions For Parents:**

- ?? Take time to visit your child(ren)'s teachers. Parents may be reluctant to advise a teacher of an upcoming deployment, worrying that it may appear as if they're asking for special treatment for their child. However, a teacher who is aware of the student's family situation is in a better position to be sensitive and encouraging.
- ?? Encourage a parent to leave three stamped, self-addressed envelopes with the teacher. The school or PTA newsletter can be sent to the deployed parent as well as samples of their child(ren)'s work with a short comment regarding his/her progress.
- ?? Become a pen pal to their child's class. Instead of feeling different for having a parent so far away, their child will be proud of the important work they do. Everyday items from other cultures can be very educational. A parent could send postcards, maps, stamps, coins, menus, or other information and articles that describe the foreign duty station etc. A picture, patch, bumper sticker, or button will enhance a child's sense of pride in the parent's job.
- ?? Write each child individual letters. In the minds of children there is no substitute for a letter addressed to them.
- ?? Ask questions in letters to assist them in knowing what to write to you about.
- ?? Show appreciation for the correspondence they send you and refer back to things they have said in previous letters to indicate your interest.
- ?? Remember the importance of the amount and frequency of the expression of affection.
- ?? Cassette tapes can be used to send children messages or even read stories to them.

## Section 6



### Communication

#### 6.1 Plan For Communication

Communication is an important part of any relationship. This is especially true when you are separated for an extended period of time. Simply stated, ***Communication is to relationships as air is to breathing.***

#### 6.2 Pre-Departure Pointers

Phase one of travel is preparing yourself--and your family--before you leave. The fit between what your spouse expects and what you actually do has a big impact on your relationship. The same is true for your kids, whose ability to understand your departure will vary greatly with their age and stage of development.

**1. Acknowledge your spouse's feelings.**

When your spouse says, "It's OK, I can handle it", don't automatically take his/her response at face value. It doesn't matter that he/she *knows* you have to travel as a necessary part of providing for the family. It doesn't even matter that he/she wants you to *travel*. Whatever he/she knows and wants, their workload is likely to increase when you are away and it is also time spent apart. Don't take your spouse or his/her feelings for granted.

**2. Keep your separation anxiety in check.**

If your child doesn't want you to leave, it can tug at your heart. But showing your own distress won't help, it may only encourage your child to show his/her upset feelings even more. The same is true when you separate from your child at day care. The children who have the hardest time when their parents leave are those whose parents have the hardest time leaving. Instead, prepare your child by telling her what he or she most wants to hear. Although you have to travel for work, you will be coming back and you look forward to sharing a favorite activity with him or her when you return.

**3. Explain travel in terms kids can understand.**

Just because you tell your kids you're leaving due to your job doesn't mean they have any idea why you are leaving them. What they need to know is why you are leaving and when you are coming back in concrete terms that fit their sense of time, not yours. Children under three, in particular, may not understand that you are coming back at all. Start a

project with them to be finished when you return. Then your spouse can remind your child that you will be finishing it when you return; when you call home, you can remind your child that you are going to finish it together. For children ten and older, show them a map of your route—the cities and states, even countries, continents, or oceans over which you will be flying. If you have a good atlas or a home computer with access to the Internet, you may be able to show your family what location you are going to and what it looks like. Instead of “Where’s Waldo?” you can play your own family version of “Where’s Mom/Dad?” Be careful not to romanticize the trip; make it clear that you will be extremely busy, not vacationing.

#### **4. Establish rituals surrounding your TDY**

Include children in the ritual. Just as it is important to create daily rituals for staying connected, it is important to create rituals that signal your departure and imply your return. Young children can “help” you pack by figuring out different ways to squeeze socks into your suitcase; or you can let them hide a special note or surprise in your suitcase, something that you will have to find when you arrive at your destination. Children in the eight to ten range—typically a time when kids like to “collect” cards, stickers, or miniature palsy critters of all kinds—can “lend” you something from their collection to keep in your suitcase; this may actually be more meaningful to them than knowing that you are carrying their photo in your wallet. The family can have a special meal or dessert at home to signal your departure or can eat together at a kid-favorite place like McDonald’s or Burger King. Or you can drive to the airport together to “wish daddy good luck.”

- a. Create a ritual for while you’re away. Daily rituals for connection will be interrupted while you are away, you can create special rituals for connection while you are apart. Agree to think about each other at a certain time of day (“Could you feel me thinking about you at 3 P.M. when you were getting out of school?) or send a hug goodnight.
- b. Leave a surprise. Leave behind a special note to be put into a lunch box or under a pillow. If your child is too young to read, mom can read it, or you can leave a picture that you have drawn.
- c. Send mail before you leave. Mail a postcard or letter before you leave. If you will be on an overseas trip with slow mail to your hometown, prepare some postcards to be mailed out by a colleague or friend while you are away.
- d. Delay special family rituals for your return. Some families choose to delay a celebration, such as a birthday dinner, if it falls on a day when mom/dad has to travel. Although you do not want to completely disrupt your family’s schedule because you have to travel, for many families the occasions are more special when mom/dad is a full participant. And waiting for mom or dad’s return cuts down on hurt from missed occasions.

### 6.3 Keep-In-Touch Tips

Phase two of travel is staying connected while you are away. Technology has created options in staying connected: fax, e-mail, and video teleconferencing. If you use them in ways that fit your child's stage of development and the rhythms of your family's life, they are all excellent ways to keep in touch.

#### Telephone

- ✍✍ Ask specific questions
- ✍✍ Find the "best time" to call
- ✍✍ Surprise calls

#### Fax

- ✍✍ Relay faxes from your office
- ✍✍ Send drawings
- ✍✍ Check homework
- ✍✍ Surprise greetings

#### E-Mail

- ✍✍ Be spontaneous
- ✍✍ Borrow a computer
- ✍✍ Create a travel quiz--ask questions specific to where you are. One rule: cannot ask the parent or another household relative left behind for the answer.
- ✍✍ Print out your e-mails--make a book and have a discussion on what everybody was doing while you were gone.
- ✍✍ Send pictures

#### Videotape

- ✍✍ Schedule appointment for Video Teleconferencing (VTC) at the FSC
- ✍✍ Read bedtime stories
- ✍✍ Watch them play and grow

### 6.4 Reunion

The third phase is returning to your family. Don't expect to be able to pick up with things as they were before you left. Reunions have their own rhythms.

1. **Clarify expectations.** Smooth reentry has a lot to do with understanding your family's expectations and feelings. Since you have been away your kids may be looking forward to a special outing; but the last thing you may want is to go out, preferring some quiet time with them at home.
2. **Prepare for a delayed reaction.** Even though you know they missed you and they say they missed you sometimes it may seem as if your spouse and children are not acting like it. Happiness at having you home may be masked by anger that you have been away.
3. **If you offer presents, don't substitute them for your presence.** Buying your child or spouse a big gift every time you travel overemphasizes objects as signs of your love.

## Section 7



### Support Resources

#### 7.1 Family Support Center (FSC)

“The People Place” The Family Support Center is designed to help you meet the challenges of the Air Force lifestyle with the right resources to meet your needs.

**Location:** 22 Peacekeeper Place Unit 1

**Telephone:** 723-3950 DSN 453-3950

**Hours:** 0730-1630 (flexible hours by appointment only)

**Eligibility:** Active duty, retirees, DoD Civilians and family members. Specific Services: The Family Support Center provides services in the following areas to help promote a healthy family environment.

##### 7.1.1. Information & Referral-Base And Community

The FSC maintains a listing of agencies, including base, public and private, that provides a comprehensive range of technical support and counseling services.

##### 7.1.2. Translator Bank

Speakers of languages other than English who volunteer their time and talents to assist others. When an agency or person contacts the Family Support Center for a translator, an appropriate match is coordinated.

##### 7.1.3. Resource Library

An official branch of the Minot Library, with an array of books, pamphlets, and videos for checkout or review. Some subjects include, employment, transitioning, relocations, financial management, stress and change in military family, parenting, single-parenting, marriage enrichment, children and self-esteem, and other personal and family developments topics.

##### 7.1.4. Air Force Aid Society

Air Force Aid Society (AFAS) provides temporary, emergency, financial assistance to Air Force members (active duty or retired). Assistance is given in the form of grants or interest-free loans (repayment is made through the military allotment system). College grants for dependent children and spouses are available between November and April, prior to the fall semester. Vo-Tech loans are available for spouses.

### **7.1.5 Personal Financial Management Program (PFMP)**

Individual and family financial counseling is available to address concerns such as budgeting, checking account maintenance, and credit control. Budget restructuring is also available for long-term financial needs.

### **7.1.6 Family Readiness Program**

Assistance and support for active duty personnel, DoD civilians and family members who are subject to deploy, go on extended TDYs – before, during, and after. This program also assists in crisis response in emergency and disaster situations.

### **7.1.7. Family Life Education**

Strengthens the adaptability of individuals and families to handle the demands of military life. Services include, but are not limited to couple communication, parent education, single-parent support, child, youth and teen support, cultural adaptation assistance, and individual/family assessment counseling and referral information.

### **7.1.8. Career Focus Program (CFP)**

CFP assists spouses and family members with career information, job search skills, and the self-confidence necessary to secure viable employment in the local work force. CFP provides direct networking with Job Service of North Dakota, access to computers, electronic and other career sources, an up-to-date job bank, individual assessment counseling through personalized appointments, and educational workshops (resume writing, federal opportunities, interviewing, entrepreneurship and local job market data).

### **7.1.9. Relocation Assistance**

Services and counseling for inbound and outbound military members and their families; program seminars for separating/retiring members and their families, SITES (Standard Installation Topic exchange Service) program, an automated system that provides pre-PCS personnel and their families the most current, up-to-date information, in booklet form, on military installations around the world.

### **7.1.10. Transition Assistance**

Transition Assistance Services include career counseling, job search assistance, multi-media employment listings, and Veterans Administration consultation. Services are provided to all ID card holders, including active duty, reservist, guardsman, retirees, family members or DoD civilians.

## **7.2. Other Support Agencies & Services**

### **7.2.1 Family Services**

Family Services operates on the concept that the Air Force takes care of it's own. It is a volunteer organization made up of military dependents. Family Services helps families settle into new surroundings and assists departing members.

**Location:** 220 Missile Ave

**Telephone:** 723-1818

**Hours:** Monday and Wednesday 9 AM – 12 PM

**Eligibility:** Active duty, retirees, dependents, and DoD civilians

#### **Specific Services:**

##### **?? Airman's Attic**

Is a FREE self-service thrift store open to all ranks, retirees, and civilians. Customers can pick up to 60 items per month. We provide a wish list for personnel needing appliances and furniture.

##### **?? Loan Closet**

For the convenience of our PCS/TDY personnel, we provide loans of many household items for basic household needs until your goods arrive.

##### **?? Time After Time**

This additional loan closet program provides formal and evening dresses to customers for only the fee of dry cleaning. Formal wear and military mess dress are available for parties, graduation ceremonies, proms, etc.

### **7.2.2 American Red Cross**

The American Red Cross provides assistance, counseling and referral, and helps in the communication among family members in distress. The American Red Cross stands by to help you 24 hours a day – around the clock and around the world!!!

?? *Communications* – With a worldwide communication network, Red Cross can transmit verified information in support requests for emergency leave

?? *Emergency Leave* – The Red Cross has no authority to grant or deny military Emergency Leave. It is up to the member's commander to grant emergency leave, which is usually based on information verified by the American Red Cross.

?? Financial Assistance

**Location:** 22 Peacekeeper Place

**Telephone:** 723-2482, after hours 721-5633.

**Hours:** M-F 1200-1500 (routine business)

**Eligibility:** Active duty and dependents, limited retiree services

**Specific Services:**

- ?? Emergency communications
- ?? Financial assistance, if an Air Force Aid Society Office is not assessable, emergency leave, and case-by-case basis for other financial needs.
- ?? Counseling, limited basis
- ?? Information and referral
- ?? CPR and First Aid courses (to include civilians)
- ?? Child Care certification for teens
- ?? Disaster Relief
- ?? Volunteer Programs

**7.2.3 Car Care Because We Care**

An Air Force Aid Society Program which provides certificates for a FREE oil change to families when the active duty member is remote, deployed or TDY for over 30 days. This program is also offered to first term airmen at their first base.

**Location:** 22 Peacekeeper Place

**Telephone:** 723-3950

**Hours:** 0700-1630

**Eligibility:** First term airmen at their first base, spouses of members currently remote or deployed/TDY 30 or more days (once per deployment)

**POC:** AFAS and the Base Service Station

**Specific Services:**

- ?? Oil and oil filter change
- ?? Lubrication
- ?? Vehicle safety checks

**7.2.4 Chapel Community**

The Chapels provide spiritual, religious, moral, and personal growth. The Chapels focus on eight major areas: worship and religion, religious education, pastoral care, availability for ministry and counseling, renewal activities, lay ministry, social concerns, stewardship and humanitarian concerns.

Spiritual vitality is important to the well being of you and your family. In worship, religious education, family counseling, and fellowship programs, the Minot AFB Chapel community's support, strengthen, and nurture your spiritual health and give you many opportunities to serve others. The Minot AFB Chapel Community invites you to stop by or give them a call.

