

BY ORDER OF THE COMMANDER

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Personnel

**21SW PERSONAL AND
FAMILY READINESS GUIDE**

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This 21 Space Wing Personal and Family Readiness Guide is for the use of all personnel and their families serviced by the Family Support Center, 21st Mission Support Squadron, Peterson AFB Colorado, which includes Cheyenne Mountain AFS.

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INTRODUCTION

Personal and family readiness is your responsibility! It takes time and effort to be sure you are ready to leave home on short notice. The effort will be rewarded with the peace of mind that comes from knowing that your loved ones and your property are secure.

This guide was created to assist Air Force Space Command personnel and their families in preparing for and coping with separations caused by deployments, TDYs, remote assignments, or relocation and with disasters. This guide contains basic information for your general knowledge and basic checklists to be used for every separation or disaster

SPECIAL NOTE FOR SINGLE PEOPLE

While the majority of the information in this guide deals with separation issues involving couples, deployments or extended TDYs can be just as demanding for the single person. Not only will you experience all the emotions and relationship stresses discussed in this guide; you have the added burden of finding a reliable individual to handle your personal affairs during your absence. The importance of a will and power of attorney is just as critical for single people as it is for their married counterparts. Please take time to go through this guide. Just substitute the words 'person in charge' for spouse or family and many of these same tips will still apply.

SINGLE PERSON CHECKLIST

As a single person, you do not have some of the worries and concerns that your married counterparts have regarding dependents. However, you do have preparations to make to ensure your personal affairs are in order, that your obligations are paid, and that your possessions are looked after for you during your deployment. With that in mind, we have prepared the following checklist to assist you in your preparations.

- Have you discussed with your relatives the procedures for contacting you in case of an emergency?
- Have you given your relatives the name and phone numbers of your first sergeant and squadron commander?
- Have you given your relatives your deployment or TDY address?
- Have you provided your executor or next of kin with copies of your records of personal information, personal affairs, financial affairs, and location of your legal documents? (See pages 10-22)
- Have you made arrangements for your obligations to be paid during your deployment?
(See pages 14-15)
- Are your wills, powers of attorney, and casualty instructions current? (See pages 22-25)
- Have you arranged for pick up or forwarding of your mail?
- Have you arranged for your living quarters to be maintained while gone?
(See page 31)
- If you own a pet, have you arranged for its care?
- If you own a vehicle, have you properly stored it? (See page 36)
- If you have a second job, have you notified your employer that you will be gone?
- Have you prepared a packing list of things to take?
- Do you have a list of important phone numbers and addresses to take with you?
(See page 10)

FAMILY CHECKLIST

Planning ahead is one of the keys to a successful separation. The more you can learn and accomplish before the family separation the more confident all of you will be when the parting time comes. The following checklist should assist with your planning.

- Set aside a time to discuss the separation with your family. Talk about how all of you are feeling and what you're worried about. (See pages 37-39)
- Does the family know how to contact the first sergeant and commander? (See page 8)
- Is the record of emergency data and SGLI at the Military Personnel Flight (MPF) current and correct?
- Have all important documents been located and reviewed? (See pages 12-25)
- Have financial plans been made for the separation? (see pages 14-15)
- Do you and your spouse understand the services of the Family Support Center, Air Force Aid, American Red Cross, Chaplains, etc.?
- Do you know and understand how to use the medical facilities and TRICARE?
- Is the list of Key Telephone Numbers accurate? (See pages 8-9)
- Have you reached an agreement on frequency of letter writing? (See page 54)
- Do you know your spouse's complete address?
- Do you know the process for moving your household goods, if required?
- Have you given your home a security check? (See pages 31-32)
- Do all family members who are old enough know how to contact your parents, in-laws or other close relatives?
- Do close relatives know how to reach you and your spouse in an emergency?
- Have you contacted your children's school/teacher to let them know about the upcoming family separation?
- Is the family car ready for the spouse and does the spouse know how to seek assistance?
(See pages 33-34)
- If a vehicle is being stored, is it properly prepared for storage? (See page 36)
- Have arrangements been made to provide any special assistance needed by the remaining spouse?
Such as, during pregnancy.
- Have you and your spouse attended a separation briefing within the past year?
- Has the Family Support Center been provided with your family's address and phone number?

_____ Have you signed up for the Morale Call Program? If unsure how to do this, call your Family Support Center for further information. (See page 55)

_____ If you have children of childcare age (ages 6 mos-12 years old), have you signed up at the Family Support Center for the "Give Parents A Break Program?" (See page 67)

GUARDIAN CHECKLIST

Leaving the care of family members to someone other than your spouse creates responsibilities in addition to those listed on the Family Checklist. It is mandatory of all DUAL MILITARY and SINGLE MILITARY PARENTS to have a Dependent Care Certification on file in the orderly room. But there is a lot more that must be done for your care taker to provide for your family. See the chapters on legal documents and finances for more information.

- AF Form 357, Dependent Care Certification
- Special ID cards for dependents under the age of ten years
- Paperwork for the guardian to become a Commissary Agent
- Paperwork to permit base access for the guardian
- Power of Attorneys (POAs)
- Paperwork to establish an allotment for your dependents
- Paperwork to establish account for allotment funds
- Introduce your guardian to the Family Support Center so (s)he is comfortable seeking help if it is needed
- Provide the guardian with the following information:
 - Names, phone numbers, and addresses of your extended family
 - All possible information about your location and your military unit
 - Full information about the people under guardianship including personal data, school data, daily routine, fears, comforts, and habits
 - Medical data. (Please do not assume that the guardian understands the military medical system)
 - Religious information
- Make sure you and the guardian have agreement on the following issues:
 - Discipline
 - Health habits
 - Emergency procedures and contacts
 - School relationship
 - Communication to you about the child, and assistance in your communications with your children

Have a back-up plan in case an accident or illness befalls the selected guardian!

In the event mobilization becomes necessary, you will need to ensure all paperwork that was pending signatures, dates, and notarization is completed. Remember to transfer all important papers to your representative or guardian.

KEY TELEPHONE NUMBERS

Write down these numbers so that you or the guardian can contact people in the event of an emergency.
(Copy of this form may be obtained from the Family Support Center)

ON-BASE	TELEPHONE NUMBER	NAME
Security Police	<u>556-4000</u>	
Fire Department	<u>911</u>	
Base Operator	<u>556-7321</u>	
Unit:		
First Sergeant	_____	_____
Commander	_____	_____
Orderly Room	_____	_____
Spouse Group Leader	_____	_____
Family Support Center	<u>556-6141</u>	<u>Any staff member</u>
American Red Cross	<u>556-7590</u>	_____
Air Force Aid	<u>556-6141</u>	_____
Chaplain	_____	_____
Child Care Center	_____	_____
Hospital/Clinics:		
Acute Care	_____	_____
Dental	_____	_____
Legal Office	_____	_____
Military Pay	_____	_____
Housing/Billeting	_____	_____

KEY TELEPHONE NUMBERS

<u>OFF-BASE</u>	<u>TELEPHONE NUMBER</u>	<u>NAME</u>
EMERGENCY	_____	
Ambulance	_____	
Fire Department	_____	
Police	_____	
Poison Control	_____	
Hospital/Medical Clinics	_____	_____
Clergyman	_____	_____
School (s)	_____	_____
	_____	_____
Child Care Center	_____	_____
Baby-sitter	_____	_____
Family Doctor(s):	_____	_____
(Pediatrician, eye doctor)	_____	_____
Lawyer	_____	_____
Utility company	_____	_____
Electrical Emergency	_____	_____
Plumbing Emergency	_____	_____
Heating Emergency	_____	_____
Maintenance (apartment)	_____	_____
Mortgage Holder/Landlord	_____	_____
Car Repair	_____	_____
Veterinarian	_____	_____

PERSONAL AND FAMILY INFORMATION

Name _____ Date of Birth _____

Social Security Number _____ Place of Birth _____

Spouse's Name _____ Date of Birth _____

Social Security Number _____ Place of Birth _____

Address (if different) _____

All individuals residing in your home or children for whom you have custody

Name	Relationship	Birthplace	Date of Birth	SSN

Close Relatives:

Name	Relationship	Address	Phone Number

Other parents or custodians of children:

Name	Relationship	Address	Phone Number

MILITARY INFORMATION

Present Rank _____ Date Entered Active Duty _____

Enlistment Date _____ Commission Date _____

Pay Date _____ Flying Status _____

Service Number (if not SSN) _____

SAFE DEPOSIT BOX Location _____

Renewal date _____

PET INFORMATION

Name	Type	Breed	Date of Birth	Shot Due
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

HOUSING INFORMATION

Landlord/ Mortgage Company Name and Address _____

Telephone Numbers _____

Fax Numbers _____ Amount Due _____

E-Mail Address _____ Date Due _____

Utilities

Type	Company, address, phone	Amount Due	Date Due
<u>Electric</u>	_____	_____	_____
<u>Water</u>	_____	_____	_____
<u>Heat</u>	_____	_____	_____
<u>Sewer</u>	_____	_____	_____
<u>Phone</u>	_____	_____	_____
<u>Cable</u>	_____	_____	_____
<u>Garbage</u>	_____	_____	_____

Pick Up Day _____

FINANCIAL AFFAIRS

Fill in this form to have a record of all financial documents. A copy version of this form may be obtained from the Family Support Center. Be sure to keep this form in a secure place.

INSURANCE POLICIES

Type of Policy _____ Policy Number _____ Company Name, Address, Agent, etc. _____

Home/Renters: _____

Life: _____

Health: _____

Vehicle 1: _____

Vehicle 2: _____

Other: _____

Savings, Checking, and Money Market Accounts

Type of Account _____ Name on Account _____ Account Number _____ Name and Address of Institution _____

Credit Cards

Type of Card _____ Name _____ Card Number _____ Name and Phone Number of Company _____

FINANCIAL INVESTMENTS

<u>Type of Investment</u>	<u>Registered Name</u>	<u>Date Purchased</u>	<u>Location of Certificates</u>	<u>Notes</u>

SAVINGS BONDS

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

<u>BOND NAME</u>	<u>SERIAL NUMBER</u>	<u>DATE OF PURCHASE</u>	<u>INTEREST RATE</u>	<u>DATE OF ISSUE</u>	<u>PURCHASER'S NAME</u>

REAL ESTATE HOLDINGS

<u>Type</u>	<u>Legal Description</u>	<u>Address</u>	<u>Mortgage Holder Name & Address</u>

FINANCIAL MATTERS INFORMATION

Many problems personnel have during separations are money related.

Being deployed or TDY does not release anyone from financial responsibilities!! Even personnel out of the country must still meet their rent, car insurance, and other payments on time. Your budget should reflect all possible financial situations that may arise while away. Prior to departure, everyone should develop a workable budget. Be sure that your spouse or bill payer understands the budget.

BILLS

Designate one person to pay the bills regularly each month. The spouse who is home on a more regular basis usually accepts this responsibility. Although both spouses should be aware of their financial picture, switching back and forth may lead to confusion.

SPENDING PLAN

1. Make a complete inventory of your monthly financial obligations (see budget work sheet). Many agencies can assist you in organizing a spending plan for yourself or your family including the Family Support Center's Financial Management Program, some financial institutions, and Consumer Credit Counseling agencies. Basically, you need to estimate the amount of money coming in, your "fixed" expenses (housing, utilities, etc.), and the management of the remaining income (savings, emergencies, major purchases, recreation, etc.). If single, determine if any of your monthly services, such as cable TV, can be suspended during your absence.

2. If married, both spouses need to work out a spending plan together. This point cannot be stressed enough since financial difficulty is one of the most common problems DoD families experience during separation. The Family Support Center can assist you in developing a budget plan for you while you're TDY, and for the spouse that remains behind.

SPECIAL BUDGET CONSIDERATIONS

1. Cost of long distance phone calls between the spouses, or to relatives and friends.
2. Non-reimbursable expenses of the traveler such as non-reimbursable travel costs, extra postage costs, and possibly gifts the traveler brings home.
3. Also consider any changes in pay entitlement.
4. Extra costs that may be incurred such as eating out more often, or additional childcare.
5. It is necessary to make allowances in the spending plan to cover these costs, or make an agreement not to indulge in these extras and stick to the plan.

ALLOTMENT

1. An allotment is a specified amount of money designated by DoD personnel that is deducted from your paycheck and sent to a designated individual, or financial institution.
2. Setting up an allotment ensures payment of bills whether or not you are home. Plan ahead. It can take several months for the allotment procedure to begin.
3. If the family caretaker is not a spouse, an allotment to that person can be arranged to cover home and child maintenance.

