

# BE PREPARED



Vol. 47, NO. 39 Published in the interest of Fort Huachuca personnel and their families October 4, 2001



## Army Community Service for help when you need it!

*The information contained in this publication is not original to the writer, but simply a compilation of information gathered from family readiness group leaders, commanders, first sergeants, as well as training materials provided by the Army. It is hoped that by providing the information in this pullout that it will be of practical use for you, the reader. I would encourage you to keep this special section for future reference. For more information or to develop a training schedule for your units, call Gail Mortensen at Army Community Service at 533-2330.*

Army Community Service programs improve soldiers and their family's well-being, by helping them meet the challenges of military life. Because stable families make for a stronger military, ACS can help you gain the skills to help yourself. ACS offers programs to meet a wide range of needs. When families have the support they need, soldiers are more likely to stay in the Army.

The ACS team is ready to help, with a number of programs:

- **The Information, Referral and Follow-up Program** provides information on many military and civilian resources like legal and financial.

- **The Outreach Program** brings services to those who need them most. It promotes self-reliance in isolated families, first-term soldiers and their families, families separated as a result of military duty and single parents.

- **The Family Advocacy Program** helps to build stronger families and helps prevent child and spouse abuse. A goal to help ease stress, can allow families to learn healthy ways to cope. Parent support programs help new parents and families understand child development, adolescence, and other family issues.

- **The Exceptional Family Member Program** assists families with members who have special physical, emotional or intellectual needs. Information, placement and referral services can help families use military and civilian special education services and health services. Advocacy helps families understand their rights and stay informed of available services. Recreational and cultural activities allow people with special needs to get exercise, education, and

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## Frequently asked questions

*MWR Release*

### Should I go back to my hometown or back to live with my parents while my soldier spouse is deployed?

Whether to move from the installation to another area is up to the family, however, there are some things to think about before making the decision. Although being near extended family is a great comfort, some spouses who have moved have later reported that they faced some challenges that they had not anticipated – such as social isolation, lack of understanding from the civilian population and readjustment to living near mom and dad again.

Many spouses found it easier to stay in touch with what was happening to the deployed spouse if they stayed on the installation and found mutual support with spouses who were in a similar situation. There may also be financial burden that may occur if a family moves during a deployment. The important thing is to take the time to think through all the possible problems as well as the potential benefits and talk about it as a family.

### How do I know if what the Family Readiness Group phone tree caller is telling me is the right information?

When official information from the commander is relayed through the FRG phone tree it is read line for line by the key caller. Nothing is added or changed, so you know you are getting accurate information. It is important to know that casualty notification will never be handled through the FRG phone tree. The notification is done in person by the commander and chaplain. The commander will, however, enlist the support of the FRG to help the family through this time with emotional support and help with everyday needs that may arise.

### I'm worried about my kids – what should I do?

The most important thing for children is to try to maintain your normal routine as much as possible. Children are reassured by routine. Also, watch for signs of stress and be ready to listen. Sometimes feelings children are having may manifest themselves in “acting out” type of behavior. There are some very good websites that deal with

this issue.

### I've never been part of a FRG, why should I bother now?

FRGs are a very good way of communicating with the chain of command and chain of concern. It helps you to receive the emotional support and assistance you may need. FRG representatives are able to access community resources and help you find the assistance you need. FRG's are an excellent way of keeping up to date on what is going on in the unit.

### What if I don't know who my FRG leader is?

Call your unit and ask who the company FRG leader is or let the unit know you would like to be contacted by the unit FRG leader.

### What if something goes wrong during the time my spouse is deployed?

Make absolutely sure you fill out the emergency contact information sheet that has your deploying spouses' social security number, unit, unit telephone number, etc.

It is difficult to provide assistance if you don't have the information required. The sheet is a convenient place to keep the information.

One of the most important things to do is to sit down with your spouse and go through the Readiness Inventory Separation Checklist before deployment to make sure you know where things are and what to do. Minor things like knowing which mechanic to take the car to if it should break down, what is the schedule of bill paying, etc. can make things run much more smoothly while the soldier is gone.

Things like pay problems can be dealt with through the rear detachment commander and the FRG is a wonderful source of information to help you get you the help you may need.

Army Community Service is also a good source of help.

## Legally deployable? Ensure your legal affairs are in order now

*By 1st Lt. Christian Deichert  
OSJA*

The recent terrorist attacks have significantly increased the chance that soldiers will deploy in the near future. You, the soldier, need to ensure that you are legally prepared now so that when the order comes down everything is ready. Although your unit's Soldier Readiness Processing is designed to take care of pressing legal issues, you can save time and stress by being prepared ahead of time. These are some of the legal areas you need to consider.

### Wills

A will is a legal document that states your desires concerning the disposition of your property upon your death. Do you need a will? Not everyone does. If you die without a will the distribution of your property will be in accordance with the laws of your state of legal residence. But don't worry; the state will not inherit your property. The only way the state would get your property is if you die with absolutely no relatives. In other words, if you die without a will the order of distribution of your entire estate will typically go as follows: spouse, children, parents, siblings, etc.

If you need to get a will, or you need to make changes to your will, you'll have a chance to do so at an SRP. However, you don't necessarily have to wait until the last minute. If you have a will, pull it out and take a look at it and make sure that it still reflects your wishes. If you don't have a will, think about how you want your property and assets to be distributed and write your thoughts down. Whether you make an appointment or stop by legal during an SRP, it will make the process much easier.

