

# L.I.N.K.S. Participant's Guide

Module 1: Welcome to L.I.N.K.S.

Lifestyle



Insight



Networking



Knowledge



Skills





This book belongs to: \_\_\_\_\_

# Introduction

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*Welcome,*

**Marine Corps Family members look to one another to help navigate the unique circumstances associated with military life.** In L.I.N.K.S., you will learn about those unique circumstances and how they correlate to the Marine Corps' mission while acquiring an arsenal of resources, knowledge and skills that will help guide you. We would like to welcome you as you embark on your new journey.

L.I.N.K.S. was developed in 1997 by a small group of Marine Corps spouses to establish a networking and mentorship programs that serve every aspect of Marine Corps families

*Marines, spouses, kids, teens and parents*

# What is L.I.N.K.S.?

WELCOME TO L.I.N.K.S.

## LIFESTYLE

A way of living. In this case, it stands for understanding the Marine Corps community and the unique lifestyle it offers.

## INSIGHTS

Come from experienced Marine Corps spouses who understand firsthand what you are going through and provide guidance and help you adapt to the Marine Corps culture.

## NETWORKING

The relationships you form during L.I.N.K.S. and throughout your journey in the Marine Corps.

## KNOWLEDGE

The new set of information that you leave with today that will help you understand and navigate the Marine Corps culture.

## SKILLS

Learned applications acquired here that will help you enjoy and thrive in our Marine Corps community.



*Empowering Marines, Sailors, and their families, by providing the tools and resources necessary to navigate the military lifestyle.*

-L.I.N.K.S. Mission

**Self-Guided Activity**

Direction: The purpose of this activity is to define L.I.N.K.S. and to explain how it relates to your life. Enter your responses in the spaces next to the questions.

**What Is L.I.N.K.S. to you?**



**Lifestyle**

How is the USMC lifestyle compatible with my own?



**Insights**

What in-depth knowledge will I gain?



**Networking**

What opportunities can networking provide?



**Knowledge**

What do I need to know to assist me in transitioning to the USMC lifestyle?



**Skills**

What skills do I have that will aid me as a military spouse?

**Notes**

# LET'S CONNECT!

Use this page to network with some of your fellow L.I.N.K.S. spouses.

Name:
Tel. No:
Email:

Name:
Tel. No:
Email:

Name:
Tel. No:
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Name:
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L . I . N . K . S .

Empowering Marines, Sailors, and their families, by providing the skills and resources necessary to navigate the military lifestyle.

L.I.N.K.S. Participant

GUIDE



# **Our Corps, Our Culture**

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Module Two



This book belongs to: \_\_\_\_\_

# welcome



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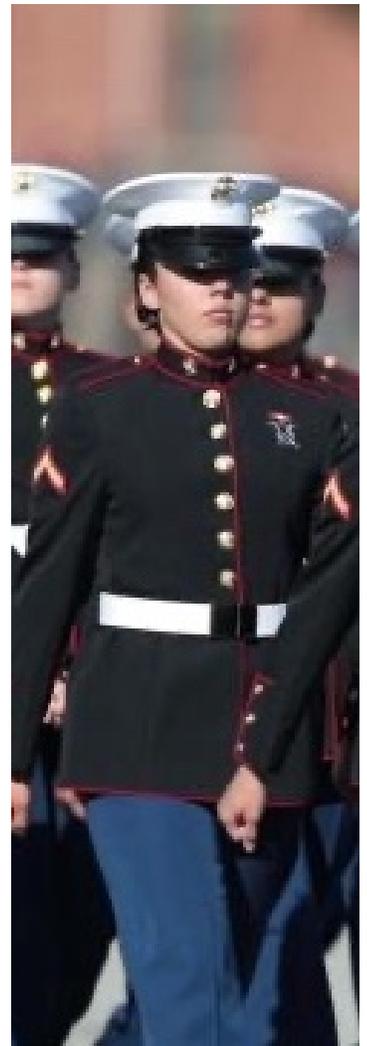
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# Module Objectives

By the end of this module, participants will be able to describe Marine Corps history, structure and organization [by mission and location], values, traditions, mission, and legacy; as well as the role their family plays within each of these facets.



## Honor

**Identify** the basic structure of the Marine Corps.



## Courage

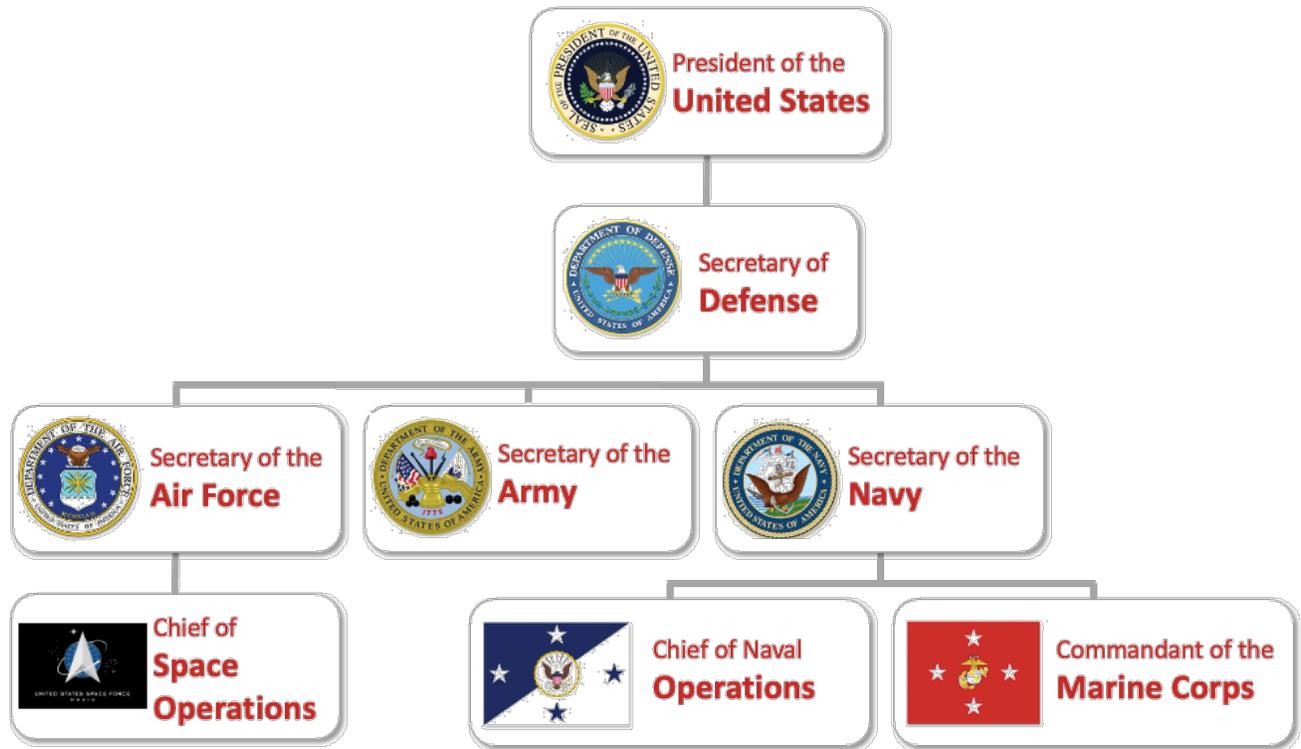
**Discuss** the importance and unique nature of the Marine Corps' mission.



## Commitment

**Explain and recall** three critical cultural and historical hallmarks of Marine Corps' tradition and history.

# The President & the Department of Defense



**Directions:** Identify each member within the Department of Defense's role, as you listen to the presentation, complete your response with any new information.

**The ultimate boss, the Commander in Chief of the U.S. Armed Forces**

The Secretary of Defense

**The Secretaries of the Army, Navy and Air Force**

Includes the Chief Naval Operations (CNO) and the Commandant of the Marine Corps (CMC)

**Maintains, trains and cares for all aspects of the Marine Corps, including Marine and family wellness.**

The 38<sup>th</sup> Commandant of the Marine Corps

**The highest ranked enlisted Marine (name and rank)**

# Unit Organization

## & Rank

The Officer



The Warrant Officer

Officer ranks are subdivided into generals, field-grade and company-grade officers. The Commandant of the Marine Corps and the Assistant Commandant of the Marine Corps are four-star ranks. Marine Warrant Officers are highly skilled, technical specialists in their respective MOS. Sergeants or Staff NCOs are appointed by the Secretary of the Navy to Warrant Officer.

Warrant Officer <b>WO</b>		2nd Lieutenant <b>O-1</b>		Colonel <b>O-6</b>	
Chief Warrant Officer <b>CWO2</b>		1st Lieutenant <b>O-2</b>		Brigadier General <b>O-7</b>	
Chief Warrant Officer <b>CWO3</b>		Captain <b>O-3</b>		Major General <b>O-8</b>	
Chief Warrant Officer <b>CWO4</b>		Major <b>O-4</b>		Lieutenant General <b>O-9</b>	
Chief Warrant Officer <b>CWO5</b>		Lieutenant Colonel <b>O-5</b>		General <b>O-10</b>	

# Enlisted

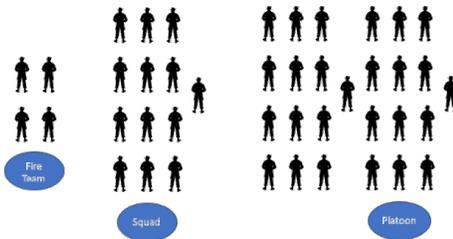


Considered the backbone of the Marine Corps, enlisted Marines range in grade and are subdivided by junior enlisted, non-commissioned officers (NCOs), staff non-commissioned officers (SNCOs), and senior enlisted. Together, they work to ensure the welfare, morale, discipline, and efficiency of the Marines they oversee, while ensuring the needs of the mission set forth by the commanding officer.

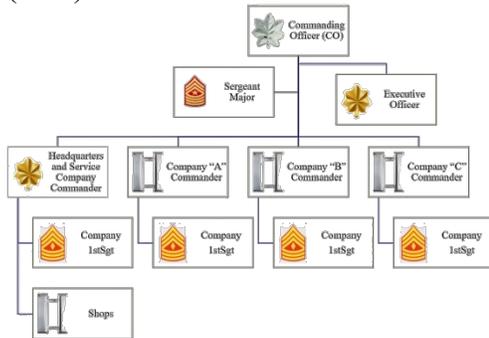


The Marine Corps values growing Marines into leaders, which means there are opportunities for Marines to assume leadership roles at various levels of the organization. Each of the below images are examples of the various forms of Marine Corps organizational structure. Use the space next to each image to take notes about each structure.

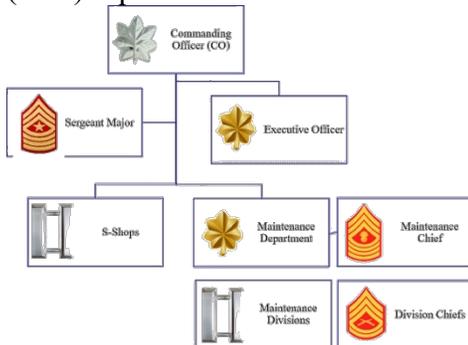
### Small Unit Leadership



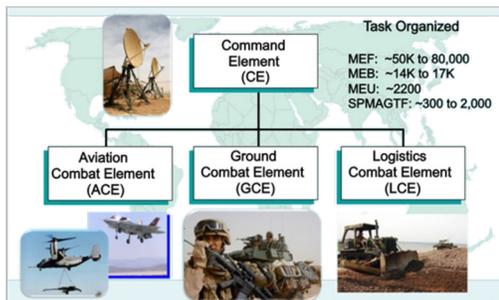
### (Unit) Battalion



### (Unit) Squadron

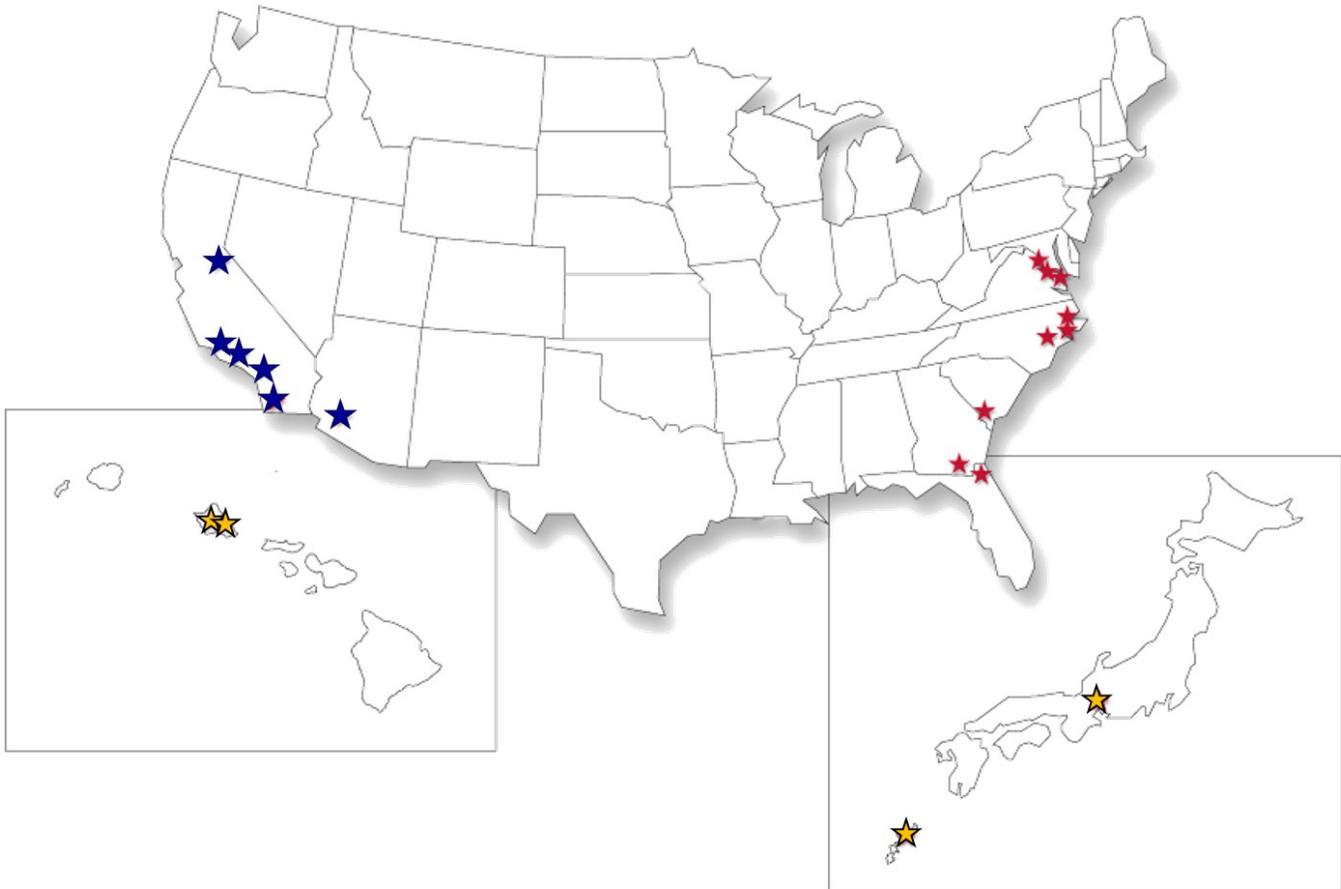


### MAGTF



# Marine Corps

## Installations



I MEF

The Marine Corps has three Marine Expeditionary Forces (MEFs), which are located at various regions of the world.



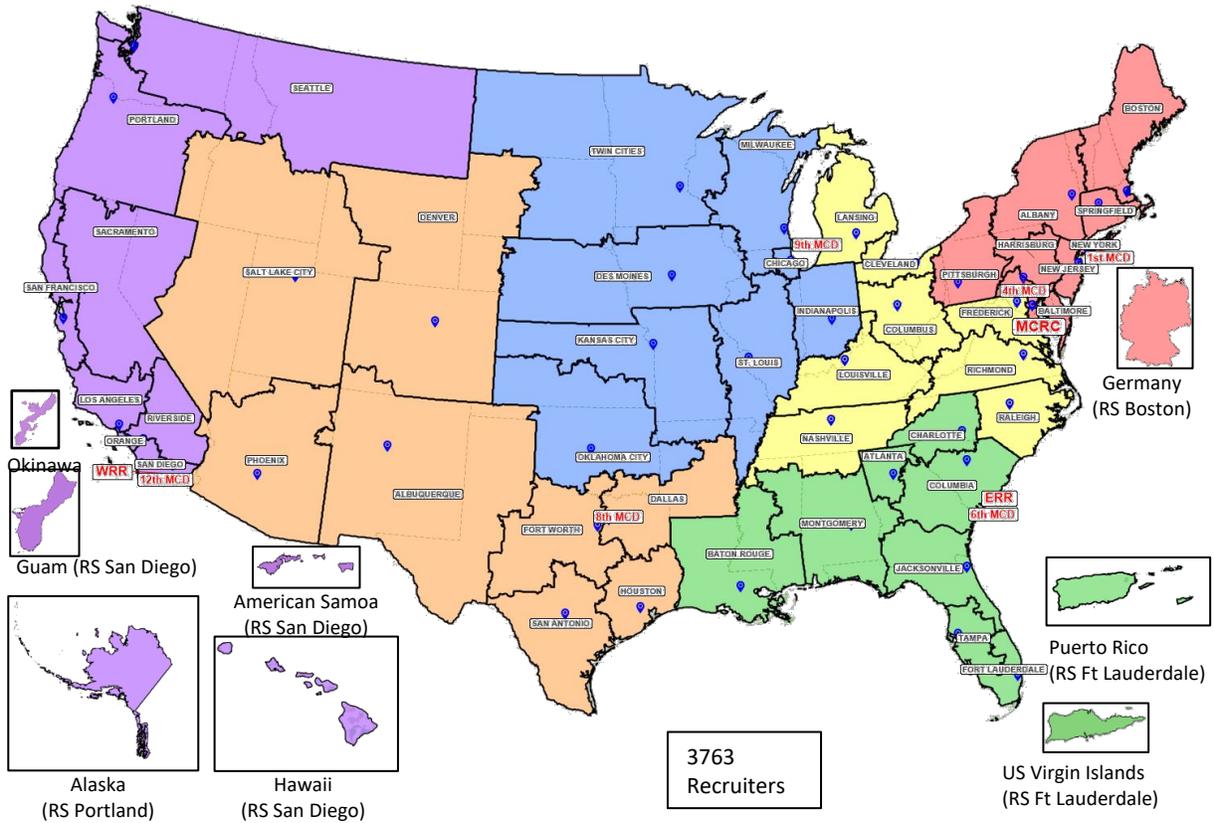
II MEF

Marines assigned to Embassy duty will be stationed wherever an Embassy is located---- this means anywhere around the globe.



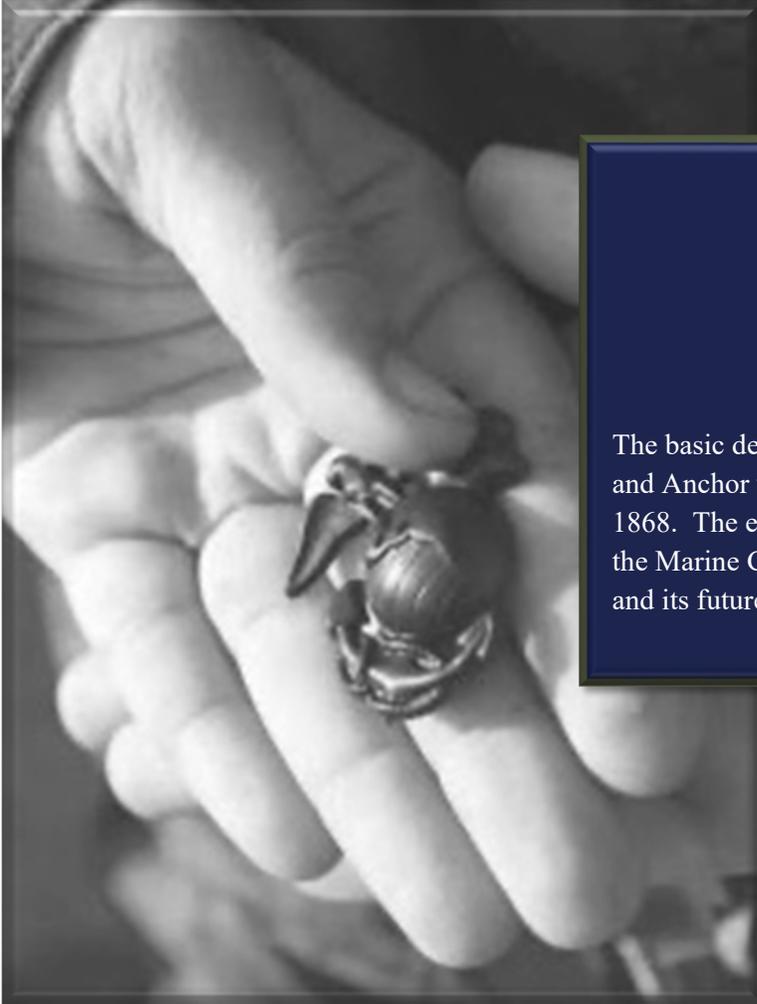
III MEF

### MCRC Command Locations



### MARFORRES Unit Locations





The basic design of the Eagle, Globe and Anchor was officially adopted in 1868. The emblem represents what the Marine Corps stands for, its past, and its future.

# Culture & Traditions

There are three basic components of the Marine Corps emblem:

**Eagle:** The eagle, which is the national symbol of the United States, carries a streamer in its beak which bears the motto of the Corps, "*Semper Fidelis.*"

**Globe:** The globe emphasizes the close ties between the U.S. Marine Corps and the British Royal Marines. Today, the globe symbolizes the "global" Marine Corps commitments and responsibilities, which evolved in the 20th century.

**Anchor:** The Anchor in the EGA is a "fouled" anchor, meaning it has become hooked on something in the ground, or it has its cable wound around it. The anchor represents close ties of the Marine Corps with the U.S. Navy.

# Culture

## & Traditions

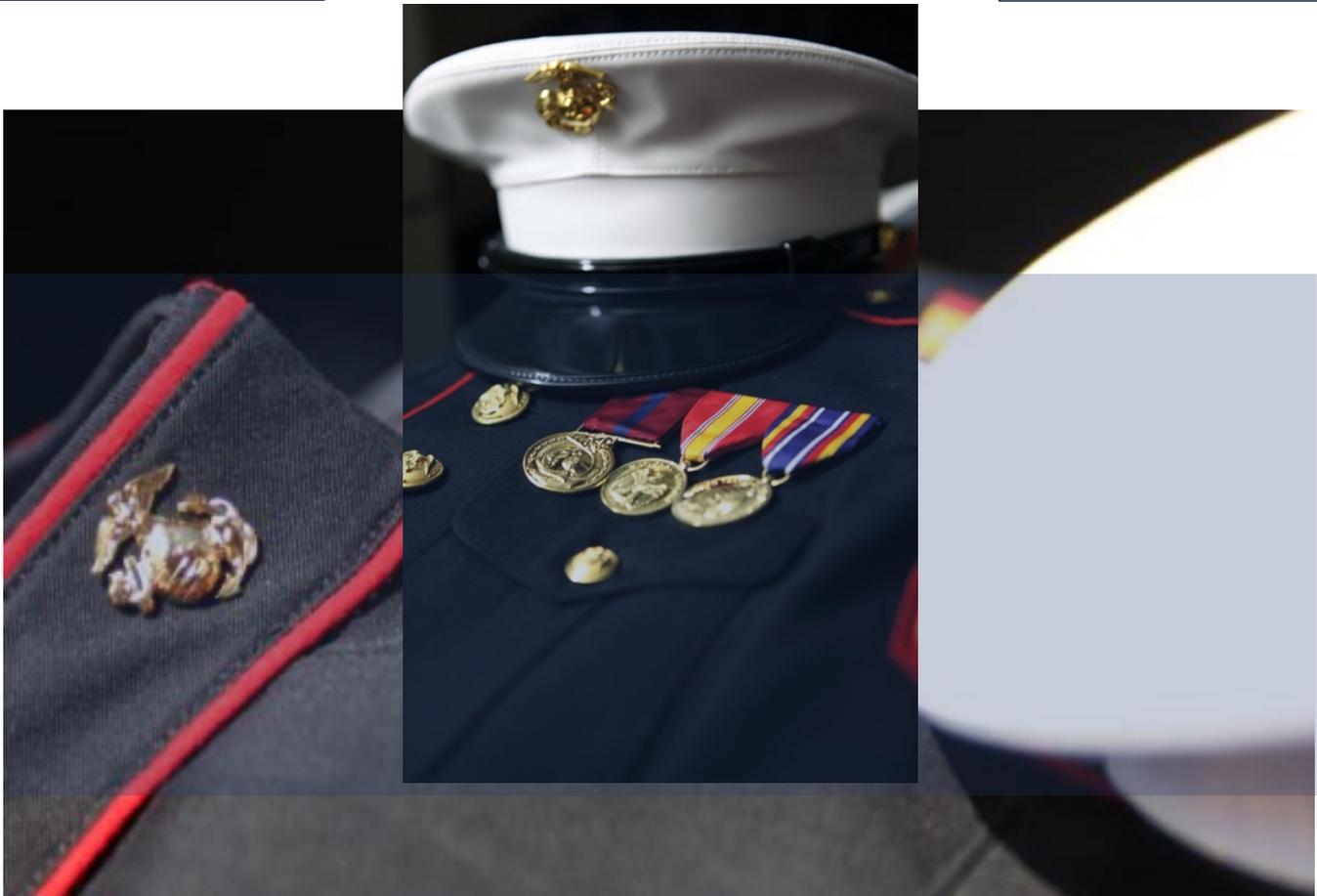
### Esprit de Corps

refers to the common spirit among Marines that inspires the enthusiasm, devotion and the strong regard they have for their history, traditions, honor and their great admiration for their Marine Corps brethren.

The title of **Marine** carries an inherent responsibility to live according to a set of values and standards of conduct that marks *the Few, the Proud.*

### Once a Marine,

**Always a Marine** is for the rest of their lives. Programs such as Marine for Life, support Marines no matter if they are active duty, transitioning to civilian life, or former Marines.



# Uniform

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## Terminology

<b>Anodized Brass</b>	Finished brass that does not need polishing
<b>Barracks Cover</b>	Green or white round hat with black visor
<b>Blouse</b>	Uniform shirt
<b>Blousing Band</b>	Elastic band used to tuck cammie trouser legs aka “Boot Bands.”
<b>Chevrons</b>	Grade stripes worn on sleeves and collars by enlisted Marines.
<b>Combat Boots</b>	Tan suede combat boots
<b>Corfams</b>	High gloss black shoes
<b>Hash Marks</b>	Service stripe(s) worn by enlisted just above the cuff of Alpha and dress uniforms; each strip designates four years of service.
<b>Identification Tags</b>	Metal tags that have each Marine’s personal identification information on them. They are worn on a chain around a Marine’s neck and in their boot when in combat locations, often referred to as “dog tags.”



# History Basics

On November 10, 1775, the Second Continental Congress meeting in Philadelphia passed a resolution stating that "two Battalions of Marines be raised" for service as landing forces with the fleet. This resolution established the Continental Marines and marked the birth date of the United States Marine Corps. Serving on land and at sea, these first Marines distinguished themselves in a number of important operations, including their first amphibious raid into the Bahamas in March 1776, under the command of Captain (later Major) Samuel Nicholas. The first commissioned officer in the Continental Marines, Nicholas remained the senior Marine officer throughout the American Revolution and is considered to be the first Marine Commandant. The Treaty of Paris in April 1783 brought an end to the Revolutionary War and as the last of the Navy's ships were sold, the Continental Navy and Marines went out of existence.



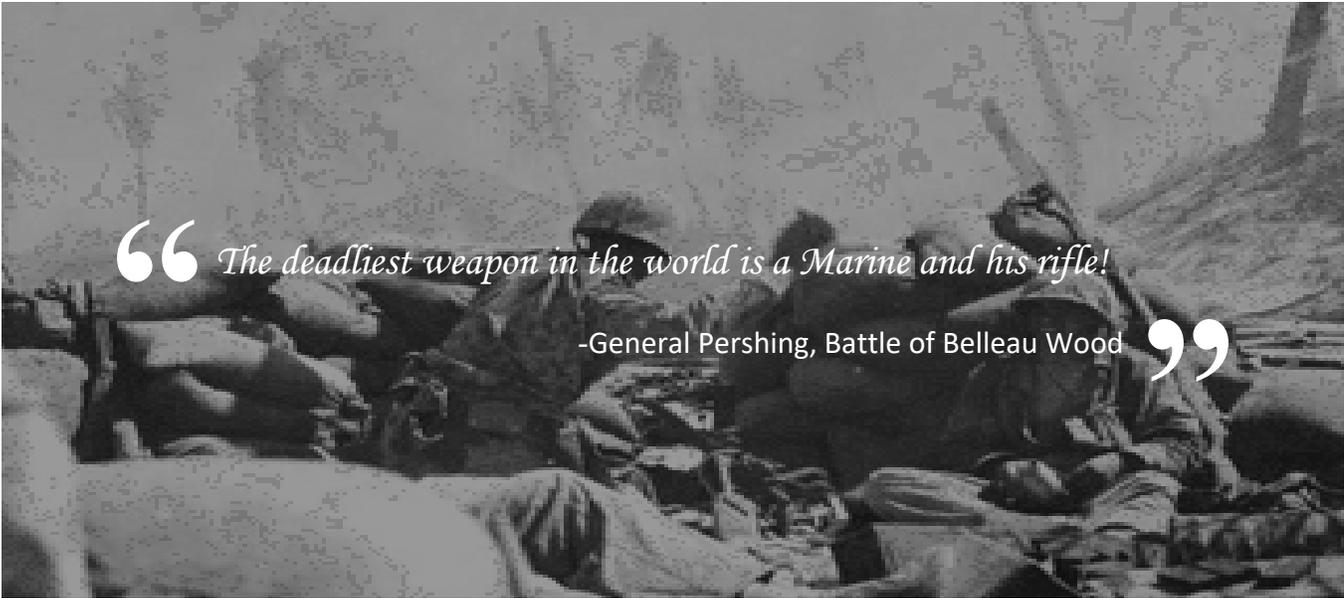


### The Shores of Tripoli

Following the **Revolutionary War**, Marines saw action in the quasi-war with France, landed in Santo Domingo, and took part in many operations against the Barbary pirates, specifically the Battle of Derna in 1805. This is where they received the name "*Leathernecks*" due to their high collars protecting their necks from the pirate's blades.

### The Halls of Montezuma

A battalion of Marines joined General Winfield Scott's army at Pueblo and fought all the way to the "**Halls of Montezuma**," Mexico City. Marines also served ashore and afloat in the Civil War (1861-1865), the Battle of Bull Run, Cape Hatteras, New Orleans, Charleston, and Fort Fisher. The last third of the 19th century saw Marines making numerous landings through out the world, especially in the Orient and in the Carribean.



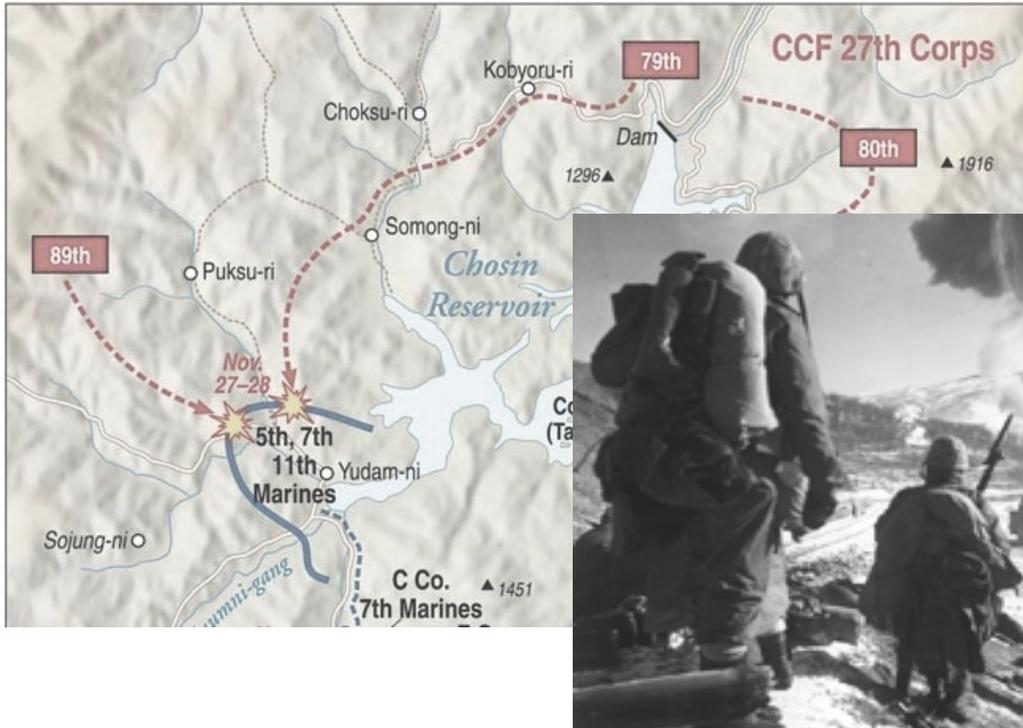
Click the television or go to <https://youtu.be/lzstj5yZEUA> to watch more information on how the Marines of WWI received their Devil Dog name.

### Expansion of the Marine Corps Shores

Following the Spanish-American War (1898), in which Marines performed with valor in Cuba, Puerto Rico, Guam, and the Philippines, the Corps entered an era of expansion and professional development. It saw active service in the **Philippine Insurrection** (1899-1902), the **Boxer Rebellion** in China (1900), and in numerous other nations, including Nicaragua, Panama, Cuba, Mexico, and Haiti.

### Devil Dogs Are Born

It is during World War I that the Corps distinguished itself on the battlefields of France as the 4th Marine Brigade stared down the enemy during the 1918 battle at Belleau Wood. It was here that the Marines took a hill occupied by German forces while wearing gas masks as a precaution against German mustard gas. The terrified German soldiers thought the Marines looked so hellish that they named them "*Teufel Hunden*," thus birthing the **Devil Dogs**.



### Land to Sea and Air

The Marine Corps began to develop, in earnest, the doctrine, equipment, and organization needed for amphibious warfare. Eventually, concentrating on attaining a "vertical envelopment" capability for the Corps through the use of helicopters. By the end of the war in 1945, the Marine Corps had grown to include six divisions, five air wings, and supporting troops.

### Chosin Reservoir of Seoul

After the recapturing Seoul, the Marines advanced to the **Chosin Reservoir** only to see the Chinese Communists enter the war. Surrounded, outnumbered and battered by snow, wind and -40-degree temperatures, the "**Chosin Few**" not only made their way back, but decimated ten Chinese infantry divisions in their wake. After years of offensives, counter-offensives, seemingly endless trench warfare, and occupation duty, the last Marine ground troops were withdrawn in March 1955.

### Vietnam Campaign

The landing of the 9th Marine Expeditionary Brigade at Da Nang in 1965 marked the beginning of large-scale Marine involvement in Vietnam. By summer 1968, Marine Corps strength in Vietnam rose to a peak of approximately 85,000. As the South Vietnamese began to assume a larger role in the fighting; the last Marine ground forces were evacuated from Vietnam by June 1971. The Vietnam War exacted a high cost with well over 13,000 Marines killed and more than 88,000 wounded.

