

CVN



USS GERALD R. FORD

FAMILY READINESS GUIDE



COMMANDING OFFICER'S REMARKS

4

CHAPTER 1

GOING UNDERWAY? PLAN NOW

6

CHAPTER 2

IMPORTANT POINTS OF CONTACT

8

CHAPTER 3

FREQUENTLY USED SERVICES

12

TABLE OF CONTENTS



Tug boats maneuver Pre-Commissioning Unit Gerald R. Ford (CVN 78) into the James River during the ship's Turn Ship evolution. (Photo by Mass Communication Specialist 3rd Class Cathrine Mae O. Campbell)

CHAPTER 4

COMMUNICATING WHILE DEPLOYED

16

CHAPTER 5

WHEN CAN I SEE MY SAILOR?

20

CHAPTER 6

PRE-UNDERWAY CHECKLISTS

22

COMMANDING OFFICER'S REMARKS

Dear Wolverine Sailors, Families, Friends, and Loved Ones,

Welcome to USS Gerald R. Ford's first underway readiness guide! The purpose of this guide is to equip you with the tools you need to successfully navigate the challenges of deployments and long underway periods.

Whether it's simply having phone numbers at the ready for mechanics or landlords, or if it's for more weighty issues such as having a will or powers-of-attorney drawn up for legal matters, this guide will assist in ensuring your overall readiness.


For our Sailors: have you made plans for your automobile when we pull away from the pier? Do you have a family care plan? Do you have plans in place for your pets?

For our families: do you know how to contact the Ombudsman? Is a power-of-attorney in place for you to handle the joint checking account? Do you know where to take the kids should they get sick?

Coupled with this guide and together with our Command Master Chief, Command Ombudsman and Family Readiness Group, we will host command-sponsored deployment briefs that will also provide more information on personal readiness and resiliency. I encourage everyone to attend when these are held.

Resilient families are better able to cope with the challenging demands of the Navy lifestyle. It is my hope that you find this guide useful, but we can always get better. I would encourage sending your thoughts and ideas on this guide to pao@cvn78.navy.mil. We look forward to hearing from you.

Stay strong,
We are #Warship78!



Captain J. J. Cummings
Commanding Officer
USS Gerald R. Ford (CVN 78)







CHAPTER 1

GOING UNDERWAY?

Resiliency is defined as the capacity to recover quickly from difficulty; toughness. Nothing breeds resiliency quite like deploying for your country, with the physical and sometimes complete separation from friends and family, long working hours, and unique, challenging conditions, deployment entails providing the framework for this mindset shift.

Families also must be resilient and adopt a mindset shift towards resiliency. This guide was created in that spirit. There is no need to suffer in silence. This guide contains many numbers and points of contact for command and Department of Defense resources. Call them. Reach out.

RESILIENCY IS DEFINED AS THE CAPACITY TO RECOVER QUICKLY FROM DIFFICULTY.

Fortunately, by the time USS Gerald R. Ford deploys, most of the crew and their families will be accustomed to these hardships. Meanwhile, shorter length underways will provide opportunities for practicing and testing family resilience. Planning now can save you stress and heartache later.

Our intent is to provide you with practical knowledge honed over generations, and points of contact so that you and your loved ones can quickly and efficiently patch any surprise holes in the family fortress. But we cannot stress enough that building the fortress now is the surefire way to ride out underways and minimize stressful, unplanned situations. Plan for the worst and you will be well-prepared for any development.

Boatswain's Mate 2nd Class Lennon Liszcz, from Philadelphia, right, and Operations Specialist 3rd Class Jay Guzman, from Plainfield, New Jersey, both assigned to USS Gerald R. Ford's (CVN 78) deck department, prepare to position a fuel hose at one of Ford's fueling delivery stations. (U.S. Navy photo by Mass Communication Specialist Seaman Apprentice Angel Thuy Jaskuloski)

CHAPTER 2

IMPORTANT POINTS OF CONTACT

OMBUDSMAN

An Ombudsman is a volunteer with experience as a Navy spouse, typically from your Sailor's command. They are trained to guide family members through any challenges that arise. They can communicate between the Sailor's command and their family, also can provide information and referrals to organizations and military offices such as Family Service Centers, chaplain's offices, medical treatment facilities, Navy-Marine Corps Relief Society, American Red Cross, and legal assistance offices. They use their knowledge of the system to access the appropriate level of the chain of command for intervention and for the forwarding of appropriate requests.