### Powers of Attorney

A Power of Attorney is a written instrument that allows you the “principal” to authorize your agent who acts as your “attorney-in-fact” to conduct certain business for you. It is

one of the most powerful legal documents that you can give to another. There are two types of POA: “general” and “special” or limited.

A general POA gives your agent very broad powers to act on your behalf; and a special POA limits your agent's authority to act only on certain listed matters. Every act performed by your agent within the authority of the POA is legally binding upon you. Since a POA is such a powerful document, give it only to a very trustworthy person, limit the authority you grant whenever possible, and only give a power of attorney when absolutely necessary.

Making a general Power of Attorney is an important action with serious consequences. Your GPOA gives someone else the legal authority to act on your behalf—to do anything that you could do. With a GPOA, your agent can for example rent or buy a house with your money, borrow money that you must repay, sell your car, sue someone for you, or remove all funds from your bank account. Your agent can legally bind you. While a GPOA can be very helpful, it can also be very dangerous. Here are some things to keep in mind:

Limit the power you give away to only what is necessary. If you need someone to perform only specific tasks for you, then you don't need a GPOA. Get a special Power of Attorney—one that will authorize your agent to perform only those specific tasks. We can help you prepare one.

Limit the duration of your Power of Attorney to no longer than one year or a shorter period. Don't set the expiration date longer than you will need your agent's services, and don't give the Power of Attorney before it will be needed.

Make sure your agent is someone you can trust. If you lose trust in your agent, talk with a legal assistance attorney about revoking your Power of Attorney.

Finally, be aware that a person or business may accept or acknowledge your POA, but they are not required to do so. It is entirely within their discretion.

You will have an opportunity to execute a Power of Attorney at an SRP or alternatively, stop by the JAG office Legal Assistance Division from 1- 3 p.m. any afternoon except Wednesdays.

### Family Care Plans

Make sure your dependents will be taken care of. All Army single parents and dual military couples with children are required to implement a Family Care Plan before they can deploy. If this applies to you, you should complete a plan as soon as you can to provide for your dependents while you are deployed. All married soldiers who have dependent family members are encouraged, even if not required by regulation, to complete and maintain a Family Care Plan. Your unit commander must approve your plan before you can deploy. For further information please review the detailed article on Family Care Plans also printed in this deployment supplement.

### Life Insurance and SGLI

Make sure your Servicemembers' Group Life Insurance and private life insurance policies are up to date. SGLI is the largest asset that many young soldiers have. Unlike with a will, the beneficiaries you designate in your insurance policy do not change unless you make the change. If you got married, divorced, or had children since you designated a beneficiary, you may find that your wishes have changed. You will receive an SGLI briefing during your SRP, but it is your responsibility to make any necessary changes in any private life insurance policies you own.

### Upcoming legal actions

If you have an upcoming court date or pending legal action against you, be sure to speak with a Legal Assistance attorney. The Soldiers' and Sailors' Civil Relief Act may pro-

**See Legally, Page B2**



# Operation Noble Eagle - Be Prepared



## Family Care Plans, know rights, responsibilities to family members

### JAG Release

With deployment a distinct possibility for soldiers here at Fort Huachuca, it is vital that you know your rights and responsibilities to those family members remaining behind. Here are a few pointers on family care plans to ensure that in the event that you are deployed your loved ones will be taken care of in your absence.

#### What is a Family Care Plan and why is it important?

A Family Care Plan is the means by which a soldier plans in advance for the care of his family members when the soldier is deployed, or on temporary duty status, or otherwise not available because of military duty. It is an essential part of military readiness. Soldiers must be available for duty when and where the needs of the Army dictate – without interference of family responsibilities. Deployments frequently are sudden, leaving a soldier little time to make on-the-spot arrangements for family member care. A Family Care Plan prepares the soldier and the family in advance for the soldier's deployment and reassures a deployed soldier that everything is taken care of at home, minimizing family-related stress and enabling the soldier to concentrate more fully on his or her mission.

#### Who is required to have a Family Care Plan?

Generally all soldiers who have dependents and are either single or part of a dual-military couple must have a Family Care Plan. The requirement for a Family Care Plan applies to both active and Reserve Component soldiers, regardless of grade. AR 600-20, paragraph 5-5b, lists the specific categories of soldiers for whom a Family Care Plan is mandatory. A Family Care Plan also can benefit other soldiers, however. Although not required to do so, all married soldiers who have family members as well as emergency-essential Department of the Army civilians are encouraged to prepare a Family Care Plan.

#### What must be included in a Family Care Plan?

A soldiers' chain of command should first counsel him or her on the need for a Family Care Plan and then provide the following documents.

· DA Form 5305-R, *Family Care Plan*, is the form on which the soldier explains and documents the specific measures he has taken to ensure that his or her family is cared for during his or her absence.

· DA Form 5841-R, *Power of Attorney*, is the legal means by which the soldier gives another person the legal authorization to care for the soldier's dependent children and to make important decisions regarding the children on behalf of the absent soldier-parent. The soldier may use a special POA for child custody prepared by the JAG Office in lieu of DA Form 5841-R. We recommend that the soldier prepare the Power of Attorney in advance but wait until deployment to sign and notarize it and deliver it to the guardian. Soldiers must use the utmost care and consideration in designating guardians for family members. Guardians must be persons to whom the soldier can entrust the welfare of his or her children or other family members. Guardians should be persons who will be immediately available in the event of an emergency and will be able to exercise their responsibilities for extended periods of time, if necessary. The guardian chosen should not be another soldier who may be deployed or mobilized.