## Operation Desert Shield &

### Operation Desert Storm

In August 1990, the Iraqi invasion of Kuwait set in motion events that would lead to the largest movement of Marine Corps forces since World War II. Between August 1990 and January 1991, some 24 infantry battalions, 40 squadrons, and more than 92,000 Marines deployed to the Persian Gulf as part of **Operation Desert Shield/Operation Desert Storm**. The air campaign was launched on 16 January 1991.

## Operation Enduring Freedom

Soon after the September 2001 terrorist attacks on New York City and Washington, D.C., Marine units deployed to the Arabian Sea and in November set up a forward operating base in southern Afghanistan as part of **Operation Enduring Freedom**. In 2002, the Marine Corps continued to play a key role in the **Global War on Terrorism**. Marines operated in diverse locations, from Afghanistan, to the Arabian Gulf, to the Horn of Africa and the Philippines.

## Operation Iraqi Freedom

Most recently, the Marines have served prominently in the Iraq War as part of **Operation Iraqi Freedom**. The Marine I Expeditionary Force, along with the Army's 3<sup>rd</sup> Infantry Division, spearheaded the 2003 invasion of Iraq and received the Presidential Unit Citation, the first time a Marine unit has received that award since 1968.



### Continued Efforts

Although the Marines left Iraq in the fall of 2003, they were returned for occupation duty in the beginning of 2004. During this occupation, the Marines spearheaded both assaults on the city of Fallujah in April (**Operation Vigilant Resolve**) and November 2004 (**Operation Phantom Fury**) and also saw intense fighting in such places as Ramadi, Al-Qa'im and Hit. In October 2005, the Secretary of Defense directed the formation of a Marine component of U.S. Special Operations Command. The **Anbar Awakening** and 2007 surge reduced levels of violence.

### Strike of the Sword

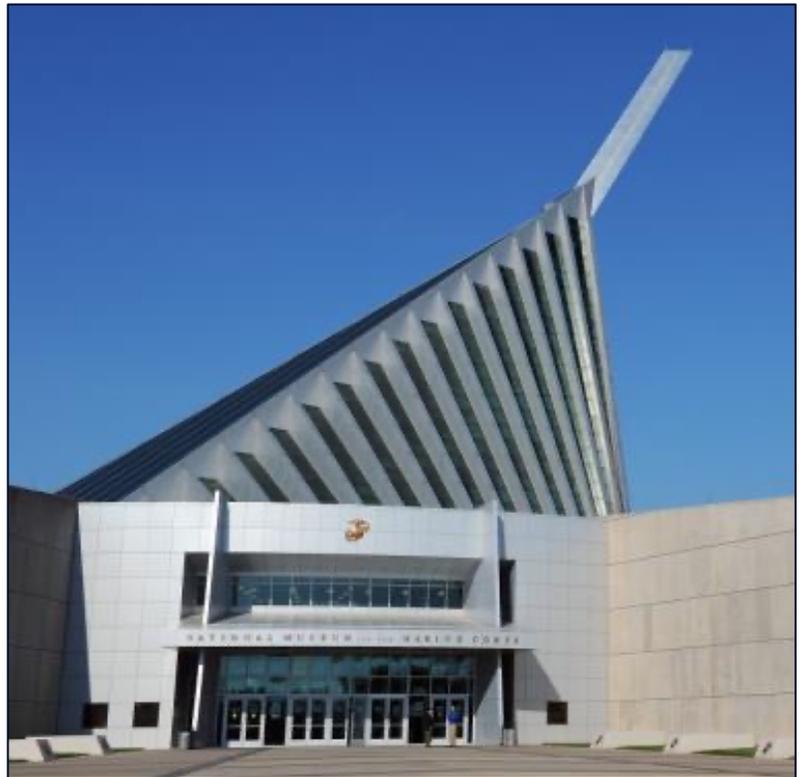
In June 2009, 7,000 Marines with the 2nd Marine Expeditionary Brigade deployed to Afghanistan in an effort to improve security and began Operation Strike of the Sword the next month. The Marine Corps officially ended its role in Iraq on January 23, 2010 when they handed over responsibility for Al Anbar Province to the United States Army.



## Notes

*"I believe in my soul that Marines are different. Our identity is firmly rooted in our warrior ethos. This is the force that will always adapt and overcome no matter what the circumstances are. We fight and win in any clime and place."*

-General David H. Berger  
Commandant of the Marine Corp



### Looking Forward

On November 10, 2006, the National Museum of the Marine Corps opened. The exterior design is meant to "evoke the image of the flag raisers of Iwo Jima." The museum contains 100,000 square feet of space devoted to exhibits and multi-media displays which pay tribute to the U.S. Marines who have served their country since 1775. The museum replaced the Marine Corps Historical Center, in the Washington Navy Yard, and the Marine Corps Air-Ground Museum, in Quantico, Virginia, which had previously closed on 15 November 2002.



**Nov 1775**  
Tun Tavern  
Birthplace of  
the Marine



**Mar 1776**  
Revolutionary  
War  
1<sup>st</sup> Amphibious  
Raid



**Apr 1805**  
Battle of  
Derna “to the  
shores of  
Tripoli”



**Sept 1847**  
Battle of  
Chapultepec  
“Halls of  
Montezuma”



**Jun 1898**  
Marines  
landed at  
Guantanamo



**1918**  
WWI Belleau  
Woods  
“Devil Dogs”



## The Marines’ Hymn

*From the Halls of Montezuma  
To the shores of Tripoli;  
We fight our country’s battles  
In the air, on land, and sea;  
First to fight for right and  
freedom  
And to keep our honor clean;  
We are proud to claim the title  
Of United States Marine.*

*Our flag’s unfurled to every breeze  
From dawn to setting sun;  
We have fought in ev’ry clime and  
place  
Where we could take a gun;  
In the snow of far-off Northern  
lands  
And in sunny tropic scenes,  
You will find us always on the job  
The United States Marines.*

*Here’s health to you and to our  
Corps  
Which we are proud to serve;  
In many a strife we’ve fought for  
life  
And never lost our nerve.  
If the Army and the Navy  
Ever look on Heaven’s scenes,  
They will find the streets are  
guarded  
By United States Marines*

**2003-  
2011**



**2001- Present**  
Afghanistan  
War and the  
War on Terror



**1968**  
Vietnam  
The Battle  
of Hue



**1950**  
Korea  
“The Frozen  
Chosen”



**1941-1944**  
WWII  
Island Hopping  
Campaign



# Glossary of Key Terms

Battalion	Comprised of at least three companies, generally 500+ Marines can make up a battalion; led by a Battalion Commander, usually a Lieutenant Colonel
Command	The unit (battalion).
Commandant of the Marine Corps	Responsible for maintaining and training the Corps, to include taking care of all Marines and Marine Corps families
Commanding Officer (CO)	Officer in command, generally a Lieutenant Colonel (O5) at the battalion/squadron level
Company	A group of platoons, typically three, that are led by a Company Commander and Company 1 <sup>st</sup> Sergeant
Enlisted	Service member who serves in the Armed Services that joined outright
Executive Officer (XO)	Second in command, generally a Major (O4) at the battalion/squadron level
Fire Team	Led by a Marine Corporal and has three other members
Installation	Marine Corps base
MAGTF	Marine Air/Ground Task Forces
MARFORRES	Marine Forces Reserve
Military Occupational Specialty (MOS)	The Marine Corps equivalent to a job title; while every Marine is a rifleman first, their MOS is their area of focus and specialty
MCRS	Marine Corps Recruiting Station

Officer	A commissioned member of the Armed Services that has obtained a formal, higher education prior to enrolling in the Armed Services and serves in leadership roles
Platoon	Comprised of three squads that are led by a junior officer and a staff non-commissioned officer, reports to a company
Rank	Measure of position within the Marine Corps or other armed forces
Secretary of Defense	Oversees U.S. defense forces; reports to and advises the President of the United States
Secretary of the Navy (SECNAV)	Oversees all aspects of the U.S. Navy to include the Marine Corps, personnel, policies, and administration
Squad	Consists of three fire teams and is typically led by a Marine Sergeant

# LET'S CONNECT!

Use this page to network with some of your fellow L.I.N.K.S. spouses.

Name:  
Tel. No:  
Email:

L . I . N . K . S .

Empowering Marines, Sailors, and their families, by providing the skills and resources necessary to navigate the military lifestyle.

# EVENTS & ETIQUETTE

L.I.N.K.S.

## MODULE THREE



Navigate prestigious affairs, events and functions, along with their protocols, etiquette and customs.

Lifestyles. Insights. Networking. Knowledge. Skills.

Foundations



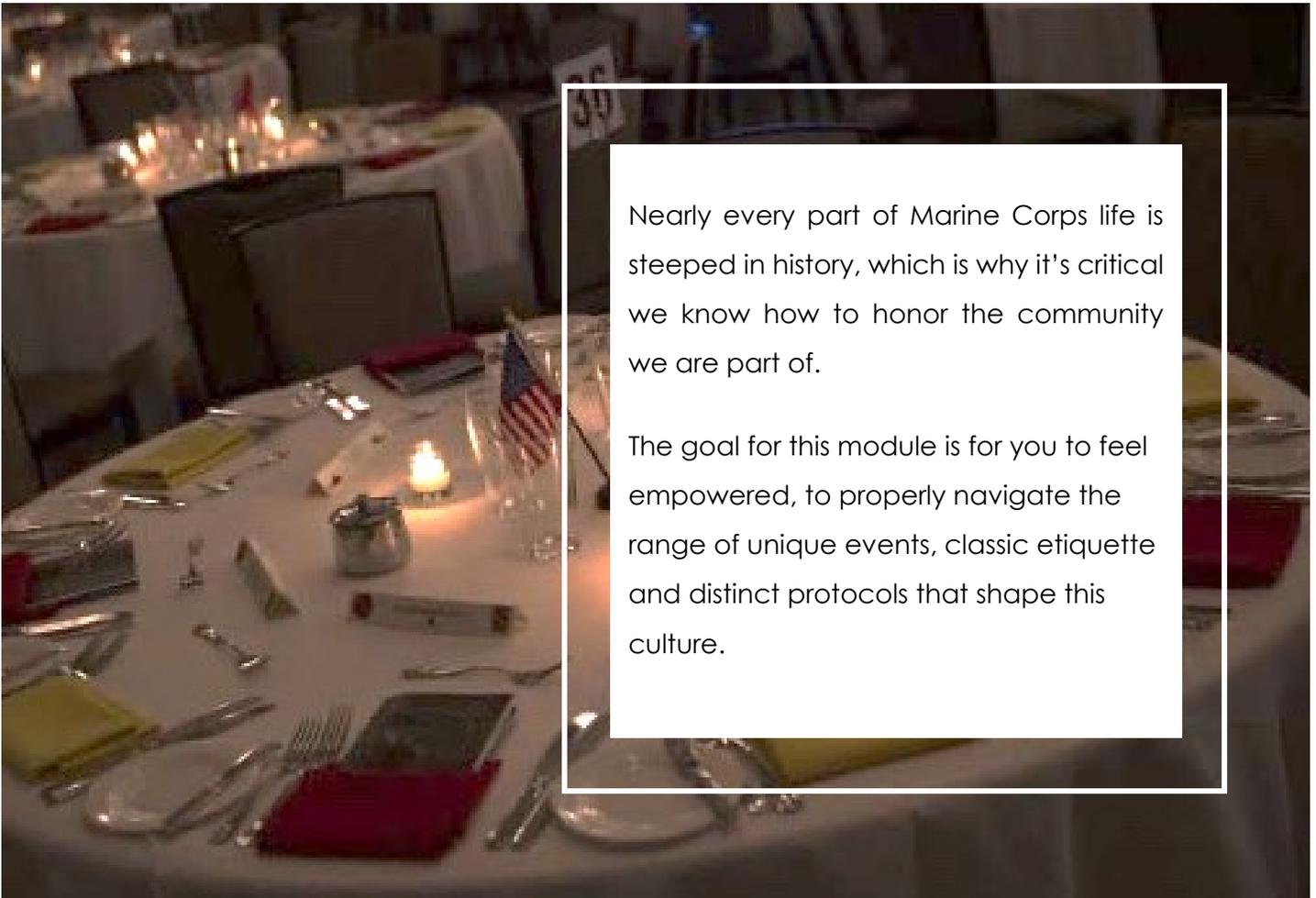


This book belongs to: \_\_\_\_\_

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# welcome



Nearly every part of Marine Corps life is steeped in history, which is why it's critical we know how to honor the community we are part of.

The goal for this module is for you to feel empowered, to properly navigate the range of unique events, classic etiquette and distinct protocols that shape this culture.

At the end of this module, you will be well versed in Marine Corps traditions and culture as it pertains to engaging in a breadth of USMC social functions.

## Pre-Module Activity

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Directions: In the boxes below, write down what you think each of the terms mean. In the fourth box, explain how each of the terms is related to Marine Corps culture.

	Etiquette:
---	------------

	Military Etiquette:
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	Protocol:
---	-----------

	Relationship to the Marine Corps lifestyle and culture:
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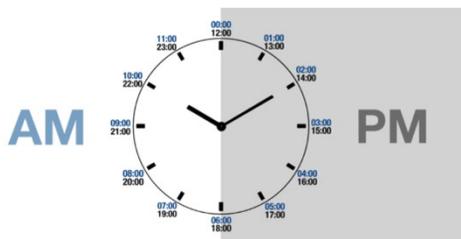
## Everyday Etiquette



# 12

## How to Tell Military Time?

Military time is used across all aspects of the Marine Corps, from booking doctor's appointments to understanding what time your spouse has to be at work in the morning. Time is set up in increments of 1 to 24 which aides in removing the need for ante meridiem (A.M.) and post meridiem (P.M.).



There are two ways to convert military time: 1.) Convert the time manually by subtracting 12 hours if the time is larger than 12:00, 2.) Use a chart like the one on the next page to look up the time.

## Independent Activity

Directions: Test your newly learned knowledge of military time by completing the boxes.

Regular Time	Military Time	Military Time Pronunciation
<b>Midnight (12:00 A.M.)</b>	0000 or 0000 hours	"Zero-zero-zero-zero"
1:00 A.M.	0100 or 0100 hours	"Zero one hundred hours"
2:00 A.M.	0200 or 0200 hours	"Zero two hundred hours"
3:00 A.M.	0300 or 0300 hours	"Zero three hundred hours"
4:00 A.M.	0400 or 0400 hours	
5:00 A.M.		"Zero five hundred hours"
6:00 A.M.	0600 or 0600 hours	"Zero six hundred hours"
7:00 A.M.	0700 or 0700 hours	
8:00 A.M.		
9:00 A.M.		
10:00 A.M.		"Ten hundred hours"
11:00 A.M.	1100 or 1100 hours	
<b>Noon (12:00 P.M.)</b>	1200 or 1200 hours	"Twelve hundred hours"
1:00 P.M.	1300 or 1300 hours	"Thirteen hundred hours"
2:00 P.M.	1400 or 1400 hours	
3:00 P.M.		"Fifteen hundred hours"
4:00 P.M.		
5:00 P.M.		"Seventeen hundred hours"
6:00 P.M.	1800 or 1800 hours	
7:00 P.M.		
8:00 P.M.	2000 or 2000 hours	"Twenty hundred hours"
9:00 P.M.	2100 or 2100 hours	"Twenty-one hundred hours"
10:00 P.M.	2200 or 2200 hours	"Twenty-two hundred hours"
11:00 P.M.		"Twenty-three hundred hours"

# Everyday Etiquette

The daily reverence given to the customs, courtesies and traditions of the various service branches.

1

## **The Raising and Lowering of the Flag**

While on installation, service members and civilians are expected to stop, face the direction of the flag or music, and stand in respect accordingly during colors.

2

## **Respecting the Nation's Flag**

Appropriate respect should be given during the playing of the National Anthem. On base, the National Anthem is played prior to many events including all movies at the theatre.

3

## **The Marines' Hymn**

The oldest official song of the Armed Forces, the hymn may be played during special events, ceremonies and parades. Marines are expected to stand at attention and sing while civilians stand quietly with their arms at their sides.

4

## **Quiet Times**

Quiet times are observed during the hours of 2000 (8:00 P.M.) and 0500 (5:00 A.M.). During these times, loud music or cadence calling is prohibited.

5

## **Passing Formations**

When encountering a formation on the road, slow down, observe the road guard, drive carefully, and pass only when safe. Check your base guidelines for rules on passing a formation.

6

## **Appropriate Dress**

As a representative of the Marine Corps, whether a Marine or family member, appropriate attire at all events and functions is imperative. Whether on a trip to the commissary or a themed holiday affair, err on the side of modesty.

# Social Functions and Style

## Social Events

### **Boss' Night**

A Marine only event. Marines get together with peers and senior leadership to socialize.



### **Wet/Wetting Down**

Promotion celebration. Spouses may be invited.

### **Hail and Farewell**

A social event to celebrate those leaving, to say "Good-bye," while welcoming those joining the unit. Spouses are invited.



### **Unit Functions**

Unit hosted events to build Esprit de Corps among members of the unit and their families.

## Uniform of the Day, Duty Uniform, Daily Attire

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Used for everyday workday, events, gatherings and command-sponsored events, the uniform of the day is the common attire for Marines and civilians, alike.

- For civilians, this is what would be worn to the office.
- Warmer weather may dictate a sundress and sandals which are acceptable for female civilians. However, the official party (the CO, SgtMaj and their spouses) may be dressed more formally.
- For Marines, the daily uniform is their working uniform, Combat Utility Uniform (Cammies) or their Service "B" or "C" uniform.

## Casual Events

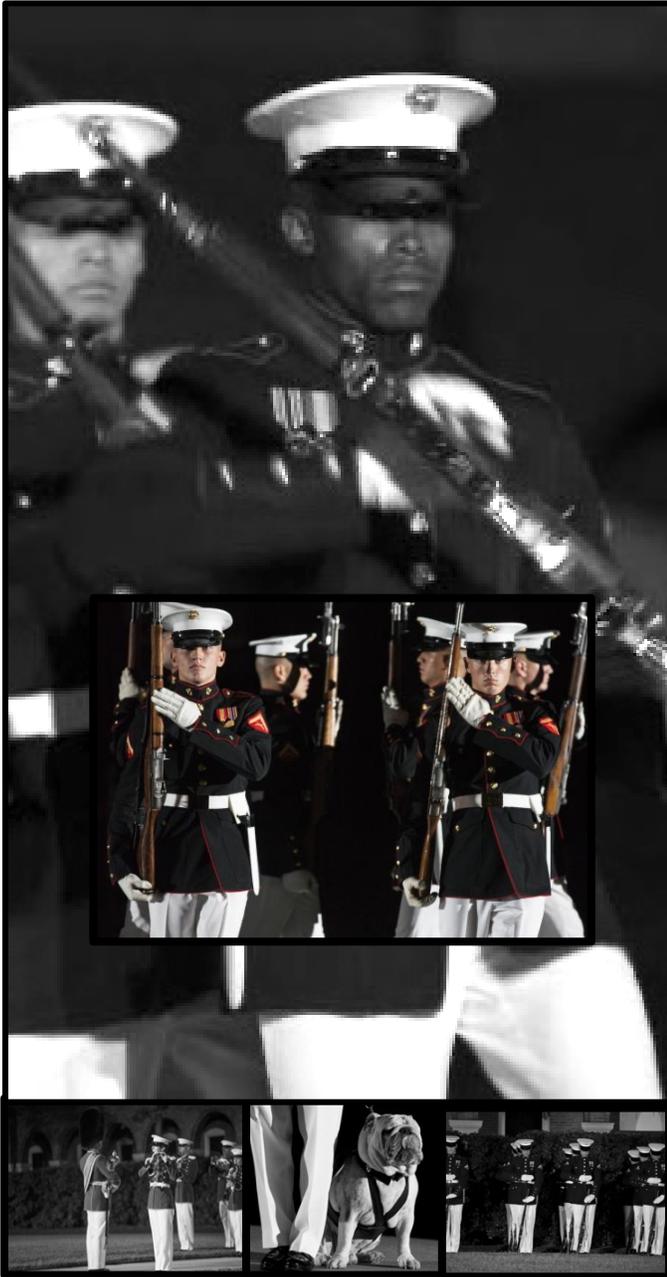
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Casual events such as "Family Day" or other command and installation events are a great opportunity to network and socialize with other Marine Corps community members. When preparing for these events, keep in mind that modesty is the best approach.

- Gentleman may wear slacks, khakis or shorts with a collared polo-style shirt or button down shirt with sneakers or topsiders.
- Ladies may choose to wear slacks, khakis, capris or knee length shorts and a knit top with sandals, sneakers or flats.
- Marines in uniform may wear their working uniform, Cammies, or Service "B" or "C" uniforms.



# Parades



Parades not only pay homage to centuries of Marine Corps tradition, but also are used to honor an individual, specific event or as a part of a Change of Command or Post and Relief Ceremony. Formal invitations are sent to respective dignitaries, officials and special guests; however, the general public are welcomed to attend.

The following tips will help you when attending a Marine Corps or military parade:

- This is an official military function, please dress according to the season and time of day; however, extremely casual dress, such as jeans or shorts are not appropriate.
- Gentlemen may wear slacks or khakis with a sport coat, open collar and no tie or a dress shirt.
- Ladies may dress in either slacks and a blazer or a simple, modest skirt or dress.
- Service members will wear their working uniform, Cammies or Service "B" or "C" uniforms.
- During the presentation or resting of Colors, remove any head coverings. Place the hand over the heart and temporarily halt conversations and silence electronic devices.
- Remain in place until the orator indicates the parade has concluded.

# Change of Command

A Change of Command occurs when a unit's command colors, adorned with the ribbons that notate the unit's accomplishments, is handed from the outbound commander to the incoming commander during a formal parade or ceremony. Officers and enlisted personnel from the unit, as well as their dependents, are invited to attend the ceremony. Immediately following the ceremony, a reception for the commanders and their guests is held.



**Attire should reflect the importance of a Command taking on new leadership and an event that is inclusive of high-level military officials, prominent members of the community and dignitaries. As such, the following tips will assist you in choosing appropriate attire:**

- Gentlemen may dress in a business suit or a sport coat and tie with khakis or slacks.
- Ladies may dress in a knee-length, modest dress with heels for an evening affair. For a daytime event, a suit, slacks or knee-length skirt with a blouse is appropriate.
- Service members should dress in the uniform announced by the command prior to the event.

## Relief & Appointment

Similar to a Change of Command, a Relief and Appointment ceremony occurs when the outgoing Sergeant Major is "Relieved" of his or her duties and responsibilities, which are then given to the "Appointed" incoming Sergeant Major. This can also be celebrated as a formation or a formal parade.



# Evening Events



## Mess Night (Dining In)

A "for Active-Duty Marines only" event, a 'Dining In' is a structured, formal dinner used to build Esprit de Corps. The "President of the Dining In" makes all of the rules at the 'Dining In,' which leads to camaraderie and antics equipped with toasts and many fines paid to "Mr. Vice."



## Dining Out

Similar to a Dining In, a Dining Out allows guests and includes a cocktail hour, dinner and toasts. Ensure to bring a few extra dollars in case you are fined!



## Evening Events Attire

Formal attire appropriate for a dinner or cocktail party.

## The Fallen Comrade Table

The Fallen Comrade Table is set in honor of fallen Marines, those missing in action and prisoners of war. The table setting signifies that they are always with their Marine brothers and sisters and are not forgotten.

The Fallen Comrade Table aesthetics are similar at every Mess Night, though the collection of items on the table may change depending on the location.



*The Fallen Comrade Table from a Mess Night aboard the USS Kearsarge (LHD-3) in the Arabian Sea where the 22<sup>nd</sup> MEU was deployed.*

# The Marine Corps Ball

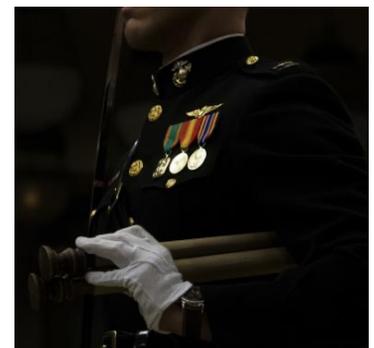


## Happy Birthday Marine Corps!

# 1775

In 1921, General John A. Lejeune, the 13<sup>th</sup> Commandant of the Marine Corps, issued Marine Corps Order No. 47 Series 1921, which summarized the history, mission and traditions of the Marine Corps, to be read every year to all Marines on the date of the Marine Corps founding, November 10<sup>th</sup>.

The first recorded Birthday Ball occurred four years later in Philadelphia. Many of the traditions that we observe today, such as the cake-cutting ceremony, the passing of the first piece of cake from the oldest to the youngest Marine and the reading of the Commandant's birthday message were introduced and formalized by General Lamuel C. Shepherd Jr., the 20<sup>th</sup> Commandant in 1952.



The Birthday Ball is one of the more important Marine Corps traditions in which you are able to participate. It can be the social highlight of the year and a great time to enjoy the fellowship and camaraderie of the Marine Corps, but it's much more than that.

Marines come together as a band of warriors to honor those who came before them and those who we have lost. It's a show of respect and community as they look back on the achievements of their Marine Corps. It is a special time for Marines and their fortunate guests.

## Appropriate Dress

*One of the biggest concerns for many before even arriving at the Birthday Ball is what to wear! The Ball is traditionally a formal event, so how much is enough, and how much is too much?*

The Ball is a formal, black-tie event.

Gentlemen men wear a black or a midnight blue tuxedo, or a black dinner jacket.

Ladies are encouraged to wear modest, floor-length evening gowns.

Marines will be expected to wear their Formal or dinner dress uniform, Evening Dress (miniature medals) or Dress Blues ("A" or "B").



## Cocktail Hour



*The time prior to the start of the ceremony is reserved as a cocktail hour and provides an opportunity to take photos, find your seats, use the restroom, and socialize.*

When holding a glass, carry it in your left hand. This will leave your right hand available to greet other guests.

Approximately 10 minutes before the ceremony begins, everyone must be in their seats.

As you mingle with other guests, be mindful of formal courtesies. Saying "hello" and "how do you do" when greeting other guests is polite and appropriate. Do not forget to include rank, as in "Hello Colonel Smith, how do you do? It is a pleasure to see you."



The Marine Corps Birthday Ball is an opportunity for you to meet many of your spouse's supervisors, colleagues and their significant others. There will be many opportunities for you to socialize and get to know each of them. Understanding the proper protocols and etiquette when giving and receiving introductions will help you to make a lasting first impression.



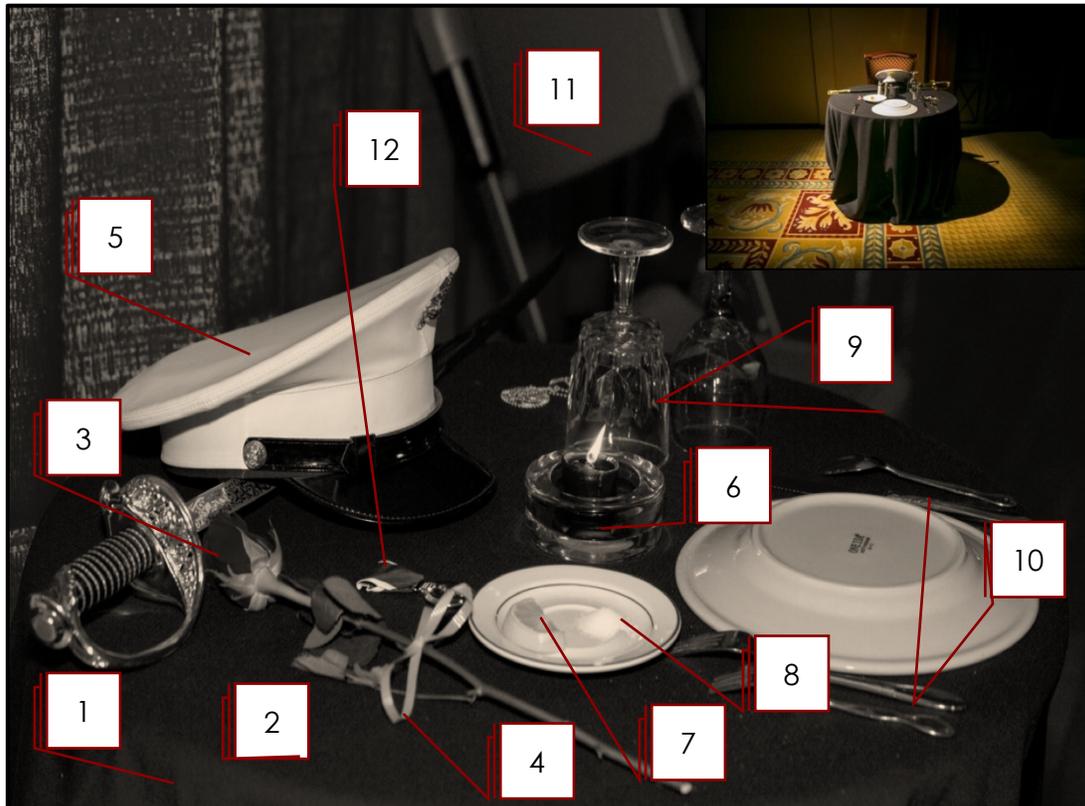
- 1 Stand, smile, make eye contact and be prepared to shake hands when being introduced.
- 2 When making introductions, the following order of introductions should be adhered to:
  - Dignitaries, honorees, special guests and most VIP person in the room
  - Officials to Unofficial (private citizen)
  - Senior to Junior official
  - Female to Male
- 3 Ensure that if you address one person as Mr., Miss, Mrs., or Ms. that you apply that same honorific to everyone.
- 4 If you add a qualifier, ensure that the qualifier follows the person's name. Example: "Gunnery Sergeant Johnson, allow me to introduce Jill, my wife." Not "...my wife, Jill."
- 5 It is helpful to repeat the names of each person and share something that they have in common.
- 6 "May I please introduce" is used when addressing anyone, while "May I present" is reserved for dignitaries and officials.

## POW/MIA Table

As you enter the banquet hall, you may notice a lone table set for one.

This table is set to honor our brothers and sisters in arms who are unable to be with us. Though elements of the table may differ from unit to unit, the sentiment has been the same since the first table was set in 1997 - remembrance!

**Do not touch, move, or sit at this table.**



- 1- **Round Table:** Everlasting concern for those who are still missing or unaccounted.
- 2- **Black/White tablecloth:** Mourning (black) and purity of intentions (white).
- 3- **Single Red Rose:** The blood that shed in sacrifice and the loved ones who keep the faith awaiting the return of the missing.
- 4- **Red Ribbon:** Our continued determination to account for our missing.
- 5- **Cover/Sword/Dog Tags:** Signifies the Marine who served.
- 6- **The Candle:** Lit to symbolize the upward reach of their unconquerable spirit.
- 7- **Slice of Lemon:** Placed on the bread plate to remind of us of their bitter fate.
- 8- **Pinch of Salt:** Symbolizes the tears shed by those who were captured, those who remain missing and their families.
- 9- **Inverted Glass:** Homage to those who cannot toast with us this night.
- 10- **The Table Set for One:** The frailty of one prisoner alone against their oppressors.
- 11- **The Chair:** The chair is empty. They are not here. Remember.
- 12- **Purple Heart Ribbon:** Highest honor bestowed in honor of sacrifice.
- 13- **Bible:** Strength gained through faith.

# Marine Corps Birthday Ceremony



There are multiple ways that units will celebrate the birth of our Corps. Many units may conduct a cake cutting ceremony consisting of the reading of General Lejeune's Birthday Message, recognition of the oldest and youngest Marine present, and the cutting of the traditional birthday cake. More than just another birthday party, when possible, most units will celebrate with a birthday ball that is an experience. No two birthday balls are ever the same.

There are several segments of the ceremony, though the order may vary based on installation, location and specific unit's additions to the ceremony.

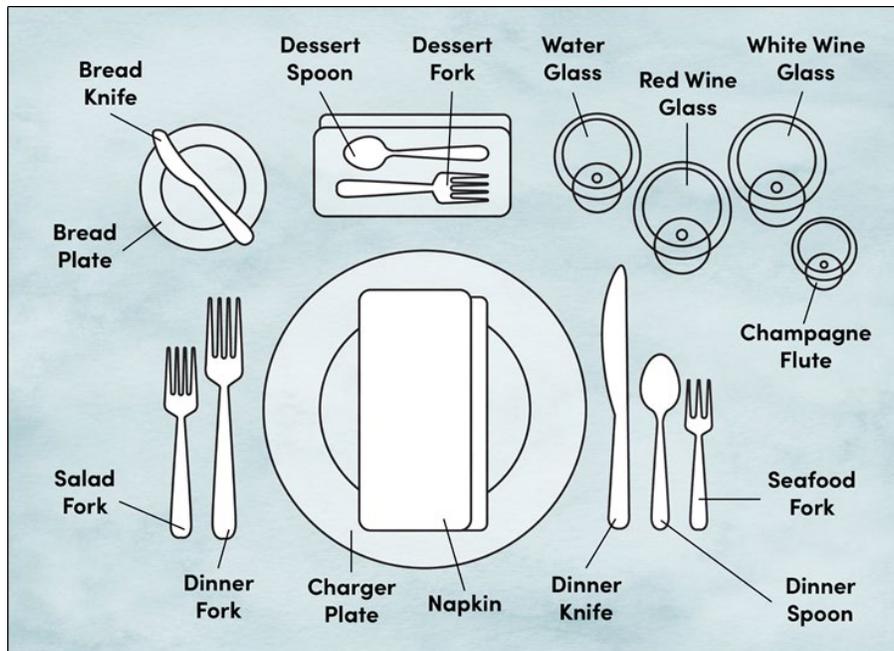
1. The entrance of the official party which consists of the Senior Marine and the Guest of Honor.
2. March on of the colors, playing of the National Anthem, followed by the entrance of the birthday cake.
3. The reading of General Lejeune's message which calls forth the honoring the birth of the Marine Corps.
4. The cutting of the cake with the sword and the passage of the first piece from oldest Marine to youngest Marine.
5. The Commander or Senior Marine's remarks followed by the Guest of Honor's speech.
6. Commandant's Message (via video)
7. Ceremony conclusion with Anchors Away and the Marines' Hymn.



# Etiquette and Protocols

## Dining Etiquette

Looking at a formal table setting for the first time can be confusing and intimidating. This can help you navigate an American formal dining setting.



- When using the silverware, start from the outside and progress inwards as the courses progress.
- When looking at your place setting, remember BMW: Bread, Meal, Water.
- It is socially acceptable to eat bread with your hands. Tear the bread into smaller pieces, first.
- Stemware should be held by the stem, close to the base.
- Be mindful to drink from the same part of the glass especially when wearing lipstick.
- Any dish that must be passed is passed to the right (counterclockwise) in the U.S. and, generally, to the left (clockwise) overseas.
- While eating soup, tilt the spoon and scoop away from you.
- Cut your food into small bites to make it easier to take breaks for socializing.
- When entering or exiting your seat, always do so from the right. Ensure to tuck in your chair upon your exit for safety.
- When breaking from your meal, place your knife and fork at an angle pointing toward each other (eight and four o'clock) and place your napkin in your seat.
- Once your meal is complete, line your fork and knife up and place them at an angle together (at four o'clock) and place your napkin on the table.
- Purses should be placed on the back of the chair, on your lap or on the floor at your feet; phones should be placed off the dining table.

# Formal Dining Etiquette Overseas



Use the below as a helpful tidbit when formal dining in a foreign host country.

## Japan

- Slurping while eating noodles and soups is encouraged, it shows appreciation to the chef
- Never cross or lick your chopsticks or place them upright into a bowl of rice (it's considered rude).