**Location:** Northern Lights Chapel – 230 Missile Ave;

North Plains Chapel – 18 Peacekeeper Place

**Telephone:** 723-2456/723-3633

**Hours:** 0730-1630

**Eligibility:** All active duty, reserves, guard, retirees, and family members.

**Specific Services:**

- ?? Rites: Baptism, Holy Communion, weddings, funerals and other sacraments and rites, as required by individual faiths.
- ?? Counseling: For religious, moral, family, individual, interpersonal, marriage, and premarital counseling.
- ?? *ALL COMMUNICATIONS ARE PRIVILEGED & CONFIDENTIAL*
- ?? Education: A very active religious education program, growth seminars, bible study groups, couples communication, family enrichment, and marriage encounters.
- ?? Caring through Sharing
- ?? Fellowship: Diverse social activities, youth groups, men's and women's organizations and prayer groups.

Appointments should be made with individual chaplains for counseling. Please call for a current list of services and activities.

**7.2.5. Child Care For PCS Program**

Intended to help relieve some of the stress felt by families in the process of a PCS move. The Family Support Center can provide vouchers for free 20 hours of child care assistance. These vouchers can be used with a Family Child Care Provider on base.

**Location:** 22 Peacekeeper Place

**Telephone:** 723-3950

**Hours:** 0700-1630

**Eligibility:** Active duty personnel

**POC:** Air Force Aid Society

**Specific Requirements:**

- ?? 20 hours of care per child is paid for by the Air Force Aid Society (all ranks eligible)
- ?? Certificates are issued by Family Support Center staff
- ?? Certificates are good for 30 days of PCS or 60 days if attending the Smooth Move Workshop
- ?? Child care is authorized at both departure base and new base, if the program is available
- ?? Childcare is provided ONLY at base licensed Family Home Day Care homes.
- ?? Certificate must be shown at the time care is provided to verify eligibility.

### **7.2.6 Child Care For Volunteers**

This program provides FREE childcare to those family members of military members who perform task for base agencies in an unpaid capacity.

**Location:** 22 Peacekeeper Place

**Telephone:** 723-3950

**Hours:** 0700-1630

**Eligibility:** Active duty and/or family members, Title 10 Reservist on extended active duty and family members assigned to Minot AFB

**POC:** AFAS and Family Home Daycare Coordinator

#### **Specific Services:**

- ?? Childcare provided by a licensed Family Day Care Provider on base.
- ?? Volunteer services are performed for any unit or organization on Minot AFB.
- ?? 20 hours per week are available.

### **7.2.7 Child Development Center (CDC)**

The CDC provides high quality; developmentally appropriate childcare and education for children.

**Location:** 215 Missile Ave.

**Telephone:** 723-3750

**Hours:** M-F, 0630-1730

**Eligibility:** Military and DoD Employee families

#### **Specific Services:**

- ?? Childcare for 6 weeks through kindergarten, with some part time slots
- ?? Part-Day Enrichment Program – 2.5 hours per day meeting either 2, 3 or 4 days a week

### **7.2.8 Equal Employment Opportunity (EEO)**

EEO helps work centers establish and maintain clear communication and healthy working relationships that are free from discrimination, allowing members to concentrate their efforts on their mission needs.

**Location:** 300 Summit Dr

**Telephone:** 723-4864

**Hours:** 0730-1630

**Eligibility:** Civilian employees, applicants for civilian positions, etc.

#### **Specific Services:**

- ?? EEO counseling
- ?? Mediation and complaint processing

### **7.2.9 Exceptional Family Member Program (EFMP)**

This program is designed to assist families that have a family member that has special needs.

**Location:** Base Hospital (Family Advocacy)

**Telephone:** 723-5096

**Hours:** 0730-1630

**Eligibility:** Active duty dependents only. Any child or spouse with a handicapping condition requiring medically related services.

**POC:** AFAS and Family Advocacy

#### **Specific Services:**

- ?? Counseling
- ?? Referral
- ?? Special assignment consideration
- ?? Special medical or educational help
- ?? Referral for financial help

### **7.2.10 Family Advocacy**

**Location:** Base Hospital/5<sup>th</sup> Medical Group

**Telephone:** 723-5096

**Hours:** 0730-1630

**Eligibility:** Active duty and their dependents

#### **Specific Services:**

- ?? Exceptional Family Member Program
- ?? Stress reduction & education on life skills
- ?? Family maltreatment counseling & referral
- ?? Domestic Anger Reduction
- ?? Marital Skills
- ?? Common Sense Parenting

### **7.2.11 Family Childcare Program**

Family childcare provides quality childcare in a home environment on base by licensed providers.

**Location:** 125 B Waverly Way

**Telephone:** 727-6662

**Hours:** 0700-1630

**Eligibility:** Any military member currently on active duty or DoD civilians

#### **Specific Services:**

- ?? Full time, part-time, hourly, weekend and evening care
- ?? Drop-ins
- ?? Extend care for short-term TDYs

- ?? Child care for volunteers
- ?? Child care for PCS moves

### **7.2.12 Give Parents A Break**

A quality of life program available to referred Active Duty families and spouses of deployed/TDY and remote members.

**Location:** Child Development Center

**Telephone:** 723-3750

**Hours:** 0630-1730

**Eligibility:** Activity duty and family members

#### **Specific Services:**

- ?? Two weeks notice required, all fees waived
- ?? Referral certificates may be obtained from the First Sergeant, FSC, Mental Health, Family Advocacy or other authorized agencies.

### **7.2.13 Hearts Apart Program**

A quality of life program designed to help families stay connected with benefits to the deployed/TDY/remote personnel and family members left behind.

**Location:** 22 Peacekeeper Place

**Telephone:** 723-3950

**Hours:** 0700-1630

**Eligibility:** Family members of TDY/deployed (over 14 days) or remote personnel. Enrollment through FSC only.

#### **Specific Services:**

- ?? Families access the base operator from their home for two 15-minute calls per week.

### **7.2.14 Spouse Team Approach to Readiness and Reunion (STARR)**

Focal point for information and support to families in their units. STARR's are an integral part of the unit's team-Commander, First Sergeant, and Commander's Spouse with a direct link to the Family Support Center, which provides training, information, and support.

**Location:** Family Support Center

**Telephone:** 723-3950

**Hours:** 0700-1600

**Eligibility:** Appointed by the First Sergeant or Commander.

#### **Specific Services:**

- ?? Defined by Unit
- ?? Point of information and support to families in the unit
- ?? Someone to listen, point in the right direction

- ?? Work closely with unit team
- ?? Linked with the FSC

### **7.2.15 Life Skills Support Center**

**Location:** Hospital

**Telephone:** 723-5535

**Hours:** 0730-1630

**Eligibility:** Active duty military and their dependents, retirees.

#### **Specific Services:**

- ?? Individual, marital, and group therapy
- ?? Self-help courses in smoking cessation
- ?? Anger Reduction
- ?? Assertiveness Training
- ?? Stress Management
- ?? Depression
- ?? ADAPT (Alcohol and Drug Abuse Prevention and Treatment)
- ?? Drug and Alcohol
- ?? Substance Awareness seminars

### **7.2.16 Officers Spouses Club**

OSC is designed to provide and foster a welcoming environment, committed to meeting social and philanthropic needs of all members by encouraging personal growth, friendships, and a sense of community.

**Location:** 18 Summit Drive

**Telephone:** 723-3731

**Hours:** 3<sup>rd</sup> Thursday of each month

**Eligibility:** Spouses of regular dues paying members of the Minot AFB Officer's Open Mess.

#### **Specific Benefits:**

- ?? Self fulfillment through volunteer opportunities
- ?? Friendships
- ?? Monthly Newsletters
- ?? Yearly Membership Roster
- ?? Welcome, Farewell, and New Baby Keepsake Gifts
- ?? "Little Clubs" Membership

### **7.2.17 Respite Care**

Provides a break to Active Duty members and/or family members who provide 24 hours 7 days a week for a dependent (parent, spouse, child, etc.).

**Location:** 22 Peacekeeper Place

**Telephone:** 723-3950

**Hours:** 0700-1630

**Eligibility:** Active Duty personnel/family members

**POC:** AFAS and the Exceptional Family Member Program (EFMP)

### **7.2.18 Military Equal Opportunity**

The Minot Military Equal Opportunity (MEO) Office is here to create a healthy EO climate; everyone in the Air Force must understand and follow the Air Force and Minot equal opportunity and treatment policy (“Zero Tolerance”).

**Location:** 300 Summit Drive

**Telephone:** 723-2711

**Hours:** 0730-1630

**Eligibility:** Active duty, retirees, dependents, and DoD civilians.

#### **Specific Services:**

- ?? Counseling
- ?? Education/Training
- ?? Complaint/Clarification
- ?? Ethnic Observances
- ?? Unit Climate Assessment
- ?? Base EOT Policy Interpretation
- ?? Mediation
- ?? Informal Assistance Community Outreach
- ?? Trend Analysis
- ?? Referrals

### **7.2.19 Thrift Shop**

The Thrift Shop is well stocked with good, second-hand purchasable items of consignment. Seasonal clothing all sizes, toys, and household items are available year round. Consignments also accepted.

**Location:** 211 Tanker Trail

**Telephone:** 727-6618

**Hours:** Tuesdays and Thursdays 0930-1430

**Eligibility:** Open to anyone

#### **Specific Services:**

- ?? Accepts limited consignments of any household goods or clothing, or any large items or by appointment.
- ?? Enlisted and Officer spouse volunteers are welcome.

?? Funds OSC scholarship and other charitable programs.

### **7.2.20 TRICARE CHAMPUS**

TRICARE is a regionally managed health care program for active duty and retired members of the uniformed services, their families, and survivors. It is designed to expand access to care, assure high quality care, control health care costs for patients and taxpayers alike, and improve medical readiness.

**Location:** 5th Medical Group (Base Hospital)

**Telephone:** 727-8400 or 1-888-TRIWEST

**Hours:** 0700-1630, M-F

**Eligibility:** Dependents of active duty, and retirees

#### **Specific Services**

?? Advise on claims, TRICARE/CHAMPUS benefits.

### **7.2.21 Health and Wellness Center (HAWC)**

The Health and Wellness Center provides health promotion programs to improve quality of life and provide necessary tools for self-care. We target your wellness in the following stress areas: fitness, nutrition, tobacco cessation management, and other related prevention programs.

**Location:** Health and Wellness Center

**Hours:** 0700-1630

**Eligibility:** Active Duty, retirees, dependents, and DoD civilians.

**POC:** Health Promotion Manager

#### **Specific Services:**

?? Classes

?? Fitness Room

?? Relaxation Room

?? Wellness Library

?? Blood Pressure Checks

### **7.2.22 Video E-Mail**

Send an e-mail that is really a video. The 60-second e-mail provides a picture and voice over the Internet to someone you love far away.

**Location:** Family Support Center

**Telephone:** 723-3950

**Hours:** By appointment only

**Eligibility:** Active duty personnel and family members left behind due to a deployment/TDY.

**POC:** FSC Readiness Coordinator

### **7.2.23 Video-Teleconferencing (VTC)**

Missing your spouse? Kids growing like weeds? Need to see his face? VTC's provide families the opportunity to talk to mommy or daddy in person. Schedule your appointment today for the VTC Center.

**Location:** Family Support Center

**Telephone:** 723-3950

**Hours:** By appointment only

**Eligibility:** Active Duty personnel and family members left behind due to a deployment/TDY

**POC:** FSC Readiness Coordinator

### **7.2.24 Women Infants and Children (WIC)**

WIC is a special supplemental food program to help improve the health of women, infants, and children through good nutrition.

**Location:** 22 Peacekeeper Place

**Telephone:** 723-2826

**Hours:** 0830-1630

**Eligibility:** Based on income levels of families.

#### **Specific Services:**

- ?? Supplemental nutrition program
- ?? Nutrition education and counseling
- ?? Breastfeeding information and resources

### 7.3 MINI-TELEPHONE DIRECTORY

(Refer to this section for a quick reference of frequently dialed numbers.)