· DA Form 5840-R, *Certificate of Acceptance as Guardian or Escort*, must be completed and signed by the guardian in the presence of a notary. The guardian then returns the form to the soldier. The form proves that the guardian has agreed to accept the responsibility of caring for the family members of a soldier and has been provided all necessary legal authority and means to do so. The form also serves as verification that the Guardian has been thoroughly briefed by the soldier on all of the responsibilities he will assume, the locations of pertinent documents and the procedures for accessing military and civilian facilities and services on behalf of the soldier's family members.

· DD Form 1172, *Application for Uniformed Services Identification Card DEERS Enrollment*. The Family Care Plan must contain one ID card application, signed by the soldier, for each family member. Ensuring that each family member can obtain an ID Card guarantees their uninterrupted access to military benefits and privileges while the soldier is absent. AR 600-8-14 requires ID Cards to be issued for children under age 10 who live with a single parent or dual-military couple.

· DD Form 2558, *Authorization to start, stop, or change allotment, for Active Duty or Retired Personnel*, is prepared in advance, but not executed by the soldier until deployment. The form initiates an allotment from the soldier's military pay to provide for the care and support of his or her dependents in his or her absence — usually the easiest and most secure way of ensuring that money is available to meet the family members' needs.

The soldier also should consider establishing a bank account, to which the named Guardian has access, for payment of the allotment. Consult with officials at your bank to determine the

best way to establish such an account. The soldier may provide other proof of financial support arrangements for the care of dependent family members in lieu of DD Form 2558.

Letters of instruction, executed by the soldier, which contain additional personal information for the guardian. Information commonly provided in letters of instruction includes forms authorizing the guardian to obtain access to the military installation and to basic military services such as the Commissary and the Main Post Exchange on behalf of the soldier's family members (necessary application forms may be obtained at all Commissary/AAFES offices) and information relating to family member medical needs, such as the names and addresses of physicians, dentists and other health care professionals; locations of current medical, dental and immunization records; and prescriptions for medications required to treat a family member's allergies or other conditions.

The letters of instruction also should include forms and papers pertaining to the deployed soldier's legal affairs, such as a list of social security numbers for all family members; information as to the locations of insurance policies, bank accounts, safety deposit boxes and other important papers; instructions for driver's license and automobile registrations that may expire while the soldier is away; and arrangements for any taxes that may come due while the soldier is away. A Power of Attorney authorizing the guardian or some other responsible person to sign, execute and file income tax returns on behalf of the soldier and an authorization allowing a responsible individual to obtain a copy of the soldier's W-2 also should be included.

Most importantly, a copy of the soldier's will should be attached to the letters of instruction. The attached checklist lists important documents that your family may need should you deploy and may assist you in gathering other information to included with the letter of instruction.

· DA Form 5304-R, *Family Care Plan Counseling Checklist*, documents that the soldier has been counseled by his or her commander and is aware of the requirement for a Family Care Plan and the documents it must contain.

#### How often must I renew my Family Care Plan?

Your Family Care Plan must be revalidated by your commander annually, or after any change in your personal circumstances that require a change to the plan, or whenever a soldier is mobilized, deployed or processed for pre-deployment.

#### What about dual-military couples?

The same Family Care Plan should be submitted by both members of a dual-military couple, neither service member should be identified in the plan as the temporary or long-term guardian of the couple's family members.

#### What about pregnant soldiers?

A pregnant soldier must complete and obtain command approval of a Family Care Plan not later than 60 days before the expected date of the child's birth.

#### Who approves my Family Care Plan?

Your unit commander is the sole approving authority for your Family Care Plan. Before granting his or her approval, the unit commander will evaluate your Plan and must be satisfied that it meets all of the requirements of AR 600-20 and appears to be workable. The commander may test the validity of your Family Care Plan, to include contacting the designated guardian prior to approving your plan. If your Family Care Plan is disapproved, you will be given 30 days to submit a new, more acceptable Plan for the commander's review and approval.

#### Who keeps the Family Care Plan?

The unit maintains the original Family Care Plan in a soldier's local file. The soldier, his or her family, and the designated Guardian all should have complete copies of the plan, however.

#### Whose responsibility is it to carry out the Family Care Plan?

It is the soldier's primary responsibility to implement the Family Care Plan. The Plan may be implemented any time conditions warrant. When operational or security considerations prevent the soldier from implementing the plan himself, it will be used by the appropriate military or civilian authorities to arrange care for the soldier's family members

(Editors note: This article is provided by your JAG Legal Assistance Office. Visit us on the web at <http://huachuca-www.army.mil/usag/sja/legalassistance/> or call 533-2009 for an appointment. Legal advice may not be given over the phone.)

### Legally from Page B1

vide assistance in these areas. At the very least, it can usually postpone an action until you can appear in court. Moreover, the Act can prevent default judgment from being entered against soldiers.

### Generally

All of the steps listed above require some kind of paperwork. Make sure that all of your important legal documents are safely kept in one place. Also, make sure that your loved ones know where these documents are and can access them in case of an emergency.

We here at Legal Assistance are here to help you with matters like these, but please remember that we support the entire installation. The more prepared you are when you come to us for help, the better we'll be able to help you and your fellow soldiers.

(Editors note: This article is provided by your JAG Legal Assistance Office. Visit us on the web at <http://huachuca-www.army.mil/usag/sja/legalassistance/> or call at 533-2009 for an appointment. Legal advice may not be given over the phone.)

**United We Stand!**

## US Army offers many support services

### MWR Release

#### Family Readiness Group, Have You Joined?

Family Readiness Groups in the past were known as Family Support Groups and remain an integral component in family readiness. FRGs provide a network of communication between family members, the chain of command, and community resources.