FORD'S OMBUDSMEN:

DANNI CAMPBELL
757-805-5958
FORDOMBUDSMAN1@GMAIL.COM

BRITTANY CURRY
757-708-5581
FORDOMBUDSMAN2@GMAIL.COM

FAMILY READINESS GROUP

The Ford Family Readiness Group (FRG) is a command-sponsored, volunteer organization that provides social, informational, and morale-building activities to enhance family readiness and enables families to meet the challenges of the Navy lifestyle. If you are interested in helping out with activities, or to be added to their e-mail list for information about meetings and spouse/family activities, reach out. You can connect to Ford's FRG at:

[HTTPS://www.facebook.com/groups/FordFRGCVN78](https://www.facebook.com/groups/FordFRGCVN78)

FAMILY CARE PLAN (FCP):

Although not an important point of contact, a Family Care Plan is a working plan for the care of loved ones and personal property during separation. Every Sailor, including single Sailors with dependents and married Sailors with civilian spouses are required to have a FCP. Sailors should speak with their departmental leadership or the command FCP coordinator for more details.

AMERICAN RED CROSS

The American Red Cross (ARC) assists Sailors and their families* in times of peace and conflict. ARC services are provided on military bases and in civilian communities through local Red Cross chapters. Examples of services provided are:

- Emergency communications
- Health and welfare inquiries
- Emergency financial assistance
- Information, referral and advocacy
- Health and safety courses
- Volunteer opportunities

In the event of a personal, family, or financial emergency, contact an ARC near you. The ARC will then contact the necessary professional agencies (i.e. hospital, police, funeral home, etc.) and send the verified information to the Ford via naval message.

AN EMERGENCY LEAVE SITUATION IS DEFINED AS AN ACCIDENT, SERIOUS ILLNESS, OR DEATH INVOLVING A DIRECT FAMILY MEMBER THAT RESULTS IN CRITICAL PROBLEMS AND IMPOSES IMPORTANT RESPONSIBILITIES THAT MUST BE MET IMMEDIATELY AND REQUIRES THE SAILOR'S PRESENCE.

Before you call the ARC, please have the following information at the ready:

YOUR SAILOR'S

- FULL NAME, RANK, RATE, SSN
 - DEPARTMENT/DIVISION
- SHIP'S COMPLETE MAILING ADDRESS

*The term "family" applies to spouse, children, parents (including in-laws and step-parents), siblings and "in loco parentis" (or "acting in the place of a parent") relatives as noted in the Sailor's service record.

IMPORTANT POINTS OF CONTACT



AMERICAN RED CROSS

WWW.REDCROSS.ORG

877-272-7337
757-838-7320
757-440-1111
757-393-1031
757-446-7700
757-898-3886

EMERGENCY OPERATIONS CENTER, FALLS CHURCH, VA
HAMPTON ROADS CHAPTER, NEWPORT NEWS
NAVAL STATION (NAVSTA) NORFOLK (24 HOURS)
PORTSMOUTH CHAPTER, PORTSMOUTH
TIDEWATER CHAPTER, NORFOLK
NWS YORKTOWN



