

# **STANDING READY and STANDING STRONG**

**I am READY  
because I have prepared.**

**I am STRONG, because I know  
what to expect and how to help  
in a tragedy.**

## A TWO-PART DEPLOYMENT PREPARATION CLASS

Deployments are a way of life for the military. While many are short and require only minor adjustments on the part of the family, some will last a year or more and require significant thought and prior planning to successfully handle them. Being prepared for a long-term deployment can certainly ease some of the stress, but there is so much to prepare for sometimes it's difficult even to know where to begin. Your Battalion and your Soldier & Family Readiness Group would like to help you prepare yourself and your family so you can Stand Ready and Stand Strong to meet the challenges that you or a friend may face during a deployment. We've broken the preparation for a deployment down into two separate topics:

- ***Standing Ready***
- ***Standing Strong***

**Standing Ready** deals with paperwork and organizing yourself and your family for the upcoming deployment during which your Soldier will not be around to help you.

**Standing Strong** deals with the emotional side of a deployment and, should a serious injury or death occur to a Soldier in your company, how you as a friend and a Soldier & Family Readiness Group member can reach out to help. We hope you will make the time to attend both these meetings. Being prepared is half the battle when it comes to facing the challenges and unexpected situations that may come up during a long deployment.

## Table of Contents

<b>STANDING READY VIDEO LINKS .....</b>	<b>4</b>
<b>PART I: STANDING READY: taking care of yourself.....</b>	<b>6</b>
<b>IMPORTANT PERSONAL DOCUMENTS: know where they are! .....</b>	<b>9</b>
<b>GOT KIDS? .....</b>	<b>10</b>
<b>DD FORM 93: RECORD OF EMERGENCY DATA .....</b>	<b>11</b>
<b>SERVICEMEMBERS' GROUP LIFE INSURANCE (SGLI) .....</b>	<b>13</b>
<b>SAMPLE LETTER OF NOTIFICATION CHANGE IN BENEFICIARY.....</b>	<b>14</b>
<b>FINAL THOUGHTS FORMS.....</b>	<b>15</b>
<b>SPOUSE PREFERENCE FORM.....</b>	<b>18</b>
<b>POWERS OF ATTORNEY .....</b>	<b>21</b>
<b>FINANCIAL POA:.....</b>	<b>21</b>
<b>MEDICAL POA: .....</b>	<b>21</b>
<b>TEMPORARY GUARDIANSHIP FORM .....</b>	<b>21</b>
<b>LAST WILL AND TESTAMENT.....</b>	<b>22</b>
<b>WILL WORKSHEET .....</b>	<b>22</b>
<b>LIVING WILL .....</b>	<b>22</b>
<b>PART II: STANDING STRONG IF TRAGEDY STRIKES .....</b>	<b>23</b>
<b>HOW CASUALTY NOTIFICATION WORKS .....</b>	<b>24</b>
<b>VERY SERIOUSLY INJURED (VSI) OR SERIOUSLY INJURED (SI) .....</b>	<b>27</b>
<b>INJURIES AND VISITING YOUR SOLDIER .....</b>	<b>28</b>
<b>NOT SERIOUSLY INJURED (NSI).....</b>	<b>29</b>
<b>HELPING A FRIEND OR FRG MEMBER SHOULD THEIR SOLDIER DIE.....</b>	<b>30</b>
<b>“WHAT DO I SAY?” .....</b>	<b>32</b>
<b>“WHAT DON’T I SAY?”.....</b>	<b>33</b>
<b>STAYING STRONG TO THE FINISH: Resiliency Coping Strategies .....</b>	<b>34</b>
<b>MEDIA GUIDANCE.....</b>	<b>39</b>
<b>CHECKLISTS.....</b>	<b>40</b>
<b>ADDITIONAL RESOURCES.....</b>	<b>44</b>

## **STANDING READY VIDEO LINKS**

Department of the Army created two videos explaining eight important documents Army families should be aware of and consider completing. We encourage you to take a few minutes to watch these short videos:

### **STANDING READY PART 1 VIDEO**

<https://www.youtube.com/watch?app=desktop&v=S8tPSuWQC40&feature=youtu.be>

This video explains four documents important to all Army families:

1. Record of Emergency Data- The DD93
2. Servicemembers' Group Life Insurance (SGLI)
3. Deployment Orders
4. Spouse Preference Form

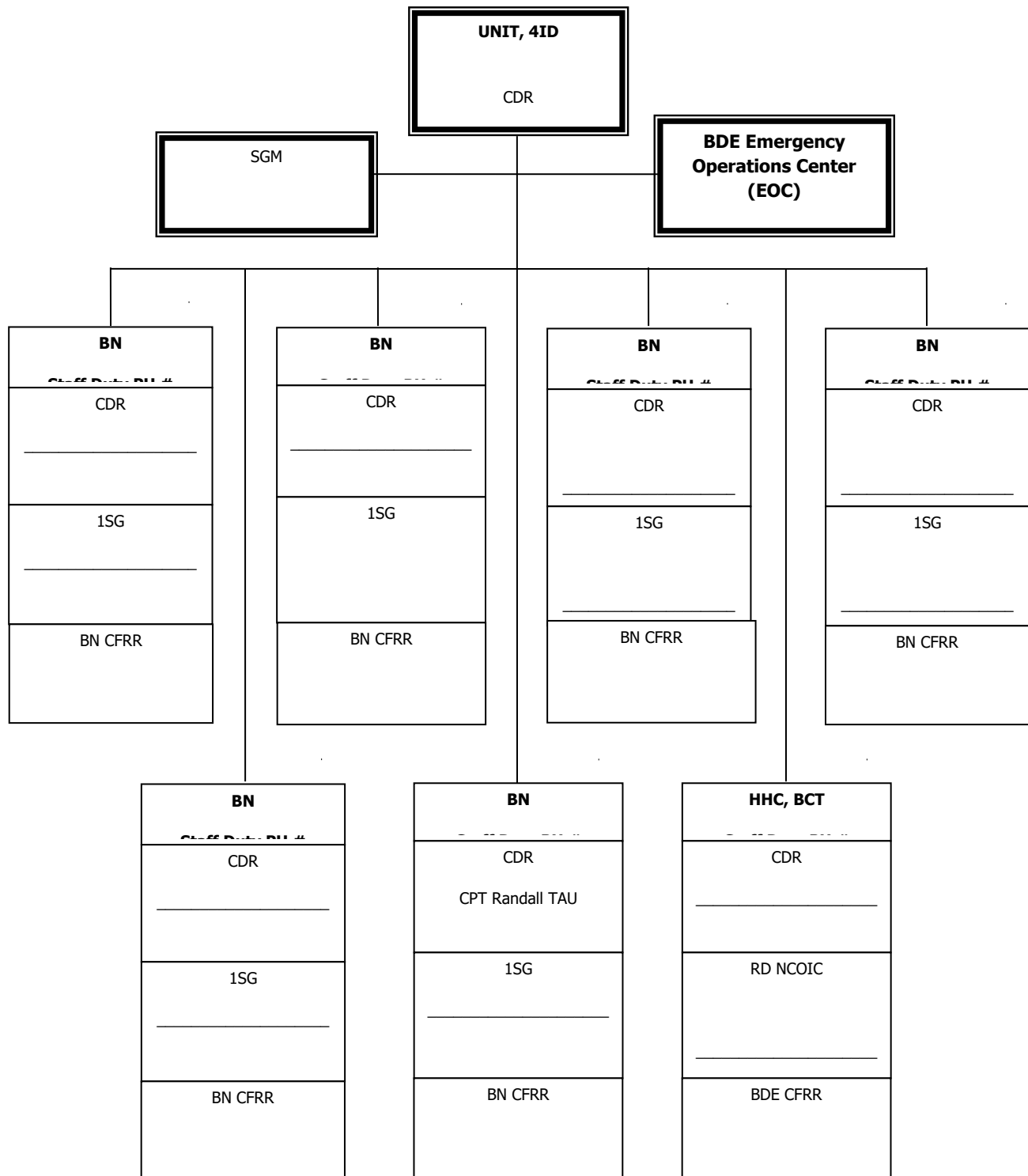
### **STANDING READY PART 2 VIDEO**

<https://www.youtube.com/watch?app=desktop&v=HZMfsWSzvo&feature=youtu.be>

This video explains four additional documents you may need as an Army family.

