

CVN



USS GERALD R. FORD

DEPLOYMENT READINESS GUIDE

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TRIAD REMARKS

As we prepare for our operational employment this year it is very important that everyone is ready, both professionally and personally. With help from our Ombudsman, Family Readiness Group, and Command Program coordinators, we have developed this deployment readiness guide to serve as a “countdown to deployment” to help you get ready.

Prior to commencing the employment there will be many underway periods (around NINE) that may limit your ability to take care of personal affairs, so please take the time to digest all of the information in these pages so you can prioritize what matters most for you and your family.

Deployments are an exciting time, with them come professional achievements and milestones, new adventures in foreign ports, and memories with Shipmates that will last a lifetime. But deployments can also be a time of uncertain schedules, difficult communication with loved ones, and missing important moments at home. Throughout the COVID pandemic, this crew and our families have shown how resilient you can be, and I know that you will do so once again. Remember to stay flexible and remain vigilant throughout each phase of our preparation for and execution of our 2022 employment.

Our Warship is going to make history this year! Together, we will pave the way for Ford-class aircraft carriers through validating the innovation of the advanced technology she contains. By the time 2022 is in the rearview mirror, there will be no question in anyone’s mind when they think of USS Gerald R. Ford that this class of ship is the most capable ever built. Take pride in the fact that you will forever be part of the maiden employment of Ford – and your efforts will be essential to our collective success!

Paul A. Lanzilotta

Captain Paul Lanzilotta
Commanding Officer

Jeremy Shamblee

Captain Jeremy Shamblee
Executive Officer

Bryan Davis

CMDCM Bryan Davis
Command Master Chief

CHAPTER 1

IMPORTANT POINTS OF CONTACT

AMERICAN RED CROSS **WWW.REDCROSS.ORG**

877-272-7337 EMERGENCY OPERATIONS CENTER, FALLS CHURCH, VA
757-838-7320 HAMPTON ROADS CHAPTER, NEWPORT NEWS
757-446-7700 NAVAL STATION (NAVSTA) NORFOLK (24 HOURS)
877-272-7337 PORTSMOUTH CHAPTER, PORTSMOUTH
757-446-7700 TIDEWATER CHAPTER, NORFOLK
757-838-7320 NWS YORKTOWN

LEGAL **WWW.JAG.NAVY.MIL**

757-462-4759 JEB LITTLE CREEK
757-444-7371 NAVSTA NORFOLK
757-433-2230 NAS OCEANA
757-764-3277 JEB LANGLEY-EUSTIS LEGAL ASSISTANCE

CHAPELS

757-462-7429 JEB LITTLE CREEK
757-444-7361 NAVSTA NORFOLK
757-433-2871 NAS OCEANA
757-887-4711 NWS YORKTOWN
757-838-3044 COMNAVSURFLANT MINISTRY CENTER

MORALE, WELFARE AND RECREATION **WWW.MWR.NAVY.MIL**

757-462-7793 JEB LITTLE CREEK
757-445-6663 NAVSTA NORFOLK
757-433-3215 NAS OCEANA
757-887-4733 NWS YORKTOWN

BASE INFORMATION **WWW.NAVSTANORVA.NAVY.MIL**

757-422-7311 JEB LITTLE CREEK
757-444-0000 NAVSTA NORFOLK
757-433-2366 NAS OCEANA
757-887-4000 NWS YORKTOWN

CHILD DEVELOPMENT CENTERS **WWW.NSA.NORVA.NAVY.MIL**

757-462-4815 JEB LITTLE CREEK
757-444-3008 NAVSTA NORFOLK
757-733-3164 NAS OCEANA
757-887-4733 NWS YORKTOWN

NAVY-MARINE CORPS RELIEF SOCIETY

800-654-8364 NAVY MARINE CORPS RELIEF SOCIETY
757-462-1596 JEB LITTLE CREEK
757-322-1171 NAVSTA NORFOLK
757-433-3383 NAS OCEANA

FLEET AND FAMILY SERVICES CENTERS **WWW.FFSCNORVA.NAVY.MIL**

757-462-7563 JEB LITTLE CREEK
757-444-2102 NAVSTA NORFOLK
757-433-2912 NAS OCEANA
757-887-4606 NWS YORKTOWN
757-764-3990 JEB LANGLEY-EUSTIS

USS Gerald R. Ford (CVN 78)
steams through the Atlantic Ocean. (Photo by Mass
Communication Specialist Seaman Mariano Lopez)



CHAPTER 2

OPERATIONS SECURITY (OPSEC)

You can protect our Sailors by safeguarding the critical information you inherently possess. The protection of this information is known as operations 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.

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.

/ 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, 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 by a Navy public affairs office.)

/ THINGS TO NOT DO

- Do not talk about sensitive information in public settings.
- Do not talk about sensitive information over the phone.
- Do not post pictures of sensitive information on social media.
- Do not include sensitive information in emails or attachments.
- Do not write about sensitive information in newsletters or blogs.
- Do not try to talk around classified information. It is difficult to outsmart experienced intelligence analysts.
- Follow Ford on social media and share our approved information with your family and friends.