TWO CHECKING ACCOUNTS

1. Most couples find it helpful to maintain two checking accounts--one for monthly household expenses, and one for the service member while away from home. This eliminates the problem of some deposits and withdrawals not being recorded, as a result of two people in two different places trying to operate out of one checkbook. This can be arranged with an allotment.
2. If you decide to operate with one checking account, make sure you work out procedures for maintaining a "Master" check register that is up-to-date at all times to avoid confusion and possible problems.

MILITARY FINANCIAL AFFAIRS

Military finance offices do not accept a general power of attorney. If you want your spouse or other person to be able to query your military pay account, you should contact the legal office and specify just what action the designated individual is empowered to take. You should coordinate with both your finance office and your base legal office to determine how to establish a power of attorney to meet your requirements.

If another person will be reviewing your leave and earnings statement during your absence, be sure that person understands how to read the statements.

INCOME TAX

If taxes will be due while you are gone, decide in advance how the taxes will be filed and who will do it. If you prefer to calculate the taxes while you are away, take into consideration the time it will take to mail tax forms back and forth. Make several copies of all forms that are mailed in case they are lost. For income taxes, another option is to apply to the Internal Revenue Service for an extension on the filing date. Remember, free tax assistance is available from the base Volunteer Income Tax Assistance office and you should call the legal office if you have any questions.

NOTE: If financial assistance is required at any time, call the Family Support Center for personal financial management assistance.

CASH FLOW WORKSHEET #1**MONTHLY INCOME**

TYPE OF INCOME	ESTIMATED	ACTUAL
BASIC PAY		
HOUSING ALLOWANCE (BAH)		
SUBSISTENCE ALLOWANCE (BAS)		
CLOTHING ALLOWANCE		
SPECIAL PAY (FLIGHT, PRO, ETC.)		
MEMBER'S OFF DUTY PAY (NET)		
SPOUSE'S EARNINGS (NET)		
CHILD SUPPORT (RECEIVED)		
INTEREST/DIVIDENDS		
OTHER		
<i>TOTAL MONTHLY CASH-IN</i>		

CASH FLOW WORKSHEET #2

MONTHLY BUDGET	ESTIMATED	ACTUAL
<u>FIXED EXPENSES</u>		
SAVINGS (PAY YOURSELF FIRST)		
SOCIAL SECURITY		
MEDICARE		
FEDERAL INCOME TAX WITHHOLDING (FITW)		
STATE INCOME TAX WITHHOLDING (SITW)		
HEALTH INSURANCE		
LIFE INSURANCE		
MISCELLANEOUS ALLOTMENTS		
DUES AND CLUB MEMBERSHIPS		
CHILD SUPPORT/ALIMONY (PAID)		
VEHICLE INSURANCE		
RENT/MORTGAGE		
VEHICLE PAYMENTS		
<u>VARIABLE EXPENSES</u>		
ELECTRICITY		
GAS		
WATER/SEWER		
TRASH		
HOUSE/YARD UPKEEP		
TELEPHONE		

GROCERIES		
PERSONAL CARE ITEMS		
SUPPLIES (CLEANING, ETC.)		
AUTOMOBILE (GAS & OIL)		
AUTOMOBILE MAINTENANCE/REPAIR		
LICENSE/TAX/INSPECTION		
CLOTHING & ACCESSORIES		
LAUNDRY/DRY CLEANING		
SCHOOL COSTS (TUITION)		
SCHOOL SUPPLIES (BOOKS, ETC.)		
CHILD DAY CARE		
ALLOWANCES		
BEAUTY/BARBER SHOP		
MEDICAL/DENTAL		
MEDICINES & DRUGS		
GLASSES/CONTACTS		
NEWSPAPERS/MAGAZINE SUBSCRIPTIONS		
CHARITABLE CONTRIBUTIONS		
HOBBIES & SUPPLIES		
FOOD		
SNACKS		
CABLE TV		
RECREATION/ENTERTAINMENT		
TOBACCO PRODUCTS		

BEVERAGES		
BANK SERVICE CHARGES		
POSTAGE		
VETERINARY COSTS/PET FOOD & CARE		
OTHER EXPENSES:		
TOTAL MONTHLY EXPENSES		

+ Total Income: _____

- Total Expenses: _____

= Remainder: _____

IMPORTANT DOCUMENTS

Complete a list of the documents kept in your home or in a safety deposit box. Additional information should be itemized on a separate piece of paper and attached to this form, if necessary.

For information on the necessity for these documents, please read pages 22-23.

DOCUMENT	DATED	LOCATION	NOTES
WILLS prepared for:			Attorney:
POWER OF ATTORNEY prepared for:			Power given to:
BIRTH CERTIFICATES for:			
SPECIAL ID CARDS for:			
DEATH CERTIFICATES for:			
MARRIAGE LICENSES for:			
DIVORCE DECREES for:			
COURT ORDERS (child custody, child support) for:			
SOCIAL SECURITY CARDS for:			Social Security Numbers:
CITIZENSHIP/NATURALIZATION PAPERS for:			

<p>ADOPTION PAPERS for:</p>			
<p>PASSPORTS for:</p>			<p>Passport Numbers:</p>
<p>AUTOMOBILE/RV/BOAT RECORDS (Title, Registration, Warranties) Car 1: Car 2: Other:</p>			
<p>REAL ESTATE RECORDS (List Deeds, Appraisals, Tax Records, Mortgages, etc. for all properties)</p>			

LEGAL DOCUMENTS

Just like a budget assists in managing the everyday financial activities of an individual or family, legal documents are equally important to ensure that plans can be carried out, if necessary. Become familiar with the following terms and implement the appropriate legal instruments before leaving home.

Powers of Attorney (POA)

A power of attorney is a legal document permitting a named individual to sign a document or to act in your behalf. There are several types of powers of attorney. To determine what type of power of attorney is needed, assess your needs and determine the circumstances in which your permission may be needed during your absence. To see if you need a power of attorney, review the list of questions below. If you answer "yes" to any of the following questions, then you need to have a power of attorney prepared. Please do not assume that a spouse or parent can act in your behalf without a POA.

- Will a house or car be sold?
- Will taxes have to be prepared and filed?
- Is your family on the waiting list for base housing and likely to be accepted in your absence?
- Will a contract or lease need to be signed?

Applicable to single parents, dual-military couples and single airmen:

- Will someone need to have entry to your house?
- Will authorization for your children's medical care be needed?
- Will authorization be needed to enroll your children in school?

There are several types of powers of attorney, including:

General power of attorney - which allows the designated individual unlimited authority in signing your name or acting in your behalf. It is a very broad, sweeping grant of authority. Unless specifically prohibited by law, this instrument authorizes another person to do ANY legal act that you might do yourself. The general POA should be used with extreme caution. It is generally recommended that the power of attorney be effective only for the period necessary, and for no more than one year. Find out from your legal office if there are certain situations, such as real estate transactions or authorizing medical care for a child that cannot be covered by a general POA in your state of residence.

Special power of attorney (limited) - which allows the designated individual to sign your name or act in your behalf only in specific matters (e.g., securing a loan or moving into base housing). The specific POA, with its limited authority, should be used for the purpose indicated in the document.

Medical power of attorney - which allows the designated individual to give consent for medical treatment. It may be used to authorize medical care for minor children or for an adult, such as yourself, when you are unable to act on your own behalf.

Be aware that the power of attorney is valid for a specified period of time and only while the person granting the POA is alive. Make sure your will covers all situations that may need attention if you die. A power of attorney will not be accepted to start, stop, or change a pay allotment.

Be aware also, that many organizations on base and in the community may not accept a power of attorney. Often, institutions such as banks have their own policies and procedures. Check with these institutions for specific guidance.

Wills

All personnel, regardless of marital status, and all spouses are advised to have a will. A will is a legal document that specifies how an individual's property is to be distributed upon death. In the will, an individual is assigned as the executor who will oversee the settling of the estate. A guardian should be designated for minor children or other dependent family members

If you (and your spouse, if married) have already prepared wills, then determine if the will needs to be updated. Situations that require a will to be updated include:

- Substantial change in value of your assets
- Birth or death of immediate family member
- Change in state of legal residence
- Executor dies or is no longer considered competent
- Guardian needs to be appointed for children or new guardian
- Change in marital status
- Provisions of will no longer apply or need to be changed
- Changes in property ownership

Also consider having a living will, if desired. A living will is a directive to a hospital regarding medical treatment in the event a person becomes incapacitated.

For further information and assistance on wills and powers of attorney, contact the base Legal Office or your personal lawyer.

Guardianship Papers

In addition to POAs, these papers may be required if someone other than a parent is caring for a minor child or if someone will temporarily replace you as legal guardian of another adult. Please do not assume that someone may take over your guardianship responsibilities just because they live in the same house.

Dependent Care Certification (AF Form 357) - which is required of all dual military and single military parents. This form should be updated at the orderly room.

Special ID Cards - for family members under the age of ten years so they are authorized medical care. Special ID cards may also be a good idea if the non-military parent is traveling away from the local area. Contact the Military Personnel Flight for more information.

Commissary Agent Letter - which permits access to the Commissary. The agent is permitted to purchase items at the Base Exchange and the Commissary for the dependent's use only, not for themselves. Discuss letter format with the Military Personnel Flight.

Base Access - will be given to your appointed guardian by virtue of your power of attorney, but a copy of the POA has to be filed with the Security Police. If the guardian will be driving their own vehicle, it will need to be registered with Pass and ID. Please phone the Security Police for further information.

CASUALTY INSTRUCTIONS

Although the following topics are difficult to discuss, your spouse or other family member who has this information will be able to adhere to your wishes. In addition, making these decisions and leaving instructions will ease some of the emotional trauma and logistical responsibilities for surviving family members. Contact your spiritual advisor and the Legal Office for more information. Complete for yourself, your spouse, and children.

Interment Instructions for _____

Method of interment: _____

Location of interment: _____

Location of Deed if there is a cemetery plot: _____

Have any pre-payments been made?: _____

Name of Church/Other: _____

Address: _____

Telephone Number: _____

Memorial Service Requests: _____

Name of Mortuary/other: _____

Address: _____

Contact: _____

Telephone Number: _____ Fax Number: _____

Have any pre-payments been made? _____

Special Arrangements Desired: _____

Location of guardianship instructions (applicable for single parents and dual military couples):

Location of Information on survivor benefits: _____

BASE SUPPORT AGENCIES AND PROGRAMS

Knowing who to call when you have problems helps to keep the difficulty from seeming like a catastrophe. If you do not know where to start, call the Family Support Center, 556-6141. It is your primary agency for information and referrals, both on and off base.

ABUSE

FAMILY ADVOCACY	
Counseling, Reporting, Support Groups	
and Prevention Programs (BLDG 1171).....	556-8943
SECURITY POLICE	
Reporting (BLDG 1376).....	556-4000

AGED

FAMILY SUPPORT CENTER	
General Information (BLDG 350).....	556-6141
HEALTH AND WELLNESS CENTER - Peterson	
General Information (BLDG 560).....	556-4292
HEALTH AND WELLNESS CENTER – Schriever	
General Information (Bldg 608).....	567-4292

AID

AIRMEN'S ATTIC	
Furniture, Household Items.....	556-3215
CHAPEL	
Caring Through Sharing Program (food items	
and gifts) (BLDG 1410).....	556-4442
FAMILY SUPPORT CENTER	
Air Force Aid Society (BLDG 350).....	556-6141
Food Pantry (BLDG 350).....	556-6141
RED CROSS	
Disaster Relief, Emergency Communication,	
and Travel Assistance (BLDG 350).....	556-7590

ALCOHOLISM INFO/TREATMENT

LIFE SKILLS CENTER	
Assessment, Counseling, and Support	
Groups (BLDG 1171).....	556-7804

ANGER

FAMILY ADVOCACY	
Preventative Programs on Anger	
Management (BLDG 1171).....	556-8943

BABY-SITTING TRAINING

RED CROSS	
Classes for Certification (BLDG 350).....	556-7590

BUDGETING

FAMILY SUPPORT CENTER	
Counseling and Assistance (BLDG 350).....	556-6141

CHILD CARE

CHILD DEVELOPMENT CENTER	
On Base Child Care, and On Base Home	
Daycare Information (BLDG 1350).....	554-9575
FAMILY SUPPORT CENTER	
Off-base Agency Information (BLDG 350).....	556-6141

CHILDREN

PETERSON CHAPLAIN SERVICES	
Sunday School (BLDG 1410).....	556-4442
CLINIC	
Child Identification (BLDG 959).....	556-1140
FAMILY SUPPORT CENTER	
Youth on the Move Relocation	
Program (BLDG 350).....	556-6141
FAMILY ADVOCACY	

First Time Parents and Pregnancy;	
Self-Esteem, Home Alone Skills,	
Stranger Danger, Special Needs	
Identification and Assignment Coordination Process (Formerly	
EFMP Program) (BLDG1171).....	556-8943

SECURITY POLICE

ID Documentation, Missing Children,	
Emergency Assistance (BLDG 1376).....	556-4000

SERVICES

Child Development Center (BLDG 1350).....	554-9575
R.P. Lee Youth Center (BLDG 1555).....	556-4329

CLAIMS

LEGAL OFFICE - SCHRIEVER	
Filing (BLDG 210).....	567-5061
LEGAL OFFICE - PETERSON	
Filing (BLDG 350).....	556-4871

CPR

RED CROSS	
Classes (BLDG 350).....	556-7590

CRIME PREVENTION

CLINIC	
Child identification (BLDG 959).....	556-1140
SECURITY POLICE	
Finger Printing for Children, Crime	
Prevention Information, Neighborhood	
Watch Information, Property	
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If you live alone, you will need to close up your dorm room, apartment, or house during the time you are TDY or deployed. If married, but your spouse will be living elsewhere while you are gone, you also need to close up your apartment or house.