1. Delegation of Parental Authority
2. Power of Attorney
3. Living Will
4. Last Will & Testament

# Brigade Combat Team Rear Detachment



## PART I: STANDING READY: taking care of yourself

There are so many things to think about when you consider what “taking care of yourself” means. **For this class we are focusing only on the important papers you should make sure you have and the possible scenarios you could face while you are keeping your family together during your Soldier’s absence.** Fortunately, you are not alone! Your Soldier & Family Readiness Group and Rear Detachment Command are standing by and together we will tackle this deployment, growing even stronger because of it!

In this Standing Ready Class, you will receive a pamphlet of important information and forms. We will walk you through the forms, why they are important, whether you should consider using them and where you can get them. We hope you will take the time to read through this pamphlet and ensure the documents that apply to you are completed and placed in a safe place where you or a trusted friend can quickly locate them. If you prefer to watch and listen, we have two short videos that walk you through these documents.

- <https://www.youtube.com/watch?app=desktop&v=S8tPSuWQC40&feature=youtu.be>
- <https://www.youtube.com/watch?app=desktop&v=HZMfsWSzvfo&feature=youtu.be>

## FORMS YOUR SOLDIER, YOUR SFRG OR BATTALION (BN) CAN HELP YOU WITH

- **Copy of Deployment Orders** – Soldier and Rear Detachment (Rear D) will have this.
- **Record of Emergency Data (DD Form 93)** – Only your Soldier can bring home a copy. This form shows the names and addresses of the Soldier's spouse, children and other person(s) they would like notified if they become a casualty or are seriously injured. The SOLDIER can select up to 10 people to divide the \$100,000 Death Gratuity amongst.
- **Servicemembers' Group Life Insurance (SGLV 8286)** – Only your Soldier can bring home a copy. Soldier can elect up to \$500,000 life insurance and designate the beneficiaries and percentage each will receive. Here's [MORE](#)
- **Final Thoughts for the Soldier and for Spouse** - If this is being used in your unit, your SFRG can give you a copy to complete.
- **Spouse Preference Form** – If this is being used in you unit, your SFRG can give you a copy to complete.

## JUDGE ADVOCATE GENERAL (JAG) CAN ASSIST WITH:

- **Powers of Attorney (POA)-** For General and Special POAs, the Soldier's presence is required. No business or organization is required to honor these forms. What should you do? Talk with your banks, credit card companies, loan holders, insurance, and IRA and investment companies. They can tell you what your Soldier must do so you can access these accounts while your Soldier is deployed.
- **Last Will and Testament-** JAG appointment is required to create this document. Soldier presence is not required
- **Living Will-** JAG appointment is required. Soldier presence is not required.

Insert your installation's JAG information here-  
website, phone number, address



## **IMPORTANT PERSONAL DOCUMENTS: know where they are!**

1. Marriage Certificates
2. Divorce Decrees
3. Birth Certificates
4. Adoption Paperwork/Certificates
5. Shot Records for kids and animals
6. Green Card/Citizenship Info.
7. Family Social Security Cards
8. Passports



## GOT KIDS?

- **Register with your installation's Child & Youth Services (CYS)** - They can care for your children any time of the day/night in an emergency until family can get to you and help.
- **Consider a Temporary Guardianship Form** – This is especially important if you do not have immediate family in the area. Your JAG office can create this document. Soldier presence is not required.
  1. Should you be unable to care for your children (e.g., you are in a car accident), this form will allow a close friend/neighbor to watch your children until your family or Soldier can come support you.
  2. If you DO NOT have anyone designated, by law, your children would be turned over to Social Services to be cared for until family arrives.

Insert your installation's JAG information here- website, phone, address  
Insert your installation's CYS information, website, phone, address.

## DD FORM 93: RECORD OF EMERGENCY DATA

This is the contact data the Department of the Army uses to officially notify the Next of Kin in the event your Soldier is a casualty. Your Soldier completes this form on-line through IPPS-A. Any address changes, marital status changes or changes to the Soldier's beneficiaries means the DD93 needs updating.

1. **As of 2008:** Soldier can now designate up to 10 Death Gratuity beneficiaries who can be anyone at all. It does require an official letter of spousal notification if spouse is not designated for 100%. (see page 11 example)
2. **Where can I get a copy of my Soldier's DD Form 93?** Your Soldier receives a copy each time they update/change it and should provide their spouse a copy of this updated DD Form 93. The Rear Detachment or the command cannot give any Spouse a copy of this form.
3. **What is the amount of my Soldier's Death Gratuity?** The current Death Gratuity is \$100,000.
4. **Is the Death Gratuity the same as the SGLI?** No, the Death Gratuity is money that is given to the family to cover immediate expenses.
5. **Is the Death Gratuity taxable?** No.
6. **Where is the DD93 Stored?** It is in the Integrated Personnel and Pay System, or IPPS-A which is the Army's system of record for personnel management. Using their Common Access Card (CAC), Soldiers can go online to see their form and make any updates or changes at any time.
7. **How does the Soldier update his/her DD93?**
  - Go to <https://ipps-a.army.mil/> (CAC required to access and sign)
  - Go to the DD93 tab and verify/update information.
  - If everything is correct, select "Validate Form"
  - Select "Sign Form"
  - Select "Generate DD93 Form"
  - Return to dashboard to confirm signature and update is complete.
8. **More about this important form:**
  - Army Public Affairs [DD93 article](#)
  - [Death Gratuity article](#)

# EXAMPLE OF LETTER OF NOTIFICATION SPOUSE RECEIVES IF SOLDIER HAS NOT DESIGNATED 100% OF DEATH GRATUITY (\$100,000) TO SPOUSE.

DEPARTMENT OF THE ARMY  
UNIT LETTERHEAD  
AND ADDRESS

DATE

OFFICE SYMBOL

Mrs John L. Doe  
123 Smith Road  
Heartville, NY 12345

Dear Mrs. Doe:

The National Defense Authorization Act of 2008, Section 645, gave Soldiers the option to designate up to ten beneficiaries to receive a portion of the Death Gratuity in ten percent increments effective July 1, 2008. The National Defense Authorization Act of 2008 additionally requires the US Army to notify a Soldier's spouse whenever the Soldier designates a recipient(s) for the Death Gratuity in addition to or in place of the Soldier's spouse on the Record of Emergency Data, DD Form 93.

The Death Gratuity is a lump sum payment of up to \$100,000 to the person(s) designated on the DD Form 93 if the Soldier dies while serving in the Army on active duty. This letter serves as notice to you, as the lawful spouse of SFC John L. Doe, that SFC Doe designated another beneficiary to receive all or a portion of the Death Gratuity benefit in the event of your spouse's death on active duty.

Your spouse is entitled to make this election and the Army is required to notify you of your spouse's decision. However, pursuant to the Privacy Act of 1974 (5 USC, §552a), the Army cannot disclose the identities of another designated beneficiary.

Should you have any questions relating to this letter please contact CW3 Smith at (123) 456-7890.

Sincerely,

SIGNATURE BLOCK  
BDE S-1 or Chief MPD

## SERVICEMEMBERS' GROUP LIFE INSURANCE (SGLI)

**1. What is SGLI?** SGLI is a program of low-cost group life insurance for service members on active duty, ready reservists, members of the Commissioned Corps of the National Oceanic and Atmospheric Administration and the Public Health Service, cadets and midshipmen of the four service academies, and members of the Reserve Officer Training Corps (ROTC).

**2. How Much Coverage is Available?** SGLI coverage is available in \$50,000 increments up to a maximum of \$500,000

**3. How Much Does SGLI Cost?** In 2024, military members are automatically enrolled in SGLI at the full coverage amount of \$500,000 for \$31 per month, or \$372 per year.

**4. How does the Soldier update his/her SGLI?**

- Go to <https://ipps-a.army.mil/> (CAC required to access and sign)
- Go to the SGLI tab and verify/update information.
- If everything is correct, select "Validate Form"
- Select "Sign Form"
- Select "Generate SGLI Form"
- Return to the dashboard to confirm signature.

**5. Know More**

- [SGLI](#)
- [More SGLI](#)

## **SAMPLE LETTER OF NOTIFICATION *CHANGE IN BENEFICIARY***

20081023

Mrs. MARY SMITH  
888 N CHELTON RD  
COLORADO SPRINGS CO US 80909-4100

Dear Mrs. MARY SMITH:

As the current lawful spouse of PFC JOHN SMITH, the law provides for spouse notification whenever a service member elects a beneficiary designation for Servicemembers' Group Life Insurance (SGLI) other than the current lawful spouse or declines or reduces the maximum SGLI coverage for the spouse. This letter is to inform you that on 20080429 your spouse has elected:

A beneficiary other than current lawful spouse or child

Your spouse is entitled to make the above election. While we are not authorized to identify the names of any other beneficiaries (if elected), we are required to notify you of your spouse's decision.