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 from **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 SENSITIVE INFORMATION:



WHAT

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



WHERE

- Ship movement
- Homecomings
- Port visits



WHEN

- Dates of deployments



WHO

- Specific units
- Specific ship



LOOSE LIPS SINK SHIPS!

CHAPTER 3

HEALTH

/ 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.

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.)

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 need attention before they become a serious risk to health.

BHC Norfolk (Sewells Point) offers urgent care for active duty personnel Monday – Friday between 1500 – 1900. This is an option for active duty personnel who need after-hour medical services that do not require emergency medical services at the emergency room.

/ 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
757-953-5000 PORTSMOUTH
757-312-8121 SOUTH CHESAPEAKE

HEALTH CHECKLIST

SINGLE SAILORS

2 MONTHS OUT

- _____ Do you know where your medical records are located?
- _____ Do you know where your dental records are located?
- _____ Do you have an extra pair of glasses (if applicable)?

SAILORS WITH DEPENDENTS

6 MONTHS OUT

- _____ Is a Health Insurance Portability and Accountability Act form required to access medical records?

2 MONTHS OUT

- _____ Do you know where your medical records are located?
- _____ Do you know where your dental records are located?
- _____ Do you have an extra pair of glasses (if applicable)?

A T-45C Goshawk, attached to Training Air Wing 1, takes off from USS Gerald R. Ford's (CVN 78) flight deck, Feb 6, 2021. (Photo by Mass Communication Specialist Seaman Apprentice Trenton Edly)

CHAPTER 4

FINANCES

/ FINANCIAL PLANNING

Smart financial management is important for all deployed Sailors and even more so when a Sailor is leaving family or loved ones behind that he or she supports. Fleet and Family Support Centers (FFSC) across Hampton Roads offer a wide variety of financial planning workshops, including Family Financial Planning, Developing Your Spending Plan, Credit Management and more. To register, access the FFSC website at:

<https://www.navymwrnavalstationnorfolk.com/support/personnel-financial-management-program>

Choose your class, location and dates. Once you receive a confirmation email, you are registered for your class of choice.

/ 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



FINANCES CHECKLIST

SINGLE SAILORS

6 MONTHS OUT

_____ Do you have at least one month's pay saved in case of financial emergency?

4 MONTHS OUT

- _____ Do you have a Navy Cash card?
- _____ Is pay distribution set up the way you want?
- _____ Is your direct deposit set to the correct account(s)?
- _____ Do you have split pay set up (if applicable)?
- _____ Do you have any allotments or automatic check drafts (if applicable)?
- _____ Will your debit/credits cards expire during the deployment?
- _____ How will you be paying rent/mortgage/utilities?

2 MONTHS OUT

- _____ Do you have a checkbook?
- _____ Do you have access to MyPay?
- _____ Do you have a written monthly spending plan?
- _____ Have you established a financial goal(s) for this deployment such as pay off a vehicle, increase savings, save money to purchase a new vehicle, etc.?
- _____ Does your budget include money for port visits, phone calls, gifts/souvenirs?
- _____ Does your budget include additional funds for sea pay and other special payments (flight, submarine, combat duty, etc.)?
- _____ Will a reenlistment bonus be received during deployment?
- _____ Do you have overdraft protection for your checkings account?
- _____ How will you be making payments to creditors? Do they have your correct address?
- _____ Are there any annual/quarterly expenses, such as car or home insurance payments, due while you are deployed? If so, how will they be paid?
- _____ If you plan to file federal or state taxes while deployed, do you have all the necessary documents?

SAILORS WITH DEPENDENTS

6 MONTHS OUT

- _____ Are there any annual/quarterly expenses such as car or home insurance or tuition payments due while you are deployed? If so, how will they be paid?
- _____ If you plan to file federal or state taxes while deployed, do you have all the required documents?
- _____ Do you have at least one month's pay saved in case of financial emergency?

4 MONTHS OUT

- _____ Do you have a Navy Cash card?
- _____ Do both you and your spouse understand and agree to how finances will be handled during the deployment?
- _____ Have you decided who will be using which credit cards?
- _____ Is your direct deposit set to the correct account(s)?
- _____ Do you have split pay set up (if applicable)?
- _____ Do you have any allotments or automatic check drafts (if applicable)?
- _____ Are you using joint or separate checking accounts? If joint, have you discussed how you will manage it?
- _____ Will your debit/credit cards expire during the deployment?
- _____ How will you be paying rent/mortgage/utilities?

2 MONTHS OUT

- _____ Do you have a checkbook?
- _____ Do you have a written monthly spending plan?
- _____ Does your budget include money for port visits, phone calls, gifts/souvenirs?
- _____ Does your budget include additional funds for sea pay, family separation allowance and other special payments (flight, submarine, combat duty, etc.)?
- _____ Will a reenlistment bonus be received during deployment?
- _____ Do you/your spouse have access to MyPay?
- _____ Do you need overdraft protection for your checking accounts?
- _____ How will you be making payments to creditors? Do they have your correct address?