## India, Middle East, some African countries

- Pork is prohibited in Muslim culture.
- Always accept the cup of tea/coffee.
- Never eat with your left hand.
- Do not discuss business during the meal.

## China

- Do not play with chopsticks or point them towards someone.
- Refrain from talking with food in your mouth.
- Eat and drink quietly.
- Sit after the elders have sat.
- Placing chopsticks in a bowl of rice indicates worshiping of ancestors.

## Europe

- Hold your fork in your left hand and knife in your right.
- Utensils remain in the same hands while eating.
- Elbows are to remain off the table but keep your hands above the table at all times.

## France

- Do not offer to split the bill.
- Bread is used as a utensil.
- Bring a gift (usually French wine) but not if just for a pre-dinner drink.
- Dress nicely for dinner.
- Use a plate for hors d'oeuvres.
- It is rude to leave the table during a meal

## Italy

- Never ask for cheese if not explicitly offered to you.
- Spaghettis are eaten with a fork only.
- Public intoxication is abhorred.
- Wiping your bowl clean with bread is a sign of appreciation

# Independent Activity

## Birthday Ball Tips & Tricks



### Be respectful of tradition.

Ensure you are seated before the ceremony begins and refrain from texting, talking, eating or drinking while the ceremony is taking place. Check your ball's protocol with regard to photography.



### Know your limit.

Be mindful of the number of drinks you have. Have a plan in place for how you will get home safely.



### Be polite and have fun.

The purpose of the Ball is to celebrate the richness of the Marine Corps and all of its accomplishments. It's a party, after all!

1. True/False: When in a receiving line, the Marine should be first.
  
2. The fork closest to the plate is the \_\_\_\_\_ fork.
  - a. Salad
  - b. Oyster
  - c. Dinner
  - d. Fish
  
3. True/False: Short dresses are acceptable to wear to the Marine Corps Birthday Ball.
  
4. True/False: The cake is brought out in a processional to the Marine's Hymn.
  
5. When making introductions, the following orders of introductions are correct EXCEPT:
  - a. Officials to Unofficial (private citizen)
  - b. Junior to Senior Official
  - c. Female to Male

Answer Key: 1. False; 2. C; 3. False; 4. True; 5. B

# Appendix A: Uniform Exemplars



## Officer Dress Uniforms

*(Top Row From Left to Right)*

Male Evening Dress

Female Evening Dress

Male Blue-White Dress "A", commonly called "Dress Blue Alphas" with medals

Male Blue Dress "B", commonly called "Dress Blue Bravos" with ribbons and badges

Female Dress Blue Bravos with skirt option

*(Bottom Row From Left to Right)*

Male Blue Dress "C", commonly called "Dress Blue Charlies"

Female Dress Blue Charlies with skirt option

Male Blue Dress "D", commonly called "Dress Blue Dress Deltas"

Female Dress Blue Deltas, with skirt option

## Enlisted Dress Uniforms

*(Top Row From Left to Right)*

Male SNCO Evening Dress

Female SNCO Evening Dress

Male Blue Dress "A", commonly called "Dress Blue Alphas" with medals

Male Dress "B", commonly called "Dress Blue Bravos" (with ribbons and badges)

*(Top Row From Left to Right)*

Male Blue Dress "C", commonly called "Dress Blue Charlies"

Female Blue Dress Charlies with trouser option

Male Blue Dress "D", commonly called "Dress Blue Deltas"





**Officer Service Uniforms**

*(From Left to Right)*

Male Service "A", commonly called "Alphas"

Female Service Alphas with skirt option

Female Service "B", commonly called "Bravos", with trouser option and tanker jacket

Male Service Bravos with sweater

Female Service Bravos with skirt option

Female Service "C", commonly called "Charlies" with trouser option

Male Service Charlies

**Enlisted Service Uniforms**

*(From Left to Right)*

Male Service Alphas

Female Service Alphas, with skirt option

Female Service Bravos, with trousers

Male Service Bravos with sweater

Male Service Bravos with tanker jacket

Male Service Charlies

Female Service Charlies with skirt option





### **Combat Utility Uniforms**

The Utility Uniform is unisex and for both Officers and Enlisted.

*(From Left to Right)*

Woodland Combat Utility Uniform, commonly called "Green Cammies"

Desert Combat Utility Uniform, commonly called "Desert Cammies"

### **Uniform Style Guide**

For more detailed information and examples, review the Uniform Style Guide, last updated 3/19/2021.



Uniform Style Guide  
2021.pdf

## Appendix B: Uniform Chart

<b>Uniform</b>	<b>Description</b>	<b>Occasions for Wear</b>	<b>Leave/ Liberty</b>
<b>Evening Dress ("A"/"B")</b>	Dark blue w/black or dark blue trousers/skirt, enlisted wear sky blue trousers	Year-round for white tie/black tie social functions	No
<b>Blue Dress "A"/"B"</b>	Blue coat w/sky blue trousers/slacks, and dark blue skirt w/ medals ("A") or ribbons ("B")	Parades, ceremonies, formal/semi-formal social functions (winter season only unless uniformity is required)	"A" No "B" Yes
<b>Blue-White Dress "A"/"B"</b>	Blue coat and white trousers/skirt/slacks w/medals ("A") or ribbons ("B")	Parades, ceremonies, formal or semi-formal social functions (summer season only)	"A" No "B" Yes
<b>Blue Dress "C"</b>	Khaki long-sleeve shirt and tie/black necktie w/trousers/skirt/slacks, blue sweater optional	Parades, ceremonies and uniform of the day (blue sweater worn as uniform of the day only)	Yes
<b>Blue Dress "D"</b>	Khaki short-sleeve shirt w/blue trousers/skirt/slacks	Parades, ceremonies and uniform of the day	Yes
<b>Service "A"</b>	Green coat and trousers/skirt/slacks w/ribbons (badges optional)	Parades, ceremonies, social events and uniform of the day	Yes
<b>Service "B"</b>	Khaki long-sleeve shirt w/green trousers/skirt/slacks (badges optional) Green sweater optional	Parades, ceremonies, uniform of the day (green sweater worn as uniform of the day only)	Yes
<b>Service "C"</b>	Khaki short-sleeve shirt w/green trousers/skirt/slacks (badges optional) Green sweater optional	Parades, ceremonies, uniform of the day (green sweater worn as uniform of the day only)	Yes

Uniform	Description	Occasions for Wear	Leave/ Liberty
<b>Combat Utility Uniform</b>	MARPAT desert and woodland coat and trousers (sweater or sweatshirt optional)	Working/field uniform only (woodland during winter/desert during summer season)	No
<b>Physical Training Uniform</b>	Olive green undershirt, shorts, sweatpants/shirt with a black Marine Corps emblem on the upper left trouser leg and over the left breast of the sweatshirt. Marine Corps green running suit (pants and jacket) with a silver emblem on the upper left trouser leg, scarlet and gold "USMC" on lower right pant leg, silver emblem over the breast and scarlet and gold "MARINES" across the back. (ALMAR 019/08)	Physical training (PT), field day, and limited leave and liberty occasions as detailed below: Only the running suit jacket and sweatshirt may be worn for PT and non-PT leave and liberty situations. The bottoms (running suit pants, green undershirt, sweatpants and shorts) are restricted to PT situations only. (ALMAR 019/08)	Yes, as detailed to the left. (ALMAR 019/08)

## Appendix C: Attire Guidance

Attire Comment	When Worn	Civilian Male	Civilian Female	USMC
<b>Mess Dress</b> <b>White Tie</b> <b>Black Tie</b> <b>Formal</b> <b>Tuxedo</b> <b>Smoking</b>	Formal evening functions	<ul style="list-style-type: none"> <li>- Black tuxedo (with white or black bow tie, as noted on invitation)</li> <li>- Black dinner jacket (with a handkerchief in the upper pocket)</li> <li>- A white dinner jacket is acceptable during the summer months.</li> </ul>	<ul style="list-style-type: none"> <li>- Long or short evening dress.</li> <li>- Long dresses/skirts are normally when the event begins after 1800.</li> </ul>	<ul style="list-style-type: none"> <li>- Formal or Dinner Dress uniform</li> <li>- Evening Dress "A" (white tie)</li> <li>- Evening Dress "B" (black tie)</li> <li>- Dress Blue "A" (less formal, sometimes worn for ceremonies)</li> <li>- Dress Blue "B" (even less formal)</li> </ul>
<b>Semi-Formal</b>	Less formal occasions requiring more formality than business attire	Dark business suit	<ul style="list-style-type: none"> <li>- Dressy street-length dress</li> <li>- Pant suit</li> <li>- Cocktail dress</li> </ul>	<ul style="list-style-type: none"> <li>- Ceremonial uniform</li> <li>- Dress Blue "A" or "B"</li> </ul>
<b>Formal Business Suit</b>	Ceremonial or business occasions	<ul style="list-style-type: none"> <li>- Business suit (jacket and trousers match)</li> <li>- Sport coat and tie (jacket and trousers do not match; can be worn prior to 1800)</li> </ul>	<ul style="list-style-type: none"> <li>- Evening long dress w/heels and jewelry</li> <li>- Day suit, pants suit, business apparel (blouse w/slacks or knee-length skirt)</li> </ul>	<ul style="list-style-type: none"> <li>- Ceremonial uniform</li> <li>- Dress Blue "A" or "B" (for more formal occasions and many ceremonies)</li> <li>- Service "A" (business suit equivalent)</li> </ul>
<b>Casual Business</b>	Casual business and informal social occasions (as appropriate per local customs)	<ul style="list-style-type: none"> <li>- Sport coat, open collar, no tie</li> <li>- Slacks and dress shirt, open collar</li> </ul>	<ul style="list-style-type: none"> <li>- Simple skirt or dress</li> <li>- Slacks with jacket</li> <li>- Low heeled or flat shoes</li> </ul>	<ul style="list-style-type: none"> <li>- Service uniform</li> <li>- Service "B" or "C" depending on time of year</li> </ul>

<b>Attire Comment</b>	<b>When Worn</b>	<b>Civilian Male</b>	<b>Civilian Female</b>	<b>USMC</b>
<b>Duty uniform</b> <b>Uniform of the Day</b> <b>Daily attire</b> <b>Long-sleeve shirt w/tie</b> <b>Short-sleeve shirt, no tie</b>	Everyday events	<ul style="list-style-type: none"> <li>- Daily work attire</li> <li>- Business suit</li> <li>- Coat and tie</li> <li>- Slacks and open collar shirt</li> </ul>	<ul style="list-style-type: none"> <li>- Daily work attire</li> <li>- Casual dress</li> <li>- Pants suit</li> <li>- Slacks</li> <li>- Long or short skirt and blouse</li> <li>- Low heeled shoes</li> </ul>	<ul style="list-style-type: none"> <li>- Working uniform</li> <li>- Service "B" or "C" depending on time of year or</li> <li>- Cammies (officially called Marine Corps Combat Utility Uniform)</li> </ul>
<b>Casual Comfortable</b> <b>Casual, Sporty</b> <b>Casual, Golf Attire</b>	Very informal occasions such as picnics or barbeques	<ul style="list-style-type: none"> <li>- Cotton slacks or shorts w/open collar golf (polo) shirt</li> <li>- Sneakers or topsiders</li> </ul>	<ul style="list-style-type: none"> <li>- Cotton slacks, capri pants or knee-length shorts w/knit top</li> <li>- Sneakers, sandals or flats</li> </ul>	<ul style="list-style-type: none"> <li>- Working uniform</li> <li>- Service "B" or "C" depending on time of year or</li> <li>- Cammies (officially called Marine Corps Combat Utility Uniform)</li> </ul>

## Appendix D: Ball Attire Exemplars

### Ball Attire Do's



A modest floor-length gown is one that does not reveal too much décolletage or other parts of the body.

Gentlemen should also consider a well-fitted tuxedo or evening dinner jacket.

### Ball Attire Don'ts

Dresses that are too tight, too short, have cutouts or a plunging neckline are not appropriate for the Marine Corps Birthday Ball.

Avoid wearing ill-fitting suits or clothing; they take away from the regality of the evening.



# LET'S CONNECT!

Use this page to network with some of your fellow L.I.N.K.S. spouses.

Name:  
Tel. No:  
Email:

L . I . N . K . S .

Empowering Marines, Sailors, and their families, by providing the skills and resources necessary to navigate the military lifestyle.

# NAVIGATING THE MAZE

MODULE FOUR

LIFESTYLE. INSIGHTS. NETWORKING. KNOWLEDGE. SKILLS.





This book belongs to:

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# Module Objectives

## Welcome to the Maze

You haven't stepped into a science fiction novel, quite the contrary. In this module you will be guided through the many services and resources that are available to you as a member of the Marine Corps community. Let this module serve as a map to connect you to the services you will need throughout your journey as a Marine Corps family.

At the end of this course the participants will be prepared to:

- Recognize the resources available within a military and civilian community (Command Team), TRICARE (Dental), Exchanges and Commissaries, and MCCS
- Name their Deployment Readiness Coordinator (DRC)/Uniform Readiness Coordinator (URC)
- Identify where resources are available at their location

There are many resources available to you, more than can be covered in a single module or class. As you begin to navigate through your journey in the Marine Corps Community, utilize your newfound networks to locate and share other resources.

# Military ID Card

Your Military ID card, similar to other forms of identification, is considered personally identifiable information (PII) and is used to access your benefits on and off the installation.

## **Always Keep Your ID with You**

You must have your Military ID card with you at all times to access health care and medical services, get on most installations, and to shop at the Commissary, Marine Corps Exchange (MCX), and Army & Air Force Exchange Services (AAFES) - to include Base Exchanges (BX), Post Exchanges (PX), 7-Day Store, Marine Mart, and the Shoppette. Always ask if a military discount is available. You may be eligible for discounts from local merchants, airlines, hotels, etc. While you do not need your Marine present to access your benefits and services, in most cases, you will need to have your ID card. Your military ID card also serves as an official government form of identification.

## **No Copies Allowed!**

It is illegal under Title 18, U.S. Code Part I, Ch. 33 for your military ID card to be copied. Exceptions are hospitals and doctor's offices for insurance billing purposes.

## **Never Let Others Use Your ID Card**

You may purchase gifts for others, but not items for resale, or on behalf of someone else.

## **Lost ID Card**

If a family member loses their ID Military card, the Marine must contact the command and complete a DD 1172 form. The Marine and family member may then proceed to the ID card processing center. Be sure you have a secondary form of photo ID such as a Passport or School ID. Reach out to the ID Card center to confirm you have the documents you need before arriving.

## **You Should Include Renewing Your ID Card On Your Pre-Deployment Checklist!**

It is much harder to try and renew an ID when the Marine is gone. If the Marine is deployed, the family member should contact their command Deployment Readiness Coordinator or Uniformed Readiness Coordinator for assistance. **They won't be able to get you an ID**, but they may be able to work with the Command to have the paperwork completed while deployed.

## **How To Make an Appointment**

To receive, renew, or replace your military ID, be sure you make an appointment at your local ID Center. To find your nearest location (not necessarily a Marine Corps Base) and schedule an appointment visit- <https://idco.dmdc.osd.mil/idco/#/> - RAPIDS ID Card Center Online.

# Am I Eligible?

Marines and eligible family members enroll in the Defense Enrollment Eligibility Reporting System (DEERS).

## Who is an eligible family member?

- Legal spouse
- Unmarried children from birth to 21 years old (up to 23 years old for a qualified full-time student). Step, adopted/pre-adoptive, certain children born out of marriage, and qualifying wards are included.
- Unmarried children 21 years old and over who qualify based on mental or physical incapacitation.
- Qualifying parent, mother/father-in-law, stepparent or adoptive parent

## Required documents for DEERS enrollment:

- Photo ID (except for minor children)
- Marriage certificate, divorce decree or birth certificate
- Judicial decree of paternity, proof of support, or court order
- Proof of full-time student status
- Favorable medical determination
- Proof of Social Security Number

To verify or check enrollment in DEERS, call 1-800-538-9552, in California 1-800-334-4162, and in Alaska or Hawaii 1-800-527-5602 or [www.dmdc.osd.mil](http://www.dmdc.osd.mil).

# What are my Resources?

As a military member, you have access to a vast array of resources and benefits that are only available to service members and their dependents. The first step to understanding how to navigate The Maze is identifying the resources that are available and their location.

**Directions:** Fill in a benefit or resource as the facilitator discusses available resources.



**Benefit/Resource #1**



**Benefit/Resource #2**



**Benefit/Resource #3**



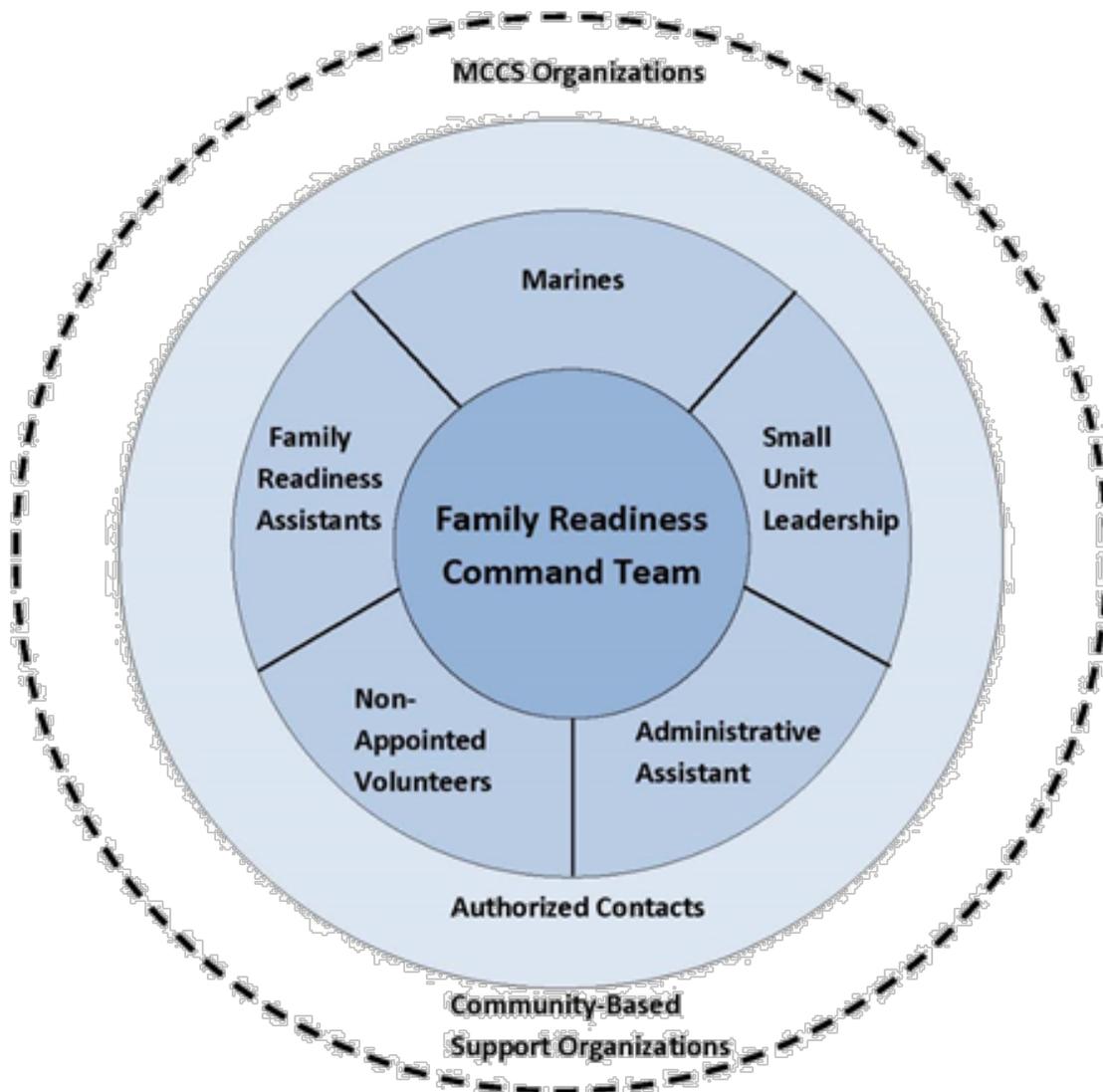
# **Unit, Personal & Family** Readiness Program (UPFRP)



The mission of the **Unit, Personal and Family Readiness Program (UPFRP)** is to educate and prepare Marines and families, ensuring resiliency when faced with life events.

# Family Readiness Command Team

The individuals who shape a command's UPFRP are its **Family Readiness Command Team**. The Family Readiness Command Team Advisors (FRCTA) and Family Readiness Assistants (FRA) are appointed volunteers within the command. Your DRC/URC is the face of the Commander's vision and the hub of communication for the UPFRP. Use the DRC/URC as one of your valuable family tools, because that's their mission!



# Know your **DRC/URC**

Your Deployment Readiness Coordinator (DRC), and/or Uniform Readiness Coordinator (URC), is the go-to person with information about the unit, plans, and the surrounding area. The DRC/URC is involved in ensuring that the family is ready for separations by providing assistance, guidance, and resources at all times, not just during deployment!

Your DRC/URC is the face of the Commander's vision and the hub of communication for the Unit, Personal and Family Readiness Program (UPFRP). The DRC/URC will provide direct coordination for the UPFRP between the Commander, the Marines, the families, and all the available resources and organizations, both on and off DoD installations. The primary duty of the DRC/URC shall be to communicate and serve as a communication portal. Use the DRC/URC as one of your valuable family tools, because that's their mission!

Record the name and contact info of your DRC/URC in the space below.

# Chaplains

Navy Chaplains perform many of the same functions as civilian clergy (all chaplains serving with Marines are actually Naval Officers). They conduct worship services and perform weddings, baptisms, funerals, and other rituals specific to their faith traditions. Also, they serve as confidential counselors who can assist you and your family in times of difficulty. Within the military, their specific task is to protect and guarantee an individual's right to freely exercise the religious faith of his or her choice. Chaplains also protect an individual's right not to practice a religious faith.

Chaplains represent a great many faith traditions. Marines or their family members may wish to speak to a chaplain who comes from their same faith tradition. In such a case, it is the obligation of every chaplain to try and find a chaplain from that particular faith tradition to support that family, though circumstances may make that impossible.

Marines or family members needing assistance from a chaplain should attempt to contact their unit chaplain first. If there is no chaplain directly assigned to the unit, a call should be placed to the installation Chaplain's office. If there is no installation Chaplain office, contact your DRC/URC.

Chaplains deploy with Marine units (they go where the unit goes). Additionally, chaplains usually wear Marine Corps uniforms when serving Marine Corps units, however their rank insignia will be that of the Navy.

Do you know the unit Chaplain?

# Chaplains Religious Enrichment Development Operation



Chaplains sponsor programs designed to support Marines and their families. One of those programs is the **Chaplains Religious Enrichment Development Operations (CREDO)** programs. CREDO retreats use pastoral care, workshops, and seminars to strengthen family life and increase personal growth. Transportation to the retreat, meals and lodging are provided. There are several CREDO workshops offered on or near many Marine Corps installations. Call the Chaplain's office at your installation for information about:

- **Marriage Enrichment Retreats** assist couples in strengthening their marital bond by teaching communication skills, conflict resolution and management, and how to create healthy boundaries and achieve greater intimacy.
- **Personal Growth Retreats** are for individuals looking to gain an introspective viewpoint for self-awareness and spirituality in a supportive environment.
- **Family Enrichment Retreats** are designed for families seeking to learn how to enhance the family dynamic using the Survival Skills for Healthy Families model to resolve conflicts and build upon the family's strengths.
- **Spiritual Growth Retreats** allow participants to focus on the pursuit of increased spirituality.
- **Warrior Resiliency Retreats** are courses designed to reduce the stresses associated with combat settings, arduous deployments and reintegration to peacetime.

# Medical & Dental Benefits



## Who is eligible for TRICARE?

TRICARE is for active duty, reserved or retired uniformed service members and their qualified dependents who are enrolled in the Defense Enrollment Eligibility Reporting System (DEERS).



## Are dental and vision covered in our TRICARE Plan?

TRICARE dental services are for active duty and activated guard/reservist. Active duty family members and inactivate guard/reservists may purchase the TRICARE Dental Program.



## What about emergency medical services?

In case of emergency, call 9-1-1 immediately or go to your nearest hospital, whether it is military or civilian. Urgent care facilities include: non-life, limb or eyesight threatening emergencies Treatment that is imminently needed in order to avoid more serious risk. Visit <https://tricare.mil/urgent> for more information.

TRICARE is the Department of Defense's worldwide healthcare program for active duty, retired, and reserved service members and their families. For the most up-to-date information, please visit [www.tricare.mil/plans](http://www.tricare.mil/plans).

# Exceptional Family Member Program (EFMP)

The **Exceptional Family Member Program (EFMP)** ensures Marines are assigned to duty stations where the required medical services and educational supports are available for their family members' needs. This allows the Marine to focus on the mission, benefiting their individual, family, and unit readiness.

EFMP provides services to include, but not limited to:

- Individualized assignment coordination to ensure access and availability to needed medical care and educational services
- Individualized case management support, including information and referral, assessment, service plans, deployment support, and PCS transition support
- Consideration for priority housing and/or housing accommodations
- Support and assistance with Individualized Education Program (IEP) meetings
- Resources, training, education and outreach on a number of topics important to families with special needs



EFMP is a mandatory enrollment program for active-duty personnel who have a family member who meets the enrollment criteria. Enrollment is required by DoDI 1315.19 & MCO 1754.4C.

Contact your local EFMP office or [hqmc.efmp@usmc.mil](mailto:hqmc.efmp@usmc.mil) for more information.

# **Additional Medical Information**

## **Your Medical Records**

Your medical records are the property of the U.S. Government. You will have access to all of the information in the record, but the record itself must be maintained by the Medical Treatment Facility. The location of your record is determined by the location of your Primary Care Manager. Records will not be released for civilian medical appointments; however, with a minimum of five days' notice, a copy of the relevant portions of the health care record necessary for the civilian appointment will be made.

You should keep copies of your medical documentation, records, and health care history information for your own reference. You can view and download personal health information from your military health record through TRICARE online (TOL Secure Web Portal) <https://myaccess.dmdc.osd.mil>.

Military OneSource has a great organizational record to help families keep medical records/information organized. It's marketed for families with special needs, but could be useful for anyone. Free to download.

## **Health Insurance and Privacy**

All military and civilian health care plans, health care clearinghouses, and health care providers who electronically conduct financial and administrative transactions must comply with the Health Insurance Portability and Accountability Act (HIPAA). TRICARE, military hospitals and clinics, providers, regional contractors, subcontractors and other business associate relationships fall within these categories. HIPAA's Privacy Rule and Security Rule relate specifically to the privacy and security of your protected health information (PHI).

In summary, your medical records are PHI and protected under HIPAA. Records are maintained at the military treatment facility under the care of your primary care manager (PCM). All copies of your medical documentation, records and health care history should be kept for your own reference and are available upon written request

# The Commissary



Among the many benefits that are allotted to members of the military community is the use of the commissary, or base grocery store, which is operated by the **Defense Commissary Agency (DeCA)**. Along with the savings that you can receive from shopping on base versus non-installation grocers, commissary customers can use general coupons. Overseas commissaries will even accept stateside coupons that are no more than 30 days expired. Customers can also register for digital DeCA coupons at <https://commissaries.com/rewards-and-savings/mycommissary>.

A courtesy offered to commissary patrons are the professional baggers. Baggers are non-salaried employees who depend on tips. Tipping is optional. As a rule of thumb, the tip amount is based on the number of bags and the quality of service received. Tipping in the express lane is appropriate. You may also choose to carry your own bags out to your car.

## **Avoid shopping on paydays.**

Military retirees, active duty personnel, veterans with a Department of Veterans Affairs (VA) documented service-connected disability rating, and their authorized families have shopping privileges at the commissary. Therefore, the stores can often get very crowded, especially on paydays. Also avoid shopping at lunch time whenever possible; active duty members in uniform have priority in line during this time. For the best selection, shop the day that shelves are stocked.

If you have special dietary needs and certain products aren't available, please feel free to speak to a commissary manager. They may be able to stock some of your special products. This doesn't guarantee that they will, but it certainly doesn't hurt to ask! To find out about special order availability and procedures at your commissary, contact commissary management during a commissary visit, or by e-mail or phone. To get contact information for your commissary, go to [commissaries.com](https://commissaries.com), click on the Locations page, then click on a commissary name on a map or alphabetical list, and then click on "Location/Phones" on the commissary webpage.

## **Commissary Policies**

Please note guests policies can change based on large scale events and installation specific guidelines.

A specific named person may be authorized on a temporary basis (not exceeding 1 year unless extended for continuing hardship) by the commanding officer, at the command level of a military installation to shop for an authorized patron in extreme hardship cases, or when no adult dependent member is capable of shopping due to injury, illness, incapacitation, or stationing away from their household. In addition, DeCA announced in April 2020 it will support an agent shopping service at local commissaries where installation leaders establish a process to recruit volunteers and connect them with the customers who need this service.

Use this space to record policies unique to your commissary.

# Marine Corps Community Services (MCCS)

**Marine Corps Community Services (MCCS)** is a diverse collective of services, resources, recreational activities and support and retention programs that aide in Marine and family readiness. Profits from the sale of goods and services are reinvested into the Marine Corps community.



Profits from sales are funneled back into the various programs and services within the Marine Corps community, such as the physical fitness centers, youth sports programs and clubs. These programs are offered to the community at little to no cost.



Marines and their families can take advantage of lower cost services, such as movie theatres, auto repair centers, tailors, marinas, bowling centers, golf courses, and food services. For those looking to vacation or visit an amusement park, the ITT center provides discounted tickets.



MCCS is one of the largest employers of Marine Corps family members on an installation.

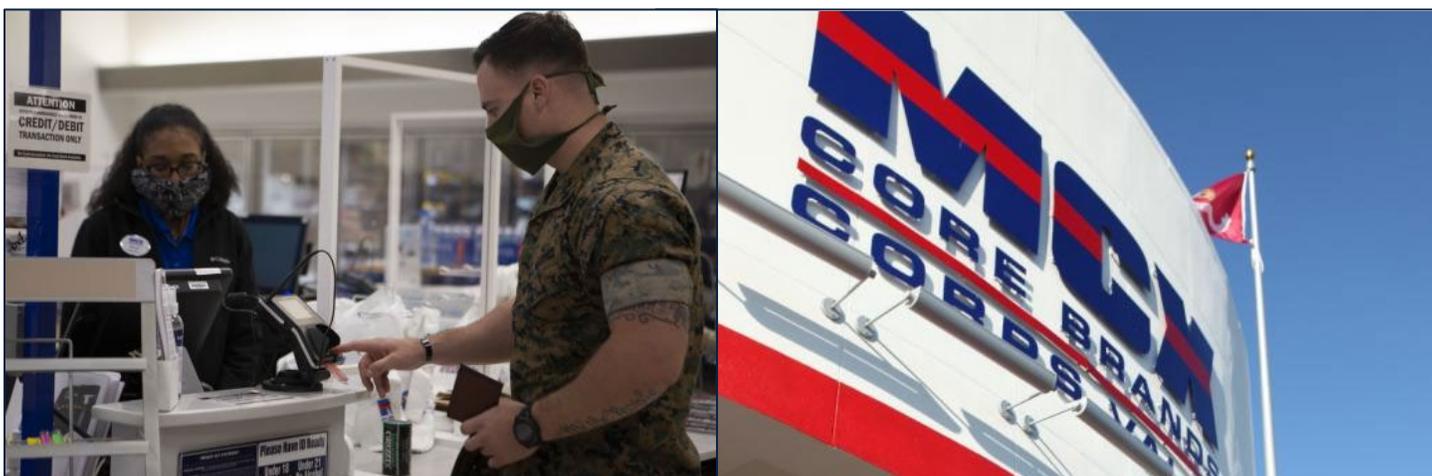
For detailed information on all of the available services offered at your installation, visit the MCCS website at <http://www.usmc.mccs.org>.

# Marine Corps Exchange (MCX)

The Marine Corps Exchange (MCX) is an MCCS operated department store. Many name brand and high-end labels are available at the exchange and are offered tax free and at a lower price. Speak to a customer service representative about Price Matching and Value Pricing. These two programs will help you get the best price available, which not only benefits your wallet, but also the Marine Corps community.

When visiting exchanges across installations, follow these tips to ensure a great shopping experience:

- **DO** have your military ID ready to present at the door and/or during checkout.
- **DO** purchase gifts for friends and family members in the exchange.
- **DON'T** purchase items for resale, bulk or for ineligible persons. Doing so will cause you to lose your privileges.
- **DO** go to the exchange early on special sale days to get the best selection.



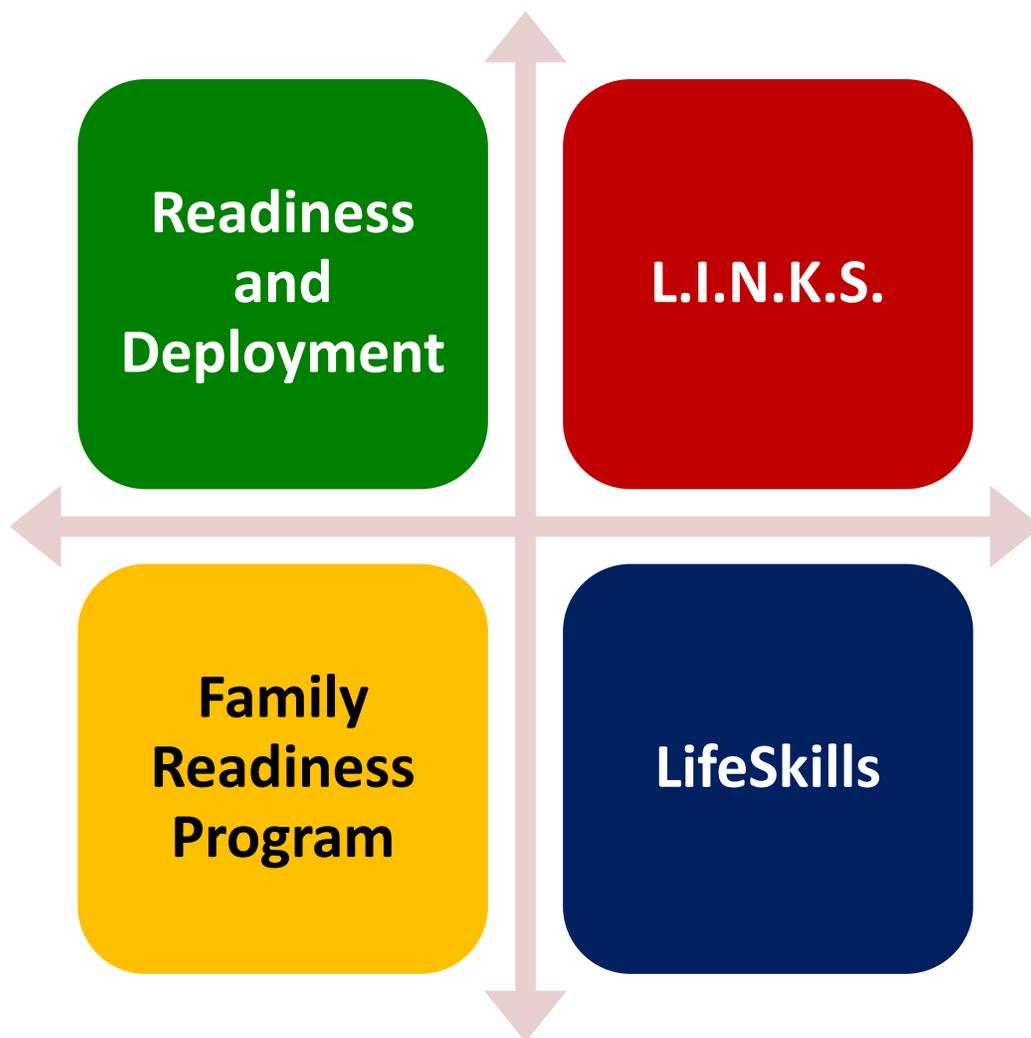
## Other Exchanges

Depending on where you live, your local exchange may be called something different. On Naval bases you will find the Navy Exchange (NEX). On Army and Air Force installations you will find the Army & Air Force Exchange Service (AAFES). All of the exchanges operate in a similar manner and are open to authorized users no matter your branch of service.