<b>A</b>		<b>E</b>	
Air Force Aid Society	723-2865	Education Office	723-2772
Airman's Attic	723-1818	Embry Riddle University	727-9007
American Red Cross (Downtown Office)	852-2828	<b>F</b>	
(MAFB Office at FSC)	723-1855	FAM Camp	723-6343
(24 hr Emergency)	1-877-272-7238	Family Advocacy	723-5096
Arts and Crafts	723-3640	Family Child Provider	723-6662
Automotive Skills Center	723-2127	Family Member	
		Flight Chief	723-4673
<b>B</b>		Family Life Education	723-2076
23 <sup>rd</sup> Bomb Squadron		Family Readiness Program	723-4728
First Sergeant	723-2207	Family Support Center (FSC)	723-3950
Base Operator	723-1110	Finance Office	723-1858
Barber Shop	723-4868	Flower Shop	723-4404
Billeting/Lodging Office	723-2184	Food Court	723-3802
Bowling Center	723-2610	Food Stamps	852-3552
		Furniture Store	727-6632
<b>C</b>		<b>G</b>	
Career Focus Program	723-4500	Golf Course	723-3164
5 <sup>th</sup> Civil Engineering Squadron (CES)		<b>H</b>	
First Sergeant	723-4882	HAWC	723-2991
Central Michigan University	727-5535	Head Start	723-3330
Chapels:		54 <sup>th</sup> Helicopter Flight (HF)	
Northern Lights	723-3456	First Sergeant	723-2328
North Plains	723-3633	Hospital Appointment Line	727-8400
Child Development Center	723-3750	Housing Office	723-4660
Commissary	723-4559	Housing Maintenance	727-6174
5 <sup>th</sup> Communication Squadron (CS)		<b>J</b>	
First Sergeant	723-2151	JR Rockers	727-7625
5 <sup>th</sup> Comptroller Squadron (CPTS)		<b>L</b>	
First Sergeant	723-0731	Law Enforcement Desk	723-3096
5 <sup>th</sup> Contracting Squadron (CONS)		Legal Office	723-3026
First Sergeant	723-4171	Life Skills Support Center	723-5527
		Or	723-5535
<b>D</b>			
Dakota Elementary	727-3310		
Doolittle (Officer's Club)	723-3731		
Defense Re-utilization and Marketing Office (DRMO)	723-3241		
Dry Cleaners	723-6800		

5<sup>th</sup> Logistics Support Squadron (LSS)  
 First Sergeant 723-1055  
 91<sup>st</sup> Logistics Support Squadron (LSS)  
 First Sergeant 723-2264

**M**

McAdoo Fitness Center 723-2145  
 5<sup>th</sup> Maintenance Squadron (MXS)  
 First Sergeant 723-3675  
 91<sup>st</sup> Maintenance Squadron (MXS)  
 First Sergeant 723-3784  
 5<sup>th</sup> Medical Group (MDG)  
 First Sergeant 723-5137  
 Mental Health 723-5527  
 Or 723-5535  
 Minot Public Schools 587-4400  
 740<sup>th</sup> Missile Support Squadron (MS)  
 First Sergeant 723-3080  
 741<sup>st</sup> Missile Support Squadron (MS)  
 First Sergeant 723-6307  
 742<sup>nd</sup> Missile Support Squadron  
 (MS) First Sergeant 723-6284  
 5<sup>th</sup> Mission Support Squadron (MSS)  
 First Sergeant 723-3016  
 Motor Vehicle  
 Division Office 857-8221  
 Minot Command Post 723-3101  
 Memorial Junior  
 High School 727-3300  
 5<sup>th</sup> Munitions Squadron (MUNS)  
 First Sergeant 723-2562

**N**

North Plains Elementary 727-3321

**O**

5<sup>th</sup> Operations Support Squadron (OSS)  
 First Sergeant 723-6750  
 Optical Shop 723-4868  
 91<sup>st</sup> Operations Support Squadron First  
 Sergeant 723-6284  
 Outdoor Adventure Program  
 723-6343

**P**

Park University 727-0469  
 Patient Advocate 727-5180  
 Personal Financial  
 Management Program 723-2482  
 Public Affairs 723-6212

**R**

Relocation Assistance Program  
 723-3876 or 723-3848

**S**

SATO Leisure 723-5575  
 5<sup>th</sup> Security Forces Squadron (SFS)  
 First Sergeant 723-3355  
 91<sup>st</sup> Security Forces Squadron (SFS)  
 First Sergeant 723-6323  
 5<sup>th</sup> Services Squadron (SVS)  
 First Sergeant 723-4507  
 Shoppette 727-4973  
 5<sup>th</sup> Supply Squadron (SUPS)  
 First Sergeant 723-6063

**T**

Transition Assistance Program  
 723-3545  
 5<sup>th</sup> Transportation Squadron (TRANS)  
 First Sergeant 723-4764  
 Traffic Management  
 Office (TMO) 723-1848  
 TRICARE 727-8400  
 Trinity Health 857-5000

**V**

Vet Clinic 723-6449  
 Volunteer Resource Program  
 723-3950

**W**

WIC 723-2876

**Y**

Youth Center 723-2838

## Section 8



### Finance

#### 8.1 Spending Plan

Single and married (to include spouses) personnel need to invest the time required to develop a spending plan. This point cannot be stressed enough since financial difficulty is one of the most common problems military families experience during separation.

Many agencies can assist you in organizing a spending plan for your family including the Personal Financial Management Program (PFMP), banking institutions, credit unions, and other consumer referral agencies.

#### 8.2 Bills

Make a complete inventory of your monthly financial obligations (see budget work sheet). Designate one person to pay the bills regularly each month. The spouse who is home on a more regular basis usually accepts this responsibility. Although both spouses should be aware of their financial picture, switching back and forth may lead to confusion.

#### 8.3 Special Budget Considerations

- ?? Cost of long distance phone calls
- ?? Cost of postage, etc.
- ?? Non-reimbursable, incidental travel expenses for the service member and his/her dependents, such as entertainment and gifts.

It is necessary to make allowances in the spending plan to cover these costs or make an agreement not to indulge in these extras.

#### 8.4 Allotment

An allotment is a certain amount of money designated by Air Force members, which is deducted from their paychecks and sent to a qualified agency each month. Special designations may also be made for insurance premiums, government bonds, and savings institutions, etc. You can even set up an allotment to pay your rent. Setting up an allotment ensures that your debtor receives funds on a regular basis.

Plan ahead. It can take up to two months for the allotment procedure to begin.

## **8.5 Two Checking Accounts**

Most couples find it helpful to maintain two checking accounts-- one for monthly household expenses and one for the service member while away from home. This eliminates the problem of some deposits and withdrawals not being recorded as a result of two people in two different places trying to operate out of one checkbook.

## **8.6 Income Tax**

If the family will be separated when taxes are due, decide in advance how income taxes will be filed. If you prefer to calculate the taxes while you are away, take into consideration the time it will take to mail tax forms back and forth. Make several copies of all forms that are mailed in case they are lost.

Another option is to apply to the Internal Revenue Service for an extension on the filing date. Free tax assistance is available from the base Volunteer Income Tax Assistance office or call the legal office at 723-3026.

## **8.7 Saving Bonds**

Record all serial numbers of your bonds. Keep the list of numbers in a different place from where you keep the bonds. If you have bonds in different amounts, record the amount as well as the number. If you cash the bonds, record the amount of interest paid to you. That amount is required for your income tax return.

## **8.8 Pay Entitlements/Changes**

- ?? When a member is deployed/TDY, all pay statements will be sent to the unit. With member's signed consent, pay statements may be mailed to her/his home address.
- ?? Any adjustments to a member's pay that affects the amount they are paid can be processed by the member ONLY.
- ?? No changes can be made to a member's pay using a general power of attorney, however, if a specific statement says a Family Member can inquire into the member's Master Military Pay record, only inquiry information will be shared.
- ?? In emergency situations contact your spouse's first sergeant or commander and Military Pay will work with the unit to contact the member for adjustments to pay.
- ?? Entitlements will vary depending upon the location where a member is deployed. Some basic entitlements payable are shown below.
- ?? Foreign Duty Pay (FDP) is payable to enlisted only; amount is based on rank and varies from \$8.00-\$22.50 per month. FDP starts effective upon arrival date in overseas area. Hostile Fire Pay is payable to all members at \$150.00 per month upon arrival in an overseas location declared by Congress to be a hostile fire zone.
- ?? Family Separation Allowance (FSA) payable to all members with dependents; rate is \$2.50 per day up to \$75.00 per month from day of departure until day

prior to arrival home; must be TDY for more than 30 consecutive days to receive entitlement.

?? The Basic Allowance for Subsistence (BAS) entitlement for officers cannot be stopped, so a debt is established using the TDY settlement voucher to collect back any BAS paid while under field conditions.

NOTE: It is extremely important to file your travel voucher immediately upon return from your TDY/deployment. If you are taking leave when you come back, file your travel voucher first. A copy of your completed voucher is used to close out your TDY/deployment entitlements, and make any final adjustments.

**8.9 Taxes**

Some locations will provide a federal tax exemption for income accrued while TDY. For an enlisted member, all pay will be free of federal tax. For officers, \$4,225 will be exempt for each month in the overseas area. Social Security deductions will continue to be made.

**8.10 Cash Flow Worksheet #1, Monthly Income**

Type of Income	Estimated	Actual
Basic Pay		
Quarters Allowance (BAQ)		
Subsistence Allowance (BAS)		
Clothing Allowance		
Variable Housing Allowance (VHA)		
Special Pay (Flight, Pro, etc.)		
Second Job (Net)		
Spouse's Earning (Net)		
Child Support (Received)		
Interest/Dividends		
Other:		
<b>Total Monthly Cash-In</b>		

**8.11 Cash Flow Worksheet #2, Debt Management**

1	2	3	4	5	6	7	8
Creditor	APR	Statement Balance	Balance Past Due Penalties	Original When Current	Monthly Payment	Payment Multiple	Settlement Amount
<b>Totals</b>							

**8.12 Cash Flow Worksheet #3, Monthly Budget**

<b>Monthly Budget</b>	<b>Estimated</b>	<b>Actual</b>
<i>Fixed Expenses</i>		
Savings (Pay Yourself First)		
Social Security (6.2%)		
Medicare (1.45%)		
Federal Withholding Tax (FITW)		
State Withholding Tax (SITW)		
Rent/Mortgage		
SGLI		
Commercial Life Insurance		
Dues And Club Memberships		
Child Support/Alimony (Paid)		
Vehicle Insurance		
Other		
<i>Variable Expenses</i>		
Electricity		
Gas		
Water/Sewer		
Trash		
House/Yard Upkeep		
Telephone (Local And Long Distance)		
Groceries		
Personal Care Items		
Supplies (Cleaning, Etc.)		
Automobile (Gas & Oil)		
Automobile Maintenance/Repair (Routine)		
License/Tax/Inspection		
Clothing & Accessories		
Laundry/Dry Cleaning		
School Costs (Tuition)		
School Supplies (Books, Etc.)		
Child Care		
Allowances		
Beauty/Barber Shop		
Medical/Dental		
Medicine & Drugs		
Glasses/Contacts		
Newspapers/Magazine Subscriptions		
Charitable Contributions		
Hobbies & Supplies		
Breakfast		
Lunch (Self/Spouse)		
Snacks		
Supper		
Cable TV		
Recreation/Entertainment		
Tobacco Products		
Alcoholic Beverages		
Bank Service Charges		
Veterinary Costs		
<b>Total Monthly Expenses</b>		

### 8.13 Cash Flow Worksheet #4, Recapitulation

<b>1. Total Monthly Cash In</b>	<b>\$</b>
---------------------------------	-----------

(From Worksheet #1)	
<b>2. Total Monthly Expenses</b> (From Worksheet #3)	—
<b>3. Discretionary Income</b> (Line 1 Minus Line 2)	=
<b>4. Less Total Debt Payment</b> (From Worksheet #2, Column 6)	= (+ )(- )

#### 8.14 Bank Or Credit Union Accounts Worksheet

	#1	#2	#3	#4	#5
Name of Bank/Credit Union					
Address					
Account Number					
Location of Books					
Special Requirements					
Location of Blank Checks					
Sure Pay To Which Account					

#### 8.15 Insurance Policies Worksheet

	Homeowners or Renters	Life Insurance	Auto #1	Auto #2	Other
<b>Policy Number</b>					
Company Name					
Phone Number					
Payment Due Date					
*Method Of Payment					
Amount of Payment					

\*ALLOTMENT, AS PART OF MORTGAGE, COMBINED WITH PAYMENTS FOR OTHER POLICIES, ETC.

**8.16 Life Insurance Worksheet**

	<b>Spouse</b>	<b>Spouse</b>	<b>Yours</b>	<b>Yours</b>	<b>Children</b>
Policy Number					
Company Name					
Company Address					
Phone Number					
Payment Due Date					
Amount Of Payment					
Policy Location					

**8.17 Personal Property List (Sample)**

<b>Type Item</b>	<b>Make</b>	<b>Model</b>	<b>Color</b>	<b>Serial #</b>	<b>Caliber</b>	<b>Location</b>

## Section 9



### Legal

Active duty service members and their spouses are eligible for legal assistance at no charge. Call the Minot Legal Office (723-3026) to schedule an appointment.

Services available to you at the Legal Office include:

- ?? Preparation of living wills, powers of attorney, and wills. A living will makes known your desires regarding administration or withdrawal of life support. A power of attorney is a legal document that gives another person the authority to act as your agent, either for some particular purpose, or for the transaction of your business in general. A will is a legal document that controls the disposition of your property in the event of your death, appoints a guardian to care for your children, and executor to administer your estate. Most individuals need a will. **Do not wait for a deployment or other contingency to find out that you need one.** Get it as soon as possible.
- ?? Advice on matters such as consumer law, credit purchasing, small claims court, motor vehicle laws, landlord-tenant relationships, state of legal residence, domestic relations (adoption, child support, marriage, etc.) contract reviews, and general civil law matters.
- ?? Remember the Golden Rule of contracting—once you've signed the contract, you're bound to what it says except in certain, very limited situations. Never sign anything without thoroughly reading it first!
- ?? Notary Public at no charge for most documents.
- ?? Certain legal problems are not within the scope of Legal Assistance, such as claims against the government, criminal matters, and complex estate planning and tax advice. The attorneys at the legal office cannot represent anyone in court. In civil law cases, the Legal Office advises you to see civilian counsel or the Area Defense Counsel (for criminal matters).