CHAPTER 5

HOUSING

/ SERVICEMEMBERS CIVIL RELIEF ACT

The Servicemembers Civil Relief Act provides financial and legal protections for service members and their families.

Their services range from mortgages to life insurance and may also include:

- Reduced interest rates
- Postponement of foreclosures
- Deferred income taxes
- Eviction prevention
- Protection against default judgments
- Postoned civil court matters
- Protection for small-business owners
- Termination of residential lease agreements
- Termination of automobile leases
- Termination of phone services
- Prevention of repossession of property
- Life insurance coverage protection
- Voting rights in home state

Families are recommended to contact their nearest military legal office for more information.

Aviation Boatswain's Mate (Equipment) Airman Ryan Mejia, from Los Angeles, assigned to USS Gerald R. Ford's (CVN 78) air department, performs operation checks on the emergency barricade on Ford's flight deck, March 11, 2021. (Photo by Mass Communication Specialist Seaman Jackson Adkins)

HOUSING CHECKLIST

SINGLE SAILORS

6 MONTHS OUT

- _____ Are you able to terminate your lease due to military deployment?
- _____ Will there be a financial penalty?

4 MONTHS OUT

- _____ Do you know where your real estate documents (lease, deed, first and second mortgages) are located?

2 MONTHS OUT

- _____ Is your house/apartment prepared if it will be vacant for an extended period during deployment?
- _____ Did you stop mail and newspaper, turn off or reduce temperature of water heater, air conditioning or heat, arrange lawn maintenance, etc.?
- _____ If you share a house or apartment, have you instructed your housemates on the use of your household goods or are you planning on storing them?

SAILORS WITH DEPENDENTS

6 MONTHS OUT

- _____ If expecting to move into government quarters during the deployment, is a special power of attorney available to arrange the move?
- _____ If your family is planning to stay with extended family during the deployment, note that this is not covered in the military clause of most leases. Does your lease allow you to sublet or will there be a penalty?

4 MONTHS OUT

- _____ Is all routine household maintenance complete?
- _____ Is your renter's/homeowner's insurance current?

2 MONTHS OUT

- _____ Do you know where your real estate documents (lease, deed, first and second mortgages) are located?

CHAPTER 6

LEGAL

/ PAGE 2

The Dependency Data (NSIPS), commonly known as the Page 2, is used for both officer and enlisted personnel. It serves as an application for dependency allowance and as an up-to-date record of emergency data for casualty reporting and notification of next-of-kin. The page 2 is the most important document in a member's service record.

It is of paramount importance to update the Page 2. It is the Sailor's responsibility to ensure information is complete, correct, and accurate and to provide required supporting documents.

The dependency data is used to establish entitlement to dependent Basic Allowance for Housing (BAH), Cost of Living Allowance (COLA), Travel Lodging Allowance (TLA), and dependent transportation. NSIPS is the official document used by the Navy when the following determination is required:

- Person(s) to be notified in case of emergency or death.
- Person(s) to receive the death gratuity if no spouse or child survives the member
- Person(s) to receive allotment of pay if member is missing while on active duty
- Commercial insurance companies to be notified in case of death of a member
- Designation of beneficiary for SGLI on file (if yes, date of designation)

/ 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.



MIDATLANTIC REGION: 757-341-4470/4588

/ SERVICEMEMBER'S GROUP LIFE INSURANCE (SGLI)

Active duty service members are automatically signed up and eligible for \$500,000 in coverage, however, it is a Sailor's responsibility to manage who the money is paid to. To verify, update or change your beneficiaries, go to the milConnect website at <https://milconnect.dmdc.osd.mil/milconnect/>.

Once you sign in go to:
Benefits > Life Insurance SOES-SGLI Online Enrollment System

You can log in using your CAC or DS Login. Active duty, spouses and family members over 18 who receive DoD benefits are eligible to create an account.

/ COMMON ACCESS CARD (CAC) RENEWAL

GRF's personnel office has the ability to renew expiring CACs for GRF Sailors. If you or a dependent's CAC will expire during a deployment, it can be renewed up to 90 days before expiration at any ID Card Office. Go to the RAPIDS ID Card Office Online at: <https://idco.dmdc.osd.mil/idco/> to find an ID Card Office location and make an appointment.

/ POWERS 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.



TOP REQUESTED POA

Banking
Vehicle
Property
DEERs
In-Loco Parentis

LEGAL CHECKLIST

SINGLE SAILORS

6 MONTHS OUT

- ☐ Do you know where your birth certificate is located?
- ☐ Do you know where your divorce decrees (if applicable) are located?
- ☐ Do you know where your death certificates (if applicable) are located?
- ☐ Do you know where your passports/Visa are located?
- ☐ Do you have/need a will?
- ☐ Will a general or specific power of attorney be needed to manage your affairs in your absence?