The purpose of any FRG is to encourage self-sufficiency among its members by providing information, referral assistance, and mutual support. The FRG achieves family readiness by providing an atmosphere and an agenda of activities, which build cohesiveness among unit members. FRGs encourage self-reliance. Functions of an FRG may include:

- Welcoming new families
- Developing and providing copies of telephone trees to all FRG members (within the restrictions of the privacy act)
- Assisting family members to focus and understand the units mission
- Providing social and emotional support
- Sponsoring briefings through out the deployment/mobilization/redeployment process
- Providing information and referring families to appropriate agencies
- Participating in development of planning for redeployment, deployment, and reunion activities

There are many ways to get involved in your unit's FRGs. Some volunteer positions may include FRG leader, the key contact per-

son to activate the telephone tree which is the vital way correct, important information gets to family members, treasurer, newsletter editor, welcome/hospitality, child care coordinator, special events organizer, refreshments, health and welfare, publicity and family readiness group members. These roles can be tailored to fit your unit needs.

There are countless activities for your FRG to get involved in, such as holiday parties, "hi honey" videotape to send to soldiers, personal development workshops, and care package assembly. A very rewarding activity is to adopt a local charity such as an orphanage, hospital, nursing home, shelter, school, etc. Or consider trying a volksmarch or fun run. It will keep you active and burn off excess energy. Get out and see the local area as a group. Then when your soldier returns you can be a "tour guide" showing them the points of interests. The most important activity is to be involved. FRGs are important to you and the community, so get involved in yours today.

**The Alcohol and Drug Control Office** strives to educate the entire military community, including family members and Department of the Army civilians, on alcohol and drug abuse and personal roles in rehabilitation and prevention. Often the Alcohol and Drug Control Office coordinates enforcement and command referral with individuals who may have a drug or alcohol problem.

**The American Red Cross** assists with communications between the soldier and his/

her family in emergency and compassionate situations. It provides emergency financial assistance and many volunteer service activities. Programs often include youth, as well as adult courses in health, nursing, safety, first aid and swimming.

**The career counselors** provide current information and explanations on prerequisites for reenlistment, selective reenlistment bonuses, and reenlistment options. They are also a good source of information about service benefits and programs.

**The chaplains** work closely with support activities in the community. Unit Chaplains provide pastoral counseling, visitation, and worship opportunities, personal sacramental rites and ordinances according to their denominational affiliation. Installation family life chaplains can provide a variety of special programs such as training on personal effectiveness or parenting skills, couple's communication seminars, religious retreats, in addition to marriage and family counseling.

**The Child Development Services** offers quality child care options with various types of services, locations, hours of operation, and fee schedules that are responsive to the needs of the military families living both on and off post.

**The Civilian Personnel Office** handles employment information and opportunities

**See Support, Page B3**

# What is Army Family Team Building, who can participate?

## MWR Release

### Fort Huachuca AFTB Mission

Our mission is to educate and train family members, soldiers and Department of the Army civilians in knowledge and skills designed to help them move successfully through the 21st century.

### Program components

Army Family Team Building has three separate tracks: One for soldiers active and reserve component; one for DA civilians; and one for family members.

### Family member training

The goal of AFTB is that volunteer family members help other volunteer family members. AFTB is a family member grassroots-driven program; it is a combination of our best, most efficient training efforts assembled by a team of family members, active and Reserve soldiers and DA civilians.

### What can AFTB do for me?

AFTB can provide information and training to help make your relationship with the military a little less confusing. Information you gain from classes will:

- Enable you to understand your benefits.
- Help you understand resources available on the installation and the community.
- Be applicable in other areas of your life.
- Be useful training on your resume.
- Provide an opportunity to meet new friends and share experiences.

### Who makes up 'America's Army'?

America's Army includes all soldiers active duty, reserve, and guard component and retired; DA civilians, and the family members of all these groups.

### Who designed the Family Member part of AFTB?

More than 75 Army spouses with demonstrated experience and interest in family member training assisted in the design and development of AFTB. They were recommended to serve in this capacity by members of the Senior Spouse Review Committee (formed in August 1992 to advise AFTB).

### How does AFTB Impact Existing Family Member Training?

The purpose of AFTB is to standardize all Army personnel and family preparedness training programs. Existing family member training can be quickly adjusted to incorporate AFTB course content. AFTB is designed to enhance existing programs that are successful or provide course material where family member training has not yet been established.

### Who runs AFTB?

This is a volunteer-run organization utilizing paid staff support. A terrific team of volunteers who serve as trainers, and administrative volunteers work closely with our great staff in order to run this program. Volunteers are involved in every matter.

### Evaluation Results

Caliber Associates conducted an independent evaluation of the AFTB program. Their aim

### Support from Page B2

concerning civil service.

**The NAF Personnel Office** handles employment information and opportunities concerning Nonappropriated Fund personnel.

**The Claims Section, Staff Judge Advocate** facilitates claims for and against the government, most often those for loss and damage to household goods. It processes the medical expense claims of soldiers and their families who receive treatment in Army facilities for conditions caused by negligent third parties.

**The Community Counseling Center** provides alcohol and drug abuse prevention and control programs for the installation. These programs are directed and coordinated by the Alcohol and Drug Control Office.

**The Community Health Nurse** provides many preventive health care services, including home and office visits, consultations, and group health insurance. The health Nurse often serves as a liaison with the civilian community health professional; and makes reference to various military health care professionals of mental health facilities.

**The Community Mental Health Service** provides assistance to soldiers and their family members through a professional staff

of secretaries, social workers, psychologists, and behavioral science specialists. They conduct counseling treatment services, psychotherapy, crisis intervention, evaluations and consultations.