LEGAL

WWW.JAG.NAVY.MIL

757-462-4991
757-444-4427
757-433-2230
757-341-4470
757-764-3277

JEB LITTLE CREEK
NAVSTA NORFOLK
NAS OCEANA
NWS YORKTOWN
JEB LANGLEY-EUSTIS LEGAL ASSISTANCE



CHAPELS

757-462-7429
757-444-7361
757-433-2871
757-887-4711
757-836-3057

JEB LITTLE CREEK
NAVSTA NORFOLK
NAS OCEANA
NWS YORKTOWN
COMNAVSURFLANT MINISTRY CENTER



MORALE, WELFARE AND RECREATION

WWW.MWR.NAVY.MIL

757-462-7793
757-445-6663
757-433-3215
757-887-4609

JEB LITTLE CREEK
NAVSTA NORFOLK
NAS OCEANA
NWS YORKTOWN





BASE INFORMATION

WWW.NAVSTANORVA.NAVY.MIL

757-462-7385

757-444-0000

757-433-2366

757-887-4000

JEB LITTLE CREEK

NAVSTA NORFOLK

NAS OCEANA

NWS YORKTOWN



CHILD DEVELOPMENT CENTERS

WWW.NSA.NORVA.NAVY.MIL

757-422-7795

757-444-3008

757-499-9164

757-887-4733

JEB LITTLE CREEK

NAVSTA NORFOLK

NAS OCEANA

NWS YORKTOWN



NAVY-MARINE CORPS RELIEF SOCIETY

800-654-8364

757-462-1596

757-322-1171

757-433-3383

757-887-4798

NAVY MARINE CORPS RELIEF SOCIETY

JEB LITTLE CREEK

NAVSTA NORFOLK

NAS OCEANA

NWS YORKTOWN



FLEET AND FAMILY SERVICES CENTERS

WWW.FFSCNORVA.NAVY.MIL

757-462-7563

757-444-2102

757-433-2912

757-887-4606

757-764-3990

JEB LITTLE CREEK

NAVSTA NORFOLK

NAS OCEANA

NWS YORKTOWN

JEB LANGLEY-EUSTIS

USS Gerald R. Ford (CVN 78)
Sailors conduct small boat operations in the Atlantic
Ocean. (U.S. Navy photo by Mass Communication Specialist 3rd Class
Connor Loessin)



CHAPTER 3

FREQUENTLY USED SERVICES

/ MEDICAL

Sailors and their families may be affected by changes TRICARE underwent in January 2018. To ensure optimal coverage, verify changes to your medical coverage with the information below and online.

Tricare Standard and Tricare Extra combined into Tricare Select. Tricare regions **North** and **South** combined into **Tricare East**.

Contractors for Tricare regions also changed. Tricare East is now contracted with Humana.

Those covered by Tricare who see a civilian doctor should check with their healthcare provider to see if they accept the new health care insurance for their respective Tricare region.

The new Tricare Select system

utilizes a flat fee system for 'out of pocket' charges instead of the percentage of allowable charge system that was previously used.

Those covered under Tricare Select and Tricare Prime (with the exception of active duty service members) can now visit Tricare authorized urgent care facilities without a referral. Enrollees are encouraged to use Tricare network Urgent Care Centers (UCCs) to avoid point of service cost shares.

Urgent care is for a non-emergency illness/injury. Urgent care treatment occurs within 24 hours, and you shouldn't have to travel more than 30 minutes for the care. Urgent care typically treats conditions that: don't threaten life, limb or eyesight; or needs attention before it becomes a serious risk to health.

INFORMATION TO HAVE READY:

- IMMUNIZATION RECORDS
- INFORMATION ABOUT MEDICATIONS AND ANY DRUG ALLERGIES
- NAMES AND ADDRESSES OF ALL HEALTH-CARE PROVIDERS (PRIMARY PHYSICIANS, SPECIALISTS, DENTISTS, EYE DOCTORS, ETC.)

/ DENTAL

The TRICARE Dental Program is open to all active duty family members. Sailors are encouraged to enroll their families prior to getting underway by contacting your local TRICARE representative office.

TRICARE Dental Program Handbooks are available at the Health Benefits Advisory Office in the Branch Medical Clinic at Sewells Point. The handbooks have complete coverage percentages and phone numbers to call for additional information.

A list of providers can be obtained from the HBA, or call the Active Duty Dental Program at 1-866-984-2337.

Hospital Corpsman 2nd Class Jay Cherluck, from Detroit, assigned to USS Gerald R. Ford's (CVN 78) medical department, ties a bandage on a simulated training casualty during a fast cruise. (U.S. Navy photo by Mass Communication Specialist 2nd Class Ryan Seelbach)



TRICARE EAST REGION
HUMANA MILITARY
WWW.HUMANAMILITARY.COM
WWW.TRICARE-EAST.COM
800-444-5445

DENTAL CLINICS
757-953-8635 NORFOLK
757-953-2711 PORTSMOUTH
757-953-8334/5 JEB LITTLE CREEK

MEDICAL CLINICS
866-645-4584 TRICARE APPOINTMENTS
757-953-9000 SEWELLS POINT
757-953-3933 OCEANA
757-953-9915 DAM NECK
757-953-8351 JEB LITTLE CREEK
757-953-5008 PORTSMOUTH
757-421-8220 SOUTH CHESAPEAKE

/ LEGAL

It is always important to make sure that your family's legal affairs are in order, especially before getting underway. A few important legal items are listed below.



WILLS

A will is an individual's declaration towards the disposition of their property after death. Your Sailor can contact their Region Legal Services Office (RLSO) to set up an appointment.