# Marine Corps Family Team Building (MCFTB)

**Marine Corps Family Team Building (MCFTB)** provides personal, family readiness, and deployment support to Marines and their families. MCFTB functions include *Readiness and Deployment Support (RDS)*, *Family Readiness Program Training (FRPT)*, *Lifestyle Insights, Networking, Knowledge, and Skills (L.I.N.K.S.)*, and *LifeSkills*. All of these offerings work to reinforce and sustain readiness.

**Directions:** Take notes about each MCFTB offering next to each block.



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# Family Care Branch

Department of Defense website, [www.MilitaryChildCare.com](http://www.MilitaryChildCare.com), is the single gateway to access and request child care around the world. Call the Resource and Referral (R&R) specialist at the Child & Youth Program (CYP) to get accurate information for your area.

The R&R Specialist can give you a list of certified in-home care providers, Family Child Care (FCC), however, all requests are maintained through [www.MilitaryChildCare.com](http://www.MilitaryChildCare.com). Additionally, some installations have before and after-school programs at Youth Centers.

## Children & Youth Program (CYP)

The **Children and Youth Program (CYP)** provides high quality, affordable services that support eligible families with child-related needs. Services are available to children who are six weeks to 18 years old for full- or partial-day care in a before school or after school setting.

## Off Base Child Care Fee Assistance

The **Off Base Child Care Fee Assistance** programs offered through Child Care Aware of America is a resource provided to families who do not have access to an on-base childcare provider. Services include assistance with locating, selecting, and offsetting the cost of community childcare when installation care is not available. Visit [www.ChildCareAware.org](http://www.ChildCareAware.org) for more information.

## School Liaison (SL)

The mission of the School Liaison (SL) program is to mobilize and use community resources to reduce the impact of the mobile military lifestyle on military school-age children and families by implementing predictable support services that assist school-age children with relocations, life transitions and achieving academic success.

USMC School Liaison's role is comprehensive and adapted based on the needs of the community. SLs can assist families in obtaining educational information and assistance from local school districts, as well as other services, such as:

- School transition support services
- School and community partnership initiatives
- Installation/school communications
- Homeschool linkage/support
- Post-secondary preparation opportunities

# Personal and Professional Development Branch

Through the programs and services offered by the **Personal and Professional Development Branch**, mission readiness is enhanced through continued support of Marines and their families in achieving their personal and professional goals.

Services such as Family Member Employment Assistance; MCCS Libraries; Information, Referral & Relocation Services; and programs such as the Leadership Scholarship Program; Transition Readiness Program (TRP); and Marine for Life help prepare Marines and their families for life during and after the Corps.

The **Family Member Employment Assistance Program (FMEAP)** provides military spouses and other dependent family members with

employment, career and education services and guidance. Assistance with portable career opportunities, and education center referrals and guidance, is also available.

In addition, coaching, training and support services are offered by FMEAP in the areas of:

- Interview Techniques
- Resume and Cover Letter Writing
- The Federal Application Process
- Salary Negotiations
- How to Dress for Success
- Skills Assessments
- One-on-One Career Coaching
- Education, Training, and Volunteer Opportunities
- Entrepreneur Business Opportunities

For spouses whose careers require a professional license or certification, Marine Corps Spouse Licensing Reimbursement provides reimbursement of relicensing or recertification fees resulting from a permanent change of station (PCS) move up to \$1000.

For more information about FMEAP, visit [www.usmc-mccs.org](http://www.usmc-mccs.org).

# MCCS Libraries

The **MCCS Libraries** are a network of libraries across Marine Corps installations. The Integrated Library System (ILS) allows participants to remotely access the array of library materials for professional educational, informational, and recreational interests.

**MCCS Library Makerspaces** are an opportunity for participants of all ages to explore their curiosity through robotics, circuitry, graphic design, jewelry making, astronomy, 3-D printing and textile and fiber arts. Check with your local installations for availability.

The **HQMC Library Program** offers the EBSCO online database. This resource contains over 40 collections of databases in contents such as academic research, health, criminal justice, professional resources, recreational materials, as well as interests for school-age children.

[www.tutor.com](http://www.tutor.com) **Live Homework Help** is a program that is offered through MCCS libraries. It provides 24/7 online tutors for students in elementary through high school. For overseas support, General Librarians provide cultural awareness by registering library patrons for Transparent Language Online, a web-based foreign language program.

## Information, Referral & Relocation (IR&R)



IR&R is an amazing source of information for Marines and their families. The program provides welcome aboard information, on- and off- base resources, and relocation information. Make sure to visit your installation's IR&R facility to speak with a specialist who can assist you with your next PCS and sign you up for a PCS workshop. Log on to [www.militaryinstallations.dod.mil](http://www.militaryinstallations.dod.mil) for resources and information regarding your next installation PCS.

# Transition Readiness Program (TRP)

The Transition Readiness Program (TRP) implements a comprehensive transition and employment assistance program for Marines and their families; the program emphasizes a proactive approach that will enable them to formulate effective post-transition employment, educational, and entrepreneurial goals throughout the Marine For Life Cycle. If a Marine decides to separate from the Marine Corps, or is getting close to retirement, he or she will attend the Transition Readiness Seminar (TRS) within 12-14 months of separation, or 24 months of retirement.

## Spouse Transition and Readiness Seminar (STARS)

Spouse Transition and Readiness Seminar (STARS) is a seminar that addresses transitional challenges and opportunities, specifically for spouses that consist of a standardized presentation, followed by a panel of subject matter experts. The panel members are there to answer any basic questions or to clarify any unique circumstances.

## Marine For Life Network (M4L)

Marine For Life Network (M4L) connects transitioning Marines and their family members to education resources, employment opportunities, and other Veterans services that aid in their career and life goals outside of military service.

# Personal Financial Management (PFM)

**A solid financial foundation is the key to ensuring that your family's legacy is secure.** Sound financial management also contributes to ensuring personal and professional readiness. Understanding your personal finances provides opportunities for achieving financial success and ensuring an improved quality of life.

The **Personal Financial Management Program (PFMP)** provides free financial education and counseling services to Marines and their family members in the following areas:

- Developing a Spending Plan
- Managing Credit & Debt
- Communicating About Money
- Establishing Savings
- Financial Planning for Development & Extended Absences
- Introduction to Survivor Benefit Plan
- Introduction to Estate Planning
- Raising Financially Fit Young Children/Tweens/Teens
- Planning Your Retirement
- Getting Married
- Financial Aid for Education

# Behavioral Programs

## Family Advocacy Program (FAP)

The Family Advocacy Program (FAP) promotes healthy relationships for Marines and their families, works to prevent and reduce child abuse, domestic abuse, and problematic sexual behaviors in children and youth (PSB-CY), and ensures a coordinated community response to child abuse and domestic abuse.

Family Advocacy is a command program that includes prevention, counseling, and advocacy services. Prevention services improve individual and family functioning by promoting skill building related to parenting, relationships, and life skills. Clinical services include: assessment, non-medical counseling, and clinical case management for alleged abusers, victims, sponsors of child at risk of or victims of abuse, and children exhibiting and impacted by PSB-CY. These services ensure the safety of the victim and community and promote the cessation of abusive behaviors. Advocacy services are offered to domestic abuse victims, non-abusing parents of child abuse victims, and to families impacted by PSB-CY.

Counseling and support groups are offered for individuals, couples, and children. Services are provided free of charge. More information is available at <http://www.usmc-mccs.org>.

## New Parent Support Program (NPSP)

The New Parent Support Program (NPSP) offers a wide range of support services to parents who are expecting a child and/or have children, birth through age five years. Home visits allow Marines and spouses to receive help with their concerns as a parent or parent-to-be in the privacy of their own home. Home visitors provide individualized family support, based on the unique needs of each family. Baby Boot Camp provides an understanding of the infant's world, child development, and basic skills necessary to care for an infant.

Parenting classes and play groups are also available to provide "hands on" information, teach parents developmentally appropriate play, and to help children develop their social, cognitive and motor skills. Referrals and home visits round out the services offered.

## Substance Abuse Program (SAP)

The Substance Abuse Program (SAP) utilizes prevention education, early intervention initiatives, non-medical counseling, and drug and alcohol deterrent activities in order to promote overall health and mission readiness.

The SAP includes the Alcohol Screening Program, non-medical clinical counseling, and the Drug Demand Reduction Program. Services include: screening, assessment, and non-medical counseling offered in individual and group formats. More information may be found at <http://www.usmc-mccs.org/>.

## Community Counseling Program (CCP)

The Community Counseling Program (CCP) provides accessible, high quality, confidential, comprehensive, non-medical counseling services for Marines, other Active Duty personnel, and their families. CCP equips Marines and families with the skills to address life's challenges before there is significant impact to performance in their duties and relationships.

CCP also offers the Marine Intercept Program (MIP). MIP provides ongoing suicide risk assessment, safety planning (continuously updated), and referrals through a series of caring contacts for a minimum of 90 days. MIP is available for all Marines and Sailors who have had a suicidal ideation or suicide attempt.

## Marine Corps Suicide Prevention Program

**National Suicide Prevention  
Lifeline:  
1-800-273-8255; press 2  
(For support of Service  
Members)**

The **Marine Corps Suicide Prevention Program** helps to educate the Marine Corps community in suicide awareness and prevention. Suicide is preventable. Marines and their families learn how to engage help-seeking services early before situations escalate. If you or someone you know is thinking about suicide help is available through the **Military Crisis Line at 1-800-273-8255; press 2 for support of Service Members.**

## Sexual Assault Prevention and Response (SAPR)

The **Sexual Assault Prevention and Response (SAPR)** program is committed to preventing sexual assault in the Marine Corps and providing care to individuals who have experienced a sexual assault, no matter when the assault occurred.

Each person covered under DoD SAPR policy who reports a sexual assault is offered the assistance of a Sexual Assault Response Coordinator (SARC) or SAPR Victim Advocate (SAPR VA). SAPR personnel are trained and credentialed to address safety needs, explain reporting options, provide information about available services,

assist with navigating the reporting process, and maintain confidentiality. All survivors are treated with the sensitivity that they deserve, the privacy that they prefer, and the responsive support that they need.

**Contact the **Safe Helpline** at **877-995-5247**  
if you or someone you know are in need of sexual assault  
assistance because no one is alone.**



The DoD Safe Helpline provides **24/7** worldwide assistance with regard to crisis intervention, referrals to supportive resources (medical and physical) and legal representation. The Sexual Assault Support Line is available on all Marine Corps installations.

Use the space below to make note of local behavioral health resources and contact information.

# Semper Fit

The Marine Corps offers a variety of health and fitness programs and resources including:

- **Fitness** - Facilities across the Marine Corps offer a variety of group exercise programs, cardio and weight equipment, and certified strength and conditioning coaches and trainers.
- **Aquatics** - There are approximately 40 pools across the Marine Corps installations for both recreational and physical training. There are also 3.5 miles of guarded open water areas that are co-located with camping and recreational lodging facilities. Check with your installation for other offerings (e.g. SCUBA lessons and splash pads).
- **Intramural Sports** - Marine Corps Sports Programs are designed to enhance the fitness and resilience of Marines and their families to support alternative physical training (PT) options, military-to-military engagement, and the development of unit cohesion.
- **Youth Sports** - Activities, such as soccer, baseball, cheerleading, and basketball are available year-round for children from ages 5 - 17 years old to foster the development of leadership, sportsmanship, and teamwork skills, which lead to a healthy and active lifestyle.
- **Health Performance Program** - This program offers health fairs, special events, educational seminars, and classes on the following topics: tobacco cessation, injury prevention, performance nutrition, body composition, stress management, sleep, cognitive development, and blood pressure testing.



# Community Recreation



## Movie Theaters

Most installations offer movie programs where admission prices and concession items like popcorn, soda and other snacks are priced well below local commercial theaters. The movies and special “Sneak Previews” are the same big name hits and blockbusters currently available out in the civilian theaters.

## Bowling

Bowling centers offer year-round recreational play, competitive leagues, tournaments, promotions, and areas for small parties. Most centers offer up-to-date glow bowling with lights, sounds, and entertainment.

Most centers house a pro shop, which carry bowling balls, shoes, bags, and accessories and snack bars.

## Automotive Skills

Need to learn how to change a tire? Visit the Automotive Skills Center! It is a do-it-yourself program with a skilled mechanic available. Lifts, bays, small tools, and specialized equipment are available at nominal charges to enable the customers to accomplish self-maintenance on their vehicles. Customers can utilize the facility to perform a variety of routine maintenance (oil changes, tire rotation, tune-ups, and various minor maintenance services). Car enthusiasts are able to rebuild and restore project vehicles. Assistance is available for more technical services such as wheel alignment, engine diagnostics, and tire balancing. The program offers instruction in a group environment or one on one to patrons requiring assistance with repairs and maintenance. Open to family members and Marines!

## Travel-Information, Tickets and Tours (ITT)

ITT provides customer driven travel venues and services, and entertainment activities. Information about local, regional, and national attractions and events is available as well as discount tickets.

## Marine Corps Recreational Lodging

Recreational lodging facilities are ideal places to rest, relax, and rejuvenate. From surfing at San Onofre Beach, skiing at Big Bear, or sitting on the pristine beaches at Onslow Beach, your recreation lodging facilities have been built to cater to every need of you

and your family. The recreation lodging facilities include cabins, cottages, RV Parks, and campgrounds and are designed with amenities and services that will make you feel right at home. So next time you want to RV, camp, or enjoy a beach cottage, consider one of your recreational lodging facilities.

## Specialized Recreation Programs

These programs are offered throughout the Marine Corps. Please note that program offerings are based on your installation. The programs include Arts and Crafts (wood hobby and pottery, etc.), Horseback Riding and Stables (lessons and boarding), SCUBA, and Recreational Shooting (skeet and trap, paintball, and Indoor Recreational Shooting).

## The Single Marine Program (SMP)

The Single Marine Program (SMP) provides a forum for Marines to identify quality of life ideas and issues, and recommend solutions. Through participation in the planning and coordination of programs and activities, Marines have a direct influence in program execution. Although it is called the Single Marine

Program, it's not just for unmarried Marines; any unaccompanied Marine can be involved. If your spouse finds themselves on an unaccompanied tour, they can also enjoy all the features the SMP has to offer!

SMP Centers can provide self-directed and directed recreation activities in support of the Single Marine audience. An emphasis on alcohol-free and tobacco-free events and activities are highly encouraged. These facilities are designed to create a relaxing environment and can include access to Wi-Fi and computers, video gaming, pool tables and air hockey, movie rooms, food concessions, and a monthly calendar of recreation programs and services.

Each major Marine Corps installation has an established SMP Council that meets regularly. The council is composed of unit representatives from across the installation. Each council elects leaders to serve on the executive council including: President, Vice President, Scribe, and Treasurer. These positions provide leadership, motivation, and accountability to the other council members. The executive council represents the installation at meetings and other working groups on items relevant to single Marines. The executive council also works closely with the SMP Coordinator and the installation Sergeant Major.



# Outdoor Recreation



There are plenty of outdoor activities offered to Marines and their families!

## Directed Events and Classes

Directed Outdoor Recreation provides authorized patrons with outdoor recreation opportunities and instructional classes to support independent skills. Opportunities may include (varies bases to base): archery, backpacking, boating, canoeing, cycling, camping, fishing, hiking, sailing, water and snow skiing, and other activities that assist Marine Corps Recreation Programs in promoting readiness, fitness, and a healthy quality of life (QOL) for Marines and their family members.

## Outdoor Areas

These areas and facilities are used for engagement in recreation activities, ranging from natural, undeveloped areas to large facilities and areas including lakes, picnic pavilions, playing fields, fitness trails, amphitheaters, miniature golf, and nature centers.

## Outdoor Recreation Equipment Rental

This program provides equipment support to units as well as MCCA authorized patrons. Generally speaking, equipment maintained on inventory includes, but is not limited to: camping, skiing/snowboarding, fishing, snorkeling, other water sports, team sports, bicycles, bouncy houses, party supplies, and lawn and garden. Examples of support to units include holidays or special parties (homecoming events, command family days, etc.) held in conjunction with official events.

## Camping and RV Parks

There are camping and recreational vehicle parks available for rent at many installations. Many of these sites are conveniently located next to recreational areas such as beaches, lakes, and marinas. RV Storage may also be available.

## Boating & Marina

For the water enthusiast, the Marine Corps has marinas with a variety of boating opportunities. Wet slips and dry storage are available for rent for private boats. A variety of watercraft is available to rent, along with other programs like fishing charters, safety courses, and instructional classes.

## Golf

The Marine Corps is proud to offer championship quality golf courses. Most courses offer driving ranges, pro shops, locker rooms, and snack bar operations. PGA teaching professionals are on staff and available for individual and group golf lessons.

## Legal Assistance Office

Located on every installation, the Legal Assistance Office, comprised of military attorneys and paralegals, offers free services to all military service members and their families. Be sure to ask what documentation is needed when scheduling your legal appointment.

For Marines that are deploying, away, or otherwise incapacitated, a power of attorney allows a principal to appoint an agent to act on behalf of the Marine in financial, personal, legal, and medical matters for a specified amount of time. The Legal Assistance Office services include preparation of powers of attorney. The following are some examples of the types of power of attorney that are available:

- A General Power of Attorney gives someone else the legal authority to act on your behalf-to do anything that you can do relating to your property and personal affairs.
- A Special Power of Attorney authorizes your agent to do one or more specific acts. Examples include purchasing an automobile, scheduling a TMO move, accepting of household goods, or other residential duties.
- The Power of Attorney for the Care of Children has two options: to allow the person you assign to give consent for emergency medical treatment and authorize all necessary medical treatment only, or to act in loco parentis, allowing the person you assign to perform all parental acts, enroll children in daycare, and pick up children from school.

Services offered by the Legal Assistance Office include:

- Notary Services
- Wills
- Family Care Plans
- Insurance Questions
- Medical Directives
- Powers of Attorney
- Divorce/Separation
- Child/Spousal Support
- Taxes
- Citizenship
- Consumer Issues (contract reviews/money problems)
- Special rights for Marines
- Real Estate/Rental Lease Agreements

## Knowledge Check

**Directions:** Check your understanding by matching the service/resource with the corresponding lettered program.

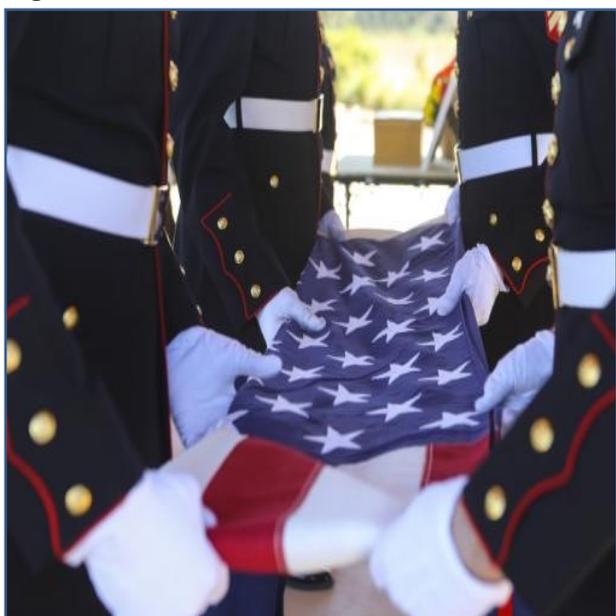
- |                                  |   |
|----------------------------------|---|
| a. CREDO                         | e. Specialized Recreation Programs      |
| b. Personal Financial Management | f. Behavioral Health Programs           |
| c. UPFRP                         | g. Transitional Readiness Program (TRP) |
| d. Family Readiness Command Team | h. Special Power of Attorney            |
1. The program provides free financial education and services to Marines and their family members.
  2. A comprehensive program that assists Marines and their families with transitioning support.
  3. Contain programs such as Family Advocacy, New Parent Support Program, Community Counseling Program, Suicide Prevention Program, and Sexual Assault Prevention and Response.
  4. A Chaplain sponsored program that uses pastoral care, workshops, and seminars to strengthen family life and increase personal growth.
  5. Authorizes your agent to do one or more specific acts.
  6. Prepares Marines and their families to ensure optimum resiliency when faced with life events.
  7. A team of individuals who collectively help shape UPFRP.
  8. The programs include Arts and Crafts (wood hobby and pottery, etc.), Horseback Riding, SCUBA, and Indoor Recreational Shooting.

*Answer Key: 1. B; 2. G; 3. F; 4. A; 5. H; 6. C; 7.D; 8. E*

# Casualty Assistance & Survivor's Benefits

One of the topics that no one likes to talk about, but is very important, is the Survivor's benefits. You are entitled to benefits if your Marine is captured, declared missing, or dies. Should any one of these happen, the Marine Corps will assign you with a Casualty Assistance Calls Officer (CACO) who provides assistance to Marine Corps families with compassion, dignity, and honor. A chaplain will generally accompany the CACO for notification.

The CACO team acts on behalf of the Commandant of the Marine Corps in assisting survivors of active-duty Marines in the areas of death notification, coordinating funeral arrangements, applying for benefits and entitlements, and more. While these individuals cannot lessen a family's grief, they can lessen some of the logistical and administrative burdens as the family adjusts.



CACOs will never call or leave messages prior to notification. If a family member is not home at the time of notification, they will utilize other resources. For example, the spouse may be visiting family, or at work. In these cases, notification may be made in an alternate location. If the CACO is unable to locate the spouse in sufficient time (within 24 hours), notification will still be made to the Secondary NOK (Next of Kin-parents of Marine, or others listed on Record of Emergency Data (RED)).

The CACO Team is available to a family until certain events have taken place or it is determined by the PNOK that CACO support is no longer needed. Long-term assistance is available through the Marine Corps Long-Term Assistance Program.

## TAPS- Tragedy Assistance Program for Survivors

Established in 1994, the **Tragedy Assistance Program for Survivors (TAPS)** is a resource for all of those grieving the death of a military loved one. TAPS provides comfort and care through comprehensive services and programs including peer based emotional support, casework assistance, crisis intervention, and grief and trauma resources. Long-term assistance is available to the NOK on an indefinite basis.

TAPS is available 24/7 to anyone who has suffered the loss of a military loved one, regardless of relationship to the deceased or circumstances of the death.

## DoD Wide Programs



The **Yellow Ribbon Reintegration Program (YRRP)** is a Department of Defense (DoD)-wide effort to help National Guard and Reserve Service members and their families connect with local resources before, during, and after deployments through DoD partnered events and resources. More information regarding partners, events, and services at [www.yellowribbon.mil](http://www.yellowribbon.mil).

## Yellow Ribbon Reintegration Program (YRRP)

Yellow Ribbon events offer information on health care, education/training opportunities, financial, and legal benefits. The DoD works in conjunction with Federal partners, including the Small Business Administration and the Departments of Labor and Veterans Affairs, to provide up-to-date and relevant information to the members of the all-volunteer force and their families.

## Joint Services Support Program

This website provides information for your daily life, enhanced tools, and easier access to all the valuable resources and services available to Reservists and family members.

Additional information is available at [www.militaryonesource.mil/national-guard/joint-services-support-program/](http://www.militaryonesource.mil/national-guard/joint-services-support-program/).

# Installation Support

## Voting

The **Voting Assistance Program** aims to increase voting awareness by ensuring that every Marine, their eligible family members, and other personnel serving with a Marine Corps unit, and who are eligible to vote under the laws of their state, are provided voting information and assistance. The right to vote is one of the most important civil liberties. Moreover, voting is an obligation that accompanies and protects the freedoms that we enjoy. By meeting their obligation to express themselves with the ballot, Americans have preserved our democratic system.

- Trained personnel are ready to assist with voter registration and absentee voting.
- 18 Installation Voting Assistant Offices that provide computer access to fill out and print online forms, mailing completed forms for voters, and providing write-in absentee ballots for all military service members, voting-age dependents, and also assist federal civil servants with basic voting information.
- 712 Unit Voting Assistance Officers are available to provide voting services.

## Postal Affairs

When you are stationed all over the world, getting the mail becomes a very big deal! From sending birthday cards to loved ones in your home town, to getting presents on time, as a member the Marine Corps community you learn just how important the postal service is! Postal Affairs coordinates with DoD and USPS for postal theft and depredations and/or reimbursement of monies or equipment.

## Provost Marshal Office (PMO) Military Police (MP)

PMO is the law enforcement agency on Marine Corps installations. In addition to keeping installations safe, PMO offers child and home safety classes and assists in setting up a neighborhood watch program in your military community.

- When driving or parking on base, adhere to all posted speed limits, designated parking spaces and pedestrian crossings.
- Grant all pedestrians the right-of-way on installation.
- Failure to comply with installation safety protocols can lead to base traffic points and ultimately the revocation of on- installation driving privileges.
- Vehicle registration is required when living or working on base, though DoD decals are no longer mandated on personal vehicles.

- Safety seats are required for children eight years old or younger. Seatbelts must be worn at all times.
- You must use a hands-free headset device if you talk on your cell phone while driving.

**Use the space below to record how to contact Emergency Services:**

- Installation Emergency Contact Number:
- Installation PMO/MP non-emergency number:
- Poison Control: 1-800-222-1222
- Other Emergency Numbers:

***Any violation or criminal activity that occurs on installation, including traffic violations, is reported on the Commander's blotter. This is a daily report to all commanders on the installation with details including names of violators.***



# Support Services



## Military One Source

Military OneSource is a family support program offering information and referral assistance 24 hours a day, seven days a week, 365 days a year via a toll free telephone call and website. Military OneSource supports Marines and their families in addition to traditional installation-based services.

Military OneSource provides users referrals to military and civilian resources. Users can request information on parenting and childcare, adoption, education, finances, legal, elder care, health and wellness, crisis support, translation services, confidential counseling, and relocation. The service also offers a wide array of free educational materials in many different formats: tip sheets, booklets, cassettes, and CD recordings. They can also assist via chat!

In addition to telephonic services, the Military OneSource website features online articles, workshops, locators, financial calculators, tips on tape, "E-mail a consultant" and much more. The website is Section 508 compliant for those who need visual assistance and is also available in Spanish. Online resources are also available on the Military One Source website at [www.militaryonesource.mil](http://www.militaryonesource.mil).

## American Red Cross (ARC)

In our civilian lives, most of us probably knew about the Red Cross in relation to first-aid classes or disaster relief. The American Red Cross provides a unique service to military families - emergency communications.

If you have a serious family emergency while your Marine is away, the Red Cross can help get a message out. The Red Cross will first verify your message. This means checking with a doctor, funeral home director, whoever is the legitimate source to confirm the situation, and then send the verified emergency message to your Marine's commander. Ultimately, the commander must use the information to decide if the situation warrants the Marine being sent back home. It is a difficult decision the commander must make, because they

must weigh mission accomplishment against personal needs of the Marine or the family. Sometimes the Marine is not allowed to come home to tend to the emergency.

Additional ARC Services:

- HeroCare App helps with emergency notifications with encryption and real-time notifications.
- The Red Cross will also send out a “birth announcement” message to deployed Marine parents.
- Classes such as CPR and Babysitting.
- They are available to take calls 24 hours a day: 1(800)733-2767

## **The Navy Marine Corps Relief Society**

This is a nonprofit charitable organization whose purpose is to assist Sailors, Marines, and their families with financial assistance in times of need, but they have strict guidelines they must follow.

The Navy Marine Corps Relief Society's (NMCRS) assistance is in the form of interest-free loans or grants provided to the Marine. The Society will help families in times of financial distress to meet the deductibles and cost share for TRICARE, with food vouchers, rent assistance, emergency car repairs, and other critical aid to help families get back on their feet. To receive assistance, families must meet with a case-worker and set up a budget. Quick Assist Loans (QAL) may be obtained quickly. Please ask an NMCRS representative for more information.

They also offer free layettes for expectant mothers; no one is excluded because of rank. You will receive your free layette after attending a short class on budgeting for your new baby.

For family members living overseas, NMCRS offers the Spouse Tuition Assistance Program.

If you are not near a NMCRS office, you can use the emergency support agencies at any other military installation or contact the Red Cross who can help you connect with the Society for their assistance.

## **WIC (Women, Infants, Children)**

This is a food voucher system that helps participants meet medical and/or nutritional requirements. Contact your local health department or Information, Referral and Relocation office for more information or visit the WIC website at [www.fns.usda.gov/wic](http://www.fns.usda.gov/wic).



## **FOCUS (Families OverComing Under Stress)**

offers resiliency training to military families by teaching practical skills to meet the challenges of the multitude of facets of military families through perspective-taking communication and problem solving that will strengthen families and increase readiness. Visit [www.focusproject.org](http://www.focusproject.org).

## **Armed Services YMCA**

understands the uniqueness of military lifestyle. The programs offered focus on enhancing the whole Marine, family member and military community by providing youth development, healthy living, social responsibility programs, and more. Resources and information are available at <https://www.asymca.org/>.

## **Military Family Life Consultants (MFLC)**

services augment installation counseling services through DOD funded, licensed mental health clinicians through short-term, situational, problem-solving, non-medical counseling and psycho-education services. The information is confidential with the exception of mandated state, federal, and military “duty to warn” reporting.

## **National Military Family Association**

**(NMFA)** is headquartered in Alexandria, Virginia, with volunteer opportunities across military installations. NMFA allows interested military community members to connect with Congressional and other governmental departments.

## **United Services Organization (USO)**

is a charitable organization committed to serving active-duty service members and their families. Through various programs, providing entertainment, and other services, the USO helps to increase readiness. Visit the USO suite for relaxation and snacks while you wait for a flight at the airport. Visit <https://www.uso.org/> for more information.

# Who Do I Call?

**Directions:** Follow the instructions from your facilitator and work together to help the individual find appropriate resources.

## Scenario 1:

Jane and her family PCS to a new installation. She works from home for a fantastic company that is very understanding of the military lifestyle. Jane needs childcare for her two kids, one school aged and one toddler. Jane also wants to learn about her new community, get involved, and volunteer, but she has no idea how to get started. Finally, her school aged child was recently diagnosed with a learning disability and the school is not supporting the child's needs. Where can Jane go to get help and answers?

Resource 1:

Resource 2:

Resource 3:

## Scenario 2:

Corporal (Cpl) Jones and his wife are about to have their first baby. Both soon to be parents are nervous and unsure about how to care for a newborn. They do not have any family in the area or any family coming to visit after the baby is born. Also, Mrs. Jones wants to return to school to finish her degree and then get a job. Finally, Cpl and Mrs. Jones know how expensive babies are and need help setting a new budget. Where can they go to get help and answers?

Resource 1:

Resource 2:

Resource 3:

**Scenario 3:**

The Williams family has just received OCONUS orders. They are excited to get to move overseas, but are stressed over the process. The entire family has a long list of must dos to be able to execute the move. The family needs passports, medical clearance, dog shipping, and the list goes on. Also, they know when they get to the new location, they must do in-briefs, newcomer orientation, and other classes to help make the transition smooth. Where can the Williams family go to get help and answers?

Resource 1:

Resource 2:

Resource 3:

**Scenario 4:**

Lance Corporal (LCpl) Smith is gearing up for her first deployment. Her spouse and only child will be relocating back to and live with family during this deployment. LCpl Smith wants to make sure that her spouse and child have medical and dental coverage after they move across the country. She also wants to make sure her spouse is still receiving communication from the rear detachment during the deployment. Finally, their child has special needs and will be starting school after LCpl Smith leaves for deployment. They need assistance with making sure the school will be able to support their child's needs. Where can LCpl Smith and her spouse go to get help and answers?

Resource 1:

Resource 2:

Resource 3:

# Glossary of Key Terms

<b>CACO</b>	<b>Casualty Assistance Calls Officer.</b> Provides the family of a deceased, missing or captured Marine with care and support.
<b>CCP</b>	The <b>Community Counseling Program (CCP)</b> provides non-medical counseling services.
<b>Chaplain</b>	Naval Officers, serving Marines, who perform many of the same functions as a civilian clergy.
<b>Commissary</b>	Military installation grocery.
<b>CREDO</b>	<b>Chaplains Religious Enrichment Development Operations</b> offer program retreats, which incorporate pastoral care, workshops, and seminars to strengthen family life and increase personal growth.
<b>CYP</b>	<b>Child &amp; Youth Program (CYP).</b> Childcare services for children age birth to 18.
<b>DOD</b>	<b>Department of Defense</b> The Department of Defense is America's largest government agency. With our military tracing its roots back to pre-Revolutionary times, the department has grown and evolved with our nation. Our mission is to provide the military forces needed to deter war and ensure our nation's security.
<b>DRC/URC</b>	<b>Deployment Readiness Coordinator (DRC)/Uniform Readiness Coordinator (URC)</b> command liaison between Authorized Contacts and the command.
<b>EFMP</b>	<b>Exceptional Family Member Program (EFMP)</b> serves Marine families with members who have special needs.
<b>Family Readiness Command Team</b>	The individuals who shape a command's <b>Unit, Personal and Family Readiness Program.</b> The Command Team includes the unit's Commanding Officer (Military), Executive Officer, Sergeant Major (Military), Chaplain (Military), Deployment Readiness Coordinator (DRC Civilian), and/or Uniform Readiness Coordinator (URC Military), Single Marine Representative (Military), Family Command Team Advisors (CTA volunteer) and Family Readiness Assistants (FRA volunteer).
<b>FAP</b>	<b>Family Advocacy Program</b> promotes healthy relationships for Marines and their families.
<b>FCC</b>	<b>Family Child Care</b> provides in-home care.
<b>FMEAP</b>	<b>Family Member Employment Assistance Program</b> assists military spouses and other dependent family members by providing career and employment related services.
<b>General Power of Attorney</b>	Gives someone else the legal authority to act on your behalf to do anything that you can do relating to your property and personal affairs.