- _____ Be sure you have a current inventory of your personal property stored away from your living quarters.
- _____ Make arrangements for your mail to be held at the post office or forwarded.
- _____ Cancel your newspaper(s) at least a week in advance.
- _____ Check with your utility companies to determine if the service may be suspended while you are gone or should be left on.

Some utilities companies will charge a fee to reconnect your service if you suspend service.

That fee might be larger than the utility bill would be while you are gone. If the weather will turn cold while you are gone, be sure the heat source is set to keep the place from freezing. You may need to leave electricity on to run the refrigerator, timers, and furnace fan.

- _____ If you have an individual hot water heater, turn it off.
- _____ Determine if you can turn off your water supply at the source.
- _____ Check your security measures...timers on lights, window locks, deadbolt on doors, etc.
- _____ Empty refrigerator of foods that may spoil. Normally the temperature of the refrigerator may be turned down, but be sure the freezer section does not get below freezing, if in use.
- _____ If you live in a dorm, notify the dorm monitor of your absence.
- _____ If you live in an apartment, notify your landlord of your absence and how to contact your unit should a problem arise during your absence.
- _____ If you live in a house:
 - _____ Find someone to do a drive-by inspection weekly. If on-base, inform the security flight.
 - _____ Arrange for yard care or sidewalk shoveling.

HOME MAINTENANCE

Running a household alone is a tough job. Let's face it, something always seems to break down when you are out-of-town. Probably one of the best gifts you can give your spouse is a complete walk-through of the house to check certain items to ensure they are in good working order. Check the following:

_____ *Heating:* make sure you have plenty of heating oil, coal, or gas, a clean filter and it is working properly.

_____ *Air conditioner:* is the filter clean and is it working properly?

_____ *Hot water heater:* make sure it's insulated and working properly.

_____ *Plumbing:* check for leaky pipes and faucets.

_____ *Major appliances:* stove, refrigerator, freezer, dishwasher, microwave, washer, dryer, television, stereo, etc.

_____ *Fuse / breaker box:* location, label the switches, and provide extra fuses.

_____ *Windows:* check locks and ensure windows are in good repair.

_____ *Doors:* check door locks and make extra keys to place in a safe location.

_____ *Lighting:* replace burned out bulbs, especially in difficult to reach places. Check for proper outside lighting to ensure safety.

_____ *Safety equipment:* smoke alarms, fire extinguishers, fire ladders, etc.

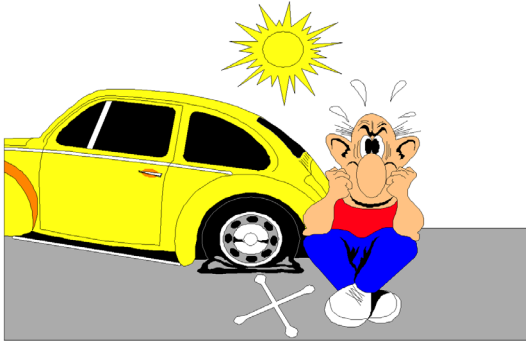
_____ *Outside maintenance:* check roof for leaks, check faucets, sprinkler system, tune up lawnmower, etc.

_____ *Padlocks, etc:* Are keys and combinations in a safe place?

_____ *Maintenance help:* Are the names and phone numbers listed on the Key Telephone roster on page 8?

_____ *Tools:* Are they in good repair, and organized in a handy place?

_____ *Pets:* Are their shots up to date and do they have adequate shelter?



THE FAMILY WHEELS

Coping with car problems is one of the most frustrating situations spouses have to face, especially if they know very little about mechanics. Your spouse will appreciate making that extra effort to ensure that the family car is in top-notch shape. Check with your Family Support Center to determine if you are eligible for the “Car Care Because We Care” program. If you are, the Air Force Aid Society will pay to have routine maintenance performed on your primary family vehicle. This maintenance includes oil/filter change, lubrication, safety check, and winterization, if needed.

AUTOMOTIVE CHECKLIST

1. If you belong to an auto club, what are the contact phone numbers.

Office _____

Emergency _____

2. Mileage at last tune-up? _____

3. Mileage at next scheduled tune-up? _____

4. Where should the car be taken for service? _____

5. What type of gasoline does the car use? _____

6. Is there water in the battery? _____ YES _____ NO

7. Is the battery in good condition? _____ YES _____ NO

8. What kind and size of battery should be purchased, if needed?

9. Where should a new battery be purchased? _____

10. Are the tires in good condition? _____ YES _____ NO

11. Will the tires last through the separation? _____ YES _____ NO

12. If needed, what size, type, and brand of tires should be purchased?

13. Is there a guarantee on the present tires and is it readily accessible? _____ YES _____ NO
14. When is the car insurance premium due? _____
15. To whom is it paid and how? _____
16. Does the car have an inspection sticker and, if so, when does it expire?

17. If a new inspection is needed, where is it to be done? _____
18. Where are the car's state registration papers or cards? _____
19. When does the registration expire? _____
20. Do you need a power of attorney to register your car? _____
21. Does the base registration need to be renewed? _____ YES _____ NO
- If yes, when? _____
22. Does the car need to be lubricated before the end of this separation?
_____ YES _____ NO - If yes, at what mileage? _____
23. At what mileage should the oil be changed? _____
24. What type and weight of oil is used? _____
25. Where should this be done? _____
26. Should the oil filter be changed? _____ YES _____ NO
27. Should the spark plugs be changed? _____ YES _____ NO
28. Is a new air filter needed? _____ YES _____ NO
29. When should a new air filter be installed? _____
30. Are there extra car keys in the house? _____ YES _____ NO
- If yes, where are they? _____.
31. Have cold weather starting procedures been reviewed? _____ YES _____ NO
32. Is the car stocked with common maintenance equipment such as spare tire, jack, and jumper cables?
_____ YES _____ NO

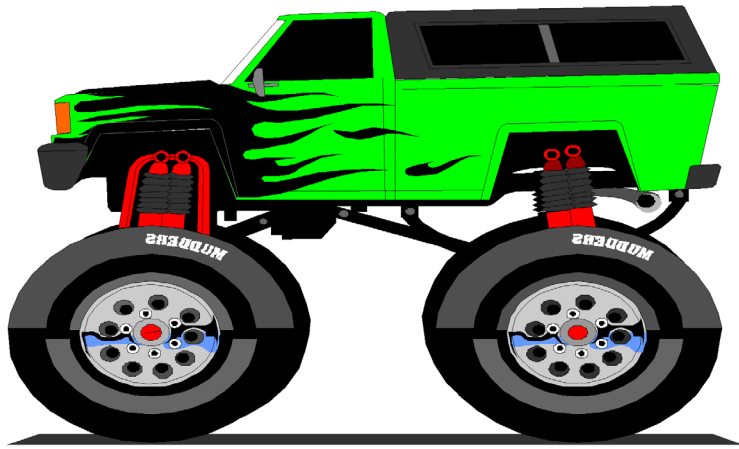
IN CASE OF AN ACCIDENT

An auto accident occurs in the United States every 90 seconds, so buckle up for safety.

If you are involved in an accident:

STOP IMMEDIATELY AND.....

1. Call for assistance for any injured persons. Do not move the injured person as movement may add to their injury.
2. Call an officer of the law. (Call 911)
3. Do not admit responsibility -- make no statement regarding the accident except to the police. The law requires that you give your name, address, and license number. You are not required to give any other information at the scene of the accident.
4. DO NOT REVEAL THE EXTENT OF YOUR INSURANCE COVERAGE TO ANYONE.
5. Take notes concerning all details of the accident. Be sure to get names, addresses and phone numbers of all injured persons, occupants of all cars, and other witnesses. Include information on road and weather conditions, other traffic situations, the time of day, and date.
6. REPORT ALL ACCIDENTS TO YOUR INSURANCE COMPANY IMMEDIATELY. Proof of financial responsibility cannot be furnished by the company to your state authorities until the company receives your accident report.



Vehicle Storage

1. Find out if there is a safe storage facility located on base. There is usually a minimal fee but it is much safer than leaving your car in the parking lot and the fees might be covered as a travel expense. Air Force policies for vehicle storage are under going revision, so be sure you understand the current policies.
2. Check your owner's manual for storage information.
3. Change all lubricants if the vehicle will be stored for more than 90 days.
4. Check the coolant level to ensure that the vehicle is protected for the maximum expected temperatures during your absence.
5. Protect the tires from sun exposure and be sure they are correctly inflated.
6. If the vehicle is stored outside, protect the finish with a vehicle cover.
7. Fill the fuel tank to prevent condensation within the tank.
8. Disconnect the battery.
9. Don't leave keys or valuables in the car.
10. Leave keys in more than one safe place.
11. If you plan to cancel your insurance to save paying for premiums while the car won't be driven, check to see if your vehicle registration will be affected. Remember when you return the vehicle cannot be driven until the insurance is re-instated.

THE SEPARATION CYCLE

Throughout the separation process - from the first notification to the return home - there are predictable emotions and feelings you may experience. These emotions and feelings are predictable and normal - you may find yourself experiencing all of them - or none of them.

To help you better understand the emotional upheaval you will be experiencing, the separation process has been broken down into stages. We have attempted to identify some of the feelings you may experience at each of the stages.

Every separation follows a cycle with three different stages:

1. PRE-SEPARATION - Preparation

Getting ready, both physically and emotionally, for the service member's departure.

2. SEPARATION - Survival

Coping with the separation on a day-to-day basis.

3. REUNION - Homecoming

Re-acquaintance of family members with one another.

PREPARATION

The following information will aid in making separation more manageable for DoD personnel who may be required on short notice to leave their units, families, or homes. With every pending departure, nervous tension is generated. Pressure builds when trying to get everything done. Each person in the family may begin to demonstrate sadness, anger, fear, emptiness, relief, excitement, happiness, anxiety, or a mixture of all these emotions. There is no "normal" way to feel.

Too often, personnel deny the possibility of duty separation, and pretend it is not going to happen. This denial can be emotionally harmful. Once separation occurs, they are likely to find themselves unprepared. It is much healthier for people to face issues directly and become better prepared to positively address the life style changes brought about by separation. Adequate preparation for all family members is the key to minimizing the problems that will inevitably arise during a duty separation. Sometimes families avoid talking about things that bother or worry them. They are afraid that talking about things will make matters worse. In reality, open discussion provides people the opportunity to clarify potential misunderstandings, get a better idea of what is expected, work out solutions to identified problems, and to better prepare themselves for the coming separation.

Having a sense of control over events is a significant moderator of the stress associated with separation. We all desire some sense of control even in the face of uncontrollable situations. Feeling no control over a situation can lead to characteristics of learned helplessness. The perception of even some control can be enough to lessen most negative responses and become a base for building positive coping behaviors. An individual's appraisal of upcoming events as being highly stressful or undesirable but manageable will significantly influence their coping level. That appraisal is related to the degree to which individuals feel that they have adequate knowledge, coping skills, social support, and some control over future events.

Preparation for coming events, especially undesirable events, can greatly alter a person's attitude. Therefore, the importance of education and preparation cannot be overstated. To be forewarned is to be forearmed.