**The Education Center** provides counseling services, testing services, Army Learning Center, and education programs. As space permits, family members are welcome to take classes offered by colleges at the Ed center.

**The Equal Opportunity Staff Office** is available to service members and their families for matters involving discrimination on a basis of race, color, national origin, sex and religion. It provides information on procedures for initiating complaints, guidance on what constitutes an equal opportunity complaint, and assistance in resolving complaints informally.

**The Housing Referral Office** gives soldiers counseling, guidance, and up-to-date information on local situation, both rental and sales. Soldiers are required to contact the housing referral office before entering into any off-post lease agreement. This office is responsible for receiving and processing complaints for discrimination in off-post housing.

**The Legal Assistance, Staff Judge Advocate** employs a staff of lawyers and para-

professionals. They may provide information or act as counsel in matters of contracts, debts, citizenship, adoption, marital problems, taxes, wills or power of attorney.

### Here is what they found:

A majority of students consider themselves better prepared as a result of AFTB training. There is an increase in students' confidence in dealing with a broad spectrum of tasks. There is an increase in students' awareness of the challenges of Army life and available support.

### Training

There are three levels of training, presented in individual modules.

**Level I** is a beginning level designed for family members newly associated with the military. Topics include military and community resources, terms and acronyms, chain of command and chain of concern and problem solving.

**Level II** is an intermediate level course designed for people who have some experience with the military and to develop personal skills commonly used in both the civilian and military lifestyle. This level includes leadership skills, meeting management, group dynamics, conflict management, and adapting to change.

**Level III** is an advanced level designed for people who have experience with the military and wish to develop leadership skills, interpersonal skills and learn about working with groups. Some areas covered are building a cohesive team, Aavising and mentoring, and effective media and public relations.

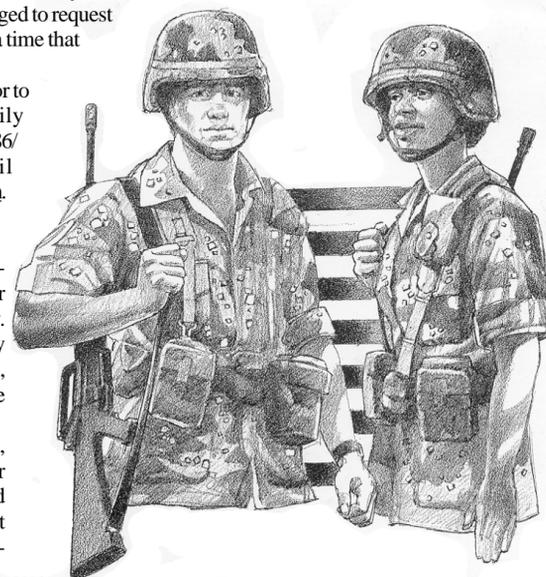
All AFTB classes are free of charge. They are open to all military and Department of Defense civilian family members of all ranks. Classes on Fort Huachuca are presented at Murr Community Center, Army Community Center, and at unit sites. There are no prerequisites, classes do not need to be taken in order, although it is recommended and individual modules may be taken outside of the complete level. Regularly sheduled classes are held day time, evenings, and Saturdays throughout the year. Also, units or groups are encouraged to request sessions for their group at a time that is convenient for them.

For more information, or to register for Army Family Team Building, call 533-3686/2330 or email [huachuca\\_aftb@hotmail.com](mailto:huachuca_aftb@hotmail.com).

### AFTB Schedule

**Level I**, 16-18 Oct. 16-18, from 9 a.m. - noon, Murr Community Center. Nov. 27-29, from 6-9 p.m., Army Community Center. Dec. 1, from 9 a.m. - 3 p.m. at the Army Community Center.

**Level II**, Oct. 22-25, from 9 a.m. - noon, Murr Community Center and Nov 6-9 from 6-9 p.m. at the Army Community Center.



seling, abortion or adoption referral, and parent or child management assistance.

**The Veterinary Clinic** offers veterinary services for privately owned animals, such as immunizations and health certificates. Animals housed on post need to be registered with the post veterinarian.

## Army Community Service

*Below are just a few of the pamphlets available. To obtain a copy simply stop by ACS.*

Making the Most of FSG's

Living in a Military Family

Meeting the Challenges of Deployment

Managing Money (the Basics)

Loss and Change in the Military Family

Making a Family Budget

Parenting Your Young Children in the Military

Effective Discipline for Military Families

Deployment and Reunion

About Deployment

About Mobilization



## Humane Society urges military to make arrangements for pets during deployment

### HSUS Release

WASHINGTON - In the aftermath of the Sept. 11 terrorist attacks, many military, reserve and national guard personnel face potential deployments. Such an event affects all military family members, including family pets.

Service personnel may feel that they need to relinquish a beloved pet in preparation for a call to duty. The Humane Society of the United States encourages military personnel to arrange for temporary care of companion animals by family or friends and to resist relinquishing cherished pets to shelters in the event they are deployed.

The HSUS offers suggestions for military personnel trying to keep companion animals in the family while they serve their country fighting terrorism:

• Make arrangements for a family member or friend to care for your pet in your

absence.

• Have a written agreement outlining the pet care arrangement. Issues to consider include what happens to the pet if the caregiver can no longer keep the animal, who is liable for damages done by the pet, what happens if you don't reclaim your pet, and what happens if the pet is injured, becomes ill, or dies in the temporary home.

• Complete a pet personality profile to assist the caregiver in understanding your pet's particular needs.