---

(Signature)

## FINAL THOUGHTS FORMS

These two forms are for you and your spouse to talk about and complete, if you choose, but are kept for your records only. In fact, many people choose only to use these forms as a basis for some deep discussion/thought and they never actually fill the forms out. These are difficult questions to ask and to answer. The important part of these forms is the thought and discussion that goes into them. If either of you should have to make funeral arrangements for the other, having already discussed them and feeling sure you know what your spouse would want, makes the decision process somewhat less stressful.

***How do I get more copies?*** If you find you need more than the two forms in this notebook, see your SFRG Volunteer Leadership.

**This is an example! Describe/Insert/Refer to YOUR unit's/SFRG's Procedures.**

## Soldier

## FINAL THOUGHTS

*These are my wishes for final rites. They include my consideration of your desires as we discussed, and the following:*

Civilian Funeral service: ☐ Elaborate ☐ Simple

Address of funeral service: \_\_\_\_\_

Accommodations: ☐ Open casket ☐ Closed casket ☐ Wooden (casket or urn) ☐ Metal (casket or urn)  
☐ Burial ☐ Cremation ☐ Entombment

Clothing: \_\_\_\_\_

Range of cost: ☐ Low ☐ Medium ☐ High

Any expenses prepaid? \_\_\_\_\_

Obituary (words requested) \_\_\_\_\_

Pall Bearers? \_\_\_\_\_

Donate my body for anatomical study? Where? \_\_\_\_\_

Organ donation? \_\_\_\_\_

Address of burial? \_\_\_\_\_ With Spouse? \_\_\_\_\_

Words for tombstone, grave marker? \_\_\_\_\_

Any expenses prepaid? \_\_\_\_\_

Officiates? ☐ Military Chaplain ☐ Civilian Clergy

Eulogies? \_\_\_\_\_

Music? \_\_\_\_\_

Flowers? \_\_\_\_\_

In lieu of flowers? \_\_\_\_\_

Special readings? \_\_\_\_\_

Lodge/fraternal associations? \_\_\_\_\_

Other remembrances? \_\_\_\_\_

Where would survivors go to live? \_\_\_\_\_



## Spouse

## FINAL THOUGHTS

*These are my wishes for final rites. They include my consideration of your desires as we discussed, and the following:*

Civilian Funeral service: ☐ Elaborate ☐ Simple

Address of funeral service: \_\_\_\_\_

Accommodations: ☐ Open casket ☐ Closed casket ☐ Wooden (casket or urn) ☐ Metal (casket or urn)  
☐ Burial ☐ Cremation ☐ Entombment

Clothing: \_\_\_\_\_

Range of cost: ☐ Low ☐ Medium ☐ High

Any expenses prepaid? \_\_\_\_\_

Obituary (words requested) \_\_\_\_\_

Pall Bearers? \_\_\_\_\_

Donate my body for anatomical study? Where? \_\_\_\_\_

Organ donation? \_\_\_\_\_

Address of burial? \_\_\_\_\_ With Spouse? \_\_\_\_\_

Words for tombstone, grave marker? \_\_\_\_\_

Any expenses prepaid? \_\_\_\_\_

Officiates? ☐ Military Chaplain \_\_\_\_\_ ☐ Civilian Clergy \_\_\_\_\_

Eulogies? \_\_\_\_\_

Music? \_\_\_\_\_

Flowers? \_\_\_\_\_

In lieu of flowers? \_\_\_\_\_

Special readings? \_\_\_\_\_

Lodge/fraternal associations? \_\_\_\_\_

Other remembrances? \_\_\_\_\_

Where would survivors go to live? \_\_\_\_\_

## SPOUSE PREFERENCE FORM

This form should be completed by **YOU, THE SPOUSE**. This is a form created for the SFRG and to be held with the Rear Detachment Commander so they can better assist you should an emergency occur involving you, your children or your Soldier. Take the time to complete this form, whether in part or completely, and give it (in a sealed envelope, if you wish) to your SFRG volunteer leadership, the Commander, the 1SG or the Rear Detachment for safekeeping.

This form helps the Rear Detachment know better how to help you if an emergency should occur. Specifically, it clarifies whom you would like to help you /be with you should your Soldier be seriously injured or die. This person **WILL NOT** come with the Official Notification Team but will be called after you have been officially notified so they can be with you and support you. **NO ONE** will be told of a death or serious injury before you are officially notified.

It is important to periodically check this form to be sure none of the information on it has changed. This is a way for both the SFRG and the Rear Detachment to better help you should a trauma happen in your family or to your Soldier.

Please return this form to your SFRG Leadership, the 1SG or the Rear Detachment Commander.

**How do I get one?** Ask your SFRG Leadership, your Point of Contact, the BN SDNCO, the BN Chaplain or the BN S1 for this form.

**This is an example! Describe/Insert/Refer to YOUR unit's/SFRG's Procedures.**

# SPOUSE PREFERENCE FORM- insert whatever form your unit SFRG is using.

*Please Note: In the event of a serious incident, only the commander (or his/her representative) and a chaplain will come to your home to notify you.*

**Authority:** Title 10 USC, Section 3012. **Principle Purpose:** To assist the unit in responding to your needs and preferences if your spouse is involved in a serious incident. **Routine uses:** To provide the command information necessary to assist you in your time of need. **Mandatory and voluntary disclosure and effect on individual not providing information:** Disclosure of this information is voluntary, however, failure to provide this information may affect the command's ability to promptly respond to your needs.

Do you speak English? \_\_\_\_\_ With which language are you most comfortable? \_\_\_\_\_

Soldier's Name: \_\_\_\_\_ **YOUR** Name: \_\_\_\_\_

Your Address/City \_\_\_\_\_

Your Phone (with area code): \_\_\_\_\_

**YOUR** Cell Phone (with area code): \_\_\_\_\_

YOUR email address: (print clearly): \_\_\_\_\_

Back up address (where you are likely to be if not in POST/INSTALLATION/COMMUNITY area): \_\_\_\_\_

Company **YOU** work for: \_\_\_\_\_ **YOUR** work phone: \_\_\_\_\_

If the unit cannot get a hold of you, who could they contact who would most likely know where you are (i.e., mother, friend etc)

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone# \_\_\_\_\_

List all children (whether living with you or not; include those from previous marriage. Use back as needed). If they attend a local school, please indicate what school:

First and Last Name

Address

Phone

Birth Date

Please list any special physical, medical, or dietetic needs? \_\_\_\_\_

---

---

Do you have pets? \_\_\_\_\_

After being notified of a serious incident is there someone **locally** we should contact for your emotional support?

First and Last Name

Address/Phone

Please sign and date: \_\_\_\_\_

**SOLDIERS AND THEIR FAMILIES ARE ENCOURAGED TO DISCUSS:**

- \$500,000. Servicemember's Group Life Insurance Policy (*and any other life insurance policies*)
- Declaration of Beneficiaries (DD Form 93)
- Wills
- Powers of Attorney
- Location of Important Papers

**This is an example! Describe/Insert/Refer to YOUR unit's/SFRG's Procedures.**

## POWERS OF ATTORNEY

You must have a **SPECIAL POA** to take the following actions:

- Pick up an LES at Finance (if you get on MyPay or Restricted MyPay this is not an issue)
- Pick up a copy of your W2 at Finance (if you get on MyPay or Restricted MyPay this is not an issue)
- Apply for an Army Emergency Relief Loan
- File a Joint Tax Return
- Cash U.S. Government Check. Some banks will not let you cash a check made out to your Soldier even with a POA. You need a FINANCIAL POA for this!
- Enroll or Re-enroll in DEERS. Get an ID Card or replace a lost, stolen or unserviceable ID card
- Register or reregister a vehicle
- Sign for Quarters
- Pick up PCS orders
- Set up Transportation Appointments.
- Have household goods picked up or delivered
- To act in Soldier's name should the Soldier be very seriously ill or injured

### FINANCIAL POA:

- To receive your Basic Housing Allowance once you clear Quarters!
- To start or stop allotments (if you get on MyPay, this is not an issue).