Single parents and dual career military couples face the same reality. They may experience even greater stress and responsibility during preparation for the separation. No other "parent" remains at home and, therefore, separation takes on an increasingly stressful dimension.

There is a difference between being ready "to go," and ready "to part." Being ready "to go" means having your duffel bag packed, all shots up to date, and other duty essential preparations completed. Being ready "to part" from home and/or family members means being aware of the personal and family issues related to separation, and being prepared to deal as constructively as possible with those issues.

PLAN AHEAD

This is one of the keys to a successful separation. There are many things you can do before you leave. This will prevent others from feeling they have to handle it all alone and you from worrying about all the things left undone.

1) The best place to start is at a *pre-separation briefing*. Topics discussed are informative ranging from an unclassified intelligence briefing to whom to contact if your allotment or pay check is late. It will also provide you and your spouse invaluable information about services available through your Family Support Center and other base agencies.

2) *Then, use the various checklists and tools found in this guide.* Mark or highlight passages you find particularly interesting or helpful. Some parts you may want to re-read or post on the refrigerator just in case an emergency occurs and you don't have time to find the page you need.

3) Spend an evening with your family to discuss the separation, how you feel, what you worry about, how to handle emergencies, or repair problems, and what you think needs to be done around the house to get things together.

4) Have a *"show and tell"* day. Even if it is the dead of winter, learn how to start and operate the lawn mower. Ask your spouse to show you how to check the oil in the car and where to add brake fluid and transmission fluid. Do you know how much air goes into the tires? How to change a flat tire? Learning these things BEFORE your spouse departs will enable you to handle potential situations with much less stress.

5) Each family has its own way of saying "Good-bye." Some see the member off and watch the plane disappear out of sight. Others prefer the privacy of their own home, as they do not feel comfortable around other people during this personal moment. Discuss your feelings and options in advance and do what works best for your family.

6) Discuss your reunion and possible activities so you can determine what will work best for everyone in the family.

7) Finally, before departing, make sure the remaining spouse is the one with the keys and checkbook. If the person in charge is not a spouse, don't leave the checkbook but make sure financial arrangements are made to care for bills and emergencies.

So much will depend on your advance preparation. The more you can learn and accomplish before the family separation, the more confident both of you will be when the parting time comes.

ANTICIPATION OF DEPARTURE

When people anticipate a loss in their lives, often they will begin to gradually pull away in order to protect themselves from getting hurt. For example, if you have a good friend who will be moving away, you might find yourself purposely seeing less and less of this friend during the last few weeks before the departure. People tend to act similarly when they are about to be separated from their spouse or children. They may put space between themselves and their family members without knowing they are doing so. The departing family member may do this by becoming totally involved with work prior to leaving. Spouses may become withdrawn, moody, may pick fights, or begin to make plans that do not include their partner. Often both partners feel hurt: sometimes both partners will experience guilty feelings about their behavior prior to the separation.

If you have had these feelings, you are not alone. Talk to each other and keep talking to each other. Learn what to expect and try alternate ways of coping with the situation. Sometimes just being aware that what you are experiencing is completely normal begins to ease the tension.

TRIP CANCELED!

Sometimes the DoD member's orders are changed at the last minute. This can create a whole new set of emotions with which to deal - especially if the 'pulling away' phase has begun. It is not uncommon to feel anger of this change of plans due to all of the emotions involved and work you have done to prepare. Please ensure your loved ones do not interpret anger as lack of love. It's normal.

REMEMBER-----PLAN AHEAD

COPING WITH SEPARATION



Most people will go through some kind of a grieving process. This process will differ greatly from person to person. Some feel a great sense of relief because the tension leading up to the departure has come to an end. Others find it difficult to get through the first night, the first few days, or even the first few weeks. Allowing yourself to feel “down in the dumps” for a while is okay; however, if these feelings continue to persist, talk with someone. DO NOT isolate yourself.

HOW IS YOUR ATTITUDE

What is your attitude? It is the state of mind with which you approach a situation. Why is your attitude so important? It's important because it affects how you look, what you say, and what you do. It affects how you feel, both physically and mentally, and it largely affects how successful you are in achieving your purpose in life. What could be more important?

Negative attitudes make life difficult for everyone. Positive attitudes help everyone get the most out of life. While talent is important and knowledge is essential, the most important key to success is your state of mind!

When separated from your spouse, you have to make a choice. You can apply a positive attitude, and make the best of the time you have to be apart, or you can apply negative attitude, draw the drapes, withdraw and complain. Given the two choices, the first one is healthier and much to your advantage.

Time passes quickly when you are busy. It also makes for better, longer and more interesting letters to your spouse. Find something you enjoy doing. Something that says YOU! Set goals for tomorrow, next week, next month. The completion of a project will give you a sense of satisfaction. Have you thought about:

- * Going back to school?
- * Taking up a new hobby?
- * Pursuing an aerobic or weight program?
- * Seeking part-time or full-time employment?
- * Participating in Family Support Center or other base programs?
- * Volunteering?

WHEN THE BLUES GET BLUER

1. Loneliness. Most people find the dinner hour and Sunday afternoon the times when they miss their spouses the most. Additionally, everybody has an occasional blue Monday.

2. If your blue days are increasing in frequency, pay attention to what is going on around and in you. Are you:

- Letting things go?
- Gaining weight?
- Yelling at people or kids?
- Constantly letting yourself be entertained --TV, games, movie videos?
- Sleeping in late?
- Withdrawing from people?
- Dropping out of organizations?
- Spending a lot of time with your thoughts?
- Drinking more than usual or drinking alone?

3. No one takes a giant leap into depression. It is more of a cumulative process.

4. Some use alcohol and drugs as a remedy. But that doesn't work. Drinking does nothing to answer life's problem. In fact, drinking just helps you to relax and forget--but the problems are still there.

5. The cure for minor depression is the same as the cure for stress (see page 62), but for depression that lasts for more than a couple of weeks, medical assistance may help. Take positive action.

6. If you can, talk to a friend. If you are alone, and problems seem overwhelming, call the Family Support Center, Chapel, or Mental Health Clinic. They have people who can help.

7. When separated from your spouse, you need to get the sense that you are moving up and forward. Frustration comes when you see others accomplishing things while you are immobile waiting for reunion with your spouse.

DON'T WAIT! YOU CAN DO IT !!!

TIPS FOR THE ONE WHO STAYED

1. Be honest about your feelings. Do not attempt to hide feelings--your own or the children's. Many times we try to spare our children from knowledge of our own concerns, self-doubts, and fears. Feelings are much easier to deal with when they can be expressed within the comfort and security of the family.
2. Give children a method of measuring the passage of time. Families use such techniques as a ceremonial crossing-off of each day on a calendar as it passes, or of tearing a link off a paper chain consisting of the number of days or weeks the departed spouse will be away.
3. Make sure the departed spouse stays well informed. Do not make the mistake of depriving your spouse of knowledge of what is happening at home, or the way things are being handled, out of fear of distracting or worrying him or her on the job. This type of protection often leads to distrust among spouses.
4. Be responsible for all disciplining. Do not fall into the trap of using "Just wait until your father or mother gets home" as the ultimate threat. How can a child be expected to greet with joy and affection a parent that has been held over their head for months as the ultimate punisher.

TIPS FOR THE ONE WHO LEFT

1. Be honest about your feelings. You may also feel lonely or, perhaps due to being in a new place with a new routine, you will not feel very lonely at all.
2. Make sure your loved ones stay well informed as to your well being and schedule for return. Do not make the mistake of depriving your spouse of knowledge you are allowed to share. If you don't, CNN probably will. This type of protection often leads to distrust among spouses. Pictures of where you eat, sleep, and work are especially important for children.
3. Although your spouse or caretaker may not be handling discipline or repairs exactly as you would, be supportive and encouraging. Taking over everything can be overwhelming.

REUNION

The reunion of a family after a separation can be just as stressful as the separation itself. If your family experiences some strain or tension during a reunion, you are not alone. You may have wondered why an occasion that is "supposed" to be so romantic and exciting should turn out less than perfect. Agree on plans for homecoming before the reunion, both for the spouses and the parent with the children.

From the moment you are separated from the person you care about, you may begin to build up an image of that person in your mind. You may fantasize about how wonderful everything will be when you are together again.

You may remember the members of your family as they appear in the photograph in your wallet--the picture perfect all-American family. A similar process is happening with the spouse and children. The missing member may be placed on a pedestal as the warrior out defending the country. Memories of everyday life such as making ends meet, occasional disagreements, and disciplining the children, begin to fade from everyone's mind. The reunion is seen as the solution to all problems. "Once we are together again, everything will be perfect." However, reality rarely has a chance to live up to the high expectations you have set in your minds.

This is not meant to be a forecast of "doom and gloom." Homecomings can be very happy occasions as long as all family members make an effort to be as realistic as possible. If the tendency to not clean up after oneself around the house occurred before the separation, that habit probably has not miraculously disappeared. If a weight problem existed prior to the separation, do not expect a fifty-pound weight loss to have occurred during the separation. If one of the children was experiencing problems at school, do not expect the problem to disappear at reunion time.

Talking to one another and working through the everyday challenges that family life presents is what is important. This does not all have to be accomplished on the day of the family reunion. Give yourselves some time to enjoy one another. Everyone needs to get reacquainted before problem solving begins.

FOR THE ONE WHO LEFT

Ease yourself back into the family gradually. If you come on like a "Sherman tank" and try to bulldoze your way back into your family's life, feelings of resentment will surface. See yourself as a "Special Guest" for a while. Take some time to observe how the family has been running in your absence. You might be tempted to jump right in with "Now that I am home, there are going to be a few changes around here." You will see that some things will change naturally as a result of your presence in the family. If you disagree about the way other things have been handled, wait a few days and discuss it openly with your spouse.

Do not try to take over the finances immediately. A complete interrogation regarding the state of the checkbook as soon as you walk through the door is bound to create hostility. Set aside some time when things have calmed down to review the financial situation with your spouse.

Take it easy with the children in terms of discipline. For a while, stick with the rules your spouse has established during your absence. Immediately playing the "heavy" will not open up opportunities for you and the children to get to know one another again. It is not difficult to understand why some children are afraid of the returning parent if all they have to look forward to is "a changing of the guard."

On the other hand, sometimes it is easy to spoil your children. If you have not seen them for a long period of time, or you are home for only short periods of time, you may find yourself not wanting to discipline them. You are probably eager to make up for the time you were unable to spend with them. This is certainly understandable, but do not put your spouse in the position of constantly playing the "heavy" while you have all the fun with the children.

Do not be surprised if your spouse is a little envious of your travels. Your life may look very exciting compared to the job of "keeping the home fires burning." Surprise your spouse with a gift when you return from a new place. This way they can show off their "treasures" from different states or countries and cultures, and share in your experiences.

Expect your spouse to have changed. Neither of you is the same person you were a few months ago, or even a few weeks ago. The main adjustment for families after a separation is the change in roles. Your spouse has learned to cope alone as a matter of survival. Out of necessity, some of your roles have been taken over in order to compensate for your absence. Try not to be threatened if you find an independent person when you return home. The fact that your spouse can cope without you does not mean that he or she cares about you any less.

FOR THE ONE WHO STAYED

Keep in mind that your spouse has been operating in a more regimented environment with a daily routine. Transition to family life takes a while. In some instances, your spouse might be rebellious against any kind of schedule or pre-planned activity you have set up. Be patient! There might also be some trouble sleeping soundly throughout the night at first. It takes some time to make the transition back to home living, especially if your spouse has been traveling through different time zones or working rotating shifts or irregular hours.

Do not take it personally if you find your spouse day dreaming about work-related issues. Your spouse has been immersed in a totally work-related environment while away from home. It takes a while to let go of that world, even when a spouse is relieved to be away from it and home with the family. You might find that your spouse is either surprised or even hurt that you have been able to manage everything so well alone. Try not to get defensive. Everyone wants to feel needed. Reassure your partner that although you are capable of handling the household and family on your own, you need companionship and emotional support. Point out that it also makes life a lot easier when you have someone with whom you can share these responsibilities.

Now that you have gained confidence in managing the household and family by yourself, you may find that you are a little reluctant to give up some of this independence. You may have ambivalent feelings about the reunion--excited, yet anxious about how your life will change. Some nervous tension will again be present in the family as preparations begin for the homecoming.