<b>HIPPA</b>	<b>Health Insurance Portability and Accountability Act of 1996</b> establishes national standards that ensures the protection of an individual’s personal health information ( <i>information courtesy of hhs.gov.</i> ).
<b>In Loco Parentis</b>	Grants permissions for a designee to act in place of a child’s absent parent(s) to authorize medical care, deal with school issues, etc.
<b>IR&amp;R</b>	<b>Information, Referral &amp; Relocation</b> assists with on- and off-base needs, welcome aboard information, and relocation.
<b>ITT</b>	<b>Travel-Information, Tickets and Tours</b> provides travel and entertainment services at a discounted rate.
<b>MCCS</b>	<b>Marine Corps Community Services</b> is a diverse collection of recreational activities, retail services, and support and retention programs.
<b>MCFTB</b>	<b>Marine Corps Family Team Building</b> provides personal, family readiness and deployment support to Marines and their families through a variety of programs and resources.
<b>MFLC</b>	<b>Military Family Life Consultants</b> is a DoD funded program that provides licensed mental health clinicians to individual units and some DoDEA schools.
<b>NMFA</b>	<b>National Military Family Association (NMFA)</b> helps connect military family members with members of Congress and other departments of Government.
<b>NPSP</b>	<b>New Parent Support Program</b> offers in-home support services for expecting, new or seasoned parents of children from birth through age five.
<b>P&amp;PD</b>	<b>Personal and Professional Development</b> provides personal and professional goal support to Marines and spouses.
<b>Personally Identifiable Information (PII)</b>	Personal data that readily identifies an individual person.
<b>P&amp;PD</b>	<b>Personal and Professional Development</b> provides personal and professional support to Marines and spouses.
<b>PFMP</b>	<b>Personal Financial Management Program</b> provides free financial education, training, counseling, and referral services for Marines and family members.
<b>PHI</b>	<b>Protected Health Information</b> is any personal health information that can potentially identify an individual.
<b>PT</b>	<b>Physical Training</b> means exercising.
<b>R&amp;R Specialist</b>	<b>Resource and Referral Specialist</b> assists families in finding child care through referrals and resources.
<b>SAP</b>	<b>Substance Abuse Program</b> provides services for substance abuse prevention.
<b>SAPR</b>	<b>Sexual Assault Prevention and Response</b> is a sexual assault care and prevention program.

<b>SMP</b>	<b>Single Marine Program</b> supports single Marines through self-directed and directed recreation activities.
<b>Special Power of Attorney</b>	Grants authority for the holder to do a specific thing.
<b>STARS</b>	<b>Spouse Transition and Readiness Seminar</b> is a paneled seminar course that assists spouses of Marines who are transitioning out of the Marine Corps.
<b>TAPS</b>	<b>Tragedy Assistance Program for Survivors</b> is an around-the-clock tragedy assistance resource for those who have suffered the loss of a military loved one.
<b>TRP</b>	<b>Transition Readiness Program</b> is a comprehensive transition and employment assistance program for Marines and their families.
<b>UPFRP</b>	<b>Unit, Personal and Family Readiness Program</b> prepares Marines and their families to ensure optimum resiliency when faced with life events.
<b>YRRP</b>	<b>Yellow Ribbon Reintegration Program</b> assists National Guard and Reserve Service members and their families connect with local resources before, during, and after deployments and during the reintegration process.

# NOTES

# LET'S CONNECT!

Use this page to network with some of your fellow L.I.N.K.S. spouses.

Name:

Tel. No:

Email:

L . I . N . K . S .

Empowering Marines, Sailors, and their families, by providing the skills and resources necessary to navigate the military lifestyle.

Foundations



## MODULE FIVE: Pay and Entitlements

LINKS

Lifestyles. Insights. Networking. Knowledge. Skills.

# Participant Guide





This book belongs to:



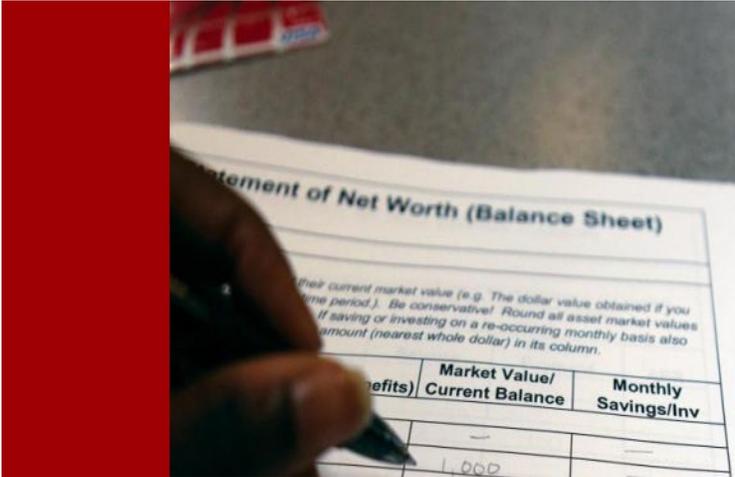
## **Tell Your Story**

What do you expect to learn in  
Module 5?

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# Welcome!



Finances are important and personal for individuals and families. Knowing how to read and understand a Leave and Earnings Statement (LES) can aide you in supporting your family's financial goals. The goal of module 5 is to explain the military pay system, including entitlements and earnings.

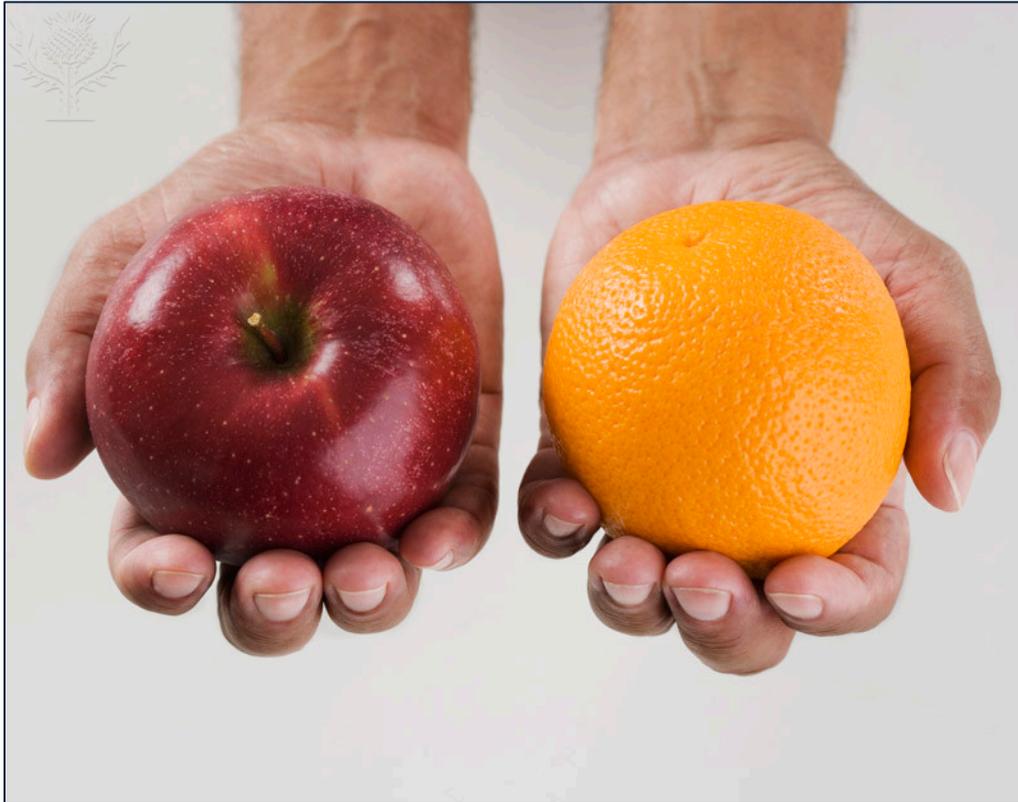
## Module Objectives

In this module, you will:

- Read and understand the Leave and Earnings Statement.
- Identify different entitlements and allowances their Marine may receive.
- Explain the basic benefits given to all Service Members and their families.

# Pay vs Allowances

Pay and allowances are different categories of compensation. Taxability is the key difference when we look at these items on the Leave and Earnings Statement (LES). Anything that ends in Allowance is non-taxable, and anything that ends in Pay is taxable.



# What is an LES?

**LEAVE INFORMATION**

**TAX INFORMATION**

**RESERVE DRILL INFORMATION**

**RESERVE RETIREMENT INFORMATION**

**ENTITLEMENTS**

BASIC PAY	\$2,781.80
SEA PAY	\$350.00
SUB PAY	\$155.00
FSA	\$250.00
BAS	\$367.92
BAH WITH DPNS	\$2,325.00
<b>TOTAL</b>	<b>\$2,325.00</b>

**DEDUCTIONS**

FITW	\$88.33
SOCIAL SECURITY	\$171.23
MEDICARE	\$40.05
SGLI	\$28.00
SPOUSE SGLI	\$5.00
TSGLI	\$1.00
USN/MC RET HOME	\$0.50
ADV PAYMENT	\$243.38
ALLOTMENT	\$50.00
ALLOTMENT	\$643.00
ALLOTMENT	\$600.00
ALLOTMENT	\$53.75
CFK	\$2.00
METLIFE FAMILY	\$33.88
<b>TOTAL</b>	<b>\$6,209.72</b>

**PAYMENTS**

REGULAR PAYMENT	\$2,124.81
REGULAR PAYMENT	\$2,124.81
<b>TOTAL</b>	<b>\$4,249.63</b>

CARRIED FWD: 00

THIS IS THE SPACE WHERE INFORMATION IS TAILORED TO THE INDIVIDUAL MARINE, SUCH AS ANNUAL LEAVE AND ANY SPECIAL PAYS SUCH AS UPCOMING CLOTHING ALLOWANCE

\*\* RETIREMENT PLAN REFLECTS BLANK \*\*

THIS IS THE SPACE THAT PROVIDES THE GENERAL INFORMATION PROVIDED TO ALL MARINES\*

**Directions:** Fill in the blanks on pages 6-8 as the facilitator presents the content.

The Leave and Earnings Statement or LES is the Marine's \_\_\_\_\_.

The website that accesses the LES is \_\_\_\_\_.

Each LES has the same formatting, but the information is unique. **True/False**

To access the MyPay website, visit <https://mypay.dfas.mil>

# Leave and Earnings Statement

A ID INFO	1 NAME (LAST, FIRST, MI) Dolphin, Bill	2 SSN XXXX	3 RANK SGT	4 SERV USMC	5 PLT CODE BAMF	6 DATE PREP 20140725	7 PRD CVTID 1-31 JUL	8 PE BD 20070523	9 YRS 7	10 EAS 20140523	11 ECC 20140523	12 MCC DIST RUC 12345	
B FORECAST AMOUNTS		13 DATE 20140815	AMOUNT \$2124.82	14 DATE 20140829	AMOUNT \$2124.81	C SPLIT PAY \$0.00	15 START DATE 9999	16 AMOUNT \$5.00	17 RUC \$5.00	18 POE 12011	D DIRECT DEPOSIT EFT ADDRESS NAVY FEDERAL CREDIT UNION		
E LEAVE INFORMATION							F AVIATION PAY						
19 LV BR 13	20 EARNED 2.5	21 USED 0	22 EXCESS 0	23 BAL 19.5	24 MAX ACC 47.5	25 SOLD ASOF 0.0	72 CBT LV BAL 0.0	28 ASED 000000	29 DF 0000	30 PRIOR DF 0Y 0M	31 PR STOP 00	32 OFFLY GATE 00000	
G TAX INFORMATION										H RIGHTS OF MARINES INDEBTED TO THE GOVT YOU HAVE A RIGHT TO:			
J3 STATE TAX			J4 FEDERAL TAX			J5 FICA SOCIAL SECURITY TAX			-INSPECT AND COPY RECORDS PERTAINING TO DEBT -QUESTION VALIDITY OF A DEBT AND SUBMIT REFUTING EVIDENCE -NEGOTIATE A PAYMENT SCHEDULE -REQUEST A WAIVER OF DEBT -MORE INFORMATION ABOUT YOUR				
STATE CODE FL			EXEMPTIONS M 05			SSEC WAGES THIS PRD \$3,169.50							
EXEMPTIONS \$00			WAGES THIS PRD \$ 3266.80			SSEC WAGES YTD \$24,356.00							
WAGES THIS PRD \$3266.80			WAGES YTD \$24,356.00			SSEC TAX YTD \$1653.32							
WAGES YTD \$24356.00			FED TAX YTD \$ 822.45			MEDICARE WAGES THIS PRD \$3,169.50							
STATE TAX YTD \$0.00						MEDICARE WAGES YTD \$24,356.00							
						MEDICARE TAX YTD \$317.20							
I ADDITIONAL BAH INFORMATION				J CAREER SEA PAY				K EDUCATION DEDUCTION				L ADMIN INFO	
36	37 BAH ZIP 92145	38	39	40	41	43 DATE TTL CAR SEA PAY SVC 20130516 00 YRS 11 MOS 08 DA	44 TYPE MGIB	45 MONTHLY AMT \$ .00	46 TOTAL \$1,200.00	47 PAY STATUS 00000			
M RESERVE DRILL INFORMATION						N RESERVE RETIREMENT INFORMATION						48 PAY GP	49 CRA DATE
52 REG	53 REG FYTD	55 ADD	56 ADD FYTD	57 ADD ANNYTD	58 BF ANNYTD	59 ACDU THIS PRD	60 DRILL THIS PRD	61 OTHER THIS PRD	62	65 TOTAL RET PTS	50 RESERVE ECC	51 DSSN	
66 AFADD 20120523	67 DEAF 201103224	68 TSP TAX DEFERRED \$0.00	69 TSP TAX EXEMPT \$0.00	70 TSP ROTH \$0.00	71								
O REMARKS													
BROUGHT FWD 0													
ENTITLEMENTS													
BASIC PAY \$2,761.80													
SEA PAY \$350.00													
SUB PAY \$155.00													
FSA \$250.00													
BAS \$367.92													
BAH WITH DPNS \$2,325.00													
TOTAL \$6,209.72													
DEDUCTIONS													
FITW \$88.33													
SOCIAL SECURITY \$171.23													
MEDICARE \$40.05													
SGLI \$28.00													
SPOUSE SGLI \$5.00													
TSGLI \$1.00													
USN/MC RET HOME \$0.50													
ADV PAYMENT \$243.35													
ALLOTMENT \$50.00 NFCU SAVINGS													
ALLOTMENT \$643.00 MORTGAGE COMPANY													
ALLOTMENT \$600.00 SAVINGS ALLOTMENT													
ALLOTMENT \$53.75 UN-NECESSARY INSURANCE													
CFC \$2.00													
METLIFE FAMILY \$33.88													
TOTAL \$1,960.09													
PAYMENTS													
REGULAR PAYMENT \$2,124.82 20140715 6102 000000000 0													
REGULAR PAYMENT \$2,124.81 20140801 6102 0000000000 000000													
TOTAL \$4,249.63													
CARRIED FWD .00													
THIS IS THE SPACE WHERE INFORMATION IS TAILORED TO THE INDIVIDUAL MARINE, SUCH AS ANNUAL LEAVE AND ANY SPECIAL PAYS SUCH AS UPCOMING CLOTHING ALLOWANCE													
** RETIREMENT PLAN REFLECTS: BLANK**													
*THIS IS THE SPACE THAT PROVIDES THE GENERAL INFORMATION PROVIDED TO ALL MARINES*													

# Identification Information

Fill in the chart as the presenter discusses the LES.

A ID INFO	1 NAME (LAST, FIRST, MI) Dolphus, Bill	2 SSN XXXX	3 RANK SGT	4 SERV USMC	5 PLT CODE BAMF	6 DATE PREP 20140725	7 PRO CVRDT 1-31 JUL	8 FE.BD 20070523	9 YRS 7	10 BAS 20160523	11 ECC 20160523	12 MCC DIST RUC 12345
B FORECAST AMOUNTS		13 DATE 20140815	AMOUNT \$2124.82	14 DATE 20140829	AMOUNT \$2124.81	C. SPLIT PAY 50.00	15 START DATE 99999	16 AMOUNT 5.00	17 BLC 5.00	18 POE 12011	D. DIRECT DEPOSIT 3FT ADDRESS NAVY FEDERAL CREDIT UNION	
E LEAVE INFORMATION								F. AVIATION PAY				
19 LV BF 13	20 EARNED 2.5	21 USED 0	22 EXCESS 0	23 BAL 19.5	24 MAX ACC 47.5	26 SOLD ASOF 0.0	72 CBT LV BAL 0.0	28 ASEED 000000	29 DF 0000	30 PRIOR DF 0Y 0M	31 PR STOP 00	32 OPFLY GATE 00000

<b>01</b> →			<b>19</b> ←
<b>02</b> →			<b>20</b> ←
<b>03</b> →			<b>22</b> ←
<b>07</b> →			<b>28</b> ←
<b>09</b> →			<b>30</b> ←
<b>10</b> →			<b>31</b> ←



MARINE CORPS TOTAL FORCE LEAVE AND EARNINGS STATEMENT (CFS DEMONSTRATION ONLY)												
1. ID INFO	2. NAME (LAST, FIRST, MI)	3. SSN	4. GRADE	5. PAY GRADE	6. PAY PLAN	7. PAY RATE	8. PAY PERIOD	9. PAY DATE	10. PAY TYPE	11. PAY STATUS	12. PAY ADDRESS	13. PAY CONTACT
	DuPon, Bill	XXXXX	SGT	EMMC	RAMF	20140725	1-31 JUL	20070223	T	00000	00000	00000
LEAVE INFORMATION												
F. AVIATION PAY												

REMARKS	
BROUGHT FWD	0
ENTITLEMENTS	
BASIC PAY	\$2,761.80
SEA PAY	\$350.00
SUB PAY	\$155.00

G. TAX INFORMATION				H. RIGHTS OF MARINES INDEBTED TO THE GOVT YOU HAVE A RIGHT TO:			
33 STATE TAX		34 FEDERAL TAX		35 FICA SOCIAL SECURITY TAX		-INSPECT AND COPY RECORDS	
STATE CODE	FL	EXEMPTIONS	M 05	SSEC WAGES THIS PRD	\$3,169.50	-PERTAINING TO DEBT -QUESTION	
EXEMPTIONS	S00	WAGES THIS PRD	\$ 3266.80	SSEC WAGES YTD	\$24,356.00	-VALIDITY OF A DEBT AND SUBMIT	
WAGES THIS PRD	\$3266.80	WAGES YTD	\$24,356.00	SSEC TAX YTD	\$1653.32	-REFUTING EVIDENCE	
WAGES YTD	\$24356.00	FED TAX YTD	\$ 822.45	MEDICARE WAGES THIS PRD	\$3,169.50	-NEGOTIATE A PAYMENT SCHEDULE	
STATE TAX YTD	\$0.00			MEDICARE WAGES YTD	\$24,356.00	-REQUEST A WAIVER OF DEBT	
				MEDICARE TAX YTD	\$317.20	-MORE INFORMATION ABOUT YOUR	

I. ADDITIONAL BAH INFORMATION				J. CAREER SEA PAY			K. EDUCATION DEDUCTION			L. ADMIN INFO		
36.	37 BAH ZIP	38	39	40	41	43 DATE TTL CAR SEA	44 TYPE	45 MONTHLY	46 TOTAL	47 PAY STATUS		
-	92145	.	.	.	.	PAY SVC 20130516	MGB	AMT \$ .00	\$1,200.00	000000		

ALLOTMENT	\$600.00	SAVINGS ALLOTMENT	
ALLOTMENT	\$53.75	UN-NECESSARY INSURANCE	
CFC	\$2.00		
METLIFE FAMILY	\$33.88		
TOTAL	\$1,960.09		
PAYMENTS			
REGULAR PAYMENT	\$2,124.82	DATE	DSSN
REGULAR PAYMENT	\$2,124.81	20140715	6102
		20140801	6102
TOTAL	\$4,249.63	VOU	RUC/PRNO
		0000000000	0
CARRIED FWD	.00	0000000000	0000000

THIS IS THE SPACE WHERE INFORMATION IS TAILORED TO THE INDIVIDUAL MARINE, SUCH AS ANNUAL LEAVE AND ANY SPECIAL PAYS SUCH AS UPCOMING CLOTHING ALLOWANCE

\*\* RETIREMENT PLAN REFLECTS: BLANK\*\*

"THIS IS THE SPACE THAT PROVIDES THE GENERAL INFORMATION PROVIDED TO ALL MARINES"

M. RETIREMENT INFORMATION				N. PAY OF			
48 DRILL	49 OTHER	50 TOTAL	51 DRILL	52 RESERVE	53 EUC	54 DRILL	55 DRILL
THIS PRD	THIS PRD	THIS PRD	THIS PRD	THIS PRD	THIS PRD	THIS PRD	THIS PRD
0000							



## Administrative Section

**Directions:** Fill in the blank spaces in the sentences and under each topic with information provided by the course facilitator.

State taxes are based on the \_\_\_\_\_ residence of the Marine.

Federal Taxes:

Social Security:

Rights of Marines indebted to the Government:

BAH Zip:

Sea Pay relates to being \_\_\_\_\_.

Education deductions:

# Reserve and TSP

**Directions:** Fill in the blank spaces in with information provided by the course facilitator.

TSP is the acronym for a federally sponsored \_\_\_\_\_ plan that stands for \_\_\_\_\_.

TSP offers the same type of \_\_\_\_\_ and \_\_\_\_\_ that many private companies offer their employees under \_\_\_\_\_ plans.

The \_\_\_\_\_ (PFM) can assist with understanding TSP. PFM offers training and education, counseling and information and referrals to commands, service members and military families.

MARINE CORPS TOTAL FORCE LEAVE AND EARNINGS STATEMENT (CFS DEMONSTRATION ONLY)													
1. NAME (LAST, FIRST, MIDDLE)		2. SSN		3. GRADE		4. SERVICIAL CODE		5. PLS CODE		6. DATE FIRST PFD		7. PFD END DATE	
8. FORECAST AMOUNTS		9. DATE		10. AMOUNT		11. DATE		12. AMOUNT		13. START DATE		14. END DATE	
9. LEAVE INFORMATION							10. AVIATION PAY						
11. TAX INFORMATION													
12. FEDERAL TAX													
13. SOCIAL SECURITY TAX													
14. ADDITIONAL BAH INFORMATION													
15. RESERVE DRILL INFORMATION													
16. RESERVE RETIREMENT INFORMATION													
17. DEDUCTIONS													
18. PAYMENTS													
19. REMARKS													

# Entitlements and Deductions

**Directions:** Fill in the blank spaces in with information provided by the course facilitator.

**Entitlements** are amounts \_\_\_\_\_, while deductions are the amounts \_\_\_\_\_.

MARINE CORPS TOTAL FORCE LEAVE AND EARNINGS STATEMENT (CFS DEMONSTRATION ONLY)												
1 NAME (LAST, FIRST, MI) Dolphin, Bill	2 SSN XXXX	3 RANK SGT	4 SERV USMC	5 FLT CODE BAMF	6 DATE PREP 20140725	7 PRD CYRD 1-31 JUL	8 PERD 20070523	9 YRS 7	10 EAS 20160223	11 REC 20160523	12 MCC DIST RUC 12345	
9 FORECAST AMOUNTS			13 DATE 20140815	14 DATE 20140829	15 DATE 20140829	16 AMOUNT \$0.00	17 SPLIT PAY DATE 99999	18 AMOUNT 5.00	19 BLC 5.00	20 POS 12011	21 DIRECT DEPOSIT RFT-ADDRESS NAVY FEDERAL CREDIT UNION	
E LEAVE INFORMATION						F AVIATION PAY						
19 LV BEG 13	20 EARNED 2.5	21 USED 0	22 EXCESS 0	23 BAL 19.5	24 MAX ACC 47.5	25 SOLD ASOF 0.0	26 CBT LV BAL 0.0	27 ASEED 000000	28 DP 0000	29 PRIOR 09 0Y 0M	30 PR STOP 00	31 OPFLY GATE 00000
G TAX INFORMATION						H RIGHTS OF MARINES INDEBTED TO THE GOVT YOU HAVE A RIGHT TO:						
I3 STATE TAX			I4 FEDERAL TAX			I5 FICA SOCIAL SECURITY TAX			-INSPECT AND COPY RECORDS			
STATE CODE FL			EXEMPTIONS M 05			SSEC WAGES THIS PRD \$3,169.50			-QUESTION			
EXEMPTIONS 500			WAGES THIS PRD \$ 3266.80			SSEC WAGES YTD \$24,356.00			-VALIDITY OF A DEBT AND SUBMIT			
WAGES THIS PRD \$3266.80			WAGES YTD \$24,356.00			SSEC TAX YTD \$1653.32			-REFUTING EVIDENCE			
WAGES YTD \$24356.00			FED TAX YTD \$ 822.45			MEDICARE WAGES THIS PRD \$3,169.50			-NEGOTIATE A PAYMENT SCHEDULE			
STATE TAX YTD \$0.00						MEDICARE WAGES YTD \$24,356.00			-REQUEST A WAIVER OF DEBT			
						MEDICARE TAX YTD \$317.20			-MORE INFORMATION ABOUT YOUR			
L ADDITIONAL BAH INFORMATION						J CAREER SEA PAY		K EDUCATION DEDUCTION		L ADMIN INFO		
36	37 BAH ZIP 92145	38	39	40	41	43 DATE TTL CAR SEA PAY SVC 20130516	44 TYPE MGB	45 MONTHLY AMT \$ .00	46 TOTAL \$1,200.00	47 PAY STATUS 00000		
M RESERVE DRILL INFORMATION						N RESERVE RETIREMENT INFORMATION						
52 REG	53 REG FYTD	55 ADD FYTD	56 ADD FYTD	57 ADD ANNYTD	58 BF ANNYTD	59 ACQU THIS PRD	60 DRILL THIS PRD	61 OTHER THIS PRD	62	65 TOTAL RESERVE RET PTS	66 PAY GP	69 CRA DATE
66 AFAR 201205	O REMARKS											
67 REM	BROUGHT FWD 0											
	ENTITLEMENTS											
	BASIC PAY		\$2,761.80									
	SEA PAY		\$350.00									
	SUB PAY		\$155.00									
	FSA		\$250.00									
	BAS		\$367.92									
	BAH WITH DPNS		\$2,325.00									
	TOTAL		\$6,209.72									
	DEDUCTIONS											
	FITW		\$88.33									
	SOCIAL SECURITY		\$171.23									
	MEDICARE		\$40.05									
	SGLI		\$28.00									
	SPOUSE SGLI		\$5.00									
	TSGLI		\$1.00									
	USN/MC RET HOME		\$0.50									
	ADV PAYMENT		\$243.35									
	ALLOTMENT		\$50.00		NFCU SAVINGS							
	ALLOTMENT		\$643.00		MORTGAGE COMPANY							
	ALLOTMENT		\$600.00		SAVINGS ALLOTMENT							
	ALLOTMENT		\$53.75		UN-NECESSARY INSURANCE							
	CFC		\$2.00									
	METLIFE FAMILY		\$33.88									
	TOTAL		\$1,960.09									
	PAYMENTS											
	REGULAR PAYMENT		\$2,124.82		DAIE 20140715		DSSN 6102		VOU 000000000		RUC/PRNO 0	
	REGULAR PAYMENT		\$2,124.81		20140801		6102		0000000000		0000000	
	TOTAL		\$4,249.63									
	CARRIED FWD		.00									
THIS IS THE SPACE WHERE INFORMATION IS TAILORED TO THE INDIVIDUAL MARINE, SUCH AS ANNUAL LEAVE AND ANY SPECIAL PAYS SUCH AS UPCOMING CLOTHING ALLOWANCE												
** RETIREMENT PLAN REFLECTS: BLANK**												
"THIS IS THE SPACE THAT PROVIDES THE GENERAL INFORMATION PROVIDED TO ALL MARINES"												

# Pay Entitlements

**Directions:** Fill in the blank spaces in with information provided by the course facilitator.

**Base Pay is determined by** \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_.

**Proficiency Pay** is extra pay that is granted due to proficiency in a designated military  
\_\_\_\_\_ or \_\_\_\_\_. For example, a Marine that becomes proficient in diving.

\_\_\_\_\_ Pay can be paid for certain hazardous assignments including  
demolitions work, flight deck duty, parachuting, flight pay, etc.

**Hostile Fire/Imminent Danger Pay** is for Marines serving within an officially declared \_\_\_\_\_  
fire/imminent danger zones. This is \_\_\_\_\_.

\_\_\_\_\_ Duty Assignment Pay (SDA) is given to Marines who choose to undertake  
\_\_\_\_\_ duties such as recruiting duty or becoming a drill instructor. This special pay is  
\_\_\_\_\_.



# Allowance Entitlements

## Basic Allowance for Housing

- Non-taxable allowance given to offset the cost of housing.
- Depends upon pay grade, dependents/family members, and duty location (not where the family lives).
- Set by surveyed area rental properties.



NOTES:

BAH is an allowance based on geographic duty location, pay grade, and dependent status. Therefore, BAH will be higher in high-cost areas and lower in low-cost areas.

BAH is adjusted annually and is based on actual cost-of-living surveys for specific areas defined by zip codes. BAH is intended to pay 80-85% of rental housing costs including utilities. Marines and their families who spending less than their BAH will not have their allowance reduced.

Marines living in Public/Private Venture (PPV) housing will note on their LES that BAH is given as an entitlement then subtracted as a deduction.

## Additional Entitlements

**Directions:** Complete the table and the topics about Basic Allowance for Housing Entitlements using the information provided by the course facilitator.

<p><b>Basic Allowance for Subsistence (BAS)</b></p>	<p><b>Clothing Allowance</b></p>	<p><b>Dislocation Allowance (DLA)</b></p>
<p><b>Family Separation Allowance (FAS)</b></p>	<p><b>Overseas Housing Allowance (OHA)</b></p>	<p><b>Cost of Living Allowance (COLA)</b></p>

Enlistment/Reenlistment Bonus

No Pay Due



## Check-In

What questions do you still have? Use this section to record your questions and contact your local PFM Specialist.

# Standard Deductions

MARINE CORPS TOTAL FORCE LEAVE AND EARNINGS STATEMENT (CFS DEMONSTRATION ONLY)																							
1. ID INFO	2. NAME (LAST, FIRST, MI)	3. SSN	4. RANK	5. SERV USMC	6. PLT CODE	7. DATE PREP	8. PRD-CYCLE	9. PERIOD	10. YRS	11. EAS	12. MCC-DIST-RUC												
Dolphin, Bill		XXXX	SGT	USMC	BAMF	20140725	1-31 JUL	20070523	7	20140523	12345												
13. FORECAST AMOUNTS		14. DATE	15. AMOUNT	16. DATE	17. AMOUNT	18. SPLIT PAY	19. START DATE	20. AMOUNT	21. BLC	22. PER	23. DIRECT DEPOSIT DT/ADDRESS												
20140813		20140829	\$2124.82	20140829	\$2124.81	0.00	99999	0.00	1.00	12011													
E. LEAVE INFORMATION						F. AVIATION PAY																	
24. LV-BY	25. EARNED	26. USED	27. BAL	28. MAX ACC	29. SOLD ASOP	30. CRT LV BAL	31. ASIED	32. DT/OM	33. PRIOR DT/OM	34. PR STOP	35. OPFLY GATE												
13	2.5	0	19.5	47.5	0.0	0.0	000000	0000			000000												
G. TAX INFORMATION																							
13. STATE TAX				14. FEDERAL TAX				15. FICA SOCIAL SECURITY TAX				16. RIGHTS OF MARINES INDEBTED TO THE GOVT YOU HAVE A RIGHT TO: INSPECT AND COPY RECORDS PERTAINING TO DEBT -QUESTION VALIDITY OF A DEBT AND SUBMIT REFUTING EVIDENCE -NEGOTIATE A PAYMENT SCHEDULE -REQUEST A WAIVER OF DEBT -MORE INFORMATION ABOUT YOUR											
STATE CODE	FL	EXEMPTIONS	500	EXEMPTIONS	M 05	SSIC WAGES THIS PRD	\$3,169.50	SSIC WAGES THIS PRD	\$3,169.50	SSIC WAGES YTD	\$24,356.00	SSIC TAX YTD	\$1653.32	MEDICARE WAGES THIS PRD	\$3,169.50	MEDICARE WAGES YTD	\$24,356.00	MEDICARE TAX YTD	\$317.20				
WAGES THIS PRD	\$3266.80	WAGES YTD	\$24,356.00	WAGES THIS PRD	\$3266.80	WAGES YTD	\$24,356.00	WAGES THIS PRD	\$3266.80	WAGES YTD	\$24,356.00	FED TAX YTD	\$822.45	WAGES THIS PRD	\$3,169.50	WAGES YTD	\$24,356.00	MEDICARE WAGES YTD	\$317.20				
STATE TAX YTD	\$0.00	FED TAX YTD	\$822.45																				
L. ADDITIONAL BAH INFORMATION				J. CAREER SEA PAY				K. EDUCATION DEDUCTION				L. ADMIN INFO											
17. BAH ZIP	02145	18.	19.	20.	41.	43. DATE TTL CAR SEA PAY SVC	20130516	44. TYPE	MGB	45. MONTHLY AMT	\$ 5.00	46. TOTAL	\$1,200.00	47. PAY STATUS	000000								
M. RESERVE DRILL INFORMATION				N. RESERVE RETIREMENT INFORMATION				O. PAY GP				P. CRA DATE											
52. REG	53. REG PYTD	54. ADD	55. ADD PYTD	56. ADD	57. ADD ANNYTD	58. BF	59. ACPU THIS PRD	60. DRILL THIS PRD	61. OTHER THIS PRD	62.	63. TOTAL RET PETS	64.	65. RESERVE ECC	66.	67. DSSN								
Q. REMARKS																							
BROUGHT FWD 0																							
ENTITLEMENTS																							
BASIC PAY		\$2,761.80		SEA PAY		\$350.00		SUB PAY		\$155.00		FSA		\$250.00		BAS		\$367.92		BAH WITH DPNS		\$2,325.00	
TOTAL				\$6,209.72				DEDUCTIONS															
FITW		\$88.33		SOCIAL SECURITY		\$171.23		MEDICARE		\$40.05		SGLI		\$28.00		SPOUSE SGLI		\$5.00		TSGLI		\$1.00	
USN/MC RET HOME		\$0.50		ADV PAYMENT		\$243.35		ALLOTMENT		\$50.00		NFCU SAVINGS				MORTGAGE COMPANY				SAVINGS ALLOTMENT			
ALLOTMENT		\$643.00		ALLOTMENT		\$600.00		ALLOTMENT		\$53.75		UN-NECESSARY INSURANCE				CFC		\$2.00		METLIFE FAMILY		\$33.88	
TOTAL				\$1,960.09				PAYMENTS															
REGULAR PAYMENT		\$2,124.82		DATE		20140715		DSSN		6102		VOU		0000000000		RUC/PRNO		0					
REGULAR PAYMENT		\$2,124.81		DATE		20140801		DSSN		6102		VOU		0000000000		RUC/PRNO		0000000					
TOTAL				\$4,249.63				CARRIED FWD				.00											
THIS IS THE SPACE WHERE INFORMATION IS TAILORED TO THE INDIVIDUAL MARINE, SUCH AS ANNUAL LEAVE AND ANY SPECIAL PAYS SUCH AS UPCOMING CLOTHING ALLOWANCE																							
** RETIREMENT PLAN REFLECTS: BLANK**																							
"THIS IS THE SPACE THAT PROVIDES THE GENERAL INFORMATION PROVIDED TO ALL MARINES"																							

**Directions:** Complete the table and the topics about Standard Deductions using the information provided by the course facilitator.

Entitlements are amounts \_\_\_\_\_, while **deductions** are the amounts \_\_\_\_\_.

<b>Servicemembers' Group Life Insurance (SGLI)</b>	<b>Dental Insurance</b>	<b>Allotments</b>	<b>Government Indebtedness</b>

Visit <https://milconnect.dmdc.osd.mil> for more information about SGLI benefits by clicking on 'Manage My SGLI.' You can visit the TRICARE website for more information about dental benefits.

# Blended Retirement System



The TSP was covered in the previous section, but not the Blended Retirement System (BRS). Remember the TSP is like a company's 401(k). The BRS is different.

In the past, the Marine could retire once they hit 20 years of active duty and be paid a percentage of their base pay. There were a few different options, but the main point was that if a Marine left before hitting the 20 year mark they would have no retirement besides what they chose to put in their TSP. That has now changed and the BRS was born.

The BRS now gives Marines and all Service Members the opportunity to have a retirement that they can take with them no matter if they spend 2 years or 30 years in the Marines.