**MEDICAL POA:** This gives a trusted friend/neighbor the ability to allow medical treatment for you or your child should you be unable/unavailable to consent to the necessary treatment.

**TEMPORARY GUARDIANSHIP FORM (Through a Special Power of Attorney):** This gives a trusted LOCAL friend/neighbor temporary guardianship for your children should you be seriously ill or gravely hurt and unable to care for them. Your Will may state who is granted custody of your children should both you and your Soldier be unable to care for them. Often, that Guardian identified in your Will is a family member and they may not live in this state. While that guardian is traveling to come take care of your children, you need to have a LOCAL TEMPORARY GUARDIAN. If you have not appointed a local guardian, by law Social Services would keep your children until your appointed Guardian arrived to take care of them for you.

## **LAST WILL AND TESTAMENT**

While no one plans for unexpected tragedies, it is essential you have a plan for your children and your estate. This document ensures your last wishes for your property, any assets you have, and your children will be fulfilled. You do not need to have your Soldier with you to complete a Will.

## **WILL WORKSHEET**

Include one with this pamphlet if your installation JAG has a Will Worksheet.

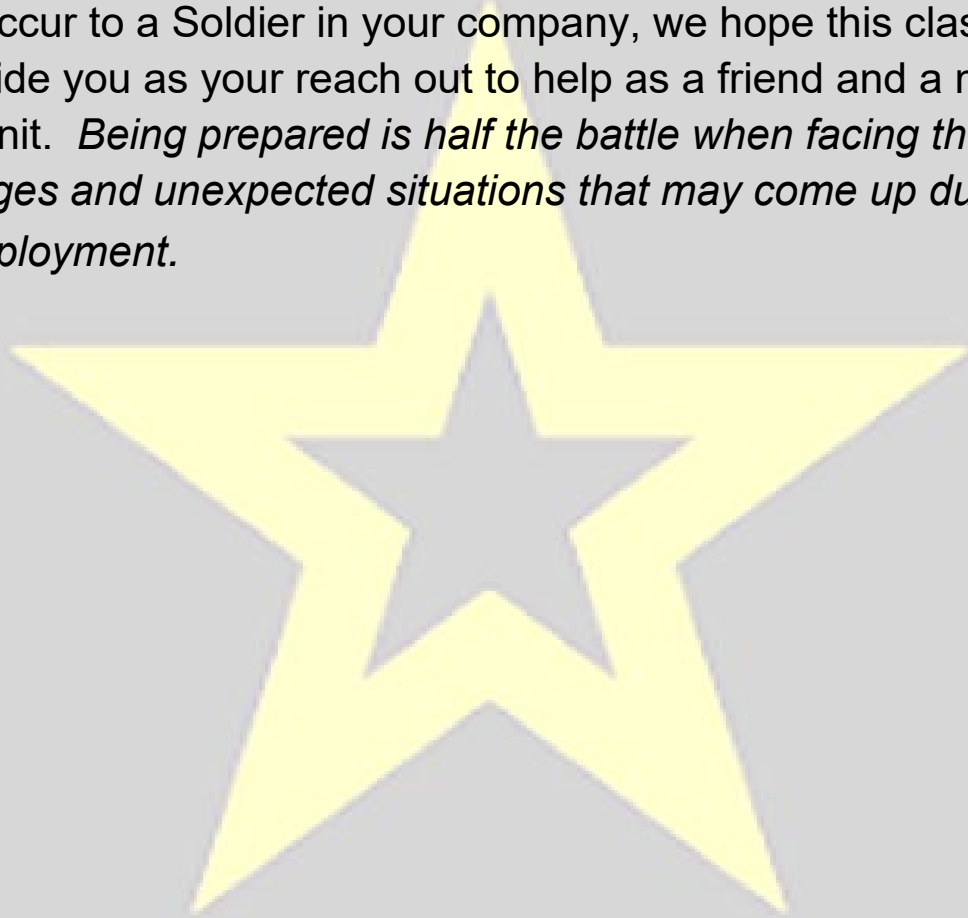
## **LIVING WILL**

This document clarifies how you would like to be treated should you be in a state that leaves you unable to breathe of your own capacity and with no brain function. Should you be declared without brain function, this document will tell both doctors and your family whether you want to be kept alive through artificial means or be allowed to die. Further, you can specify whether you want any of your organs harvested upon your death.

**How do I get these forms?** Insert your installation's JAG information including website, phone, address and any other details that may help a family member feel more comfortable accessing these resources.

## PART II: STANDING STRONG IF TRAGEDY STRIKES

The rest of this pamphlet addresses the emotional side of a deployment. We will walk through the process of casualty notification and how your Battalion will pass information so you know what to expect and how information will flow to you as an SFRG member and a family member. Should a serious injury or death occur to a Soldier in your company, we hope this class will help guide you as you reach out to help as a friend and a member of the unit. *Being prepared is half the battle when facing the challenges and unexpected situations that may come up during a long deployment.*



## HOW CASUALTY NOTIFICATION WORKS

From the battlefield, the Soldier is transported to the nearest Medical Facility for positive identification and the submission of the Casualty Report. This is the official report of death/ injury/illness.

The Casualty Report must travel through the following agencies for authentication:

- OCONUS Command
- Theater Casualty Assistance Center (CAC)
- Headquarters, Department of the Army (HQDA), Alexandria, VA
- The report is then sent to the Casualty Assistance Office at **INSERT YOUR INSTALLATION INFO. HERE**

Dept of the Army identifies the Primary Next of Kin (PNOK) from the Soldier's DD Form 93 (Record of Emergency Data). By law, the Army is required to officially notify the Next of Kin FIRST and IN PERSON of the death of their Soldier. If the Casualty Notification Team cannot reach the PNOK within a "reasonable" amount of time, the Army will require the Secondary Next of Kin (SNOK) be notified.

The notification process only begins once the Casualty Assistance Office receives the official report from HQDA and notifies the UNIT Rear Detachment Chain of Command.

No one is supposed to know about the death of a Soldier until the Primary Next Of Kin (PNOK) and Secondary Next Of Kin (SNOK) have been officially informed.



The **INSERT YOUR POST** PAO will simultaneously disseminate an initial press release which will briefly explain the incident, note that the incident is under investigation and that the Soldier's name is being withheld until NOK notification is complete.

With the age of cell phones and social media, others may, unfortunately, know of the death of a Soldier before the PNOK/SNOK have been officially notified. ***It's essential the SFRG and unit do not talk about any death or pass on any information until*** official notification has occurred and the unit Rear Detachment has passed statements to the SFRG following their SFRG SOP.

**For Death**, the Casualty Notification Officer and a Chaplain will be in their Army Green Service Uniform (AGSU) and will come to your house generally between the hours of 0600-2200. ***They get your address/your location from the DD Form 93.***

**For VERY SERIOUS INJURY (VSI)**, notifications are conducted telephonically to expedite the passing of information that may lead to travel orders for NEXT OF KIN (NOK) to travel to the Soldier. This Rear Detachment will make the telephone call

**This page is EXAMPLES ONLY!**

**Describe/Insert/Refer to YOUR unit's/SFRG's Procedures.**

- SFRGs **WILL NOT** contact the family until **AFTER** Official Notification and only if the family requests/accepts this help, in accordance with the unit's Casualty Notification SOP.
- *AFTER the official notification has taken place and your SFRG Leader has details about an incident brief, meeting or Memorial, they will pass that information through the Chain of Concern Roster so family members can attend the service or find support coming together at a meeting.*
- *Incident briefs will be only at the Company SFRG level for the company of that KIA.*
- *You can always call your SFRG Leadership with questions.*
- *Everything we do, as an individual, an SFRG and a unit must always be with the grieving family, keeping their feelings, wishes and anxieties **foremost** in our minds.*
- *The only person(s) who has RIGHT to information about a Soldier's death are the OCP-wearing Chain of Command and the people listed on the Soldier's DD Form 93.*
- *If your phone number and address are correct with your SFRG and Rear Detachment Commander, the notification process will not take long. It is essential your Soldier's DD Form 93 is accurate and your SFRG has a good phone number and address for you.*

## VERY SERIOUSLY INJURED (VSI) OR SERIOUSLY INJURED (SI)

- Who determines this? The attending physician
- How does the family find out about this?
  - The Rear Detachment makes the VSI notifications telephonically to expedite the passing of information that may lead to travel orders for the Next of Kin (NOK) and up to two additional family members to travel to the Soldier.
  - The Rear Detachment may know your Soldier has been hurt but not know where your Soldier is located. It may take several hours to locate your Soldier.
- Invitational Travel Orders (ITO) are issued:
  - If the Soldier's attending physician feels the presence of the PNOK will be "of significant contribution to the Soldier's recovery"
  - These orders authorize transportation, lodging and meals for up to three of the Soldier's Family Members. DA Casualty Command must approve the authorization **before** family members travel. **Family members will not be reimbursed for travel they may choose to coordinate on their own before the official travel has been approval.**
  - The VSI Soldier can request up to three people to travel on ITO to where the Soldier is hospitalized.
- If a Soldier is categorized as Very Seriously Ill/Injured or Seriously Ill/Injured; the PNOK/SNOK will be provided with prognosis reports every five days while the Soldier remains in this category.
- Commander/Rear Detachment will contact the PNOK/SNOK if their presence is requested and help coordinate travel arrangements.
- Invitational Travel Orders (ITO) will not be issued to the next of kin of a brain-dead soldier.
- Next of kin will NOT be authorized travel to a hostile fire area.