There is usually a lot of excitement when the family is reunited. You may also feel tense and nervous when you see your spouse for the first time. Families should handle a homecoming in a way that feels most comfortable to them. Some families prefer some quiet time at home together, others like to be surrounded by friends and relatives, and some families enjoy going out to a special place to celebrate.

CHILDREN

Some children will keep their distances from the returning parent for a while. They may still have unresolved feelings of anger toward that individual for leaving them, and are not ready to allow that parent to be part of their lives yet. They may have to be "courted" before they feel comfortable again.

Other children will become "clingers." Each time the parent disappears from sight for a few moments, they think the adult has gone away from home again. As a result they tend to hold on for dear life and not let the parent out of their sight. Be patient. This will pass with time as they see you leave and return again.

At reunion time, a parent could be meeting a baby for the first time. This can be quite an emotional experience for everyone, including the infant. Do not feel that you have to thrust a crying infant into the arms of the returning spouse. Do not feel overwhelming rejection if your infant will not come to your at first. Give the child some time. Infants are people too, and they need time to develop trust before they feel comfortable with a new adult in their lives.

Plan to spend some time individually with each one of your children by doing some activity that is special to them. This allows the parent to get reacquainted with each child in a way that is most comfortable for that particular child. It also makes each child feel special and appreciated for its individuality.

Expect your children to have changed, both physically and emotionally. Sometimes the changes are barely noticeable from day to day, but if you go away, you might discover upon your return that your toddler is walking, your fourth grader has learned the multiplication tables, and your teenage daughter has a new boyfriend.

After the initial excitement of homecoming wears off, family members will begin to get re-acquainted with one another. The separated family member gradually becomes integrated back into the family routine. This is not always a smooth transition so expect some rough times. Work at having a Peace Conference, not a Change of Command!

ESPECIALLY FOR THE KIDS

Parents can help children understand and accept the separation and their feelings about it by planning ahead. Anticipate the problems and discuss them with the entire family.

PRE-FAMILY SEPARATION

The pre-family separation period is stressful for parents and children. Confronted with an extended absence of a parent, family members sense a loss of continuity and security. Children may not fully understand why one of their parents must leave. Very often young children may become confused and fearful that Mommy or Daddy will desert them.

Children are not very good at expressing fears and feelings in words. Anger and a desire for revenge, as well as guilt for feeling that way, are often demonstrated in the child's behavior. Change is puzzling to children. They want everything to remain the same. When changes occur, children usually have no other way to release anxieties, and nowhere to go for help except the parents. At a time when the separated spouse's responsibility to the Air Force becomes more demanding of their time and energy, the remaining spouse may feel overwhelmed, as they prepare to solely support the children, home and car.

What can be done about relieving the stress of the pre-family separation period? Think about the following ideas that have been helpful to others in similar situations:

TALK TO YOUR CHILDREN BEFORE THE SEPARATION HAPPENS.

Communicate your thoughts and feelings about the separation. Be open and honest. Some parents worry that advance warning will only give the child more time to fret. However, children can sense when something is about to happen and worry more when they are left in the dark. Knowing about the assignment or deployment in advance helps in adjusting to the idea.

BUILDING AN EMOTIONAL BOND

The departing parent needs to spend some QUALITY time with each child before they leave. Younger children (under 8) will be willing to accept a half hour of face-to-face communication. Don't be afraid to hug your child. A display of affection is powerful communication. Older children (8 and over) appreciate being consulted when deciding how long and where this "special" time together can occur.

Use this time to share pride in your work, squadron, the Air Force, and the purpose for your assignment or deployment. Children of school age are beginning to understand that some events must happen for the good of everyone. It is a little easier to let go if Mom or Dad's job is seen as essential to the mission of the Air Force.

Often when asked if something is bothering them, a child will say "no." But there are ways to get through. Make some casual reference to your own worries or ambivalent feelings about the impending assignment or deployment. This will enable the parent and child to share similar feelings. It also helps a child to realize their parent is a real person who can cry as well as laugh, and it models an appropriate way to release feelings--talk about them.

VISIT YOUR CHILD'S TEACHER

Frequently children react to separation by misbehaving in class or performing poorly in their studies. A teacher who is aware of the situation is in a better position to be sensitive and encouraging.

CHILDREN NEED TO SEE THE PARENT'S WORKPLACE

Very young children need to see where Mom or Dad eats, sleeps, and spends some of their day when away from home. You can do this through pictures or TV videos. This provides them with a concrete image of where the parent is when they can't come home. Older children can learn a great deal from the parent about the function of his or her job, the sophisticated technology, interdependence of each division of the military with the other, and of course, career direction.

PLAN FOR COMMUNICATING

Expect children to stay in touch with the departed spouse. A lively discussion needs to take place before departure. Encourage children to brainstorm the many ways communication can occur in addition to letter writing, such as cassette tape exchanges, photographs with their parents, encoded messages, "puzzle messages" (a written letter cut into puzzle parts that must be assembled in order to read), unusual papers for stationery, and pictures drawn by preschoolers.

HELP CHILDREN TO PLAN FOR THE DEPARTURE

While the spouse is packing their bags, allow your children to assist you in some way. Suggest a "swap" of some token, something of your child's that can be packed in a bag in return for something that belongs to the departing spouse.

Discuss the household chores and let your children choose (as much as possible) the ones they would rather do. Parents (or parent and guardian) need to agree with each other that division of household chores is reasonable. The role of disciplinarian needs to be supported by the departing member.

BEING A LONG DISTANCE PARENT

Parenting while away from home is not easy. Some separated parents find it so emotionally difficult they withdraw and become significantly less involved in the lives of their children while they are apart. This, of course, is not good either for the parent or the children, not to mention the difficulty it causes the parent/caregiver who is at home alone. The most important aspect of parenting from a distance is making those small efforts to stay in touch. Doing something to say the parent is thinking about and missing the child is what is most important. Here are some practical suggestions to help keep the absentee parent involved with their children:

a. Letters and cards from mom or dad are important. The length and contents are not nearly as important as the presence of something in the mail from the absent parent. When sending picture post cards, make little notes about the place or write that you stood right here "x" in the picture. Any small thing that makes the card personal will have tremendous meaning to children at home.

b. Cut out and send things from the local paper or magazines. This is a tangible way to help them feel connected and give them an idea of what life is like there.

c. For older children, a subscription to a favorite magazine is a gift that keeps on giving.

d. When using a tape recorder, remember to be creative: sing "Happy Birthday," tell a story, read scripture, take it with you on your job or when visiting with other members of your unit. Don't try to fill a tape completely in one sitting. Make sure you describe the surroundings, the time of day, and what you are doing, etc.

e. Try not to forget birthdays and special holidays that would be important to a child, particularly Thanksgiving, Christmas, Easter, Halloween, or Valentine's Day.

f. Try to schedule phone calls when children are likely to be at home. Keep a mental list of things you want to talk about with each child, such as their friends, school, ball games, etc. Ask each child to send you something from the activities they are involved in at school, home or outside activities like dance lessons, youth groups or scouts.

g. If your child has a pet, make sure to ask about it.

h. Send an age appropriate gift for each child. It should be something special just for them. Some interesting and creative gifts include a special notebook for school, a book for coloring or reading, or something unique from where you are stationed.

TURN ON YOUR SENSORS AND TUNE IN TO YOUR CHILD'S WORRIES

Just because a child doesn't tell you about their concerns doesn't mean that they are not troubled. Children don't usually recognize the cause nor will they tell you they are concerned. The spouse that is departing should communicate with each child individually. There is no substitute for a letter with your own name on the envelope.

BECOME FAMILIAR WITH SOME OF THE EXCELLENT CHILDREN'S BOOKS THAT DEAL IN A SENSITIVE MANNER WITH A VARIETY OF FAMILY-CHANGE SITUATIONS:

<i>"A Special Family Friend and a New Adventure"</i>	by Hoffman and Sitler
<i>"Will Dad Ever Move Back Home"</i>	by Paula Hogan
<i>"All Kinds of Families"</i>	by Norma Simon
<i>"If You Listen"</i>	by Charlotte Zolotow
<i>"The Goodbye Painting"</i>	by Linda Berman
<i>"The Giving Tree"</i>	by Shel Silverstein

Reading them with your child can help clarify facts and identify feelings.

HOMECOMING FOR THE SINGLE PERSON

THE RETURN: MAKING A GOOD THING BETTER

One thing you can pretty much count on is that things will not be the same as when you left. You will be different; as will the people you left behind. Problems that you left behind will not have magically disappeared. Nor will problems you may have been experiencing vanish just because you're "Back Home." Changes in any life routine, for better or worse, can be very stressful. We all develop our own routine and become secure with that sense of sameness. But, when we undergo major changes, such as deployment, it's normal to feel unsure of ourselves. Change is SCARY! Learning a new job, coming home to a girl-friend/boyfriend, or going home to your family of origin after several months are all major changes which may cause:

1) Emotional Reactions:

- frustration
- worry
- anger
- sadness
- confusion

2) Behavioral Reactions:

- loss of appetite
- fatigue
- restlessness
- irritability
- changes in sleep patterns
- alcohol/drugs
- spending binge

KINDS OF READJUSTMENT:

FAMILY

Some of you may be going home to family situations that have changed.

- marriage of a family member
- births
- divorce of parents/siblings
- other family celebrations/crisis

Some of the questions that you may need to examine are:

- What can I do? This may mean visiting with family and friends.
- What is not in my control? Response of others, etc.
- Have you been on your own as an adult for a while? There may be a need to adjust your role in your family. There is a place for you as an adult -- talk to your family members.

SOCIAL

Married friends and co-workers will leave and become less available in terms of time and attention. Half of the singles may go on leave right away, many are transferred, while some go to school. The result is a loss in your social network, usually a supportive one. The sudden change can be depressing, but it may be tough to perceive or express why you are feeling "BLUE." If you are feeling this way, remember that it is NORMAL. Your feelings can be even tougher to handle if you are returning home before a family oriented holiday, such as Christmas, and you can't get home to join your family.

Think of what you want to do with your free time. Some of you may just want to PARTY!! After all, you have to make up for lost time, right? You owe yourself a good time, but you don't owe yourself the heavy problems that can result from overdoing it. A word to the wise is GO SLOW!

ENVIRONMENTAL

When you first return you'll probably feel strange and many wonder WHY?

- Slow down while driving your car or motorcycle. It'll take a little practice to feel 100% again.
- Re-familiarize yourself with the locations of on and off -base facilities you frequent. It'll take you a few weeks to reacquaint yourself with favorite recreation spots as well as discovering the new "HOT SPOTS" in town.
- Sights, sounds, and vivid colors may seem strange, overwhelming at first--relax, take it slowly.

JOB

Even a simple change like a shift in work schedules can cause stress. Depending on the type of leave periods granted by your supervisor, there might be a significant increase (or decrease) in duties for you single guys/gals once you're back.

- Some of you may also be facing TDY orders to school or a PCS that can be disruptive to your plans or social life.
- You may also be assigned to work with new people that cause additional on-the-job stress.
- Reserve component airmen need specific information about rights and benefits and may find it more difficult to reintegrate into the job market.

PSYCHOLOGICAL

This type of readjustment may be the toughest to manage without some thinking ahead. Psychological adjustment has to do with the feelings and behavior that results from the changes we have talked about so far. Sometimes these feelings may cause you to overdo; i.e., excessive partying, overspending, etc. When we are experiencing some negative feelings due to all these readjustments and feel an urge to OVERDO, it helps to know that these feelings are NORMAL. The stress we are experiencing due to all these changes will pass.

RELATIONSHIPS

Now that you have thought about all the readjustments people may go through, let's discuss relationships. If you were in a relationship before you left, you need to carefully rebuild that relationship. Don't assume that the relationship is exactly the same now as before you left. You have both had changes occur in your lives while apart. You may be more vulnerable after being away from home and make commitments or do things without regard of the consequences. Go slow enough to consider the consequences and how they would influence your long-range goals for life.

If you were not in a significant relationship before you went TDY, you should also use care when trying to establish new friendships. Before you start is a great time to consider what you desire in friendship. If you were lonely while deployed, please don't let the loneliness foster unhealthy relationships.

One of the hardest places to begin building friendships and relationships is with opening conversations, so here are so helpful hints.