• Ensure your pet is up-to-date on vaccinations and provide the caregiver with veterinary records.

• Outfit your pet with a collar and tag with the temporary caregiver's contact information. Make sure your pet is wearing a rabies tag or license as required by law in your community.

• Leave contact information on how to reach your veterinarian. Make arrange-

ments for handling payment of routine and emergency medical care.

• Provide money for food, grooming and other routine needs.

• Have you pet spayed or neutered to avoid behavioral problems and adding to the pet overpopulation problem.

Betsy McFarland, program manager for animal sheltering issues at The HSUS, said, "Because shelters already stretch resources to the absolute limit to care for current populations of unwanted animals, we hope that military personnel will consider relinquishment to a shelter only as a last resort.

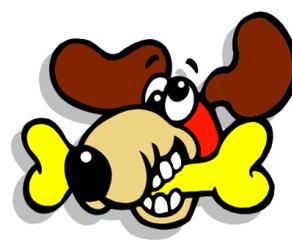
"Family and friends can step in to provide care, or shelters may be able to give information on assistance programs designed to aid those called for duty with veterinary expenses, food and supplies."

She added that it is never acceptable to simply "set free" a pet, "They are ac-

customed to human care and cannot survive without it."

The HSUS provides downloadable samples of pet care agreements, pet personality profiles and a checklist for military pet owners on its website.

For more information, call 202-452-1100 or visit The HSUS on the Internet at [www.hsus.org](http://www.hsus.org).



**ACS from Page 1**

enjoyment that may not be available elsewhere. Respite care gives families a needed break from the added challenges of having a family member with special needs. It is a fact that moving a lot can make it difficult for family members to find work.

**•The Employment Assistance Program**  
Topics range from interviews, assistance and counseling to define your interests and assess your skills. Workshops are offered to improve job search skills covering topics such as resume writing, networking, interview skills, or information on career opportunities. They offer skills training providing classes in the area of typing, computing and short hand. You will find job listings and referrals for jobs that are on or off post, full or part time, paid or volunteer, training programs may also be listed. There may also be a special Youth Program set up to assist young people with finding sum-

mer or part time jobs.

**•The Relocation Assistance Program**  
can help make a military move a lot smoother counseling with a relocation expert who can help you plan your move. They provide practical and emotional assistance before, during, and after a move.

Bicultural families can get help for members who need to adapt to a new culture. Information on major military installations worldwide are available through a computerized system called Standard Installation Topic Exchange Service.

RAP holds briefings, orientations, and workshops on duty stations around the world. A lending closet can provide needed household items until your personal belongings arrive. They are there to assist in planing for emergency moves with help with housing, finances and other problems related to an unexpected move.

**•The Consumer Affairs and Financial Assistance Program** can offer help in many ways. Basic education covers credit, banking, money management, consumer rights, insurance and other financial matters. Debit assistance may involve help with contacting creditors and setting up a repayment program or resolving consumer complaints.

Financial counseling can assist with budgeting, record keeping, and taxes. Financial planning can be a big help with, transition assistance, retirement, permanent change of station, deployment, and large purchases.

These programs are in place to assist before things get out of hand, but in the case you need emergency assistance, ACS can help locate emergency fund though Army Emergency Relief, the American Red cross they may also help with food basics from the ACS food assistance program.

**•Deployment and Mobilization Assistance** is an essential program at ACS for soldiers and their families to manage separations before, during, and after, they occur. Readiness is on-going and plays a vital role in today's Army. Training is offered through Operation Ready which stands for Resources for Education About Deployment and You. READY materials are used to train soldiers, family members, commanders, unit leaders, family support groups, rear detachment personnel, and Reserve Components family program staff and volunteers. Support is available through family support groups, ACS programs, services, and activities. The FACs are the hub of information and assistance during mobilization and deployment. It is always a good time to learn what programs ASC has to offer and take advantage of the many services that are available. Remember ACS programs are here to help you, and you help make today's Army strong.

## Emergency Contact Information

This information may be useful in case of emergency: soldier's social security number, soldier's military unit

- Soldier's unit telephone number \_\_\_\_\_
- Soldiers first sergeant \_\_\_\_\_
- Family Support Group contact person \_\_\_\_\_
- FSG contact person's telephone number \_\_\_\_\_

**Steps to take:**

- Contact the Red Cross: local number \_\_\_\_\_
- Contact appropriate unit personnel
- Know the following information:
  - Soldier's full name and social security number \_\_\_\_\_
  - \_\_\_\_\_
  - Nature of emergency \_\_\_\_\_
  - Soldier's military unit \_\_\_\_\_
    - Indicate that Red Cross has been notified

**Soldier's temporary mailing address (deployment)**

Rank \_\_\_\_\_

Name \_\_\_\_\_

Social security number unit \_\_\_\_\_

APO, FPO, or Zip code \_\_\_\_\_

## Readiness Inventory

This is a yes or no inventory designed to help you determine what you may or may not know about your own family's readiness. If you are with your spouse, do not ask for hints or suggestions. When we are finished, you may then compare answers. Answer those questions that apply to you personally. Good luck.