Electing into the BRS is a very individualized choice based on each Marine and their family. Make an appointment with your installation PFM to learn more about the BRS.

# G.I. Bill



Visit the Base Education Center for all GI Bill inquiries at <https://usmc-mccs.org/services/education/voluntary-education/>

- Provides up to 36 months of education benefits with 90 days of active duty service.
- Unused education benefits are transferrable to spouses and children dependents.
- Covers college classes and vocational training.
- Service Members must have at least 6 years of service and commit to an additional four years to transfer benefits.

**Did You Know?** Tuition Assistance (TA) is available for Service Members who are on active duty prior to using their GI Bill.

NOTES :

# Glossary of Key Terms

<b>Allotments</b>	Means by which Marines may have certain amounts of money taken directly from their monthly paycheck and sent to a specified place to pay a bill or obligation.
<b>Aviation Pay</b>	Pay of field (pilots and crew) aviators.
<b>BAH</b>	Basic Allowance for Housing is a non-taxable allowance given to offset the cost of housing when government-sponsored housing is not received.
<b>BAH Zip</b>	The zip code in this box is important because it is what drives the amount of BAH the Marine receives.
<b>BAS</b>	<b>Basic Allowance for Subsistence</b> is a non-taxable allowance meant to offset costs for a Marine's meals.
<b>Base Pay</b>	Standard pay that is based on rank and time in grade/service.
<b>BRS</b>	<b>Blended Retirement System</b> is a retirement system that allows members portability of retirement funds.
<b>Clothing Allowance</b>	Allowance that is provided to enlisted personnel to enable them to care for and replace their uniforms.
<b>COLA</b>	<b>Cost of Living Allowance</b> is an allowance given to Marines who live in high-cost areas overseas and within in the continental United States. COLA is calculated by rank, years of service, and family member status (up to 5).
<b>DLA</b>	<b>Dislocation Allowance</b> is pay that is provided to Marines on Permanent Change of Station (PCS) orders.
<b>GI Bill</b>	A 36-month educational benefit allotted to Service Members who have served a minimum of 90 days active duty after September 10, 2001.
<b>Government Indebtedness</b>	Monies owed to the government due to overpayment or advances.
<b>Hazardous Duty Pay</b>	Pay given for certain hazardous assignments including demolitions work, flight deck duty, parachuting, flight pay, and others.
<b>Hostile Fire/Imminent Danger Pay</b>	Non-taxable pay for Marines serving in an officially declared hostile fire/imminent danger zone(s).
<b>Leave</b>	Marines accrue 2.5 days of leave per month.

<b>LES</b>	<b>Leave Earning Statement</b> is a military pay stub.
<b>No Pay Due</b>	When a Marine does not receive pay due to circumstances like liquidation of Government indebtedness or incarceration.
<b>OHA</b>	<b>Overseas Housing Allowance</b> is a housing subsidy that is provided to overseas Service Members instead of BAH.
<b>PFMP</b>	<b>Personal Financial Management Program</b> is the program that provides financial planning resources and counseling services.
<b>Proficiency Pay</b>	Extra pay for proficiency in a designated specialty or skill.
<b>Rights of Marines Indebted to the Government</b>	Withholdings from earnings due to overpayment by the government
<b>SDA</b>	<b>Special Duty Assignment</b> Pay is taxable additional earnings given to Marines who opt for recruiting or drill instructor billets.
<b>Sea Pay</b>	Pay related to deployments on a ship.
<b>SGLI</b>	<b>Servicemembers' Group Life Insurance</b> is a low-cost group life insurance for Marines on active duty.
<b>Split Pay (RSPA)</b>	Marines enrolled in the Direct Deposit Program (DDP) can receive a portion of their pay wherever they are located on payday.
<b>Standard Deductions</b>	Includes Social Security, Medicare, Federal and State taxes, SGLI retirement (enlisted Marines only) and dental insurance.
<b>TSP</b>	<b>Thrift Savings Plan</b> is a federal government-sponsored retirement, savings, and investment plan, similar to a 401(k).

# Notes

# LET'S CONNECT!

Use this page to network with some of your fellow L.I.N.K.S. spouses.

Name:  
Tel. No:  
Email:

L . I . N . K . S .

Empowering Marines, Sailors, and their families, by providing the skills and resources necessary to navigate the military lifestyle.



**L.I.N.K.S.**  
Foundations  
Participant Guide



**MODULE SIX: DEPLOYMENT 101**





This book belongs to:

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# MODULE OBJECTIVES

**Deployments and separations are a part of Marine Corps life. At the end of this module, participants will possess a greater insight into the types of separations that may be encountered as a Marine Corps family. The purpose of this module is to provide you with the skills needed to build emotional and mental preparedness needed for the challenges that may arise during a separation or deployment.**



**At the end of this course, the participants will be prepared to:**

**Understand the different types of Marine Corps deployments or reason a family may be apart**

**Understand how to sustain a state of deployment readiness**

**Understand emotions and deployment**

**Provide tips on staying connected to your Marine**

**Identify methods to support yourself and family**



# MY EXPERIENCE: I HAVE, WHO HAS

**Directions:** Use the activity below to get to know your fellow participants and identify shared experiences concerning time away from your significant other.

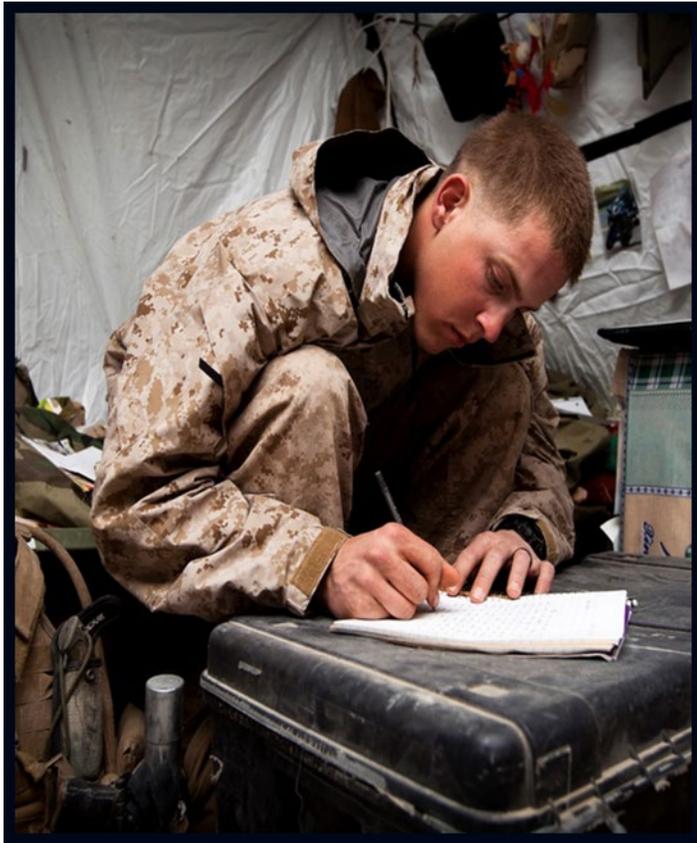
<p><b>My spouse was stationed in a location I did not live.</b></p>	<p><b>My spouse has been away from me due to military education advancement.</b></p>	<p><b>My spouse is/has been separated from me due to some other reason. My spouse was on an unaccompanied tour.</b></p>
<p><b>My spouse was deployed</b></p>	<p><b>Free</b></p>	<p><b>My spouse was on a field exercise.</b></p>
<p><b>I have never been away from my spouse.</b></p>	<p><b>My spouse and I were separated due to the needs of my job.</b></p>	<p><b>My spouse was on a MEU.</b></p>

1. My experience is/was...
2. My Marine was gone for \_\_\_\_\_ months/days.
3. I keep or kept myself busy by...
4. To help my kids through the time apart, I ...
5. I wish I had known at the beginning...

# TIME APART

Deployments may occur throughout different seasons of your Marine Corps journey. Each deployment presents its own set of challenges and opportunities. Remember your layers of support as you journey into this module, and when you embark into a deployment or separation.

Reach out to your Deployment Readiness Coordinator (DRC) or Uniform Readiness Coordinator (URC) if you or someone you know needs assistance with resources.



# OPERATIONAL DEPLOYMENTS



## Marine Expeditionary Unit (MEU) Deployments

This type of deployment is generally known as a “\_\_\_\_\_” because the Marine will embark upon a naval ship and “\_\_\_\_\_” to unknown or known destinations. MEU

deployments involve mass troop movements by amphibious naval ships destined for global locations.

## Unit Deployment Program (UDP)

This is a six-month deployments that takes Marines from both coasts and Hawaii to Japan for operations dependent upon the needs of the Marine Corps.

## Special Purpose Marine Air-Ground Task Force for Crisis Response (SPMAGTF)

Similar to the MAGTF discussed in Module Two: Our Corps, Our Culture, the SPMAGTF leverages the synergy of efforts from Marine aviation, ground combat, and ground logistics units in a combined arms approach to warfighting. The SPMAGTF is specific to a particular situation or location and is comprised of aviation and vehicles in order to be self-mobile in an area of operation.



# POTENTIAL TIME APART

**Directions:** Fill in the blanks as you learn about different types of separation from the facilitator.

**Temporary Additional Duty (TAD)** is a less than 6-month assignment in which Marines leave their \_\_\_\_\_ duty station and are not with their home unit.

Marines can TAD for periods greater than \_\_\_\_\_ months, they become a part of the **Individual Marine Augmentation Program (IMA)**, which supports MEFs, MARFORs and \_\_\_\_\_ units across the globe while meeting the requirements for specific MOS skills.

In instances where families may not be able to accompany their Marine to another location, the Marine is sent on an \_\_\_\_\_, usually lasting one or two years.

\_\_\_\_\_ help Marines to enhance their Military Occupational Specialty education and training or their career aspirations. Depending on the length of the school, family members \_\_\_\_\_ or \_\_\_\_\_ not be authorized to accompany their Marine.

**Field Training** is a 3 to 30 day training that occurs on or near the Marine's current base. Field training is unique and is based on the Marine's unit and MOS.

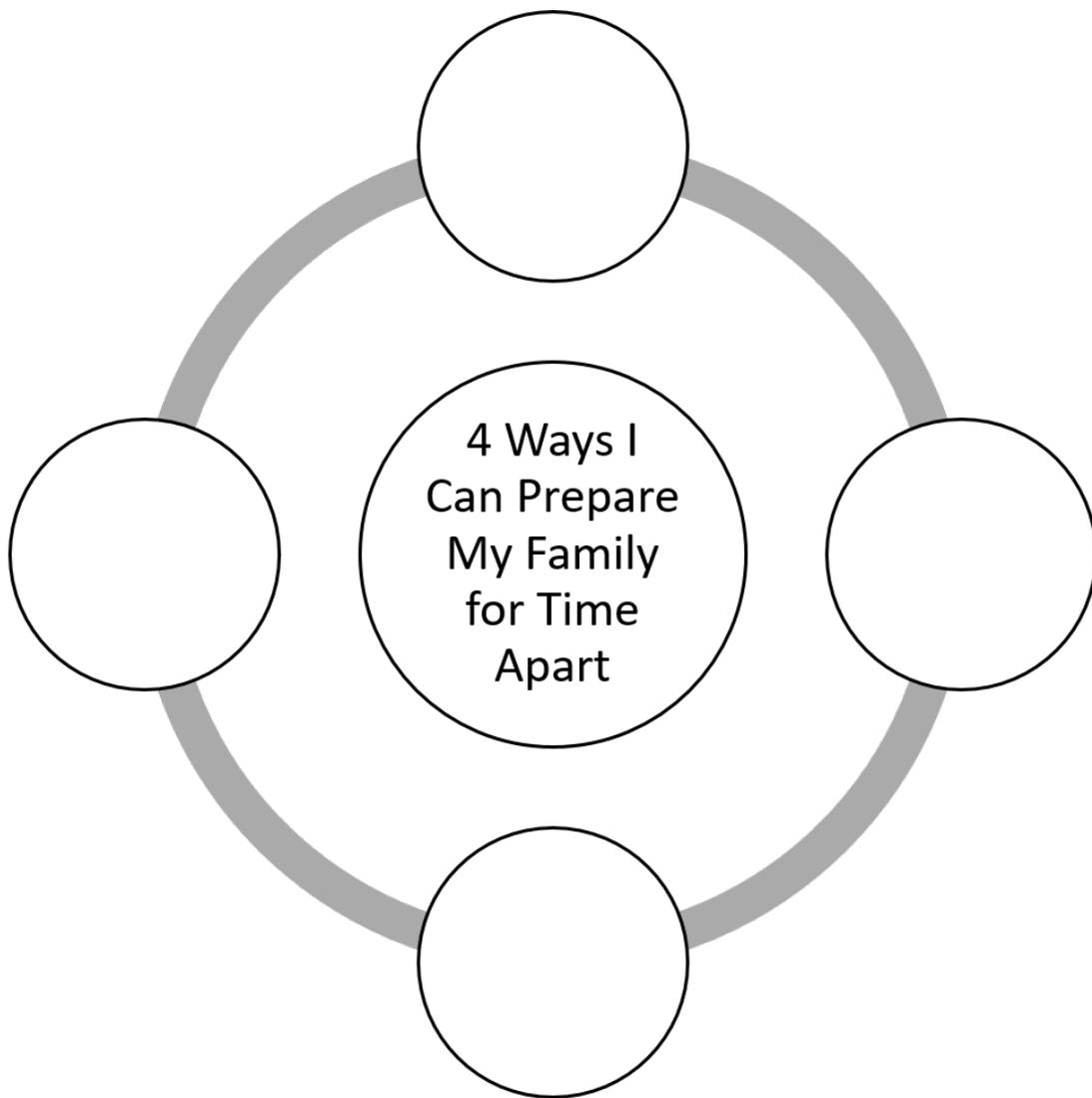
**Integrated Training (ITX)** consists of integrated ground, air, and logistical combat training events conducted at the Marine Corps Air Ground Command Center in 29 Palms.

**Warfare Training Center** is located in Bridgeport, CA. Primary training emphasizes development of individual and unit mountain skills while enhancing overall combat capabilities.



# BE READY! BRAINSTORMING ACTIVITY

**Directions:** At your convenience, use this graphic organizer to organize your thoughts about preparing your family for your Marine's deployment. Examine the steps you can take to ensure you and your family are prepared and successful during the time apart.



# BE READY!

Time apart and deployments can be taxing to the individual and family unit, but there are things that can be done prior to the Marine's departure that will help your family to be prepared and successful in their absence. Please use the space below to take notes on how you can prepare for time apart.



**Unit Point of Contact**



**Unit Pre-Deployment Briefs**



**Financer**



**Power of Attorney**



**Wills**



**Emergency Plan**

# Family Care Plan



The Family Care Plan (FCP) is the Marine's responsibility to keep updated on Marine Online. This plan is for any Marine with dependents, spouse and/or children. Ask your Marine if they have updated their family care plan and what it states. You can also attend the class *What's in Your Family Care Plan?*

Additional information and assistance is available from the command FCP Coordinator, FCP Validators, legal assistance offices, Child and Youth Programs (CYP), civilian social services organizations, and military support organizations such as the Navy-Marine Corps Relief Society and Military OneSource.

The FCP is not intended to replace routine family care arrangements, such as those used during normal training or garrison duties. Instead, the FCP will be executed during times when the Service Member and other primary caregiver are unavailable due to deployment, TAD, or incapacitation. The type of care the caregiver(s) will provide should be commensurate with the care you would provide, if you were available. For some dependents, this care is strictly financial in nature. For other dependents, this care involves educational needs, medical needs, transportation, and more. Consider the type of care each dependent requires when identifying caregiver(s) and their ability to fulfill those duties.

# Checklist

It is important to have a family checklist. There are going to be certain topics that go across everyone's checklist, but the items within the topics are family specific. The checklist on the next two pages is an example of categories and content that may be present on any pre-deployment checklist.

## Documents

- Ensure ID card is valid through entire deployment.
- Review Record of Emergency Data (RED) form and update if necessary.
- Contact Base Legal Services Office for any needed powers of attorney.
- Update Last Will and Testament.
- Ensure Servicemembers' Group Life Insurance (SGLI) has correct beneficiary information.
- Ensure enrollment in TRICARE.
- Register to vote and request an absentee ballot.
- Ensure someone have a copy of your Official Military Orders
- Other

## Financial Preparation

- Create a spending plan for the deployment.
- Start allotments or set up online banking to pay bills.
- Determine if personal phones are allowed and ensure international access.
- Make arrangements to pay periodic expenses such as taxes, tuition, or insurance.
- Cancel cell phone contracts prior to departure.
- Set up allotment for child support payments.
- Other

## Personal Preparation

- Pack uniforms, liberty clothes, and personal items.
- Store personal weapons.
- Enroll in education and courses while deployed.

- Purchase comfort items, such as favorite shampoo, soap, contact lenses, etc.
- Pictures of family and friends.
- Suspend subscriptions to magazines.
- Other

## Emergency Plans

- Discuss emergency communication with family.
- Provide Red Cross contact information to family and information needed to locate you.
- Ensure family has your contact information.
- Give family the location of important papers and a key to access.
- Develop emergency evacuation plan.
- Other

## Communication

- Give your family the contact information for your Deployment Readiness Coordinator (DRC).
- Gather phone numbers, addresses, and email addresses of family and friends. Discuss expectations for keeping in touch.
- Make arrangements for birthdays and special occasions.
- Buy stamps, phone cards, camera batteries, etc.
- Create a plan for making telephone/video calls with family.
- Explain OPSEC to family and friends.
- Ensure family and friends have address and are aware of how to address packages and/or letters.
- Provide unit toll-free number to family and friends

- Ensure designated contacts are subscribed on Authorized Office Communication Tool (AOCT).
- Other

### Housing

- Participate in unit's Distribution Management Office if living in barracks.
- Ensure renters' or homeowners' insurance is current.
- Take your name off utilities and/or lease if sharing living quarters with someone else (roommate).
- Hire a property management company if you own a home and have tenants, or for outside maintenance of home such as grass cutting.
- Cancel utilities.
- Other

### Vehicle

- Arrange to store or have someone take care of your vehicle.
- Update insurance, tags, registration and title, and inspection sticker.
- Discuss routine maintenance with vehicle caretaker.
- Other

### Outstanding Legal Matters

- Make arrangements to address any outstanding traffic violations, tickets or fines.
- Ensure custody disputes have been finalized or have an agent working on your behalf.

- Ensure all matters regarding a pending divorce have been resolved or arrangements are made to finalize upon Marine's return.

### Legal Guardian

- Provide the Deployment Readiness Coordinator's contact information to your child's caregiver.
- Give your contact information to your child's caregiver and child (if the child is old enough).
- Inform child's school or day care teacher of your deployment and ask them to send copies of schoolwork and report cards. Provide self-addressed, stamped envelopes.
- Tell your childcare provider to contact the American Red Cross in case of an emergency.
- Establish with your child's caregiver where they will go or who they will contact in case of a disaster.
- Tell extended family members about your upcoming deployment and provide your child's contact information.
- Make a plan to celebrate birthdays and holidays.
- Establish a plan with caregiver to facilitate communication from your child to you.
- Provide info about your child's routines: meal and bed times, chores, special toys, etc.
- Discuss what role, if any, your child's other parent will have during deployment.
- Other

You and your Marine will receive checklists as a deployment approaches. Customize any checklist to meet your family's needs.



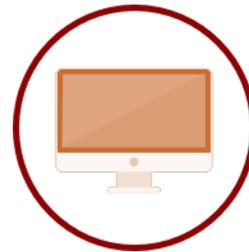
# COMMUNICATION PLAN

It can be beneficial to let extended family know how frequently they can expect updates on or from your Marine to avoid undue stress and speculation. Make it clear to loved ones you can't share details of the deployment in order to keep your spouse, and all Marines, safe! Try to keep communication positive and have an understanding on how you will handle challenging subjects. This can range from issues around the home to family concerns. Some may prefer to keep all non-urgent or non-crisis items off the table until the Marine returns; avoiding putting stress on the Marine with issues they cannot help with in their absence. Be open and honest in your communication, but mindful of the situation you are in. If you are discussing problems, try to have some solutions in mind beforehand. Be sure you and your Marine know what topics they want to discuss and which ones you can talk about later, face to face.

We live in a time where there are multiple modes of staying connected to our Marine while they are away. A communication plan can assist in helping you and your Marine manage communication and connectivity expectations.



**Phone Calls**



**Email/Social Networking/  
Video Calls**



**Write Letters**



**Care Packages**

# EMOTIONS & DEPLOYMENT



Several emotional stages can occur prior to, during and after a deployment.

## Emotions Pre- Deployment

**Anticipation of Loss**, is characterized by:

- Ignoring or denial the deployment will happen
- Imagining alternate realities or difficulty accepting reality
- Crying at unexpected things
- Difficulty with intimacy
- Need to get 'projects' done
- Feelings of anger, frustration, and emotional distance between couples/increased tensions
- Marine can be excited.

The **Detachment and Withdrawal** characteristics are:

- Sense of despair
- Feeling that the marriage is out of control
- Making decisions is difficult
- Withdrawal into self by not sharing emotions
- Marine can be work/deployment focused

## Emotions During Deployment

Elements of the **Emotional Disorganization** stage are:

- Relief in the 'goodbye,' but guilt at the relief
- New routines develop, but overwhelmed at all of the new responsibilities
- Sleeping is difficult
- Anger towards the Marine for not staying and mad at the Marine Corps for making him/her leave

During the **Recovery and Stabilization** you may be:

- Comfortable and capable in new roles
- Able to reach out for support
- Feeling self-confident and independent
- Going through the 'my' syndrome
- Have high emotions



During the **Anticipation of Homecoming**, the following may occur:

- Excitement and anticipation of the return
- Questions of “Do they still love me?”
- Changing of the home design to reflect “our home”
- Start changing patterns to pre-deployment patterns

## Emotions Post-Deployment

Marine can feel nervous **during Homecoming**.

- Be realistic and discuss what type of homecoming the Marine would like.
- You, your Marine and your family may need time to reintegrate and adjust.

Remember that each person is unique and may feel some, all, or none of these emotions. If you are experiencing difficulty while being separated from your Marine, use your resources and reach out to loved ones, friends, your DRC/URC, or a counselor. Remember, you are not alone!

- Feelings of excitement, nervousness and/or confusion
- Feeling a loss of independence
- “We” instead of “me” mindset
- Adjusting the “single parent” mentality
- Your Marine may wonder if they are still loved and needed by the family.
- Marine may use more of direct communication-speaking to members of the family as if they are Marines.

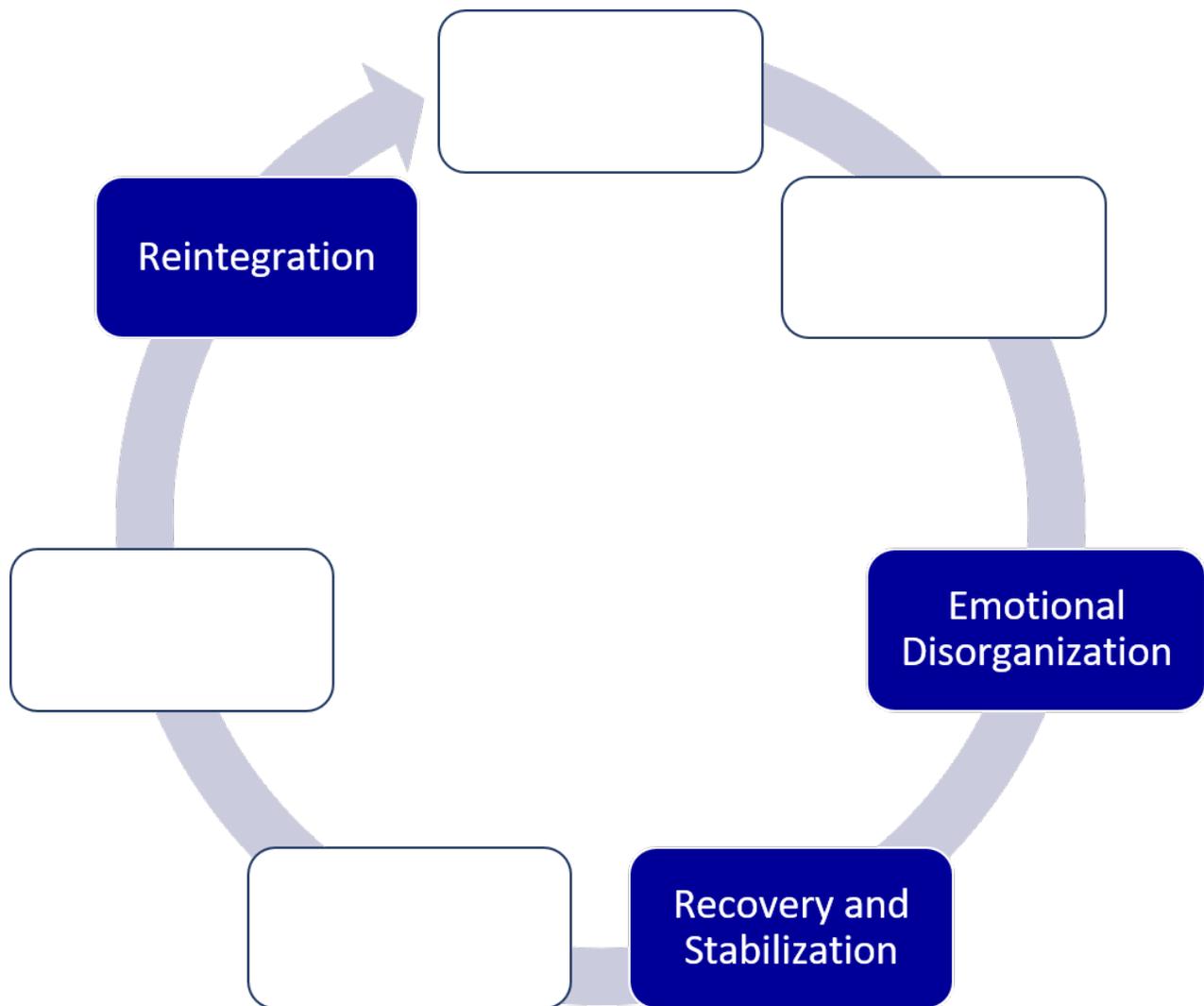
**Reintegration** is an ongoing process that will take time, love, affirmation, and patience:

- Continue to make adjustments and discover a new normal
- Share roles, responsibilities, and decisions
- A feeling of too much togetherness
- Falling in love again
- The Marine may feel out of place.

# EMOTIONS & DEPLOYMENT-FULL CIRCLE

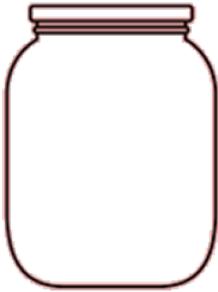
Each person is unique and may deal with these emotions in different ways. It is important to understand that all of these are NORMAL emotions. Separation causes us to grow as individuals and it can strengthen the bonds that you share with your Marine. The Marine Spouse is valuable to the overall mission success. If your Marine knows that you are OK, then they can focus on their job (the mission). If we stick together, we can weather any storm. Staying involved with your Marine Corps community not only helps you, it also helps others in the community that may be going through the same things you are.

**Directions:** Fill in the boxes with the stages of emotions as the facilitator discusses the content.

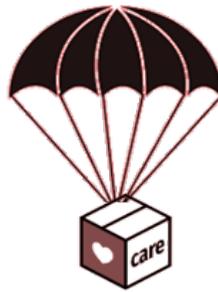


# SUPPORTING CHILDREN

Deployments can be difficult for many reasons. With children, it is important to look at a deployment from their perspective. Identifying ways in which to support your child(ren) through a deployment can ensure their time away from their deployed parent goes more smoothly. Below are some ways that you can help your child(ren) stay connected to their Marine parent during times of separation.



Kiss/Note Jars are a fun ways to stay connected!



Send each other care packages!



Learn about the part of the world that your Marine is going to!

Children at different ages respond differently to deployment. Some of the same feelings seen in the normal cycle of emotions may be seen in children, even as young as three months. Children can even show regressive behavior (i.e., bedwetting, thumb-sucking, or waking up at night).

Keeping your children in touch with what is going on will make it easier for them to understand that their Mom or Dad is going away for a short time and will be back. They need to be reassured that Mommy or Daddy are leaving for their job, not because of something the child did.

Keeping your routine as normal as possible and keeping them busy will help them know that even though Mommy or Daddy is gone, they still have their 'jobs' to do at home.

It's vital to keep children connected to their parents while they are away. Letters, pictures, videos, drawings, and even their schoolwork can make a positive difference to both your children and your Marine.

You can have some special items prepared in advance! Have birthday cards, special little notes, video messages, and the like, all pre-prepared by your Marine for your child and vice versa, in case communication become difficult. Small special surprises can mean a lot to both of them and keep their bond strong.

Lastly, be sure to talk to your child about the homecoming, and include them in the plans. If you have more than one child, each will react in their own way, but in the end it's important they understand that things will be different when their mom or dad return. Have shared expectations and a clear idea of how the Marine and the kids will reconnect post deployment.

# RESOURCES & SUPPORT

## Friends and Family

Community is a vital part of life, especially for military families. Connecting with friends and family can aid in reducing the loneliness during a deployment. Social media is a tool that allows us to build new friendships and stay connected with old friends around the world. Remember when building new friendships via social media, do so safely, as we will discuss in *Module 7: Safe and Sound All Around*.

## Unit, Personal and Family Readiness Program (UPFRP)

Your unit can keep you connected by providing official news and information about unit activities, as well as providing great activities and networking opportunities for the families of those deployed. All members of the Family Readiness Command Team are there for you!

## Chaplain

A Chaplain can help you with your spiritual needs during this time and can be a great comfort to you. They are also able to keep your conversations confidential. Keeping your faith and spirituality strong can also keep the rest of you strong.

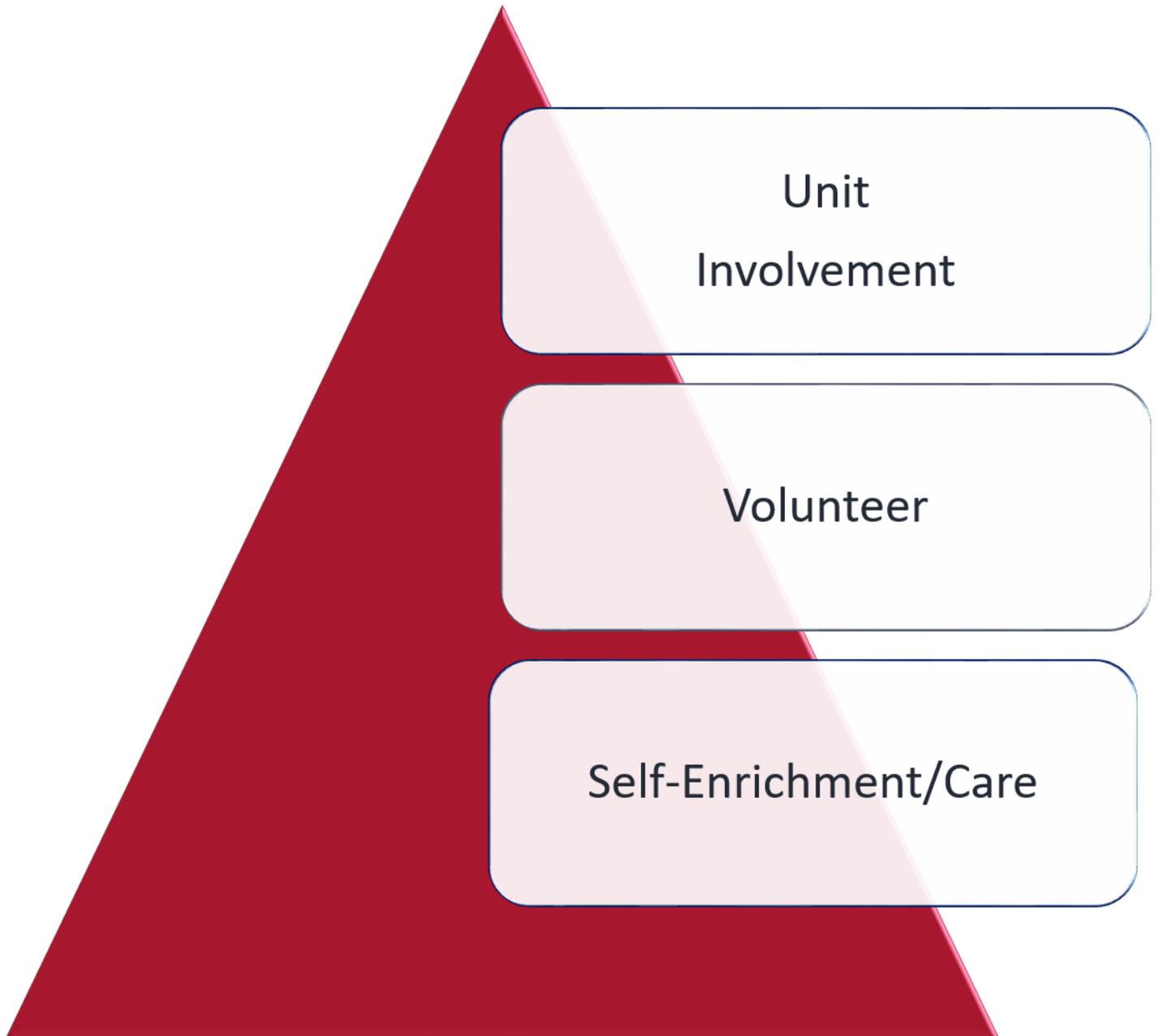
## Community Support

Remember that you are not alone. There are so many people in your military community who can relate to what you are experiencing. Don't be afraid to seek out help. Many installations have groups that provide support during deployments. Consider contacting your URC/DRC or your local MCFTB office.



# TAKING THE STEPS

By using your support system and resources, you can make the most of your time while you and your Marine are apart.



# ACTIVITY: WHAT IF?

**Directions:** Now that you have a stronger understanding of what resources and supports are available while your Marine is away, work with a small group to help each person in the “What If” scenarios reach a positive ending!

**Scenario 1:** My spouse is deployed with his whole unit and my dad is sick! I need to leave Camp Pendleton to be with my family. I sent an email to my spouse telling him the details of my trip, and where I was going to be, but he hasn’t responded. I know sometimes he can’t get emails. What should I do? What if my spouse gets hurt and they can’t find me?

**Scenario 2:** We just moved to Quantico with our dog, Sparky! My wife goes on week long TADs to Hawaii for conferences pretty regularly. While she’s only gone for a short time, I’m worried if something happens to me. What if I get hurt and am gone for a few days - who will look after Sparky? How can I plan for this on my own?

**Scenario 3:** My spouse is about to be sent to Japan for a year, while we stay here in New River, NC. I’m a little worried about being mom and dad during this time. What if my 10 year old son doesn’t want to talk to me about “boy things”? What can we do to prepare for this?

**Scenario 4:** My spouse is about to depart for 6 months. They always handled all the bills. I don’t even know where our passwords and banking information are kept. What if something happens while they are away and I need to pay the bills? How can we get ready for our deployment?