- Remember you've been away from this scene for several months.
- Clean up your language. Certain words may be acceptable in the field; however, aren't appropriate for a first meeting.
- Personal habits might need "spiffing up." Are you smoking, or using other tobacco?
- "I" messages rarely put the listener on the defensive. "You" messages tend to stifle a conversation, "you should, you are" may appear intrusive.
- Observe your partner's body language.
- Look for eye contact, a smile. Listen for questions. Is he/she interested in what you are saying? How does he/she perceive you?
- Be a responsible listener
 - Learn something new; ask about the other person.... you already know about yourself
 - Don't be too personal
 - Maintain eye contact and smile
- Ask open-ended questions
 - Use your common interest or experience for ideas (class, laundromat, grocery store)
 - Asking questions requiring only "yes" or "no" answers make it's difficult to carry on a conversation
 - Give examples using a particular place

- Remember: It's okay to feel shy or nervous. We all do at times. Just try to forget about yourself and focus on the other person. Determine how can you help them because they are probably feeling shy and nervous as well. Most importantly, remember that you are really an okay person and have a lot to offer others.

AT HOME

- **MANAGE YOUR STRESS:** By having awareness that your feelings are normal keeps you headed in the right direction. Think **NOW** about planning ahead to manage your stress. **GO SLOW!** You deserve a good time after those long months, but there is plenty of time to schedule recreation. Trying to fit in too much, too soon, only adds to your stress level.

- **SPENDING:** Most of you probably saved a good bit of cash while you were gone. Think now about what your plans are for that money. Stick by your plan. It will weather you through the many temptations to spend it otherwise.

- **PLANS:** Now is the time to focus on how you want to live your life upon return to the unit. If you have thought about returning to school, now is the ideal time to check out some of the educational programs--both military and civilian that are offered in your area. The key is to focus on what makes your life full for you and to make plans **NOW** to reintegrate those activities into your life.

Hope this gives you a few things to think about as you return home. There will be a readjustment and it's normal to feel awkward at first; think carefully of whom you want to meet and become friendly with; and then think of where you'll find that person. Last, but not least, take it slow and realize some risks are worth taking. The Family Support Center is always available to provide homecoming assistance.

COMMUNICATION

Morale Call Program Operator Numbers



Peterson – 556-7321
Schriever – 567-1110

**One 15-minute phone call per week.
 Make certain your spouse provides you with
 the DSN phone number (including country
 code) for their TDY location.**

Learn to be tactfully honest without being brutally frank. If you want to know what is going on with another person, listen to what that person is saying.

KEEPING IN TOUCH

Communications are an important part of keeping any relationship alive. But when you are separated for so long by so many miles, communication becomes a vital necessity. As much as you need air and water, you NEED to hear from your loved ones, and they from you. You have several communication options available to you during a family separation, several of which will be discussed in this chapter.

LETTERS

Letters are your lifelines to sanity. (Wait until you have not received one in a week and see if you don't think so.) But it takes a special skill, one you can easily develop, to write a letter during a family separation. You must walk a fine line between "Everything's falling apart and I can not handle it without you," and "Everything's falling apart but I do not need you anymore to fix it."

Some people send letters about how great everything is, and how angelic the children are. Come on! They know things do not run that smoothly even when they are home. The more "everything is great" letters they get, the more they worry. In time, they begin to believe that you do not need them around anymore. (That is one of the worst, most common fears the spouse will have while separated.)

Other people go entirely the other way--every little problem or irritation goes into a letter. It is full of complaints about needing help immediately to change a flat tire or how awful mess hall food is. This kind of letter writing can make a family separation a living nightmare for the other family members.

Handle your letter writing with the same tact and understanding you want your loved ones to have for you. You want to know everything that goes on around them, good or bad. You want to know about their friends and how they spend their time. You want to know they still love and need you. They want to hear those things from you also. PATIENCE IS THE MOST IMPORTANT WORD IN FAMILY SEPARATION COMMUNICATIONS.

Remember that mail is irregular at best. Letters and packages seldom arrive two days in a row- sometimes as much as two to three weeks may pass between the time you mail a letter and the time it is received.

LETTER WRITING GUIDE

- * Answer all questions. Write with your spouse's letter and picture in front of you, as though talking directly to them.
- * Ask advice when needed.
- * Explain problems clearly. If vague and unresolved, your spouse will worry.
- * Express an appreciation for letters, tapes, etc., mentioning one or two points of special interest.
- * Tell of daily activities in amusing and interesting ways.
- * Remember, it is important to frequently express your affection for your partner.
- * Share your feelings as openly and freely as you can without indulging in self-pity. Let your loved ones know you would like them to share their feelings.
- * Above all, express yourself clearly and unequivocally so that your spouse will not have to say, "I wonder what was meant by that!" Neither husband nor wife should try to interpret what the other says, read between the lines, or discern the meanings. If you do not understand, ask questions--other wise take things at "face value."
- * If you have children and they can write, have them enclose notes or pictures in your letters or use separate envelopes. Send pictures of home, the Christmas tree, activities around the house, etc. Parents should write separate letters to the children rather than a joint letter.
- * Relay news of the neighborhood or new town, friends, and relatives. Clip out newspaper articles that might be of interest.
- * Write often. If that is hard, supplement with cards (funny or romantic). Cards can help to express your thoughts and feelings, often in a unique or humorous way.

TELEPHONE CALLS

Nothing can substitute for your loved one's voice. That is why telephone calls are so popular. But the cost is high, so agree before the separation starts how many times, and when, you can call. Make a budget money for the calls during separation so you are financially prepared when the bills start coming in. Call the Family Support Center to sign up for the Morale Call Program which allows separated families to make phone calls through the Air Force telephone systems. In many cases the calls are free and may be placed from your workstation or home. Be sure you understand the regulations governing Morale Calls at both locations. The Air Force fully supports this program but official business does have priority.

Another way to stay in touch is through video teleconferencing. Video teleconferencing allows you to see your loved one while speaking with them. Check with your Family Support Center to find out if they have videophone capabilities.

One way to keep your phone cost down is to be prepared for the call. Keep a list near the phone so you know what to talk about. This also helps to prevent you from forgetting an important item.

If the telephone call is coming from overseas, it will also be cheaper if, when your spouse calls, you accept the call and ask them to give you the country access code (you can also find this in the information part of your phone book), city code, and phone number, and then you call back. You will still be charged for the initial three minutes, but it is cheaper when you call direct if you plan on talking for more than five to ten minutes. Look in the phone book or call the operator and see what hours are cheaper; and agree to use those hours whenever possible. Agree also on a plan of action in case you cannot get through in fifteen minutes.

At the end of this section is a time conversion chart so you can figure out the time change between you and your loved one.

CARE PACKAGES

A "care package" is exactly what it sounds like--a little bit of home that says, "I love you; I'm thinking about you." With just a little planning, they can be a great link over the distances. Care packages are also a morale builder. Speculation and excitement run throughout an entire shop or office when just a package arrives. When you get your first "Thank You" letter, you will be eager to start your next package.

Be careful of what you send as it may be seen by a number of people, especially if your loved one is traveling with a group. Packages going overseas are subject to customs inspection and may be opened by the host country inspectors.

MAILING TIPS

- * Check with USPS on mailing restrictions.
- * Do not use wrapping paper if you can help it, and string will foul up the postal machines. The post office recommends you use the reinforced, nylon strapping tape.
- * Sender does not have to pay custom tariffs on packages mailed to an APO or FPO.
- * Put an extra address card INSIDE before you seal the package. If the box should be damaged, and neither address on the outside can be read, it will be opened by the post office. If they cannot find where it should go from the contents, the whole package goes to the dead-letter bin.
- * Remember that extra postage is required if a letter is included with the package.
- * Be sure that if you are sending a package for a special occasion to mail it so it has plenty of time to arrive. Better to arrive a little early than to let them think you have forgotten them.
- * Do not forget to mark any packages that contain a recorded message, music, or VCR tape with the words "MAGNETIC RECORDED TAPES INSIDE--DO NOT X-RAY".

CARE PACKAGE IDEAS

Have fun putting together a Care Package. Be creative. Make each shipment an adventure.

cookies	playing cards
fudge	score pads
brownies	joke books
canned ham	cartoon books
popcorn balls	magazines
nuts	newspaper/magazine subscriptions
chewing gum	newspaper clippings
cheese	pictures
meat/cheese gift box	novelties
buttermint candy	games
VCR home movies	disposable razors
specialty teas	car, plane, or boat models
dry soup mix	stamps
international baked goods	taped TV shows
jerky	church newsletter
boxed munchies	puzzle books
candy bars	puzzles
plastic containers (keep goodies fresh)	self-addressed envelopes
	school work
shoe insoles	kiddie art
shampoo	music tapes
deodorant (non aerosol)	blank tapes
razor blades	cushions
sewing kit supplies	stationery
film	kiddie crafts
batteries	dice
hand lotion	gifts for spouse to send the children(birthday, etc.)
travel alarm	hand sewn, knitted, crocheted, etc., gifts

TAPE IT!

Communicating with cassettes is easy, cheaper, more fun, more flexible and more creative than either phone calls or letters. The recipient isn't startled from sleep by an 11:00 p.m. jangling phone, you have 60 minutes of news to listen to, and you can "control" your listening time (soaking in the tub, after the kids go to bed, driving in the car on the way back from the post office, etc.). Do not expect a lot of romantic talk on messages or tapes your spouse may send home--your spouse may not have enough privacy to say what he/she wants to say.

Tapes are great for adults and even better for children. Stories, guessing games, and songs are much more exciting to children than words on a piece of paper. And kids can read stories they have written, breathless accounts of a trip to grandma's house, or "interview" other family members.

As you start sending and receiving tapes, you will develop your own list of what works well and what doesn't--both for the children and adults in your life. The important thing is to get started, enjoy yourself, and encourage your friends to do the same. Nothing will replace the feeling when you relax and listen to a tape.

To get started, here is a list of do's and don'ts and special tips for children.

BE CREATIVE

- * Use a calendar or diary to write down ideas, events and news all week long.
- * Always replay the first 30 seconds to make sure you're recording.
- * Be conversational. Just talk as you normally would, and don't worry about hums, huhs or ums. Include lots of detail.
- * Can't get started? Describe your surroundings or what you would be doing if not talking into a tape recorder.
- * If more than one of you is making the tape, try interviewing each other. This works really well if kids are involved.
- * Be creative with when and where you make your tape. Tape "sound effects." Read something funny, or tell a joke. Share the joy of your laughter.

DON'T APOLOGIZE!

- ** Don't try to do 60 minutes all in one sitting. Work at it over a couple of days.
- ** Don't waste time by apologizing for not having much to say or the way you sound. Your loved one is accustomed to the way you sound and wants to hear you.
- ** It is not necessary to talk fast or incessantly.

TAPES FOR CHILDREN

- * Tell or read stories, substitute their names for the characters in the book. Read a book aloud and then send the book along with the tape, so that they can read along or have the words pointed out as they listen to you.
- * Sing songs or play music.
- * Play games such as Simon Says. Make a guessing game by recording keys jingling, a clock ticking, a zipper zipping.
- * Rig up a treasure hunt. Make 8-10 clues, solicit the help of an adult at the other end, and send along a little prize as the treasure.
- * Sign off with loud kisses and hugs.

MESSAGES

Some occasions might call for a speedier method of contacting the service member than a letter--a serious illness or injury, a death in the family, a birth, and routine or unexpected hospitalization.

Depending upon the severity of the situation, there are two primary ways to send emergency messages--*Red Cross or Western Union messages*. If you are in doubt as to which method to use, contact your Family Support Center for advice. In either case, it is always a good precautionary action to follow a message with a written letter, clarifying the details of what has actually happened.

AMERICAN RED CROSS

In order for the Red Cross to send a message to your spouse, they must have verified information. They do not send greetings, only emergency information, and they do not grant emergency leave. If the emergency situation did not occur in the local area, you will save some time by contacting the Red Cross chapter where it did. Ask the Red Cross there to make verification and to contact the family member. In most cases, Red Cross notification is necessary for emergency leave to be granted by a military commander. **THERE IS NO CHARGE FOR RED CROSS MESSAGES.** Before you call, have the following information on hand: grade, full name, SSN, and complete address.

WESTERN UNION MESSAGES

Personal and non-emergency messages should be sent through the Western Union system. These include births, seasonal salutations, birthday and anniversary greetings, expected hospitalization, etc.

Many people are going to see whatever message you send--before the service member is given the message. Do not say anything that might embarrass you or your spouse.

It is recommended that you do not use Western Union to send the service member bad news that is going to cause pain or distress: serious illness, hospitalization complications, a death or injury in the family. If these are sent through Red Cross, it will not cost anything, and the service member will be given the message by the Commander or Chaplain who will be able to advise and comfort your spouse. Otherwise, the message may be delivered with no preliminaries or support.