4 MONTHS OUT

- ☐ Will your ID card expire during deployment?
- ☐ Do you have a specific power of attorney if someone else will be filing your taxes or are you going to request a filing extension?
- ☐ Do you have a current Government Travel Card?

2 MONTHS OUT

- ☐ Do you know where your insurance policies (life, health, home, vehicle, flood, others) are located?
- ☐ Is your record of Emergency Data (page 2) current?
- ☐ Is the amount and beneficiary information current for the Servicemembers' Group Life Insurance (SGLI)?

SAILORS WITH DEPENDENTS

6 MONTHS OUT

- ☐ Do you know where your birth certificate is located?
- ☐ Do you know where your marriage certificate is located?
- ☐ Do you know where your divorce decrees (if applicable) are located?
- ☐ Do you know where your death certificates (if applicable) are located?
- ☐ Do you know where your children's adoption papers (if applicable) are located?
- ☐ Do you know where your passports/Visa are located?
- ☐ Do you have/need a will?
- ☐ Are powers of attorneys needed for buying a house, moving into government quarters, completing taxes, etc.?

4 MONTHS OUT

- ☐ Will military identification cards expire during deployment?
- ☐ Are all family members enrolled in Defense Eligibility Enrollment and Reporting System (DEERS)?
- ☐ Do you have a current Government Travel Card?

2 MONTHS OUT

- ☐ Do you know where your insurance policies (life, health, home, vehicle, flood, others, etc.) are located?
- ☐ Do you know the social security numbers of each family member?
- ☐ Is your record of Emergency Data (page 2) current?
- ☐ Is the amount and beneficiary information current for the Servicemembers' Group Life Insurance (SGLI)?



T-45C Goshawks, attached to Training Air Wing 2, rest on USS Gerald R. Ford's (CVN 78) flight deck, March 14, 2021. (Photo by Mass Communication Specialist 3rd Class Angel Thuy Jaskuloski)



CHAPTER 7

VEHICLES

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.

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.

Sailors assigned to USS Gerald R. Ford's (CVN 78) deck department, conduct small boat operations, June 16, 2021. (Photo by Mass Communication Specialist Seaman Trenton Edly)

VEHICLES CHECKLIST

SINGLE SAILORS

6 MONTHS OUT

_____ Have you made arrangements for storing your vehicle?

4 MONTHS OUT

_____ Do you know where your car/motorcycle title, registration and inspection are located?

_____ If you are a motorcycle rider, are you current with motorcycle safety courses?

2 MONTHS OUT

_____ Are vehicle insurance, tags, registration, title and inspection stickers current?

_____ Is all routine maintenance current?

_____ Have you talked with your insurance agent about reducing coverage while your vehicle is in storage?

_____ If a friend or family member is storing your vehicle for you, does your insurance cover them?

SAILORS WITH DEPENDENTS

4 MONTHS OUT

_____ Is all routine maintenance current?

_____ If you are a motorcycle rider, are you current with motorcycle safety courses?

2 MONTHS OUT

_____ Do you know where your car title, registration, and inspection documents are located?

_____ Are vehicle insurance, tags, registration, title and inspection stickers current?

_____ Have you left the name of a trusted mechanic/repair garage with your family?

_____ Have you provided information about types of routine maintenance such as oils, filters and tires?

CHAPTER 8

FAMILY PREPARATION

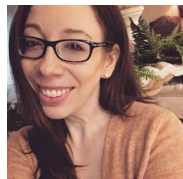
/ OMBUDSMEN

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, and 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. You can connect with Ford's ombudsmen at:

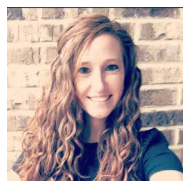
YOU CAN REQUEST ACCESS TO THE FORD OMBUDSMAN FACEBOOK PAGE BY VISITING [WWW.FACEBOOK.COM/GROUPS/ CVN78OMBUDSMAN](https://www.facebook.com/groups/cvn78ombudsman)



HIROMI DEFRANCO
757-708-5761
FORDOMBUDSMAN2@GMAIL.COM



JILLIAN STONE
401-405-4171
FORDOMBUDSMAN1@GMAIL.COM



KRISTI HANZLICEK
757-708-5581
FORDOMBUDSMAN3@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 if you wish 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:

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.

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

YOUR SAILOR'S

- FULL NAME, RANK, RATE, SSN
- DEPARTMENT/DIVISION
- Unit 100328 Box _____*
FPO AE 09523

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

*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.