Best advice concerning legal matters—when in doubt regarding the legality or legal ramifications of your actions, stop and think first. If you have questions, contact the legal office before taking action!

### 9.1 Importance Of A Power Of Attorney

The power of attorney is a legal instrument that deserves your serious consideration. In important personal matters, it may often be necessary for your spouse, a parent, or other competent person to act for you in your behalf, and a power of attorney becomes an essential document.

Most attorneys and legal assistance officers are in position to furnish you with a prepared general power of attorney, which covers most contingencies. This may very well satisfy your personal needs. Otherwise, you may prefer to have a more specific power of attorney drawn by your attorney or your legal assistance officer. If a power of attorney is to be executed in connection with life insurance policies, it is not always feasible to employ a standard form. Insurance contracts contain multiple features and any power of attorney given in connection with them should be tailored to fit the specific contract. By being specific, it is possible in an emergency to give your attorney-in-fact the right of conversion or to endorse checks issued to your order.

In any event, before you execute a power of attorney, be sure you understand exactly what you want your attorney-in-fact to do in your place. For example, you may want to limit the duration of the instrument to a period of time you expect to be in the military service or overseas.

Getting a power of attorney is a very simple procedure and can be done at the base legal office. You may be discouraged from getting a full power of attorney. A special power of attorney lets you accomplish only specified actions. If your car is in your husband's name or both of your names, for example, you cannot renew your license plates without one.

One of the **most important** and least known powers of attorney are the ones given to a **baby-sitter**. If you have children and they become ill while you're away, no doctor, on or off base, can treat the child unless it is an emergency (if the child will die without treatment). In other words, all the doctors can do is keep your child alive until you can be located. A power of attorney gives the baby-sitter legal right to seek medical assistance for your child. A copy of the power of attorney should be kept with the child's medical records.

## **9.2 The Importance Of A Will**

Should you die without a will, the state in which you live will make one for you. However, the will made for you by law is most rigid and arbitrary in its distribution of your estate after your death. You will not have any say as to who will receive the fruits and benefits of your lifetime's work. Therefore, regardless of the size, nature or extent of your estate, **everyone should have a skillfully prepared will, which carries out your wishes and desires and not that of the government.**

Your will, when properly and accurately drawn, allows you to distribute your estate in almost any manner you desire and permits you to nominate the person of your choice to carry out your mandates at a minimum of expense to the estate. You can direct the period of time over which your estate will be distributed and all the terms and conditions for said distribution. You can appoint other beneficiaries such as guardians, trustees, and others to administer and tend to the needs of minor children in accordance with your wishes and desires and not that of creditors or distant relatives or some stranger to your loved ones. A will provides a valuable link in the chain of title for all real property (houses, lots, farms, etc.)

No single will form could be used in all parts of the United States. Also, desires and needs of individuals can differ. It is, therefore, our recommendation that you see a lawyer of your own

choice for the preparation of your will and that of your spouse. As a member of the military service, you may contact the base legal assistance officer. He or she will be glad to help you. (Note: Never keep any important papers that will be needed upon your or any of your family's death in a safety deposit box. For safe storage at home, consider a fire-proof box or store papers in waterproof bag in your freezer.)

- ?? Is your spouse's emergency data card up to date at the base Military Personnel Flight?
- ?? Do you know all of the benefits you are entitled to upon your spouse's death?
- ?? Have you outlined what would happen to your children?
- ?? Has your spouse reviewed your Servicemen's Group Life Insurance (SGLI) Policy?

### **9.3 Family Care Plan**

Deployment or mobilization might occur suddenly. This is a fact of military life each member accepts. A Family Care Plan (AF Form 357) helps you do a better job when duty calls. Because concerns are taken care of at home, you can concentrate more fully on your mission, be more productive and energetic. A Family Care Plan ensures your family gets the care they need while you are away (short or long term). This plan gives details of care for your children. This means that issues such as guardianship, school, day care, and visitation are handled, as you prefer. It ensures those who are not capable of self-care- a parent, spouse, or other relatives will get the attention and assistance they need.

Each Air Force member is responsible for the care of his or her family members. Family Care Plans are required for single parents, dual military couples with family members, and members with civilian spouses who have unique family situations. The Commander or First Sergeant maintains the written plan in each squadron. This does not mean everyone else is exempt. Anyone can have a Family Care Plan. The form includes the following information:

- ?? Instructions for care
- ?? Legal authorizations
- ?? Names, addresses, and telephone numbers

Family Care Plans should be updated once a year or as changes arise in:

- ?? The death of a spouse
- ?? Divorce
- ?? Child custody decision
- ?? Adoption
- ?? Extended absence by a spouse
- ?? Relocation

Air Force members will implement their Family Care Plan when required to be absent from their family members. Absence could stem from a deployment, TDY, or disaster (man-made or natural). Readiness comprises the family not merely the military member. Are You Ready?

### 9.4 List Of Important Legal Documents

Fill in this worksheet to make a list of the documents kept in your home or in a safety deposit box. Additional information should be itemized on a separate piece of paper and attached.

Document	Dated	Location	Notes
<b>Wills</b> Prepared For:			<b>Attorney:</b>
<b>Power Of Attorney</b> Prepared For:			<b>Power Given To:</b>
<b>Birth Certificates</b> For:			
<b>Death Certificates</b> For:			
<b>Marriage Licenses</b> For:			
<b>Divorce Decrees</b> For:			
<b>Court Orders</b> (Child Custody, Child Support) For:			
<b>Citizenship/Naturalization Papers</b> For:			
<b>Adoption Papers</b>			

For:			
<b>Passports</b> For:			
<b>Automobile/Recreation Vehicle Boat Records</b> (Title, Registration)			
<b>Real Estate Records</b> (List Deeds, Appraisals, Mortgage all properties)			

**9.5 Record Of Family Information** (Enter Family Member's Name)

Name	SSN	Birth Date	Place Of Birth	Address

**9.6 Military Information**

<b>Social Security Number</b>	
<b>Date Entered Active Duty</b>	
<b>Enlistment Date</b>	
<b>Commission Date</b>	
<b>Present Rank</b>	
<b>Flying Status</b>	
<b>Pay Date</b>	

## Section 10



### Safety

**10.1 When Your Spouse Is Away, Watch What You Say.** Times have changed and female spouses are targets of crime during deployments. You have heard all the sayings “Prevention is worth a pound of cure”. “Hind sight is 20/20”. Let’s improve our foresight. Here are some common sense tips to help keep you safe during deployments and TDYs.

### 10.2 Common Sense Tips

1. Tell only those who need to know that your spouse is gone.
2. Don’t talk to strangers applies to you too; not just the children.
3. Have broken locks, windows, doors, lights, and hazards promptly repaired.
4. Do not let strangers in your house! If you did not call them-- don’t let them in. If you live on-or off-base lock your doors and call the department he represents for verification. If he is legit, he will understand.
5. Avoid wearing clothing that advertises that you are a military spouse.
6. Have your spouse leave the record message on the answering machine before he leaves if it needs updating.
7. Buy a cheap timer to turn your lights on and off at different times.
8. Vary your schedule from time to time. Drive a different way to work and home.
9. If you have more than one car, drive both. It appears that you are not alone.
10. Have your children fingerprinted in the ID-A-Kid Program. This event is held twice a year at Minot AFB: during Month of the Military Child and Military Family Week
11. When taking your car in for repairs do not mention that your husband is away. Some places may try to take financial advantage of you assuming that you don’t know much about repairs.
12. While on-line, be cautious about where you post your address and what you post to bulletin boards. Don’t post you spouse’s rank/unit, or other personal information on a bulletin board.
13. If posting your full name or your e-mail address contains enough of your name, you can easily be looked up in the phonebook.
14. If you have a homepage, be careful about how much personal info you are putting on-line while you spouse is deployed.

### **10.3. Computer Security**

Computer security (COMPUSEC) is one of four security programs outlined by the AFPD 33-2, Information Protection for users of military computers. The COMPUSEC program gives us an effective and efficient level of protection for all automated information systems (AIS) resources and information. Three objectives of COMPUSEC are: availability, integrity, and confidentiality of AIS resources and information processed throughout the system's life cycle. Appropriate level of protection against threats and vulnerabilities for information systems prevents denial of service, corruption, compromise, and fraud, waste, and abuse. To achieve these three objectives, the military uses countermeasures. A countermeasure is the sum of a safeguard and its associated control. Security disciplines (such as COMPUSEC, operations security (OPSEC), communications security (COMSEC), etc.) provides safeguards to protect information; controls are administrative and management activities that implement the safeguards.

### **10.4 Alone Behind the Wheel**

During many deployments the remaining spouse decides that it might be better to go home to visit relatives than stay at Minot. Emotional and financial support is better there; so you pack the car and you're off. Stop and think first. Safety should be your first concern. Have you ever driven that far by yourself? Are you going to stop after 8 hours? How are the children going to handle being in an enclosed space for an extended amount of time?

#### **10.4.1 Safety "trip tips"?**

- ⚡⚡ Do plan your trip before you leave. Mark your route (how you're going and where you plan to stop) on a map. Give a copy of that plan (with appropriate phone numbers where you can be reached and an estimated time of arrival) to a family member, friend or business associate.
- ⚡⚡ Don't take maps or other obvious travel aids into rest stops or restaurants. You don't want to call attention to the fact that you have a long way to travel.
- ⚡⚡ Do check your car out completely before you get on the road. Many breakdowns are avoidable, especially those involving fuel, oil, cooling or electrical problems.
- ⚡⚡ Don't think just because you have a cellular phone that you won't need to use a public one. Carry change just in case.
- ⚡⚡ Do use valet parking at hotels and restaurants. It's safer than spending too much time in the parking lots.
- ⚡⚡ Don't try to fix a flat if you think you are in an unsafe area. Drive slowly to a service station or police station.

#### **10.4.2 Should I always have my doors locked when I'm driving?**

Yes. All your doors. And you should always have your windows rolled up. If it's hot and you don't have air conditioning, roll your windows down just enough to allow air to flow in, but not enough to allow someone to get his hand in the car.

#### **10.4.3 What do I do if my car just conks out?**

If your car comes to a stop slowly, try to pull safely off the road, out of the way of traffic. Stay in your car. If you have a mobile phone, call for help and give them your location. If you don't have a roadside assistance service, call the police. If you don't have a phone, stick a white handkerchief or scarf part way out your window. This will alert passersby that you need assistance. If someone does stop to help you, stay inside your car with all the doors locked and the windows rolled up high enough so no one can get a hand inside the car. Tell them what kind of help you need. If their concern is genuine, they'll make a call for you or alert someone who can help you at their next stop. Don't get out and raise the hood of your car. This blocks your view of oncoming traffic (one of whom may be a policeman) and it signals the potential criminal that your car is immobile. You should always carry a "Call Police" window sign in your glove compartment. That way many drivers will see that you need help, and if someone does stop that you are suspicious of, you can tell him that someone saw your sign and has already contacted the police, who are currently en route.

#### **10.4.4 Is having a phone in the car a good idea?**

Yes. But it can be dangerous if not used properly. People with a phone in their car run a 34% high risk of having a collision. If you must dial, wait until you are stopped at a traffic light, or better still, pull safely off the road, stop, then dial. If you preprogram your phone to activate 9-1-1, or other emergency numbers, with just the push of one button you'll be able to react much more quickly in an emergency. Speakerphone units that allow you to talk and listen without holding a receiver are better, but they can still be dangerous. Because some people pay more attention to their phone call than to the traffic conditions around them. It's best to use the phone in the car only as an emergency aid, or to let people at your destination know in advance if you are going to be late. That's better than trying to drive too fast to get there on time.

#### **10.4.5 I seem to get more tired when I drive alone. What can I do about it?**

Driver fatigue can be a killer. It's especially dangerous when you are alone. Here are some things you can do to help stay awake:

1. Don't start a trip late in the day. Make sure you've had plenty of sleep before you begin driving.
2. Avoid long drives at night. The glare of lights outside and from your dashboard increases the chance of highway hypnosis.
3. Adjust your car's environment to help you stay awake. Keep the temperature cool. Turn the radio up and switch stations frequently. Don't use cruise control.
4. Use good posture. Keep your head up, shoulders back, buttocks tucked against the seat back, legs not fully extended. Keep them at a 45 ° angle.
5. Take frequent breaks. Stop at well-lighted rest areas or service stations at least every two hours. Get out of the car at these breaks.
6. Snack frequently. Avoid alcohol entirely.
7. Don't allow your eyes to become fatigued. Wear sunglasses to fight glare during the day, but never wear them at night.

8. Break the monotony. Vary your speed levels. Chew gum. Talk to yourself.
9. If you feel yourself dozing off, the best remedy is to stop and get some sleep. Even 20 minutes of sleep may refresh you enough to keep going for a bit. If you do pull off the road to take a quick nap, be sure you are safely off the road, preferably at a rest stop, with all doors locked.