PLEASE!!! If you do send a message about an illness, injury, or hospitalization, be sure to include the doctor's diagnosis, the prognosis, and the length of any expected hospital stay or recovery period. The separated family member will feel better if they know everything that you know.

FAMNET

Depending on where your spouse is located, your Family Support Center might be able to get a message to your spouse through the Family Network (FAMNET). Check with your local Family Support Center.

E-MAIL

Depending on access to computer technology, E-mail messages may also be possible. The AF Office or the Family Support Center may be able to help with E-mail access. Remember that E-mail is not necessarily private.

TIME CONVERSION

(Keep this handy for when you get ready to call)

Japan	Hawaii	Pacific	Mountain	Central	Eastern	England	Germany	Saudi
Korea			Honduras			Bosnia		
0100	0600	0800	0900	1000	1100	1600	1700	1900
0200	0700	0900	1000	1100	1200	1700	1800	2000
0300	0800	1000	1100	1200	1300	1800	1900	2100
0400	0900	1100	1200	1300	1400	1900	2000	2200
0500	1000	1200	1300	1400	1500	2000	2100	2300
0600	1100	1300	1400	1500	1600	2100	2200	2400
0700	1200	1400	1500	1600	1700	2200	2300	0100
0800	1300	1500	1600	1700	1800	2300	2400	0200
0900	1400	1600	1700	1800	1900	2400	0100	0300
1000	1500	1700	1800	1900	2000	0100	0200	0400
1100	1600	1800	1900	2000	2100	0200	0300	0500
1200	1700	1900	2000	2100	2200	0300	0400	0600
1300	1800	2000	2100	2200	2300	0400	0500	0700
1400	1900	2100	2200	2300	2400	0500	0600	0800
1500	2000	2200	2300	2400	0100	0600	0700	0900
1600	2100	2300	2400	0100	0200	0700	0800	1000
1700	2200	2400	0100	0200	0300	0800	0900	1100
1800	2300	0100	0200	0300	0400	0900	1000	1200
1900	2400	0200	0300	0400	0500	1000	1100	1300
2000	0100	0300	0400	0500	0600	1100	1200	1400
2100	0200	0400	0500	0600	0700	1200	1300	1500
2200	0300	0500	0600	0700	0800	1300	1400	1600
2300	0400	0600	0700	0800	0900	1400	1500	1700
2400	0500	0700	0800	0900	1000	1500	1600	1800

Find your time zone on the chart and then determine the time zone of your loved one. Read down your time zone column to the time at which you want to phone. Read across the row to the column of the other time. You now know the time it will be at the other end. You may have to make adjustments for daylight savings time and the day of the week.

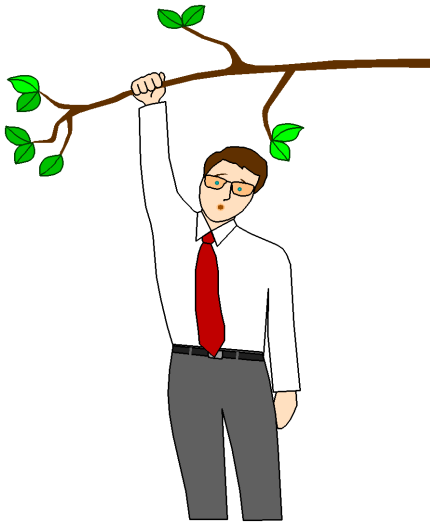
STRESS MANAGEMENT

WHAT IS STRESS?

When most people hear the word stress, they automatically relate it to negative feelings. This isn't necessarily true. Stress can be simply defined as the way you react, physically and emotionally, to change. Whether stress ends up being positive or negative depends on your abilities to manage stress.

Positive stress is stimulation that leads to productive lives. It helps you concentrate, give focus to your life and perform efficiently. Have you heard someone say they perform better under pressure? That's due to positive stress.

Negative stress, or distress, occurs when you are unable to handle pressures in your life. There may be too many stress events happening at the same time or you may be faced with a single, major stressful event that you can't deal with. In these cases, you will need to make a concerted effort to create your own stress management plan.



Stress is an unavoidable fact of life. In fact, life would be DULL without enough stress to save you from the "couch potato syndrome." A manageable level of stress inspires you to better meet life's challenges, learn valuable lessons and grow as individuals.

SOURCE OF STRESS

The first step in learning to manage stress is to recognize your sources of stress. Another misconception many people have is that stress is produced by unpleasant changes in their lives. In reality, any change, even a pleasant one, such as marriage or promotion, can add to your level of stress. Examples of unpleasant situations that can lead to higher stress levels are:

Problems at work

Legal troubles

Financial difficulties

Educational demands

Family problems

Unpleasant environments (noise, pollution, storms)

Often, people set themselves up for higher levels of distress by making unrealistic demands on their abilities. If you've never done a push-up before and decide that tomorrow you'll do 50, you've almost guaranteed yourself failure and frustration.

HEALTH RISKS OF UNMANAGED STRESS

Prolonged, unrelieved stress can also lead to physical illness. Many people who visit doctors for medical problems actually have stress-linked illnesses. Researchers have found that stress is a major contributing cause in at least 11 of 12 major causes of human death in the U. S., and in 75% - 90% of human illness. Picture the busy corporate executive eating roll after roll of antacid tablets and you'll get the idea.

Uncontrolled stress has been linked with medical problems such as:

Ulcers	High blood pressure	Headaches
Stroke	Heart attacks	Depression
Cancer	The common cold	Alcoholism
Insomnia	Accidental injuries	Drug abuse

SYMPTOMS OF STRESS

Your body will automatically react to stressful events in your life with predictable signs. Think back to your driving test, or final exams at school. Did your palms sweat? Did your heart rate and breathing speed up? Did you feel a rush of adrenaline? These are all built-in survival responses and are considered normal. When you can no longer manage stress and it starts to control you, other danger signals may appear. These usually don't disappear once the stressful event has passed; rather, they seem to happen all the time. Among them are:

Frequent headaches	Constant anxiety	Upset knotted stomach
Forgetfulness	Eating too much/too little	Apathy/withdrawal
Chronic nail-biting	Inability to relax	Prolonged muscle tension
Shakiness	Increased alcohol/drug use	Lack of energy
Chain-smoking	Difficulty sleeping	Dizziness

If you notice some of these signs, chances are that your stress level may be getting out of control. You need to TAKE ACTION!

HOW TO CONTROL STRESS SO IT DOESN'T CONTROL YOU

We know that stress can't always be avoided. We also know that uncontrolled stress can lead to emotional or physical burnout. The only way you can effectively deal with stress is to develop a personal stress management plan. This involves four easy steps.

STEP ONE

The first step in solving any problem is admitting that a problem exists. After what you just read, I doubt you can deny that there is stress in your life. Since you also know the possible negative effects of stress, you must realize that it can indeed be a problem.

STEP TWO

Learn to identify your sources of stress. Be more aware of cues in your mind and body that certain situations are increasing your level of stress. If you learn to anticipate stressful events, you can plan how to manage them in advance.

STEP THREE

Select strategies that will be effective in helping you manage stress. Sometimes this can be as easy as avoiding a stressful event. When stress can't be avoided, plan a positive way to help you cope. Suggestions are outlined in the Stress Management Techniques Section.

STEP FOUR

Activate your plan. Your best intentions to control stress will be worthless if you don't use the strategies you select. While some of the suggestions outlined in the Stress Management Techniques may seem simple (It can't be THAT easy!) you'll never realize their benefits if you don't try them out. You may be surprised how much they help. If they don't help, seek medical assistance.

STRESS MANAGEMENT TECHNIQUES

1. **SAFEGUARD YOUR PHYSICAL HEALTH.** Adequate rest and proper nutrition play a major role in preparing your body and mind to handle stressful situations. Six to eight hours of sleep per night at least three days a week is necessary to allow you time to revitalize. A proper diet gives you the energy your body needs to mobilize and react positively to stress. In fact, certain vitamins and other nutrients have been advertised as natural anti-depressants.

2. **DAILY EXERCISE** has been found to be a wonderful stress reducer. When you exercise, your brain releases tranquilizing chemicals (endorphins), which help calm you down naturally. Exercise helps you "let off steam," but also challenges your body systems, strengthens them and leads to an enhanced sense of well-being. It is well known that physically fit people feel better about themselves; this self-confidence makes them better able to deal with stress.

3. **TAKE CONTROL OF YOUR LIFE.** When life seems complicated, there's a lot to be said for making lists. In order to have an idea of what you want to do and what you have to do, you need to form an organized plan. Write down the thoughts cluttering your mind and giving you more stress. Then figure out what your priorities are. You may be surprised how few stresses are of immediate concern and how many can wait awhile. Once these thoughts are in writing and organized, they'll be less likely to cause you stress. Instead of worrying about them, you'll know you're doing something about them. Be careful not to schedule yourself to do too much, too fast. Be *realistic* and take life one-step at a time. Another helpful tip is to try controlling the number of changes occurring at the same time. These combinations will not just add to your stress level, but multiply it if you know of any major changes coming up, try to keep the rest of your life on an even keel.

4. **PRACTICE A RELAXATION EXERCISE.** Some examples are below. Don't be fooled by how simple they seem--they really work!

a. DEEP BREATHING. Sit comfortably and close your eyes. Breath slowly in through your nose, letting your abdomen relax and expand. Breath out slowly through your nose and say R-E-L-A-X as you exhale. Repeat five times or until you feel calmer.

b. MUSCLE RELAXATION. Stand up and close your eyes. While deep breathing, gradually tense all your muscles, starting with your toes and working slowly up through your feet, calves, thighs, abdomen, chest, arms, face, eyes and scalp. Hold for one breath, and then relax all your muscles at once. Deep breath again and open your eyes.

c. *DAYDREAMING*. Sit in a quiet place, close your eyes and begin deep breathing. Picture yourself in one of your favorite relaxing places (by the seashore, fishing in a mountain lake, walking down a path in the woods). Imagine what you'd be doing, whom you'd be with and how you'd feel as you continue deep breathing. Continue for a few minutes.

5. **DEVELOP A POSITIVE ATTITUDE TOWARD YOUR LIFE**. Picture yourself as a winner. Expect yourself to succeed. Learn to say "I will" and "I plan to" instead of "I hope" or "if only I could." Learn to pat yourself on the back for accomplishment, no matter how small, and see failures or disappointments as lessons learned and an opportunity to do better the next time. Try to be more assertive. If someone bothers you, tactfully let him or her know instead of keeping it bottled up. If they stop doing whatever it was that annoyed you, you've helped lower your future stress level.

6. **FIND A RELAXING HOBBY**. We all need time to wind down and relaxing activities help do this. Some people enjoy gardening, listening to music, knitting, painting or reading. You can probably think of many more ideas.

HOW TO HELP OTHERS

One way you can help out your buddies is to also watch them for signs of distress. Many times an individual doesn't recognize that he or she is under stress. Be on the lookout for signs such as increased anxiety, irritability, difficulty sleeping, change in eating habits, frequent illnesses, or increased use of alcohol or drugs. Offer to talk it out with them; this is sometimes all the help they need. If you know someone whose stress is reaching the danger zone, advise him or her to get help. If they refuse and you're still concerned, report your observations to someone who might be able to help. You may feel you're violating their confidence, but you may be saving their life.

HOW NOT TO DEAL WITH STRESS

When you're under stress, beware of falling into a pattern of drug or alcohol use to help you cope. Alcohol or drugs may make you feel more relaxed, temporarily, but won't solve any problems. These actually represent a short-term escape from feelings of stress, instead of constructive stress management. When the effects of drugs or alcohol wear off, you'll still need to face your stress. Chances are better that your stress level will be increased if you consistently use drugs or alcohol as an escape route as they will start to have a negative effect on your job performance, health and relationships with others. Frequent or long-term use of certain drugs and alcohol can also lead to psychological dependence or physical addiction. Your chances of dealing with stress under these circumstances are zero.

WHERE TO FIND HELP MANAGING STRESS

Even after our best efforts to manage stress, we sometimes find ourselves overwhelmed. This is not uncommon when people are faced with many different sources of stress, or when they have to face a single, highly stressful event such as the death of a loved one, bankruptcy, or being fired from a job. If your own stress management techniques don't seem to be working, you'll need to go to others for help. Talking things out with family or friends may be all it takes. When this support isn't available, remember that the community offers alternatives. The Family Support Center, chaplain, physician, community-counseling center or community mental health services have assisted many people. Seeking the help of professionals is NOT a sign of weakness or self-indulgence. Recent research has revealed many medical reasons for stress and new medications. It is an intelligent decision based on knowing the limits of your own stress management abilities.