COMMAND RELIGIOUS MINISTRIES DEPARTMENT

/ WHAT THEY DO

CRMD provides and facilitates religious services to any and all Sailors and their families assigned to Ford. In addition, CRMD's three Chaplains, with the administrative help of five Religious Program Specialists, offer counseling to any Sailor who requests it, regardless of religious affiliation or absence thereof, with complete and inviolable confidentiality. CRMD also advises the Triad and other leaders on issues related to First Amendment religious protections as well as other religious and cultural questions that may arise. Finally, CRMD coordinates and supervises the other Religious Ministry Teams throughout the Carrier Strike Group to ensure delivery of timely and appropriate pastoral and religious care.

Cmdr. Charles Johnson, right, from Mooreland, USS Gerald R. Ford's (CVN 78) Command Chaplain, leads a catholic mass service in the ship's chapel, Sept. 14, 2020. (Photo by Mass Communication Specialist 2nd Class Kallista Castillo)

/ FORD CHAPLAINS

CDR GENEVIEVE CLARK
UNITED METHODIST CHURCH
757-443-8366
GENEVIEVE.CLARK@CVN78.NAVY.MIL

LCDR MARIO MURPHY
BAPTIST
757-443-8366
MARIO.MURPHY@CVN78.NAVY.MIL

LT BENJAMIN PITRE
ROMAN CATHOLIC
757-504-7379
BENJAMIN.PITRE@CVN78.NAVY.MIL

/ FORD RELIGIOUS SERVICES

- Liturgical Protestant Service
- Contemporary Protestant Service
- Roman Catholic Mass
- Gospel Pentecostal Service (Lay Led)
- Church of Jesus Christ of Latter-Day Saints (Lay Led)



COMMUNICATION

/ 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:

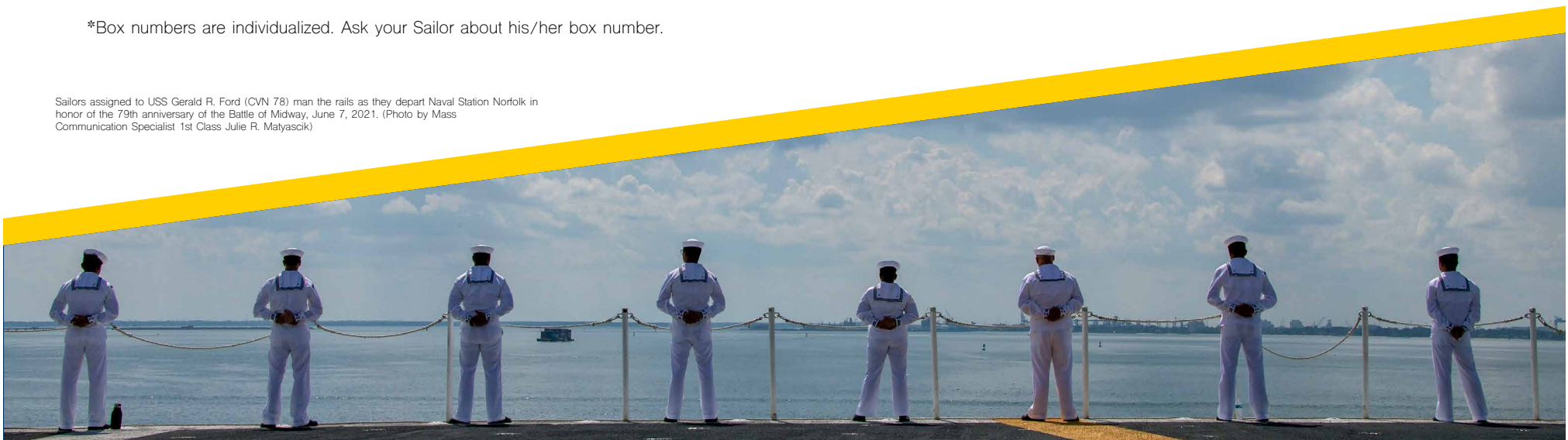
CAN

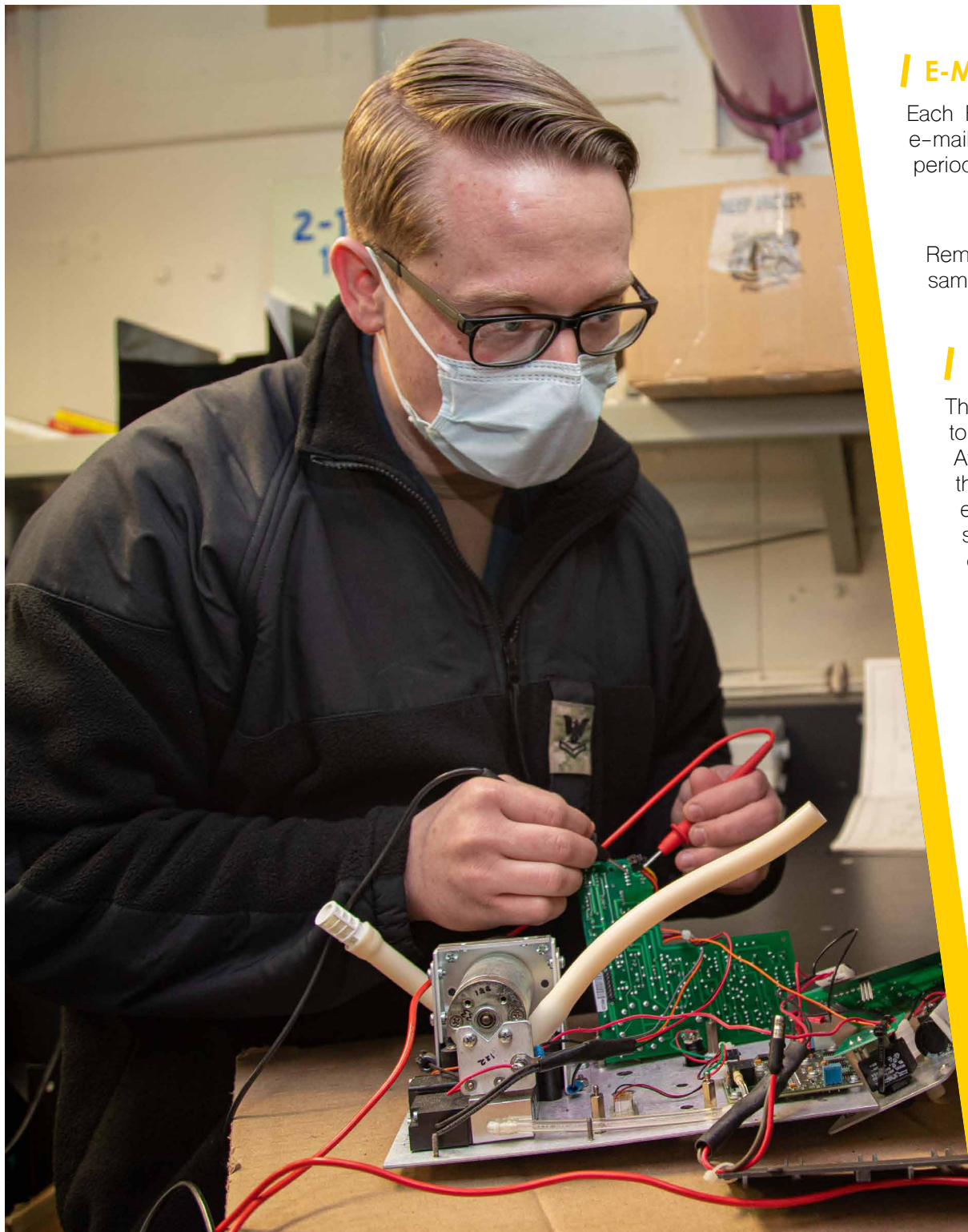
- Paper, envelopes, pens
- Games/cards
- Books
- Batteries
- Socks/t-shirts
- Toiletries
- Candy
- Dried goods

CANNOT

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

Sailors assigned to USS Gerald R. Ford (CVN 78) man the rails as they depart Naval Station Norfolk in honor of the 79th anniversary of the Battle of Midway, June 7, 2021. (Photo by Mass Communication Specialist 1st Class Julie R. Matyasick)





/ 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).

/ EFFECTIVE COMMUNICATION TIPS

- Express and discuss feelings about the separation
- Discuss expectations
- Determine communication methods beforehand
- Prepare for periodic breaks in communication due to mission requirements

Hospital Corpsman 2nd Class Blaine Grandfield, from Merit, Texas, assigned to Ford's medical department, trouble shoots a circuit board in Ford's medical, Jan. 30, 2021. (Photo by Mass Communication Specialist Seaman Sarah Mead)

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.

/ TIGER CRUISE

Sometimes, family members and friends of Sailors will be allowed to join the ship on the final leg of its deployment, called a Tiger Cruise. This gives participants an inside look into what their Sailor has been doing while deployed. The exact length and location will depend on the operational commitments of the Gerald R. Ford.

Common events during a Tiger Cruise include, but are not limited to, demonstrations of various systems and jobs contained within the ship, movie nights in the hangar bay, MWR events, and an airshow at sea.

Generally, the cost of transportation to the port of embarkation will be the responsibility of the "Tiger." There may be restrictions on the age, gender, and relationship status of "Tigers." Many of these rules are for their safety and comfort. Expect clarification from official channels as to the location, costs, and restrictions on "Tigers" as the deployment nears its end.

Sailors assigned to USS Gerald R. Ford (CVN 78) man the rails as they depart Naval Station Norfolk in honor of the 79th anniversary of the Battle of Midway, June 7, 2021. (Photo by Mass Communication Specialist 3rd Class Angel Thuy Jaskuloski)



FAMILY PREPARATION CHECKLIST

SINGLE SAILORS

6 MONTHS OUT

_____ If you are in a relationship, have you discussed the effect of an extended separation?

4 MONTHS OUT

_____ Have you made arrangements for your pets to be cared for by family, friends or an animal foster care group (<http://www.operationnoblefoster.org>)

2 MONTHS OUT

_____ Do you know the current address and phone number of immediate family members?

_____ Do you know where the veterinarian records for each pet are located?

_____ Does your pets' caregiver have a copy of veterinary and immunization records, current license, if required, and your vet's contact information?