MIDWEST REGION: 757-341-4470/4588



POWER OF ATTORNEY (POA)

A POA gives authority to a specific individual to execute legal actions in the absence of the Sailor. The most common are General or Special POAs.

A Special POA gives limited and short-term authority to execute specific actions. Ford's legal department only does Special POAs.

A General POA gives broad authority to an individual to make decisions on the Sailor's behalf. Although the Navy does not recommend this POA, Sailors can contact their RLSO to set up an appointment.



ALLOTMENTS

An allotment is a deduction from an individual's paycheck towards bills, savings, expenses, etc. Allotments are an easy way to pay for bills. Your Sailor can set allotments up through DFAS and online through MyPay.

DFAS: 888-332-7411

PARKING

LONG-TERM PARKING

The Navy Exchange offers long-term storage for \$60 per month at their NEX parking lot facility, located at 1560 Hall Drive, Norfolk, Va. Half of the storage fees will be due at drop off. For a six-to-seven-month deployment, \$180 will be due up front and for an eight-to-nine-month deployment, \$240 will be due up front.

They also offer a variety of services, such as starting the vehicle once a month, disconnecting the battery, oil changes, tune-ups and state inspections at the NEX Service Station. All fees will be due upon picking up the vehicle.

Requirements for storage:

- Vehicle must be in a safe and running condition
- Current vehicle registration
- Registered owner must be present to put the vehicle in storage, or a Power of Attorney must be in effect
- Valid Military ID card
- No food or flammable items left in vehicle
- Leave keys that operate all doors and ignition

Vehicles can be dropped off Monday – Friday 8:00 a.m. to 5:00 p.m. They are closed on Saturday, Sunday and all government holidays.

Culinary Specialist 1st Class Sylvester Jones, from Mulberry, Florida, assigned to USS Gerald R. Ford's (CVN 78) supply department, sings the national anthem before a Norfolk Tides minor league baseball game at Harbor Park in Norfolk, Va. (U.S. Navy photo by Mass Communication Specialist 3rd Class Brett Walker)



CHAPTER 4

COMMUNICATING WHILE UNDERWAY

LETTER AND E-MAIL FREQUENCY

“I’ll write often” may mean daily to you, but monthly to your Sailor. Discuss this ahead of time so expectations between both parties are reasonable. Remember that just because you haven’t received a letter or e-mail, doesn’t mean it hasn’t been sent. Mail can take several weeks to deliver and e-mail connectivity at sea can be temporarily lost for days or weeks at a time.

MAIL

Mail service on and off ships is sometimes unpredictable. That’s why it is important to number your letters by putting the number on the outside of the envelope. Remember to keep track of your numbering. It is also important to explain things thoroughly in each letter, since letters may not arrive in the order in which they were written. Be sure to use your Sailor’s complete military address.

EXAMPLE ADDRESS

PO3 John Doe
USS Gerald R. Ford (CVN 78)
Unit 100328 Box _____*
FPO AE 09523

*Box numbers are individualized. Ask your Sailor about his/her box number.



CARE PACKAGES

What can you send to brighten your Sailor's day? Cookies, magazines, home movies? A care package is as fun to make as it is to receive. To make it really great, here are a few helpful tips:

- Do not send perishables.
- The average delivery takes 2-3 weeks but can sometimes be as long as 6-8 weeks.
- Distribute weight evenly to prevent contents from shifting around.
- Use newspaper as packing material.
- Place an extra address card inside the package in case it gets damaged and the outside label cannot be read.

Sample list of items that can and cannot be sent:

CAN

- Paper, envelopes, pens
- Games/cards
- Books
- Batteries
- Socks/t-shirts
- Toiletries

CANNOT

- Carbonated beverages
- Canned products
- Fruits/vegetables
- Aerosols
- Fireworks
- Alcohol/tobacco
- Weapons

Lt. Brendan Shields, Engineman 1st Class Terrell Peterson, and Boatswain's Mate 2nd Class Edgar Trujillo, assigned to Pre-Commissioning Unit Gerald R. Ford's (CVN 78) deck department, prepare to raise a rigged hull inflatable boat back onto the boat deck while underway in the Atlantic Ocean.(U.S. Navy photo by Mass Communication 3rd Class Matthew Fairchild)



| COMMUNICATING WHILE UNDERWAY

E-MAIL

Each Ford Sailor has a personal shipboard e-mail account. Most e-mail addresses are the first name of the Sailor followed by a period, then followed by the Sailor's last name "@cvn78.navy.mil"

EX. JOHN.DOE@CVN78.NAVY.MIL

Remember, an aircraft carrier may have several Sailors with the same name, so be sure to double-check e-mail addresses.