- |             |  |  |
|-------------|--|--|
| Yes         | No   |  |
| 1. ___ ___  | Do I have reputable child care?  |  |
| 2. ___ ___  | Do I know if the immunizations for myself and children are up-to-date? |  |
| 3. ___ ___  | Has an allotment been set up?  |  |
| 4. ___ ___  | Will the allotment cover monthly expenses?                             |  |
| 5. ___ ___  | Do I (or does my spouse) know where our bank and account is located?   |  |
| 6. ___ ___  | Do I (or does my spouse) know all payments that must be made?          |  |
| 7. ___ ___  | Do we have a duplicate set of keys to the vehicle?                     |  |
| 8. ___ ___  | Do we have car insurance budgeted monny?                               |  |
| 9. ___ ___  | Do we have a plan for emergency vehicle repairs?                       |  |
| 10. ___ ___ | Do we have a plan for completing home repairs?                         |  |
| 11. ___ ___ | Are identification cards up-to-date?                                   |  |
| 12. ___ ___ | Do we have a power of attorney?  |  |
| 13. ___ ___ | Do we know what kind of power of attorney we have?                     |  |
| 14. ___ ___ | Do we have wills?  |  |
| 15. ___ ___ | Do we have a backup plan for emergencies?                              |  |
| 16. ___ ___ | Do we have someone to handle personal belongings?                      |  |
| 17. ___ ___ | Do we have someone to take care of pet?                                |  |

## Monthly Expenses

Rent or mortgage	\$ _____
Utilities	\$ _____
Gas	\$ _____
Electricity	\$ _____
Telephone	\$ _____
Heating	\$ _____
Water	\$ _____
Food (all gocerics, including pet food)	\$ _____
Clothing purchases	\$ _____
Clothing care (laundry, dry clewing)	\$ _____
Personal items (hair, toiletries)	\$ _____
<b>Payments</b>	\$ _____
Appliances	\$ _____
Car	\$ _____
Furniture	\$ _____
Insurance (all types)	\$ _____
TV (cable)	\$ _____
Newspapers, magazines, and books	\$ _____
Gasoline	\$ _____
Recreation (movies, restaurants, etc.)	\$ _____
Children's allowance (including lessons)	\$ _____
Child care	\$ _____
Dental and medical costs	\$ _____
Gifts	\$ _____
Contributions to church or charity	\$ _____
Stamps and stationexy	\$ _____
<b>Other expenses</b>	\$ _____
Savings	\$ _____
<b>Total Expenses and Savings</b>	\$ _____
<b>Total Monthly Income</b>	\$ _____
<b>Difference</b>	\$ _____

Adapted from *The Army Family Readiness Handbook* Operation R.E.A.D.Y.

## Monthly Financial Worksheet

**Income**

Base pay.....	\$ _____
Quarters allowance.....	\$ _____
COLA (Cost of living allowance).....	\$ _____
BAS (Basic Oowance for subsistence).....	\$ _____
Total .....	\$ _____

**Deductions**

Federal withholding tax.....	\$ _____
State withholding tax .....	\$ _____
FICA Tax (Social Security).....	\$ _____
SGLI (Servicemen's Group Life Insurance).....	\$ _____
Allotments.....	\$ _____
Other deductions.....	\$ _____
Total.....	\$ _____

**Available income** (minus deductions).....\$ \_\_\_\_\_

**Monthly expenses**

Rent or mortgage.....	\$ _____
Food .....	\$ _____
Utilities .....	\$ _____
gas .....	\$ _____
electricity .....	\$ _____
telephone .....	\$ _____
heating .....	\$ _____
water.....	\$ _____
Child care.....	\$ _____
Car payment .....	\$ _____
Car insurance.....	\$ _____
Entertainment and meals out.....	\$ _____
<b>Total Expenses.....</b>	<b>\$ _____</b>

## Refrigerator quick reference sheet

Fort Huachuca area military and civilian resources

### Family Readiness Group Contacts

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Unit Contact Personnel

1. \_\_\_\_\_
2. \_\_\_\_\_

### Medical Treatment

1. Unit Clinic.....
2. Raymond W. Bliss Health Center ..... 533-9200
3. Tricare Local .....533-1318
4. Emergency.....911
5. Family member appointments.....533-9200
6. Pharmacy.....533-2520
7. Tricare medical and administrative numbers.....888-874-9378
8. Tricare Health Advise Line.....888-887-4111
9. Dental Assistance.....533-3147

### Military Police

- Emergency.....911  
Non-emergency.....533-2181

### Chaplain

- Chapel Information.....533-2366  
On Call Chaplin.....533-2624

### Children's Services

- Child Development Center.....533-5209  
Youth Services.....533-3205

### Fort Huachuca Family Support Units

- Army Community Services.....533-2330  
Family Readiness.....533-6871  
Family Advocacy Counseling.....538-0625  
Family Team Building.....533-3686  
Alcohol/Drug Abuse Assistance.....533-2071

### Legal Assistance/Staff Judge Advocate

- Legal Assistance.....533-2009

### Red Cross Assistance

- Red Cross National Line.....877-272-7337

### Commissary

- Grocery Section.....533-5540

### Post Exchange

- Administration.....458-7210

### Recreational Facilities

- Bowling.....533-2849  
Swimming Pool.....533-3180  
Golf Course.....533-7088  
Sportsman's Center.....533-7085  
Gymnasium.....538-2022

### OTHER IMPORTANT NUMBERS

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## ACS has many resources

### MWR Release

### Army Emergency Relief

AER was incorporated as a private, non-profit organization to collect and hold funds to relieve distress of soldiers and their family members. AER provides assistance in the form of loans, grants or a combination of both.

### The Consumer Affairs and Financial Assistance Program

CAFAP is to educate service members and their family members about their consumer rights, assist them with consumer and product related complaints and provide them with the knowledge to become informed consumers. Financial Assistance was designed to assist service members and their family members in times of financial difficulties. Assistance is available in preparing a basic budget and setting up debt-liquidation programs. Individual as well as family financial management assistance is available. For more information, Call Leigh Henderson at 533-2437 or e-mail [Hendersonl@hua.army.mil](mailto:Hendersonl@hua.army.mil).