#### **10.4.6 What if I plan and prepare but someone confronts me anyway?**

Your foremost concern should be your personal safety. If a robber or a carjacker confronts you, don't resist. Give up your purse, your wallet, and your keys quickly. Don't attempt to reason with a robber. Give him what he wants. Try to remember what the individual looks like. Remember, possessions can be replaced. Your life can't be.

#### **10.4.7 How do I know something is wrong with my vehicle?**

1. Watch the instrument panel. Your instrument panel gauges indicate engine temperature, fuel and oil levels and other important information. Read your owner's manual to familiarize yourself with all the gauges. Your manual will also indicate what gauge readings are considered "normal" and which signal an emergency situation. However, your instrument panel can't tell you everything. For example, if your car suddenly pulls to one side, or if you feel a rumbling or vibration, safely pull off the roadway. You may have a flat or low tire.
2. Keep alert. Your sense of smell, touch, sight or hearing may be the first hint that there's a problem. Pay attention to your car while driving. An odd odor, an unusual vibration, the sight of smoke or an unexpected sound can signal trouble.

#### **10.4.8 If there's something wrong with my vehicle, should I stop where I am or continue?**

It really depends on the nature of your problem. As a safe rule of thumb, any change in your vehicle's steering, braking or acceleration should receive immediate attention. Pull safely to the side of the road onto a smooth, flat shoulder as far off the roadway as possible.

On the other hand, with less urgent problems, such as an under-flated tire, a slight shift in a gauge's reading or a blown fuse, it's usually okay to continue cautiously to the closest service station.

#### **10.4.9 If I have to pull over, how do I do it safely?**

1. Reduce distractions inside your vehicle by turning off the stereo and asking passengers, especially children, to remain still and quiet.
2. Gradually reduce speed and visually check off-road conditions before choosing where to pull over.
3. Use your turn signal and not your emergency flashers so other drivers will know you need to get over. When your emergency flashers are on, your

blinkers don't work. Check for traffic and, when it's clear, move smoothly one lane at a time from the roadway to the shoulder. Avoid soft shoulders, curbs, uneven areas and curves that will prevent other drivers from seeing you. Don't jerk the wheel or swerve. That could cause your tires to "catch" on the side of the road.

4. Even though you are off the roadway, remain extra cautious. Vehicles on the shoulder or median are still at risk for collisions. After you've stopped, turn on your emergency flashers.

#### **10.4.10 What if I get a flat tire?**

Don't panic. Firmly grip the wheel and slowly pull off the road as far as possible. If you're in an unsafe area or on a busy roadway, don't try to change the tire. Drive slowly to a safer place. This may cause damage to your rim, but isn't it better to risk your rim than risk your life?

Before you jack up the car, put it in reverse if it's a manual or park if it's an automatic. Apply the emergency brake and be sure the jack and car are on solid, level ground. Then follow the owner's manual instructions for changing a tire. Here's a helpful hint: loosen the lug nuts slightly before jacking up your car: the weight of the car will make it easier.

#### **10.4.11 How do I signal for help?**

Once you're safely off the road, turn on your emergency flashers. If you don't have a cellular phone or CB radio, place a sign in the window that says "Call Police". If you don't have a "Call Police" sign, carry a marker and piece of paper so you can make your own. Many store-bought sunshades have a "Call Police" sign on one side.

In addition, use a handkerchief or bright piece of clothing to signal for help. Attach it to the outside of your car where it can be easily seen, like on an antenna or door handle. If this requires you to exit your vehicle, use the door furthest from the road.

#### **10.4.12 Should I stay in my car while waiting for help?**

Yes. Unless there is smoke, the threat of an engine or electrical fire or the possibility of ventilation problems, it's best to stay in your car, windows up and doors locked. Be patient. Help will arrive. And keep your seat belt fastened while waiting, in case you're struck by another vehicle.

If you experience a breakdown in extreme heat, keep your windows cracked and drink plenty of water. Always carry emergency drinking water in hot weather. Some repairs may require passengers to exit the vehicle. For example, no one should be in a vehicle when a tire is being changed.

#### **10.4.13 What if a stranger approaches?**

Be on guard. Don't open the doors or windows to communicate. If the person behaves suspiciously, tell them the police are on their way.

If you're offered the use of a portable phone or CB radio, don't accept. Instead, write down the number you need to call and show it to the person through the window. (Always keep a message pad and pen in your glove compartment).

If it's absolutely necessary or you feel confident, lower your window just enough to speak through it. Ask them to call or send for help.

#### **10.4.14 What should be in my glove compartment in case of a breakdown?**

- ?? "Call Police" sign (often found on the back of store-bought sunshades)
- ?? Bright handkerchief or cloth
- ?? Telephone numbers of people to call in an emergency
- ?? Pen or marker and message pad
- ?? Flashlight and extra batteries (check batteries often to be sure they work)
- ?? Automobile registration
- ?? Insurance documents
- ?? Copy of health insurance card

#### **10.4.15 What should I carry in my trunk?**

- ?? Fire extinguisher – un-expired and securely stored with the correct charge (make sure it's the right type)
- ?? Flares or reflective devices (flares burn very hot; use only if you know how to safely light and place them)
- ?? Jack and lug wrench (practicing using at home following your owner's manual)
- ?? Spare tire properly inflated (check often)
- ?? Non-perishable, easy –open food items
- ?? Flashlight with extra batteries in the glove box
- ?? First aid kit
- ?? Bottled drinking water
- ?? Jumper cables
- ?? Blankets
- ?? Empty, approved gas container
- ?? Umbrella, poncho or raincoat

#### **10.4.16 What items do I need when traveling in cold weather?**

Be prepared for a cold weather emergency; stock your vehicle with extra gloves, hats, blankets, a windshield scraper and thermal packs. Also carry sand, salt or calcium chloride and, if you don't have snow tires, tire chains. Practice putting on the tire chains so you know how to use them.

#### **10.4.17 Are there any repairs I can make to get myself moving again?**

There's so much technology in today's vehicles, many repairs can only be made by certified technicians with the proper diagnostic equipment and tools. But there are some minor repairs you may be able to make if you have the right tools and materials. For example, you may be able to change a tire, add oil or coolant,

replace a fuse or pour water into the radiator. (Remember to let your engine cool before removing the radiator cap. The hot water in your radiator is under extreme pressure and can cause severe burns. Be patient, it may take more than an hour to cool).

#### **10.4.18 What can I do to prevent a breakdown?**

Every time you drive your vehicle, check the following:

- ☞☞ Tires for proper inflation.
- ☞☞ Windshield, headlights and taillights should be clean.
- ☞☞ Survey gauges and warning lights after you have started your car.

#### **10.4.19 As part of routine maintenance you should:**

- ☞☞ Check oil level once a week; change the oil every 3,000 miles.
- ☞☞ Check for oil leaks.
- ☞☞ Check tires for cuts, nails, stones and proper inflation.
- ☞☞ Help prevent uneven tire wear; rotate tires every 5,000 to 6,000 miles.  
Research shows 90% of tire problems occur in the last 10% of a tire's life.
- ☞☞ Make sure the battery and its terminals are clean and corrosion free.
- ☞☞ Check the air filter; replace if it's dirty.
- ☞☞ Check fluid levels for brakes, steering, windshield washer, radiator coolant and automatic transmission.
- ☞☞ Make sure the exhaust system has no visible leaks or cracks and the tail is not obstructed.
- ☞☞ Carry only securely stored, non-flammable liquids in the trunk—never gasoline.
- ☞☞ Before trips check fluid levels, belts, hoses and clamps. Refill or replace if necessary.

#### **10.4.20 The American Red Cross recommends the following items for a first aid kit.**

- ?? Sterile adhesive bandages
- ?? 2" and 4" sterile gauze pads
- ?? Hypoallergenic adhesive tape
- ?? Hypoallergenic surgical gloves
- ?? Triangular bandages
- ?? 2" and 3" sterile bandages
- ?? Scissors
- ?? Tweezers
- ?? Mouth barrier
- ?? Antiseptic
- ?? Thermometer
- ?? Tongue depressor
- ?? Petroleum jelly
- ?? Safety pins
- ?? Hand cleansing agent
- ?? Sunscreen

- ?? Aspirin and non-aspirin pain reliever
- ?? Cold pack
- ?? Blanket
- ?? Plastic bags
- ?? Flashlight, flares and reflectors
- ?? Activated charcoal
- ?? Syrup of Ipecac

#### **10.4.21 How can I jumpstart a battery safely?**

To ensure a safe jump, follow these guidelines and review your owner's manual.

- A. Position vehicles so jumper cables can reach, but vehicles ARE NOT TOUCHING.
- B. WHEN HOLDING JUMPER CABLES MAKE SURE THE ENDS NEVER TOUCH. Connect one end of the RED cable to the POSITIVE terminal of the dead battery (1). Connect the other end of the RED cable to the POSITIVE terminal of the good battery (2).
- C. Connect one end of the BLACK cable to the negative terminal of the good battery (3). Connect the other end of the BLACK cable to an engine bolt head or other piece of non-moving metal (4). (WARNING: ATTACHING THE BLACK CABLE TO THE NEGATIVE TERMINAL OF THE DEAD BATTERY INSTEAD OF AN ENGINE BOLT MAY RESULT IN AN EXPLOSION).
- D. Make sure the jumper cables are away from moving engine parts.
- E. Start the engine with the good battery. Run it at moderate speed.
- F. Start the engine of the vehicle with the dead battery according to your owner's manual. Once it starts, reduce engine speed to idle.
- G. Remove the jumper cables in reverse order. First remove the BLACK cable from the engine bolt head or metal connection on the car you jumpstarted.
- H. The engine needs to run for at least 30 minutes to start recharging the battery. This can include driving time. Once the car has been jumpstarted, you should have certified technician test the battery and charging system.

## Section 11



### Reunion

#### 11.1 Homecoming Predictions

Every deployed person and their household members will experience a feeling of anticipation as the end of the deployment approaches. This may take the form of eagerness for reunion or a dread of a return to a problematic situation or a mixture of both.

Few get much sleep the night before homecoming. Children in the home may act out more than usual.

These feelings may result in you and your family members being keyed up and exhausted when the family is finally reunited.

It may take a while for the military member to get adjusted to the local time zone, home cooking, lack of continual aircraft noise, etc. Some initial difficulty sleeping through the night is typical.

After the end of a deployment, it is not unusual to experience a "homecoming let down/post-deployment plummet." Reality is seldom equal to how we have fantasized life after reunion would be. It makes sense to keep expectations reasonable and to be flexible.

The military member may want to stay at home and rest while the spouse may be eager to go out socializing as a couple or get the accumulated "honey do" tasks done. Skillful compromise and reasonable give and take will be needed if arguments and hurt feelings are to be avoided.

It is wise for the military member to express appreciation for the spouse's efforts in running the household single-handedly. It is unwise to criticize the spouse's efforts or the decisions they had to make on their own during the deployment.

The gifts the deployed member brings home or the special welcome efforts the family and friends make for the deployed member may not result in the expected reaction. Again, it makes sense to keep expectations reasonable and to stay flexible.

Children's reactions at homecoming may not be what the parents expected or hoped for. Very young children may not remember the deployed person and

may be shy. Older children may be resentful of the time the deployed person was away from the family. Children may need time to get reacquainted. Give it time.

If there were unresolved marital or family problems before the deployment, they will not have gotten better during the deployment. Realize it will take time and effort to resolve such problems. Be patient and keep expectations reasonable.

If promises were made, through letters or phone calls, during the deployment, the person to whom the promises were made will probably remember and expect the promises to be kept.

The deployed person may feel surprised or hurt by the fact that their partner did so well on their own during the deployment. Or may feel a little jealous at how closely the children bonded with the "stay behind" parent. Such feelings are normal, but it is wisest to show the other person love and appreciation for all their efforts during the deployment.

From reading the above paragraphs you can tell that the reunion process does not come without some problems. To assist you in returning to your old environment ACC Family Programs have created a video presentation to help you: Return and Reunion. Return and Reunion is 15 minutes long and can be viewed [here](#)

### **11.2 Reunion And The Single Member**

As a single person, you may have someone living in your home or apartment in your absence. Alternatively, you may have "moth balled" your home, or perhaps you moved out prior to deploying and will need to find a new residence when you return. If you live in the dormitory, you might have gained a new roommate during your absence. Regardless of your living situation, one of your first tasks will be to "put your house in order." Once you've done that, you'll be ready to focus on reestablishing your family and social ties.

As you anxiously anticipate going home, recognize that you've probably changed in subtle ways. You've made new friends. You've functioned in living and working environments that may be very different than anything you'd previously experienced. Perhaps you've taken up diving, weightlifting, or jogging. You've rubbed shoulders with a "different world" and stretched your comfort zone. As a result, you'll go home an enriched, but a somewhat changed person. If you have a "significant other" in your life, this person may have also changed in your absence. And change inevitably creates stress. As you adapt to the changes which may be required in your relationships you may experience over the short-term some worry, frustration, anger, confusion, appetite disturbance, fatigue, mood swings, or sleep difficulties. Usually such difficulties don't last longer than 2 to 4 weeks. If they continue, consult your physician or mental health professional for assistance.