_____ Have you made arrangements to pay for food, treats and vet care while deployed?

_____ Have you told your friends and family you are deploying, provided them with your contact information and asked them to keep in touch?

_____ Have you discussed how often you will communicate and by which methods?

_____ Have you discussed how sensitive mail will be shared?

_____ Does your family have the number to the command care line, if available?

_____ Is your family on the command phone/email tree?

SAILORS WITH DEPENDENTS

6 MONTHS OUT

_____ Have you discussed the effect of an extended separation?

4 MONTHS OUT

_____ Have you considered signing a preauthorization form with Navy-Marine Corps Relief Society for your spouse?

2 MONTHS OUT

_____ Do you know the current address and phone number of immediate family members of both spouses?

_____ Have you discussed how often you will communicate and by which methods?

_____ Have you discussed how sensitive mail will be shared?

_____ Does your family have the number to the command care line, if available?

_____ Is your family on the command phone/email tree and newsletter distribution list?

_____ Have you discussed homecoming plans and expectations?

_____ Do you want to stay at home or take a vacation upon returning?

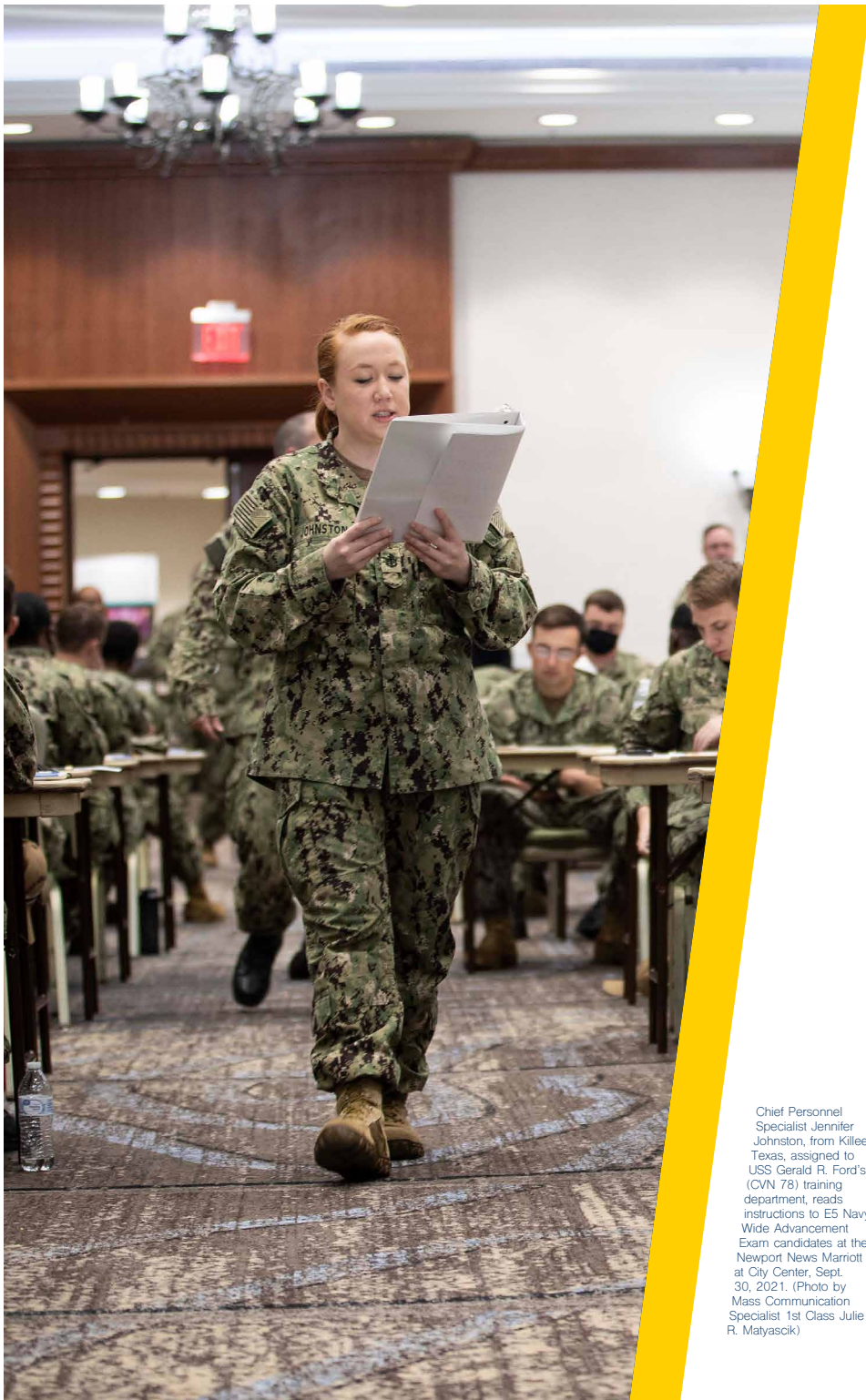
_____ If you have children, what are the homecoming plans for them?