UNITED THROUGH READING

The United Through Reading program enables deployed Sailors to read children's books to their children through a recording. After production, DVDs are produced and mailed home for the children to watch. The program also has the potential to enhance the child's reading skills, if they read along with the story. Sailors can arrange United Through Reading tapings by contacting the Chaplain or Religious Programs Specialist.

DISCUSSING PROBLEMS

Discuss how to handle bad news, since a variety of problems can arise during a deployment. Writing to your Sailor about a problem that they are helpless to solve can create feelings of frustration and guilt. Many couples have found that the most effective approach is to present both the problem and solution in the same letter (when possible).

| OPERATIONAL SECURITY (OPSEC)

WHAT IS OPSEC?

You can protect our Sailors by safeguarding the critical information you inherently possess. The protection of this information is known as operational security or OPSEC. As a family member supporting your Sailor and military, you play a vital role in our success and the safety of all service families.

SOCIAL MEDIA

Although social media is a great way to connect with loved ones and friends, it amplifies OPSEC risks because of its greater volume and speed of publication. As a general rule of thumb, it is safer to talk about events that have happened, versus events that have yet to happen (unless the information has already been released to the media).

INSTEAD OF...

1. "My Sailor, **John Doe**, is in **Any Unit** at **Naval Station Anywhere** in **Any City**, **Any Country**."
2. "My Sailor, **John Doe**, is aboard **Any Ship**. They're coming home on **Specific Day**."
3. "My family is in **Any Town, Any State**."

SAY...

1. "My Sailor is deployed in the Pacific."
2. "My Sailor's ship is coming home in a couple months."
3. "My family is from Texas."

EXAMPLES OF CRITICAL INFORMATION:



WHAT

- Future operations
- Unit morale/personnel problems
- Security procedures and details



WHERE

- Ship movement
- Homecomings
- Port visits



WHO

- Specific units
- Specific ship



WHEN

- Dates of deployments

If anyone, especially a foreign national, persistently seeks information, notify your military sponsor or ombudsman immediately. He or she will notify the unit OPSEC program manager or the local office of investigations.



LOOSE LIPS SINK SHIPS!

CHAPTER 5

WHEN CAN I SEE MY SAILOR?

HOMECOMING

For many Navy families, the highlight of their Sailor's underway is homecoming. Nothing can quite compare with the sight of family members, friends, and supporters crowded at the pier waiting to catch the first glimpse of their Sailor.

Only a small amount of Ford's total crew will be assigned to "man the rails." The rest of the crew will be focused on bringing the ship safely in to port, mooring the ship to the pier (indicated by the phrase, 'moored, shift colors.'), or any number of other critical tasks that must be accomplished before the crew can go ashore.

Once the ship is safely moored and the brow is secured, it will finally be time for Sailors to disembark. The final determination of the order of liberty is at the discretion of their chain of command.

TOURS

When in port, the ship is available for Sailors' families to tour. During a tour, some of the areas shown include the hangar bay, flight deck, forecastle, the ship's museum, and the bridge.

Visits by children under the age of six and guests over the age of 65 are generally discouraged for safety reasons, but are not forbidden. Sailors are authorized to escort up to five visitors at one time. If the number of visitors exceeds this, the Sailor must submit a tour request. All tour requests must be submitted to Ford's Public Affairs Officer (PAO) 72 hours prior to the day of the requested tour.

Visiting hours are after liberty call until 9 P.M. on weekdays and 10 P.M. to 9 P.M. on weekends and holidays. "Walk-up" tours are also available Monday through Friday at 3:30 P.M. and on Saturdays at 10 A.M. and 3 P.M.

For the safety of visitors, the following items are prohibited: open-toed shoes, skirts, high heels, strollers, alcohol, and weapons.