## INJURIES AND VISITING YOUR SOLDIER

This page is **EXAMPLES ONLY!**

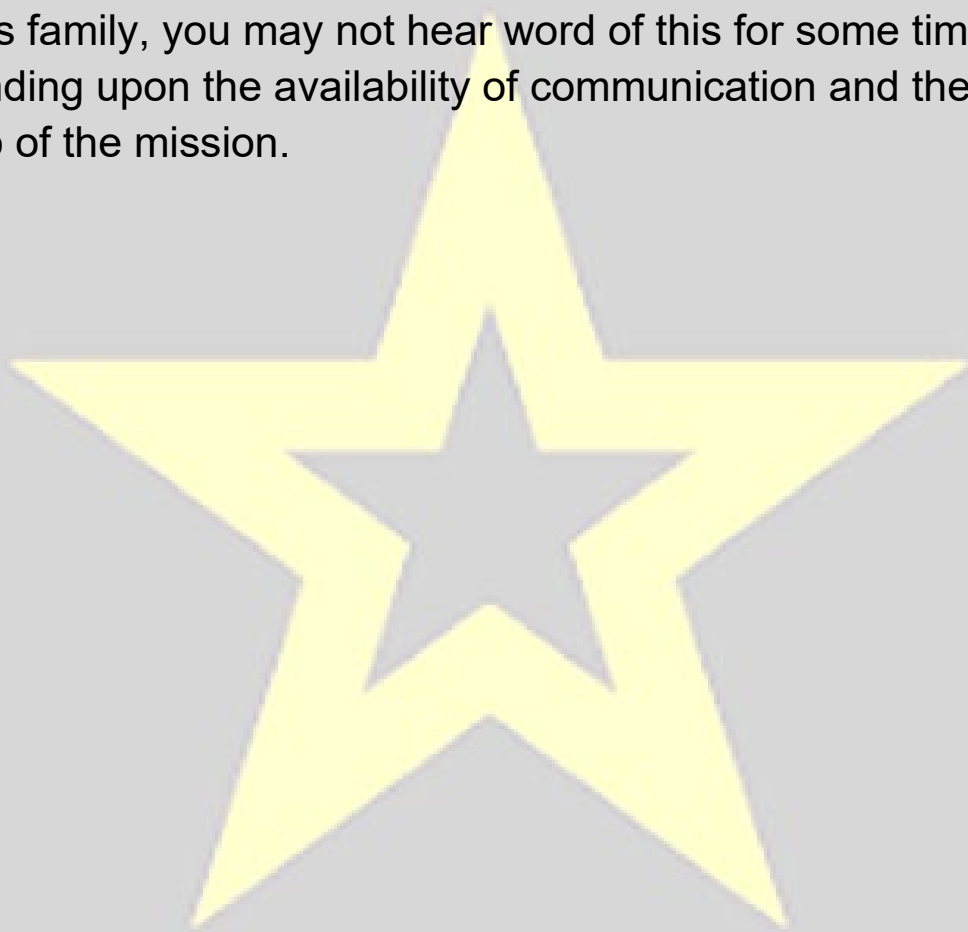
Describe/Insert/Refer to **YOUR** unit's/SFRG's Procedures

### PACKING FOR YOU:

- Copy of the Invitational Travel Orders (ITO)
- Military ID Card for those who have them
- Passports
- Power of Attorney
- Shot records for the kids in case you need to use daycare.
- Name and Phone Number for the Patient's (your Soldier) PARENT UNIT

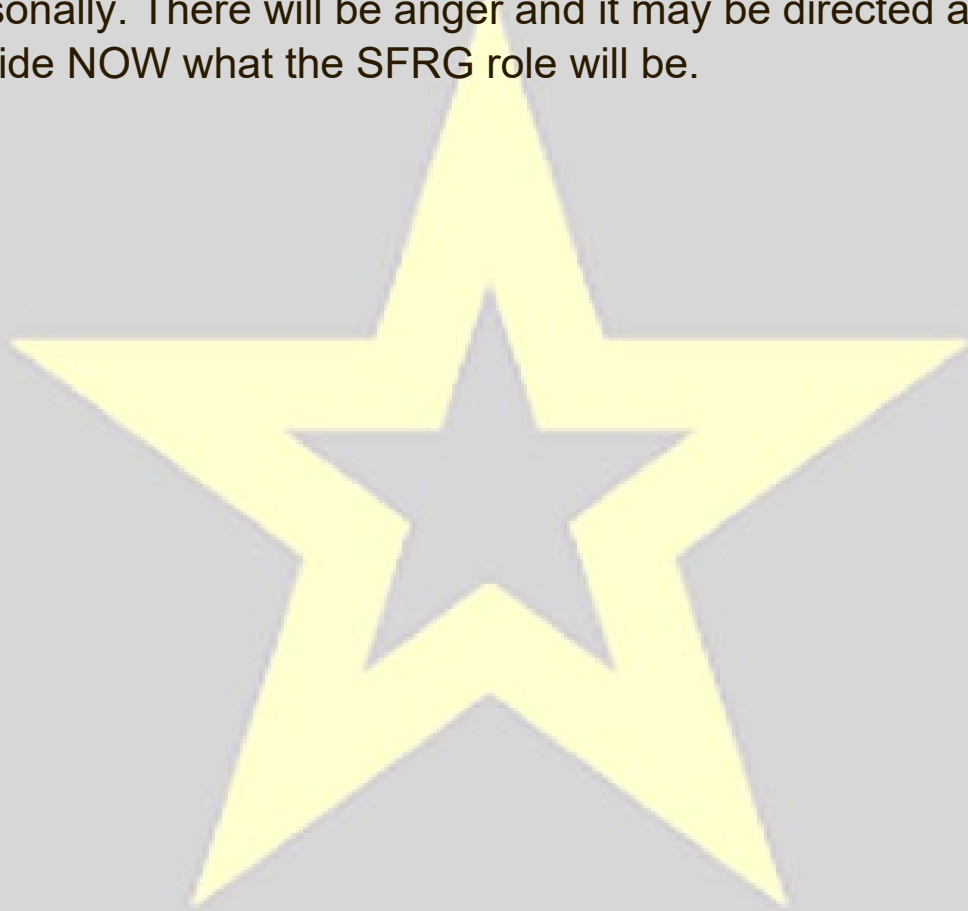
## **NOT SERIOUSLY INJURED (NSI)**

- A Soldier is hurt but is treated and returned to duty. Based upon the injury, the Soldier may be entitled to a Purple Heart.
- Dept of the Army does not officially notify the PNOK when this happens.
- While the unit will do their best to have that injured Soldier call his family, you may not hear word of this for some time depending upon the availability of communication and the tempo of the mission.



## HELPING A FRIEND OR FRG MEMBER SHOULD THEIR SOLDIER DIE

- The grieving process begins immediately and is an ongoing and ever-changing cycle of **SHOCK, DISBELIEF, ANGER** and **ACCEPTANCE**.
- Death in the military is not private.
- As a helper/support, be sure you don't take anything personally. There will be anger and it may be directed at YOU.
- Decide NOW what the SFRG role will be.



## THE UNIT IS GRIEVING, TOO

- Set up a Company meeting and have a counselor or the chaplain attend so you can talk about your feelings.
- Officially pass information to your SFRG, through the Chain of Concern Roster, about any memorials or support meetings that have been planned.
- Think about sitting together as an SFRG at any Memorial that may be planned.