Regardless of whether or not you have a significant other in your life, there are no doubt people whom you consider to be family. What does family mean to you? Is family restricted to biological relatives or do you also think of close friends as family? Will someone whom you consider family be there to greet you at the airport? Will you be going home to visit your family of origin? If so, how do you feel about seeing them? What will you talk about? How will you respond to changes that may be taking place in your family? Perhaps a sibling is going through a divorce, or a grandparent has become seriously ill. Be prepared for changes.

You may feel that nothing is going the way you planned and hoped. It is still vital that you make plans, especially for the first few days of your return. If you do not have friends or family who live in the local area, make plans with other returning unit members for a homecoming activity that is special for you and remember to call home.

One goal you may have as a single member returning from deployment is to meet someone new. Perhaps some of you are recently single again following a divorce or the end of a long-term relationship.

Some issues to consider are:

- ✍ What kind of relationship are you looking for?
- ✍ What do you contribute to a relationship?
- ✍ What do you want in a relationship?

Are you looking for a one-night stand or a relationship with someone special? There are advantages and disadvantages to both.

Now comes the hard part. How do you actually get yourself to go out and meet new people?

How you feel about yourself affects whether or not you take the risk to go out and meet new people. You have to like yourself enough to take that risk, to go places and meet new people, male and female. Having a good self-image will enable you to take risks, survive the rejections, and, at times, overcome the stereotypes associated with being in the military.

Your return may also be a good time to focus on how you want to live upon return. If you've thought about returning to school, now is the ideal time to check out some of the educational programs, both military and civilian. The key is to focus on what makes your life full and to make plans NOW to integrate those activities into your life.

Beyond practical issues, have you considered what impact the deployment will have on your social relationships and living habits? Many people with whom you've become friendly on the deployment may now be much less available to

you, particularly if they're married and are busy getting reacquainted with their families. This can promote feelings of loneliness and even mild depression. At the same time, you can keep yourself busy by actively reconnecting with old friends and acquaintances back home. And like everyone else who comes back from deployment, it makes sense to keep expectations reasonable and to be patient. Within a few weeks, your life should be back to a predictable and comfortable pattern again.

### **11.3 Reunion And Marriage Anticipation**

You've changed in subtle ways, as have your family and friends. As a result, you'll go home an enriched, but a somewhat changed person.

If you are the "stay behind" spouse, you have also probably grown during the deployment. You have taken on new responsibilities and developed confidence that you can "keep the ship afloat" in your spouse's absence. Out of necessity, you have learned to cope without your spouse. Now that your partner is coming home, you may be engaged in such activities as dieting, exercising, trying a new hairstyle, buying groceries to prepare your spouse's favorite meal, redecorating the house, and preparing the children, if any, for your spouse's return. At the same time, you are probably looking forward once again to the familiar pattern of sharing family and household responsibilities with your spouse.

Both you and your spouse are probably thinking a lot about what it will be like to get home. Maybe you're finding it more difficult to concentrate on work as your thoughts continue to drift to reunion. While you're excited about reunion, perhaps you're also a bit worried about some "unfinished business" in your relationship. After all, whatever challenges existed in your relationship before the deployment will not have magically dissolved during the deployment. Maybe there are other lingering doubts and fears. Sometimes, for example, as partners prepare to reunite they both wonder about the possibility of infidelity. Over all, though, you're probably very excited about once again spending time together as a family and sharing private time with your spouse.

#### **11.3.1 Changes At Home**

Although you'll be excited about reunion, and the whole family will probably be thrilled with the return of the deployed person, everyone may experience a range of thoughts and feelings. Perhaps the deployed person will be a bit worried about how well he or she will fit back in. At the same time, family members might also be concerned about how the deployed person will treat them. They may wonder if their accomplishments will be appreciated or resented. They may be concerned that the deployed person will violate the "go slow" principle and attempt to immediately "take over" everything. These concerns are a normal part of the reunion process and typically require little more than some time and patience to sort out. The "stay behind" spouse probably had to change some procedures while the deployed person was gone. If it was the deployed person's responsibility to mow the lawn, take out the trash, vacuum the carpet, or pay the

bills, someone else in the family had to temporarily assume those responsibilities. Other changes in family procedures may have taken place in response to evolving family needs. In any event, the deployed person should remember to go slow when adjusting to reunion with their family. Integrating back into the family is a process, not an event that can simply happen at the front door of your home by your announcing, in essence, "I'm home and I'm in charge." To take that approach is to invite arguments and hurt feelings.

One of the first changes that the newly returned person is likely to notice is that their partner has become more confident in his/her ability to cope with whatever hand life deals. Notice how this makes you feel. Are you proud of him/her? Hopefully so. Be sure to express your appreciation for his/her valiant efforts to independently cope with the complexities of family life in your absence. Do you feel a little threatened? Not sure exactly where and how you fit into the family now? These are very normal concerns.

### **11.3.2 Trust/Fidelity**

How would you characterize the trust level in your relationship when the deployment occurred? To what extent did you trust your partner to handle finances? What was your trust level in terms of your partner maintaining sexual fidelity? What do you think his/her trust level in you was in these and other key areas? Worries about a partner's unfaithfulness are much more common than the occurrence of infidelity. It is wise to assume you've both been faithful to one another unless you have strong evidence, not merely suspicion, to indicate your spouse has been unfaithful. After all, accusations of infidelity are very serious and strike at the very core of a relationship.

If your marital relationship was an overall respectively satisfactory one before the deployment, it's unlikely that any infidelity has taken place. When infidelity does occur, deployment notwithstanding, it is almost always a sign of much deeper relationship problems. Accordingly, these underlying issues must be addressed, perhaps with the help of a professional counselor, for the marriage to become healthier. If problems are left unresolved, acts of infidelity may become a devastating pattern in the relationship.

### **11.3.3 Communication**

Homecoming is the time we resume communicating "face to face" again. What will you and your partner talk about? Are you open to talking about changes that have occurred in each of your lives as positive experiences that can promote growth in your relationship? Are you willing to really listen? Your partner may want to tell you many things that happened while you were away. Even though you may have been fortunate enough to have frequent phone contact, letters, and perhaps e-mail and video teleconferences, your partner needs your undivided attention, face to face.

If you are the military member, how will you respond to the way your partner has

handled things in your absence? What about decisions he/she made that you question? Will you second-guess your partner, or will you recognize that he/she was operating in a stressful environment and made the best decisions he/she was capable of making? It is helpful to remember that you were not there and you do not know all the factors that went into decision-making. If you choose to criticize your spouse, what do you hope to accomplish? Anyone can criticize. But remember, no one ever erected a statue to a critic! If you choose to criticize of your partner's judgment, you'll be doing damage to your spouse's self-esteem and ultimately to your relationship. So, it's in everyone's best interest for you to accept the decisions your spouse made, acknowledge that he/she made them and move on.

As we've previously discussed, you can expect your partner has developed heightened self-confidence, especially in the area of operating the household. Hopefully you're proud of him/her and will openly express that. In any event, although your partner may be anxious to return many responsibilities to you, this is an area that you'll need to negotiate, and maybe transition some roles and responsibilities gradually. As an example, if you usually managed the family finances before, but your partner has been doing so in your absence, you'll need to get a thorough understanding of what has transpired. As finances can be an emotionally laden area, communication will shut down if you become critical, judgmental, or angry. In short, you and your spouse will need to negotiate a mutually satisfactory "transition plan" for you to reassume your roles within the household. Also, remain open to the possibility that the previous "division of labor" may need to be modified. Use the reunion as an opportunity to take a fresh look at things and make a fresh start in those areas where it makes sense.

You, as the military member, have received ribbons, medals and awards for doing a good job in the military. The only appreciation you spouse receives for supporting your decision to be in the military is the appreciation she or he receives from you. Many military spouses feel that without that emotional payoff, going through deployments and other military-related disruptions of family life is just not worth it.

Avoid getting into the "who had it worse" game. The truth of the matter is that the separation was difficult for both of you. But, it was probably more difficult for the family member who stayed at home, shouldering responsibility for the entire household and often worrying about the safety of the deployed member.

#### **11.4 Reconnecting With Children**

In some families, employment of a partner requires traveling or taking a position away from the primary family residence. It is important that parents explain what is going to happen before they leave the household for any extended time. Every simple explanation can be difficult for a child to understand.

Each child reacts a little differently in a stressful situation. It depends on age, temperament, and personality. A child may be shy or clingy, have a temper tantrum, or revert to childlike behavior. A young child may not be convinced that you are the adult they know. One common reaction by children is to ignore the returning parent but gradually warm up to them.

Knowing the social and emotional developmental stages of children at different ages can help a parent better understand a child's reaction and deal appropriately with the situation.

#### **11.4.1 Infants**

Infants fuss, cry, and pull away from the returning parent. Even a short absence can cause the child not to recognize the returning parent. For that reason, a child may cling to the adult that has always been present and treat the other person as a stranger. The parent can slowly regain the child's confidence. Talk to him/her and perhaps the child will recognize your voice. Repeat the actions you perform when you are at home and the child will gradually remember you. Be patient.

#### **11.4.2 Toddlers And Preschoolers**

Toddlers and preschoolers play independently around other children and play contentedly alone if near an adult. When an adult returns they may demand personal attention and want to be with that person constantly. Children at this age like to help adults and have conversations with them and be praised. The child wants to feel independent. Toddlers may feel guilty for making the parent go away. They may experience separation anxiety. A child may play games with the returning adult by offering the adult a toy and then failing to release it. Toddlers and preschoolers will whine and be fussy. Even at this age the returning parent may have to prove he or she is really the parent. Older children may revert to childlike behavior. Children may test both parents to the limits and demand more attention than usual.

#### **11.4.3 Elementary School Children (Ages 6-8)**

These children may dread the return of the absent parent. They know things are different when the adult returns. They know that they will lose attention. A reaction may be the child demanding lots of attention. Elementary school children may complain of stomach cramps and headaches in response to an adult returning. Children in early elementary school may act shy or act out their anger. They may be competitive, blaming, and moody, or they may talk a lot to gain approval and attention.

#### **11.4.4 Preteens (Ages 9-11)**

Preteens are very social and prefer to spend time with their friends. They learn acceptable behavior patterns and consequences through their peer relationships. Preteens find mothers all-important in life but begin to pull away from parents and show interest in friends, as they get older. These children need lots of reminders

and usually have not developed a good concept of time. They are impatient. They will begin to challenge the rules and limits set by adults. They may be very bossy. They are interested in team activities and are competitive. They strive for unreasonable independence but may crave periods alone. They may not want anything to do with the returning parent, or they may challenge the parent to the limits, or they may talk constantly to gain approval.

#### **11.4.5 Teens (Ages 12-18)**

Teenagers may be concerned about new responsibilities and rules when the parent returns home. They may refrain from communicating with adults or challenge adult's knowledge. Some teens crave to be alone. They want to be independent and resent being told what to do. These children may become excited about the returning adult. Many teens set self-imposed standards that cannot be lived up to. They tend to misdirect anger, which could cause trouble in school or the community.

### **11.5 Reunion**

- ?? Go slow and be patient when returning to children. Observe their actions and be flexible-- but not a pushover.
- ?? Communicate with each child individually. A very important way to build relationships is to ask questions and be interested in activities and feelings. Let the child know that she or he is special.
- ?? Let children know you are proud of their accomplishments. Ask them to save pictures for you and talk about the feelings of winning or having a great paper.
- ?? Give the child your undivided attention: sit at his or her level and make eye contact. Don't argue or correct. Send clear and encouraging messages. Be calm and patient.
- ?? Take it easy on the children, especially with discipline. Make changes gradually and point out the positive on changing the rules. Present a united front with other adults who have been parenting while you were away.
- ?? Don't send the kids away so that you can have an intimate reunion with your loved one. It is important to reaffirm the bond with the children.

#### **11.5.1 Reunion And Work**

Like other areas of your life, your work environment may be somewhat different when you return. You may be worried about changes that have taken place and how you'll fit back into the organizational picture. Someone else has assumed your role, or at least "taken up the slack," in your absence. If you were a supervisor, decisions have been made by whomever fulfilled your role that you now will have to "live with." You'll also experience a change of pace and activity in your workday. That is, you'll be required to shift from your deployment schedule and activities back into "business as usual."

If you'll apply the same ideas we've discussed to your work situation, your readjustment should go relatively smooth. Once again, focus on *going slow*.

Specifically, talk with colleagues and supervisors to learn of changes and the rationale for those changes. Just as you were encouraged not to question your spouse's judgment in the decisions she or he reached, do not be overly critical of your fellow workers and your supervisory chain. Just as in the situation in your family environment, you were not there at the time, and you do not know everything that went into the decision-making process. In any event, what can you realistically do other than accept decisions that have been made and move on? You can't change the past.