Pre-Commissioning
Unit Gerald R. Ford
(CVN 78) Sailors
man the rails as
the ship pulls in
to Norfolk, Virginia,
after conducting
builder's sea trials.
(U.S. Navy photo by
Mass Communication
Seaman Gitle
Schirmacher)



CHAPTER 6

PRE-UNDERWAY CHECKLISTS

WILL/ESTATE PLANNING

- Y/N Have you attended a Legal Readiness Brief or talked to a Legal Assistance attorney about whether you should have a will?
- Y/N Do you have a will? (Note, not ALL Sailors necessarily need a will)
- Y/N Has your will been updated since the birth of your last child or recent marriage/divorce?
- Y/N Has your will been updated within the last five years?
- Y/N Do your family members, the executor/personal representative, and trustee(s) know the location of your original notarized will?
- Y/N Does your executor/personal representative and trustee(s) have a copy of your will?
- Y/N Does your SGLI beneficiary designation form list the appropriate beneficiaries?
- Y/N If your will creates a trust for the benefit of children or other beneficiaries, does your SGLI form list the trust as a beneficiary?
- Y/N Are your bank accounts and investment accounts held jointly or have "pay on death" or "transfer on death" beneficiaries designated?
- Y/N Does your spouse have a will?

Sailors assigned to USS Gerald R. Ford (CVN 78) perform the cardio assessment of a physical readiness test. (U.S. Navy photo by Mass Communication Specialist 3rd Class Brett Walker) (This image has been altered by blurring out space markers for security purposes)



IMPORTANT DOCUMENTS

Y/N Do you have a passport and a copy of your birth certificate?

ADVANCE MEDICAL DIRECTIVES

Y/N Do you have a Medical Durable Power of Attorney or Designation of Health Care Surrogate to appoint someone who can make medical decisions on your behalf if you are unable?

Y/N Do you have a Living Will that expresses your desires or intent in the unfortunate case that you are subject to a terminal condition, end-state condition, or permanent vegetative state?

Y/N Does your Medical Durable Power of Attorney / Designation of Health Care Surrogate and Living Will list the appropriate surrogates to act on your behalf?

Y/N Does your spouse have a Medical Durable Power of Attorney / Designation of Health Care Surrogate and Living Will?

Y/N Does your spouse's Medical Durable Power of Attorney / Designation of Health Care Surrogate and Living Will list someone other than yourself as a surrogate or alternate surrogate, in the event that you are unable to immediately respond?



PRE-UNDERWAY CHECKLISTS (SAILORS)

POWER OF ATTORNEY (POA)

- Y/N Have you attended a Legal Readiness Brief or talked to a Legal Assistance attorney about whether you should have a POA (General or Special)?
- Y/N Do you understand the difference between a General Power of Attorney (GPOA) and a Special Power of Attorney (SPOA)?
- Y/N Do you have a General POA? (Note, a GPOA is recommended for some, but NOT ALL Sailors)
- Y/N Do you have a Special POA to appoint someone to take care of matters such as auto registration, real estate, taxes, household good shipments, ID cards, etc.?
- Y/N If you are leaving your children in the care of someone other than a custodial parent or Legal Guardian, have you granted that person SPOA and child medical decisions in place of a parent?

Does your POA agent or other responsible person know where to find important paperwork, such as:

- Y/N - Car title, registration, insurance?
- Y/N - Lease or deed to your home?
- Y/N - Tax returns and other tax documents?
- Y/N - Bank statements?
- Y/N - Birth and marriage certificates?
- Y/N - Insurance papers? (Health, property, etc.)
- Y/N - Dependent medical records?
- Y/N Does your spouse/caregiver/next of kin have a specific POA to take care of issues that are in your name only (i.e., auto, banking, etc.)?

CORRESPONDENCE COURSES

- Y/N Have you spoken with the Educational Services Officer about taking Navy College Program for Afloat College Education/ Correspondence courses while on deployment?
- Y/N Do you have a NKO account established?

FAMILY CARE PLANS

- Y/N Do you have a current Family Care Plan certificate on file IAW OPNAVINST 1740.4?
- Y/N Have you discussed with your children the emotional strain of an underway? Do they understand where and why you are going?
- Y/N Have you made arrangements for a trustworthy caregiver (i.e., a relative)?
- Y/N If your wife is pregnant, have you prepared for any and all of her medical needs?
- Y/N Have you made arrangements with family/friends for childcare in case of an emergency or just to give your spouse/caregiver a break?
- Y/N Does your spouse/caregiver have a point of contact at the hospital?
- Y/N Do you have any family member needing non-emergency surgery such as root canals, cyst removals, knee reconstruction, etc.?
- Y/N Does your family/caregiver know how to submit a Red Cross message or contact you in the event of an emergency?
- Y/N Did you/spouse attend the Pre-Deployment Brief?