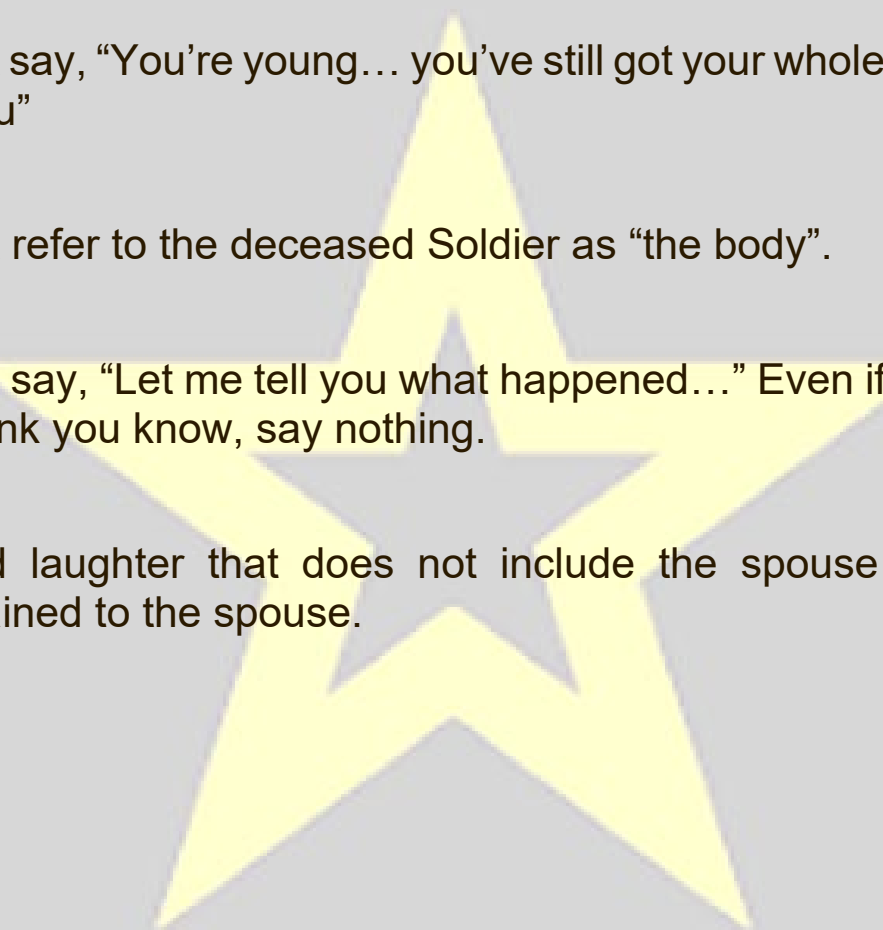


## **“WHAT DO I SAY?”**

- Use the Deceased Soldier’s name.
- Even if you don’t know Soldier or Spouse that well, ask her some things that will allow her to talk about her Soldier.
- Be aware and sensitive. A spouse may initially decline assistance from the CARE Team. However, if the Rear Detachment or Casualty Assistance Officer requests CARE Team assistance a few days later, realize the spouse is asking for support now that they want it.
- If there are children, talk to them! Find out if they have a favorite food you can bring them for a meal. They may also want to talk about “DAD/MOM”.



## **“WHAT DON’T I SAY?”**

- Don’t say, “This was God’s will.”
  - Don’t say, “I know how you feel.”
  - Don’t say, “You’re young... you’ve still got your whole life ahead of you”
  - Don’t refer to the deceased Soldier as “the body”.
  - Don’t say, “Let me tell you what happened...” Even if you know or think you know, say nothing.
  - Avoid laughter that does not include the spouse or is not explained to the spouse.
- 

## **STAYING STRONG TO THE FINISH: Resiliency Coping Strategies**

### **Insert resources and support for YOUR INSTALLATION & COMMUNITY**

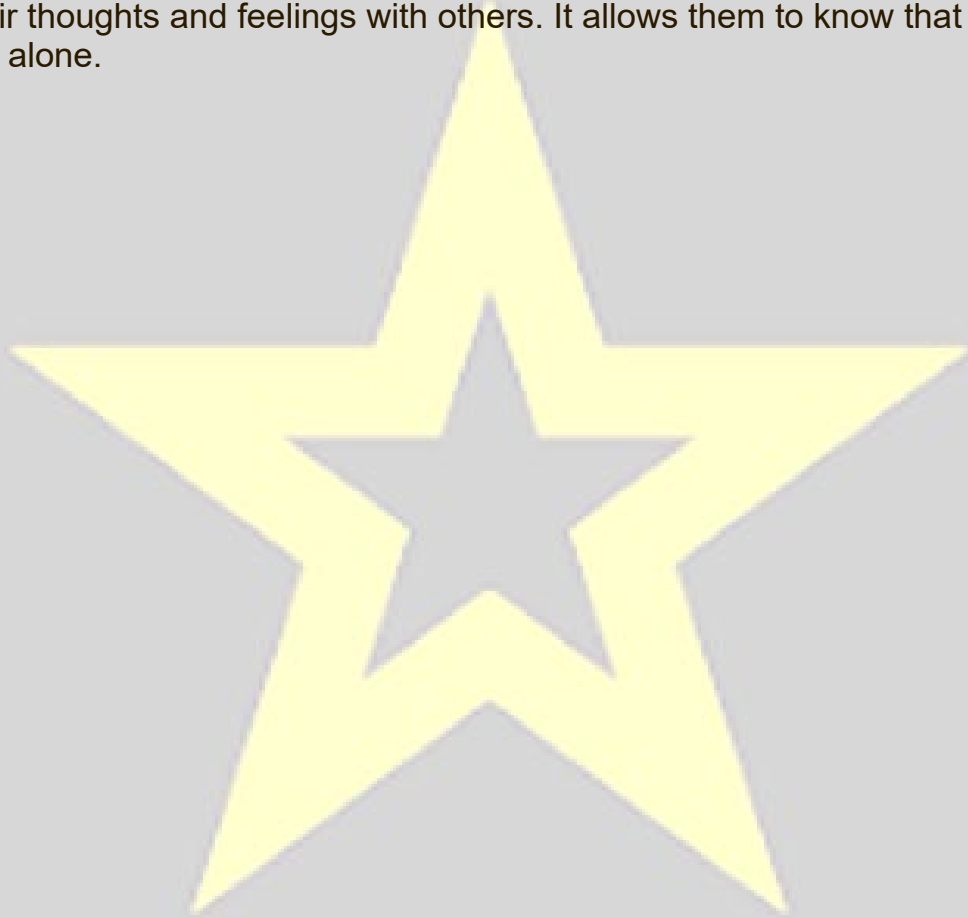
#### **ADULTS/SOLDIERS**

- **Breathing deeply.** Slow, deep breaths give your body more oxygen and can produce a calming and focused effect.
- **Church/religious activities.** Attending church or other religious activities can provide support.
- **Cooking.** Some find great joy in preparing food. The rhythmic motion of chopping vegetables or the aroma of freshly baked bread can be soothing.
- **Exercising.** In addition to keeping you fit, exercise can be a great stress reliever and a great coping strategy. When your body is fit and healthy, coping with stressful situations is easier.
- **Spending time in nature.** Take a walk and notice the natural beauty around. Getting away from your stresses and finding peace and relaxation, even for a few minutes each day, can be beneficial.
- **Support groups.** You may feel as if you are the only one dealing with stress and depression; however, you are not alone. Look for support in your area. These groups can be formal groups established in the community, informal groups in your neighborhood, or groups associated with the Army.
- **Talking to others.** Don't underestimate the power of talk. Talking about your thoughts and feelings can be very useful. Even if the person with whom you are talking cannot fix the problem, the act of putting your emotions into words can be helpful.
- **Volunteering.** When you give back to others, whether you volunteer to work with children, the homeless, elderly populations, or at a local animal shelter, you find out just how strong you are.
- **Writing/journaling.** Put your thoughts and emotions on paper. Writing can help you to sort out how you are feeling. You don't have to show what you have written to anyone. Keeping a journal can help you track your moods.

#### **CHILDREN**

- **Church/school activities.** Children are social beings. Involving them in church and school activities feeds their need for friendship, provides them with support, and exposes them to positive influences.