In addition to coming to grips with decisions which have been made in your work environment, be prepared for the possibility that some colleagues may harbor a degree of *resentment*. Why? One reason could be that *from their perspective*, they've assumed an arduous workload due to your absence. Now that you've been gone for several weeks or months, perhaps you're going to take at least a couple of weeks off work just when they want you to come back and start "pulling your weight" again! *From your perspective* it makes perfect sense that you're entitled to some time off. You've worked long hours, to include weekends and holidays. You've endured the challenges associated with functioning in a deployed environment, and you've been away from your family and friends. The issue here is not whose perception is "right" and whose perception is "wrong." The issue is simply that you need to be prepared for the possibility that you may encounter some resentment when you return to work.

There is another potential source of co-worker resentment, or at least irritation, amongst your colleagues you would be wise to avoid. Specifically, you may be tempted to entertain your co-workers with "deployment war stories." To a point, your colleagues will likely be interested in hearing about your experiences, especially if they ask. Once they've reached their "saturation point," however, and that point will be different for each individual, it's time to shift the conversation to another topic. Make sure you are just as interested in hearing about what interesting things they have been doing during your deployment.

Even though there's a limit to how much your colleagues want to hear about your deployment experiences, you'll no doubt want to reflect on your experiences for awhile. When you're sitting in your duty section perhaps feeling a little "underwhelmed" as you look back on the "good old days," remember your deployment was another time and place, and you need to live in the "here and now." Your challenge, in short, is to size up the post deployment work environment and develop a way to smoothly transition back into your work environment.

And finally, another work environment challenge you may encounter when you return to the workplace is staff turnover. As you know, in any period of several weeks or months, some folks in a military unit will PCS away and others will arrive. In terms of the newcomers, you and they are an "unknown quantity" to each other. For that reason, you'll need to establish your credibility with them,

and vice versa. This is especially true if you are in a supervisory role. Also, you'll need to learn to work together effectively as a new team.

## Section 12



### Emergency Action Plans

*This section of the Family Readiness Plan provides insight and information regarding “what to do” during special climatic conditions specific to North Dakota.*

#### 12.1 Tornadoes

You don't have to live in Kansas for tornadoes to occur and North Dakota is known to have its fair share. In the United States, tornadoes have been reported in every state. While they generally occur during spring and summer, they can happen anytime during the year. With winds swirling at 200 miles an hour or more, a tornado can destroy just about anything in its path.

##### Prepare a Home Tornado Plan

- ☞ Pick a place where family members can gather if a tornado is headed your way. It could be the basement or, if there is no basement, a center hallway, bathroom, or closet on the lowest floor. Keep this place uncluttered.
- ☞ If you are living in a high-rise building, you may not have enough time to go to the lowest floor. Pick a place in a hallway in the center of the building.

##### Stay Tuned for Storm Warnings

- ☞ Listen to your local radio and TV stations for up-to-date storm information
- ☞ Know what the different terms means;
  - Tornado Watch means a tornado is possible in the area
  - Tornado Warning means a tornado had been sighted and may be headed for the area. Go to safety immediately.

##### When A Tornado WATCH Is Issued...

Be alert to changing weather conditions. Blowing debris or the sound of an approaching tornado may alert you. Many people say it sounds like a freight train.

### **When A Tornado WARNING Is Issued...**

If inside, go to a safe place picked to protect you from glass and other flying objects. The tornado may be approaching your area. If outside, hurry to the basement of a nearby sturdy building or lie flat in a ditch or low-lying area. If you are in a car or mobile home, get out immediately and head for safety (as above).

### **After The Tornado Passes...**

Watch out for fallen power lines and stay out of the damaged area. Listen to the radio for information and instructions. Use a flashlight to inspect your home for damage. Do not use candles at any time.

## **12.2 What Is A Winter Storm?**

A winter storm can range from moderate snow over a few hours to blizzard conditions with blinding wind-driven snow that lasts several days. Some winter storms may be large enough to affect several states while others may affect only a single community. All winter storms are accompanied by low temperatures and blowing snow, which can severely reduce visibility. A severe winter storm is one that drops 4 or more inches of snow during a 12-hour period, or 6 or more inches during 24 hours. An ice storm occurs when freezing rain falls from clouds and freezes immediately on impact. All winter storms make driving and walking extremely hazardous. The aftermath of a winter storm can impact the community or region for days, weeks, and even months. Storm effects such as extreme cold, flooding, and snow accumulation can cause hazardous conditions and hidden problems for people in the affected area.

### **12.2.1 Winter Storms And Warnings**

A winter storm watch indicates that severe winter weather may affect your area. A winter storm warning indicates that severe weather conditions are definitely on the way.

A blizzard warning means that large amounts of falling snow or blowing snow and substantial winds of at least 35 miles per hour are expected for several hours.

### **12.2.2 What Do I Do During A Winter Storm?**

The logical answer whether you live on or off base is stay indoors and dress warmly. Listen to the radio or television to get the latest storm information.

#### **On-Base**

Color codes of road conditions. Call to see if delay in schools and reporting to work.

#### **Off-Base**

Conserve fuel. Lower the thermostat to 65 degrees during the day and 55 degrees at night. Close off unused rooms. If the pipes freeze, remove any insulation or layers of newspapers and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they were most exposed to the cold (or where the cold was most likely to penetrate).

If you must go outside dress warmly. Wear loose-fitting, layered, lightweight clothing. Layers can be removed to prevent perspiration and chill. Outer garments should be tightly woven and water repellent. Mittens are warmer than gloves because fingers generate warmth when they touch each other. Stretch before you go out. If you go out to shovel snow, do a few stretching exercises to warm up you body. Also, take frequent breaks. Cover your mouth. Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.

### **12.2.3 Winter Driving**

The leading cause of death during winter storms is transportation accidents. Preparing your vehicle for the winter season and knowing how to react if stranded or lost on the road is the key to safe winter driving.

#### **Have a qualified mechanic check the following items:**

Battery, antifreeze, wipers and windshield washer fluid, ignition system, thermostat, lights, flashing hazard lights, exhaust system, heater, breaks, defroster, and oil level.

Good winter tires and a spare tire are a must. Maintain at least a ½ tank of gas during the winter season. Keep a windshield scraper and brush for ice and snow removal. Plan long trips carefully. Listen to the radio or call the state highway patrol for the latest road conditions. Always travel during daylight and, if possible, take at least one other person.

### **12.2.4 Winter Car Kit**

- ~~///~~ Flashlights with extra batteries
- ~~///~~ First aid kit with pocket knife
- ~~///~~ Necessary medications
- ~~///~~ Several blankets
- ~~///~~ Sleeping bags
- ~~///~~ Extra newspaper for insulation
- ~~///~~ Plastic bags (for sanitation)
- ~~///~~ Matches
- ~~///~~ Extra sets of mittens, socks, and a wool cap
- ~~///~~ Rain gear and extra clothes
- ~~///~~ Small sack of sand, kitty litter for generating traction under wheels
- ~~///~~ Small shovel
- ~~///~~ Small tools (pliers, wrench, screwdriver)
- ~~///~~ Booster cables

- ~~☒~~ Set of tire chains or traction mats
- ~~☒~~ Cards, games, and puzzles
- ~~☒~~ Brightly colored cloth to use as a flag
- ~~☒~~ Non-electric can opener
- ~~☒~~ Bottle water
- ~~☒~~ Empty coffee can
- ~~☒~~ Jumper cables and tow rope
- ~~☒~~ Flare or warning light
- ~~☒~~ Ice scraper, brush

*A cellular phone or CB can be a lifesaver!*

### **12.2.5 If trapped in car during a blizzard...**

1. **Stay in the vehicle.** Do not leave the vehicle to search for assistance unless help is visible within 100 yards. You may become disorientated and lost in blowing and drifting snows.
2. Turn on emergency flashers to make your vehicle visible to work crews.
3. Display a trouble sign (distress flag)
4. Run the engine and heater about 10 minutes each hour to keep warm. While the engine is running slightly open a window and keep the exhaust pipe free of snow.
5. Exercise lightly to maintain body heat and circulation. Clap hands and move arms and legs occasionally. Try not to stay in one position for too long.
6. If more than one person is in the car, take turns sleeping. For warmth huddle together. Use newspapers, maps, and even the removable car mats for added insulation.
7. Be careful not to run the battery down.
8. If stranded in a remote rural or wilderness area, spread a large brightly colored cloth over the snow to alert rescue personnel.
9. Avoid overexertion. Cold weather puts an added strain on the heart. Unaccustomed exercise such as shoveling snow or pushing a car can bring on a heart attack or make other medical conditions worse. Be aware of symptoms of dehydration.

### **12.2.6 Important Phone Numbers**

	Phone Numbers
For Road Conditions	
Minot Air Force Base	701-723-1190
Minot and Statewide	701-837-7623
Bismarck and Statewide	701-328-7623
Dickinson and Statewide	701-227-7460
Valley City and Statewide	701-845-8630
Grand Forks and Statewide	701-787-6550
Fargo and Statewide	701-239-8950

### 12.2.7 Frostbite And Hypothermia

Frostbite is a severe reaction to cold exposure that can permanently damage its victims. A loss of feeling and a white or pale appearance in fingers, toes, or nose, and ear lobes are symptoms of frostbite.

Hypothermia is a condition brought on when the body temperature drops to less than 55 degrees Fahrenheit. Symptoms of hypothermia include uncontrollable shivering, slow speech, memory lapses, frequent stumbling, drowsiness, and exhaustion.

If frostbite or hypothermia is suspected, begin warming the person slowly and seek immediate medical assistance. Warm the person's trunk first. Use your own body heat to help. Arms and legs should be warmed last because stimulation of the limbs can drive cold blood toward the heart and lead to heart failure. Put the person in dry clothing and wrap their entire body in a blanket.

Never give a frostbite or hypothermia victim something with caffeine in it (like coffee or tea) or alcohol. Caffeine, a stimulant, can cause the heart to beat faster and hasten the effects the cold has on the body. Alcohol, a depressant, can slow the heart and also hasten the ill effects of cold body temperatures.

### 12.2.8 Wind Chill

"Wind chill" is a calculation of how cold it feels outside when the effects of temperature and wind speed are combined. A strong wind combined with a temperature of just below freezing can have the same effect as a still air temperature about 35 degrees colder.

Wind Chill Equivalent Temperatures (Fahrenheit)

Clam Air	15 mph	30 mph	40 mph +
30	19	15	13
20	7	12	<b>-15</b>
<b>0</b>	<b>-19</b>	<b>-26</b>	<b>-29</b>
<b>-10</b>	<b>-32</b>	<b>-39</b>	<b>-43</b>
<b>-20</b>	<b>-45</b>	<b>-53</b>	<b>-57</b>
<b>-30</b>	<b>-58</b>	<b>-67</b>	<b>-71</b>
<b>-40</b>	<b>-71</b>	<b>-80</b>	<b>-84</b>

***Frostbite is in the bold and occurs in thirty minutes or less.***

### 12.2.9 The Six Basics Of Winter Survival...

#### 1. Water

Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Increased physical activities can double that amount. Children, nursing mothers and ill people will need more.

- ~~///~~ Store 1 gallon of water per person per day (2 quarts for drinking and 2 for food preparation/sanitation)
- ~~///~~ Keep at least a three-day supply of water for each person in your household.

## **2. Food**

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking, and little or no water. Decide on food items that are compact and lightweight.

- ~~///~~ Ready-to-eat items such as canned meats, fruits, and vegetables
- ~~///~~ Canned juices, milk, soup (if powdered, store extra water)
- ~~///~~ Sugar, salt, pepper
- ~~///~~ High energy foods: peanut butter, jelly, crackers, granola bars, trail mix
- ~~///~~ Vitamins
- ~~///~~ Food for infants, elderly persons, or persons on special diets
- ~~///~~ Comfort/stress foods: cookies, hard candy, sweetened cereals, lollipops, instant coffee, or tea bag

## **3. First Aid Kit**

Assemble a first aid kit for your home and one for each car. See below for recommended first aid kit contents.

### **First Aid Kit**

- ~~///~~ Sterile gauze pads, roller bandages, medical tape
- ~~///~~ Adhesive bandages
- ~~///~~ Scissors, tweezers, needle
- ~~///~~ Aspirin or pain reliever
- ~~///~~ Thermometer
- ~~///~~ Prescription drugs
- ~~///~~ Latex gloves (2 pair)
- ~~///~~ Petroleum jelly
- ~~///~~ Medications; i.e. laxative, anti-diarrhea, antacid

## **4. Tools And Supplies**

Assemble general tools and supplies, such as basic hand tools, battery operated radio, petty cash, etc.

### **Tools and Supplies**

- ~~///~~ Mess kits, or paper cups, plates, and plastic utensils
- ~~///~~ Battery operated radio
- ~~///~~ Flashlight
- ~~///~~ Extra batteries
- ~~///~~ Non-electric can opener
- ~~///~~ Cash and change
- ~~///~~ Plastic or zip lock bags
- ~~///~~ Toilet paper, towelettes

- ~~☒~~ Soap, liquid detergent
- ~~☒~~ Plastic bucket with lid
- ~~☒~~ Personal hygiene items
- ~~☒~~ Aluminum foil
- ~~☒~~ Household tools; i.e. pliers, screwdrivers, hammer, etc.