Aviation Ordnanceman 3rd Class Nicholas Caldwell, from Stockton, California, assigned to USS Gerald R. Ford's (CVN 78) weapons department, conducts a communications check prior to operating Advanced Weapons Elevator (AWE) upper stage no. 3. (U.S. Navy photo by Mass Communication Specialist 3rd Class Sean Elliott)



PRE-UNDERWAY CHECKLISTS

NEXT OF KIN & ESSENTIAL POINTS OF CONTACT

Does your spouse/caregiver/next of kin know how to contact:

- | | |
|-----|--|
| Y/N | - You in an emergency? |
| Y/N | - A command Ombudsman? |
| Y/N | - Your attorney/Navy Legal Assistance? |
| Y/N | - The rest of your family? |
| Y/N | - The American Red Cross? |
| Y/N | - TRICARE/DEERS? |
| Y/N | - Navy-Marine Corps Relief Society? |
| Y/N | - Navy Family Support Center? |
| Y/N | - Chaplain Services? |

MANAGEMENT OF PROPERTY

If you are to PCS during or within three months of returning from an underway:

- | | |
|-----|---|
| Y/N | - Have you contacted Personal Property? |
|-----|---|

If you are a Homeowner:

- | | |
|-----|--|
| Y/N | - Have you talked to a realtor about selling your home? |
| Y/N | - Is your house in good repair? |
| Y/N | - Have you completed needed items in preparation for your departure? |

If you are a Renter of Home/Apartment:

- | | |
|-----|--|
| Y/N | - Have you made preparations for breaking your lease? |
| Y/N | - Do you have renter's insurance? |
| Y/N | - Are you terminating your lease? |
| Y/N | - Have you cancelled all property insurance? |
| Y/N | - Have you given insurers an address to forward your final bill to? |
| Y/N | - Have you left them your point of contact information while you are gone in case something is in error? |

- | | |
|-----|---|
| Y/N | If you reside in government housing, does your spouse have a good point of contact for the government housing office? |
|-----|---|

- | | |
|-----|---|
| Y/N | Have you turned off unnecessary appliances? |
|-----|---|

- | | |
|-----|--|
| Y/N | If no one will be there to receive it, have you forwarded your mail? |
|-----|--|

- | | |
|-----|---|
| Y/N | Have you arranged for temporary storage of household items? |
|-----|---|

MANAGEMENT OF PROPERTY (CONT.)

- Y/N Have you arranged to make car payments while away?
- Y/N Have you set up payments for all of your insurance policies (home, property, car, renters)?
- If you are married and spouse has your vehicle:
- Y/N - Are your family's vehicles in good repair?
- Y/N - Does your spouse know the name of a trustworthy mechanic?
- Y/N - Does your spouse know the correct type of battery, tires, oil, etc., for your car?
- Does your spouse know how/when to take the vehicle in for:
- Y/N - Annual state inspections?
- Y/N - Registration?
- If you are single with a vehicle:
- Y/N - Have you arranged for someone to take care of your vehicle?
- Y/N - Have you talked to your insurance provider about reducing your premiums while your vehicle is in storage?

SERVICE RECORD/DISPERSING ISSUES

- Y/N Is your Page 2 up-to-date?
- Y/N Is your SGLI beneficiary designation form up-to-date?
- Y/N Do you have a Navy Cash Card/Split Pay?
- Y/N Do you have MyPay access?
- Have you considered:
- Y/N - a "H" (Home) allotment?
- Y/N - an "I" (Insurance) allotment?
- Y/N - a "S" (Savings) allotment?
- Y/N - a "D" (Dependent) allotment?
- Y/N Are all of your dependents enrolled in DEERS?
- Y/N Do you have a valid Government Travel Card?

PRE-UNDERWAY CHECKLISTS

FINANCES/LEGAL

If required to pay child support:

- Y/N - Do you have an allotment in place to meet child support requirements?
- Y/N - Do you have a copy of the child support order with you?
- Y/N - Do you have the name and address of where child support payments are to be mailed in the event that your allotment is stopped?

If married/single parent:

- Y/N - Have you and your spouse/caregiver discussed how they will run the family finances?
- Y/N - Have you and your spouse agreed on a budget to cover at a minimum rent/mortgage, utilities, payments to creditors, personal expenses and savings?
- Y/N - Have you established allotments for your money needs overseas and for the family support stateside?

Y/N Do you have a plan for how you are going to budget your spending overseas?