- **Drawing/journaling.** Children can sometimes find it difficult to express their emotions verbally.
- **Reassurance/fun outings.** Children benefit from reassurance that they get from individuals who are close to them. Creating fun environments/outings for children reminds them how it feels to be happy.
- **Sports.** In addition to providing an outlet for energy, relieving stress, and improving physical fitness, involvement in sports is a great way for children to improve their self-confidence, make friends, and gain support.
- **Talking to others.** Just as with adults, children benefit when they share their thoughts and feelings with others. It allows them to know that they are not alone.



# NEGATIVE COPING STRATEGIES

## ADULTS/SOLDIERS

- **Eating in excess or not enough.** Eating or bingeing when stressed is a common but ineffective coping strategy. Not eating enough can be a sign of depression. Both eating patterns are maladaptive and should be replaced with resilient strategies.
- **Not talking.** Keeping feelings bottled up inside is not a beneficial way to cope with problems. When people do not talk about their feelings, they become consumed with the negative, which makes a problem seem larger and less manageable.
- **Self-injurious behaviors** (e.g., self-cutting, drinking alcohol, taking pain killers, reckless driving, etc.). These behaviors are very serious. They are sometimes a cry for help, but engaging in these behaviors even one time can be fatal.
- **Withdrawing.** Individuals might feel that they need to keep to themselves and not burden others with their problems when they are feeling stressed; however, the opposite is true. Withdrawing from others and/or the problem will only make the problem worse.

## CHILDREN

- **Drastic mood changes.** Mood swings are not uncommon during adolescence; however, uncharacteristic mood swings or violent mood swings could indicate a problem coping with stress. Not talking. Keeping feelings inside is not a helpful strategy for children who might not understand a stressor. Children have fewer resources for coping, and if they don't express their feelings, others cannot provide them with the support they need.
- **Self-injurious behaviors.** Behaviors such as self-cutting, drinking, taking pills, promiscuous sexual acts, and other risky behaviors can be a cry for help; however, these acts can also be deadly.
- **Withdrawing.** A child who withdraws from family and friends is isolating themselves can be at risk for depression.

## DURING A DEPLOYMENT

- Know a few of your neighbors. You may need their help during an emergency. They can also be a wonderful source of day-to-day support.
- Set goals for yourself and make your plan to pursue them.
- Stay busy during the separation.
- Take up a new hobby or return to the one you gave up for lack of time.
- Travel! New scenery and a change of pace, even if only a day trip does wonders for the spirit. Plan on taking a friend! Don't wait for the phone to ring, take the lead!
- Stick to your budget.
- Get up earlier to allow yourself more time before starting the day.
- Prioritize what is critical and then pace yourself according to your own understanding of the way and the time you function at your best. Be realistic and kind to yourself.
- If you are under great stress, plan with your limitations in mind. (It will help avoid feelings of guilt etc.)
- Find another military spouse in similar circumstances, time passes much faster with a friend.
- Do not try to please everyone. Learn to say "no."
- Exercise regularly. Get plenty of sleep.
- Admit when you have made a mistake. It is easier than covering up or feeling guilty.
- Treat yourself like you treat your closest friend. Give yourself permission to be less than perfect, or to take a break.
- Always have something to look forward to.
- Use your brain. Keep learning.
- Anticipate stress and prepare for it.
- Simplify
- Provide consistent limitations and feedback to children (and some adults).
- Be honest.
- Learn about your acceptable/comfortable stress level. Some stress is normal and necessary. It gets you out of bed in the morning.
- For children, display pictures of Dad/Mom at your child's eye level. Let children have a picture of himself/herself with Dad/Mom, in their room.
- For children, routine can work to your advantage. (But avoid a "rut")

- For children, make opportunities for special outings especially on weekends and holidays when Dad/Mom would usually be home. (Picnics, walks, eating out, build a bird feeder etc.)
- For children, play Dad/Mom's taped stories.
- For children, have each child choose a chore that Dad/Mom usually does. It will be a special contribution to maintain the house and will develop responsibility
- For children, keep in touch with teachers. Work together to evaluate, avoid or redirect behaviors resulting from Dad/Mom's absence.



## MEDIA GUIDANCE

Placeholder for your post's PAO media guidance.



## CHECKLISTS

### House

- [ ] Do you have a duplicate set of keys for the house? Where?
- [ ] Do you have a financial plan for emergency house repairs?
- [ ] Do you know a trusted maintenance person to conduct home repairs? Who?
- [ ] Do you have a house insurance policy? Where is it, and how do you contact the company?
- [ ] Do you know how to cut off the water, electricity, and gas lines in case of emergency?
- [ ] Do you know where the breaker box is located and how to reset the breaker?
- [ ] Do you know where the home mortgage papers are located?
- [ ] Do you have a copy of your lease agreement? Will it run out while the Soldier is deployed?
- [ ] Do the doors and windows have good locks?
- [ ] Are the smoke alarms functioning? Do they need new batteries?
- [ ] Do you have a carbon monoxide alarm?
- [ ] Are you capable of doing yard maintenance? If not, have you made arrangements?

### Car

- [ ] Do you have a duplicate set of keys for the car(s)? Where?
- [ ] Do you have a financial plan for emergency car repairs?
- [ ] Do you know a trusted mechanic for car maintenance and repairs? Who?
- [ ] Do you know when to change the oil and make the next scheduled maintenance check?
- [ ] Are the registration and proof of insurance papers physically located in each vehicle?



[ ] Where is the car insurance policy located, and do you know how to file a claim?

[ ] Can you legally drive? If not, have you made arrangements to get around as needed?

[ ] Do you know what to do if the car breaks down?

[ ] Will the registration expire while your spouse is deployed? If so, is the cost in your budget?

[ ] Will your Post Registration expire while your spouse is deployed?

### **Finances**

[ ] Do you have access to the account where the Soldier's direct deposit is made? If not, is there an allotment/automatic transfer set up into your account to cover all monthly expenses?

[ ] Do you have a plan for how the deployed Soldier will access funds while deployed, and how he/she will communicate those transactions to you?

[ ] Do you know how to balance the checkbook?

[ ] Do you have enough checks? Do you know how to order more checks?

[ ] Do you know the bank name, address, phone, and account numbers of all your bank and investment accounts? Do you have legal authority to conduct transactions on all accounts?

[ ] Do you have a list of all your credit cards, and where they are?

[ ] Do you know who to notify in case of loss or theft of credit or debit cards?

[ ] Do you know where and how to get your Soldier's LES?

[ ] Do you know that only the Soldier can make changes to an allotment amount or address?

[ ] Who do you contact if the allotment or bank transfer does not arrive in your account?

[ ] Do you have a list of bills, credit card balances, and monthly due dates?

[ ] Do you know how the deployment will affect the Soldier's paycheck?

- ☐ Do you know the location of federal and state tax returns for the last 4 years?
- ☐ Do you know where any titles or deeds for real estate are located?
- ☐ Where are your stocks, bonds, certificates of deposit, savings and credit union passbooks, notes receivable, and other evidence of income producing property?
- ☐ Where are deeds and other title documents relating to real estate kept?
- ☐ Do you have a safe deposit box? Where is the key?

### **Family Documents**

- ☐ Do you know where each Family Member's birth certificate is? Your marriage certificate?
- ☐ Do you know the location of adoption papers, divorce decrees, custody papers, or court orders?
- ☐ Do you know the location of citizenship records of Family Members born outside the U.S.?
- ☐ Do you have the social security cards for every member of the family?
- ☐ Where are the life insurance policies kept?
- ☐ Do children age 10 and older have military ID cards? Will they expire while the Soldier is deployed?
- ☐ Do you know the location of the TRICARE cards for all dependents? Dental cards? Supplemental insurance cards?
- ☐ Do you have a list of reputable babysitters and child care providers?
- ☐ Do you have a copy of your Spouse's DD Form 93 and SGLV 8286?
- ☐ Do you have a completed Final Thoughts Form for Soldier?
- ☐ Do you have a completed Final Thoughts Form for Spouse?
- ☐ Do you have a Power of Attorney?
- ☐ Do you require a Temporary Guardianship Form? If so, do you have one?
- ☐ Do you have a Last Will and Testament?

### **Medical**

- ☐ Do you have shot records for all members of your family, including pets?
- ☐ Do you know the telephone number to the Health Clinic? Dentist?
- ☐ Do you know the location of the doctor's office or Health Clinic? Dentist?
- ☐ Do you know where the nearest emergency room is?
- ☐ Is each Family Member enrolled in DEERS?