# GLOSSARY OF KEY TERMS

<b>Chaplain</b>	Naval Officers, serving Marines, who perform many of the same functions as a civilian clergy.
<b>Cycle of Emotions</b>	The normal cycle of emotions describes possible changes in your behavior and emotions leading up to and during deployments. This includes pre-deployment emotions: Anticipation of Leaving and Detachment and Withdrawal; emotions during deployment: Emotional Disorganization, Recovery and Stabilization, and Anticipation of Homecoming; and emotions post-deployment: Homecoming and Reintegration.
<b>Deployment</b>	Deployment is loosely defined as the movement of an individual or entire military unit to another location to accomplish a task or mission. The mission may be a routine training exercise, humanitarian assistance or a combat operation. Deployments vary in length, location, and size. It's important to remember no two deployments are the same.
<b>DRC/URC</b>	Deployment Readiness Coordinator/Uniform Readiness Coordinator. This is the unit point of contact. DRCs are civilian and URCs are enlisted.
<b>Family Care Plan</b>	Service specific forms Marines are required to maintain when they have dependents, a spouse, and/or children.
<b>Family Readiness Command Team</b>	The individuals who shape a command's UPFRP. The Command Team includes the unit's Commanding Officer (Military), Executive Officer, Sergeant Major (Military), Chaplain (Military), Deployment Readiness Coordinator (DRC Civilian), and/or Uniform Readiness Coordinator (URC Military), Single Marine Representative (Military), Family Command Team Advisors (CTA volunteer) and Family Readiness Assistants (FRA volunteer).
<b>Field Training</b>	Field training is very unique and is adapted to the type unit your Marine is with and what their MOS is. Field trainings usually take place on or near their current base. These can last anywhere from three days to 30 plus days depending on what they are doing and where they are going.
<b>Individual Marine Augmentation Program (IMA)</b>	A TAD in Excess of 6 months. This program supports requirements across the globe for specific MOS skills.
<b>Integrated Training Exercise (ITX)</b>	Conducted at Marine Corps Air Ground Combat Center, Twentynine Palms, and CA. This deployment consists of integrated events encompassing ground, logistics, and air combat elements. The time of exercise will vary, depending on the type of unit that deploys there. Marines deploy to the Marine Air Ground Task Force Training Center (MAGTFTC) in 29 Palms, CA. and stay in temporary field barracks when not in the field.
<b>Marine Corps Mountain Warfare Training Center, Bridgeport, CA (MCMWTC)</b>	Conducts formal schools for individuals and battalion training in summer and winter mountain operations. The training emphasizes development of both individual and unit mountain skills with primary emphasis on enhancing overall combat capability.
<b>Marine Expeditionary Unit (MEU)</b>	Traditionally, this type of deployment is known as a 'float'. Family members do not accompany their Marine. MEU deployments can involve mass troop movements by airplane and/or ships to duty destinations all over the globe.

<b>Schools</b>	A Marine may be sent to a school to further their education for their current or new Military Occupational Specialty (MOS) or to a career academy based on their new or existing rank. Families may or may not be authorized to go.
<b>Special Purpose Marine Air-Ground Task Force for Crisis Response (SPMAGTF)</b>	A self-mobile, self-sustaining force of approximately 850 Marines and sailors, capable of responding to a range of crises. The unit is specifically trained to support U.S. and partner interests throughout the United States Africa Command area of responsibility, to include embassy reinforcement, support to noncombatant evacuation operations, tactical recovery of aircraft and personnel, humanitarian assistance, and disaster relief. The unit also takes part in bilateral and multilateral training exercises with regional partners.
<b>Temporary Additional Duty (TAD)</b>	A period of less than 6 months in which a Marine is sent away from their permanent duty station. These are unique because Marines can be TAD and never leave the installations they are on. Marines can also be sent TAD out of the country. The piece to remember here is that during TADs, the Marine is no longer with their actual unit.
<b>Unaccompanied Tour</b>	A Marine is sent to another location, usually a foreign country, for one to two years and families are not allowed to join for various reasons.
<b>Unit Deployment Program (UDP)</b>	Marine units from the east coast, west coast, and Hawaii travel to Japan as a part of the UDP. The UDP typically last 6 months, though it can change, depending on the overall needs of the Marine Corps.
<b>Unit, Personal and Family Readiness Program (UPFRP)</b>	Prepares Marines and their families to ensure optimum resiliency when faced with life events.

# NOTES

# LET'S CONNECT!

Use this page to network with some of your fellow L.I.N.K.S. spouses.

Name:  
Tel. No:  
Email:

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Empowering Marines, Sailors, and their families, by providing the skills and resources necessary to navigate the military lifestyle.

L.I.N.K.S. Foundations

**CyberSec**



# Safe and Sound All Around

Module 07



This book belongs to:

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# Module Objectives

Military spouses have knowledge of and access to things that the average civilian does not. From knowing deployment schedules and Service Members' locations to the freedom to move about the base and relationships with other military members and their families, all of us need to be aware of what should not be shared.

The goal of this module is to educate spouses regarding the role that they play in maintaining the safety of our bases, our forces, and our families. In an ever increasingly connected world, we want everyone to be knowledgeable and capable of maintaining their social network, both online and in person, while taking all the proper precautions. This is a brief introduction to Operations Security (OPSEC) and Personal Identifiable Information (PII) and it does not replace an official training.



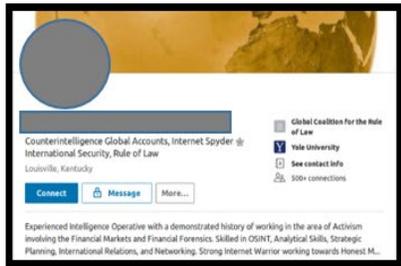
## Module Objectives

At the end of the module, you will be prepared to:

- 🔑 Define Operations Security (OPSEC) and Personal Identifiable Information (PII) as well as identify sensitive information related to you and your spouse's career.
- 🔑 name three online safeguards.
- 🔑 name three home safeguards.

# OPSEC Warm-Up

**Directions:** Review the below posts. Record anything concerning, or potentially dangerous.



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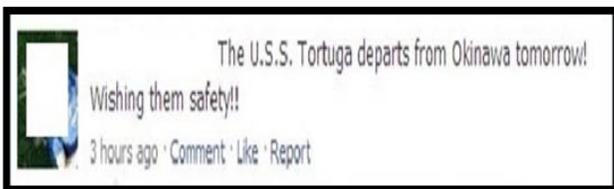
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# OPSEC

**Operations Security (OPSEC)** involves keeping potential adversaries from discovering our critical information by protecting Marine Corps operations that are planned, in progress or are completed. Critical information includes specific facts about military intentions, capabilities, operations, or activities, such as flight schedules, troop and ship movements, temporary duty locations, pictures, and installation activities.

**There are some things that you do on a daily basis that are everyday examples of how you utilize OPSEC:**

You take precautions against someone using your credit card.

You install an alarm system, ensure all of the doors are locked or leave lights on at night or while away to ensure your home and family are safe.

When ordering online, you order from trusted sites or use a third-party payment depository.

When awaiting packages, you leave special instructions for porch drop-off or pick up from a designated location, such as the post office.

You take precautions to keep someone from stealing your car.

You put your number on a “do not call list” to ensure your personal information is protected from robocallers trying to trick you into giving up such important information.



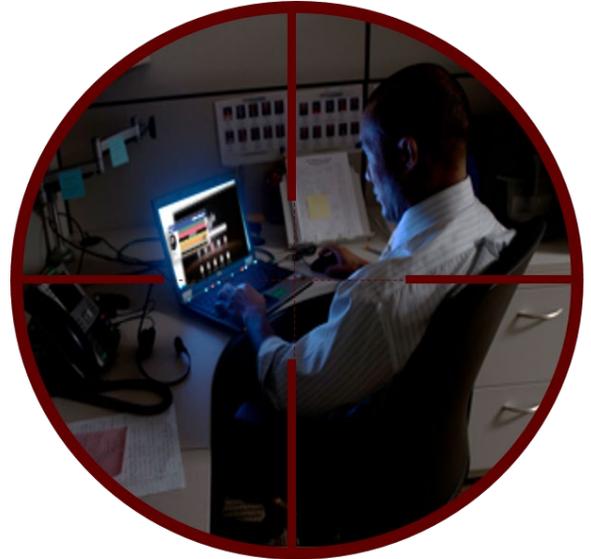
## Piecing it Together

**OPSEC** is more than the sharing obvious information. It is the piecing together of small things that can paint a bigger picture. Consider what information people can gather about you through social media platforms just by searching your name, or from observing what we share about ourselves in person.

Have you ever Googled yourself? If so, what did you find?

Identifying where your personal information is being shared across the internet is important to maintaining strong operations security (OPSEC). Understanding how readily available your personal information is on the world-wide web and how it can be tracked by interested parties will help you to be more diligent in the information you are sharing.

How does seemingly everyday information leave breadcrumbs to learning about you?



Think about the following questions, and record your responses. Note anything you learn from the presentation.

- Where can someone locate your name?
- Where can someone locate your birthday?
- Where could someone find your travel plans?
- How can someone locate where you live, your hometown and current location?
- Family information? Military affiliation?

## Piecing It Together: In Person

### **Family Information**

A sticker on your car can give away a lot of information.

- Things like “Honor Roll” or kids’ sports teams can give away information about your children.
- A stick figure family lets people know about the makeup of your family, and in some cases names of not only the people but the pets.
- There are stick figures of military members, or even some that say things like “Half My Heart is in Iraq.” These let strangers know that your spouse could be, or is currently, gone.

Be aware of what your environment tells people about you!

### **Are you a military family?**

We are always proud of being a Marine Corps family, but sometimes discretion is beneficial. Making note that your service member is gone with lawn signs, yellow ribbons, t-shirts or bumper stickers, can draw negative attention. Additionally putting up welcome home signs days in advance, or count downs to their return online or up in a general area can reveal troop movements to unwanted eyes. Remember, if you can piece together the information, so can others and they may not have the best intentions. This is especially true as part of the Marine Corps community. We each have a responsibility to protect information that could be used to harm not just Marines, but their families.

# Online Safety

Online security is an important component to ensuring OPSEC. Identifying potential online threats can keep you, your Marine and family safe. Your privacy settings could be allowing your data to be tracked and or used without your permission.

**Directions:** Use the boxes located within the graphic organizer to take notes provided by the facilitator regarding each of these potential OPSEC infiltration points.



## Online Safety: Social Media Tips

In the age of YouTube, Snapchat, and Instagram, it is important for all global citizens to be diligent in their online presence and practice good OPSEC. Identifying ways to practice safe exploration and communication while using social media can keep you and your personal information protected.



*(From left to right: Facebook, Tinder, Twitter; Instagram, Snapchat, LinkedIn, YouTube, Tumbler)*

### **Online Friends**

It is not unheard of to have adversaries try to connect or “friend” family members online to gain information about them, their Marine, and possibly the Marine Corps. Look at your friend settings and see how people can find you. If you receive a request and are unsure, err on the side of caution. It has become easier and easier to make profiles and accounts look real.

### **Cloned Accounts**

Cloning an account is when a person makes a social media account using another person’s profile photo and name (a clone), and then attempts to friend request all of their friends. A way to avoid falling for a clone is reaching out to your friend via another form of communication, in person or over the phone, and confirming they sent you a request. To avoid being cloned yourself, and for the privacy and safety of your friends, have your friends list be hidden from strangers if possible. This makes you an unlikely target of this type of issue.

### **Social Media Groups**

Be mindful of what type of information you share on these pages, even, if not especially, on military based ones. If you ever see suspicious behavior on a social media page (asking people for their address, prying for deployment dates, etc.) feel free to alert the pages administrators about your concerns.

### **Loose Tweets Sink Fleets**

If you remember only one thing about online safety it’s ‘if you aren’t sure, then don’t share, post, tweet, chat, etc.’ You may have heard the stories of a Marine’s homecoming getting delayed because someone posted something that was not within OPSEC. None of us want to be the cause of that.

# Safe at Home

Ensuring your family's safety at home can be accomplished with these simple tips:



## **Know Your Surroundings**

Check crime reports and know what is happening in your area. Knowing what is and isn't supposed to be around you is also key. The car that has been parked at the end of the block has always been there, no concerns. The truck that drives by same time every day and belongs to no one on the street, concern. It is important to be aware of what is around you.

## **Stay Aware of Housing Maintenance and Security**

It is important to monitor the areas in and around your home. Regularly check your smoke and carbon monoxide monitors to ensure that they are working properly. Check all lights, windows and locks. Practicing regular fire/safety drills is a great way to help your family stay safe. Having a checklist or plan can also be a great way to aide your family in remembering to monitor their space.



## **Protect Yourself**

Take some time to learn self-defense and learn other crime prevention tactics. Build your confidence with skills and knowledge.



## **'Loose Lips Sink Ships' is still relevant!**

Just as with online, don't overshare about your home, your Marine's comings and goings, and or anything else that could make you and your family vulnerable. It's understood you have a friend or two you can share information with, but don't overshare. Even when talking with friends, people can eavesdrop in person and over technology. Determined individuals can easily collect data from cordless and cell phones, Alexa, and even baby monitors using readily available and inexpensive receivers.

## **Be aware of strangers.**

This seems obvious, but in the military community people come and go all the time. A person that is a stranger one day, the next week could be a good friend because friendships are made fast in the military world. Always be aware of those you do not know well.

**Routines**

When you can, have some variety in your routine. Change up your way to work. If lights are on timers, mix up when they go off. Keep it a challenge for outsiders to guess your schedule.

Keep these habits up when your Marine is away. Try to maintain your life as if they were there. Drastic changes in routine and your home could be a sign of troop movements to outsiders. When Marines leave, many families want to tie yellow ribbons around trees in their yard. Remember, that is a sign telling the world you and/ or your family are alone.

**Family Passwords**

Just as an online password protects your information on the internet, one idea to help protect your children is a family or pickup password. This is a word you and your child both know. So if anyone ever tries to pick up your child from school, the park, etc., they must have the password. Keep it distinct and special, something that your child will easily remember. This is just one idea on how to help protect children.

Consider taking *Ready Set Prepare* to learn more ways to protect your family from natural and manmade hazards!

## It's a Family Effort!

Everyone should be aware of OPSEC and PII, including children, age appropriately of course, and extended family. Moms, Dads, grandparents, aunts and uncles, and some cousins you met at a BBQ once seven years ago are all very proud of the Marine in the family and may unknowingly overshare. There is someone like this in nearly every family. People outside of the Marine Corps community do not always understand what they are saying and that they could be oversharing information. As a part of the Marine Corps community it is our job to help remind them that not all information needs to be or should be shared. Teach them OPSEC. Additionally, have an understanding with your Marine on who will know what and when. You both know your families and the best way to communicate with each of them to keep everyone safe.

## Can You Fix It? Activity

**Directions:** Reword each of the below online statuses, social media profile, and home safety scenarios to make them OPSEC appropriate and secure.

1. My Marine leaves soon for Iraq, and the kids and I are going to be so sad. Luckily we are going to go to my mom's house right after he leaves.
2. I got the job at Dell! I am so excited to start work on Monday!
3. Bob is out in the field for the next three weeks in 29 Palms with the entire 1<sup>st</sup> MLG. He is going to be really busy and hot. What am I going to do for those three weeks?
4. She comes home in the next 24 hours from Norway!!!! They have lots of stops to make like Maine, Texas, and finally back to Cali!
5. My girlfriend is a Marine 2651 and just got orders to Fort Meade. Does anyone know anything about the MOS or location?
6. Reword the information in this profile to follow OPSEC.

[Redacted Name] • 2nd  
 Counterintelligence Global Accounts, Internet Spyder ★  
 International Security, Rule of Law  
 Louisville, Kentucky

Global Coalition for the Rule of Law  
 Yale University  
 See contact info  
 500+ connections

Connect Message More...

Experienced Intelligence Operative with a demonstrated history of working in the area of Activism involving the Financial Markets and Financial Forensics. Skilled in OSINT, Analytical Skills, Strategic Planning, International Relations, and Networking. Strong Internet Warrior working towards Honest M...

Activity Answer Key

Directions: Reword each of the below online statuses, social media profile, and home safety scenarios to make them OPSEC appropriate and secure.

My Marine leaves soon for Iraq, and the kids and I are going to be so sad. Luckily we are going to go to my mom’s house right after he leaves.

We are going to have a rough time for a bit. Luckily, we have some fun coming

I got the job at Dell! I am so excited to start work on Monday!

I got the job finally! Can't wait to start this new adventure.

Bob is out in the field for the next three weeks in 29 Palms with the entire 1<sup>st</sup> MLG. He is going to be really busy and hot. What am I going to do for those three weeks

I have time on my hands, what should I do with it?

She comes home in the next 24 hours from Norway!!!! They have lots of stops to make like Maine, Texas, and finally back to Cali!

Excited to get my arms around her! She will be back soon!

My girlfriend is a Marine 2651 and just got orders to Fort Meade. Does anyone know anything about the MOS or location?

Can anyone share what a Marine 2600 does? Also what is Maryland like?



Remove location; do not list full name; give a broader summary of skills.

# Glossary of Key Terms

**The Cloud** Refers to servers, their software, and databases that are accessed over the Internet.

**Geotagging** Occurs when you post or share a status or picture and the platform labels the location.

**OPSEC** **Operations Security.** The conduit by which potential adversaries are kept from discovering critical Marine Corps operations that are planned, in progress, or are completed.

**PII** **Personal Identifiable Information.** Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

**Robocaller** A phone call that uses a computerized auto dialer to deliver a pre-recorded message.

# NOTES

# Let's Connect!

Use this page to network with some of your fellow L.I.N.K.S. spouses.

Name:  
  
Tel. No:  
  
Email:

L . I . N . K . S .

Empowering Marines, Sailors, and their families,  
by providing the skills and resources necessary to navigate the military lifestyle.

**L.I.N.K.S. Foundations**  
MODULE EIGHT



# **The Places You'll Go**

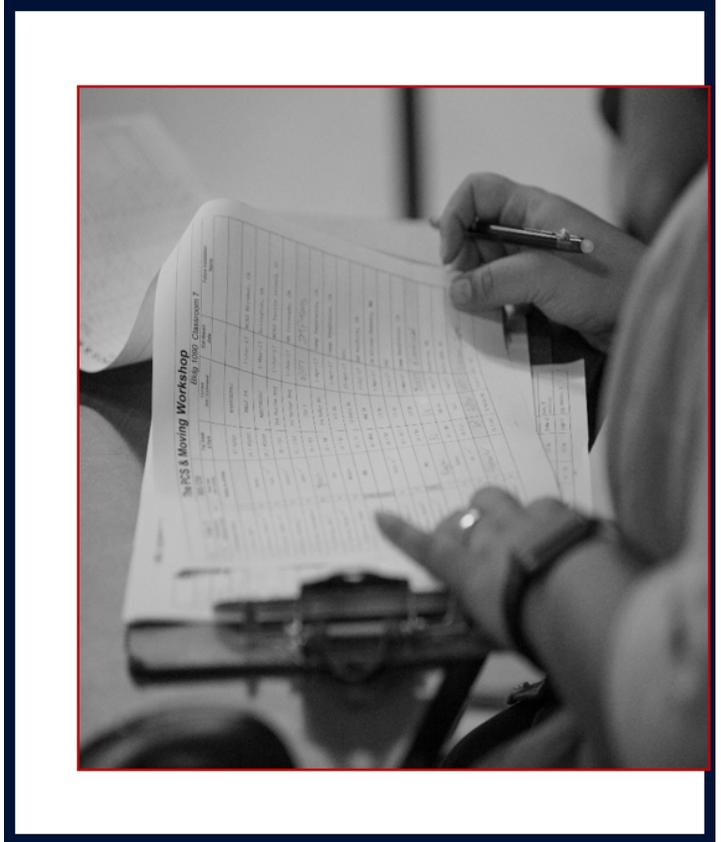


This book belongs to:

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# Module Objectives



In this module we will provide insights and knowledge on the Permanent Change of Station (PCS) process. This includes possible locations, information on potential experiences associated with the move, and the importance of adaptability.

Participants will learn practical skills on how to effectively execute a PCS, know who to contact for assistance, and develop an understanding of the importance of a support network during these times of change.

At the end of this course the participants will be prepared to:

- Name the different types of Marine tours,
- list helpful organizations associated with moving in the military,
- understand the parts associated with moving in the military,
- learn techniques for being flexible before, during, and after the move, and
- identify three benefits of moving regularly.

# Why Do We Move?

**Directions:** Follow along with the facilitator and fill in the blanks.

There are many reasons that, as civilians, we move; wanting a fresh start, a desire to travel, beginning a new job, etc. In the Marine Corps, those reasons are similar but do not look the same.

\_\_\_\_\_ (PCS) moves are large relocation moves that occur when the Marine has been assigned to a new installation or duty station. Receiving new orders occurs approximately every three years, but are subject to change depending upon the needs of the Marine Corps and your Marine's MOS. Receiving new orders can be fun and exciting. New orders give your Marine a chance to grow in their career, experience new opportunities, and helps your family connect with more members of the military community.

When there is a change in life that is not related to getting orders you may have a \_\_\_\_\_ move. Sometime these are just a move down the road to a new house, sometimes it's more involved. For example, buying or renting a home off of base, returning home, or transitioning out of the Marine Corps.

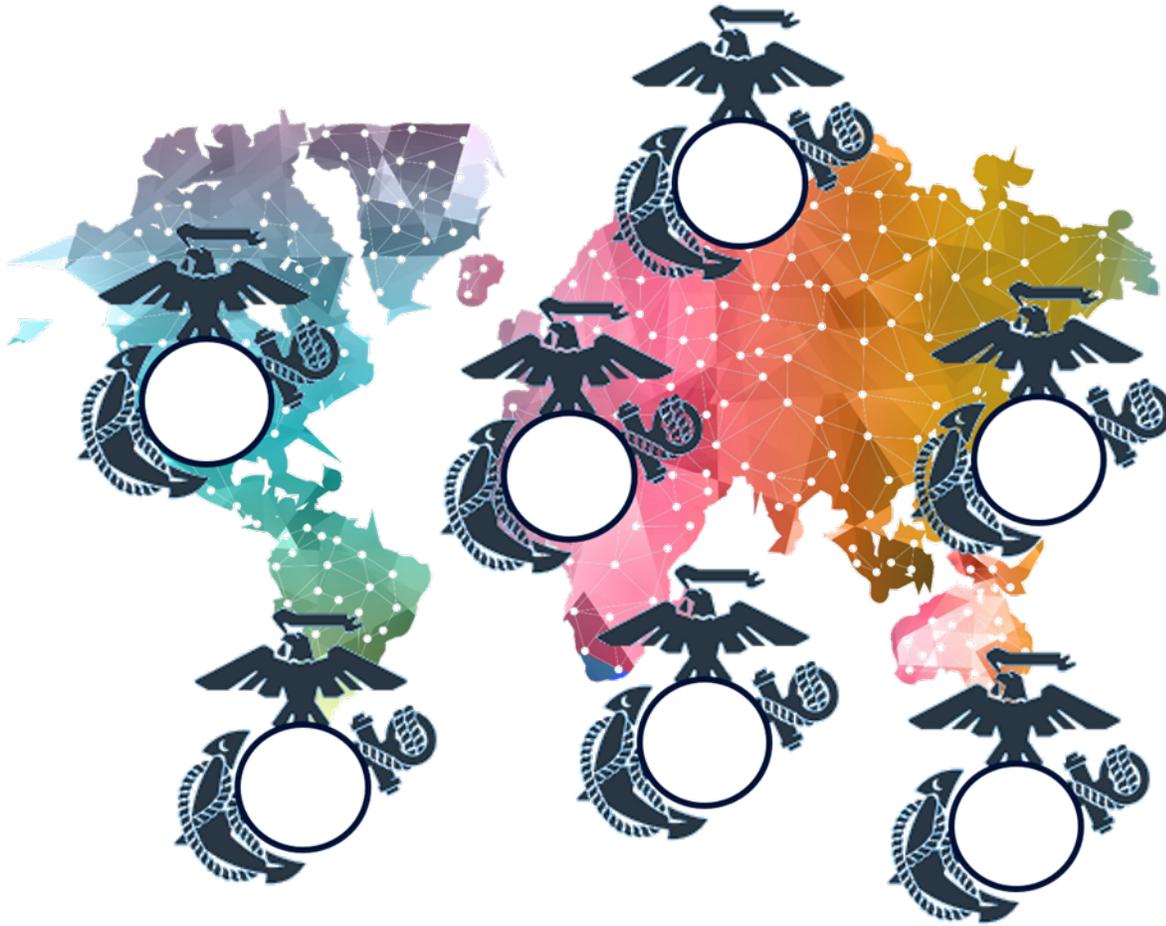
## Types of PCS

- On an accompanied tour, family members are authorized/sponsored by the Marine Corps to relocate with the Marine and are entitled to all the benefits associated with a military move.
- An unaccompanied tour means that the Marine's family members are not authorized/sponsored by the Marine Corps to relocate with the Marine to the new duty station.
- An overseas tour for a Marine means just that – assignment to a duty station outside the continental United States, also referred to as OCONUS. Overseas assignments can be accompanied or unaccompanied and will require more planning and preparation time than stateside moves.



# Activity: Where Could We Go?

Take a moment and imagine that you could live any place in the world. What does it look like? Is it near the beaches of St. Tropez? Or in the Tuscan Valley? With the assistance of the presenter, use this brainstorming map to identify some potential duty stations.



# Off the Beaten Path

Recruiter/Officer  
Selection Officer  
(OSO)



Marine Security  
Guard (MSG) or  
Marine Corps  
Embassy Security  
Group (MCESG)



“B-Billets” are when a Marine volunteers or is highly encouraged to participate in an additional duty outside of their normal MOS that can lead to unique and exciting experiences, but also help with a Marine’s career progression.

Drill  
Instructor  
(DI)



Combat  
Instructor



# Activity: Let's Get Moving!

Use the spaces on the sides of the box to answer the following question:

**What is the first thing you would do when you find out you are moving?**



# Information Gathering

When needing more information on a potential new home location, there are some amazing resources that are available for families.

## **Information, Referral & Relocation (IRR) Office**

After receiving orders, you should make an appointment to speak with an Information & Referral specialist located at Marine and Family Services Center and sign up for a PCS Workshop.

## **School Liaison Officer (SLO)**

If you have children, be sure to reach out to your School Liaison Officer to have all your children's education questions answered.

## **Your Deployment Readiness Coordinators (DRC) and Uniformed Readiness Coordinators (URC)**

DRCs and URCs are there to conduct warm handoffs for outbound and inbound Marines and Families. Reach out to your DRC/URC to get your new unit's information. They may even have a welcome packet!

## **Sponsorship Program**

Another great way to get information about a new duty station is to request a sponsor. The Sponsorship Program can make a Marines' relocation easier. Contact your Information & Referral office to learn how to request a sponsor.

## **Family Member Travel Screening (FMTS)**

Preparing for an overseas PCS? You will need to complete an FMTS. This screening, conducted by the Medical Treatment Facility FMTS office, identifies all potential travel concerns and facilitates coordination with the gaining location. This ensures that the medical, dental, and educational needs of all family members can be supported by the overseas location.

## **Move.mil**

**<https://installations.militaryonesource.mil/>**

Move.mil is a great resource to use to locate any installation where you may relocate. Once you have found your new location, a listing of helpful POCs and local resources is provided. Additionally, you will find information on planning your move and various checklists within this website.

## **Military OneSource**

Military OneSource is available 24-7 with up-to-date information regarding moving and installation and host country dossier. They can research specific neighborhoods by ZIP code and prepare a personalized report (Know Your Neighborhood). Report topics could include: housing market and pricing, school reports, medical services, crime reports, social and community services, youth programs, and athletics, to name a few.

# The Cost of Moving- Money

## KEY TERMS

**Per Diem:** A monetary allowance designed to reimburse the Marine and family the costs associated with meals and lodging when traveling to new duty station.

**Dislocation Allowance (DLA):** A once per PCS (CONUS and OCONUS) allowance that is designed to help with miscellaneous moving costs.

**Monetary Allowance in Lieu of Transportation (MALT):** This is also referred to as mileage and is the amount paid to Marine's and families that drive to their new duty station. It is based on the Official Military Table of Distances. It can be paid for two vehicles and must be preapproved to pay for more than two.

**Temporary Lodging Allowance (TLA):** An allowance that is intended to offset the cost of temporary housing and meals while waiting for permanent lodging.

**Temporary Lodging Expense (TLE):** An allowance that is for CONUS moves only. It is intended to partly reimburse the Marine and family the cost of meals and lodging when temporary housing is needed.

Fill in the blanks as the presenter covers the content.

A major consideration when moving involves \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_, \_\_\_\_\_, and tours of duty are all part of the Marine Corps life, you are provided \_\_\_\_\_ and \_\_\_\_\_ that are intended to pay for the majority of relocation expenses.

Even though the Marine Corps helps pay for the moves, each move can set you back \_\_\_\_\_ due to security deposits, starting utilities, and other new move expenses.

Knowing what and how much you are \_\_\_\_\_ to will help you to budget properly.

All Marines with PCS orders are required to use their \_\_\_\_\_ (GTC).

Approved travel charges include: \_\_\_\_\_ (MALT), Temporary Lodging Expenses (TLE), \_\_\_\_\_, airfare for the Marine and approved traveling dependents, Automated Teller Machine (ATM) Fees , and other incidentals as identified on the \_\_\_\_\_.



# The Cost of Moving– Change



## YOU ARE NOT ALONE

Spend time with the family and friends that you will be leaving behind. Friends and family can help you organize your items before the packers come, help on pack-out day by watching your children or pets, or by being with you to supervise the packers. Children can help sort through their things and decide what they want to take and what to give away. This helps them feel they are contributing to the moving experience while helping you.

## CHILDREN

Moving (or any major change) can be hard for children of all ages. Be sure to keep the lines of communication open and remember that your attitude determines your family's attitude. For additional newcomer resources for children, reach out to your Child and Youth Program!

## REMEMBER YOUR RESOURCES

No matter what costs you're are planning for— financial or emotional—remember you have resources.

# Arranging the Move

The last thing to do in planning is arranging the actual move!

When it comes to moving your belongings you need to be familiar with your local Distribution Management Office (DMO). DMO is the office that is in charge of all things moving in the Marine Corps. When you are getting ready to PCS, they are the folks who know the hard facts of what can and can't happen.



## Move.mil

The Department of Defense has an entire website devoted to moving. Move.mil will be moving to Military OneSource shortly. The new link will be <https://planmymove.militaryonesource.mil>. Moving with the Military Overview has lots of great information on moving. A lot of questions can be answered just by scrolling through the source page. It also provides a step-by-step overview of what you can expect during a PCS.

Additionally, this site has a Marine Corps specific section to ensure you see the most update new on Marine Corps moves, and have all the correct point of contact information to help your move happen with relative ease.

# Personally Procured Move (PPM)

**Directions:** Fill in the blanks and take notes as the facilitator presents the information.

If the PCS orders are within the continental U.S., your Marine may get permission, via a written form, from DMO to do a **Personally Procured Move (PPM)**. PPMs are for those families that would prefer to \_\_\_\_\_.

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## PROS

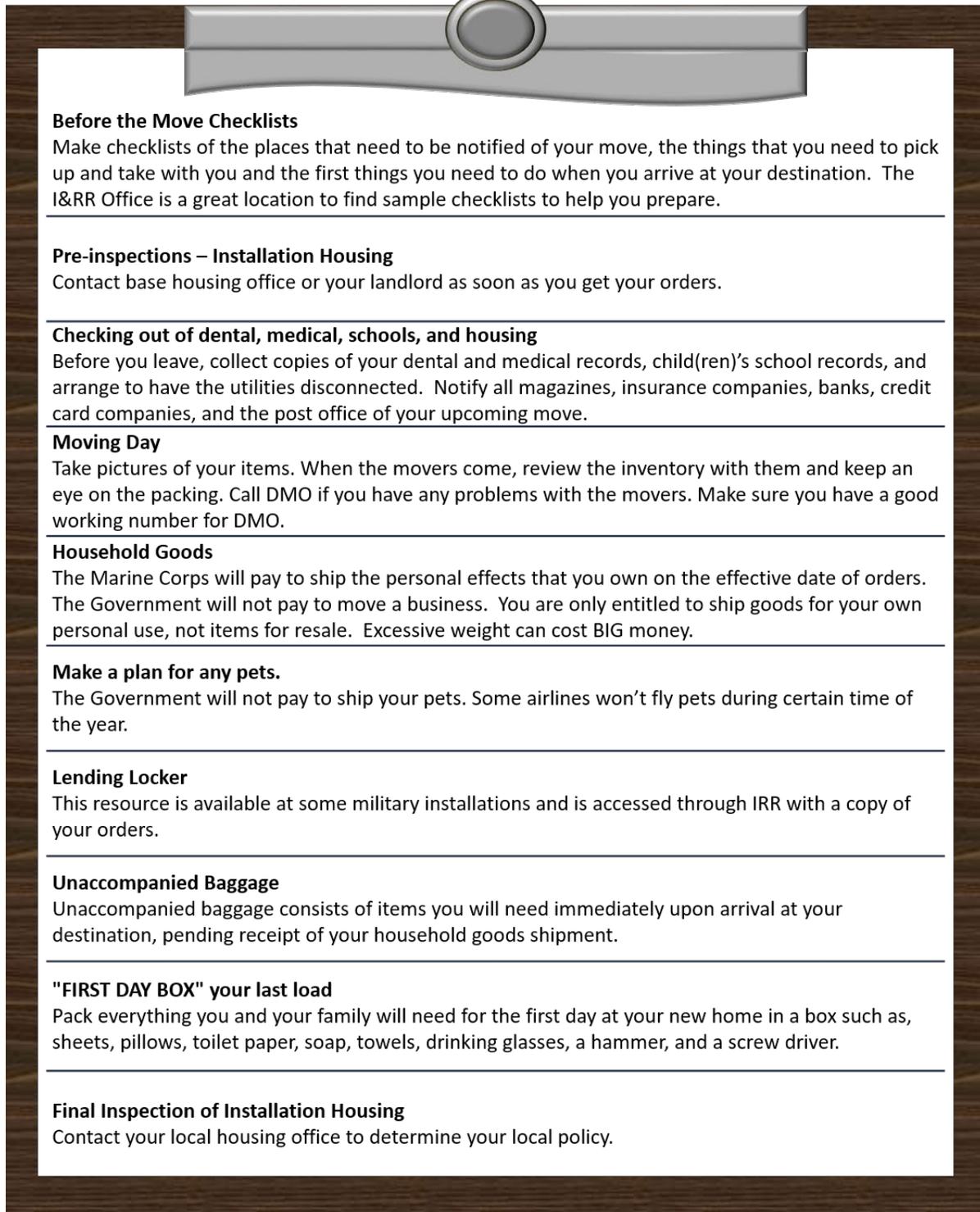


## CONS



# On the Move

Use the information on the clipboard to ensure that your next move is a smooth one. Use the extra space to add in your own personal notes or moving memos.



**Before the Move Checklists**  
Make checklists of the places that need to be notified of your move, the things that you need to pick up and take with you and the first things you need to do when you arrive at your destination. The I&RR Office is a great location to find sample checklists to help you prepare.

---

**Pre-inspections – Installation Housing**  
Contact base housing office or your landlord as soon as you get your orders.

---

**Checking out of dental, medical, schools, and housing**  
Before you leave, collect copies of your dental and medical records, child(ren)'s school records, and arrange to have the utilities disconnected. Notify all magazines, insurance companies, banks, credit card companies, and the post office of your upcoming move.

---

**Moving Day**  
Take pictures of your items. When the movers come, review the inventory with them and keep an eye on the packing. Call DMO if you have any problems with the movers. Make sure you have a good working number for DMO.

---

**Household Goods**  
The Marine Corps will pay to ship the personal effects that you own on the effective date of orders. The Government will not pay to move a business. You are only entitled to ship goods for your own personal use, not items for resale. Excessive weight can cost BIG money.