Y/N Do you have any outstanding legal matters needing action? (court appearances, probate hearings)

Y/N Does your spouse/caregiver know where to go to obtain a loan, if needed (Navy Marine Corps Relief, Credit Union, etc.)?

Y/N Do you have at least one month's salary set aside as an emergency fund?



MAIL/EMAIL

- Y/N Are your spouse/next of kin addresses updated in RADM?
- Y/N Do you have mailing/e-mail addresses for the people you want to stay in touch with while you're gone?
- Y/N Have you communicated your ability to keep in touch with family and friends and how it may vary with location?
- Y/N Is your family aware of e-mail difficulties at sea?

ELECTRONICS

- Y/N Do you have a cell phone or other desired portable devices?
- Y/N Have you suspended your cell phone plan?
- Y/N Are your personal electronic devices safety checked?

UNIFORMS, CLOTHING, AND PERSONAL CARE ITEMS

- Y/N Do you have a complete sea bag on board (all seasons)?
- Y/N If up for promotion, do you have your new insignia/devices?
- Y/N Do you have an extra pair of glasses?
- Y/N Do you have SCBA/Gas Mask optical inserts?
- Y/N Do you have appropriate civilian clothes for liberty ports?
- Y/N Do you have PT gear on board?
- Y/N Have you ordered all required prescriptions from medical?

Boatswain's Mate 3rd Class Fae'line Matthews, from Visalia, California, assigned to USS Gerald R. Ford's (CVN 78) deck department, mans the starboard boat davit during a man overboard drill during Ford's first fast cruise of 2019. (U.S. Navy photo by Mass Communication Specialist 2nd Class Cat Olaes)



PRE-UNDERWAY CHECKLISTS (FAMILIES)

FINANCES

- Y/N Will I have money available to me on a continuing basis during my sponsor's absence?
- Y/N Has my Sailor initiated an allotment to be sent to me or directly to the bank monthly?
- Y/N Will the allotment provide me with enough money to buy all the necessities needed to maintain a household?
- Y/N If we are planning to leave the installation area, have we been saving for the move?
 - Do I know:
 - Y/N - The address of banks where we have money?
 - Y/N - The account numbers / types of accounts that we have?
 - Y/N - The location of our bank books (checking and savings)?
- Y/N Do we have a safe deposit box? Do I know where the key is?

AUTOMOBILE/TRANSPORTATION

- Y/N If the vehicle is financed, do I know the name and address of the loan company?
- Y/N Do I have the title or know its location?
- Y/N Do I have the vehicle's registration?
- Y/N Do I have the vehicle's insurance policy?
- Y/N Do I know the renewal date for the license plate?
- Y/N Do I know when to renew the inspection sticker?
- Y/N Am I insured to drive?
- Y/N Do I have a valid car or truck state driver's license? When does it expire?
- Y/N Is our car or truck in good operating condition and do I know where to go for repairs?

AUTOMOBILE/TRANSPORTATION (CONT.)

- Y/N Do I have a duplicate set of all keys?
- Y/N Can I make emergency repairs on the car if the situation arises (such as overheating, flat tire, dead battery)?
- Y/N If I am not licensed to drive, have I made arrangements to have transportation available?
- Y/N Do I know how to use roadside assistance?

PERSONAL FINANCES

- Y/N Do I know where each of our credit cards are?
- Y/N Are their numbers logged and kept in a safe place?
- Y/N Do I know the company address for each so I can notify them immediately of any loss?
- Y/N Am I prepared to take complete control over our checking accounts, know the balance at all times, and never write a check unless I am certain of sufficient funds in the bank?
- Y/N Do I know how to change the address to which an allotment is mailed? [Contact the personnel office for help.]

Do I know all payments that must be made, to whom (account numbers, addresses, phone numbers), and when for the following:

- Y/N - Mortgage/Rent
- Y/N - Telephone
- Y/N - Water
- Y/N - Gas/fuel
- Y/N - Electricity
- Y/N - Trash Collection
- Y/N - Credit Cards
- Y/N - Taxes
- Y/N - Insurance (life, property, auto, etc.)
- Y/N - Other debts

- Y/N Do I know whom to contact if I do not receive my allotment?
- Y/N Are my bills on autopay?



THANKS TO:

MCSA ANGEL THUY JASKULOSKI
MC2 BRIGITTE JOHNSTON
MC1 JONATHAN PANKAU