_____ Does your family know how to use the American Red Cross in case of an emergency?

_____ Does your family have the name and number of the command ombudsman?

USS Gerald R. Ford (CVN 78) transits the Atlantic Ocean, Feb. 3, 2020. (Photo by Mass Communication Specialist Seaman Jackson Adkins)





Chief Personnel Specialist Jennifer Johnston, from Killeen, Texas, assigned to USS Gerald R. Ford's (CVN 78) training department, reads instructions to E5 Navy Wide Advancement Exam candidates at the Newport News Marriott at City Center, Sept. 30, 2021. (Photo by Mass Communication Specialist 1st Class Julie R. Matyasick)

CHAPTER 9

CAREER PROGRESSION

| PMK-EE

The Professional Military Knowledge (PMK) section of the Navy Wide Advancement Exams (NWAE) is a stand-alone, once-per-paygrade electronically-delivered eligibility exam, currently accessible via MyNavyPortal (MNP) or Navy e-Learning (NeL) and can be taken when a Sailor is eligible for their next advancement.

Bandwidth is often limited when underway, so it is advised that Sailors, especially those that anticipate taking a Navy-wide advancement exam during deployment, complete PMK-EEs before deployment while they have reliable internet service.

PMK-EE materials can be accessed using one of two methods:

NAVY E-LEARNING

(<https://learning.nel.navy.mil/>)

1. Click on the Course Catalog tab
2. Search for "PMK-EE" in the title column
3. Enroll in the applicable PMK-EE
4. Click on the "My Learning" tab and launch the PMK-EE

MYNAVYPORTAL

(<https://my.navy.mil/>)

1. Click the "Career and Life Events" drop-down and select "Advancement and Promotion"
2. Select "Enlisted Advancement" from the left column
3. Click on the PMK-EE link to view the PMK-EE study material
4. From the PMK-EE study material page, click on the "Click here to go to Navy E-Learning to take your PMK-ee" link at the top of the screen.

The course numbers in Navy e-Learning are:

NETPDC-PMK-EE-SM-1.0 | PMK-EE Study Material
NETPDC-PMK-EE-E4-1.0 | PMK-EE for E4
NETPDC-PMK-EE-E5-1.0 | PMK-EE for E5
NETPDC-PMK-EE-E6-1.0 | PMK-EE for E6
NETPDC-PMK-EE-E7-1.0 | PMK-EE for E7

For more information, refer to NAVADMINs 313/18 and 085/18.

/ BIBLIOGRAPHIES

Advancement Bibliographies (BIBs) are lists of occupational and professional military knowledge references developed to help guide Sailors in their studies for advancement exams. Access BIBs on Navy Credentialing Opportunities Online (COOL):

FROM THE HOME PAGE:

1. Click on the “Bibliographies” link along the bottom of the banner image.

FROM THE NAVIGATOR:

1. Click the Navigator icon on the upper-right corner of the screen
2. Selected “Enlisted”
3. Choose “Advancement Bibliographies” from the list
4. Click next
5. Choose the rating

FROM A SUMMARY PAGE:

1. Look in the “Advancement Exam Bibliographies” tab.

FOR SUBSTITUTE EXAMS:

1. Go to the “Archived Navy Advancement Bibliographies” page for substitute exam reference documents.

/ RATE TRAINING MANUALS

Sailors often study Navy Non-Resident Training Courses (NRTC) and Rate Training Manuals (RTM) to prepare for advancement exams or expand their rating knowledge. NRTC and RTM self-study packages are now on the Navy e-Learning (NeL) and My Navy Portal (MNP) websites. Both are CAC enabled.

Here’s where to go: Navy e-Learning – <https://learning.nel.navy.mil>

Formal course enrollment is required for assessments. On NeL, select the course catalog tab near the top of the page, and within the Learning Category, select “Navy Rate Training Courses.” NRTC and RTMs are segmented by chapter, and Sailors can choose to either save or launch the chapter. After each chapter is launched and complete, the subsequent assessment is available. All NRTC/RTM individual assessments within each chapter must be accomplished in this manner to record completion.



CAREER PROGRESSION CHECKLIST

SAILORS

6 MONTHS OUT

_____ Do you have a complete seabag onboard for all seasons?

2 MONTHS OUT

_____ Have you completed your PMK-EE for the next paygrade?

_____ Have you downloaded the bibs for your next advancement exam?

_____ Will there be a promotion during deployment?

_____ Do you have correct warfare and collar devices for the next paygrade if you get a promotion?



CHAPTER 10

THANK YOU FOR YOUR SERVICE