---

**Make a plan for any pets.**  
The Government will not pay to ship your pets. Some airlines won't fly pets during certain time of the year.

---

**Lending Locker**  
This resource is available at some military installations and is accessed through IRR with a copy of your orders.

---

**Unaccompanied Baggage**  
Unaccompanied baggage consists of items you will need immediately upon arrival at your destination, pending receipt of your household goods shipment.

---

**"FIRST DAY BOX" your last load**  
Pack everything you and your family will need for the first day at your new home in a box such as, sheets, pillows, toilet paper, soap, towels, drinking glasses, a hammer, and a screw driver.

---

**Final Inspection of Installation Housing**  
Contact your local housing office to determine your local policy.

# Activity: On the Move Moving Box

**Directions:** Answer the following question on the side of the box.

**What are your favorite moving tips?**



## CONUS (Continental U.S.) to CONUS

For a stateside move, if you do not have an automobile or cannot travel in this mode for financial reasons, the military will purchase airline tickets for those authorized to travel. Be aware that the government does not pay to have your automobile shipped to the new location in a CONUS move.

## CONUS TO OCONUS (Outside the Continental U.S.)

For a stateside to overseas move, the military will provide either commercial or government transportation for everyone authorized on your orders. For this kind of move, entitlements exist to have your privately owned automobile shipped.

Check with DMO for the most recent regulations as they change often -

<http://www.move.mil/>.

Passports and other necessary paperwork will be issued to your authorized dependents by the military, but it is your responsibility to apply for these and track their progress until you receive them.

# Travel

## Temporary Lodging Facility (TLF) or DoD Lodging:

- May stay prior to departure or awaiting housing for a fee.
- Check to see if pets are permitted.
- There is a limit to the number of days you may stay.
- Best to call the TLF on the new base and make a reservation as soon as you get the orders, if possible 60-90 days out.

For more information on DoD Lodging, please visit-

<https://www.defensetravel.dod.mil/site/govLodging.cfm>



## The Inns of the Corps

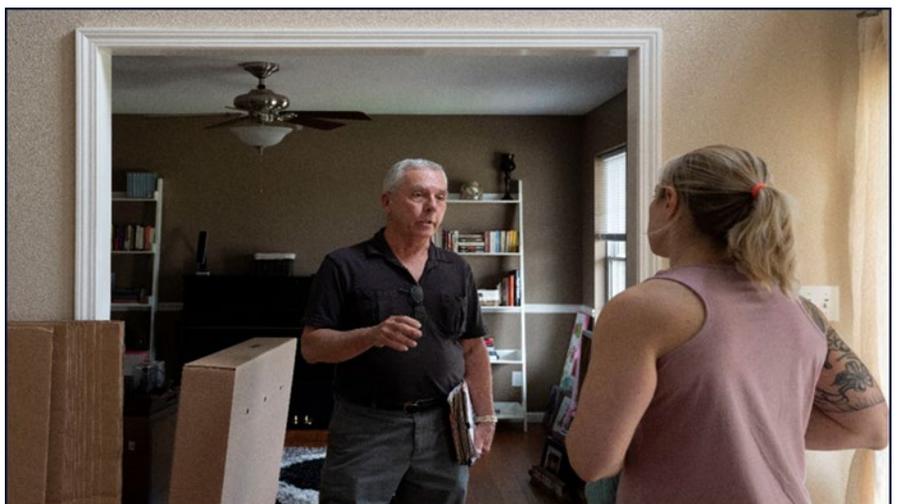
The Inns of the Corps extends a warm welcome to you and your family. Whether your travels are due to a permanent change of station move, temporary additional duty, or just getting away, you will find an inviting atmosphere and quality accommodations at The Inns of the Corps. The TLFs are designed with amenities and services that will make you feel right at home.

Website: <http://www.innsofthecorps.com/> Not all Inns of the Corps are pet friendly- check with IR&R to find out which are!

# Receiving Your Household Goods (HHG)

The information on this page will help you to prepare you for what to expect upon receipt of your Household Goods (HHG) and the process that it entails.

- You can file your claims and HHG requests virtually via Move.mil.
- If you have issues with your movers, coming or going, be sure to contact DMO immediately. Don't wait to resolve issues that can be addressed right away.
- You need to be waiting at your new home before the movers arrive. Ensure you have provided a good, working phone number (cell) so the movers can contact you.
- If you are not at home when they try to deliver, your things could be put into storage until a new delivery time can be arranged. It is a good idea to have two adults available as the movers unload the truck. One can direct where to place the items while the other is checking off the items as they come into your home.
- When the carrier delivers your HHG, the driver will give you a copy of your inventory list for you to check off the line items as they are unloading the truck. When you see any damage from the line items (i.e. crushed box, broken dresser leg, etc.), circle the line item on the inventory list. The movers will also open all boxes and re-assemble everything that was disassembled in the other home. They are not required to arrange items within your home.
- No matter how careful the packers and movers are, something may be damaged or lost in shipment. If it is, you have the right to file claims with the carrier to recover damages. Before the movers leave your home on the delivery day, you will be asked to sign various forms.



The following are the steps you should take if you notice a problem at the time of delivery. Make sure to take inventory of all lost and/or damage, and to initiate the claims process. With modern technology, you can file the claims the same way you scheduled the move: on the Defense Personal Property System.

Immediately list all of the items you find damaged and/or lost on the DD Form 1840. Do not delay listing any damage or loss.

Sign the DD1840 acknowledging that you understand that you have a set amount of time to list any further loss and/or damages on the back of the form and to provide it to the carrier. If you do not provide it to the carrier within the specified amount of time, you may not be eligible for the full claim amount.

Once you submit your DD 1840, you will receive a claims package.

All claims packages must be filed within 2 years of the HHG delivery date.

Once claims are submitted, full value reimbursement is issued by the carrier.

You may also file claims at [move.mil](http://move.mil). If you have issues with your movers, coming or going, be sure to contact DMO immediately. Don't wait to resolve issues that can be addressed right away!

# Making it Home

Your new installation will have Welcome Aboard Briefs to help Marines and families who are new to the base become familiar with their surroundings. These Welcome Aboard Briefs are mandatory for all newly arrived personnel in the grades of E-1 through E-6, WO-1 and O-1 through O-2 within 90 days of arrival at a new duty station and are open for spouses. Your new command may schedule a time for you (and your family, if applicable) to attend. If that time is not convenient for you, you may go on your own another time. Ask your DRC/URC about the next upcoming Welcome Aboard Brief. You can also drop by the IR&R Office and pick up some Welcome Aboard information and meet your new unit DRC/URC.

Be sure to check in with the Housing Office as a part of the check-in process. This office will provide you with information about the local area, such as maps and a list of available housing, local schools, place of worship, shopping and other places of interest. If you are on the installation housing waiting list, don't be afraid to inquire periodically about your standing on the list.

Family Member Employment Assistance Program counselors can help family members assess career goals, prepare for a job search, write a resume, and know what to expect when interviewing. More details about FMEAP can be found in The Maze module of the participant guide.

It's important to know that the Basic Allowance for Housing (BAH) will typically change with each new duty station. Make sure you ask the IR&R Office what the new rate will be so that you can plan accordingly.



Housing Office

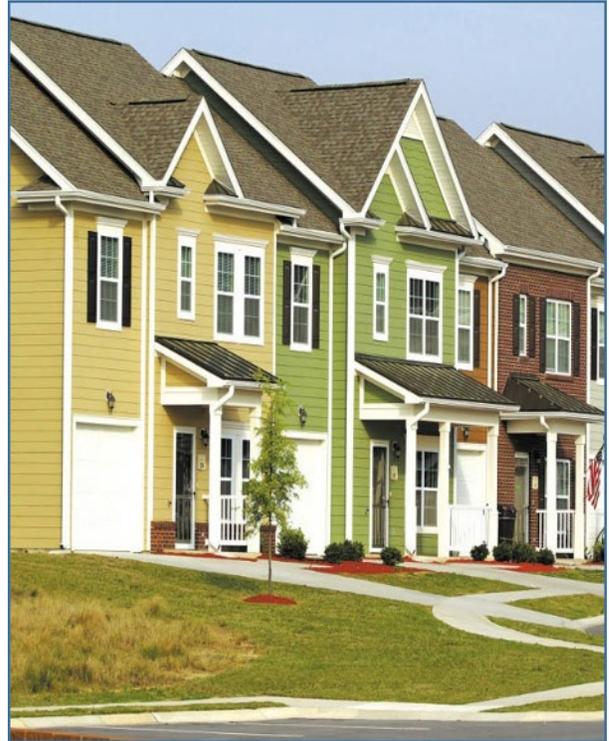
FMEAP

New Budget

# Reconnecting as a Family

Moving to a new place can be difficult for many families. An easier transition can occur when you and your family have something familiar to reconnect with – like sports, school, faith, or favorite activities.

Get engaged with familiar past times so you can relax while also focusing on finishing the move. As a family, learn about the new community by reading the local papers, watching for community functions and activities, identifying and researching the local schools, attending unit and installation functions, and visiting the interesting places in the area. Make an effort to meet your new neighbors. Volunteering opportunities in the local community is another great way to meet and get to know new people in the community while helping your family to get out of the house. Some other ideas that can help families to adjust are:



**Introduce your children to other children in the neighborhood.**

**Let family members decorate and arrange their rooms.**

**Set a positive example by being upbeat and excited about the new adventure.**

**Share hugs and reassurance.**

**Visit local area attractions.**

**Include everyone, where appropriate, in decision making.**

# Activity: Moving Box

**Directions:** Answer the following question on the side of the box.

**What is the first thing you do in a new location to make it more like home?**



# Glossary of Key Terms

<b>Accompanied Tour</b>	A Marine's family members are authorized/sponsored by the Marine Corps to relocate with the Marine and are entitled to all the benefits associated with a military move.
<b>B-Billets</b>	Special duty tours that occur after a Marine has completed their first tour.
<b>CONUS</b>	<b>Continental United States.</b> Refers to military travel inside of the continental United States.
<b>DD Form 1840</b>	The form used to reconcile receipt of Household Goods (HHG).
<b>DI</b>	<b>Drill Instructor.</b> A B-Billet responsible for shaping recruits into Marines.
<b>DLA</b>	<b>Dislocation Allowance.</b> Monies provided to assist with miscellaneous moving costs.
<b>DRC/URC</b>	<b>Deployment Readiness Coordinator/Uniform Readiness Coordinator.</b> DRCs and URCs are available to assist with the PCS process.
<b>FMEAP</b>	<b>Family Member Employment Assistance Program.</b> Program offered through MCCS that assists family members with accessing resources to assess career goals, employment search, resume writing, and understanding the interviewing process.
<b>HHG</b>	Acronym referencing Household Goods.
<b>IR&amp;R</b>	<b>Information Referral and Relocation Office.</b> Assists Marines and their families who have received PCS orders with information concerning PCSing.
<b>Lending Locker</b>	A resource available during the PCS process to Marines and families, accessed through IR&R, which provides temporary use of household items such as cookware, irons, coffee makers, etc.
<b>MALT</b>	<b>Monetary Allowance in Lieu of Transportation.</b> Mileage reimbursement.
<b>MCESG</b>	<b>Marine Corps Embassy Security Group.</b> The Marine Corps element responsible for providing security and protection to embassies. Marine Corps Embassy Security Group is available to married Marines who hold the rank of Staff Sergeant or above or any ranked single Marine that provides internal security and protection to U.S. Embassies and Consulates.
<b>MSG</b>	<b>Marine Security Guard.</b> A B-Billet, that is available to married Marines who hold the rank of Staff Sergeant or above or any ranked single Marine, which provides internal security and protection to U.S. Embassies and Consulates.
<b>OCONUS</b>	<b>Outside of the Continental United States.</b> Refers to military travel outside of the continental U.S.
<b>OSO</b>	<b>Officer Selection Officer.</b> A recruiting B-Billet that go out into the community, builds relationships, and help inspire civilians to take up the challenge to become a Marine.

<b>Per Diem</b>	Monetary allowance designed to reimburse the Marine and family for the costs associated with meals and lodging when traveling to new duty station, both on CONUS or OCONUS moves.
<b>PPM</b>	<b>Personally Procured Move.</b> This occurs when military families choose to move themselves to a new duty station.
<b>SLO</b>	<b>School Liaison Officer.</b> Experts knowledgeable in the local school community who assist military families through education and support about the school community.
<b>SME</b>	<b>Subject Matter Expert.</b> A person knowledgeable in a particular content.
<b>TLA</b>	<b>Temporary Lodging Allowance.</b> Monetary allowance intended to offset the cost of temporary housing and meals while waiting for permanent lodging. This is for OCONUS moves only.
<b>TLE</b>	<b>Temporary Lodging Expense.</b> Monetary allowance intended to partly reimburse the Marine and family the cost of meals and lodging when temporary housing is needed. This is for CONUS moves only.
<b>TLF</b>	<b>Temporary Lodging Facility (DoD Lodging).</b> Temporary lodging available for PCS stay, based upon availability.
<b>Unaccompanied Tour</b>	A Marine's family member are not authorized/sponsored by the Marine Corps to relocate with the Marine to a new duty station.

# Notes

# LET'S CONNECT!

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Empowering Marines, Sailors, and their families,  
by providing the skills and resources necessary to navigate the military lifestyle.

# MODULE NINE



Lifestyles. Insights. Networking. Knowledge. Skills.



This book belongs to:

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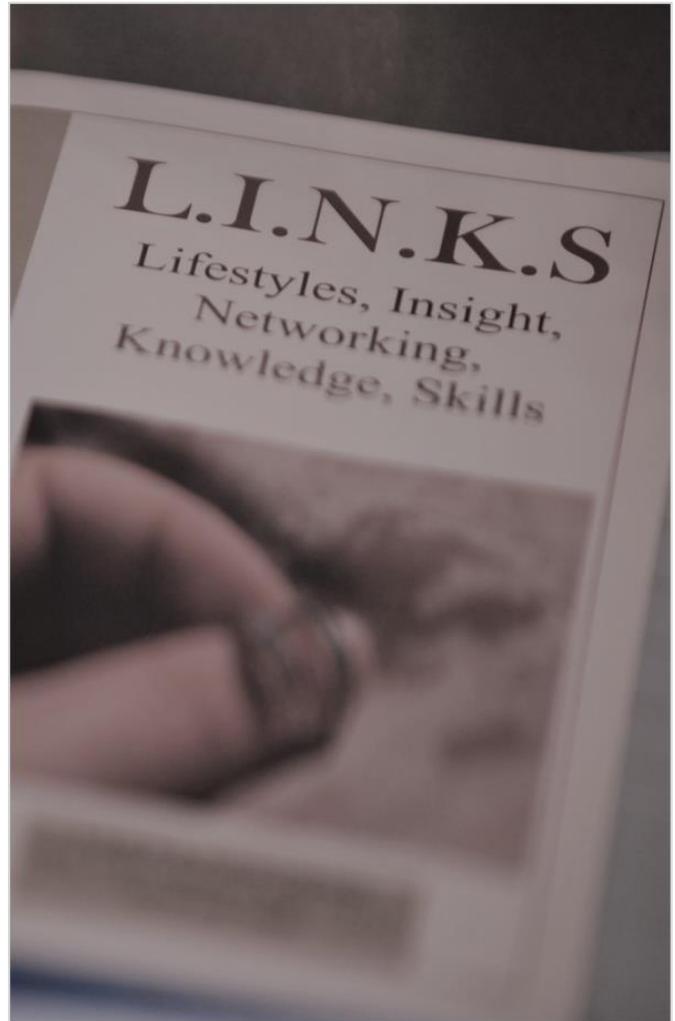


## Module Objectives

Meeting a wide variety of new people from diverse backgrounds on a regular basis is one of the most unique and enriching opportunities you will have as a Marine Corps spouse. During your journey in the Marine Corps, you will build a network of relationships that will last a lifetime. The focus of this module is building skills to better connect with those around us in order to create a positive social climate.

At the end of this module, you will be prepared to:

- 🌀 explain the key parts of communication,
- 🌀 state three ways to express active listening,
- 🌀 understand how to communicate positively,
- 🌀 understand the importance of diversity and your role in inclusivity, and
- 🌀 list five ways to reach out to others and make new friends.





# Communication

**Be a good listener!** A key component of effective communication is listening. When communicating, be sure to listen not for developing your own response, but to understand the other person's point of view.

**It's all about body language!** Your body language can play a role in effective communication and is essential in avoiding instances of miscommunication. Your intended audience can be confused if your body language is inconsistent with your message.



**Define the terms below using the information provided by the facilitator.**

Diversity

Inclusion



## Perspective

Is the dress **blue and black** or is it **white and gold**?



Is this an **old woman** or a **young woman**?



**Both answers are right in these cases!**

Just like with these images, we all communicate differently. As humans, we can see and hear the same thing and come to different conclusions. Good communication and active listening can help all of us learn to understand other's perceptions.



## Communicating with Others

You can become a better communicator by establishing rapport with others. Try sharing your thoughts or feelings to open up dialogue.



**Be a good listener**

**Share a struggle, fear, or personal event; be sure it's something you're comfortable with others knowing**

Encouraging people to share helps people to confide in you. Start with something small and work up to the things that are more important to you. Sharing allows for mutual trust and acceptance from others. Make a special effort to ask follow-up questions on important news that you have been told. Inquire about the results of tests, a meeting with a child's teacher, or the return of a loved one from deployment. If you are shy, asking thoughtful questions shows that you've been listening and makes others feel valued and understood.



**Ask questions to discover shared interests.**



## Active Listening

Some would say that if those around you are not listening, you should be louder. The thought here is that by speaking louder this will make them listen to you. Sometimes people do this without realizing it. Being louder so you just to make sure you are heard does not guarantee anyone is actually listening.

**There are many barriers that can happen which makes it hard for a person to actively listen.**

Barriers to communication can include everything from environmental distractions, the use of slang and jargons, to personal experiences and knowledge. While there are many barriers, we are going to focus on overcoming them.

**Want a more in-depth conversation on communication skills?**

Look into taking our “Say What?” interpersonal communication workshop!

What is *active listening*?

Active listening is when you listen with all your senses. You also give the speaker your full attention and show interest. It may seem easy, but true listening takes effort. It is one way we can begin to overcome these barriers.





# Active Listening in Action

**Directions:** Use this page to identify and define the steps that promote an active listening environment.

- 1
- 2
- 3
- 4
- 5



# Conflict

**Directions:** Use the space below to answer the following question.

## What is *conflict*?



**Conflict occurs when two or more parties believe that what one person wants is incompatible with what the other wants.** When handled with the right attitude and active listening skills, conflict can yield positive results, such as:

- Learning useful information (about the other person's perspective or situation).
- Long-standing problems surface and are dealt with (especially in families).
- Relationships and communication can improve.
- Defining and differentiating essential and peripheral issues.

Characteristics of conflict:

- ✓ It's inevitable.
- ✓ Most people are afraid of it.
- ✓ It increases when change occurs.
- ✓ It can be handled constructively or destructively.
- ✓ It isn't anyone's fault.





## Positive Communication

With a positive approach, even more challenging, or negative communication methods, could be made positive. For each picture below, identify characteristics of negative and positive communication.

Negative Communication



Positive Communication



# The “Golden” and “Platinum” Rules

# Diversity and Inclusivity

**The Golden Rule**



*Treat others the way you would like to be treated*



**The Platinum Rule**



*Treat others the way they would like to be treated.*

**Directions:** Fill in the blanks as the facilitator presents the content.

The Marine Corps is \_\_\_\_\_ and we can all benefit from an inclusive environment.

You can choose to be \_\_\_\_\_ by practicing good manners and positive communication.

It is always good to set a tone of mutual cooperation rather than just asking for others to \_\_\_\_\_ .

You can be a good \_\_\_\_\_ with simple acts like picking up after your kids and pets, not parking in their drive, or walking over misdirected mail. Simple acts of kindness make a difference.

Neighbors become friends when they engage in good \_\_\_\_\_ , like observing quiet hours, informing neighbors of gatherings and waving to each other can turn neighbors into friends.

\_\_\_\_\_ involves \_\_\_\_\_ .

Set a good example by your \_\_\_\_\_ .



# Making New Friends

Another wonderful benefit of inclusivity is making new friends. Making friends can be more complicated in adulthood than in childhood; it is not always easy to get to know new people or develop the trust and affection that make for a lasting friendship. Jot down some tips below:

Exercise or join an installation sports team.



Volunteer and get involved in community events.



Continue your formal education.



# Glossary of Key Terms

<b>Active Listening</b>	Listening with all your senses. A specific practice involving paying attention to the speaker, paraphrasing what they have said, and reserving developing a response until you have clarified their message.
<b>Body Language</b>	Facial expressions, body position, and other non-verbal communication cues.
<b>Conflict</b>	A barrier to communication that occurs when two or more parties believe that what one wants is incompatible with what the other wants.
<b>Communication</b>	The process of sending a message between a sender and receiver. This involves both verbal and no-verbal communication.
<b>Diversity</b>	(noun) The condition of having or being composed of differing elements, variety.
<b>Golden Rule</b>	Treat others the way you would like to be treated.
<b>Inclusion</b>	(verb) How we welcome, engage, and connect with one another.
<b>Platinum Rule</b>	Treat others the way they would like to be treated.

# Notes

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by providing the skills and resources necessary to navigate the military lifestyle



# Investing in Your **Community**



## Participant Guide

# 10



L.I.N.K.S.  
Lifestyle. Insights. Networking. Knowledge. Skills.



This book belongs to:

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# Module Objectives

Investing in the local community both inside and outside a Marine Corps Installation is very important to all members of the family. This module stresses the importance and benefits of becoming involved in the community and encourages participants to discover the opportunities available every time they move. Each Marine Corps Spouse brings something special and unique to this community; our community. Volunteering and connecting with a mentor, whether it is formal or informal, can be a key part of furthering personal success.



At the end of this module the participants will be prepared to:

- understand the value of investing in their Marine Corps community,
- identify who to contact for on and off base volunteer opportunities,
- name three ways to overcome roadblocks that may limit volunteering,
- list new volunteer opportunities in the community, and
- identify non-traditional ways to get involved in the community.

# Your Community

Use the space below to reflect on the *Making Connections* activity. Did you build new connections? Did this surprise you? How can you connect in a new way within your community?



You are an important part of this community, with talents and knowledge to share as well as skills and friendships to grow!



Investing in your community can look like many things, from the small act of welcoming a neighbor to becoming a lead volunteer in your chosen focus. It doesn't have to be a grand gesture, but something small that matters to you. Investing in your community is another way of saying, "bloom where you are planted!" You may not see full blooms from the seeds you planted while you are in a community, but many who follow will reap the benefits.

# Benefits of Investing

## **Being invested in the community helps you find your group or your 'family.'**

The great thing about being truly invested and connected to your community is that it is mutually beneficial. You build up the community and the community builds you up. Learn about your community by reading the local newspapers, attending community functions and your Marine's command functions, and visiting interesting places in your area. Introduce yourself to others. You could even start a hospitality committee in your neighborhood or with your Command.

**Directions:** Follow along and fill in the blanks as the presenter discusses ways to invest in your community.



**Sometimes the best way to get started is with a \_\_\_\_\_.**

A mentor is an experienced and trusted advisor. In the professional world, a mentor is usually a more experienced professional who may or may not be someone who is in your field or has life experience and can offer you guidance, advice, and assistance from a real world point-of-view.



**L.I.N.K.S. allows you to \_\_\_\_\_ with new people and help them find the information they need to thrive in this lifestyle.**

The support of other military spouses who can relate to what you are experiencing can truly help.



**Good feelings and a sense of \_\_\_\_\_ occur when you can help and give back to your community.**

Learning something new not only broadens our horizons, but broadens our \_\_\_\_\_ too!

When you are invested, you help \_\_\_\_\_.

It could take years to see the help or it could be immediate. From fostering a kitten to taking the time to help someone find their way around a new installation, \_\_\_\_\_ have the power to make a difference.



Sometimes when we connect, network, or volunteer, it could help you find your \_\_\_\_\_.

Volunteering at a children's program might guide you into social work. Connecting to an organization could show you that you have a passion for non-profits. Sometimes by giving our time and energy in this military life we are given opportunities we never had before.

**Share a time when you helped others and felt those positive effects.**



**For those that are looking for professional growth, being invested is an excellent way to assist with that.**

This could be networking at events, volunteering, or gaining a pulse on what jobs are needed in your location.

**Volunteering lets you get your foot into an industry you may be passionate about.**

The skills, time, and responsibilities you hold when you volunteer are items that build your resume for future job opportunities! If you are unsure on how to incorporate that information into your resume, be sure to reach out the Family Member Employment Assistance Program (FMEAP)! You can always schedule a one-on-one or attend a class to properly highlight all your hard work!

# Breaking Through

You may want to get invested in your community, volunteer, or help a friend, but sometimes there are obstacles or roadblocks that get in the way. With a positive attitude, a small contribution to your community will make a difference in the life of others, as well as yours! Let's explore how you may overcome these obstacles using the organizer below.

---

**Obstacle****Ways to Overcome the Obstacle**

---

**Time**

---

**Intimidation**

---

**Apathy**

---

# Finding Your Volunteer Opportunity



When you begin your volunteering search, a Volunteer Coordinator can assist you. They have a pulse of the local area's on- and off-base volunteering opportunities. They are happy to sit down with you and discuss your volunteering goals and limitations to find the most fulfilling experience for you!

**Directions:** Fill in the contact information for Volunteer Coordinator, DRC/URC, and FRA/FRCTA below.

Who is my  
Volunteer Coordinator?

Who is my  
DRC/URC?

Who is my  
FRA/FRCTA?

Getting involved can sometimes be intimidating. Think about asking a friend to join you when you visit the volunteer coordinator or suggest a volunteer opportunity to your Deployment/ Uniformed Readiness Coordinator, Family Readiness Assistant, or Family Readiness Command Team Advisor.

Remember your role as a volunteer is entirely up to you; be creative, follow your passion, and have fun with it!

# Volunteer Opportunities

Each installation and location has its own vast array of volunteer opportunities. Volunteer opportunities can be found for most every interest. Please see disclaimer on page 15.

<b>ORGANIZATION</b>	<b>POSSIBLE VOLUNTEER OPPORTUNITIES/SKILLS</b>
<b>MCFTB/MCCS</b>	Admin Assistant; L.I.N.K.S. Mentor (in front of the group or behind the scenes)
<b>YOUR UNIT</b>	Family Readiness Command Team Advisor; Family Readiness Assistant; administrative help; single day volunteer for events with set up, take down, planning, cooking, outreach
<b>EXCEPTIONAL FAMILY MEMBER PROGRAM</b>	Admin Assistant; event assistance
<b>CHILDREN AND YOUTH PROGRAMS</b>	Coaching youth sports; admin Assistant; event assistance
<b>NAVY MARINE CORPS RELIEF SOCIETY</b>	Financial assistance; admin assistant; event assistance; crafting/knitting/crocheting
<b>RED CROSS</b>	First Aid; admin assistant; event assistance; outreach; youth and teen leadership; blood drives; emergency support
<b>USO</b>	Admin assistant; event assistance; outreach; coordination
<b>YMCA</b>	Admin assistant; event assistance; outreach; coaching
<b>ANIMAL SHELTERS</b>	Admin assistant; adoption event assistance; outreach; fostering animals; caring for animals at the shelter; cleaning
<b>RELIGIOUS ORGANIZATIONS</b>	Admin assistant; event assistance; outreach; teaching both kids and adults; food drives
<b>MUSEUMS</b>	Admin assistant; event assistance; outreach; docents; tours guides
<b>ARTS ORGANIZATION</b>	Artists; musicians; admin assistant; event assistance; outreach
<b>HOSPITALS</b>	Visiting the sick; bringing therapy dogs; admin assistant; event assistance; outreach

# Virtual Volunteering

So, how do you make a difference from the comfort of your own home? We've got a few ideas to help you decide. No matter your passion, you're sure to find something that piques your interest. Please see disclaimer on page 15.

## Smithsonian Institute

<http://www.si.edu>

- The Smithsonian Institution is the world's largest museum complex. Virtual volunteers are used on two main projects; updating Wikipedia pages and transcribing historical documents.

## Red Cross

<http://www.redcross.org>

- Red Cross utilizes volunteers to monitor online discussions to find people and areas that need assistance or share updates on social media.

## United Nations

<http://www.unfoundation.org>

- The UN connects volunteers with organizations worldwide that need assistance with editing, translation, technology services, research, and advocacy.

## Amnesty Decoders

<https://decoders.amnesty.org>

- A global network of volunteers that help by researching and exposing human rights violations.

## Catchafire

<https://www.catchafire.org>

- Catchafire makes it easy to "give what you're good at". It allows talented professionals to give their skill to mission driven organizations in need.

## Translators without Borders

<https://translatorswithoutborders.org>

- Translators from around the world offer language and translation support for humanitarian and development agencies and non-profit organizations globally.

## Be My Eyes

<https://www.bemyeyes.com>

- Through an app, volunteers are connected with blind and low-vision people to provide visual assistance.

## Bookshare

<https://www.bookshare.org>

- Contribute skills and passions to help people with print disabilities read by scanning, proofreading, and describing images.

## Career Village

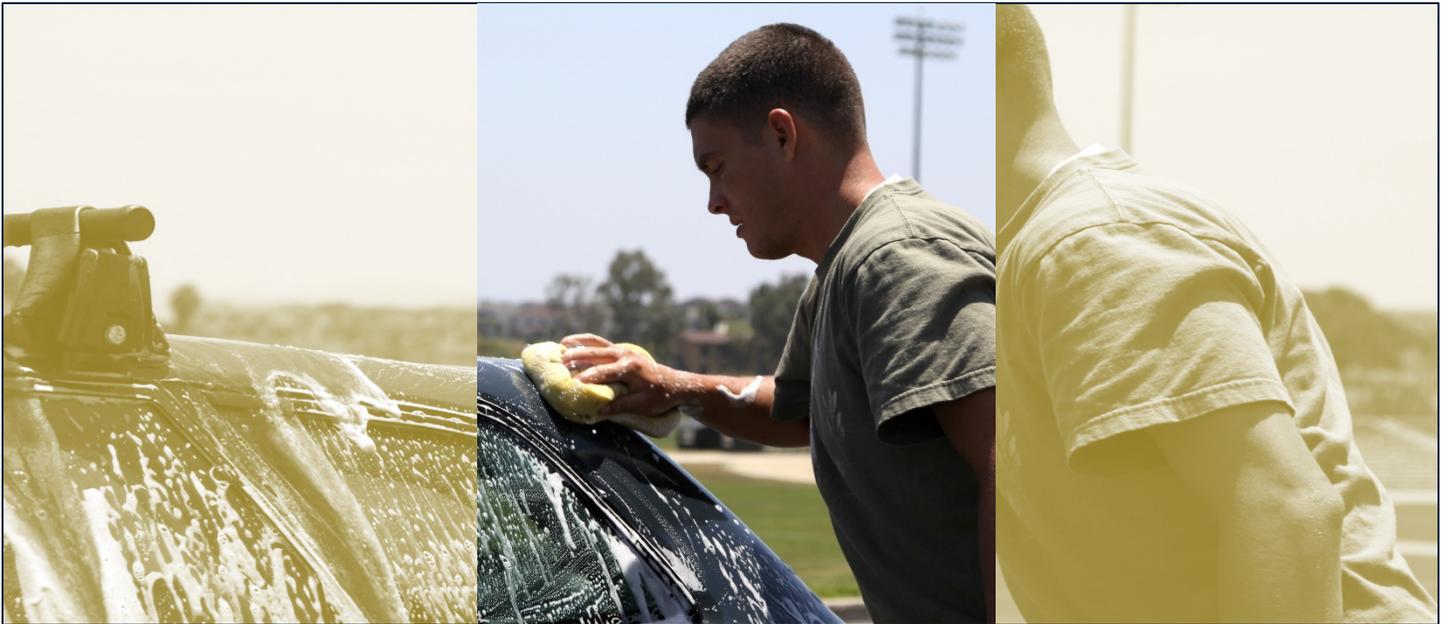
<https://www.careervillage.org>

- Provide personalized career advice and guidance to students and those just getting started in their career.

## Adopt a Nursing Home

- This can be done in your local community or with the help of the internet all over America. Reach out to the retirement home and plan virtual interactions. They would love to hear you sing, see you dance, play instruments, or just have a conversation. Not into performing? These communities also love cards and art. It makes for a great at home art class project.

# Non-Traditional Volunteering



Investing in your community is similar to using jumper cables to start a car. It allows you to share energy with others or give them a boost! Investing means many things and volunteering doesn't have to look how you may expect! In addition to volunteering, gestures of friendship are an excellent way to invest. Baking cookies for a new neighbor, inviting newcomers to dinner or dessert, taking a meal to a friend in need, babysitting for a friend, driving a friend to an event, or planning a neighborhood block party can increase your sense of community!



## **Check in with Neighbors and Friends**

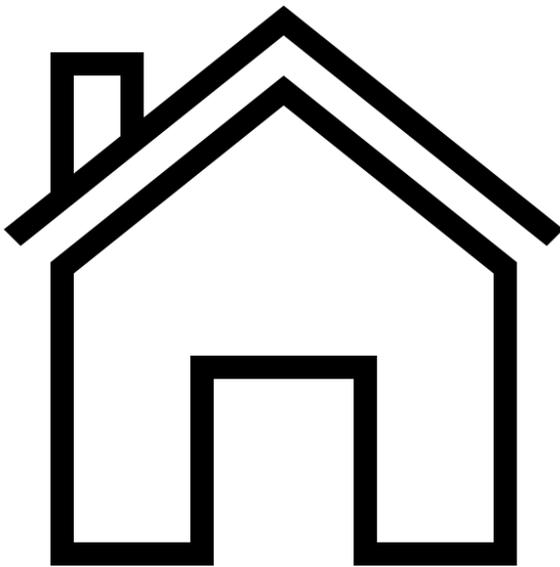
If you have new neighbors, you can be the welcome wagon with a tray of cookies. If you know your neighbors and you're making a run to the grocery store, check in to see if they need something. A parent with little ones will surely appreciate a bag of cereal and milk showing up on their doorstep rather than taking everyone out to the store.



## **Organize or Participate in a Bear Hunt**

Across the nation, front windows and porches are being decorated with stuffed animals. Families are using these small touches to spark conversations and increase interests as they walk for exercise through their communities. Do you have a bear hunt happening in your neighborhood? If not, contact your neighbors and let them know about the hunt.

# Invested and Involved: Outside the Box!



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Maybe you are looking for a way to get involved but you are not quite ready to volunteer. The Marine Corps Community offers resources that can support your individual interests and hobbies. Here are a few examples:

- **Movie Buff** - Libraries have free movies; discounted base theater
- **Yoga Master** - Base gyms with free access and the education center can help you learn about certification
- **Social Butterfly** - Base clubs with special events; engaging with installation entertainment
- **Car Connoisseur** - Base auto hobby shops; library virtual content; education center guidance on schools that teach automotive repair
- **Outdoor Explorer** - Outdoor Recreation centers; Marine Corps camp sites, Information Tours and Travel (ITT)

Being invested in your Marine Corps Community allows you to stay connected to all the things that could be fulfilling.

---



Before we close out for the day let's share how you could start investing in your community today, this week, or this month!

# Glossary of Key Terms

<b>Mentor</b>	An experienced and trusted advisor.
<b>Volunteer</b>	An individual donating their time to a cause.
<b>Volunteer Coordinator</b>	The individual who has a pulse on all things volunteer related in and around your community

## **Full Disclaimer-**

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# Notes

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