### **Other**

- ☐ Do you know how to check your email? Can you get online?
- ☐ Do you know the phone numbers for Army Community Services, Red Cross, Family Readiness Center, and Family Advocacy?
- ☐ Do you have a fire escape plan, and have you rehearsed it without the help of the deploying spouse?
- ☐ Do the children's teachers know that the Soldier is deploying, so they can be understanding of mood and behavioral changes in the children?
- ☐ Do you know the phone numbers for the unit's Rear Detachment Team?
- ☐ If on the housing list, does housing have your contact phone number?
- ☐ Do you have a pet care plan if you need to leave your home during your spouse's deployment? Do you know the number to the Vet?

### **Passwords**

- ☐ What online passwords do you need to know?

## ADDITIONAL RESOURCES

**Placeholder for resources in your area/installation/community.**

**These are examples. Some organizations listed may no longer exist.**

**Military OneSource** <http://www.militaryonesource.com> or 1-800-342-9647

**Armed Services YMCA**, [www.asymca.org](http://www.asymca.org)

The Armed Services YMCA works with the Department of Defense (DoD) to provide support services to military Servicemembers and their Families. ASYMCA offers most of its services for free or for a nominal fee, with a valid military ID. Programs include childcare, hospital assistance, spouse support services, food services, computer training classes, health and wellness services, and holiday meals, among many others.

**Army Emergency Relief (AER)**, [www.aerhq.org](http://www.aerhq.org)

Army Emergency Relief (AER) is the Army's own emergency financial assistance organization. AER provides commanders with a valuable tool to assist them in providing emergency financial assistance to Soldiers and their Family Members when there is a valid need.

**Army MWR**, [www.armymwr.com](http://www.armymwr.com)

The Army MWR website is the official website of the Family and Morale, Welfare and Recreation Command (FMWRC). It offers a comprehensive network of quality support and leisure activities for Soldiers and their Family Members.

**Military Child Education Coalition (MCEC)**, [www.militarychild.org](http://www.militarychild.org)

The Military Child Education Coalition (MCEC) is a non-profit, worldwide organization that identifies the challenges faced by the highly-mobile military child, increases awareness of these challenges in military and educational communities, and initiates and implements programs to meet those challenges.

**Military OneSource**, [www.militaryonesource.mil](http://www.militaryonesource.mil) or 1-800-342-9647

Whether it's help with childcare, personal finances, emotional support during deployments, relocation information, or resources needed for special circumstances, Military OneSource is there for military personnel and their Families ... 24 hours-a-day, seven days-a-week, 365 days-a-year. The website is provided at no cost to active duty, Guard, and Reserve Soldiers and their Families.


**National Suicide Prevention Lifeline, 1-800-273-TALK**

Are you feeling desperate, alone, or hopeless? Call the National Suicide Prevention Lifeline at **1-800-273-TALK (8255)**, a free, 24-hour hotline available to anyone in suicidal crisis or emotional distress. Your call will be routed to the nearest crisis center to you. Additional information can be found at [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org).

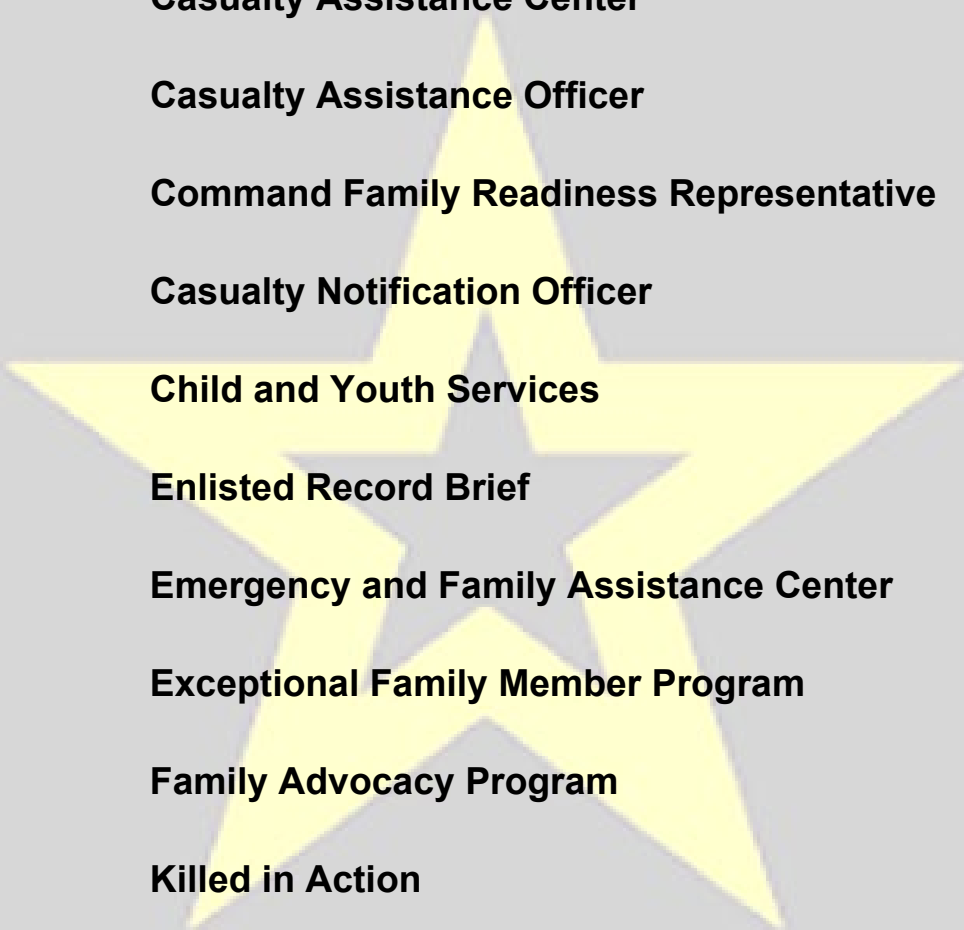
**Tragedy Assistance Program for Survivors (TAPS)**, [www.taps.org](http://www.taps.org)

Caring for the families of the fallen, TAPS is the 24/7 tragedy assistance resource for ANYONE who has suffered the loss of a military loved one, regardless of the relationship to the deceased or the circumstance of the death. TAPS provides comfort and care through comprehensive services and programs including peer-based emotional support, case work assistance, crisis intervention, and grief and trauma resources.

## PHONE NUMBERS

TITLE	NAME	PHONE NUMBER
Bde Rear D CDR		
Bde Rear D SGM		
Bde Rear D Chaplain		
Bde EOC		
Bn Rear D CDR		
Bn Rear D 1SG		
Command Financial NCO		
Bn EOC		
Public Affairs Office <b>(PAO)</b>		
American Red Cross 	<b>TOLL FREE</b> <b>1-877-272-7337</b>	<b>Local #</b>

## **ACRONYMS**



<b>ACS</b>	<b>Army Community Service</b>
<b>AER</b>	<b>Army Emergency Relief</b>
<b>CAC</b>	<b>Casualty Assistance Center</b>
<b>CAO</b>	<b>Casualty Assistance Officer</b>
<b>CFRR</b>	<b>Command Family Readiness Representative</b>
<b>CNO</b>	<b>Casualty Notification Officer</b>
<b>CYS</b>	<b>Child and Youth Services</b>
<b>ERB</b>	<b>Enlisted Record Brief</b>
<b>EFAC</b>	<b>Emergency and Family Assistance Center</b>
<b>EFMP</b>	<b>Exceptional Family Member Program</b>
<b>FAP</b>	<b>Family Advocacy Program</b>
<b>KIA</b>	<b>Killed in Action</b>
<b>MFLC</b>	<b>Military and Family Life Counselor</b>
<b>MOS</b>	<b>Military One Source</b>
<b>NPSP</b>	<b>New Parent Support Group</b>
<b>OPSEC</b>	<b>Operations Security</b>

**ORB**                      **Officer Record Brief**

**SARC**                    **Sexual Assault Response Coordinator**

**SFRG**                    **Soldier and Family Readiness Group**

**SHARP**                  **Sexual Harassment/Assault Response and Prevention**

**SI**                         **Seriously Injured**

**SOS**                    **Survivor Outreach Services**

**SWS**                    **Social Work Services**

**TESSA**                 **Trust Education Safety Support Agency**

**USO**                    **United Service Organizations**

**VAP**                    **Victim Advocacy Program**

**WIA**                    **Wounded in Action**

## NOTES