SINGLE PARENT AND STRESSED?

Being a single parent is often hard and very stressful. You are most likely facing several problems all at once. Some problems you expected, some you didn't. You may be wondering if you will ever feel happy, relaxed, or in control again. You may be so frightened that you find yourself paralyzed and unable to take action. And yet, you have to find a way to care for your children as best you can, even when you're not sure you can take care of yourself.

First, you need to accept the reality that some stress is always a part of parenthood, whether single or not. Stress is usually more of a problem with single parenting, however, because it is difficult to take care of children and yourself all alone. Experiencing stress is not a sign that you are bad or a weak person. The stress you feel is a part of life in general, a part of your particular situation, and stress will probably continue through the basic three stages of single parenthood: a period of loss, a period of adjustment, and a period of rebuilding.

Second, you should know that some of the uncertainty or fear that you are feeling is because you don't know what to expect in the future or exactly what to do to adjust and rebuild your life. You are not alone! You, like thousands of others, can learn ways to eliminate some of the stress of single parenting from your life. You can also learn ways to handle the stress that you can't eliminate. Remember, stress is a part of life for everyone. What counts is having the courage to cope with it.

As a single parent, you may find support from other agencies on or off base. The Family Support Center is a great place to begin. The Air Force Aid Society through the Family Support Center sponsors programs such as "Give Parents A Break" and "Respite Care." The Family Support Center also sponsors support groups and provides classes to enhance parenting skills.

PREPARATION FOR DISASTERS AND OTHER CONTINGENCIES

This chapter outlines the most basic steps you should take to prepare for disasters. Depending on the disasters that are likely to occur in your area, you can do much to protect your home and your family. To obtain additional information on how you can minimize the effects of specific types of disasters, contact your base or local emergency management office. If you are having problems finding information or are unsure about what type of information you need, contact your Family Support Center.

We often neglect to consider the possibility of disasters striking right here at home. Planning for these eventualities is a necessary part of modern life--a toxic spill, a blizzard or other natural or man-made disaster can reap as many casualties as any battlefield event. *Severe weather conditions CAN and often DO create "Natural Disasters."* One of the much-neglected parts of "Personal Readiness" deals with our ability to protect ourselves against natural and man-made disasters. The tips included in this guide are not intended to be all-inclusive and are certainly no substitute for the specific guidance available through your base and community Disaster Preparedness agencies.

One aspect of disaster is the evacuation or displacement of people. No matter how small in scope an evacuation may seem, *it is a crisis time* for the affected people and communities. All individuals have some problems with evacuation. The majority of individuals possess coping skills that enable them to adapt and successfully survive the evacuation, but some may find it harder to confront the difficulties they encounter during this time. The information and suggestions provided can help you ensure that a disaster does not adversely affect the overall health and well-being of you and your family.

What to expect during a disaster :

- *Confusion:* Many people are unprepared for an evacuation and do not know what to bring. Children will not want to evacuate without the family pets.
- *Need for credible and timely information:* Without reliable information, rumors about looting and the status of the evacuated base can easily begin. Lack of information escalates fear, stress, and erodes confidence in leadership charged with protecting the evacuees and their property.
- *Evacuees with multiple needs:* In addition to material assistance evacuees need financial and emotional assistance. Support services are essential at each stage of an evacuation. An efficient support structure that addresses both physical and emotional needs will alleviate the stress that is associated with displacement and evacuation.

Preparation is the key

While the Air Force and other disaster relief agencies can provide some assistance during a disaster, they cannot replace items you may forget or leave undone. "*If only I had been prepared*" is a statement that no one should have to make. Families have learned that being prepared makes a disaster easier and much less stressful. They also found that your outlook on disaster and possible evacuation is very important. If you can look at evacuation as a challenge, coping will be easier. Preparing ahead of time will help you adopt this outlook. You will be able to avoid many obstacles and you will gain confidence in your ability to cope with a disaster. *Prepare now to make life easier during a disaster.* This chapter discusses actions you and your family should take to be prepared in case of disaster or evacuation:

- ⇒ **Get Information**
- ⇒ **Prepare a Disaster Supplies Kit**
- ⇒ **Create an Emergency Plan**
- ⇒ **Store your Disaster Supplies Kit**
- ⇒ **Know how to turn off utilities**
- ⇒ **Choose places to meet and a non-local contact**

YOUR DISASTER CHECKLIST

1. Find out which disasters are likely to occur in your area. Begin with the base disaster plan.
2. Ask how you would be warned of an emergency:
 - a. At work or school: _____.
 - b. At home: _____.
3. Plan and practice home evacuations.
4. Prepare in-home defenses in case you cannot evacuate.
5. Learn your community's evacuation routes and your installation's evacuation procedures.
6. Find where your local shelters are located in relationship to your work, home or school:

7. Ask about assistance for elderly family members or family members with special needs.

PREPARE A DISASTER SUPPLIES KIT

1. Prepare lists of supplies according to the type of disaster or evacuation you might expect.
2. Assemble supplies you might need in a disaster
3. Disaster Kit Prepared _____ . Location of Kit: _____ .
 - a. Water. One gallon per person per day. Store in sealed unbreakable containers and replace every six months. Store at least a three-day supply of water. Drinking water is critical after a disaster.
 - b. Food. Store non-perishable foods that need little preparation or cooking. Include foods for family members with special diets. Store at least a three-day supply of food.
 - c. First Aid Kit:
 - Band-Aids in assorted sizes
 - Sterile gauze pads and rolls
 - Scissors, tweezers, and a needle
 - Antiseptic and cleansing agent
 - Sunscreen
 - Safety pins
 - Drugs, prescription as well as pain reducers, laxative, antacid, anti-diarrhea (Remember to replace every 6 months)

- d. Tools and Supplies:
 - Eating utensils
 - Battery powered radio and extra batteries
 - Flashlight and extra batteries
 - Can opener, utility knife
 - Personal hygiene items
 - Toilet paper and towelettes
 - Blankets

- e. Clothing:
 - Sturdy shoes or boots
 - Rain gear
 - One complete change of clothing per person (Update every 6 months)
 - Coats

- f. Special Items:
 - Cash or traveler's checks and change
 - Items for infants, diapers, formula, medication, and bottles
 - Eyeglasses, contact lens supplies
 - Pet care items: food, shot records, a carrying case or leash

- g. Important Family Documents: (In a fire and water proof container)
 - Will, insurance policies, contracts, deeds stocks and bonds
 - Passports, social security cards, military ID cards, immunization record
 - Bank account numbers
 - Credit card numbers
 - Inventory of valuable household goods
 - Important telephone numbers
 - Family records (birth, marriage, death certificates)

Depending on the amount of time you have and policies for the evacuation you may consider bringing:

- Irreplaceable items, photos, heirlooms, etc.
- Entertaining games and books
- Blankets or sleeping bags

CREATE AN EMERGENCY PLAN

Meet with household members and discuss each disaster that could occur and how to respond:

1. Discuss disaster warnings and procedures.
2. Make sure each family member knows the location of the disaster supplies kit.
3. Learn how to turn off gas, electricity, and water in your home. Write the location of each and instructions for shutting off:
 - a. Main water valve
 - b. Circuit Breaker
 - c. Gas Valve

- 4. Know where to find emergency phone numbers and non-local contact phone numbers.
- 5. Make advanced arrangements with friends, so children have a place to go if home alone.

STORE YOUR DISASTER SUPPLIES KIT

- 1. Store your kit in a convenient place known by all family members.
- 2. Store your kit in an easy-to-carry container such as a duffel bag, backpack, or covered trash container.
- 3. Keep items that cannot get wet in airtight plastic bags.
- 4. Change your supplies every six months.

CHOOSE PLACES TO MEET AND A NON-LOCAL CONTACT

Write down places to meet and a non-local contact in case your family is separated.

- 1. Home meeting place: _____.
- 2. Outside community meeting place: _____.
- 3. Neighbor/friend if children are alone: _____.

Non-local relative or friend for check-in

Name: _____.

Address: _____.

Phone # Day: _____ Evening: _____.

IF YOU NEED TO EVACUATE

1. Listen to your radio for location and instructions to emergency shelters.

2. Follow instructions of local Disaster Preparedness officials/installation commander.

3. If you can go home before evacuating:

Wear protective clothing and sturdy shoes

Take your disaster supplies kit

Lock your home

Use travel routes specified by local officials/installation commander

4. If you are sure you have time:

Shut off your utilities

Let others know when you left and where you are going

· Make arrangements for pets

5. If you have problems at any time during an evacuation, call your Family Support Center or the Family Center at any military installation.

SUPPORT DURING AND AFTER A DISASTER

1. *Counseling.* During an evacuation you or your family may experience difficulties coping or be overwhelmed by grief and loss. You may want to talk to a professional, or you may want tips on how you can give support to a family member who is having a difficult time. In either case, the Family Support Center can provide you with information and/or referrals.

2. *Medical Care.* Stress and grieving often affect physical health. If you are experiencing eating or stomach disorders, headaches, sleeping disorders or any health problems, the installation clinic or hospital can help you.

3. *Support Groups.* Mutual support groups help survivors share experiences and work through the stages of grief and loss. If you are interested in joining an existing support group, the Family Support Center can help you find one that suits your needs.

4. *Issues for Children.* As a parent, you should pay special attention to your children during a disaster. Children will feel many of the same things you do. Their normal routines have been disrupted. They will look to you for guidance and to see how you are coping with the disaster. Each child will respond differently to the disaster. Some may exhibit reactions quickly and others may not show feelings for weeks or even months after the disaster occurred. In any case, it is very normal for children to express their feelings about what has happened in one way or another. It is natural for your child to display some behavior changes after a disaster. Some children may try to escape or deny the situation while others will want to draw attention to themselves. Children need help getting over a traumatic situation because they may feel scared and insecure. They will need you to give them reassurance that everything is OK. They will also need special attention and a lot of love during this period.

5. *Some ways you can help:*

- Answer your child's questions. Discuss in simple terms what is going on.
- Tell your child how you feel.
- Reassure your child often that they will be taken care of and that they are loved.
- Hold your child and comfort him or her.
- Continue as many regular routines with your child as you can. Read stories, play games, and eat meals together.

6. If you have to move due to a disaster, when you reach a final destination do not expect your child to immediately resume their past behavior. They will also need time to adjust. Things you can do at the final destination are:

- Stay in touch with your child's teacher. They can give you updates on your child's behavior.
- Plan special family events. The best place for a child to overcome a traumatic situation is within the family.

- Involve your child in rebuilding your new lives. Have them help with home projects and clean up.

7. If you need outside help at any time for your child, contact the Family Support Center, your doctor or a religious leader. They can help you find family-centered emotional support for your child.

8. If you need information or any other help for yourself or a family member, do not hesitate to contact the Family Support Center. Disasters are stressful and it is natural to experience many strong new feelings. To assist you, the Family Support Center can provide information and referrals to military and/or local agencies to help you.

ADDITIONAL ASSISTANCE

1. *American Red Cross*: Provides a variety of disaster relief services for Air Force families. The Red Cross can help you locate family members during an evacuation.

2. *Legal Assistance*: The base legal office can help you file claims for property damage. Information on civilian attorneys is available through this office.

3. *Respite Child Care*: During this hectic time, child care may be provided for your children on a priority basis.

4. *Medical Care*: The base hospital, clinic or mental health clinic can help you and your family with any illness or physical discomfort.

5. *Transportation Assistance*: Transportation on base as well as transportation from temporary lodging to the base may be arranged for evacuees that do not have transportation.

6. *Chapel*: The base chapel program offers religious services and programs. Chaplains and religious leaders are also available for counseling.

For more information on location and phone numbers of these agencies and for any other needs, contact the Family Support Center, 556-6141.

WHEN YOU RETURN TO YOUR HOME

Care should be taken when you return home so that your health is not endangered. The water supply may have become contaminated from lack of use or minimal treatment. Until you have been advised that the water is safe, boil any that is to be used for human consumption. It may be necessary to take extra precautions with waste material until the area has re-established the sewer system. If you have driven away, bring back food in your car. Before eating it, be sure that the food is fresh, particularly raw meat. Wash all fresh vegetables and clean all utensils prior to use.

**To obtain more information about this guide,
contact the Peterson AFB Family Support Center**

Bldg 350, Room 1016

556-6141