### Family Advocacy Program

One and two hour workshops and classes are available to meet the needs of soldiers, their family members and other groups within the military community.

**The "Kids on the Block"** is an educational puppet program which through the magic of live puppet theater enlightens children about disability, awareness, safety and social differences. Most of our programs target children in kindergarten through the 5th grade.

**First Steps** is a new parent support group that uses training volunteers to offer emotional support, parenting education and referrals to community services. Volunteers visit new parents at Sierra Vista Community Hospital and provide follow-up phone calls for the first three months of the baby's life.

**Parent/Tot Play Group** meets weekly for interaction and fun between parents and their children ages new-born through five years old. The group is a volunteer run cooperative. As space is limited, please call for reservations and current meeting locations.

**The Lending Library** has books and videos that are available to loan to interested persons. Items may be checked out for one-week periods to valid ID card holders. Topics embrace a wide range of family issues such as: breastfeeding, newborn care, feeding your infant, child development, discipline, sibling issues, stress, self-esteem, step-parenting, etc. Free information pamphlets covering a wide range of topics are also available.

**Moms Meeting Moms** is a support group for first time parents to give them the opportunity to meet other new moms and learn about newborn/infant development. The group meets the first and third Thursday of the month.

**"Parent University"** recognizes the many challenges of parenting today. Each fall ACS sponsors an intensive two-week program of diversified classes by leading professionals from our community. All classes are free but registration is requested.

**Care Seat Inspections.** Installing and using care seats can be very confusing to folks. We offer inspections on Wednesday afternoons, by appointment. Inspections are conducted by certified technicians.

**Classes and Troop Training** classes are offered on stress management, anger control, domestic violence prevention and child abuse

**Identification and Recognition.** A annual troop training class on family violence prevention is conducted on an ongoing basis.

The **Victim Advocate** provides comprehensive services and support to victims of family violence. Need help or want to be a volunteer victim advocate? Call Shirley Pettaway at 533-6878 or e-mail [Pettaways@hua.army.mil](mailto:Pettaways@hua.army.mil).

We ask at this time of increased stress that you report suspected child and/or spouse abuse to any of the following numbers: On post 533-3000, Sierra Vista 458-3311, Huachuca City 456-1353, Cochise County 432-9500, Arizona Child Protective Services Hot Line 1-800-SOS-CHILD or 1-800-767-2445.

### Employment Readiness Program

This is intended to maximize opportunities for initial and continued employment of family members by providing employment counseling, job information, skills training and referral services. FMEAP was established to assist spouses and children of active duty and retired military personnel as well as DoD civilians.

### Information, Referral and Follow-up Program

Are you new to our military community, a new military spouse or just can't find that resource needed to answer some of your questions? Army Community Service is your main center for information. Trained IRF staff will provide soldiers and their families with information or assistance needed or will make appropriate referrals. Files of installation and community resource information are maintained. A counselor will assess the problem and make referrals to appropriate military or civilian agencies. Follow-up is done on complex cases to ensure assistance is provided. For more information, call 533-2330

### Installation Volunteer Coordinator

Why you should volunteer:

- On the job training
- Acquire new skills or keep skills current
- Update resume
- Check out a new field
- Better your community
- Meet new friends
- Get out of the house
- Get involved
- Support a cause
- Help at exciting Morale Welfare and Recreation large and special events

You can also earn certificates of appreciation; military outstanding volunteer services medals and be involved in your community. For more information, call Roberta Sipes at 538-4823 or e-mail [Sipersr@hua.army.mil](mailto:Sipersr@hua.army.mil).

Just some of the activities that happen at Murr Community Center:

- Unit social functions
- Training for military and civilians
- Family and Unit Readiness Groups
- Deployments and reunions
- Conferences and symposiums
- Focus groups and sensing sessions
- Huachuca welcome
- Put Prevention Into Practice
- Levy briefings
- Soldier of the month/quarter boards
- Red Cross blood drives
- Weekly column in the *Huachuca Scout* and Community Events. Send your info and requests to Roberta Sipes at [Sipersr@hua.army.mil](mailto:Sipersr@hua.army.mil) or call 533-4823/538-4823 or FAX 533-0846

### The Relocation Assistance Program of Army Community

Service is designed to ease the stress of a PCS move no matter if it's to another stateside assignment or overseas. The program provides current information on all military installations worldwide using the Standard Installation Topic Exchange System. Relocation also addresses the concerns of youth when facing a PCS. Other services provided include:

- A lending closet with basic household items to help sustain a family until their household goods arrive.
- Internet cafe where soldiers and family members have access to computers to obtain information concerning relocating as well as using Resumex, free e-mail, internet access and more. For more information, call Gail Mortensen at 533-6871 or e-mail at [Mortenseng@hua.army.mil](mailto:Mortenseng@hua.army.mil).

## Coping with separation

If you keep the 4-M'S in mind during this time you will feel better physically and mentally.

### Maintain

- Stay in good physical condition
- Eat balanced meals
- Get plenty of sleep
- Keep in touch with positive people
- Avoid things that make you feel worse
- Avoid spending sprees
- Set goals

### Manage

- Manage your life
- Become a volunteer
- Organize a support group
- Know your limits

### Monitor

- Be aware of early signs of stress
- Ask for help if you need to

### Maneuver

- Relieve stress do relaxation exercises
- Do a little daydreaming
- Use coping strategies that work for you
- Stop and smell the roses

Take good care of yourself!