### **5. Clothing And Bedding**

Consider various clothing and bedding items that might be needed in the event of a winter storm

#### **Clothing And Bedding**

- ~~☒~~ Outerwear, hats, gloves, boots
- ~~☒~~ Blankets or sleeping bags
- ~~☒~~ Thermal undergarments

*Remember to wear clothing in layers!*

### **6. Special Items**

Remember family members with special needs, such as infants and elderly or disabled persons. Recommended items include family documents, entertainment, medications, etc.

#### **Special Items**

For Baby

- ~~☒~~ Baby formula
- ~~☒~~ Diapers
- ~~☒~~ Bottles
- ~~☒~~ Powered milk

### **12.3 Evacuation**

We are all aware of the constantly changing world situation and the potential for the mobilization/ deployment of our armed forces; however, we often neglect to consider the possibility of disasters striking right here at home. Planning for these eventualities is a necessary part of modern life—a toxic spill, a blizzard, flood, or other natural or man-made disaster can reap as many casualties as any battlefield event.

In the event of a natural disaster, civil disturbance, or international crisis, where evacuation assistance is desired, Minot AFB will receive support from Ward County.

### **12.4 Warning Signals**

Stay tuned to your radio or television. Listen for public address announcements from the local police and the commander's access channel for information regarding inclement weather that may lead to a natural disaster. A steady 3 to 5 minute siren tone indicates a tornado warning has been issued or a tornado has been sighted.

### **12.5 First Things First**

As the old saying goes “failing to plan is a plan for failure.” Where to begin? In planning, prepare for evacuation as a likely eventuality. Putting together a kit that is readily accessible will prevent problems and possibly save lives. So *REMEMBER*: at a minimum, maintain a kit with the six basics of survival listed under 12.2.9. It is recommended to reevaluate the kit at least every six months. In the event a crisis situation occurs at MAFB, the Family Support Center, at the Installation Commander’s request, will activate the (Family Assistance Center (FAC). The FAC will be the focal point for timely and accurate information, referrals, and crisis assistance. The hotline number for the FAC is 723-4595.

## **12.6 Information Flow**

The community will be kept informed by its leaders as completely and rapidly as possible in order to neutralize anxiety and uncertainty arising from rumors and unfounded half-truths. It is important to establish “trusted” sources of information. As often as possible, a town meeting will be convened to disseminate need-to-know briefs.

Be careful of what you glean from media sources. For example, a news clip may have been used as background for several different stories. A reporter may be talking about an Air Force unit while the clip shows an Army platoon on the screen. This installation’s commitment is to get you factual information in a minimal amount of time through the Public Affairs Office.

Other than the home, schools are a great resource for children in crisis situations. In mass casualty situations, the school provides a significant setting for intervention services. Adequately trained mental health personnel can work in collaboration with school personnel.

Schools need to consider the following groups of children at risk:

- ?? Surviving family members
- ?? Children whose parents are having excessive difficulty coping
- ?? Children who had psychiatric problems or difficult living conditions prior to the crisis
- ?? Close friends of victim’s families
- ?? Children whose parent is deploying in the near future or has already deployed

Most members of military and civilian communities have a healthy support network. In times of crisis, these already established bonds deepen, however, individuals who do not have strong ties, are often the ones whose need is greatest. The Family Support Center, Life Skills Support Center, Family Advocacy, American Red Cross, Chaplains, and other military and civilian support agencies are essential vehicles for identifying and connecting to support systems.

## **12.7 Evacuees From Other Installations**

Evacuations due to natural disasters and other crisis situations can create some interesting dynamics, namely, the unexpected. Often times you do not have an opportunity to execute assigned tasks such as securing your home and personal property. Just in case...

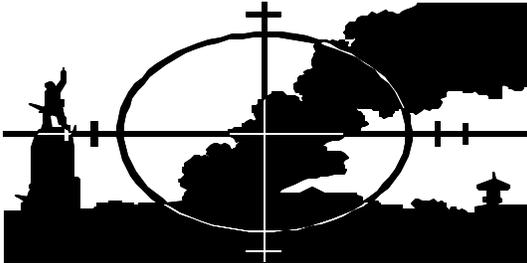
**Before You Leave:** Collect your valuable papers and put them in one place, preferably wrapped in plastic in a metal container. Close window blinds, shades and drapes. Turn off home appliances and place thermostats to the lowest setting. Unplug electrical appliances and lamps. Turn off lights. Shut off water faucets and taps (in the winter, ensure that pipes are drained). Ensure your vehicle is in operating condition and filled with gas. Refill prescriptions for special medicines, and do those things you would normally do before a vacation trip.

To meet the needs of and provide supportive services for displaced personnel and their families (evacuees from other installations), Minot Air Force Base offers the following:

- ?? The Housing Office extends priority consideration on a family-by-family basis. In case of non-availability of on-base temporary lodging facilities, the Services Squadron contracts with local community motels and hotels.
- ?? Financial counseling and assistance are immediately available through the Air Force Aid Society located at the Family Support Center.
- ?? Family Services will assist with a full compliment of small household items (dishes, pots, pans, brooms, etc.) including high chairs. The First Sergeants Council will provide access to a food closet through "Operation Warm Heart," and other assistance as needed.
- ?? Employment and volunteer opportunities will be available through the Career Focus Program.
- ?? The school systems allow a 30-day (state regulation) grace period for receiving certified birth certificates and current shot records. The school systems will also require a permanent street address to ensure proper enrollment.
- ?? The Readiness/FLE component of the Family Support Center will provide individual and family assessment counseling, referral information, and offer support groups and programs.
- ?? Life Skills Support Center is available to assist in the areas of post-traumatic stress, individual, group or family therapy on a priority basis.
- ?? The Chaplains provide spiritual, religious and family counseling. Families will also be assisted through personal visitation and support groups.

In any disaster, there are two primary means of survival—(1) relocate OR (2) stay put and take shelter. The key to each situation is common sense.

## Section 13



### 13.1 Terrorism

On September 11, 2001 life changed, as we know it. Terrorist attacks at the World Trade Center and the Pentagon affected people around the world. Terrorism makes all of us fear for our safety and the safety of our family. It can shake our feelings of security and leave us feeling vulnerable. Here are some ways to find support in the hours and days ahead.

### 13.2 When A Terrorist Act Occurs

An act of terrorism can be painfully difficult to understand. Authorities may not have clear answers for days or weeks afterward about how or why the terrorist act occurred or how many people were injured or lost their lives. It is normal to feel overwhelmed by the event. You may feel afraid, unsafe, or at a loss for what to do. You may have trouble concentrating, and feel so consumed by the tragedy that you have trouble focusing on little else. You may feel angry that the event occurred and that “authorities” did nothing to protect you. You may feel helpless. All of these feelings are normal reactions.

You may also feel:

- ~~///~~ Shock
- ~~///~~ Numbness
- ~~///~~ Anxiety
- ~~///~~ Fear
- ~~///~~ Grief
- ~~///~~ Sadness and crying

You may have difficulty making decisions or solving everyday problems, and you may feel generally confused. You may even have difficulty sleeping or experience nightmares. These feelings will eventually ease, but it’s possible they may continue for days or weeks. Try to talk about your fears with loved ones or co-workers, and continue to maintain as normal a schedule as possible at work and home.

### **13.3 Vicarious Trauma**

Vicarious trauma is felt as if you were actually taking part in another's experience. Thanks to our news coverage being instantaneous, the death and destruction resulting from the plane crashes have come into our homes, schools, and places of work and made everyone a witness to these terrible events. Graphic images and the continuous release of more information about the terrorist attacks may result in vicarious trauma for some people. All who witnessed Tuesday's events and continue to watch and listen to breaking news may be experiencing these and other physical or emotional reactions to this national disaster.

### **13.4 Resurfacing Feelings Of Grief And Anxiety**

Some people may be especially vulnerable to vicarious trauma, including those who have recently experienced a loss or life transition and those who have experienced wars or other major crises. Traumatic events may trigger memories of past losses or events that happened many years ago. If you have lived through other traumatic events or have lost loved ones, the tragedy of these latest terrorist attacks may bring back feelings of grief, terror, and sadness. If you are experiencing a resurgence of emotions about past events as a result of the recent terrorist acts, remember that this is normal.

### **13.5 Coping With Grief And Loss In The Days After A Traumatic Event**

#### **Grief**

Grief is highly individual and no two people work through a loss in the same way. The tragic and violent nature of the attacks claiming so many lives may extend the grieving process for many people. Other people may take comfort or find the tragedy too hard to bear because so many others are struggling to deal with the death of loved ones. The early stages of grief often include intense feelings of denial, shock, and anger

#### **Denial**

Denial may play an especially strong role for people who have lost a loved one in the recent attacks because victims may not be identified for days or weeks and bodies may never be recovered. It is normal for survivors to struggle with feelings of denial following a sudden death if there is no sense of closure. These feelings may continue for days or weeks, and may even be accompanied by a sense of hope. Thoughts like "this can't be happening" or "there must be some kind of mistake" are common expressions of disbelief. This provides breathing room and protects you from the full effects of devastating news before you are ready to accept it. Survivors may cling to the belief that their loved one will be saved even after rescue efforts have ended. Or may believe he is unconscious somewhere and unable to make contact.

#### **Anger**

Individuals may have very strong feelings of anger coping with a traumatic event. People may blame the government, authorities, other organizations, or people not protecting their loved ones. Sometimes people may even blame the victim for taking that flight or not leaving the office quickly. These are perfectly normal responses. Feelings of anger may be accompanied by irritability or difficulty dealing with authorities during efforts to determine what happened to victims. These are perfectly normal responses.

### ~~///~~ **Shock**

Shock may occur hours, days, and even weeks or months later. You may experience only one or two of these reactions, or you may have several. Shock can manifest itself in many ways to include physical, cognitive, emotional, and behavioral.

#### Physical

- ~~///~~ Fatigue and weakness
- ~~///~~ Dizziness or fainting
- ~~///~~ Nausea and vomiting
- ~~///~~ Headaches or other pains
- ~~///~~ Visual difficulties
- ~~///~~ Muscle tremors or twitches
- ~~///~~ Rapid heart rate
- ~~///~~ Profuse sweating and chills

#### Cognitive

- ~~///~~ Poor concentration and attention
- ~~///~~ Memory problems
- ~~///~~ Poor decision making/problem solving
- ~~///~~ Nightmares
- ~~///~~ Intrusive thoughts and images
- ~~///~~ Confusion or disorientation
- ~~///~~ Disturbing thoughts

#### ~~///~~ Hyper-vigilance

#### Emotional

- ~~///~~ Grief
- ~~///~~ Anxiety or panic
- ~~///~~ Fear and uncertainty
- ~~///~~ Remorse or guilt
- ~~///~~ Anger
- ~~///~~ Sadness or depression
- ~~///~~ Feeling overwhelmed
- ~~///~~ Irritability or agitation

#### Behavioral

- ~~///~~ Emotional outbursts
- ~~///~~ Increased startle reflex
- ~~///~~ Pacing
- ~~///~~ Withdrawal
- ~~///~~ Inability to rest
- ~~///~~ Alcohol consumption

### **13.6 Support**

The first and most important step to take after a traumatic event is to seek support from others.

- ~~///~~ *Spend extra time with people you love and trust.* Talk about the event and process what has happened
- ~~///~~ *Use military resources to help you through this difficult time.* Resources are available to you through Family Support, Family Advocacy, Life Skills Center and the Chapels. If you need specific information on these agencies please talk to your STARR, Squadron Commander, First Sergeant, or the FSC.

- ✎ Avoid using alcohol, prescription, or non-prescription drugs to handle your emotions.*
- ✎ Try not to compare yourself with others.* Everyone is different and reacts differently to traumatic events.
- ✎ Give yourself and your family time to react.* It is important to maintain as normal a routine as possible, but at first you will need time to absorb information and come to terms with this frightening and tragic event.

### **13.7 Talking With Your Child About A Terrorist Act**

Children react to trauma in many ways that adults do. The world may suddenly seem dangerous and unsafe. Your child may feel overwhelmed by intense emotions and not understand how to cope with these feelings. Children may also have difficulty understanding what a terrorist is or why a stranger would want to hurt people. Here is how to help:

- ✎ Help your child talk about the act of terrorism.* Let your child know that it's normal to feel worried or upset. Try to listen carefully and understand what your child is saying. Help younger children use words like "angry" or "sad" to express their feelings.
- ✎ Reassure your child that events like these are extremely rare.* You could say, "This is a really sad time for everyone in our country. Fortunately, events like this are very rare".
- ✎ Stress that you are there to take care of your child.* Remember to say "I love you, and I am here to take care of you".
- ✎ When you talk about the event, be honest and share clear, accurate information.* Don't diminish the nature of the tragedy or dismiss your child's worries. If your child has any misconceptions, correct false fears, and misinformation. If your child knows upsetting details that are true, don't deny them. Instead, listen closely and talk with your child about his fears.
- ✎ If your child is old enough to watch TV coverage, watch the news together.* The news reports may be filled with terrifying images and your presence will provide a sense of security. You may want to limit the amount of TV news your child sees. Too much repeated coverage could heighten your child's anxiety.
- ✎ Try to be patient if your child asks the same questions again and again.* Let your child talk as often as she needs to about the act of terrorism. Talking about the event with you is a way for your child to gain control of feelings that follow a trauma.